

Civil Rights Advisory Committee Meeting
~First Quarter Meeting~
Rawlins, WY
October 19-20, 2022

The meeting was called to order at: 12:30pm

Attendance:

- Sydney Burek – Chair
- Tania Nanna – Co-chair
- Karen Clause – Federal Women’s Program Manager
- Kaile Brant – Veteran/Disability SEPM
- Chris Campton – Asian American/Pacific Islander SEPM
- Allison McKenzie – High Plains Area At-Large
- Ed Berg – CRAC Liaison, Advisory
- James Bauchert – CRAC Advisor

Unable To Attend:

- Taylor Kepley – American Indian/Alaskan Native SEPM
- Andi Neugebauer – Acting State Conservationist
- Rusty Schwarz – Advisory
- Chet Fitzgerald – Advisory
- Jake Hogan – Tribal Liaison

Vacancies:

- Secretary/Treasurer
- Rocky Mountain Area At-Large
- State Office At-Large
- Hispanic SEPM
- Black SEPM
- LGBTQI+ SEPM

Secretary/Treasurer Report:

Minutes: The minutes from the September 21, 2021 meeting were read by Sydney.

Karen moved to approve the minutes, Chris seconded, motion passed. Minutes approved.

Budget: Nothing was spent in Fiscal Year 2022 (FY22) due to travel restrictions.

A FY23 budget is needed, and Theresa Bowen has offered to help (historical FY budget has been \$10,000).

FY23 CRAC accounting codes were provided as a handout.

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Old Business:

- Review & Follow-up on Minute Items from Last Meeting
 - Mentoring Program – Tri-State Leadership Mentoring Program was implemented, and CRAC was asked to take over program; however, there appears to be multiple mentoring programs happening in the state, including: new hire mentoring, conservation planning mentoring, producer-new employee mentoring, and the tri-state mentoring program. Discussion included 1) the need for just one mentoring program in Wyoming to avoid confusion, 2) mentor & mentee selection and notification, and 3) suggesting an ending date established for the formal mentoring relationship. **Action: CRAC will maintain a holding pattern until there is opportunity to review, discuss, and make recommendations to the new State Conservationist.**
 - Outreach Recruitment Plan - was finalized at Sep 21, 2021 meeting and a copy provided to committee as a handout; located on Sharepoint site. **Action: Sydney will pursue releasing document as a National Instruction (NI) or Bulletin.**
 - Outreach Reporting – Sydney and Karen have been working towards a sharepoint survey with modified fields to increase CRAC’s ability to search and filter for quarterly reporting, but assistance is needed from the Public Affairs Specialist to implement this plan. **Action: Sydney will reach out to Alyssa again to see if she can get access to Sharepoint Survey to build the needed survey.**
 - Awards Subcommittee –one award was given in FY22 to Felisha Martinez, CET in Cheyenne FO. Recognition will be included in the next newsletter, but unsure if and when next newsletter will occur?

New Business:

- **CRAC By-laws, Business Plan, and Budget**
 - The by-laws were provided as a handout; reviewed and discussed. It was asked if Area Conservationists need to be on the committee; shouldn’t PAS or new Outreach Specialist (when hired) be on CRAC since many outreach activities rely on their participation? Quarterly reports were discussed and a sample report will be provided as a follow up handout; Karen received an email from Michelle Hart, CR Division Chief who is filling in for vacant national FWP SEPM that indicated national SEPM reports were not required; **Action: Sydney will follow up with new STC to sign bylaws and get Tania’s signature as co-chair.**
 - Business Plans and Budget are due by the end of November; There will be one more in-person meeting this FY which will need to be included in the budget; **Action: Sydney will provide examples (in handouts). All individuals also need to update accomplishments in FY22 plans.**
- **SEPM Roles & Responsibilities**

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- A handout was provided with slides covering roles & responsibilities for new members. The monthly newsletter has been used to communicate SEPM monthly observances and articles, but have not been timely to the observation month.
- **SEPM Reports**
 - Chris (Asian American, Native Hawaiian, & Pacific Islander) - accepted the Wheatland DC position; he has taken the 'true colors' assessment for the tri-state monitoring program; finalized the awards process and processed one award for FY22; interested in doing outreach booths in FY23
 - Karen (Federal Women's Program) – FWP teleconferences and trainings, observance; provided work-life balance information to select employees; working with Sydney on outreach reporting survey template
 - Kaile (Veteran/Disabilities) – new to committee; worked on Onboarding Guide for new WY employees
 - Allison (HP At-Large) – new to committee
 - Tania Nanna (Co-Chair) – new to committee
- **Onboarding Guide**
 - Subcommittee Kaile and Chris; idea was originally from ID and Wyoming received a commendation from NHQ for implementing; Process – Ed notifies CRAC of new employees and At-Large representative contacts the new employee; **Action: The subcommittee needs to keep document updated on a continual basis.**
- **FY23 Cultural Diversity Event Subcommittee & Ideas**
 - There is likely to be an All Employees Meeting in spring sandwiched between each area's meeting; Discussed need for a morale booster, we used to be able to give employees NRCS gear, can we do this again? Event brainstorming included melting pot of culture with food trucks for an optional mixer with multiple ethnic foods and showing video about DNA analysis; there is also a Veteran's Museum out by the airport that would be great to visit as well as tours of Fort Caspar; **Action: Allison and Karen will be on subcommittee, with Allison adding any costs to her budget**
 - Cannot include speaker fees, but can pay for travel and a gift for a speaker
 - Cannot pay for food, with some exceptions
- **Wyoming CRAC Award Subcommittee**
 - Chris is the lead for this subcommittee; the awards program is being implemented and includes \$150, a plaque and recognition in the newsletter; **Action: CRAC members need to encourage all employees to nominate their peers.**
- **Monthly Articles & State Communication**
 - Ideas to reach other employees: newsletter (PAS), conservation connection & technical connection (each reaches different audience); all employee emails

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- Calendar with articles and other CRAC activities provided as a handout; suggested moving Hispanic article to September as well as adding Public Service Recognition Week in May with recognition of Earth Team Volunteer program; May change Veteran's Day to Memorial Day; all employee emails are ok to send during your heritage month, but keep it to only one or two; **Action: Sydney will coordinate with Alyssa to see if we need to move our articles to the prior month newsletter, but national observation events are not always available that much in advance, in which case use an all-employee email. Recommend to new STC that PAS be a part of CRAC as advisory.**
 - January – Chair
 - February – Black SEPM (vacant)
 - March – Federal Women's Program SEPM
 - April – SO At Large (vacant)
 - May – Asian American, Native Hawaiian, & Pacific Islander SEPM
 - June – LGBTQ+ SEPM
 - July – HP At Large
 - August – RM At Large (vacant)
 - Sept – No Article (Hispanic suggested)
 - Oct – Veteran/Disabilities SEPM
 - Nov – AIAN SEPM
 - Dec – Hispanic SEPM (vacant, Hispanic article suggested to move to September)
- **Outreach Recruitment Plan & Parity Reports – tabled to next meeting.**
- **Quality Assurance Reviews**
 - Sydney shared findings from the past year; 230 files were not up to date for any of the Field Offices
- **230 Files**
 - Sydney developed an annual check list for Field Offices; **Action: recommend a state Bulletin each year in November with the checklist and a reminder to DCs to update their 230 file.**
- **Interviews – should CRAC members be involved?**
 - Sydney reviewed the issue as presented at national CRAC chair teleconference: state CRAC members are not properly trained to observe and recognize EEO issues; OPM will provide trained personnel if the state requests; current interviews are rigid in format and it may not be necessary; **Action: It will be the State Conservationists choice to have someone present from CRAC or OPM for interviews, but for now we will not sit in on interviews until that decision is made.**
- **PowerPoint Civil Rights Annual Office Review**

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- There is need to keep the ppt presentation up to date so it can be used annually; discussed another subcommittee; **Action: Sydney and Tania will keep this up to date for now.**

Other Business:

- **SEPM Role & Responsibilities Training on AgLearn is schedule for November 7-10th, all CRAC members who have not had this training should register and plan on attending as schedule allows.**
- Discussions regarding employee recruitment (CRAC needs to know what positions are in the job tracker (Action: James or Ed will send this info monthly to Sydney & Tania); retention (can we get access to exit reports to learn why we are losing employees?); potential barriers of location and supervisor/mentor relationships (or lack thereof); and how to address retirements that result in loss of talent without mentoring replacements (could address through unclassified details, but the detailee would still have to compete for the position when flown after the retirement)
- **Next Meeting:** Sydney will send out Doodle Poll

Motion to adjourn made by Karen, seconded by Allison.

