

United States Department of Agriculture



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

AUG 13 2007

SUBJECT: EOP - Fiscal Year 2008 Civil Rights Performance Report

TO: Regional Assistant Chiefs
Deputy Chiefs
Associate Deputy Chiefs
State Conservationists
National Headquarters Division Directors
Directors, Pacific Islands and Caribbean Areas

File Code: 230-15-7

The Civil Rights Division (CRD) is responsible for preparing the Agency's consolidated Civil Rights Performance Report. This report is to be submitted to the Department of Agriculture's (USDA) Office of Adjudication and Compliance each year. To ensure a thorough review of our data and its timely submission, beginning in fiscal year 2008, we will initiate the reporting of this information on a quarterly basis.

The annual Civil Rights Performance Report is a tool used to evaluate and assess the Agency's performance towards achieving its Civil Rights goals and objectives with respect to accountability, program delivery, employment, and procurement activities.

The Civil Rights Performance Plan goals and objectives are provided in the attachment and in a sample format of how you are to submit your progress reports. The report is divided into four sections that address USDA's five Civil Rights strategic goals. In each section, identify specific Civil Rights accomplishments (results oriented) relative to each goal and corresponding performance indicators.

It is requested that each office electronically send their reports to Anita Holland-Spears, at Anita.Holland-Spears@wdc.usda.gov, on the following dates:

- January 8, 2008 (First Quarter)
- April 8, 2008 (Second Quarter)
- July 8, 2008 (Third Quarter)
- October 8, 2008 (Fourth Quarter)

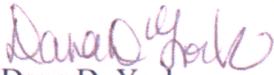
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If you have questions or need further assistance, please contact Joseph E. Hairston, Director, CRD, at (301) 504-2181.



Dana D. York
Associate Chief

Attachment

Natural Resources Conservation Service
Civil Rights Self-Assessment
Fiscal Year 2008

Area: Alaska

Reporting Period: October 1, 2007 to December 31, 2007

Goal 1: **Commitment of Agency Leadership/Strategic Plan Integration:** Incorporate the Department of Agriculture (USDA) Civil Rights policy and other relative requirements through the Agency/staff office operations to ensure that customers and employees are treated in accordance with anti-discrimination laws and regulations.

Performance Objective 1.1: Leadership: Hold managers, supervisors and other employees accountable for ensuring that USDA's customers and employees are treated in accordance with USDA Civil Rights policy and applicable legal requirements.

Indicator 1.1.1: Inclusion in Strategic Plan: The Agency/Staff Office displays commitment to USDA's Civil Rights goals and obligations in its Strategic Plan.

Performance Data:

Indicator 1.1.2: Employees' Performance Plans: Performance plans for SES-level officials, managers, supervisors, and other employees include Civil Rights performance requirements.

Performance Data:

Indicator 1.1.3: Disciplinary Actions: Take appropriate disciplinary or corrective action when discriminatory conduct relating to Civil Rights violations or retaliation occurs.

Indicator 1.1.4: Civil Rights Impact Analyses: Conduct Effective Civil Rights Impact Analysis.

Goal 2: **Program Delivery: Proactive Management and Legal Compliance:** Ensure all customers equal opportunity to access programs, activities, and services, and nondiscrimination in the delivery of USDA programs and services.

Performance Objective 2.1: Program Delivery/Legal Compliance: Deliver Agency programs in compliance with Civil Rights laws, Departmental regulations, policy, and goals.

Indicator 2.1.1: Implementation of Regulatory Requirements: Review and incorporate Civil Rights requirements (collect and analyze applicant/participant data, implement Section 508 requirements, ensure the provision of auxiliary aids for customers with disabilities) into Agency's standard operating procedures.

Performance Data:

Indicator 2.1.2: Compliance Reviews/Corrective Actions: Conduct compliance reviews of Federally-assisted and conducted programs in accordance with Departmental Regulations, and other guidance.

Performance Data:

Performance Objective 2.2: Efficient Program Complaint Process: Maintain an effective process for handling Civil Rights program complaints.

