

CIVIL RIGHTS ENFORCEMENT AND COMPLIANCE

2012 Goals and Planned Commitments

"Clarify, Commit, Complete"

**Fiscal Year 2012
CREC Goals and Planned Commitments**

**Special Programs/Outreach
Ken Johnson, Goal Owner**

Goal <i>(state what is intended to be accomplished)</i>	Commitment(s) <i>(identify action steps that will contribute to accomplishing the goal)</i>	Status/Comments <i>(used for periodic updates at feedback sessions)</i>
Enhance Participation in APHIS Ag-Discovery Programs	<ol style="list-style-type: none"> 1. Expand the outreach process to increase the applicant pool for current AgDiscovery programs. 2. Improve the efficiency of the selection process. 3. Use social media tools to communicate and advertise the program. 4. Improve Applicant and participant tracking system 5. Provide a summary report of program activities and accomplishments to Managers and Supervisors. 	
Focus APHIS Outreach to Socially Disadvantaged Limited Resource Farmers and Ranchers	<p>Meet with individual APHIS Program Deputies to provide information on USDA Small Farms initiatives.</p> <p>Solicit 2012 participation in Small Farms Outreach and USDA Scholarship and Intern Programs.</p> <p>Conduct an orientation of APHIS Cooperative Agreement Minority Partners.</p> <p>Develop and implement an accountability system for APHIS and Cooperative Agreement Minority Partners to:</p> <ul style="list-style-type: none"> • Access minority partner membership mailing lists • Provide information to their members about APHIS programs in their newsletters • Encourage participation in local minority partner and APHIS meetings • Provide input on APHIS' proposed and existing rules and regulations 	
Improve APHIS' Decision Makers (AMT/Regional Directors) support/participation in Special Programs	<ol style="list-style-type: none"> 1. Provide Special Programs Briefings to APHIS Management Team and PLG. 	

Diversity and Inclusion
Michael Colbert, Goal Owner

Goal <i>(state what is intended to be accomplished)</i>	Commitment(s) <i>(identify action steps that will contribute to accomplishing the goal)</i>	Status/Comments <i>(used for periodic updates at feedback sessions)</i>
Communicate Civil Rights Programs and Initiatives	<ol style="list-style-type: none"> 1. Develop the APHIS 2012 Cultural Transformation Action Plan (CTAP). 2. Attend the Diversity Intelligence Training in Chicago (Part 2- "Next Steps"). Presented by Dr. Betances (February 7 through February 9). 3. Post CTAP Plan using the SharePoint Website. 4. Chair the APHIS Cultural Transformation Workgroup <i>(monthly)</i>. 5. Publish Cultural Transformation Action Plan report and updates <i>(quarterly/monthly)</i>. 6. Sponsor Cultural Transformation briefing sessions for managers' supervisors and employees. 7. Manage Cultural Transformation/Diversity Book Discussion Groups within CREC, which will include quarterly meetings to discuss a portion or an entire book depending on the length <i>(say 100 pages a quarter?)</i> 	

Civil Rights Compliance Reviews
Steve Shelor, Goal Owner

Compliance Review 2012 Team Goals/Commitments	<ol style="list-style-type: none"> 1. Conduct onsite/desk audit reviews of recipients of APHIS Federal Financial Assistance. 2. Conduct onsite reviews of employment and program delivery for three APHIS state offices. 3. Continue to expand and develop the scope of compliance review information and resources available to APHIS employees and ensure civil rights compliance. 	
Activate the Outreach Council and SharePoint Outreach Tracking System	<ol style="list-style-type: none"> 4. Fully utilize the Outreach Council as an information sharing resource for all APHIS program areas and offices. 5. Fully implement the SharePoint Website for tracking outreach activities. 6. Prepare an article describing the Compliance Review process. <i>"What drives it?"</i> 	
Strengthen and enhance the civil rights impact analysis	<ol style="list-style-type: none"> 1. Provide briefings, information packages and Web-based learning tools for APHIS managers/supervisors to assess civil rights impact of actions and decisions. 	

process		
Provide managers w/information to improve service to limited resource and under-served communities	1. Deliver timely and up-to-date information on guidance and initiatives from the Department's Office of Advocacy and Outreach and other sources.	