Meeting adjourned at 12:00 pm on October 20, 2022.

Respectfully Submitted by: *Karen Clause*

Handouts:

- CRAC Accounting Codes, FY23
- CRAC Outreach and Recruitment Plan for Wyoming NRCS
- Bylaws of the USDA – NRCS Wyoming Civil Rights Advisory Committee
- Quarterly Report Example
- Business Plan Master
- Business Plan Example
- CRAC SEPM Roles & Barrier Analysis Training Slides
- CRAC Calendar

CRAC Accounting Codes, FY 2023

For all of FY 2023, below are the account codes for both webTA (hours traveled and worked for CRAC) and Concur (Travel Auth's and Vouchers) that CRAC members should use for all things CRAC.

The Operating Budget Plan (OBP) has a budget for all CRAC members (Chair, Co-Chair, SEPMs and At-Large; **not advisory**) to charge 20% of their time each pay period (16 hours) to the webTA account code below. The OBP includes 10% of time each pay period for a CRAC secretary.

Guidance for CRAC Members to charge to Benefits All Programs for webTA and Concur:

- Charge 20% of hours worked per pay period.
- Charge all hours worked for travel to and attending meetings and/or CRAC activities (job fairs, CRAC state or local events, etc.) including any extra hours depending on the length of the day (e.g. credit, comp-travel, etc.).
- **Note:** May exceed the 20% in a given pay period for meetings, events, etc. In these situations, CRAC members should charge actual hours worked and traveled even if exceeding 16 hours in that pay period.
- Charge all CRAC-related travel in Concur.

Program	webTA Account Code	Description // Guidance to use accounting code:	Concur Travel Accounting Code
Bnfts All Programs	232323COTAT HQ560CA 0000	<p>Positions that charge time and travel to this code include CRAC members as follows:</p> <ul style="list-style-type: none"> • 20% of hours worked per pay period (16 hrs); • all hours worked for travel to and attending meetings and/or CRAC activities (job fairs, CRAC state or local events, etc.); and • all CRAC-related travel. 	2324232323COTAT HQ560CA 0000

CRAC Outreach and Recruitment Plan for Wyoming NRCS

Objective:

The Wyoming Civil Rights Advisory Committee (CRAC) and Leadership Team (LT) have identified gender and racial deficiencies within our workforce. This plan outlines outreach and recruitment opportunities, and tools, in an attempt to improve outreach efforts.

Wyoming CRAC encourages all Wyoming NRCS employees to get involved! Please contact CRAC if you'd like to participate in any of the recommended events below, or if you know of other events and would like CRAC's help in coordinating outreach efforts.

Outreach Tools, Opportunities, & Events:

Several opportunities and events are listed below for our employees to inform, share, and involve communities to help them understand NRCS and what our careers entail. These outreach efforts are anticipated to increase the number of applicants for our open positions as well as aid in the longevity of interest in working for our agency.

Note, if any of your outreach efforts will require funds, please follow Wyoming Instruction 120-19-03, Standard Operating Procedure for Requesting a Booth or Table for an Outreach Event.

https://usdagcc.sharepoint.com/sites/nrcs_wyoming/Wyoming%20Instructions/Forms/AllItems.aspx?viewpath=%2Fsites%2Fnrcs%5Fwyoming%2FWyoming%20Instructions%2FForms%2FAllItems%2Easpx&id=%2Fsites%2Fnrcs%5Fwyoming%2FWyoming%20Instructions%2FWyoming%20Instruction%20WY120%2D19%2D03%20and%20WY260%2D19%2D01%20%2D%20Requesting%20a%20Booth%20or%20Table%20at%20Event%2Epdf&parent=%2Fsites%2Fnrcs%5Fwyoming%2FWyoming%20Instructions

Outreach Tools:

- Introduction to USDA NRCS: <https://www.youtube.com/watch?v=uZMsHVX3hKc>
- Day in the Life – District Conservationist: <https://vimeo.com/64231978>
- Day in the Life – Soil Conservationist: <https://www.youtube.com/watch?v=RFpIcxgvLXg>
- Day in the Life – Soil Conservationist Technician: <https://www.youtube.com/watch?v=01u-Yfk-0uw>
- Day in the Life – Soil Scientist: https://www.youtube.com/watch?v=cUIAZcjjB_g
- Day in the Life – Engineer: <https://www.youtube.com/watch?v=EKZBHio0izo>
- Semira Crank, a Navajo woman, tells her story about getting into engineering and working with the NRCS: <https://www.youtube.com/watch?v=nrYnWCnZxxc>
- Women in STEM: <https://www.youtube.com/watch?v=-71495irTVM>
- NRCS Louisiana – A great place to work: <https://www.youtube.com/watch?app=desktop&v=3KXHeiDqJns>
- NRCS Oklahoma – Internship & Mentorship Opportunities: <https://www.youtube.com/watch?app=desktop&v=ND2oFwWhpgc>
- Hugh Hammond Bennett: The Story of America's Private Lands Conservation Movement: <https://www.youtube.com/watch?v=G78ihulTx1k&t=5s>

Sharing the NRCS Story and Career Opportunities:

It's encouraged that Wyoming NRCS employees reach out to groups within their respective communities to inform and gauge interest on NRCS careers. Here are some ideas of how you can gain interest for NRCS related careers:

- Help local FFA and 4-H groups with projects and study sessions
- Present at FFA, 4-H, and Girl Scout meetings
- Volunteer for Field Days and other hands on agricultural or science based school activities
- Partner with your local CattleWomen or CowBelles Chapter for an agricultural based field day
- Present to specific student organizations (Agronomy, Agroecology, Soils, Range, Wildlife Clubs, ACRES Student Farm at UW, Ag Ambassadors, etc.)
- Present in specific classes (sciences, engineering, businesses based, etc.)
- Host a "Be a Conservationist and/or Engineer for a Day" event, or a contest to earn a trip with you for the day
- Staff booths during local events (Fairs, High School Job Fairs, Trade Shows, etc.)
- Visit with local organizations that fall within the special emphasis program areas (Veteran Affairs Centers, CattleWomen or CowBelles, etc.)
- Present to college student organizations that fall within the special emphasis program areas (Keepers of the Fire Club at the University of Wyoming (UW), Native Ways Club at Northwest College, Asian American Pacific Islander Student Association at UW, Black Student Alliance at UW, Movimiento Estudiantil Chicano de Aztlan at UW, Multicultural Association of Student Scientists at UW, National Society of Black Engineers at UW, LGBTQ+ Clubs, etc.)
- Present during virtual college events:
 - Alabama A&M University Tech Talks every Tuesday from March to April (30-minute presentations, Free)

Outreach Events:

It's necessary that NRCS Wyoming registers for booth space at conferences, job fairs, or any other event opportunity that may arise to promote NRCS careers, peak interest, and network potential employees. These types of events can be within Wyoming or out of state. For out of state events, please coordinate with NRCS in the respective state where the event is being held to inquire about partnering at the event. CRAC can assist you with making these contacts. Below are potential outreach events:

- Society for Range Management Annual Meeting
Annually in February (\$250 booth fee)
Contact: WY NRCS PAS
- Wyoming State FFA Convention
Annually in April (\$200 booth fee at Career & Trade Show)
Contact: WY NRCS PAS
- Wyoming Association of Conservation Districts (WACD) Annual Convention
Annually in the fall (\$100 booth fee at Trade Show)
Contact: WY NRCS PAS
- Wyoming Stock Growers Association (WYSGA) Summer Convention
Annually (\$880 booth fee)
Contact: WY NRCS PAS
- Wyoming State Fair
Annually in August (\$20 application fee and \$275 booth fee)
Contact: WY NRCS PAS

- Wyoming Farm Bureau Federation Annual Meeting
Annually in the Fall – November 2021 in Cody, WY (\$100 booth fee)
Contact: WY NRCS PAS
- Wyoming Farm Bureau Federation Young Farmer & Rancher Conference
Annually in January – 2022 in Deadwood, SD (\$500 booth fee)
Contact: WY NRCS PAS
- Agricultural Days on the Wind River Indian Reservation
- Any of the Job Fairs listed under Recruitment Opportunities in this document

Recruitment Events:

Below are potential recruitment opportunities for our employees to inform, share, and solicit potential volunteers and hires for our agency. These events have been selected to improve diversity among the Wyoming NRCS workforce, in areas where we're currently below parity, as outlined in the objective.

