

United States Department of Agriculture



Natural Resources Conservation Service
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October 21, 2004

DELAWARE BULLETIN NO. DE230-5-1

SUBJECT: EOP – CIVIL RIGHTS RESPONSIBILITIES

Purpose. To remind Delaware employees of Civil Rights responsibilities.

Expiration Date. September 30, 2005.

Every employee of the United States Department of Agriculture (USDA) – Natural Resources Conservation Service (NRCS) shares responsibilities for civil rights. These responsibilities fall into two categories; Equal Opportunity in Program Delivery (Title VI of the Civil Rights Act of 1964) and Equal Employment Opportunity (Title VII of the Civil Rights Act of 1964).

The Equal Opportunity in Program Delivery policy addresses the responsibilities of NRCS in delivering programs and services to customers or potential customers in a non-discriminatory manner. General Manual (GM) Title 230, Part 405, Equal Opportunity in Program Delivery, contain specific policies, guidelines, authorities, and responsibilities for managers, supervisors, employees, volunteers and others conducting business with NRCS. The website for this policy is: http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_230_405.htm.

The agency's Equal Employment Opportunity policies address the responsibilities of ensuring employees and applicants are not discriminated against regardless of race, color, religion, sex, national origin, age, or handicap in its policies, practices, and working conditions (physical or mental). General Manual, Title 230, Part 401, Equal Employment Opportunity provides specific NRCS policies. The website for this policy is: http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_230_401.htm

Civil Rights are the responsibility of employees and volunteers of NRCS. Please be familiar with the Chief's Civil Rights Policy statement attached. Each employee and volunteer should be committed to ensuring that NRCS customers and fellow employees are treated fairly, equitably, and with dignity and respect. Any employee found in violation of the agency's Civil Rights policies will be subject to strict disciplinary action.

Questions regarding Civil Rights responsibilities should be directed to your immediate supervisor, or to Lester Stillson, State Operations Manager, at 302-678-4162.

/S/

GINGER L. MURPHY
State Conservationist

Attachments:



DIST: AE

