Affirmative Action Plan
for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies’ affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWD) Answer Yes
   b. Cluster GS-11 to SES (PWD) Answer No

When comparing PWDs with OIG’s overall permanent workforce, PWDs’ participation rates by grade level cluster are, as follows:
   Group GS-1 to GS-10 (PWD): The participation rate of PWD 1.91% (or 8 of 419) falls below the 12% benchmark for PWD.
   Group GS-11 to SES (PWD): The participation rate of PWD 12.88% (or 54 of 419) meets the 12% benchmark for PWD. When comparing PWDs with each grade group, PWDs’ participation rates by grade level cluster are, as follows:
   Group GS-1 to GS-10 (PWD): The participation rate of PWD 36.36% (8 out of 22 employees in this grade group have a disability) significantly exceeds the Federal goal of 12%. Group GS-11 to SES (PWD): The participation rate of PWD 13.60% (54 out of 397 employees in this grade group have a disability) slightly exceeds the Federal goal of 12%.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWTD) Answer Yes
   b. Cluster GS-11 to SES (PWTD) Answer Yes

When comparing PWTDs with OIG’s overall workforce, PWTDs’ participation rates by grade level cluster are, as follows:
   Group GS-1 to GS-10 (PWTD): The participation rate of PWTD 0.71% (or 3 of 419) falls below the 2% benchmark for PWTDs.
   Group GS-11 to SES (PWTDs): The participation rate of PWTDs 1.43% (or 6 of 419) almost meets the 2% benchmark for PWTDs. When comparing PWTDs with each grade group, PWTDs’ participation rates by grade level cluster are, as follows:
   Group GS-1 to GS-10 (PWTDs): The participation rate of PWTDs 13.63% (3 out of 22 employees in this grade group have a disability) significantly exceeds the Federal goal of 2%. Group GS-11 to SES (PWTDs): The participation rate of PWTDs 1.51% (6 out of 397 employees in this grade group have a disability) almost meets the Federal goal of 2%.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

<table>
<thead>
<tr>
<th>Grade Level Cluster(GS or Alternate Pay Planb)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>22</td>
<td>5</td>
<td>22.73</td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td>397</td>
<td>33</td>
<td>8.31</td>
</tr>
</tbody>
</table>

Page 1
3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

In FY 2022, the Office of Equal Opportunity, Diversity, and Inclusion (EDI) presented the State of the Agency briefing to OIG senior staff and conducted a presentation for the entire OIG workforce during a Town Hall. Both presentations included information on OIG’s representation and hiring rates of PWD/PWTD compared to the respective Federal hiring goals.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

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

Answer  Yes

N/A

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Answer  No

Each year, USDA assigns Department-wide mandatory civil rights-related training. In FY 2021, USDA assigned Reasonable Accommodation training, which also served as disability program training for HRMD. In FY 2022, USDA assigned Unconscious
Bias training, which does not relate to the disability program. Annual training for the disability program staff is not mandatory; the HRMD Deputy Director, who oversees OIG’s disability program related work and the Reasonable Accommodation Program, did not take any specific training in FY 2022. The HRMD Deputy Director plans to have two additional staff members take disability program training in FY 2023 so they can also perform the related work; the HRMD Deputy Director also plans to take the course.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer: Yes

N/A

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

OIG uses Departmental policies, programs, and resources, to include USDA’s Disability Hiring Program, to identify job applicants with disabilities.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

Schedule A is available for use along with the Veteran Appointment Authorities to non-competitively appoint PWDs and PWTDs and veterans with service-connected disability rating of 30% or more. HRMD works with USDA’s Office of Human Resources Management and receives assistance with finding qualified candidates for non-competitive special hiring authorities. Additionally, through the Operation Warfighter Program, HRMD has established a relationship with the organization to identify resumes of qualified candidates who can be non-competitively hired. In FY 2022, OIG had a 20.93% hiring rate of Schedule A employees – 9 of the agency’s 43 new hires in its permanent workforce were Schedule A employees.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual’s application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

When individuals apply using Schedule A Hiring Authority, HRMD reviews the applications to verify that the applicants meet the qualification requirements of the announced position and have provided the required proof of Schedule A eligibility. Applicants applying under the Schedule A Hiring Authority who are deemed qualified are referred to the hiring managers on a Schedule A certificate of eligibility along with guidance on selection procedures including the application of veterans’ preference, when applicable. Managers have the option to interview and/or hire from the Schedule A certificate or to consider other candidates from other issued certificates (Merit Promotion, Non-Competitive, Veterans’ Recruitment Appointment (VRA), etc.).
4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.