Job Fair Events:

Wyoming NRCS plans to have a recruitment booth, either in person or virtually, at approved job fair events annually in attempts to hire new employees. Some of these events will be utilized to implement hiring authorities, as determined by the State Conservationist. If the selected job fair occurs outside of Wyoming, CRAC, the Leadership Team (LT), and the Assistant State Conservationist for Management & Strategy, will work with the respective state to partner at the event. When NRCS Wyoming is the host state the Public Affairs Specialist (PAS) will complete the AD-700's for these events, as approved by LT and following Wyoming Instruction 120-19-03. The PAS will inform CRAC when the AD-700's have been approved. CRAC will act as the lead during these events and will reach out to Wyoming NRCS employees to request participation during the events.

Below are a few colleges and events to select from. Please note, some of these schools didn't have job fairs listed at the time this document was developed, so Wyoming NRCS will need to keep an eye out if they're interested in recruiting at a school with no fairs listed. All of these school's events can be accessed via Handshake, therefore that is the contact platform for each of these schools. Please visit with your CRAC Chair if you're interested in contacting one of these schools and do not have a Handshake account.

Potential Job Fairs to Select From:

Nationally Approved Job Fairs:

Women's Colleges with STEM Programs:

Bryn Mawr College in Pennsylvania

Barnard College in New York

Job Fair usually in March (virtual is no cost)

Wellesley College in Massachusetts

Spelman College in Georgia

Smith College in Massachusetts

Government, International Affairs, Law, Policy Virtual Fair in March (\$50)

Hispanic Universities:

Polytechnic University of Puerto Rico
Job Fair usually in March (\$325)

University of Puerto Rico-Mayaguez
Job Fair usually in February

Historically Black Colleges:

Florida A&M University
Job Fairs usually in March and September (\$100 ea)

Southern University and A&M College in Louisiana
Job Fairs usually in February and September (\$800 ea)

North Carolina A&T State University
Job Fairs usually in February and September (\$350 - \$425 ea)

Prairie View A&M University in Texas
Job Fair usually in March (virtual is no cost)
Alabama A&M University
Job Fair usually in October

University of Maryland Eastern Shore
Job Fairs usually in February (Business & Technology) and April

Central State University in Ohio
Job Fairs usually in March (\$100)

Spelman College in Georgia

Universities with High Asian Enrollment:

New York University
Job Fair usually in February

University of Illinois
Job Fair usually in March (\$200)

University of California-Davis
Job Fairs usually in February and April (\$200 ea)

California Polytechnic State University-San Luis Obispo
Job Fair usually in April (\$200)

Universities with High Pacific Islander Enrollment:

Wayland Baptist University in American Samoa

Brigham Young University – Hawaii

University of Hawaii at Manoa

Central Wyoming College

Employment Expo usually in March (\$35 - \$45)

University of Wyoming

UW Big Job Fair each February (\$150)

UW Engineering & Technology Job Fair each February (\$150)

UW Big Job Fair each September and October (\$150 ea)

UW Engineering & Technology Job Fair each September and October (\$150)

American Indian Colleges and Universities:

Salish Kootenai College in Montana

Northwest Indian College in Washington

Sitting Bull College in North Dakota

College of Menominee Nation in Wisconsin

Haskell Indian Nations University in Kansas

Dine College in Arizona

Oglala Lakota College in South Dakota

Informing Organizations of Current Job Announcements:

The PAS will utilize this plan and the Outreach Database to forward current Wyoming NRCS job announcements to organizations in hopes of spreading the word and achieving a more diverse applicant pool. The PAS will also share this information with agency employees via the monthly state update, and/or via email, depending on severity of timing.

Organizations to Send Job Announcements To:

Women in NRCS (WiN)

Communications Committee

April Wilson, april@winnrcs.org

Patty Winheim, patricia.winheim@usda.gov

National Organization of Professional Hispanic NRCS Employees (NOPHNRCSE)

President and VP

Victor Hernandez, victor.hernandez@usda.gov

Flavio Garza, flavio.garza@usda.gov

*Or any council member listed in the Outreach Database

National Organization of Professional Black NRCS Employees (NOPBNRCSE)
President and VP
Garry Lee, garry.lee@usda.gov
Kasey Taylor, kasey.taylor@usda.gov

USDA-NRCS Asian Pacific Islander Organization (APIO)
Northern Plains Regional Representative
Thomas Tran, thomas.tran@usda.gov

New Mexico State University, AgrAbility Project
Dr. Sonha Koukel, sdkoukel@nmsu.edu

Society of American Indian Government Employees (SAIGE)
<https://www.facebook.com/Society-of-American-Indian-Government-Employees-SAIGE-187641439510/>

American Indian/Alaska Native Employees Association for NRCS (AIANEA)
President
Melissa Sturdivant, melissa.sturdivant@usda.gov

Equality USDA (Resource Group for USDA's LGBTQ+ Employees and Retirees)
President and VP
Meghan Walter, meghan.walter@usda.gov
Kimberly Kelley, kimberly.kelley@usda.gov

Bureau of Indian Affairs (BIA)
Wind River Agency
Trish Perry, trish.perry@bia.gov

Posting & Distributing Current Job Announcements:

The PAS will post current job announcements in the following ways to reach a broader audience and increase diversity within the applicant pool.

Twitter, Newsletter, & Website:

The PAS will post current job announcements on our WY NRCS Twitter account, and in our monthly state update.

Handshake:

The PAS will maintain a Handshake user account in order to post current Wyoming job announcements by following these steps: <https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job#:~:text=Click%20Post%20a%20Job%20from,to%20post%20the%20position%20to.>

Note: the PAS will need to request access to each of the Colleges/Universities listed in this document.

This document and the Outreach Database, which houses additional contact information can be found on SharePoint:

https://usdagcc.sharepoint.com/sites/nrcs_wyoming/230EO/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fnrcs%5Fwyoming%2F230EO%2FShared%20Documents%2F230%2D15%20Civil%20Rights%2FState%2FCivil%20Rights%20Advisory%20Committee%20%28CRAC%29&viewid=804adf2a%2D73d6%2D4dd0%2D9f3d%2D7d9e9c0965bd

Wyoming Instruction 120-19-03, Standard Operating Procedure for Requesting a Booth or Table for an Outreach Event:

https://usdagcc.sharepoint.com/sites/nrcs_wyoming/Wyoming%20Instructions/Forms/AllItems.aspx?viewpath=%2Fsites%2Fnrcs%5Fwyoming%2FWyoming%20Instructions%2FForms%2FAllItems%2Easpx&id=%2Fsites%2Fnrcs%5Fwyoming%2FWyoming%20Instructions%2FWyoming%20Instruction%20WY120%2D19%2D03%20and%20WY260%2D19%2D01%20%2D%20Requesting%20a%20Booth%20or%20Table%20at%20Event%2Epdf&parent=%2Fsites%2Fnrcs%5Fwyoming%2FWyoming%20Instructions

**Bylaws of the USDA – Natural Resources Conservation Service,
Wyoming Civil Rights Advisory Committee**

Part 404 Civil Rights Advisory Committee

Article I – Name

Section 1: The name of this committee shall be the USDA Natural Resources Conservation Service, Wyoming Civil Rights Advisory Committee (hereafter referred to as CRAC).

Article II – Purpose

Section 1: The purpose of the CRAC is to serve as an advisor to the Deputy Equal Opportunity Officer (DEOO) of the Wyoming NRCS on civil rights issues as they pertain to equal employment opportunity (EEO) as well as NRCS program delivery. The State Conservationist of Wyoming NRCS is the DEOO.

Section 2: Specific Responsibilities of the CRAC are:

1. Serve as advisory body to the DEOO, to promote and assist in meaningful and effective affirmative action goals consistent with management objectives.
2. Provide feedback on the performance in equal opportunity and civil rights compliance, identify areas of weakness, and make recommendations for improvement.
3. Identify emerging areas needing special attention by the DEOO and Special Emphasis Program Managers (SEPMs).
4. Make recommendations to the DEOO regarding policies, practices, and procedures as they affect equal opportunity in Wyoming.

Article III – Parliamentary Authority

Section 1: The principals of Parliamentary Procedure shall govern the CRAC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules the CRAC may adopt.