Indicator 2.2.1: Complaint Findings/Corrective Actions: When applicable, promptly implement preventive and corrective actions resulting from complaint findings and analysis of trends in complaints.

Performance Data:

Performance Objective 2.3: Improve Service to Underserved Populations: Maintain an effective process for handling Civil Rights program complaints.

Indicator 2.3.1: Identify Priorities, Establish Goals, Create Mechanisms to Improve and Increase Service to Underserved Populations:

- Ensure that no policies, procedures, or practices inherently preclude qualified applicants and beneficiaries; and
- Create or enhance service delivery to under represented groups.

Performance Data:

Goal 3: EEO Program: Proactive Management and Legal Compliance: Provide a workplace free of unlawful discrimination and enhance the diversity of the workforce.

Performance Objective 3.1: Human Capital Management: Take affirmative steps to ensure that:

- Unlawful discrimination does not occur in recruitment, hiring, training, and promotion policies, procedures, and practices; and
- Employees from diverse backgrounds are hired. (Include how positions are advertised/recruited, the types of positions and race, sex, national origin, and disability of hired individuals).

Indicator 3.1.1: Human Capital Plan/Diversity Management:

- Assess underrepresentation;
- Target improvement; and
- Develop and implement effective strategies for improving diversity.

Performance Data:

Indicator 3.1.2: Barrier Analysis:

- Identify barriers; and
- Take affirmative steps to remove barriers to workforce diversity, as required by MD-715.

Performance Data:

Indicator 3.1.3: Civil Rights Training: Conduct employee Civil Rights training to increase awareness, understanding and appreciation for workforce diversity, and Civil Rights requirements and obligations. Training is to include the fiscal year (FY) 2006 requirement; EEO Process and Affirmative Action, and completion of Cultural Diversity and Prevention of Sexual Harassment, if not completed in FY 2007.

Performance Data:

Performance Objective 3.2: Comprehensive Equal Employment Opportunity (EEO) Evaluation Program: Assess employment policies and practices.

Indicator 3.2.1: Compliance Reviews: Take preventive and corrective actions resulting from compliances reviews, and reported outcomes and corrective actions taken.

Performance Data:

Indicator 3.2.2: No FEAR Act: Provide timely submissions for compliance with the No FEAR Act (Quarterly submissions and Annual Report submission).

Performance Data:

Performance Objective 3.3: Efficient EEO Complaint Process: Manage an effective complaint-processing program.

Indicator 3.3.1: Complete EEO Investigations within 45 days: Complete investigations within 45 days from receipt of an acceptance from CR.

Performance Data:

Indicator 3.3.2: Timely submit EEO Counselors' Reports and Timely Distribution of Reports of Investigation: Timely distribute Reports of Investigation.

Performance Data:

Indicator 3.3.3: Efficient Use of Alternative Dispute Resolution (ADR) for EEO and Disputes:

- Made good faith effort to resolve EEO complaints, and workplace disputes at all times, especially early in the process;
- Offered ADR to complainants as required by USDA to resolve EEO complaints, and
- Effectively provide ADR services where offers are accepted.

Performance Data:

Indicator 3.3.4: Analyze and Monitor Complaints, Corrective Actions, Settlement Agreements:

- Respond timely to requests for information from EEO Counselors, Investigators, and Adjudicators; and
- When applicable, Agency promptly implements terms of settlement agreements.

Performance Data:

Goal 4: Procurement: Ensure equal opportunity for minorities, women-owned, small and disadvantaged, service disabled veterans, American Indians/Alaska Natives, and people with disabilities (Javits, Wagner, O'Day Act [JWOD]) in all USDA contracting activities.

Performance Objective 4.1: Procurement Goals: Take affirmative steps to increase procurement with businesses owned and operated by women, minorities, service disabled veterans, small and disadvantaged businesses, American Indians/Alaska Natives, and JWOD facilities.

Indicator 4.1.1: Accomplishment of Goals: Develop and implement effective strategies for improving participation by women, minorities, service disabled veterans, small and disadvantaged businesses, American Indians/Alaska Natives, JWOD facilities, and for accomplishing all goals.

Performance Data: