

## EOP 230 File Code Content Guideline

File Code	Description and Filing Instructions	CONTENT
230	<b>Equal Opportunity</b>	
230-11	<b>Complaint System.</b>	<ul style="list-style-type: none"> <li>▪ Records pertaining to program discrimination complaint</li> <li>▪ Documentation/Correspondence for program complaint cases resolved</li> </ul>
230-12	<b>Equal Employment Opportunity Plan.</b>	<ul style="list-style-type: none"> <li>▪ MD-715</li> <li>▪ Related material pertaining to EEO Plans</li> </ul>
230-13	<b>Federal Women's Employment Program (FWP).</b>	<ul style="list-style-type: none"> <li>▪ National and State Bulletins</li> <li>▪ National/State/Field Office Correspondence</li> </ul>
230-14	<b>Hispanic Employment Program (HEP).</b>	<ul style="list-style-type: none"> <li>▪ National and State Bulletins</li> <li>▪ National/State/Field Office Correspondence</li> </ul>
230-15	<b>Civil Rights.</b>	<ul style="list-style-type: none"> <li>▪ State Compliance Reviews –Field Offices</li> <li>▪ Documentation pertaining to compliance</li> </ul>
230-15-11	<b>Community Outreach.</b>	<ul style="list-style-type: none"> <li>▪ Documentation pertaining to NRCS compliance</li> </ul>
230-15-12	<b>Delivery of Services.</b>	<ul style="list-style-type: none"> <li>▪ Documentation pertaining to delivery of technical services to minorities, women, persons with disabilities, historically underserved and etc</li> </ul>
230-15-13	<b>Compliance Review Program.</b>	<ul style="list-style-type: none"> <li>▪ Records pertaining to Compliance Reviews</li> <li>▪ Documentation/Correspondence pertaining to onsite compliance review</li> </ul>
230-15-13-11	<b>Records and Responsibilities.</b>	<ul style="list-style-type: none"> <li>▪ State and Field Office Strategic or Business Plan</li> <li>▪ State and Field Office Outreach Plan</li> </ul>
230-15-13-12	<b>Program Delivery Training.</b>	<ul style="list-style-type: none"> <li>▪ Civil Rights Program Training</li> </ul>
230-15-13-13	<b>Public Notification.</b>	<ul style="list-style-type: none"> <li>▪ Tools and publications used to inform potential and non-traditional program beneficiaries about NRCS programs and activities (electronic media, newsletters, e-mails, etc.)</li> <li>▪ Public meeting materials in alternative communication forms (Braille, large prints, audio, etc.)</li> <li>▪ Inclusion of State POC and a respond by date for reasonable accommodation requests or materials in alternative formats on public meeting notices</li> <li>▪ *All public notifications must contain the non-discrimination statement</li> </ul>

File Code	Description and Filing Instructions	CONTENT
230-15-13-14	Program Outreach.	<ul style="list-style-type: none"> <li>▪ Methods used by NRCS with grassroots organizations in reaching non-traditional and underserved customers within the State</li> <li>▪ Examples of outreach activities for minorities, women, and persons with disabilities</li> <li>▪ Materials used to assist producers with disabilities or Limited English Proficiency (LEP)</li> <li>▪ CRAC business plan that includes program outreach items</li> </ul>
230-15-13-15	Evaluation of Program Delivery Reports.	<ul style="list-style-type: none"> <li>▪ Program Participation reports from PROTRACTS, SCIMs, and ToolKit for the last three (3) fiscal years with RSNOD status</li> <li>▪ State schedule of conducting Compliance Reviews in Field Offices</li> <li>▪ Copy of the State or Field Office's last Civil Rights Compliance Review Report</li> </ul>
230-15-13-16	Partnership Responsibility.	<ul style="list-style-type: none"> <li>▪ MOUs established with Conservation Districts and American Indian Tribes</li> <li>▪ Current list of STC members by RSNOD (State Office)</li> <li>▪ Current list of SWCD Board members by RSNOD (Field Office)</li> <li>▪ Documentation/Correspondence determining that the following are discussed with District Board members               <ul style="list-style-type: none"> <li>a) Anti-Harassment Policy</li> <li>b) Civil Rights Policy Statements</li> <li>c) Civil Rights training for Board members</li> <li>d) 'And Justice For All' poster</li> </ul> </li> </ul>
230-15-13-17	Accessibility Evaluation.	<ul style="list-style-type: none"> <li>▪ Data on office staff who have received 508 Compliance Training and the status of required 508 compliance tasks</li> <li>▪ Form AD 2056 (accessibility evaluation)</li> </ul>
230-15-13-18	Workforce Analysis.	<ul style="list-style-type: none"> <li>▪ State and Field Office employee list for last three (3) fiscal years by RSNOD status</li> </ul>
230-15-13-19	Recruitment.	<ul style="list-style-type: none"> <li>▪ Reports for last three (3) fiscal years for all recruitment sources</li> <li>▪ State Recruitment Plan</li> </ul>
230-15-13-20	EO Employee Awareness and EEO Training.	<ul style="list-style-type: none"> <li>▪ State and Field Office employee career training for the last three (3) fiscal years</li> <li>▪ State and Field Office EEO plan</li> <li>▪ Copy of required policy statements and posters</li> <li>▪ Documentation of State and Field Office employee staff meetings where CR/EEO was discussed</li> </ul>