Article IV – Membership

Section 1: Membership of the CRAC will consist of nineteen (19) members, eleven (11) voting members appointed by the DEOO and eight (8) advisory and/or non-voting members also appointed by the DEOO. These members are as follows:

1. Chairperson – non-voting
2. Co-Chair – voting
3. Secretary/Treasurer – non-voting

4. Rocky Mountain Area At-Large – voting
5. High Plains Area At-Large – voting
6. State Office At-Large – voting
7. Federal Women’s Program Manager – voting
8. American Indian/ Alaska Native Special Emphasis Program Manager – voting
9. Veterans/ Disability Program Manager – voting
10. Asian American/ Pacific Islander Special Emphasis Program Manager – voting
11. Hispanic Special Emphasis Program Manager – voting
12. Black Special Emphasis Program Manager – voting
13. Lesbian, Gay, Bisexual, Transgender Special Emphasis Program Manager – voting

Advisory Members:

14. DEOO – non-voting
15. Civil Rights Committee Liaison (Business Services Specialist) – non-voting
16. Tribal Liaison – non-voting
17. Civil Rights Advisor (ASTC for Management & Strategy) – non-voting
18. Rocky Mountain Area Conservationist – non-voting
19. High Plains Area Conservationist – non-voting

Section 2: Representation – The membership of the CRAC shall, to the extent practicable, consist of representatives of various grade levels and classification series within Wyoming NRCS.

Section 3: Commitment – Membership on the CRAC is a collateral duty assignment. CRAC duties will require up to twenty percent (20%) of each members’ official time. The Secretary/Treasurer duties will require up to ten percent (10%) of their official time.

Section 4: CRAC Vacancies – Vacancies are advertised by the Chairperson and/or Co-chair within the month of the position being vacated and applications will be submitted to the same. All CRAC members review all applications for the vacancy announcement. The Chairperson will make a recommendation for selection to the DEOO. The DEOO has final selection authority.

Section 5: Term – Each CRAC member shall be appointed to serve a two (2) year term. All members’ terms may be extended by one (1) year by the DEOO. The term of the membership shall begin with the call to order of the first regular CRAC meeting after appointment. The Co-Chair will be appointed by the DEOO and will rotate into the Chairperson position after one year.

Subsection 1: Advisory Members are appointed and serve terms as follows:

- Business Services Specialist, Tribal Liaison, ASTC for Management & Strategy, Rocky Mountain and High Plains Area Conservationists will be appointed when they accept their respective job offers as part of their collaborative duties. They will remain as Advisory Members as long as they hold their positions.

- Section 6: Training – All newly appointed members will attend the next available “Roles and Responsibilities of the EEO Advisory Committee” and/or “SEPM Roles” Trainings as offered by either the State or Nationally.
- Section 7: Appointments – Members shall serve overlapping terms, that is to say terms shall begin and end at different times, to avoid having the majority of members leave at the same time. Appointments will be made during the first and third quarters of the fiscal year, if appropriate.
- Section 8: Unfilled Terms – In the event a member leaves the CRAC before serving a full term, the procedure set forth in Article IV, Section 4 of these Bylaws will be used to fill the vacancy or the DEOO may appoint a member.
- Section 9: Eligibility – An individual shall be a NRCS employee and shall be willing to serve a two (2) year term on the CRAC.

Article V – Officers

- Section 1: The officers of the CRAC shall consist of a Chairperson, Co-Chair, and a Secretary/Treasurer.
- Section 2: In the case of the absence of the Chairperson and Co-Chair the Secretary/Treasurer will act as the Chairperson. In the absence of the Secretary/Treasurer, the Chairperson or Co-Chair shall request another CRAC member volunteer to act as Secretary/Treasurer. If no CRAC member volunteers, the Chairperson or Co-Chair shall appoint a CRAC member to act as interim Secretary/Treasurer until the return of the designated Secretary/Treasurer or until the appointment of a new Secretary/Treasurer.
- Section 3: In the case of a vacancy of the Chairperson, the Co-Chair will assume responsibility and the DEOO will appoint a new Co-Chair.

Article VI – Meetings

- Section 1: A regular meeting will be held quarterly.
- Section 2: Special meetings may be called by the Chairperson in consultation with the CRAC and/or DEOO.
- Section 3: 50% of voting members shall constitute a quorum.
- Section 4: Attendance – Each member (voting and non-voting) will realize the importance of attending all meetings, and it is expected that each CRAC member will attend every meeting in its entirety in order to carry out his or her duties. Meeting attendance is mandatory. Requests to be absent must be discussed with the Chairperson or Co-Chair as soon as the conflict becomes known. The Chairperson or Co-Chair retains final approval authority.

Article VII – Voting

- Section 1: Except as otherwise specifically provided for in these Bylaws, decisions shall be reached by consensus.
- Section 2: The Chairperson should vote only in the case of a tie.

Article VIII – Subcommittees

- Section 1: Subcommittees composed of members and/or other Wyoming NRCS employees, appointed by the Chairperson or Co-Chair, shall provide guidance and recommendations on issues to the CRAC and to the DEOO as needed.
- Section 2: A Subcommittee Chairperson shall be a CRAC member and will be appointed by the CRAC Chairperson or Co-Chair.

Article IX – Removal of Members

- Section 1: Removal of a member from the CRAC, for cause, shall be determined by the DEOO.
- Section 2: It is recognized that changes in professional and personal priorities may affect CRAC members' ability to perform successfully. Any member who feels he or she can no longer commit the necessary time to the CRAC is encouraged to discuss options with the Chairperson, Co-Chair, or DEOO.

Article X – Reports

- Section 1: Quarterly reports will be submitted by each voting member, minus the Co-Chair, by the Friday following the final day of each quarter, as outlined below. These quarterly reports will be submitted to the Wyoming SharePoint site.

1st Quarter – October 1 to December 31
2nd Quarter – January 1 to March 31
3rd Quarter – April 1 to June 30
4th Quarter – July 1 to September 30

- Section 2: Quarterly reports will also be submitted to the respective National Program Managers and National Special Emphasis Program Managers, as appropriate.
- Section 3: The Chairperson and Co-Chair will submit a mid-year and end of year summary report of CRAC actions to the DEOO two weeks following March 31st and September 30th.
- Section 4: Each Program Manager will submit an annual projected Business Plan and Budget for the FY ahead. This will be submitted to the Wyoming SharePoint site before the first quarterly meeting. For new appointees, the existing Business Plan and Budget will be followed until the end of the FY. Additional budget items can be requested by a CRAC

member with submission of the request to the Chairperson, Co-Chair, and Secretary/Treasurer. These requests will be approved by the same.

Section 5: Each Program Manager will submit an Annual Accomplishment Report, which consists of filling in their annual accomplishments on their existing Business Plan. This report will be submitted to the Wyoming SharePoint site before the last quarterly meeting.

Article XI – Amendment of Bylaws

Section 1: Motions to amend these Bylaws may be submitted by any member of the CRAC to the Chairperson.

Section 2: Decisions to amend the Bylaws shall be reached by a majority vote of the CRAC members, during a scheduled meeting at which a quorum is present.

Section 3: All amendments to these Bylaws are subject to the approval of the DEOO.

Recommended:

Sydney Burek, CRAC Chairperson

Date

CRAC Co-Chair

Date

Approved:

Astrid Martinez, Wyoming State Conservationist/DEOO

Date

FY 2019 NRCS SEPM Quarterly Report

3rd (APR/MAY/JUN) Quarter – 7/6/2019

Name	State	Program*

*write one report for each program you manage

Share the accomplishments you made this quarter that help address the barriers that affect outreach, recruitment, retention, and/or career development of the group you represent. Important note: Wherever possible, please quantify with numbers as much as possible.

1. Barriers or Potential Barriers

- The USAJOBS process – even successful applicants have a difficult time waiting for six (6) months to complete the process.
 - EXAMPLE: one applicant submitted their application on **OCT 1, 2018**.
 - They were chosen as the successful USAJOBS applicant.
 - The applicant, a USN Vet, **EOD 3/31/2019**.
 - Six months to complete the USAJOBS process from application to EOD.
- Why should the USAJOBS process need to take that long?????
- I know we have good people in the FPAC Business Center – maybe additional FPAC personnel are needed to process USAJOBS and VRA applicants.

2. Retention Efforts (Include any Mentoring/Coaching—Formal or Informal and any other activities)

- I worked with a [REDACTED] Leadership Team (LT) member who then worked with our [REDACTED] State Conservationist (STC) to re-assign a Soil Conservationist, USN Vet, from one duty station to another in consideration of a personal hardship for the employee.

3. Career Development and Promotions (include leadership programs, details, stretch assignments, grade increase, etc.)

- Mentoring other state veterans SEPM's with our successful [REDACTED] recruitment of veterans.
 - I provided my State Leadership Development Program (SLDP) [REDACTED] NRCS careers PPT to the Veteran SEPMs from [REDACTED] ([REDACTED]), [REDACTED] ([REDACTED]).
 - I took the [REDACTED] Veteran SEPM to [REDACTED] in May of 2019 for a two-day face-to-face recruiting session. On the Sunday May 12th drive to [REDACTED] I shared what [REDACTED] has found to work for veteran recruitment and to answer the [REDACTED] SEPM's questions on veteran recruitment. On Monday, May 13th, we visited with [REDACTED] Army and Air National Guard Employment & Families Support Contractor, J [REDACTED], VA Voc Rehab Employment Officer, presented USDA/NRCS careers at [REDACTED] AFB for active duty USAF airmen and met with the Farm and Ranch program director at [REDACTED] Technical Institute to discuss careers with the NRCS.

