

For: FSA Deputy Administrators and Division Directors

Civil Rights Training for National Office Employees

Approved by: Administrator



1 Overview

A

Background

The USDA Office of Civil Rights (CR) has decreed that future civil rights training will consist of 8 components, and that all staff will be trained on 2 of the components by the end of FY 1999 and all 8 components by the end of FY 2000.

The first 2 components are scheduled to be delivered by CR to USDA agencies in the immediate future. The 8 components are:

- Sexual Harassment
- Outreach
- Program Complaint Process
- Program Delivery
- Cultural Diversity
- Special Emphasis Programs
- Employment Complaint Process
- Disability.

B

Purpose

This notice provides information about the required civil rights training.

<p>Disposal Date</p> <p>October 1, 2000</p>	<p>Distribution</p> <p>All FSA Deputy Administrators and National Office Division Directors</p>
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2 Details of Training

A

Who Is to Receive Training

All Federal and county full time, part time, and seasonal employees, on board or hired after receipt of the training material, are to receive training on each component.

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Method of Training

The first 4 components will each be self-study training workbooks. Each employee will read the material, complete the exercises, answer the pre- and post-tests, complete the course evaluation on the answer form provided, and sign the Affirmation of Course Completion form. The answer sheet is a scannable form required by CR. Both the scannable answer form and the Affirmation of Course Completion form are on perforated, tear out pages at the back of the self-study guide. The other 4 components will probably be self-study training workbooks also.

C

Alternative Method of Training

Persons with disabilities who require accommodations to attend or participate in this training should contact Wilma Wyatt or Joe Hoffman according to paragraph 6.

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3 Course Information

A

Delivery of Components

The first component to be delivered is the Special Emphasis Programs. Sufficient copies will be sent to permit each employee to have a copy. Copies should be received in early August. If they have not been received by August 30, 1999, notify Joe Hoffman or Wilma Wyatt according to paragraph 6.

The other components will be delivered as soon as possible.

B

Affirmation of Course Completion

Each employee shall certify that they have taken the training by signing the Affirmation of Course Completion form and submitting it to their supervisor. The supervisor shall also sign this form certifying that the employee has read the material and answered the pre- and post-tests and the course evaluation on the scannable form.

Each supervisor shall be responsible for keeping the Affirmation of Course Completion forms for his or her employees.

Supervisors shall:

- file forms in folder labeled, CR 8 Training (Affirmation of Courses Completed)
 - destroy these files when 5 years old.
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3 Course Information (Continued)

C

Completing SF-182

SF-182's will be completed for each employee according to 6-PM. Blocks 15a, 15b, 16, 17, and 20 shall be completed. Employees shall complete blocks 1, 2, 7, 8, 11, 18, and 19.

Notes: For block 18 the date should be the date that training is completed.

An example of how to complete these blocks will be included with the self study guides.

Employees should keep track of how long they spend on the training and enter that number in item 19a. Immediate supervisors should sign and date in blocks 26a and 26b. All completed SF-182's should be sent to Wilma Wyatt, by either of the following methods:

- FAX at 202-418-9131
 - mail at Mail Stop 0574.
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D

Attendance Tracking

USDA-CR requires each agency to track the progress of training and submit monthly reports. SF-182's will be used by HRD,TDB to track who has completed the training, effective the end of each month between now and September 30, 2000. Periodically, printouts of who has and has not completed the training will be made available to the Administrator.

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4 Training Materials

A

Self-study Training Guides

Self-study training guides will be sent to the Division Directors, Deputy Administrator offices, and the Office of the Administrator in sufficient quantity for each employee. The course self-study guide is in color and it is desired that the color copies sent be used.

If additional copies are needed, contact either Wilma Wyatt or Joe Hoffman according to paragraph 6.

B

Scannable Pre- and Post-Test Course Evaluation Form

The scannable pre- and post-test and Course Evaluation answer form is at the back of the guide and is perforated for easy removal. It should **not** be duplicated locally, since the duplicating process slightly alters the location of the scan places and the form cannot be read correctly by the scan machine.

C

Affirmation of Course Completion Forms

The Affirmation of Course Completion form is also perforated and is at the back of the study guide. It may be reproduced locally, if necessary.

5 Action

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Action Requested

Take the following action:

- develop and implement a plan to train all staff on the first 2 components by September 30, 1999
- develop and implement a system to collect completed course evaluation forms (the scannable form) and SF-182's, and return them to Wilma Wyatt or Joe Hoffman,HRD, TDB at the address in paragraph 6.

All employees must be trained on the first 2 components by September 30, 1999.

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6 Contacts

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Questions About
Course Content,
Civil Rights
Issues, or
Training

Use the following table to determine the appropriate contact for any questions.

Question	Contact	
Content of course or civil rights issues	FSA, Civil Rights and Small Business Utilization Staff 202-418-9076.	
Training	Wilma Wyatt	202-418-9055 202-418-9107 (TDD/TTY) wilma_wyatt@wdc.fsa.usda.gov (e-mail)
	Joe Hoffman	202-418-9048 202-418-9107 (TDD/TTY) joe_hoffman@wdc.fsa.usda.gov (e-mail)

B
Addresses

Mail the scan forms to the attention of Wilma Wyatt. At either of the following addresses.

Mailing Address	Street Address
USDA, FSA, HRD, TDB Mail Stop 0574 1400 Independence Ave. SW Washington, DC 20250	USDA, FSA, HRD, TDB Suite 303 2101 L St. NW Washington, DC 20037