



June 10 2003

OKLAHOMA BULLETIN NO. OK230-3-8

SUBJECT: EOP - Civil Rights Responsibilities

Purpose: To remind all Oklahoma employees of Civil Rights responsibilities

Expiration Date: September 30, 2003

Every employee of the United States Department of Agriculture (USDA) – Natural Resources Conservation Service (NRCS) shares responsibilities for civil rights. These responsibilities lie within two categories; Equal Opportunity in Program Delivery and Equal Employment Opportunity.

The Equal Opportunity in Program Delivery policies address the responsibilities of NRCS in delivering programs and services to customer or potential customers in a non-discriminatory manner. General Manual (GM), Title 230, Part 405, Equal Opportunity in Program Delivery, Subpart A - General, Subpart B - Exhibits, and Subpart C – Nondiscrimination on the Basis of Handicap, contain specific policies, guidelines, authorities, and responsibilities for managers, supervisors, employees, volunteers, and others conducting business with NRCS. The website for this policy is located at the following site:

http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_230_405.htm.

The agency's Equal Employment Opportunity policies address the responsibilities of ensuring employees and applicants are not discriminated against regardless of race, color, religion, sex, national origin, age, or handicap in its policies, practices, and working conditions; (physical or mental). General Manual, Title 230, Part 401, Equal Employment Opportunity (EEO), Subpart A – General, provides specific NRCS policies. The website for this policy is located at the following address:

http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_230_401_a.htm.

Civil Rights are the responsibility of all employees and volunteers of NRCS. Each employee and volunteer should be committed to ensuring that NRCS customers, fellow employees, and customers are treated fairly, equitably, and with dignity and respect. Any employee found in violation of the agency's Civil Rights policies will be subject to strict disciplinary action.

Questions regarding Civil Rights responsibilities should be directed to your immediate supervisor, or Jasper Parker, Assistant State Conservationist (Outreach/Civil Rights).

/s/ (John Glover – Acting)

M. DARREL DOMINICK
State Conservationist

DIST: AE