- I applied for the National Civil Rights Advisory Committee to the Chief (NCRACC) Membership Application due on JUL 12th.

Outreach & Recruitment

4. College Activities--Quantify with numbers as much as possible).

- **May 13th** [REDACTED] AFB - 45 airmen attended our [REDACTED] NRCS careers presentation during TAPS week. After the classroom presentation our NRCS presenters spoke with two airmen ([REDACTED]), one on one, about ET volunteering and NRCS careers.
- **May 13th** [REDACTED] Tech ([REDACTED] T) - NRCS career presentation to the NEW Farm and Ranch program director.
- **JUN 13th** – I contacted by phone then emailed my network of the people that “hire the entertainment” in education, government or military organizations including; six (6) [REDACTED] in-state colleges or universities, four (4) [REDACTED] tribal college or universities, four (4) [REDACTED] technical institutes, five (5) out-of-state colleges or universities and one (1) out-of-state technical institute, [REDACTED] Department of Labor, Local Veterans Employment Representative, [REDACTED] Army and Air National Guard Employment Support Contractors, [REDACTED] American Legion State Commander, VFW [REDACTED] state commander, Veterans Administration (VA) Vocational (Voc) Rehabilitation (Rehab) offices; located in [REDACTED] & [REDACTED], and the USAF at [REDACTED] AFB concerning [REDACTED] USAJOBS announced for; (18) **Soil Conservationist** and (11) **Soil Conservation Technician** positions that closed on JUN 19th.
- **June 24th** [REDACTED] AFB – 46 airmen attended our [REDACTED] NRCS careers presentation during TAPS week. After the classroom presentation our NRCS presenters spoke with two airmen ([REDACTED]), one on one, about ET volunteering and NRCS careers.

5. Youth/Middle school & H.S Activities (Quantify with numbers as much as possible).

- None this quarter

6. Community Outreach (include civic organizations, events, private businesses, etc.--Quantify)

- None this quarter

Provide an update on:

7. Your collaboration & communication with leadership or teams--list outcomes

- Collaboration & Communication with [REDACTED] Leadership Team (LT) on VRA direct hire efforts.
 - February 8, 2019 I was asked by STC [REDACTED] to recruit for **six (6)** positions; a Civil Engineering Technician (CET), an Easement Specialist, a Soil Conservation Technician (SCT) and three (3) Soil Conservationists (SC), then a seventh (7) position for an Administrative Support Assistant (ASA), to be filled by VRA.

- Outcomes -
 - I am working with three (3) ■ NRCS LT hiring managers on a direct hire of a veteran utilizing VRA.
 - I conducted a *Call for Resumes* for three NRCS series, (5) positions, with my network of the people that “*hire the entertainment*” in colleges, universities, technical institutes, state and local governments, federal agencies and military posts.
 - I received VRA candidate packages; resumes, grade transcripts, & DD-214’s, informing the LT manager responsible for each position of the progress on each position when the *Call for Resumes* closed.
 - One (1) VRA candidate has been selected for the SCT position. FPAC Business Center is processing their SF-52.
 - Two (2) VRA candidates that did not qualify for the GS-0457 SC series were encouraged to and have applied for ■ SCT positions through a USAJOBS announcement that closed JUN 19th
 - One (1) VRA candidate that did not qualify for the GS-0457 SC series has been identified for a Program Support Assistant (PSA) position. Our FPAC Business Center will be evaluating ■ education credentials for the PSA position.
 - One (1) VRA candidate has been identified for the ASA position, has been interviewed by the hiring manager and is scheduled to make an in-person visit at the proposed duty station for further evaluation.

8. Heritage Month Activities you are involved in--Quantify

- None this quarter

9. On Training you conducted &/or attended--Quantify

- NRCS will be providing ARC/GIS field data gathering training to eight (8) – ten (10) active duty USAF members stationed at ■ AFB on Friday JUL 19th near ■.

10. Please provide any comments, issues, concerns or recommendations you would like to make regarding your program.

- SEE #1 above

Note: Please submit to SEPM as a word file.

FY 2020

INTRODUCTION

The purpose of the Wyoming State Civil Rights Advisory Committee (CRAC) is to serve as an advisor to the Deputy Equal Opportunity Officer (DEOO) of the Wyoming NRCS on employment and program delivery issues. The CRAC supports a diverse, proficient and skilled workforce, equality of program delivery, and civil rights of employees.

The State Conservationist (STC) of Wyoming NRCS is the DEOO.

The committee is responsible for:

- Serving as advisory body to the DEOO, to promote and assist in meaningful and effective affirmative action goals consistent with management objectives.
- Providing feedback on performance in equal opportunity and civil rights compliance, identify areas of weakness, and make recommendations for improvement.
- Identifying emerging areas needing special attention by the DEOO and Special Emphasis Program Managers.
- Making recommendations to the DEOO regarding policies, practices, and procedures as they affect equal opportunity in Wyoming.

Objective: 1

Goal: Communication

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Accomplishments	Cost
1	Actively engage in WY CRAC; focus on American Indian/Alaska Native (AIAN) issues	10/1/2019	09/30/2020	Sydney Burek; American Indian/Alaska Native Special Emphasis Program Manager (AIAN SEPM)	Be actively engaged in the Wyoming CRAC. Keep the Committee informed of American Indian/Alaska Native (AIAN) related issues, along with other items that will benefit the Committee.		\$331
	Method	<i>Attend quarterly Civil Rights Advisory Committee (CRAC) meetings, requesting agenda time for AIAN topics, and other emerging activities, as needed.</i>					
2	Submit quarterly SEPM activity reports, State and National	10/1/2019	9/30/2020	Sydney Burek; AIAN SEPM	Make the State and National Civil Rights Committees aware of AIAN barriers, events/activities, outreach, recruitment, and other present topics within the state of Wyoming.		\$0
	Method	<i>Submit State activity report to the e-230 SharePoint file on a quarterly basis. Submit National AIAN activity report to the National AIAN SEPM via e-mail.</i>					
3	Lead WY CRAC and civil rights related trainings and teleconferences	10/1/2019	9/30/2020	Sydney Burek; CRAC Chair	Lead WY CRAC and civil rights trainings and teleconferences to improve the committee and keep the state trained and informed of civil rights.		\$0
	Method	<i>Lead CRAC during quarterly meetings; provide opportunities for WY NRCS to be trained and participate in civil rights related topics.</i>					
4	Effectively fulfill duties as Chair on Wyoming CRAC	10/1/2019	9/30/2020	Sydney Burek; CRAC Chair	Effectively communicate with WY CRAC to accomplish goals of the Committee		\$0
	Method	<i>Communicate with each member of the committee; keep on top of action items; solicit committee feed back</i>					

5	Provide article for Wyoming Update on an annual basis	10/1/2019	9/30/2020	Sydney Burek	Submit an article to the Public Affairs Specialist at least once annually to include in the Wyoming Update.		\$0
	Method	<i>Compose a CRAC related article to submit to Public Affairs Specialist to distribute via Wyoming weekly Update.</i>					

Objective: 2

Goal: Recruitment, Promotions, Recognition, and Outreach

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Accomplishments	Cost
1	Review statistical information and identify barriers	10/1/2019	9/30/2020	Sydney Burek; AIAN SEPM	Analyze current level of employment within the state for underrepresented communities and identify barriers that exist for recruitment and retention, especially for AIANs.		\$0
	Method	<i>Review current MD-715 report, along with other available statistics, to determine if recruitment and retention are an issue. Identify barriers that may exist in reaching out to underrepresented communities.</i>					
2	Promote applicable recruitment and outreach information to AIANs	10/1/2019	9/30/2020	Sydney Burek; AIAN SEPM	Reach out to the AIAN community to promote NRCS programs and employment opportunities.		\$165.50
	Method	<i>Forward applicable information to AIAN schools, students, and contacts to promote NRCS programs and employment.</i>					
3	Attend Job Fairs	10/1/2019	9/30/2020	Sydney Burek	Recruit, promote, and provide outreach for WY NRCS by attending local job fairs and working with college students.		\$150
	Method	<i>Participate in local job fairs by manning WY NRCS booth.</i>					
4	Increase interaction with AIAN student organizations in and around the state.	10/1/2019	9/30/2020	Sydney Burek; AIAN SEPM	Actively engage with AIAN student organizations in Wyoming and surrounding areas to further promote NRCS' mission. Aid the students in educational development and applying for jobs with the NRCS.		\$0
	Method	<i>Travel to local high schools and colleges, also encourage NRCS staff to interact with local schools, to promote NRCS and aid in the application process.</i>					
5	Increase interest in serving on WY CRAC	10/1/2019	9/30/2020	Sydney Burek; CRAC Chair	Work with Committee to strategize ideas to increase promotion to serve on WY CRAC.		\$0
	Method	<i>Develop CRAC Subcommittee to work on ideas to promote WY CRAC service.</i>					

