



**Civil Rights Advisory Committee  
Georgia Natural Resources Conservation Service  
FY2012-2013 Plan of Work**

---

**Mission:**

To facilitate the fair and equitable treatment of NRCS customers and employees while ensuring the successful delivery of the Civil Rights programs and activities in Georgia.

**Vision:**

To promote harmony and diversity for one Georgia

## PURPOSE

The Georgia Civil Rights Advisory Committee is responsible to the NRCS Deputy Equal Opportunity Officer (State Conservationist). The Committee serves the following functions:

- Serves as an advisory body to the State Conservationist, to promote and assist meaningful and effective affirmative action consistent with the goals and objectives set forth by management.
- Provides feedback on the performance of Equal Opportunity and Civil Rights program, identifies areas of weakness, and makes recommendations for improvements.
- Identifies emerging areas needing special attention by the State Conservationist.
- Make recommendations to the State Conservationist regarding policies, practices and procedures as they affect Equal Opportunity in Georgia.
- Promotes the career employment and advancement of NRCS employees to maintain a high quality diverse workforce consistent with the goals of the Affirmative Employment Plan.

Signatures

---

James E. Tillman, Sr., State Conservationist

---

Cindy Haygood, CRAC Chair

*"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and Strategies on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (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). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer."*



**OBJECTIVE 1 PROMOTE CULTURAL TRANSFORMATION BY ENHANCING AND PROMOTING THE CIVIL RIGHTS PROGRAM IN NRCS GEORGIA.**

**GOAL 1 Ensure Civil Rights compliance in NRCS workforce development issues.**

<i>Strategies</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Completion Date</i>
1. Provide an anonymous e-mail service for NRCS employees and customers to comment on Civil Rights issues. Comments will be discussed at quarterly CRAC meetings during closed session and recommendations made to state Leadership Team.	Quarterly	CRAC Chairman State PAS	
2. Promote all Special Emphasis Program Months.	Annually- in conjunction with special emphasis months	CRAC SEPM Leadership Team	
3. Provide a "suggestion box" for use at Area Meetings for Georgia NRCS employees to provide suggestions, comments for Civil Rights.	Ongoing	CRAC, Area CR Representatives	
4. SEPMs will encourage participation in NRCS Mentoring Program and the development of Job Shadowing opportunities.	9/30/2013	CRAC, SEPM	
<b>Goal 1-Documentation of activities:</b>			

**GOAL 2 Encourage increased diversity in the NRCS workforce.**

<i>Strategies</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Completion Date</i>
1. Assist Human Resources by participating in 3 special events annually such as career and job fairs.	9/30/2013	CRAC Human Resources 1890s Liaison SEPMs	
2. Use the Earth Team Volunteer Program, JTPA, Pathways Program, and 1890s Liaison to recruit, train and evaluate a minimum of 8 candidates annually for potential NRCS employment.	Ongoing	CRAC 1890s Liaison Human Resources	
3. Use the WRP and Wounded Warrior databases to provide Human Resources with resume's for at least six qualified individuals or students.	9/30/2012	Disability/Veterans SEPM	
4. Develop and maintain an electronic distribution list of high school, university/colleges, and Hispanic related organizations to utilize for program promotional purposes.	9/30/2012	Hispanic SEPM	
5. Use the Hispanic student databases to provide Human Resources with resume's for at least six qualified individuals or students.	Annually	Hispanic SEPM	
6. Develop a multi page student recruitment publication that can assist with enhancing the agency's diversity.	9/30/2013	CRAC-subcommittee	
7. Work with HR to fill at least one vacancy using VRA authority.	9/30/2013	Disability/Veterans SEPM	

