

GIPSA Civil Rights Strategic Plan

CIVIL RIGHTS STRATEGIC GOALS: GIPSA

GOAL 1: Organizational Structure

Provide sufficient human, fiscal, and organizational resources to maintain an ongoing, viable Civil Rights program.

OBJECTIVE 1.1 Establish and maintain an office of Civil Rights to report directly to the Administrator.

Strategy--Provide annual funding to support a staff adequate to meet the Agency's needs.

OBJECTIVE 1.2 Verify compliance with EEO/CR laws and Departmental and Agency policies by conducting EEO/CR management reviews.

Strategy--Implement Civil Rights compliance review program. Develop a schedule that allows a minimum of 2 CR compliance reviews per year.

OBJECTIVE 1.3 Implement an effective EEO counseling, Alternative Dispute Resolution (ADR), and complaints management program.

Strategy--Adopt an ADR and review and modify, as appropriate, the existing EEO counseling and complaints management program.

OBJECTIVE 1.4 Increase managers' and employees' awareness of EEO/CR laws and regulations and their responsibilities in carrying out EEO/CR policies and objectives.

Strategy--With the assistance of the Training Officer, coordinate and conduct mandatory EEO/CR training based on training modules developed by the Department. With the assistance of the CR staff, develop additional modules to supplement those modules.

GOAL 2: Workforce Diversity and Employment Issues

Eliminate under-representation in the workforce by recruiting and employing a highly-skilled, competent, and diverse workforce, free of discrimination, reprisal, and sexual harassment.

OBJECTIVE 2.1 Increase the representation of women, minorities, and people with disabilities to be commensurate with the Agency's affirmative employment and recruitment goals.

Strategy--Develop 5 year affirmative employment and recruitment plans. Pursue recruitment opportunities with institutions and organizations that represent women, minorities, and persons with disabilities, including but not limited to: Historically Black Colleges and Universities, Hispanic Association of Colleges and Universities, and 1994 Tribal Schools. Utilize the USDA 1890 Scholars Program. Expand the utilization of the Career Enhancement, Career Development, and Cooperative Education programs. Communicate the purpose, goals, and objectives of AEP to all employees.

OBJECTIVE 2.2 Develop core competencies required to manage a diverse workforce in GIPSA.

Strategy--Design and deliver Agency-wide training in diversity for managers and employees. Improve manager's conflict management skills. Develop and provide training in conflict management techniques, career development, and personnel policies.

OBJECTIVE 2.3 Institute a workforce planning process that incorporates succession planning, to support GIPSA's mission, in which workforce diversity is an integral part.

Strategy-- Consult with Human Resources personnel on the design and implementation of a succession planning process.

GOAL 3: Program Delivery and Outreach

Ensure equal access and provide equal treatment in the delivery of GIPSA programs and services.

OBJECTIVE 3.1 Establish a mechanism to identify any discrimination practices in program delivery.

Strategy--Incorporate service delivery oversight in Civil Rights compliance review process to ensure that all service providers (including Official Agencies and cooperators) understand the responsibility of providing service without discrimination.

OBJECTIVE 3.2 Provide our customers with accurate and timely information to enable them to best utilize our program/services.

Strategy--Continue and enhance the outreach program through increasing the awareness of involvement of all employees.

OBJECTIVE 3.3 Continue involvement with and support to minority institutions (HBCU/HACU/1890/ 1994 Tribal initiatives).

Strategy--Develop a means of efficiently and effectively addressing the needs of these differing groups. Utilize these initiatives as recruitment source for the Agency. Provide awareness information to all employees.

OBJECTIVE 3.4 Ensure that GIPSA customers are aware of their rights and responsibilities under the new program delivery complaint process.

Strategy--Inform GIPSA customers of the complaint and appeal processes through a general mailing of Title VI program delivery information.

GOAL 4: Accountability

Hold managers, supervisors, and all other employees accountable for treating each other and GIPSA customers fairly and equitably, and with dignity and respect.

OBJECTIVE 4.1 Ensure EEO/CR accountability by Agency senior level officials, managers, and employees through the incorporation of specific performance standards and elements into the performance appraisal system.

Strategy--Amend Agency EEO/CR performance element and standards for all employees. Establish a team to develop performance standards that will include measurable goals and objectives, and specifically address the quality, quantity, timeliness, and other factors that will be used to measure actual achievement.

OBJECTIVE 4.2 Enforce USDA's zero-tolerance reprisal and disciplinary policies.

Strategy--Utilize the Reprisal Panel to review and investigate cases of reprisal, determine merit, and recommend disciplinary and other administrative actions.

GOAL 5: Environmental Justice

Ensure compliance with Departmental environmental justice regulations.

OBJECTIVE 5.1 Identify, prevent, and mitigate disproportionately high and adverse human health or environmental effects of USDA programs and activities on minority and low-income populations.

Strategy--In coordination with APHIS, the Safety Officer will review information to determine compliance with DR 5600-2.

Grain Inspection, Packers and Stockyard Administration
Civil Rights Strategic Plan
Fiscal Years 1998-2003

GIPSA Civil Rights Mission

To provide leadership, direction, coordination, and guidance in support of the Civil Rights initiatives of USDA and the Grain Inspection, Packers and Stockyards Administration. To ensure that these Civil Rights initiatives are an integral part of GIPSA employment practices and program delivery.

Linkage of Goals to GIPSA's Strategic Plan

The achievement of the goals, objectives, and strategies presented herein will support the achievement of GIPSA's Management Initiative, to maintain a work environment that supports cultural diversity, civil rights, and continuous improvement. It also supports MRP's Management Initiative 3 to create and maintain a diverse and highly skilled team that delivers services to its customers with integrity and in a supportive environment.

Civil Rights Legislative Mandates

Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended; Rehabilitation Act of 1973, as amended; Americans with Disabilities Act of 1990; Age Discrimination in Employment Act; Equal Pay Act of 1963, as amended; Pregnancy Discrimination Act; 29 CFR 1614; 7 CFR 15; 15 U.S.C. Of Federal Acquisition Regulations 19.8; P.L. 95-507, P.L. 100-656; FASA Title VII Executive Order 12432, Executive Order 12138, and other related laws, executive orders, and regulations which establish the requirements for implementation of EEO/CR programs.

Civil Rights Partnerships and Coordination

GIPSA will plan and implement action to achieve EEO/CR initiatives in coordination with other agencies, including the Office of Civil Rights, APHIS, and AMS. GIPSA also maintains partnership with employee organizations such as National Council of Federal Grain Inspection Service, American Federation of Government Employees (AFL-CIO) #237. Employment partners include educational institutions such as Historically Black Colleges and Universities, Hispanic Associations of Colleges and Universities and 1862, 1890, and 1994 Land Grant Colleges and Universities. To further ensure fair and equal treatment of employees and customers in the delivery of programs, GIPSA will coordinate activities, as necessary, with the Equal Employment Opportunity Commission, U.S. Commission on Civil Rights, and the U.S. Department of Justice. Procurement related issues will be coordinated with the Office of Small and Disadvantaged Business Utilization.

Program Evaluation

The Office of Civil Rights will conduct periodic compliance reviews and work with the Compliance and Audiovisual, Regulatory, and Training Staff to ascertain GIPSA's compliance with applicable civil rights and equal employment opportunity laws, executive orders, regulations and guidelines. The Civil Rights Staff will utilize personnel from both the Packers and Stockyards and the Grain Inspection Programs as appropriate.