Objective: 3

Goal: American Indian/ Alaska Native Heritage Month

Action Item #	Description of Action Item	Start Date	End Date	Person(s) Responsible	Objective	Accomplishments	Cost
1	Distribute Heritage Month posters	10/1/2019	12/1/2020	Sydney Burek; AIAN SEPM	Promote the USDA/ NRCS through distribution of the annual American Indian/ Alaska Native Heritage Month posters throughout Wyoming.		\$0
	Method	<i>Distribute posters sent to the state to Field Offices that will directly work with American Indian communities, activities, and/or events. Provide the WY State Office with a mailing list of additional Field Offices, schools, businesses, and individuals to distribute posters to.</i>					
2	Provide Heritage Month and AIAN information to the state	10/1/2019	12/1/2020	Sydney Burek; AIAN SEPM	Increase WY NRCS knowledge of AIAN heritage, history, emerging issues, etc.		\$0
	Method	<i>Provide adequate, pertinent information to the Wyoming NRCS staff in regard to American Indian/Alaska Natives and the Heritage Month observance via Wyoming NRCS Weekly Update, mass e-mails, USDA Connect, CRAC Corner, etc.</i>					

Category	Event	Estimated Cost	Time of Yr.	Sub-Total
Meetings				<i>*Overnight for 2 meetings</i>
	1 st Qtr Meeting	Hotel: \$89 M&IE: \$76.50	November	\$ 0
	2 nd Qtr Meeting		February	\$ 0
	3 rd Qtr Meeting		May	\$165.50
	4 th Qtr Meeting		August	\$165.50
Outreach/Education				
	Outreach to Wind River Indian Reservation	Hotel: \$89 M&IE: \$76.50	July/August	\$165.50
QAR				
	None planned this year			
Training				
	None planned this year			
Total:				\$646.50

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Special Emphasis Program Manager (SEPM) Roles & Responsibilities

SEPTEMBER 2016
USDA NATURAL RESOURCES CONSERVATION SERVICE



Workforce Management Division
Diversity & Recruitment Branch
Drenda Williams, Acting Branch Chief
Human Resources

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Today's Topics

- Legal authorities
- Roles and responsibilities of the SEPM
- Business plans and budgets
- Working effectively with others
- Ethics of being an SEPM

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Special Emphasis Programs



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What are Special Emphasis Programs (SEPs)?

The Special Emphasis Programs refer to those programs which focus special attention on certain specific groups as a result of a particular law, regulation, or Executive Order.

- Historically the SEPs were initiated to address employment-related concerns of groups who felt they were not being included for employment programs where a need had been demonstrated.

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Why Special Emphasis Programs?

- Agencies have an ongoing obligation to prevent discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, reprisal and disability.
- As part of this obligation, agencies must conduct ongoing self-assessments to monitor progress, identify areas where barriers may exclude certain groups, and develop action plans to eliminate identified barriers.
- Federal law, Executive Order, and Implementing Regulations from the Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC) mandate the program.

*It's a **MUST** do, not a **SHOULD** do*

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Legislated and Mandated SEPs

The Federal Women's Program (FWP)

- In 1968, the Civil Service Commission created the FWP to reinforce the President's order and to give additional emphasis to issues of sex discrimination in the Federal sector. Later integrated into the Federal EEO Program after issuing Executive Order 11478 in August 1969.

Hispanic Employment Program (HEP)

- In 1970, President Nixon created a 16-point program to assist Spanish-speaking persons with obtaining Federal sector employment.
- The Civil Service Commission implemented the President's program in 1973 creating the HEP. Executive Order 13171 was issued on October 12, 2000 (Hispanic Employment in the Federal Government)

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Legislated and Mandated SEPs, Cont.

Individuals with Disabilities Program (IDP)

- IDP promotes the hiring, placement, and advancement of employees with disabilities. The program has its modern origins in P.L. 89-554, codified as 5 USC 7153, and Presidential policy statements and regulations issued pursuant thereto.
- The U.S. Equal Employment Opportunity Commission (EEOC) issued instruction (501) on affirmative action plans for persons with disabilities. Executive Order 13164 issued on July 26, 2000 established ...Procedures to facilitate the provision of Reasonable Accommodations.

Legislated and Mandated SEPs, Cont.

The Veterans Emphasis Program (VEP)

- This program assures that all veterans, particularly Vietnam Era and disabled veterans, have the full measure of employment in the Federal service.
- Legal bases include: Veterans Preference Act of 1944 (5 USC 2108); non-competitive appointing authority for 30 percent or more disabled veterans (5 USC 3114); the Veterans Readjustment Appointment (EO 11521); and the Vietnam Era Readjustment Assistance Act of 1974 (38 USC 2104).

Non-Legislated/Non-Mandated SEPs

- Asian American/Pacific Islanders,
- American Indian/Alaskan Natives
- Black/African Americans
- Lesbian, Gay, Bisexual and Transgender
 - The authority for such programs is rooted in Executive Order 11478 (Equal Employment Opportunity in the Federal Government) and Executive Order 13515 (President's Advisory Commission on Asian Americans and Pacific Islanders).

Special Emphasis Program	National SEPM
Federal Women's	Sandi Kreke (Acting)
Hispanic	Rick Tafoya
Persons With Disabilities	Vacant
American Indian Alaska Native	Vacant
Veterans	Doug Rose
Black/African American	Tiffany Justus
Asian American Pacific Islander	Kurencio Ngowaki
Lesbian, Gay, Bisexual, and Transgender	Meghan Walter

SEPs Goals and Objectives

Special Emphasis Programs are implemented and primarily observed:

- To ensure that minorities, women, veterans, people with disabilities, and people with various sexual orientations are provided equal opportunity to employment and program delivery activities by:
 - taking affirmative employment action steps to address under-representation.
 - evaluating management policies, practices, and procedures that impeded equal employment opportunities.

** Capture collectively as a state*

SEPs Goals and Objectives, Cont.

- To improve the workplace through awareness and educating employees and others to appreciate, value, understand, and celebrate social and cultural similarities and differences by:
 - Developing annual Special Emphasis Programs observances consistent with organizational goals and objectives.

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We are not asking for *special* treatment

We are asking for *equal* treatment

**WE WANT
EQUALITY**

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SEPs Benefits

- Expands opportunities for all
- Creates a work environment free from discriminatory practices
- Improves communications resulting in positive working relationships
- Creates an organization that embraces diversity and treats employees fairly and with dignity and respect
- Increases awareness and appreciation for all cultures

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**Special Emphasis Program Managers
Key Behaviors**

- Develop and implement strategies for managing your Special Emphasis Program
- Conduct analysis, surveys, and assessments to identify barriers in all major occupations and actions
 - can use data request form
 - reports in Empower

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**Special Emphasis Program Managers
Duties and Responsibilities**

- Advise Departmental and agency management on the unique concerns of the SEP group
- Analyze employment data
- Make recommendations to increase specific representation of groups
- Monitor employment policies, practices and procedures to make determination whether barriers to employment exist within the agency
- Report determination findings to the appropriate agency official with recommendations for corrective actions

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**Special Emphasis Program Managers
Duties and Responsibilities**

- Conduct and/or participate in reviews to identify possible systemic forms of discrimination and barriers to equal employment activities
- Educate supervisors, managers and employees on the goals and objectives of Special Emphasis Programs
- Coordinate or sponsor educational programs on a variety of subjects, e.g., career planning, resume writing and interviewing techniques, leadership development, mentoring
- Identify recruitment resources for minorities, women and persons with disabilities
- Work collaboratively with various Employee Resource Groups (ERGs) towards common goals

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**Special Emphasis Program Managers
Duties and Responsibilities, Cont.**

- Serve as liaison between management and SEP constituents
- Identify problems and concerns of SEP constituents
- Provide recommendations in the planning, developing and implementing of EEO/Diversity and Inclusion affirmative employment program goals
- Establish and sustain effective formal communication with constituents and managers in the organization to appraise them of policies, training and developmental opportunities

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Tips for Effectiveness

1. Become an expert on your program and be familiar with NRCS's mission. You will not be taken seriously if you do not relate your efforts to the larger organizational mission.
2. Be informed of the current environments, e.g., downsizing, reorganizing, and manage your program based on the agency and employees' needs.
3. Learn which major occupations and which grades have lower than expected participation and why. Know the current local statistics of your particular special emphasis group.
4. Focus your energy and attention on "employment related" activities and prioritize the problems/concerns identified. Concentrate your efforts on two or three key areas for short-range goals. Problems requiring additional strategies and resources should become long-range goals.