Answer  Yes

OIG’s FY 2022 new supervisor training included information on Veteran hiring authorities (VRA, Veterans Employment Opportunity Act of 1998 (VEOA), 30% disabled Veterans, and Veterans Opportunity to Work (VOW) to Hire Heroes). Supervisor training is required every three years, and new supervisor training is provided annually.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

In FY 2022, OIG continued to use the OPM Shared Register, which provides a list of applicants from entry level to the professional level with disabilities who are pre-screened, ready, and available to work. The registry is updated twice a month and lists applicants by more than ten different job occupations and geographic employment preferences. Schedule A Hiring Authority can be used to hire a candidate from the OPM Shared Register without competition. These appointments may be made on a temporary, time-limited (more than 1 year), or permanent basis in the excepted service.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

   a. New Hires for Permanent Workforce (PWD)  Answer  No

   b. New Hires for Permanent Workforce (PWTD)  Answer  No

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(% )</td>
<td>(%)</td>
</tr>
<tr>
<td>% of Total</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Qualified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of New Hires</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires for MCO (PWD)  Answer  N/A

   b. New Hires for MCO (PWTD)  Answer  N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR
3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Qualified Applicants for MCO (PWD) Answer N/A
   b. Qualified Applicants for MCO (PWTD) Answer N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Promotions for MCO (PWD) Answer N/A
   b. Promotions for MCO (PWTD) Answer N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

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

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

   Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

OIG continues to offer career development opportunities to all employees via non-competitive details and promotions (e.g., career-ladder positions), competitive details, and merit promotions. In addition, leadership development opportunities exist through such programs as the USDA Aspiring Leadership Development Program and Leadership Essentials Certificate Program Course. In FY 2022, OIG had a 20.93% hiring rate of Schedule A employees – 9 of the agency’s 43 new hires in its permanent workforce were Schedule A employees.
B. CAREER DEVELOPMENT OPPORTUNITIES

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

The general actions OIG takes relating to career development opportunities include: 1. Agency training and development courses are available to all employees, via in-person classroom, online, virtually, and through self-study. 2. Temporary developmental details and short-term work assignments are advertised to all employees through OIG News.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>N/A</td>
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<td>N/A</td>
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<tr>
<td>Fellowship Programs</td>
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<td>Training Programs</td>
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<td></td>
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<td>1</td>
<td></td>
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<tr>
<td>Detail Programs</td>
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<td></td>
<td>N/A</td>
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<td>N/A</td>
</tr>
<tr>
<td>Mentoring Programs</td>
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</tr>
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<td></td>
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<td>N/A</td>
</tr>
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<td>Coaching Programs</td>
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</tr>
<tr>
<td></td>
<td>N/A</td>
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</tr>
<tr>
<td>Other Career Development Programs</td>
<td>3</td>
<td>3</td>
<td>N/A</td>
</tr>
</tbody>
</table>

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Applicants (PWD) Answer N/A

   b. Selections (PWD) Answer N/A

HRMD/Training notes the office currently does not have a system to collect applicant data for training programs.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Applicants (PWTD) Answer N/A

   b. Selections (PWTD) Answer N/A

HRMD/Training notes the office currently does not have a system to collect applicant data for training programs.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

   a. Awards, Bonuses, & Incentives (PWD) Answer No

   b. Awards, Bonuses, & Incentives (PWTD) Answer No
For the FY 2022 report, there were errors within the NFC system resulting in incorrect figures for the "Employee Recognition and Awards" data tables (A/B 9-1). Therefore, OIG was not able to conduct an analysis on awards. HRMD is researching this matter to determine the error source/cause.