Native American Program Delivery and Outreach
Ken Johnson, Goal Owner

Goal(s) <i>(state what is intended to be accomplished)</i>	Commitment(s) <i>(identify action steps that will contribute to accomplishing the goal)</i>	Status/Comments <i>(used for periodic updates at feedback sessions)</i>
Develop a replacement for the Tohono Land Connections summer program	Find a 1994 tribal college to collaborate with. Help them prepare a request for funding. Secure APHIS funding from the office of the Administrator.. Develop a curriculum jointly with the college. Fund the agreement through APHIS Agreements shop in MRP-BS	
Publish the E-Newsletter	Publish Articles (quarterly/monthly) and post on the SharePoint Website.	
Attend Significant Native American Meetings	Ship publications and exhibits to the following meetings and staff them with ANAWG reps: *The Wildlife Society (Oct. 2012) *United South and Eastern Tribes (Oct. 2012) *National Congress of American Indians (Nov. 2012) *American Indian Science and Engineering Society (Nov. 2012) *Intertribal Agriculture Council (Dec. 2012) *Southwestern Indian Agricultural Assn. (Jan. 2012) Native American Fish and Wildlife Society (May 2012)	

	<p>Affiliated Tribes of Northwest Indians (Sept. 2012)</p> <hr/> <p>Attend these meetings without the exhibit: *Feral Horse Symposium (Jan. 2013) *Affiliated Tribes of Northwest Indians (Jan. 2013) United South and Eastern Tribes (May 2013)</p>	
Work with PPD on developing a tribal-consultation plan for the agency	<p>Participate on the Tribal Consultation Team (led by Anna Rinick of PPD as our “green belt” using the Lean Six Sigma methodology). Write APHIS directive mirroring the USDA Tribal Consultation Regulation. Create and put on a series of trainings for top management on how to do a tribal consultation.</p>	
Work with the USDA NAWG	<p>Work with the Education and Training Subcommittee to plan USDA-wide training on working effectively with Indians.</p>	
Manage the ANAWG	<p>Hold regular meetings, publish agendas, etc. Send out e-mail info to members on topics of interest in Indian Country.</p>	

Alternative Dispute Resolution Team
Ken Johnson, Owner

Increase Use of Alternative Dispute Resolution (ADR)	<ol style="list-style-type: none"> 1. Collaborate with Conflict Prevention & Resolution to sponsor an Agency ADR Day (ADR) Exhibit Hall with a host of vendors and speakers). 2. Announce ADR Podcast for Senior Managers. 3. Publish an article describing the Informal Complaint Process including early engagement of high level managers. 	
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Formal Complaints Team
Ken Johnson, Goal Owner

Goal(s) <i>(state what is intended to be accomplished)</i>	Commitment(s) <i>(identify action steps that will contribute to accomplishing the goal)</i>	Status/Comments <i>(used for periodic updates at feedback sessions)</i>
Further Employment Complaints Reduction	<ol style="list-style-type: none"> 1. High level management engagement early in the complaint process. 2. Publish an article describing the Complaint Process including early engagement of high level managers, and do's and don'ts of managers. 3. Review all new and existing employment complaints pending Acceptance/ Dismissal and when warranted, recommend specific case for dismissal and provide the Department with justifications for the dismissal. 4. Monitor complaint activity on a quarterly basis to identify potential trends and areas of concern and make recommendations, as warranted, for addressing these issues. 5. Extend invitations to Webinars and Agency-wide refresher training to agency managers and employees. 6. Provide updates on complaint activity through Technical Assistance briefings to the AMT program managers and supervisors. 7. Increase employee knowledge of the realities of the EEO Complaint Process by highlighting EEO-related topics in written articles in CREC publications. 	<p>In this 1st quarter of FY2012, prepared and distributed to AMT and program directors, Regional Directors and Managers the FY2011 End of Year EEO Complaint Report which highlights EEO activity and noted trends by program.</p> <p>Webinar presented on Nov. 17th to agency employees on the Formal Complaint Process and Reprisal.</p>
Team Assessment and Enhancement	<ol style="list-style-type: none"> 1. Meet with team (formal/informal) on a quarterly basis to discuss operational issues and address EEO concerns. 	
Alternative Dispute Resolution (ADR)	<ol style="list-style-type: none"> 1. Expand use and knowledge of ADR techniques through collaboration with the ADR/Informal Counseling Team in providing joint briefings to managers/supervisors. This effort will serve to engage upper management early in the EEO process and assist in the reduction of EEO complaints. 	

