

**Iowa Bulletin:** 230-23-1

**Date:** December 14, 2022

**Subject:** EOP – Special Emphasis Program Manager (SEPM) Opportunities

**Action Required By: January 6, 2023**

**Purpose.** To solicit applications for Iowa’s Black Emphasis Program, Iowa’s Federal Women’s Program, and Iowa’s Veterans Emphasis Program Special Emphasis Program Managers (SEPMs).

**Expiration Date.** September 30, 2023

**Explanation.** The Iowa Natural Resources Conservation Service (NRCS) Civil Rights Advisory Committee (CRAC) focuses on providing counsel and recommendations to the State Conservationist and provides support, information, and education to all employees on all matters relating to Equal Employment Opportunity and Program Delivery in Iowa NRCS. Attached is the FY2023 Civil Rights Poster providing additional information. Please feel free to contact existing members to visit with them about their experience.

We are soliciting for the following:

3 – SEPMs (Title 230, General Manual, Part 403 - Special Emphasis Programs)

1. Black Emphasis Program
2. Federal Women’s Program
3. Veterans Emphasis Program

The Iowa SEPM positions play an integral part in the overall Equal Opportunity Program and serve on the Iowa NRCS CRAC. The SEPMs are three to five-year appointments. SEPM duties are collateral to your regular job. All permanent NRCS employees are eligible to apply, regardless of grade level. Supervisors must concur with nominations and agree to support the employee by granting up to 20 percent of their time for SEPM travel and work activities. The three appointments will begin immediately.

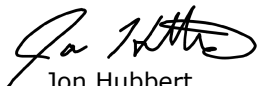
All NRCS employees with an interest are encouraged to apply. SEPMs are **not limited** to those who are ethnically or culturally linked to a specific group. If you are someone who desires to develop skills and experience managing a state level program; to interact with management at the state and national levels; to create networking opportunities with state and national leadership; or to increase your knowledge of programs and exposure to issues from the national perspective then becoming a SEPM can provide all of these opportunities.

How do you apply?

SEPM application **deadline** is close of business on **January 6, 2023**.

1. Complete the attached application.
2. Obtain concurrence from your first level supervisors.
3. Email the attached application, before close of business on **January 6, 2023**, to Daniel Paulsen, Assistant State Conservationist for Field Operations (ASTC-FO) at [daniel.paulsen@usda.gov](mailto:daniel.paulsen@usda.gov) and Jaia Fischer, Assistant State Conservationist for Management and Strategy (ASTC-M&S) at [jaia.fischer@usda.gov](mailto:jaia.fischer@usda.gov).

**Contact.** Any questions regarding this opportunity contact Daniel Paulsen, ASTC-FO, at (712) 454-3557. Questions may also be directed to Jaia Fischer, ASTC-M&S, at (515) 323-2225.



Jon Hubbert  
State Conservationist

Attachments: Application for Collateral Duty SEPM  
FY2023 Civil Rights Poster

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