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards 1 - 10 hours: Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Total Hours</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Average Hours</td>
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<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
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<tr>
<td>Time-Off Awards 11 - 20 Hours: Total Hours</td>
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<td>0.00</td>
<td>0.00</td>
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<td>Time-Off Awards 11 - 20 Hours: Average Hours</td>
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<tr>
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<td>Time-Off Awards 21 - 30 Hours: Total Hours</td>
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<td>Time-Off Awards 21 - 30 Hours: Average Hours</td>
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<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given</td>
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<td>Time-Off Awards 31 - 40 Hours: Total Hours</td>
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<td>Time-Off Awards 41 or more Hours: Awards Given</td>
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<td>Time-Off Awards 41 or more Hours: Total Hours</td>
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<td>Time-Off Awards 41 or more Hours: Average Hours</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
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<tbody>
<tr>
<td>Cash Awards: $501 - $999: Awards Given</td>
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<td>0.00</td>
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<td>Cash Awards: $501 - $999: Total Amount</td>
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<tr>
<td>Cash Awards: $501 - $999: Average Amount</td>
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<tr>
<td>Cash Awards: $1000 - $1999: Awards Given</td>
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<tr>
<td>Cash Awards: $1000 - $1999: Total Amount</td>
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<td>Cash Awards: $1000 - $1999: Average Amount</td>
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### Cash Awards

<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
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</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Total Amount</td>
<td>0</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Average Amount</td>
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<td>0.00</td>
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</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Awards Given</td>
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</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Total Amount</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Average Amount</td>
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<td>0.00</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Awards Given</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Total Amount</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Average Amount</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

   a. Pay Increases (PWD) Answer No
   b. Pay Increases (PWTD) Answer No

For the FY 2022 report, there were errors within the NFC system resulting in incorrect figures for the “Employee Recognition and Awards” data tables (A/B 9-1). Therefore, OIG was not able to conduct an analysis on awards. HRMD is researching this matter to determine the error source/cause.

### Other Awards

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Performance Based Pay Increases Awarded</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

   a. Other Types of Recognition (PWD) Answer N/A
   b. Other Types of Recognition (PWTD) Answer N/A

OIG holds an awards ceremony annually, comprised of two recognition programs: OIG Awards and Council of the Inspectors General on Integrity and Efficiency (CIGIE) Awards. At OIG, PWD and/or PWTD are treated proportionately and fairly compared to employees without disabilities for recognition awards. OIG Awards: The IG recognizes significant accomplishments in support of OIG’s strategic mission goals, objectives, and OIG’s Diversity and Inclusion operational goal. CIGIE Awards: CIGIE awards recognize the work of the OIG workforce and nominations are submitted by Inspectors General. OIG’s FY 2022 ceremony was held virtually on October 26, 2022.

### D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”,

Page 8
describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES
   i. Qualified Internal Applicants (PWD) Answer N/A
   ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15
   i. Qualified Internal Applicants (PWD) Answer N/A
   ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14
   i. Qualified Internal Applicants (PWD) Answer N/A
   ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13
   i. Qualified Internal Applicants (PWD) Answer N/A
   ii. Internal Selections (PWD) Answer N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES
   i. Qualified Internal Applicants (PWTD) Answer N/A
   ii. Internal Selections (PWTD) Answer N/A

b. Grade GS-15
   i. Qualified Internal Applicants (PWTD) Answer N/A
   ii. Internal Selections (PWTD) Answer N/A

c. Grade GS-14
   i. Qualified Internal Applicants (PWTD) Answer N/A
   ii. Internal Selections (PWTD) Answer N/A

d. Grade GS-13
   i. Qualified Internal Applicants (PWTD) Answer N/A
ii. Internal Selections (PWTD)  Answer  N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires to SES (PWD)  Answer  N/A
   b. New Hires to GS-15 (PWD)  Answer  N/A
   c. New Hires to GS-14 (PWD)  Answer  N/A
   d. New Hires to GS-13 (PWD)  Answer  N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires to SES (PWTD)  Answer  N/A
   b. New Hires to GS-15 (PWTD)  Answer  N/A
   c. New Hires to GS-14 (PWTD)  Answer  N/A
   d. New Hires to GS-13 (PWTD)  Answer  N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Executives
      i. Qualified Internal Applicants (PWD)  Answer  N/A
      ii. Internal Selections (PWD)  Answer  N/A
b. Managers
   i. Qualified Internal Applicants (PWD) Answer N/A
   ii. Internal Selections (PWD) Answer N/A

c. Supervisors
   i. Qualified Internal Applicants (PWD) Answer N/A
   ii. Internal Selections (PWD) Answer N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. Executives
      i. Qualified Internal Applicants (PWTD) Answer N/A
      ii. Internal Selections (PWTD) Answer N/A

   b. Managers
      i. Qualified Internal Applicants (PWTD) Answer N/A
      ii. Internal Selections (PWTD) Answer N/A

   c. Supervisors
      i. Qualified Internal Applicants (PWTD) Answer N/A
      ii. Internal Selections (PWTD) Answer N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires for Executives (PWD) Answer N/A
   b. New Hires for Managers (PWD) Answer N/A
   c. New Hires for Supervisors (PWD) Answer N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. The system also did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.
combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. Additionally, the system did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires for Executives (PWTD)                      Answer N/A
   b. New Hires for Managers (PWTD)                      Answer N/A
   c. New Hires for Supervisors (PWTD)                    Answer N/A

