

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

Forest Service Handbook 1709.11 – Civil Rights Handbook

Chapter 40 - Civil Rights Training

Amendment:

Effective date: July 1986

Duration: This amendment is effective until superseded or removed.

Superseded Directive:

Approved by:

Date approved:

Responsible Staff:

Explanation of changes:

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40.3 - Policy

It is the policy of the Forest Service to ensure that all employees receive orientation and training to enhance their ability to carry out the requirements of the Civil Rights Program.

41 - Civil Rights Training Requirements

Ensure that all employees are trained in the area of civil rights. All personnel responsible for civil rights activities must receive annual technical training. Because different people need different forms of training, training may be structured, though not limited to, any of the following methods.

41.1 - New Employees

The Personnel Office should use Civil Rights Manager or Civil Rights Representative as part of its orientation presentation. The manager or representative must explain the following:

1. What civil rights is and how it applies.
2. Affirmative action and equal employment opportunity, and what they mean.
3. What role the employees play in the area of civil rights and how the Civil Rights Program affects employees.

41.2 - Continuing Employees

41.21 - Permanent Employees

Permanent employees have career or career conditional status and work regular tours of duty.

During training, place emphasis on:

1. Clearly defining any misleading thoughts, especially misconceptions about civil rights.
2. Providing adequate knowledge to employees to enable them to discuss the Civil Rights Program with other employees and with the public.

41.22 - Summer/Seasonal Employees

It is likely that summer/seasonal employees have the least knowledge about the Forest Service Civil Rights Program.

During the training, emphasize the following:

1. What the Civil Rights Program is, including laws, regulations, and rules.

2. Affirmative action and equal employment opportunity and how these are interrelated.

41.3 - Supervisors/Managers

Supervisors and managers often do not have time for extensive and intricate training, it is, therefore, important to emphasize the following:

1. Succinctly defining the programs activities, requirements, concerns, and assistance available to employees in accomplishing the objectives of the Civil Rights Program.

2. Searching out and developing alliances with majorities and minorities to obtain common practical goals in combating discrimination.

3. Creating awareness that overcomes the burdens of discrimination takes money, time, effort, and institutional change; but that cost is a worthwhile investment in the future, which both society as a whole and individual taxpayer can bear without undue strain.

41.4 - Program Area Specialists

Program Area Specialists include equal employment opportunity specialists (EEO); EEO counselors; coordinators for the Federal Women's Program, Hispanic Employment Program, Indian affairs, and similar programs; members of civil rights committees; compliance review personnel; personnel responsible for processing EEO complaints; civil rights impact specialists; and so forth. All should have training aimed at:

1. Attaining an explicit understanding of the laws, regulations, and rules of civil rights.

2. Working with management officials on compliance with laws, rules, and regulations.

3. Serving as the principal resource on Civil Rights Program activities to provide information, guidance, and assistance to managers and supervisors.

41.41 - Other Program Specialists

For training program specialists not identified above who are assigned in resources, administration, State and private forestry, and research, emphasize the following:

1. Knowledge of targets in affirmative action plans related to their specialty areas.

2. Knowledge of civil rights laws, regulations, policies, and (8)a procedures in specialty areas.

3. Problem solving skills to overcome barriers to meeting civil rights goals.

42 - Reference Materials

1. Handbook of Civil Rights Laws, Rules, and Regulations for USDA Personnel (Available from the WO Civil Rights Office).
2. Civil Rights Thrust Package, which explains the functions and mission of civil rights (Available from WO Civil Rights Office).
3. Affirmative Action Plan, which reflects the workforce profile.
4. Transparencies as outlined in instructor's civil rights training packages.