



**Iowa Bulletin:** 230-23-2

**Date:** December 20, 2022

**Subject:** EOP – Required Annual Civil Rights and Equal Opportunity  
Discussion with Partners

**Action Required By: March 10, 2023 (Field Offices)**

**Action Required By: March 24, 2023 (Area Offices)**

**Purpose.** To provide the Iowa Civil Rights Checklist to Natural Resources Conservation Service (NRCS) field personnel regarding the required annual review of civil rights responsibilities and expectations with agency partners.

**Expiration Date.** September 30, 2023.

**Explanation.** Attached is the Iowa Civil Rights Responsibilities for Partners Checklist (checklist) and Partners Review of Required Posters and Policy Statements. The checklist was developed by the civil rights division in accordance with federal, departmental, and agency governing civil rights laws and regulations. The checklist provides assistance to NRCS field personnel regarding the required annual review of civil rights responsibilities and expectations with agency partners.

**Action:** All District Conservationists (DCs) should utilize the attached checklist as a guide in discussing civil rights and equal opportunity responsibilities with their Soil & Water Conservation District (SWCD) commissioners. All DCs are **required** to initial each blank on page 1 of the checklist. Additionally, SWCD board members and DCs should print their name and sign on page 3.

The DC will email the completed checklist to the Assistant State Conservationist for Field Operations (ASTC-FO) as well as the Administrative Management Assistant (AMA) by **March 10, 2023**. Checklists should be loaded into the electronic folder *230-15-13-16 Equal Opportunity - Civil Rights – Compliance Review Program - Partnership Responsibility* at the following location:  
<\\aioides3fp1\IADES\Shared\NRCS\NRCS statewide shared\230 EOP Equal Opportunity> by the AMA to their respective area, field office folder.

Once all checklists have been loaded on the statewide shared drive, the ASTC-FO or AMA should email Jaia Fischer, Assistant State Conservationist for Management and Strategy (ASTC-M & S), with a carbon copy to Lisa Hobbs, Administrative Support Assistant, by **March 24, 2023**.

**Contact.** If you have questions, please contact Jaia Fischer, ASTC-M & S, at [jaia.fischer@usda.gov](mailto:jaia.fischer@usda.gov) or (515) 323-2225.

JON HUBBERT  
State Conservationist

Attachments:  
Iowa Civil Rights Checklist  
Partners Review of Required Posters and Policy Statements

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