

Subpart A – General

405.5 Public Notification Procedures

EOP-Required Civil Rights Posters and Policy Statement

NRCS offices in Indiana are to follow the guidelines below regarding posting of required Civil Rights posters and policy statement.

Required Civil Rights Posters

The USDA Natural Resources Conservation Service requires specific Civil Rights posters to be displayed in NRCS offices. The required posters are listed below. These posters are to be prominently displayed in all offices where there is an NRCS presence. The posters are to be placed where they can be viewed by employees and customers. Please be advised that these required posters should be displayed in a specific size: 11” width x 17” height. This size requirement relates to a problem where the text of the poster becomes small and almost unreadable when the poster is printed in a typical print size of 8.5” x 11”.

The following poster is required to be displayed in each NRCS office where customers have easy access to copy down the information.

And Justice for All (AD-475-A, Rev 9-2006) – This poster is for Federally-Conducted Programs.

The following posters are required to be displayed in each NRCS office where notices are customarily maintained for job applicants and employees.

NRCS Equal Opportunity Counseling Program (January 2002)

USDA Sexual Harassment is Illegal (AD-1085, Rev 9-2003)

USDA Equal Employment Opportunity is the Law (AD-1181, Rev 9-2003)

Civil Rights Policy Statement

NRCS requires that the USDA Secretary’s Civil Rights Policy Statement be prominently displayed in each NRCS office to be viewed by employees and customers.

Web Link to Download Materials

The required Civil Rights posters and the Secretary's Civil Rights Policy Statement are available on the NRCS Web site at http://www.nrcs.usda.gov/about/civilrights/required_posters.html. The Indiana Civil Rights page on the Indiana NRCS Web site has a link to this national site.

If you do not have these documents posted, print them and properly display them in your office. Contact the Assistant State Conservationist for Operations if you have questions.