File Code	Description and Filing Instructions	CONTENT
230-15-13-21	Civil Rights Advisory Committee/Special Emphasis Programs.	<ul style="list-style-type: none"> <li>▪ CRAC Business Plan</li> <li>▪ SEPM and CRAC member listing</li> <li>▪ CRAC and SEPM training for respective roles</li> <li>▪ CRAC and SEPM stand-alone, collateral duty, CR performance element</li> <li>▪ CRAC and SEPM activities and events for last three (3) fiscal years</li> </ul>
230-16	Disability Emphasis Employment Program (DEP).	<ul style="list-style-type: none"> <li>▪ National and State Bulletins</li> <li>▪ National/State/Field Office Correspondence</li> </ul>
230-17	Black Emphasis Employment Program (BEP).	<ul style="list-style-type: none"> <li>▪ National and State Bulletins</li> <li>▪ National/State/Field Office Correspondence</li> </ul>
230-18	American Indian/Alaskan Native Emphasis Employment Program (AIAN).	<ul style="list-style-type: none"> <li>▪ National and State Bulletins</li> <li>▪ National/State/Field Office Correspondence</li> </ul>
230-19	Asian American Pacific Islander Emphasis Employment Program (AAPI).	<ul style="list-style-type: none"> <li>▪ National and State Bulletins</li> <li>▪ National/State/Field Office Correspondence</li> </ul>
230-20	Gay, Lesbian, Bi-sexual, and Transgender Emphasis Employment Program (GLBT).	<ul style="list-style-type: none"> <li>▪ National and State Bulletins</li> <li>▪ National/State/Field Office Correspondence</li> </ul>
230-21	Veterans Emphasis Employment Program (VEP).	<ul style="list-style-type: none"> <li>▪ National and State Bulletins</li> <li>▪ National/State/Field Office Correspondence</li> </ul>

## 230 – Equal Employment Opportunity Records File Example

(For file folder content view the 230 file description and filing instructions)

STATE OFFICE FOLDER  
230 FILES



The State Office establishes the 230 file system

1. 230-12 EEO Plan (Management Directive 715 (MD-715) and related material pertaining to the preparation of EEO plans);
2. 230-13 FWP
3. 230-14 HEP
4. 230-15 Civil Rights Records (documentation of compliance)
5. 230-15-11 Community Program Outreach
6. 230-15-12 Compliance Review Program
  - a. 230-15-12-12 Records and Responsibilities
  - b. 230-15-12-13 Program Delivery Training
  - c. 230-15-12-14 Public Notification
  - d. 230-15-12-15 Evaluation of Program Delivery Reports
  - e. 230-15-12-16 Partnership Responsibility
  - f. 230-15-12-17 Accessibility Evaluation
  - g. 230-15-12-18 Workforce Analysis
  - h. 230-15-12-19 Recruitment
  - i. 230-15-12-20 EO Employee Awareness and EEO Training
  - j. 230-15-12-21 Civil Rights Advisory Committee/Special Emphasis
7. 230-16 DEP
8. 230-17 BEP
9. 230-18 AIAN
10. 230-19 AAPI
11. 230-20 GLBT
12. 230-21 VEP

FIELD OFFICE FOLDER  
230 FILES



Field Office establishes, maintains and be responsible for electronic 230 file folders that are applicable to that Field Office.