



United States Department of Agriculture

## **National Civil Rights Advisory Committee to the Chief (NCRACC) General Information**

The National Civil Rights Advisory Committee to the Chief (NCRACC) is seeking employees interested in serving as members. This information outlines the general structure, operations, expectations, and benefits of NRCS membership.

### **Committee Membership**

The NCRACC member is uniquely qualified to provide sound advice to the NRCS Chief and national leadership. The advisory skills of the committee member are complemented by technical familiarity with environmental and social problems, as well as NRCS program administration. Committee members with these attributes will provide the Chief with valuable insight and advice necessary to achieve civil rights goals and to communicate a clear understanding of agency expectations.

### **Member Eligibility**

To the extent possible, the committee will be representative of the various groups, grade levels, classification series, and geographic regions. A committee member will be a permanent NRCS employee and willing to serve on the committee.

- The committee chairperson will be one of the following: Regional Conservationist, State Conservationist, Director of Caribbean and Pacific Basin Areas, or National Headquarters Division Director.
- The committee membership will consist of a male and female from each of the following groups: White, Black, Hispanic, American Indian or Alaska Native, Asian or Pacific Islander, and person with a disability.
- Advisor members will include a representative from the Strategic Planning and Accountability Deputy Area, Human Resources Management Division, Outreach and Advocacy Division, and Civil Rights Division.

### **Key Attributes of Committee Members**

- Concerned with the social and economic environment of Department of Agriculture (USDA) NRCS employees and customers.
- Specific experience or knowledge in human resource policy, program development, project evaluation, public affairs, social media communications, and Tribal government.
- Experience in civil rights through assignments or committees.
- Recognized for leadership contributions to civil rights initiatives, projects, and activities.
- Demonstrated experience evaluating and reviewing NRCS operations as they relate to civil rights and program delivery standards of performance.

- Demonstrated experience working with local citizens, agencies, and organizations to identify critical civil rights barriers, developing a plan to alleviate the obstacles, and implementing such a plan to help improve the delivery and quality of NRCS services and programs.
- Demonstrated oral and written communication skills.

### **Benefits of Membership**

Benefits to membership are as follows:

- Contributing to the process of policy formulation and the development of standards for responsible policy advocacy
- Sharing expertise to inform and raise the level of understanding and quality of management decisions made
- Assurance that your voice is heard in reshaping agency policy and procedure
- Working collaboratively in a multi-stakeholder environment to find solutions
- Access to training and technical experts that will broaden operational and technical experiences and understanding
- Accessing first-hand information on programs, employment, training, and technologies.
- Networking opportunities with State, regional, and national conservation leaders and technical experts
- State, regional, and national opportunities to forge mutually beneficial alliances and partnerships with NRCS partners and stakeholders

### **Committee Roles and Responsibilities**

The committee's overall responsibility is to provide advice to national leadership that will support efforts to ensure consistent civil rights compliance in the delivery of NRCS program services and employment opportunities. This advice is characterized by an annual assessment of NRCS capacity to achieve civil rights policy expectations and sustain continual efforts at improvement. The committee is expected to brief the Chief and national leadership, identify challenges, and submit recommendations for improvement and recognition for outstanding performance.

### **Role of the Committee**

The NRCS Civil Rights Program encompasses all equal employment opportunity and program delivery-related matters. The committee is designed to provide management officials and employees with sound advice that enhances and fulfills equal employment opportunity and program delivery expectations and responsibilities throughout NRCS. Members will carry out their responsibilities consistent with USDA policies, procedures, and practices regarding employment and program delivery. The role of the committee is as follows:

- 1) Assess and advise top management on the effectiveness of the NRCS Civil Rights Program
- 2) Establish and maintain dialogue with NRCS employees to receive and address concerns
- 3) Identify civil rights issues, develop solutions, and make recommendations to NRCS management for appropriate courses of action

- 4) Interact with NRCS employee organizations and other Federal agency representatives
- 5) Serve in committee leadership and support positions as defined in the NCRACC bylaws

### **Governance/Operating Structure**

The governance and structure of the committee is as follows:

- NRCS Chief
- NRCS National Leadership
- National Civil Right Committee Co-Chairs
- Sub/Ad Hoc Committee Team Leader

### **Committee Co-chair Secretaries**

The committee co-chair secretaries is the principal administrative support for committee member's activities and events.

### **Committee Meetings**

The committee meetings provide the forum to assess and develop recommendations for the enhancement and recognition of regional and national civil rights issues. Deliberations of the committee also provide an opportunity for multi-stakeholder participation in formulating recommendations to national leadership.

### **Meeting Frequency – Time**

The committee will have site-specific meetings. These meetings are generally 3 full days. Attending the meetings are committee members and advisors. Leadership and subject-matter experts are often in attendance as well. The committee's site-specific meetings and activities are held at various venues throughout the States and Caribbean and Pacific Island Areas on invitation, as well as in conjunction with scheduled national leadership and organizational meetings. Committee teleconferences are quarterly, or as needed, in conjunction with subcommittee activities.

### **Site-Specific Meetings**

Meeting with the Chief and Associate Chiefs in Washington, D.C. (fall/winter recommended)

- 1) Meeting in conjunction with the first national leadership team meeting scheduled in the new calendar (winter/spring).
- 2) Invitational meeting from States and Caribbean and Pacific Island Areas (spring/summer).

### **Teleconferences**

- 1) Committee teleconferences are quarterly.
- 2) Teleconferences and meetings associated with subcommittees and Ad Hoc committees are as needed.