



United States

Department of  
Agriculture

Marketing and  
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Programs

Animal and  
Plant Health  
Inspection  
Service

Washington, DC  
20250

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July 19, 1999

Subject: Request for Applications - Veterinary Services Civil  
Rights  
Leadership Committee

To: Veterinary Services Employees

This is to announce the formation of a Veterinary Services (VS) National Civil Rights Leadership Committee (NCRLC) and to request applications for membership for the group.

The NCRLC will be charged with developing active and consistent approaches to civil rights and Equal Employment Opportunity (EEO) for VS and interfacing with EEO Advisory Committees. Also, the Committee will be expected to assist me in monitoring and evaluating VS's progress in implementing the Department's civil rights goals and objectives and the VS Civil Rights Strategic Plan. The group will

also assist me in developing civil rights and EEO initiatives that will be beneficial throughout the organization. The expected outcomes of the NCRLC are a better work place for all VS employees, reduction in the number of formal complaints, and increased services and opportunities to underrepresented groups and communities.

Committee membership will be competitive and limited to 10 VS employees. These positions will not affect an employee's grade, and therefore any full-time permanent employee who is not currently a member of an EEO Advisory Committee may apply. EEO Advisory Committee members may not apply because they have already committed 20 percent of their time to their individual groups, and serving on the NCRLC also will be a collateral duty assignment requiring a 20 percent time commitment. Each NCRLC member will be required to participate in monthly conference calls and may be required to travel to meetings up to twice per year.

If you are interested in serving on the committee and if your supervisor approves the time commitment, please complete the enclosed application form and forward it to Ms. Eileen Cramer, Management Support Staff, by August 13, 1999. Ms. Cramer can be reached on E-mail, by telephone at 301-734-3826, or by FAX at 301-734-7393.

VS NATIONAL CIVIL RIGHTS LEADERSHIP COMMITTEE (NCRLC)

APPLICATION

In order to receive consideration, please fill in the information below. The application must not exceed two pages:

- ~ Applicant's Name
- ~ Organizational Unit and Duty Location
- ~ Description of Experiences and Accomplishments in the Areas of Civil Rights and EEO
- ~ Why you would like to serve on the NCRLC

q Check to indicated that you are not currently a member of an EEO Advisory Committee and to acknowledge that you know that you cannot serve on the NCRLC, if selected, and an EEO Advisory Committee at the same time.

Applicant's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisory Approval indicating that the employee may commit 20 percent of his/her time to the NCRLC, for at least a two-year period, if selected.

Supervisor's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to: Ms. Eileen Cramer  
Management Support Staff  
APHIS, VS  
4700 River Road, Unit #44  
Riverdale, MD 20737

Veterinary Services Employees

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The VS Directors and I are committed to this effort and look forward to positive changes within VS in the areas of civil rights and EEO.

/s/

Alfonso Torres  
Deputy Administrator  
Veterinary Services

Enclosure

cc:

B. Rose-Patterson, CREC, OA, Washington, DC  
T. Henson, CREC, Riverdale, MD

APHIS:VS:MSS:ECramer:mc:7/14/99:x7517:(eileen/ncrlcmemol.lwp)