

EOP 230 File Code Content Guideline For State and Field Offices

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

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

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