

Sample Format: Civil Rights Self Assessment:

**Agricultural Research Service
Civil Rights Self-Assessment
Fiscal Year 2008
Northern Plains Area (NPA)**

Reporting Period: FY 2008 – 3rd Quarter (April, May, June)

Reportable Information in Performance Objectives: 2.3; 3.1; and 4.1.

Performance Objective 2.3: Improve Service to Underserved Populations:

In this section, report activities or interactions with the following groups (Customer, State/Local Government, Colleges/Universities, Preschool-High School, Community Groups, Professional Groups, or Other). The purpose is to show outreach activities that benefit under-served populations, including individuals with disabilities. Examples include seminars, presentations, research assistance, scientific collaborations, technology transfer, science fairs, mentoring, career fairs, adopt-a-school, etc. NOTE: Do not list formal agreements (funded grants), as the Area Office will run a report from ARIS for that information.

For each activity listed, type-in your location, note the category (SY, technician, administrative, etc.) of location personnel involved, the name of the organization/agency or school, type of activity or interaction, and expected outcome/purpose, audience.

Customer:

Example: (Fort Collins, CO) A Soil Scientist from the Agricultural Systems Research Unit delivered a drought management calculator to various ranch and farm organizations and agencies to give farmers and ranchers an interactive, predictive tool to manage risk associated with crops and herds.

State, Local Government (offices, agencies, representatives):
(Location)

Post-Secondary: TCU
(Location)

Post-Secondary: HSI
(Location)

Post-Secondary: HBCU
(Location)

Post-Secondary: All other (public, private)
(Location)

K-12, Pre-school:
(Location)

Community Groups:
(Location)

Professional Meetings:
(Location)

Other
(Location)

Performance Objective 3.1: Training

In this section, report any civil rights or diversity-related training or event offered by the Location to employees, or other training taken by individual employees that focused on civil rights/diversity and/or professional development. List the type of training/event and/or the title of the training/event, and if needed, a brief description.

Civil Rights Training/Events:

Example: (Fargo): The Diversity Awareness and Outreach Committee put on the following events at the location: A presentation was given by a Research Geneticist (Plants) on the occasion of the 60th anniversary of India's independence, entitled, "India's Glorious Past, the Present Struggle, And Where is the Country Going?" attended by over 50 employees and visitors. Notices were sent to Center employees about Women's Equality Day on August 26th, which was instituted by Rep. Bella Abzug and first established in 1971. The date commemorates the passage of the 19th Amendment, the Woman Suffrage Amendment to the U.S. Constitution, which gave U.S. women full voting rights in 1920.

Professional Development:

Example: (Brookings SD): A Supervisory Research Agronomist is participating in the Executive Leadership Program of the USDA Graduate School.

Performance Objective 3.1: Recruitment:

In this section, for each permanent position recruited during the reporting period, provide the type of position recruited, where the position was advertised (name of web sites, journals, newspaper, or other sources such as postings at the Location or other offices (employment offices, career centers, etc.), and what steps were taken to solicit applications from underrepresented groups.

Performance Objective 4.1: Procurement Goals: Take affirmative steps to increase procurement with businesses owned and operated by women, minorities, service disabled veterans, small and disadvantaged businesses, American Indians/Alaska Natives, and JWOD facilities.

In this section, report total amounts of purchases made through Purchase Cards for each category. Include only those purchases made with Purchase Cards – the Area Office will compile a report of all Purchase Orders.

Total NPA Reported Purchases with Purchase Cards: \$76,580

8(a) Contractors: \$
(Location): amount

Small Disadvantaged Business: \$
(Location): total Purchase Card amount

Women-Owned: \$
(Location): total Purchase Card amount

HUB-Zone/Minority/JWOD: \$
(Location): total Purchase Card amount

Service-Disabled Veterans: \$
(Location): total Purchase Card amount

Veteran-Owned Small Business: \$
(Location): total Purchase Card amount

Small-Disabled Veteran: \$
(Location): total Purchase Card amount