

## CARE FUNCTIONAL REVIEW

### OUTREACH, DIVERSITY, and EQUAL OPPORTUNITY

For information on interpretation or clarification of the functional questions in this section, please contact Debra Vandergrift, Office of Outreach, Diversity, and Equal Opportunity, 202-720-6161.

References include Departmental Regulation (DR) No. 4300-6, Civil Rights Policy for the Department of Agriculture; DR No. 4230-002, Special Emphasis Programs; P&P 122.2, Reasonable Accommodation Procedures; USDA and ARS Policy Statements (USDA Workplace Diversity and Inclusion; ARS Diversity/EEO; Anti-Harassment; and Sexual Harassment); DR 4300-007, Processing EEO Complaints of Discrimination; and DR 4710-001, Conflict Prevention and Resolution Center.

#### 7.0 Special Emphasis Programs

- Verify how the Location initiates and conducts programs or other activities as one method to increase awareness/representation in an effort to build and maintain a diverse and high-quality workforce. (This includes special observance programs, display of special observance month posters, and other educational and awareness activities).
- Verify how the Location employees are informed and encouraged to attend the Special Emphasis Programs and EEO/Diversity or other Committee activities (e-mails, posters, etc.).
- Who represents the following: Area Civil Rights Manager, Area/Location Special Emphasis Programs and Equal Employment Opportunity (EEO) or Diversity Committee? Do you know the Chairperson and the functions and accomplishments of the Committee?

#### 7.01 Recruitment and Outreach Efforts

- Verify recruitment and outreach efforts conducted by the Location to increase awareness of ARS programs and activities and to increase diversity in the workplace. **NOTE:** This includes visits to schools, tours, direct contact with local community resources, cooperative efforts with universities, and professional public and private organizations, etc. Verify results of those efforts (reports, etc.).
- Verify the utilization of the ARS Office of Outreach, Diversity, and Equal Opportunity (ODEO) - Recruitment and Outreach Office for materials used to conduct recruitment and outreach activities (e-mails, etc.).

- Verify efforts made to develop personal contacts with regional offices or local chapters of minority organizations, college placement centers, local disability and placement centers, etc., to recruit qualified individuals to ensure a diverse workforce. If applicable, verify results of those efforts (reports, etc.).
- Verify the utilization of the Area ODEO Program Managers, Special Emphasis Program Managers or the EEO/Diversity or other Committees in recruitment efforts (e-mails, rosters of events, etc.).
- Verify how the Area Management Directive 715, Annual EEO Program Report is utilized to increase diversity in the workforce when recruiting for positions.
- Verify the documentation of identified barriers to diversity in the workplace and the status of the plans developed to eliminate those barriers.
- Verify the activities that have been held to foster or facilitate the employment of persons with disabilities including making reasonable accommodations for known physical or mental limitations of qualified applicants and employees with disabilities.

#### 7.02 Reasonable Accommodation for Persons with Disabilities

- Are you aware of the reasonable accommodation process? If so, who would you contact to request a reasonable accommodation?
- Verify how employees are made aware of the reasonable accommodation process.
- Verify activities that have fostered or facilitated the employment of persons with disabilities including making reasonable accommodations for known physical or mental limitations of qualified applicants and employees with disabilities.

#### 7.03 Communication

- Verify that the following are displayed on all official bulletin boards/display cases:
  - Current fiscal year ARS/Area (if applicable) policy statements for EEO/CR
  - “Discrimination in Employment is Illegal” and “And Justice for All” posters
  - Current Anti-Harassment Policy Statement
  - Documents regarding diversity and reasonable accommodation

- Verify that the following are included in new employee orientation packages (hard copy or on-line):
  - Current FY ARS and Area (if applicable) and USDA EEO/CR Policy Statements
  - ARS Sexual Harassment Policy Statement
  - Reasonable Accommodation Brochure
  - EEO Complaint Process (informal and formal)
  - DR-4300-010, Civil Rights Accountability Policy and Procedures
  - EEO Mediation/Alternative Dispute Resolution
- Verify that the commitment and support of the USDA/ARS/ODEO Strategic Plan objectives been communicated to all employees.
- Verify that outreach, diversity, and equal opportunity expectations are communicated to the employees.
- Are employees aware of the Office of Outreach, Diversity, and Equal Opportunity Web-site (ARS and Area)? [Are the Web-site(s) user friendly? What additional information would be helpful?]

#### 7.04            Training

- Verify that all Location employees have completed the current mandatory Civil Rights training?
- Are there additional EEO/CR topics where training is needed? If so, please specify.

#### 7.05            Recognition

- Verify how employees are made aware of the Administrator's Outreach, Diversity, and Equal Opportunity Awards Program and Area's Award program (if applicable).
- How are employees, managers/supervisors, organizational units, etc, recognized for demonstrating superior outreach, diversity, and equal employment opportunity accomplishments?
- What is the process for determining who receives awards at the Location?

7.06

EEO Complaint Process

- Do you know the process and who to contact if an EEO complaint needs to be filed?
- Are you familiar with the Alternative Dispute Resolution (ADR)/mediation method as a feature in the EEO complaint process? Do managers and supervisors encourage the use of ADR?
- If you would need to file a complaint, would you consider using the ADR/Mediation process? If not, why?
- Do you feel EEO policies and procedures are followed in accordance with laws and regulations? If not, please explain.