NB 230-15-14 EOP – Equal Opportunity Public Notification Policy

National Bulletin:	230-15-14	**Date:**	July 10, 2015
Subject:	EOP – Equal Opportunity Public Notification Policy		

Action Required By: September 30, 2015

Purpose. To notify all Natural Resources Conservation Service (NRCS) employees of the updated Departmental Regulation (DR) 4300-003, Equal Opportunity Public Notification Policy, dated June 2, 2015.

Expiration Date. September 30, 2016

Background. Pursuant to 7 CFR section 15.5, Nondiscrimination in Programs or Activities Conducted by the Department of Agriculture; DR 4300-003, Equal Opportunity Public Notification Policy; DR 4300-006, Civil Rights Policy for USDA; DR 4330-005 Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency (LEP) in Programs and Activities Conducted by USDA; and Title 230, General Manual, part 405, "Civil Rights Compliance in Program Delivery," NRCS offices are required to ensure positive and continuing notification of USDA's equal opportunity policy to employees and the public.

Explanation. n accordance with the aforementioned regulations and policies, NRCS offices are required to ensure equal opportunity policy notifications to employees and the public.

The required nondiscrimination statement must be posted in all USDA offices and included on all materials produced by USDA and NRCS for public information, public education, or public distribution. The updated DR 4300-003 provides specific guidance on the required nondiscrimination statement. To view DR 4300-003, access the following link: http://www.ocio.usda.gov/document/departmental-regulation-4300-003.

The following required civil rights posters and policy statements must be immediately viewable upon entrance to NRCS offices and prominently displayed where they may be viewed by employees and the public: USDA Secretary's Civil Rights Policy Statement; NRCS Chief's Civil Rights Policy Statement; NRCS Anti-Harassment Policy Statement; NRCS LEP Policy Statement; "And Justice for All" poster (AD-475A version); USDA "Sexual Harassment is Illegal" poster; USDA "Equal Employment Opportunity (EEO) is the Law" poster; and NRCS "EEO Counseling Program" poster (attached is the updated version dated July 2015). All of the required posters and policy statements can be accessed at the following link: http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143_022466.

The "And Justice for All" poster must be displayed in the 11 x 17 inch poster size. The other required civil rights posters and policy statements may be posted in the 8½ x 11 inch size.

Contact. If you have questions, please contact Kimberly Rodgers, Programs Compliance Branch, Civil Rights Division, at (301) 504-2181.

/s/

Jason A. Weller

Chief

Attachment - NRCS EEO Notice of Procedures for Filing a Complaint