**Goal 2-Documentation of activities:**

**GOAL 3 Provide training to NRCS staff on EEO and Civil Rights Issues.**

<i>Strategies</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Completion Date</i>
1. Provide EEO and Civil Rights Training to all employees at Area Staff meetings, personnel conferences and special functions.	9/30/2012, 9/30/2013	CRAC	
2. Ensure that all NRCS staff understand EEO complaint process for customers and employees by providing information at Area Staff meetings annually.	9/30/2012, 9/30/2013	CRAC, Area CR Reps State PAS	
3. Area Civil Rights Representatives will annually review Civil Rights Quality Review checklist at Area Staff meetings.	9/30/2012, 9/30/2013	CRAC-Area Reps	
4. Each SEPM will participate in at least one Area meeting annually.	9/30/2012, 9/30/2013	CRAC SEPMs	
5. Standard guidance for maintaining Civil Rights and Outreach folders (230 file) in Field Office will be developed and training provided at Area Staff Meetings.	9/30/2012	Outreach Coordinators CRAC	
6. Maintain Civil Rights website and keep updated.	Quarterly	CR Chairman PAS staff	

7. Make EEO complaint process easily accessible on CRAC website.	9/30/2012	CR Chairman PAS Staff	
8. Update EO/CR Poster and distribute to all offices. Post on CRAC website.	9/30/2012	CRAC State PAS	
9. Provide Civil Rights training to all new employees.	Annually	CRAC Human Resources	
10. Coordinate an Interagency Diversity Day to provide training to NRCS, FSA, and RD staff. Topics will include: cultural transformation, "family" issues training (elder care, stress management, etc.), cultural awareness, generational difference, etc.	9/30/2013	CRAC Partnering Agencies	
11. Barrier Analysis training and LGBT awareness training will be provided at all Area staff meetings in 2012.	9/30/2012	Hispanic SEPM LGBT SEPM	
12. Identify field office(s) that could benefit from language training (Rosetta Stone).	Annually	CRAC	
<b>Goal 3-Documentation of activities:</b>			

**OBJECTIVE 2: ENSURE FAIR AND EQUITABLE PROGRAM DELIVERY IN GEORGIA NRCS IN 2012-2013.**

**GOAL 1 Evaluate NRCS Program Delivery.**

<i>Strategies</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Completion Date</i>
1. Conduct Civil Rights Reviews in field offices, as scheduled, evaluating strengths and weaknesses of the civil rights program. Ensure that Title VI and Title VII guidelines are carried out in field offices.	9/30/12, 9/30/13	CRAC ASTC-FO	
2. Develop a summary of findings from Civil Rights Reviews and provide to ASTC (FO) and State Conservationist.	9/30/12, 9/30/13	CRAC	
3. Provide assistance to address any deficiencies identified in the Civil Rights reviews.	9/30/12, 9/30/13	CRAC ASTC-FO	
4. Develop baseline documentation annually of program participation by underserved groups.	9/30/12, 9/30/2013	CRAC	
5. Conduct accessibility reviews on 10 USDA offices as part of FSA/RD/NRCS interagency review team.	Annually	Disability SEPM	
6. Assign CRAC representative to assist ASC (Programs) with review of program application/ranking process to ensure fairness and eliminate cultural barriers.	Annually	CR Area Reps ASTC (FO)	
<b>Goal 1-Documentation of activities:</b>			

**GOAL 2      Improve NRCS Program Delivery to Underserved Groups.**

<i>Strategies</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Completion Date</i>
1. Review available data annually regarding the delivery and implementation of NRCS services and programs; analyze the data to evaluate equitable assistance to under-represented groups.	July 2012, July 2013	CRAC Leadership Team	
2. Network with a minimum of 6 Community Based Organizations which could assist with outreach to underserved individuals for participation with NRCS programs as well as applicant pools.	Annually	CRAC HR Staff Outreach Coor	
3. Recognize Civil Rights efforts of employees that promote outreach and diversity in Georgia NRCS by nomination of individuals for state and national awards.	August-Annually	CRAC SLT	
4. Prepare a 5-10 minute presentation on Reasonable Accommodations to present to Georgia NRCS employees at Area and State Office staff meetings.	9/30/2012	Disability SEPM	
5. Include an outreach component annually with program rollout meetings to assist field offices with reaching underserved groups.	Annually-March	CRAC, Outreach coordinators	
6. Participate in Asian New Year Celebration annually to promote NRCS programs and outreach to the farming community.	Annually-Fall/Winter	CRAC, AA SEPM	
<b>Goal 2-Documentation of activities:</b>			

