

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 10, 1964

SECRETARY'S MEMORANDUM NO. 1560

Implementation of Civil Rights Act of 1964

OBJECTIVE. The Civil Rights Act of 1964 is the law of the land. It provides in part that:

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. "

Regulations to be issued shortly will contain specific provisions to assure nondiscrimination. The Department of Agriculture, as a matter of national policy, shall conduct all its business fully in accord with the principle that every citizen shall receive fair and equal treatment in order that there be no discrimination in any of our activities or programs.

RESPONSIBILITY. I will direct and coordinate all phases of this program as it affects the Department. The Under Secretary, Assistant Secretaries, and Directors, will assist me in carrying out this responsibility.

The Administrative Assistant Secretary is my staff representative who will coordinate and direct the day-to-day activities relating to this program.

I am expecting heads of agency and staff offices to be personally responsible for positive and affirmative direction in carrying out this program in keeping with the full spirit and letter of the national policy.

Among other things, this will entail issuance of appropriate instructions, the development of a procedure for monitoring the administration of this program, and taking all other necessary steps to insure the full, orderly, and rapid implementation of the policy.

FIELD RELATIONSHIPS. I will utilize fully the capabilities of the existing State Administrative Committees established in Memorandum No. 1492, Supplement No 2. These committees shall extend their functions to include:

- (1) Consideration of problems encountered in the implementation of civil rights policy and regulations.
- (2) Joint action when appropriate to assure coordinated efforts among USDA agencies in their respective states.
- (3) Reporting on civil rights matters, including but not limited to accomplishments, problems, and anticipated future actions, in the minutes of their meetings which are furnished under existing procedures. Generally, these reports should be on a bi-monthly schedule. However, as current developments may warrant, special reports should be made so that Department officials will receive accurate, timely, and pertinent facts on local conditions

STAFF SUPPORT. The Office of the General Counsel will provide agencies with legal interpretation on compliance procedures.

The Inspector General will incorporate in the Department's audit and investigative program coverage necessary for review of agency compliance.

The resources of all staff offices will be fully utilized in support of this program.

A handwritten signature in black ink, appearing to read "Donald B. Foman". The signature is written in a cursive, flowing style with a large initial "D".