

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State FSA Office
Tualatin, Oregon 97062

OR NOTICE AO – 76

FOR: COUNTY OFFICES

EEO/Civil Rights Training

APPROVED BY: State Executive Director
Larry C. Frey

1 Overview

A
Background

FSA in Oregon have hired many new employees over the last few years and some of the new employees have not received EEO-Civil Rights training. It is important for all employees to be aware of the EEO-Civil Rights regulations

B
Purpose

The purpose of this notice is to provide instructions to supervisors concerning EEO-CR training.

ACTION

A
Required Training

Supervisors will require all new and existing employees who have not received EEO-Civil Rights training to complete the following:

- Module 1 – Equal Employment Opportunity
- Module 2 – Cultural Diversity
- Module 3 – Nondiscrimination in Program and Services Delivery.

Temporary employees who have not had EEO/CR training are expected to take the training if they have been working at least 6 months or if they are expected to work longer than a 6-month period.

The modules are being printed and they will be mailed out soon. The training should be completed as soon as possible but not later than September 30, 2002.

DISPOSAL October 1, 2003	DISTRIBUTION County Offices, DD's STO
---------------------------------	--

OR Notice AO-76

A
Required Training,
Continued

Upon completion of the training have the employee complete the training evaluation form that is being provided and send a copy of it to the STO and file a copy of it in the EEO-CR files in the county office.

Supervisors are asked to keep a copy of the modules in the EEO-CR files and the training should be provided to all future employees who are expected to work for 6 months or more.