Diversity and Compliance Program (MD 715) Team
Njeri Mwalimu, Goal Owner

Goal(s)	Commitment(s)	Status/Comments
<p>To Build a Model EEO Program</p>	<ol style="list-style-type: none"> 1. Publish a "How To" article explaining how to complete the Agency Head Assessment Report. 2. Prepare annual Civil Rights Policy Statements for the Administrator's signature. 3. Align EEO plans to mission critical reports, such as, the Departments Diversity Road Map Plan, DVAAP, FEORP and the Succession Planning Strategy. 4. Conduct quarterly Technical Assistance (TA) Visits w/APHIS managers and supervisors including the Human Resource Director. 5. Develop and implement a monitoring mechanism for tracking MD 715, PART H, PART I, and PART J Planned Activities; and all deficiencies. 6. Implement the "e-EEO One-Stop-Shop" for managers <i>(the ability for managers to access their EEO data and primary reports)</i>. 7. Schedule MD 715 Team training with the EEOC Liaison to learn how to utilize the new OMBMax System for submitting mission critical reports. <i>(The OMB-MAX system is used by Federal agencies to share information and collaborate. It has been designated by OMB and EEOC as the vehicle to submit mission critical reports, including MD-715, FEORP and DVAAP).</i> 8. Communicate EEO strategies to managers, supervisors, collateral-duty officials and recruitment staff. Monitoring, Tracking and Follow-up. 9. Utilize the latest technology to expand information and to ensure that managers and employees have access to current and accurate information. 10. Review/analyze Civil Rights Barometer data to determine why employee(s) <i>may</i> leave the Agency. Knowing why employees leave may lead to new approaches for retention. 	<p><i>(used for periodic updates at feedback sessions)</i></p>

Partner w/HR to work together on shared diversity goals	<ol style="list-style-type: none">1. Collaborate with HR on employment outreach and targeted recruitment <i>activities</i> (<i>special emphasis groups, veterans, persons with disabilities etc..</i>) designed to increase the number of diverse candidates for APHIS vacancies.2. Work with HR to ensure that employees are notified of the EEOC requirement to renew their self-certification.3. Provide assistance with outreach and recruitment strategies identified in the State of the Agency Report.4. Review/analyze exit surveys data to determine why employee(s) <i>leave</i> the Agency. Knowing why employees leave may lead to new approaches for retention.5. Assist with the development and monitoring of results oriented recruitment strategies designed to increase diversity in positions at the GS 12 level and above.6. Improve communication through monthly information sharing and strategic planning meetings.7. Focus on target areas where program unit's demographics indicate that participation rates are below the CLF for a particular group.8. Publicize special hiring authorities such as the career intern program and special programs for hiring veterans.9. Expansion of employment outreach efforts.10. Conduct Trend Analysis/Barrier Analysis ("Deep Dives" – looking beyond the numbers).	
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Special Emphasis Programs and EEO/Advisory Management
Njeri Mwalimu, Goal Owner

