



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

March 4, 2010

## IOWA INSTRUCTION 230-386 - CIVIL RIGHTS RESOURCE LIST FOR STAFF MEETINGS

### Part 386.0 PURPOSE

This Iowa Instruction provides a resource list of Civil Rights topics for supervisors' use during staff meetings, with Soil and Water Conservation District (SWCD) Boards of Commissioners, and Resource Conservation and Development (RC&D) Councils.

### Part 386.1 SCOPE

These instructions will be followed by all NRCS offices statewide.

### Part 386.2 FILING INSTRUCTIONS

File a paper copy of this Iowa Instruction and the attachment in the NRCS file system under 230 – Equal Opportunity file folder.

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

### Part 386.3 EXHIBITS

See the attachment.

/s/ Richard Sims  
State Conservationist

Attachment

E  
Non-Federal Partners

(IA Instruction 230-386 First Edition – March 2010)

*Helping People Help the Land*

An Equal Opportunity Provider and Employer

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### 1. PURPOSE:

This Iowa Instruction provides a resource list of Civil Rights topics for supervisors' use during staff meetings, with Soil and Water Conservation District (SWCD) Boards of Commissioners, and Resource Conservation and Development (RC&D) Councils.

### 2. BACKGROUND:

Supervisors are required to discuss Civil Rights topics with staff at least quarterly. The specific Civil Rights topic discussed is at the discretion of the supervisor. The Civil Rights Advisory Committee (CRAC) periodically receives requests from supervisors for ideas of Civil Rights topics for these staff meetings.

In FY09, Area 1 took the initiative to develop a Civil Rights topic list for use within the Area and offered this resource to the CRAC for statewide distribution.

### 3. EXPLANATION or PROCESS:

This Iowa Instruction provides (as an attachment) a Civil Rights Resource List for Staff Meetings. Supervisors may choose from the list when planning Civil Rights discussions with staff (including partner staff). Additionally, this list can be used for planning of Civil Rights discussions with SWCD Boards and RC&D Councils. Several of the topics are required to be discussed annually with each SWCD. These are: Equal Employment Opportunity (EEO) Policy; Prevention of Sexual Harassment; and Civil Rights Policy relative to employment (items 14, 15, and 16 on the list).

Annual staff discussions are required on the following specific topics: EEO Policy; Prevention of Sexual Harassment; Civil Rights Policy relative to employment; Title VI (Program Delivery) and Title VII (EEO) complaint procedures. All Civil Rights training and staff discussions must be documented in the 230-0 file, including the specific Civil Rights topic and staff members in attendance. This information must be kept in the file for three years.

All staff (including NRCS, DSC, SWCD, RC&D, and Earth Team Volunteers) must be trained on EEO; Prevention of Sexual Harassment; EEO Counseling; Mediation and Complaints; and Special Emphasis Programs (SEP) within the first 12 months of their employment.

Any questions regarding this process can be directed to the Human Resources staff at 515-284-4587

Approved By:

Date:

**/s/ Richard Sims**

**03/03/2010**

State Conservationist  
Natural Resources Conservation Service  
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# Iowa NRCS Civil Rights Resource List for Staff Meetings

February 2010

1. Review Civil Rights responsibilities in staff position descriptions (PD) and Performance Appraisal Worksheets (PAW).
2. Review Civil Rights objectives, goals and action items in the office business plan.
3. Identify and review local sources of accommodations (interpreters, sign language etc.) for persons with disabilities. Review the requirement to include the standard accommodations statement (IA Instruction 230-385) on all public meeting announcements.
4. Review definitions for: Limited Resource Farmer; Socially Disadvantaged Farmer; and Beginning Farmer (IA Instruction 230-381).
5. Research and review a summary of materials available to meet needs of producers with disabilities or non-English speaking. Research Iowa NRCS and national NRCS websites, and local resources.
6. Review local statistical information for the service area, including the Performance Results System (PRS) parity report, county demographics (census), and current conservation program participants.
7. Review the list of potentially eligible conservation program participants by Race, Sex, National Origin, and Disability (RSNOD).
8. Review the required office posters (Iowa NRCS Civil Rights webpage) and the posters currently displayed in the office, making any required updates.
9. Review the contents of the 230 files and update as needed.
10. Explain and review the Title VI and Title VII complaint procedures and where to find procedure information (230-11 file, brochures, Iowa NRCS Civil Rights webpage, and Iowa NRCS eDirectives).
11. Review the Civil Rights Advisory Committee (CRAC) business plan (Iowa NRCS Civil Rights webpage) and Special Emphasis Program Manager (SEPM activities).
12. Review the nomination process for outstanding achievements in EEO and Civil Rights activities.
13. Review Titles VI (EO) and VII (EEO).
14. Review the EEO Policy.
15. Review prevention of sexual harassment materials (Iowa NRCS Civil Rights webpage, Current Developments, national NRCS website, General Manual).
16. Review the Civil Rights Policy relative to employment.
17. Review the required use of the non-discrimination statement on all information displayed or distributed publicly (IA Instruction 230-384).
18. Discuss need for and use of reasonable accommodations for employees with disabilities.
19. Review the Civil Rights Policy Statements of the Chief of NRCS and the USDA Secretary of Agriculture.
20. Review the USDA's Civil Rights Policy.

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