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Quarterly Reports

Summarize your State's activities in the areas of:

- Recruitment
- Retention
- Career Development
- Outreach
- Communications
- Training
- Observance Month
- Concerns / Issues

Reporting periods:
(Dates are subject to change based on reporting requirements)

- First Quarter: October 1- December 31
- Second Quarter: January 1 – March 30
- Third Quarter: April 1 – June 30
- Fourth Quarter: July 1 – September 30

* CR division doesn't need 4th till Nov.

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for FY17

Annual Business Plan

An important management tool to –

- Gauge progress
- Identify short- and long-term goals
- Schedule annual program activities
- Obtain leadership approval

Include ALL of your activities –

- Civil Rights committee meetings / activities
- Annual observance event
- Outreach booths
- Recruitment / contact with schools

* Template will be provided

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Annual Business Plan: Tips

- Define your objectives
- Create action item(s) for each objective
- Target completion dates
- Identify responsible official(s)
- Decide who you will work with
- Estimate the time to accomplish
- Add up to collateral duty (20 percent = 320 hrs/yr)
- Develop your cost estimate

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Example SEPM Activities

- Meet with student resource groups at local colleges/universities/high schools
 - Provide info about careers in natural resources and USAJobs
- Research and reach out to local groups in your area/state
- Offer to speak during the Civil Rights Advisory Committee and Area meetings about your state's SEP issues
- Attend a local meeting or event
 - PFLAG, Hispanic Chamber of Commerce, Urban League, Powwow, Commission on Disabilities

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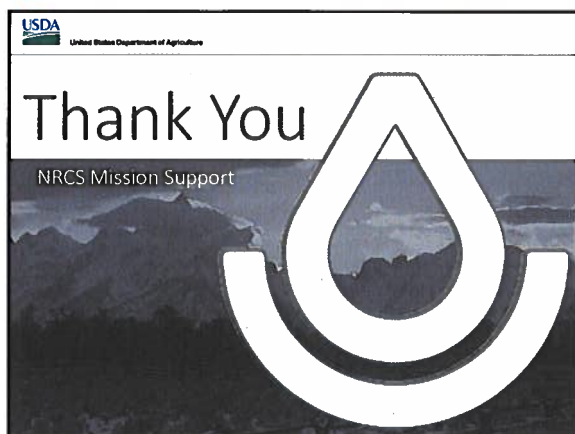
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QUESTIONS?

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- Reporting :-OK to leave things blank
 - can report things not included in online report
 → will be included in MD-715 appendix




A graphic with a white background. In the top left corner is the USDA logo with the text "United States Department of Agriculture". Below the logo, the text "USDA Nondiscrimination Statement" is written in a bold, black, sans-serif font. Underneath this, a paragraph of text in a smaller, black, sans-serif font reads: "The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD)." Below this paragraph, another paragraph in the same font reads: "To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer." In the bottom left corner, the text "Assistance Support Services" is written in a small, black, sans-serif font. In the bottom right corner, the number "26" is written in a small, black, sans-serif font.

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Your Role in Barrier Analysis

Identifying Triggers Using Workforce Statistics and Other Sources of Information



SEPTEMBER 2016
USDA NATURAL RESOURCES CONSERVATION SERVICE

Workforce Management Division
Diversity & Recruitment Branch
Drenda Williams, Acting Branch Chief
Human Resources

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Today's Topics

- Overview of the barrier analysis process
- Identify sources of triggers
- Explore connection between triggers and policies, practices, procedures and conditions where barriers might exist
- Develop Action Plan
- Follow-Up
- Questions

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Barrier Analysis



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What is Barrier Analysis?

- An investigation of anomalies found in workplace policies, procedures, and practices with an eye toward identifying their root causes, and, if those root causes are potential barriers, devising plans to eliminate them
- An investigation of the **triggers** indicating that workplace policies, procedures, or practices are having a negative impact on one or more protected
- An analysis of EEO groups' concerns, with an eye toward identifying the root causes of those anomalies so that they can be addressed and eliminated, if possible.

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Barrier Analysis Process

1. Identify triggers
2. Connect triggers to possible barriers
3. Develop and implement action plan
4. Follow-up

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What is a Trigger?

- A trend, disparity, or anomaly that suggests the need for an inquiry into an employment policy, practice, procedure, or condition.
- A trigger is a "**red flag**."
- Triggers are conditions, disparities, or anomalies warranting further inquiry.
- A trigger alerts the facility that additional scrutiny of the area where the trigger occurred is necessary.
- Facilities must investigate triggers to determine whether actual barriers are at work.
- Remember, triggers can lead to barriers, but not necessarily**

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Step 1: Identify Triggers

- Workforce statistics (starting point)
- Complaints data
- Conversations with EEO and HR staff
- Anecdotes from unions and advocacy groups
- Results of surveys, focus groups, and exit interviews
- Reports by outside organizations

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Examples of Triggers

- High separation rate of people with disabilities
- A large number of non-selection complaints
- Conversation with a special emphasis program manager that Hispanics have experienced hostilities by coworkers
- Exit interviews indicating lack of promotional opportunities for African Americans

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Examples of Triggers, cont.

- The net change for individuals with targeted disabilities declined by 3.3 percent as compared to a 3.0 percent increase for the overall workforce.
- The participation rate of Hispanic women is lower than the Civilian Labor Force.
- A high separation rate for Hispanics, compared to their on board ratio.
- A low ratio of Asian men in senior level positions, compared to their onboard ratio.
- Employees are transferring to other agencies for promotions.

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Workforce Statistics


- Compare target population to baseline population
 - **Target population:** Workforce segment whose participation rate is being assessed
 - **Baseline population:** Population segment to whom to compare the target

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Moving Beyond Triggers

Identifying Barrier & Developing Action Plans




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What is a Barrier?

- Any employment policy, procedure, practice, or condition that limits employment opportunities for individuals of a particular race, ethnic background or gender, or for individuals with disabilities.

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Types of Barriers

Institutional or Structural

- Example: Agency will hire only at higher grades


Attitudinal

- Example: Belief by senior executives that women are not as committed after having a child

Physical

- Example: Restrooms inaccessible


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Barriers Might Be Found In

- Recruitment
- Hiring
- Competitive and career-ladder promotions
- Training
- Awards and incentives programs
- Disciplinary actions
- Separations


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Examples of Barriers

- Single-source or limited-source recruiting
- Computer access only - some employees are not provided information on training development opportunities due to limited or no access to computers
- Overly narrow selection criteria, i.e., highly specialized / exotic experience requirements that potential applicants are not likely to have
- Biased/hostile attitude of management toward certain EEO-protected groups

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2. Identification of Barriers

How much information is enough?

- Use a drill-down process
- Keep asking why until you have an answer

- Key: The identification of a barrier is always a working hypothesis
- The barrier identification should be detailed enough to allow the facility to develop an action plan that will yield the desired results


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Investigation

- Develop information requests
- Gather and review documents
- Interview knowledgeable individuals
- Form a working hypothesis that can be tested through an action plan


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Develop Information Requests

- Documents: Make lists of documents using information gathered from review of workforce statistics, complaints, and other sources.
- Interviews:
 - List knowledgeable people
- Formulate questions


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Document Review

- Agency policies found in regulations, handbooks, executive directives, etc.
- Organization / function / staffing charts
- Funding and resource documentation
- Records – hiring, promotions, disciplinary actions
- Plans and mission statements
- Data – statistics and other computations
- Any documents referred to in interviews
- Agency accomplishments


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Interview Knowledgeable Individuals

- Officials in charge of programs or organizational segments where triggers were found
- Employees inside and outside unit with personal knowledge:
 - HR and Budget personnel
 - Unions
 - Advocacy groups


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Develop a Working Hypothesis

- Key: The identification of a barrier is a working hypothesis
- How much information is enough?
 - A drill-down process
 - Keep asking “why” until you have an answer
 - Barrier identification should be detailed enough to be tested through an action plan


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3. Devise an Action Plan

- What should the Action Plan include?
 - Trigger(s) identified
 - Barrier analysis making clear the connection between the trigger(s) and the potential barrier
 - Potential barrier identified with enough specificity to formulate an objective to eliminate that barrier


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The Action Plan

- Objective for eliminating barrier along with target date
- Responsible official
- Identify milestones:
 - Plan activities
 - Timeline-Dates for completion
- Report progress to U.S. Equal Employment Opportunity Commission (EEOC) annually


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The Action Plan, Cont.