**OBJECTIVE 3: IMPROVE EFFECTIVENESS OF CIVIL RIGHTS ADVISORY COMMITTEE**

**Goal 1      Productive and Informative Committee Meetings**

<i>Strategies</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Completion Date</i>
1. Host quarterly CRAC meetings.	Quarterly	CRAC	
2. Hold at least one CRAC meeting at an alternate location (farm tour, CBO, etc.)	9/30/2013	CRAC Chair	
3. Post minutes of CRAC meeting to GA NRCS webpage quarterly.	Quarterly	CRAC Secretary NRCS PAS	
4. Maintain and update regularly CRAC website including minutes of meetings, schedule of events, and other timely information.	Quarterly	CRAC Chair NRCS PAS	
5. Provide opportunity for input from NRCS staff for agenda items at CRAC meetings. Area Reps solicit input quarterly.	Quarterly	CRAC Area Reps	
6. Submit an article twice a year for the GA NRCS Conservation Connection highlighting CRAC activities or topics.	January/July 2012 January/July 2013	CRAC NRCS PAS	
7. Create and maintain a list of success stories of underrepresented individuals.	Ongoing	CRAC PAS Staff Outreach Coor	
8. Develop basic EEO/CR presentation for committee members to utilize at staff meetings.	Ongoing	CRAC	
9. Plan for guest presenters at quarterly CRAC meetings.	Quarterly	CRAC	

**Goal 1-Documentation of activities:**

**Goal 2 Provide adequate training to CRAC Members.**

<i>Strategies</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Completion Date</i>
1. Ensure that all SEPMs participate in related training/conferences for their respective SEP.	9/30/2013	CRAC	
2. Ensure that all members have attended Civil Rights Training offered through NEDC.	9/30/2013	CRAC	
3. Provide continuing education for CRAC as needed/requested.	Quarterly	CRAC Members Human Resources	
4. Attend the Working Effectively with Hispanic Producers training course and develop summary materials for training purposes.	9/30/2012	Hispanic SEPM- Chris Groskreutz	

**Goal 2-Documentation of activities:**

**Goal 3 Promote CRAC Activities and Progress**

<i>Strategies</i>	<i>Target Date</i>	<i>Responsibility</i>	<i>Completion Date</i>
1. Prepare an annual Plan of Work and update quarterly.	Quarterly	CRAC	
2. Committee Members will prepare an annual Activity Plan for their respective areas. Items will be included in the CRAC Plan of Work.	Annually- October 1	CRAC	
3. Committee Members will prepare and maintain baseline documentation for their respective areas, documenting NRCS staffing, program participation, and regional demographics as available.	Ongoing	CRAC Outreach Coordinators	
4. Feature at least four female Georgia employees annually during March for Women’s History Month.	March- Annually	FWP SEPM- Dee Pederson	
5. Prepare an annual Civil Rights Accomplishments Report and provide to Leadership Team.	9/30/2012, 9/30/2013	CRAC Officers NRCS PAS	
6. Provide bi-annual reports (Chief’s Civil Rights Assessment).	Bi-Annual	CRAC Members Human Resources	
7. Maintain a calendar of events on CRAC webpage.	Quarterly	CRAC NRCS PAS	
8. Develop an annual newsletter or Annual Report to highlight CRAC activities.	Annual	CRAC NRCS PAS	
<b>Goal 3- Documentation of activities:</b>			

## ACRONYMS

CRAC	Civil Rights Advisory Committee
SLT	State Leadership Team
PAS	Public Affairs Specialist
ASTC-FO	Assistant State Conservationist for Field Office Operations
SEPM	Special Emphasis Program Managers
SEP	Special Emphasis Programs
LGBT	Lesbian, Gay, Bisexual, and Transgender
NRCW	Natural Resources Conservation Workshop