

Veterinary Services (VS) Civil Rights Strategic Plan
Fiscal Years (FY) 2012-2014
“Leading by Example”

CIVIL RIGHTS VISION

The VS workforce of the future mirrors the cultural diversity of America and treats all its employees, applicants, customers, domestic and international stakeholders fairly, equitably, and with dignity and respect.

CIVIL RIGHTS MISSION

In order to achieve this vision, the current VS workforce integrates a commitment to Equal Opportunity Employment/Civil Rights (EEO/CR) principles into all levels of its programs and services through the following actions:

- **Recruitment:** Cultivating the widest possible field of candidates from which to select filling agency positions;
- **Hiring:** Basing all hiring and promotion decisions on the merit of applicants;
- **Respect:** Valuing the unique contributions and perspectives that each employee brings to the workplace;
- **Outreach:** Informing the widest possible pool of customers of the agency’s services and programs;
- **Service:** Providing every customer with full access to all available services; and
- **Accountability:** Holding all employees accountable for treating each other, our applicants, customers, and domestic and international stakeholders fairly and equitably.

CIVIL RIGHTS GOALS

Goal 1: The VS workforce will not discriminate against customers or employees on the basis of race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, or parental status.

Objective 1.1: Nondiscrimination will be the standard operating procedure for serving employees, customers, applicants, and domestic and international stakeholders.

Strategies for Achieving the Objective:

- Monitor work units to determine if managers, supervisors and other employees are accountable for program delivery outreach.
- Monitor the number of formal EEO/CR program delivery complaints from customers.
- All (cite number of units) VS units report annually on their customer outreach activities.

Objective 1.2: Create a cohesive, well informed workforce holding all employees accountable for treating each other fairly and equitably with dignity and respect.

Strategies for Achieving the Objective:

- NCRLC shall act as a conduit for information flow between VS CR Committees via conference calls and national meetings.
- Act as a clearing house for new initiatives for CR via submitted projects and requests for grass roots suggestions to make VS an “employer of choice”.

Objective 1.3: VS will strive to meet or exceed goals set for APHIS by Marketing and Regulatory Programs Business Services (MRPBS) for small, disadvantaged, women, and minority owned businesses. These goals are relative to contracts awarded by VS.

Strategies for Achieving the Objective:

- VS units will strive to increase contract funding with small, disadvantaged, minority or women owned businesses.
- Conduct annual review.

Objective 1.4

Objective 1.4.1: VS NCRLC will assist VS supervisors and VS recruiters by providing data useful for workforce succession planning.

Strategies for Achieving the Objective:

- VS NCRLC will monitor STEP, SCEP, and volunteer appointments within VS.

Objective 1.4.2: VS NCRLC will assist VS with its efforts of increasing federal employment of individuals with disabilities.

Strategies for Achieving the Objective:

- VS NCRLC will provide information about the Workforce Recruitment Program and the Schedule A hiring authority.
- Will monitor changes in the total number of Self-Designation of Disability forms (SF-256) on file for VS.
- VS will continue to promote recruitment at career fairs, universities, colleges and educational institutions to satisfy the appointments.

Goal 2: The VS workforce will not discriminate in hiring and promotions.

Objective 2.1: VS shall review training programs, leadership development programs, and other employee developmental opportunities.

Strategies for Achieving the Objective:

- Identify areas of weakness in these programs.
- Make recommendations to ensure that equal opportunity is provided for all employees to receive training which will increase their potential for advancement.

Objective 2.2: VS will base hiring and promotion decisions on merit.

Strategies for Achieving the Objective:

- Compliance with Management Directive 715.
- Track progress toward goal of no hiring and promotion related formal complaints.

Objective 2.3: In keeping with the Department's Cultural Transformation Initiative, VS will mandate dignity and respect within its diverse global workforce.

Strategies for Achieving the Objective:

- VS will promote local efforts through advisory committees to discuss and celebrate diversity with special observances.
- VS will ensure all employees, including contractors, comply with mandatory diversity training.

Objective 2.4: VS employee recognition program is administered fairly and equitably and is administered in accordance with established policies and regulations.

Strategies for Achieving the Objective:

- Criteria will be in accordance with the monetary amount awarded.
- Conduct annual reviews to ensure VS's recognition program is being used effectively and ethically.

Goal 3: VS management will resolve workforce disputes promptly.

Objective 3.1: All employees will be encouraged to resolve disputes at the lowest possible level.

Strategies for Achieving the Objective:

- Encourage compliance with Management Directive 715.
- Ensure awareness is provided to employees about options for resolving disputes.
- Provide access to conflict management training for all employees.

Goal 4: National Civil Rights Leadership Committee will market the APHIS, VS: Vision and Science initiative.

Objective 4.1: Promoting and delivering customer service, diversity, innovation, integrity, respect and science based teamwork.

Strategies for Achieving the Objective:

- Increase awareness of the VS: **Vision and Science initiative** to all employees.
- Utilize EEO advisory committees to disseminate information regarding the VS: **Vision and Science initiative.**
- Encourage participation and keep apprised of the VS: **Vision and Science initiative** Grassroots Initiative.
- Ensure our New Perspectives activities are in line with Departmental EEO and Civil Rights initiatives.