

**Forest Service Manual  
National Headquarters (WO)  
Washington, DC**

**Forest Service Manual 1700 – Civil Rights**

**Chapter 1710 - Civil Rights Program Management**

**Amendment:** 1700-2000-5

**Effective date:** March 03, 2000

**Duration:** This amendment is effective until superseded or removed.

**Superseded Directive:** FSM 1710, Amendment 1700-90-1

**Approved by:** Mike Dombeck, Chief

**Date approved:**

**Responsible Staff:**

**Explanation of changes:** Following is an explanation of the changes throughout the directive by section.

**POSTING NOTICE.** Amendments are numbered consecutively by Title and calendar year. Post by document name. Remove entire document and replace with this amendment. Retain this transmittal as the first page of this document. The last amendment to this Title was Amendment 1700-2000-4 to FSM 1710 Contents.

**1710.6:** Adds direction on the Components of Civil Rights Program.

**1711 - 1711.4:** Recodes direction on affirmative employment plans and related responsibilities, formerly at FSM 1710.4.

**1711.1:** Adds direction on Affirmative Employment Plans and Reports.

**1711.2:** Adds direction on Federal Equal Opportunity Recruitment Program Plans and Reports.

**1711.3:** Adds direction on Disabled Veterans Affirmative Action Program Plans and Reports.

**1711.4:** Adds direction on Persons with Disabilities Program Plans and Reports.

## Table of Contents

<b>1710.1 - Authority.....</b>	<b>3</b>
<b>1710.2 - Objective.....</b>	<b>3</b>
<b>1710.3 - Policy .....</b>	<b>3</b>
<b>1710.6 - Components of Civil Rights Program .....</b>	<b>3</b>
<b>1711 - Affirmative Employment Plans .....</b>	<b>4</b>
<b>1711.04 - Responsibility .....</b>	<b>4</b>
<b>1711.04a - Director, Civil Rights Staff, Washington Office.....</b>	<b>4</b>
<b>1711.04b - Regional Foresters, Station Directors, Area Director, and Institute Director</b>	<b>4</b>
<b>1711.1 - Affirmative Employment Plans and Reports .....</b>	<b>4</b>
<b>1711.2 - Federal Equal Opportunity Recruitment Program Plans and Reports .....</b>	<b>4</b>
<b>1711.3 - Disabled Veterans Affirmative Action Program Plans and Reports.....</b>	<b>5</b>
<b>1711.4 - Persons with Disabilities Program Plans and Reports .....</b>	<b>5</b>

### **1710.1 - Authority**

(FSM 1701; FSH 1709.11, sec. 01).

### **1710.2 - Objective**

To develop and implement civil rights plans and programs that provide the opportunity for all persons to participate in or derive benefits from every Forest Service program and activity.

### **1710.3 - Policy**

Plan for, monitor, and evaluate Forest Service programs, employment, services, and activities to ensure equality of participation and benefits.

### **1710.6 - Components of Civil Rights Program**

Civil rights programs at the Washington Office and headquarters level of the Regions, Stations, Area, and Institute include the following components (detailed direction is located at the Manual and Handbook cross-references cited):

1. Affirmative Employment Plans, Monitoring, and Evaluation (FSM 1711; FSH 1709.11, ch. 10).
2. Civil Rights Advisory Committees and Civil Rights Program Reviews and Functional Assistance Trips (FSH 1709.11, ch. 10).
3. Special Emphasis Programs (FSM 1760; FSH 1709.11, ch. 60).
4. Civil Rights Impact Analysis (FSM 1730; FSH 1709.11, ch. 30).
5. Civil Rights Training (FSM 1740; FSH 1709.11, ch. 40).
6. Title VI, Federal Financial Assistance Program Civil Rights Monitoring and Compliance (FSM 1770; FSH 1709.11, ch. 70)
7. Monitoring of Civil Rights Compliance in Direct Programs, Including the Historically Black Colleges and Universities/1890 Institutions Program (FSM 1780; FSH 1709.11, ch. 80).
8. Monitoring of Civil Rights Compliance in Socioeconomic Programs (FSM 1790; FSH 1709.11, ch. 90).
9. Equal Employment Opportunity (EEO) Counseling (FSM 1760).

## **1711 - Affirmative Employment Plans**

Detailed direction on these plans is in FSH 1709.11, section 11.

### **1711.04 - Responsibility**

#### **1711.04a - Director, Civil Rights Staff, Washington Office**

The Director, Civil Rights Staff, Washington Office, has responsibility for:

1. Compiling input from field units and the Washington Office, developing the Service-wide Affirmative Employment Plan and a Washington Office Affirmative Employment Plan and distributing the plans to Regional Foresters, Station Directors, the Area Director, and the Institute Director.
2. Providing leadership and technical assistance to guide the Regions, Stations, Area, and Institute as needed.
3. Reviewing and evaluating Regions', Stations', Area's, and Institute's plans.

#### **1711.04b - Regional Foresters, Station Directors, Area Director, and Institute Director**

The Regional Foresters, Station Directors, Area Director, Washington Office Staff Directors, and the Institute Director are responsible for preparing and implementing Affirmative Employment Plans for their units.

### **1711.1 - Affirmative Employment Plans and Reports**

(FSH 1709.11, sec. 11.1). Affirmative Employment Plans are required at the national level and at the Regions, Stations, Area, and Institute. The USDA Office of Civil Rights establishes annual reporting requirements in response to direction from the Equal Employment Opportunity Commission (EEOC). The Director, Civil Rights Staff, Washington Office, forwards instructions for the annual fiscal year Affirmative Employment Plan updates and Accomplishment Reports to field units.

### **1711.2 - Federal Equal Opportunity Recruitment Program Plans and Reports**

(FSH 1709.11, sec. 11.2). Federal Equal Opportunity Recruitment Program Plans are required at the national level and at the Regions, Stations, Area, and Institute. The USDA Office of Civil Rights establishes annual reporting requirements in response to direction from the Office of Personnel Management (OPM). The Director of Human Resources Management, Washington Office, forwards instructions for the annual fiscal year Federal Equal Opportunity Recruitment Program Plan and Accomplishment Report to field units.

### **1711.3 - Disabled Veterans Affirmative Action Program Plans and Reports**

(FSH 1709.11, sec. 11.3). The USDA Office of Civil Rights prepares the Department's consolidated Disabled Veterans Affirmative Action Plan (DVAAP) Update and Report of Accomplishments for submission to the Office of Personnel Management (OPM). The Director of Human Resources, Washington Office, forwards instructions for the annual fiscal year Disabled Veterans Affirmative Action Program and Accomplishment Report to field units.

### **1711.4 - Persons with Disabilities Program Plans and Reports**

(FSH 1709.11, sec. 11.4) The Director, Human Resources Management, Washington Office, is responsible for preparing the Agency Affirmative Employment Plan for Persons with Disabilities; the Director, Civil Rights Staff, Washington Office provides the civil rights impact analysis. This plan provides overall guidance for the Forest Service in the employment of persons with disabilities. The plan is available from the Washington Office, Civil Rights Staff, and from field unit Civil Rights/Human Resources Management offices.