ANIMAL AND PLANT HEALTH
INSPECTION SERVICE

CIVIL RIGHTS STRATEGIC PLAN

Fiscal Years 2004 – 2007
(Updated March 2004)

Mission Statement

The mission of the Civil Rights Enforcement and Compliance (CREC) staff is to provide leadership, direction, technical support and guidance to all employees and external service recipients.

CREC will accomplish its Mission by:

- Designing and aggressively implementing Affirmative Employment and Special Emphasis Programs.
- Monitoring the hiring, progression and retention in the organization of minorities, women and persons with disabilities.
- Implementing an Alternative Dispute Resolution Program for all employment Discrimination complaints.
- Conducting an ongoing program of Compliance Reviews to ensure APHIS civil rights goals are implemented at all organizational levels.
- Reaching out to the "under served" to ensure equal access to APHIS programs and services.
- Serving as consultant and liaison to the Administrator on initiatives involving 1890 Land Grant Institutions, Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges & Universities.
- Ensuring strict adherence to Departmental policy which states that "No person or group shall be discriminated against on the basis of race, color, sex, national origin, religion, age, disability, or marital or familial status in any employment practice or in any program

Goals and Objectives

Goal 1: Develop and implement an Equal Employment Opportunity Program designed to address agency diversity.

Goal 2: Reduce formal and informal Complaints of employment discrimination

Goal 3: Provide customized agency - specific civil rights briefings to managers.

Goal 4: Increase the evaluation and monitoring of the civil rights program at all levels in headquarters and field offices.

Goal 5: Serve the public effectively and efficiently by strengthening Program Delivery and Outreach.

Goal 6: Assess the Civil Rights impact of agency actions relating to external and internal regulations, policies, and decisions.

Goal 7: Utilize information technology to improve and expand all aspects of civil rights for program delivery in APHIS.

Goal 8: Strengthen and expand educational programs and initiatives with 1890 Land Grant Institutions, Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges

conducted or assisted by the Department of Agriculture".

- "Identifying and addressing the civil rights implications of proposed agency actions in their decision-making procedures", (i.e. management and agency regulations, office consolidations, closures or relocations)

Key External Factors

The APHIS Civil Rights Enforcement and Compliance Staff is responsible for managing a Civil Rights program that serves and meets the requirements of laws, rules, regulations, and guidelines Codified, published, and outlined by the Department of Agriculture, the Equal Employment Opportunity Commission and the Office of Personnel Management. Our success in managing the civil rights program is dependant upon the following external factors:

1. Reduction in EEO and Program Complaint processing times by the Civil Rights, USDA.
2. Issuance of guidelines such as in Management Directives required by the Agency Programs.
3. Full implementation of the Notification and Federal Employee Anti-discrimination and Retaliation Program (NO FEAR). (Signed May 15, 2002).

Universities, and organizations serving women and persons with disabilities.