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Islander SEPM:
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Transgender
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USDA Civil Rights LA Civil Rights NHQ Civil Rights LA NRCS

Women in NRCS (WIN)

By Amanda York, Federal Women's SEPM



NRCS has a new employee organization, WIN- Women in NRCS. The idea was spawned in 2009 when 22 Federal Women's Program Managers joined forces to create the employee organization. In 2012, WIN was able to begin accepting membership. The goal of WIN is to become an employee organization that is recognized by USDA as per Department Regulation 4020-251-01, Welfare and Recreation Organizations.

To meet this requirement WIN must do the following:

- Be a non-profit organization whose membership is primarily made up of USDA employees;
- Have a current constitution and by-laws that includes a non-discrimination statement;
- Adhere to relevant law and regulations pertaining to use of government property, ethics and conduct;
- Not discriminate in terms of membership or treatment of its members because of race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, familial status or because all or part of an individual's income is derived from any public assistance program.
- Not assist or participate in any strike, work stoppage or slowdown against the USDA, or advocate the overthrow of the constitutional

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form of government of the United States.

With the by-laws, WIN will achieve its vision by:

- Advocating for a gender diverse workforce and leadership.
- Identifying and resolving barriers to employment, leadership development, and retention of female employees.
- Serving as a liaison to promote greater female participation in NRCS programs and services.
- Shaping the future of natural resource management.

WIN currently has 91 members across the country. The WIN leadership is encouraging all NRCS employees to check out what WIN has to offer by visiting the website at <http://www.winnracs.org/>. A membership form may be downloaded from the website and emailed to WIN at win@winnracs.org

Up Your Civil Rights Rating!

By Johanna Pate, Chairperson, NRCS Louisiana



We are into the third quarter of our new year. Do you have a plan for how you will track your accomplishments so that when mid-year or end-of-year performance review time comes, you are not scrambling to get information ready for your supervisor? Remember: if it isn't written down, it didn't happen. To avoid rushing and leaving out much of what you do, follow the steps below:

Step 1: Set aside an hour a month to update your accomplishments document. Make it a recurring meeting notice in Outlook calendar.

Step 2: Use your Outlook calendar to note your accomplishments on a daily basis. State specifics: dates, times, location, purpose, results, contacts, numbers, acres or any information that will make this accomplishment complete and unique.

Step 3: Create two file folders. In one put copies of flyers, agendas and programs of events that you participated in as an attendee or presenter. Create another folder to keep copies of thank you emails, letters and notes that compliment the work that you do. You can scan these documents and save them to be attached to your accomplishment report.

Step 4: Create a computer document to begin writing your accomplishments. Each page should begin with one performance element so that when you are updating this document throughout the year, you place each accomplishment under the appropriate element. This will save you time at mid-year and at the end of the year. When stating your accomplishments, follow the journalistic process of who, what, when, where, why and how. Make sure you also state the

results of your activity or project. State savings, increases, decreases, percentages, number of customers/employees served, and other relevant data that will show you in the most positive light. Remember the accomplishments you state will also be material for future positions.

Step 5: Review your performance plan periodically. Don't get pushed into performing tasks that are not part of your performance plan or your professional goals. Even though you will be asked to assist others, there is nothing wrong with making sure that you are meeting your goals as well.

Step 6: Special Projects: Write about the training you took, as well as the training you gave to others; list the professional journals or work-related articles that you read as well as the ones you wrote. Discuss your role as a mentor, as well as the times when you were asked to share your opinion or expertise on a work-related subject.

Suggested Activities to Improve EEO/Civil Rights Performance Appraisal

- Write a civil rights article for the Louisiana Civil Rights Newsletter.
- Make a presentation on a civil rights related topic at the next staff or resource unit meeting.
- Conduct some demographic research on a county or counties that reveals the most current information on who lives in the area and let that be used as a basis for future outreach efforts.
- Become an active member of the State or National Civil Rights Committee.
- Organize a "Lunch & Learn" addressing a Civil Rights topic. Include a video, speaker or a facilitated group discussion.
- Develop a poster on a topic associated with civil rights and post it in a local office.
- Participate in, or distribute information about, cultural events and celebrations taking place in your local community.
- Assist Districts in achieving or improving diversity in their respective organizations.
- Don't put off updating your accomplishment document, no matter how busy you get. You owe it to yourself to track your accomplishments.

Quarterly

Quote

"We hold these truths to be self-evident,
that all men are created equal . . ."

-United States Declaration of Independence
written by Thomas Jefferson in 1776.

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