

TEXAS CIVIL RIGHTS ADVISORY COMMITTEE (CRAC)
Multi-year Plan of Operations
FY 2012

OBJECTIVE 1. IMPROVE THE DELIVERY OF TECHNICAL SERVICES AND CONSERVATION PROGRAMS TO CURRENT AND POTENTIAL NEW NRCS CLIENTS.

GOAL 1. Conduct Civil Rights reviews annually and ascertain the weaknesses and strengths of the NRCS program delivery approach.

ACTION ITEMS	RESPONSIBILITY	WHEN	PROGRESS	COMMENTS
1. 20% of Texas NRCS Field Offices will participate in Civil Rights Reviews annually. (See the attached Civil Rights Review schedule.)	ASTC (Opers), CRAC	July 31		
2. Inform the Texas State Soil and Water Conservation Board members and staff, Soil and Water Conservation District Board members of the NRCS Civil Rights Review process and invite them to participate in at least one Civil Rights Review of an office in their Conservation District.	ASTC (Opers), ASTC (FO), DCs & CRAC	Jan 31		
3. Develop a summary of findings regarding the Civil Rights Reviews completed and present to the State Conservationist.	CRAC	Aug 31		
4. Develop and provide a synopsis of the results of the Civil Rights Reviews to all employees.	ASTC (Opers)	Sept 30		
5. Take action to address any deficiencies identified in the Civil Rights Reviews.	ASTC (Opers), ASTC (FO)	Dec 31		

GOAL 2. Increase the participation of under-represented groups in NRCS administered conservation programs.

ACTION ITEMS	RESPONSIBILITY	WHEN	PROGRESS	COMMENTS
1. Review available data regarding the delivery and implementation of NRCS services and programs; analyze the data to evaluate equitable assistance to under-represented groups.	ASTC (Opers)	Bi-Annual		
2. Provide a summary of accomplishments to the ASTC (FO) and provide them guidance to improve in areas of deficiency regarding parity of services.	ASTC (Opers)	Bi-Annual		
3. Update Outreach Plan to reflect actions needed to accelerate outreach to minorities, women, and Limited Resource Producers.	B. Venegas	Sept 30		
4. Develop news articles that showcase the accomplishments of minority producers and employees and publicize them during the special emphasis (history, emphasis, awareness) month for each RSNOD group.	D. Littlefield SEPMs Zone PASs	Sept. 30		
5. Assist with the implementation of the State Strike Force Strategic Plan as needed.	B. Venegas	Sept. 30		

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OBJECTIVE 2. INCREASE THE NUMBERS OF MINORITIES AND WOMEN IN THE NRCS PROFESSIONAL WORKFORCE.

GOAL 1. Intensify the recruitment efforts for under-represented groups.

ACTION ITEMS	RESPONSIBILITY	WHEN	PROGRESS	COMMENTS
1. Participate in career days and/or maintain contact with Schools of Agriculture.	ASTC (FO), DCs, SEPMs, PASs	On-going		
2. Provide University recruitment and career day schedules to Special Emphasis Program Managers (SEPMs).	USDA Liaisons	On-going		
3. Assist applicants to establish eligibility on appropriate federal register, under the new Recent Graduates Program, Delegated Examining Unit (DEU) hiring authority, and other hiring authorities.	R. Hyatt, S. Elliott	On-going		
4. Select qualified minorities and women to fill vacancies.	Selecting Officials	On-going		
5. Use the Earth Team Volunteer Program, JTPA, STEP, and SCEP programs to train and evaluate candidates for potential NRCS employment.	ASTC (FO), DCs, SEPMs	On-going		
6. Continue to assist the Human Resources Staff with the outreach of SCEP applicants.	ASTC (Ops), CRAC, DCs, Technical Specialists, SEPMs, PASs	On-going		
7. Assist and support the FWP sponsored STEP Program	FWPM SEPMs ASTC(FO) DCs, PASs	Sept 30		
8. As available, CRAC members will assist staffing NRCS recruiting booths at women and minorities conferences.	ASTC(FO) CRAC, DCs SEPMs	On-going		

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GOAL 2. Assist with locating female applicants.

