**Purpose.** To solicit applications for Special Emphasis Program Manager (SEPM) and Civil Rights Advisory Committee (CRAC) Representatives.

**Expiration Date.** September 30, 2023

**Explanation.** The Iowa NRCS CRAC focuses on providing counsel and recommendations to the state conservationist and provides support, information, and education to all employees on all matters to equal employment opportunity and program delivery in Iowa NRCS. Attached is a poster providing additional information. Please feel free to contact existing members to visit with them about their experience.

We are soliciting for the following:

**SEPM (Title 230, General Manual, Part 403, “Special Emphasis Program”)**

1. Gay, Lesbian, Bisexual, and Transgender (GLBT)

   The Iowa SEPM positions play an integral part in the overall equal opportunity program and serve on the Iowa NRCS CRAC. SEPM serve a 3 to 5-year appointment that will begin immediately. 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.

   All NRCS employees with an interest are encouraged to apply to develop skills and experience managing a state level program. A SEPM provides interaction with management, creates networking opportunities, increases your knowledge of programs and exposure to issues from the state and national perspective. SEPMs are not limited to those who are ethnically or culturally linked to a specific group.

**CRAC Representative (Title 230, General Manual, Part 404, “Civil Rights Advisory Committee”)**

1. NW Area Representative
2. State Office (SO) Representative

   Representatives serve as a communication link between employees within the NW Area, the SO, and the Iowa NRCS CRAC. All permanent NRCS employees in the NW Area and the SO are eligible to apply, regardless of grade level. They serve a minimum 3-year appointment that will begin immediately.

**How do you apply?**

Application **deadline** is close of business on May 13, 2022.

1. Complete the attached application.
2. Obtain concurrence from your first level supervisor.
3. Email the attached application, before close of business on **May 13, 2022**, to Jaia.Fischer@usda.gov and Lori.Altheide@usda.gov.
Contact. Any questions regarding these opportunities contact Lori Altheide, Assistant State Conservationist for Field Operations, at (712) 254-4341 or email Lori.Altheide@usda.gov. Questions may also be directed to Jaia Fischer, Assistant State Conservationist for Management and Strategy, at (515) 323-2225 or email jaia.fischer@usda.gov.

JON HUBBERT
State Conservationist

Attachments

1. Application for Collateral Duty
2. 2022 Civil Rights Poster