To improve the participation rates of the under-represented groups.	<ol style="list-style-type: none">1. Provide EEO Advisory Committees quarterly updates on their program's workforce profiles and provide assistance in overcoming barriers.2. Require all Nationals to have a SEPM quarterly meeting to include headquarters/field.3. Work with various organizations to overcome the underrepresentation of Veterans and Persons with Disabilities.4. Work closely with the Agency's Selective Placement Coordinator (to collaborate on a monthly basis on the Binder List, WRP Program, and any Departmental Initiatives).5. Work closely with the Departmental DEPM to make sure the Agency is well involved with Veteran Initiatives and is promoting them throughout the Agency.6. Incorporate an Agency-wide video conference for all EEO Advisory Committees to launch new Outreach Initiatives. The video conference will take place by the end of the 2nd Quarter.7. Work with the SEPMS and Outreach Coordinators to expand the Agency's Outreach efforts.8. Continue to monitor all activities of MD-715, FEORP, and DVAAP Reports including analyzing exit interview survey data.9. Continue to have an effective working relationship with the Agency's Reasonable Accommodations Specialist and provide assistance whenever possible.10. Provide assistance to managers such as: NFC Reports, Webinar Presentations, Reports or any other assistance upon request.	
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Communications Team
Njeri Mwalimu, Goal Owner

Goal <i>(state what is intended to be accomplished)</i>	Commitment(s) <i>(identify action steps that will contribute to accomplishing the goal)</i>	Status/Comments <i>(used for periodic updates at feedback sessions)</i>
Communicate Civil Rights Programs and Initiatives	1. Manage the Webinar Program including full length webinars and shorter, in-depth, EEO explosions. Develop and promote one new EEO explosion (GLBT).	
	2. Explore and utilize Ag-learn for registration for Webinars and the Administrator's Annual Civil Rights Training.	
	3. Develop SharePoint Websites (CREC Commitment worksheet, Outreach, and AgDiscovery etc..)	
	4. Distribute Civil Rights information through quarterly group cast emails (<i>Civil Rights Updates and Special Editions</i>).	
	5. Open the Civil Rights Barometer for employee comments twice a year, unless otherwise requested (because of special circumstances like to gather employee reaction to workforce and budget adjustments).	The Civil Rights Barometer was open from October 25, 2011 to November 23, 2011. A report is in progress (November 23, 2011)
	6. Assist with the production of a Part 2 Podcast on the ADR process for Senior Managers.	
	7. Develop and revise CREC website to be consistent with USDA template.	

	<p>8. Manage and host the Administrator's Annual Civil Rights training. Possibly offer Civil Treatment for Managers to those who have not yet had it. Explore with the vendor the possibility of adapting the training to video conferencing so we can reach more people within limited funding. Continue to offer training to managers in Riverdale, Raleigh, Ft. Collins, and Minneapolis. Also, offer training in one or two other sites with a large number of managers---Miami and Ames?</p>	
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Resource Management Team
Njeri Mwalimu, Goal Owner

Goal(s) <i>(state what is intended to be accomplished)</i>	Commitment(s) <i>(identify action steps that will contribute to accomplishing the goal)</i>	Status/Comments <i>(used for periodic updates at feedback sessions)</i>
Provide assistance and support to staff in building a Model EEO Program	<ol style="list-style-type: none"> 1. Provide ongoing assistance to the CREC staff members in preparing for meetings, trainings, travel and presentations. 2. Working closely with the Director/Deputy Director to provide monthly budget reports to MRPBS-FMD on Status of Funds. 3. Establishing/maintaining automated database tracking systems, used for tracking major employee assignments, equipment, training, personnel actions, and generating monthly reports. 4. Serve as WebTA timekeepers for CREC staff members. 5. Provide assistance to CREC staff members to order supplies, equipment, subscriptions and materials required for special projects. 6. Provides administrative and systems support to the APHIS Special Emphasis Programs, EEO Advisory Committee Management, Special Initiatives, Program Compliance Team, Native American Program, Ag-Discovery, and National Scholars. 7. Close-out assignments with an email indicating that the assignment has been completed. If an assignment/project is on-going develop a set schedule/time for reporting, send a final email to wrap it up. 	