- Barrier is hypothetical until action plan executed
- Are potential barriers job-related and consistent with business necessity? If not, plan to eliminate those barriers
- Consider modifications even where barriers are job-related and consistent with business necessity
- Report plan and progress to the EEOC annually


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4. Follow-Up

- Assess success of plan
- Track progress—should be measurable
- Hold agency officials accountable
- Re-assess periodically
- Monitor indicators of success:
 - Participation rates up
 - Separation rates down
 - EEO complaints drop
 - Survey results indicating improved employee morale
 - Favorable responses in exit interviews
 - Increased productivity


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Follow-Up, Cont.

- If action plan is unsuccessful:
 - Wrong barrier was identified
 - Action plan gave rise to a new barrier
- **Caveat:** Results are typically hard to assess after only one reporting cycle


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Doing It Right

- Establish processes to accurately analyze all aspects of personnel practices, policies, and procedures
- Be focused and methodical in identifying potential barriers
- Involve all key officials
- Assign responsibility for barrier removal
- Think outside the box!

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Are Special Emphasis Programs Really Necessary?

YES! Provided that SEPMs remember:

- You can better serve your organization by remaining focused on the agency SEP Strategic Plan:
 - to recruit
 - to develop
 - to train and
 - to advance minorities, women, veterans and persons with disabilities.
- You can take creative license with your programs and educate your people about the valuable contributions that everyone in the organization can make.


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Statutory and Regulatory Authority

- Executive Order 11478 of August 12, 1969 (EEO in Federal Government) (superseded Executive Orders 11246 and parts of 11375 applicable to the Federal Government) as amended by E.O. 13087 of May 28, 1998, and as amended by E.O. 13152, of May 2, 2000.
- Executive Order 11701 of January 24, 1973 (Employment of Veterans by Federal Agencies and Government Contractors and Subcontractors).
- Executive Order 13166, of August 11, 2000 (Improving access to services for persons with limited English proficiency).
- Executive Order 13145, of February 8, 2000 (Prohibiting discrimination in Federal employment based on genetic information).

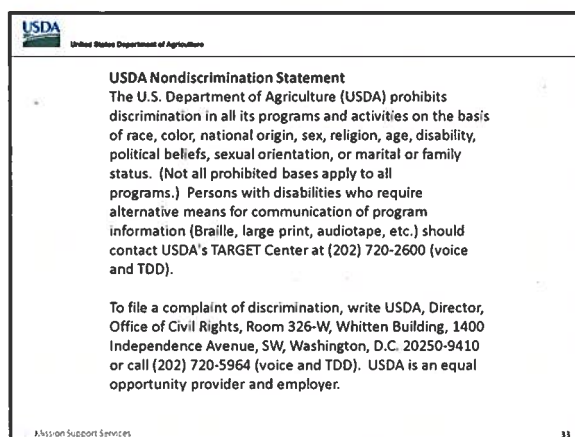
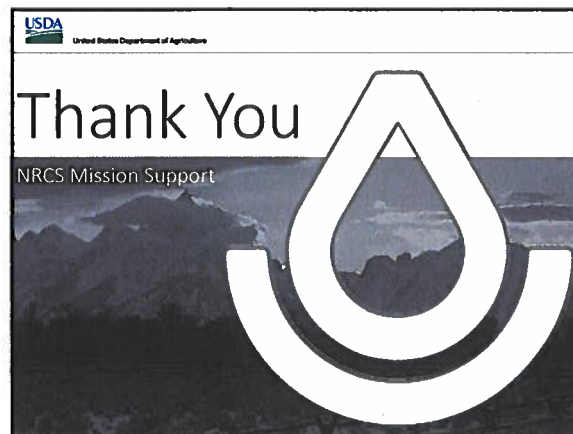
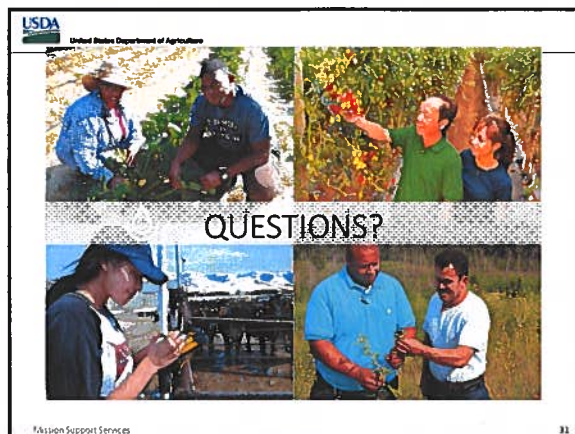
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Statutory and Regulatory Authority, Cont.

- Title VII of the Civil Rights Act of 1964, as amended, and Civil Rights Act of 1991
- Equal Employment Opportunity
- Americans with Disabilities Act of 1990, Rehabilitation Act Amendments of 1992
- Americans with Disabilities Act Amendments of 2008
- Rehabilitation Act of 1973, as amended. Sections 501 and 504
- The Equal Employment Opportunity Act of 1972
- Fair Labor Standards Act (The Equal Pay Act of 1963) and 1974 amendment
- Age Discrimination in Employment Act of 1967, as amended
- Civil Service Reform Act of 1978
- 29 C.F.R. Part 1614 - Federal Sector Equal Employment Opportunity
- EEOC Management Directive 110
- EEOC Management Directive MD 715

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CRAC Calendar

1st Quarter	<div>October</div> <div>National Disability Employment Awareness Month</div> <div>Article: Veteran/ Disability SEPM</div> <div>4th Quarter Report Due</div> <div>SEPM's submit Business Plan & Budget prior to 1st Qtr. Mtg.</div>	<div>November</div> <div>Native American Heritage Month</div> <div>Article: AIAN SEPM</div> <div>Remind State to Update 230 Files</div> <div>11th Veterans Day</div> <div>29th Nellie Tayloe Ross's Birthday</div> <div>Thanksgiving (4th Thursday)</div>	<div>December</div> <div></div> <div>Article: Hispanic SEPM</div> <div>Remind State to Enter Outreach</div>
2nd Quarter	<div>January</div> <div></div> <div>Article: Chair</div> <div>Update Civil Rights office Review PowerPoint</div> <div>1st Quarter Report Due</div> <div>15th Martin Luther King Day</div>	<div>February</div> <div>Black History Month</div> <div>Article: Black SEPM</div> <div>Remind State to Review Civil Rights with Partners</div> <div>1st National Freedom Day</div>	<div>March</div> <div>Women's History Month</div> <div>Article: Women's SEPM</div> <div>Remind State of Civil Rights Award & Enter Outreach</div> <div>Civil Rights Award Nominations Close (second to last Monday)</div> <div>Recognize Civil Rights Award Winner</div> <div>29th Vietnam War Veterans Day</div> <div>30th WY Veterans Welcome Home Day</div>
3rd Quarter	<div>April</div> <div></div> <div>Article: State Office At-Large</div> <div>2nd Quarter Report Due</div>	<div>May</div> <div>Asian American, Native Hawaiian, & Pacific Islander Heritage Month</div> <div>Article: AAPI SEPM</div> <div>5th Cinco de Mayo</div> <div>WY Native American Day (2nd Monday)</div> <div>Veteran's Day (last Monday)</div>	<div>June</div> <div>LGBTQ+ Pride Month</div> <div>Article: LGBTQ+ SEPM</div> <div>Remind State to Enter Outreach</div> <div>19th Juneteenth</div>
4th Quarter	<div>July</div> <div></div> <div>Article: High Plains At-Large</div> <div>SEPM's submit Accomplishments Report prior to 4th Qtr. Mtg.</div> <div>3rd Quarter Report Due</div> <div>28th Buffalo Soldier's Day (Clack SEPM)</div>	<div>August</div> <div></div> <div>Article: Rocky Mountain At-Large</div> <div>26th Women's Equality Day</div>	<div>September</div> <div>Hispanic Heritage Month (Sept 15 - Oct 15)</div> <div>Article: None</div> <div>Remind State of Civil Rights Award & Enter Outreach</div> <div>Civil Rights Award Nominations Close (second to last Monday)</div> <div>Recognize Civil Rights Award Winner</div>