In FY 2022, HRMD was able to retrieve applicant data from the USA Staffing system, which HRMD uses. However, the system combined one set of data for all parameters, and HRMD was not able to separate external v. internal applicant data. Additionally, the system did not provide disability applicant data. Additionally, the system did not correctly align the applications received with those found to be qualified, referred, and selected, for each job series and related vacancy announcement. HRMD is working with USDA’s HR Office to find a way(s) to customize and retrieve specific data for FY 2023 reporting.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

   Answer N/A

In FY 2022, OIG did not have any Schedule A employees who were eligible for conversion to competitive service appointments.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

   a. Voluntary Separations (PWD) Answer No
   b. Involuntary Separations (PWD) Answer No

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>0</td>
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</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>0</td>
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<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
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</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
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<td>0.00</td>
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</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

   a. Voluntary Separations (PWTD) Answer No
   b. Involuntary Separations (PWTD) Answer No

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
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<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>0</td>
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</tr>
<tr>
<td>Permanent Workforce: Removal</td>
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<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

   USDA Accessibility public website may be accessed at: https://www.usda.gov/digital-strategy/accessibility USDA Reasonable Accommodations and Personal Assistance Services public website may be accessed at: https://www.usda.gov/ra USDA OIG EEO Complaint Filing public website may be accessed at: https://usdaoig.oversight.gov/EDI/EEO

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

   OIG is a tenant in facilities owned, operated, or leased by the General Services Administration (GSA). The GSA public website specifically relating to employee/applicant rights under the Architectural Barriers Act can be found here: Accessible facility design | GSA USDA and OIG public websites explaining how to file an EEO complaint may be accessed at: https://www.usda.gov/oasct/equal-employment-opportunity-complaint-filing https://www.usdaoig.oversight.gov/EDI/EEO

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

   In FY 2022, OIG partnered with GSA to update designs for three facility renovations (Atlanta, GA, Orlando, FL, and Denver, CO) that included improving compliance with ABA. Additionally, OIG and GSA completed renovations and began occupying space in the Dellums Federal Building in Oakland, California. The renovations followed the ABA and increased accessibility for employees and visitors. Also OIG evaluated 10 existing locations for compliance with Occupational Safety and Health, indoor environmental...
management, and ABA standards. During FY22, OIG awarded a contract to evaluate facilities for utilization and compliance with agency policies. Part of the work will include, per the requirements of ABA, accessibility design and improvements for upcoming renovations and relocations. OIG does not own any real property, and as a tenant in GSA controlled space, follows GSA’s Facilities Standards for the Public Buildings Service, PBS-P100, Section 1.10 (Accessibility Design Standards).

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time once the complete package was received was 1 to 2 business days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Overall, OIG has an effective disability program, supported by various policies, procedures, and practices, as evidenced by timely processing requests for Reasonable Accommodations (RA). Mandatory new managers and supervisors training includes responsibilities on providing RAs. Additionally, HRMD drafted a new RA and Personal Assistance Service Policy in FY 2022. The policy will be implemented by the end of the 2022 calendar year.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

As stated above in the Reasonable Accommodation Program section, HRMD drafted a new RA and PAS Policy in FY 2022. The policy will be implemented by the end of the 2022 calendar year.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

   Answer Yes

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

   Answer Yes

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.
B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

   Answer: No

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

   Answer: No

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

N/A

Section VIII: Identification and Removal of Barriers

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

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

   Answer: No

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

   Answer: N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

N/A. As noted in response to question #1 of this section, OIG did not identify any barriers (or triggers); therefore, we did not have any planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

N/A. As noted in response to question #1 of this section, OIG did not identify any barriers (or triggers); therefore, we did not have any planned activities.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A. As noted in response to question #1 of this section, OIG did not identify any barriers (or triggers); therefore, we did not have any planned activities.