

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		NUMBER: 4120-1
SUBJECT: Annual Departmental Civil Right Training	DATE: September 18, 1998	
	OPI: Office of Civil Rights	

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1 PURPOSE

The purpose of this regulation is to establish roles and responsibilities to ensure that all Department of Agriculture (USDA) employees receive annual civil rights training.

2 SPECIAL INSTRUCTIONS

- a During fiscal years (FY) 1998, 1999, and 2000, civil rights training will be conducted according to the plan in the Appendix.
- b Any exceptions or variations to this training regulation must be approved by the Director, Office of Civil Rights (CR).

3 REGULATION

Beginning in FY 1998, comprehensive civil rights training will be conducted annually.

- a All USDA employees, including career, non-career, and political appointees, are required to participate in annual civil rights training.
- b Departmental civil rights training enhances and supplements, but does not replace, mission area and agency civil rights and diversity training and development programs.
- c Agencies must include a civil rights module in all management and supervisory training and orientation programs.
- d The effectiveness and impact of annual civil rights training will be evaluated continuously and results will be shared across the Department.

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4 RESPONSIBILITIES

- a CR has lead responsibility for planning USDA's civil rights training program. CR will coordinate with agency designated contact persons on logistical and informational needs before delivery of training. CR will also evaluate the effectiveness of the training program and direct changes to it.
- b The Office of Human Resources Management and the USDA training community will participate in the design, development, and delivery of the annual training to ensure the maximum effectiveness of the training through consideration of adult learning principles and use of appropriate technology.
- c Mission areas and agencies will conduct Departmental training in accordance with this regulation and collect and maintain employee participation records for the annual training. Such records will be submitted to the Director, CR, to ensure all employees are trained.
- d Mission areas and agencies will support the Department's civil rights training with funding, staff assistance, onsite coordination of training delivery, and by encouraging employees to apply the principles learned in civil rights training in the workplace.

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