ACTION ITEMS	RESPONSIBILITY	WHEN	PROGRESS	COMMENTS
1. Identify female individuals who qualify for employment by Soil and Water Conservation Districts and or the NRCS.	ASTC (FO), DCs, SEPMs	On-going		
2. Intensify recruitment efforts at High Schools, Jr. Colleges, 1890 Colleges and Universities, Agricultural Colleges and Universities, including Colleges and Universities in other States.	ASTC (FO), DCs, PASs SEPMs, CRAC, USDA Liaisons	On-going		
3. Consider recruiting personnel from other agencies (state/federal).	ASTC (Opers), USDA Liaisons, SEPMs	On-going		
4. Identify Community Based Organizations that can assist with the recruitment of highly qualified female individuals.	DCs, PASs SEPMs, Limited Resource Specialists	On-going		

OBJECTIVE 3. INCREASE EMPLOYEE’S AND PARTNER’S KNOWLEDGE, UNDERSTANDING, AND APPRECIATION OF EQUAL OPPORTUNITY POLICY.

GOAL 1. Provide Civil Rights sensitivity training to all employees in order to achieve cultural transformation.

ACTION ITEMS	RESPONSIBILITY	WHEN	PROGRESS	COMMENTS
1. Include Civil Rights information in orientation packet to new employees. Provide sensitivity training to all new employees.	HR Staff, HR Officer	On-going		
2. Encourage employee participation in Special Emphasis Program activities, i.e. FWP, HEP, BEP, DEP, AI/ANEP, AA/PIEP, and VEP.	Supervisors	On-going		
3. Assign CRAC members, advisors, and employees to attend national employee organizations training conferences.	STC	On-going		
4. Provide EO/CR training to ASTC (FO) and Civil Rights Liaison.	STC	On-going		
5. SEPMs and CRAC members will attend at least one Principal Staff meeting and provide an EO update.	STC	On-going		
6. Review videos regarding EO/CR for training purposes.	CRAC, HR Officer	On-going		

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GOAL 1. (Continued)

7. Provide EO/CR training to all CRAC members and SEPMs.	HR Officer	As-needed		
8. Assist ASTC (FO) at Zone meetings by providing EO/CR training, updates, and guidance.	CRAC	On-going		
9. Encourage employee participation in the Federal Women's Program (FWP) all employee training conferences.	FWPM	Mar & Aug		
10. Encourage employee participation in the FWP Mentee/Mentor Program.	FWPM	On-going		

GOAL 2. Inform employees of staffing needs, goals, and progress.

ACTION ITEMS	RESPONSIBILITY	WHEN	PROGRESS	COMMENTS
1. Develop a CRAC Annual Activity Report and deliver to all employees.	CRAC	Sept		
2. Develop news releases & videos featuring accomplishments by NRCS employees, and women and minority ranchers and farmers.	D. Littlefield, B. Stobaugh	On-going		
3. Solicit nominations for State and National Civil Rights Awards to recognize NRCS employees who have accomplished outstanding EO/CR deeds.	CRAC	On-going		
4. Recognize a Resource Team or Field Office from each Zone for outstanding EO/CR accomplishments.	CRAC, ASTC (FO)	Aug 31		

OBJECTIVE 4. MAINTAIN THE NRCS WORKPLACE FREE OF SEXUAL HARASSMENT.

GOAL 1. Zero sexual harassment complaints.

ACTION ITEMS	RESPONSIBILITY	WHEN	PROGRESS	COMMENTS
1. Develop and Post TX Bulletin in reference to sexual harassment	ASTC (Ops) DCs	Oct. 31		
2. Insure that "Sexual Harassment" poster and policy are posted in all NRCS offices.	CRAC DCs	On-going		
3. Provide Sexual Harassment and Sensitivity training to all NRCS employees.	HR Officer	On-going		