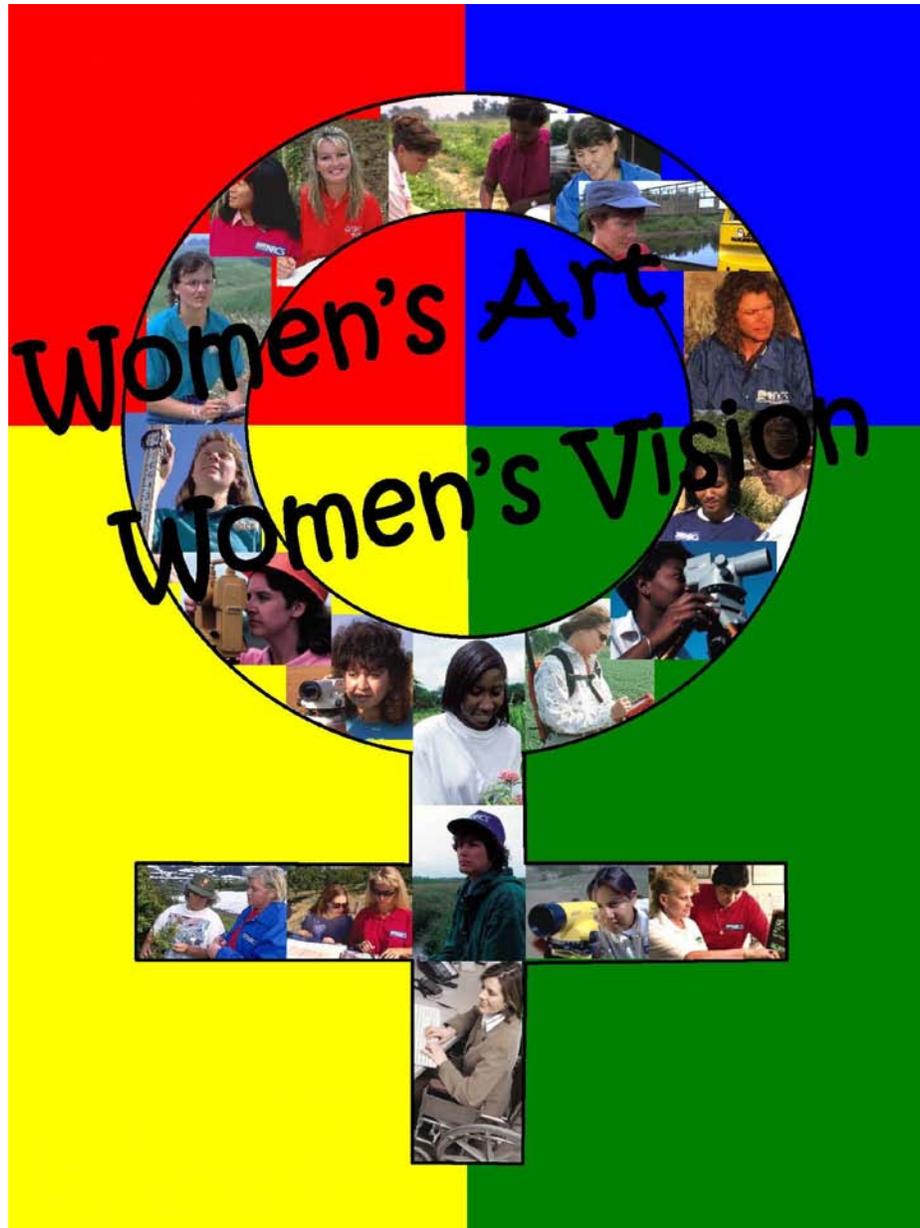


**USDA – NRCS
Federal Women’s Program
Fiscal Year 2011 Plan of Work**



Mission of the Federal Women’s Program in South Carolina

The Federal Women’s Program’s (FWP) purpose is to enhance the advancement of women in the Natural Resources Conservation Service (NRCS) and provide a means for women to communicate their concerns to management on women’s issues. The following plan of work will be used as a tool for self-development and as a tool for recognition of the achievements of women in the federal government in South Carolina.

Objective 1 – Conduct Educational Programs and Updates

Action Items	Begin	End
1. Provide updated information on women’s issues, history, and achievements to the entire state during Women’s History Month	3/11	3/11
2. In cooperation with other agencies, make information available in public areas during Women’s History Month	3/11	3/11
3. Provide updated information on various holidays and observance months significant to women to the entire state	10/10	9/11
4. Create an updated pamphlet displaying leave options to all employees	10/10	9/11
5. Assist in Title VI and Title VII training as requested	10/10	9/11
6. Assist the Outreach Coordinator in providing Civil Rights training module information as requested	10/10	9/11

Objective 2 – Recruitment and Outreach

Action Items	Begin	End
1. Present recruitment program at local high schools	10/10	9/11
2. Send all job openings for South Carolina to other FWPM throughout the country	10/10	9/11
3. Act as a mentor for Earthteam Volunteers and Interns in field office or upon request	10/10	9/11
4. Serve on Women In NRCS (WIN) website committee	10/10	9/11
5. Help select candidates for the Annual State Civil Rights/EEO Award	10/10	9/11
6. Write an annual plan of work for Federal Women's Program	10/10	11/11

Objective 3 - Communication

Action Items	Begin	End
1. Serve as a communication link between employees and the national FWPM	10/10	9/11
2. Keep state employees aware of FWP activities and developmental opportunities	10/10	9/11
3. Serve as local representative at national, regional and state meetings concerning women's workplace issues as requested	10/10	9/11
4. Advise the directors and State Conservationist on matters affecting the employment and advancement of women in the workplace as requested	10/10	9/11
5. Serve as a member to the South Carolina State Civil Rights Committee	10/10	9/12
6. Assist in evaluating the effectiveness of the overall equal opportunity program and assist in identifying new and changing program needs as requested	10/10	9/11