

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

July 27, 1970

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 1

USDA- Policy on Civil Rights

1. PURPOSE. These guidelines are issued to assist program Assistant Secretaries and Directors and Agency Administrators in carrying out the civil rights evaluation function assigned to them by the evaluation section Secretary's Memorandum No. 1662.

In the development or modification of systems to measure the quantity and quality of services being delivered to minority groups through programs of USDA, each Agency Head is requested to consult with the Civil Rights Evaluation Staff in advance.

It is suggested that data on minority group participation be evaluated within each agency by program managers in examining agency progress toward civil rights objectives.

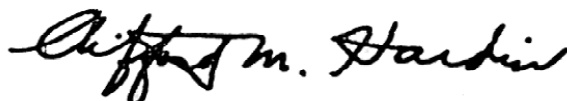
2. PROCEDURE. Steps to be taken by agencies under the direction of the Assistant Secretaries and Directors and with the counsel of the Civil Rights Evaluation Staff to assure that USDA programs and delivery systems are providing equal opportunity for all potential beneficiaries are:

- A. Establish measures of the numbers of minority groups in the population eligible to participate in each program. These measures may be derived from standard statistical sources such as the Censuses of Agriculture and Population and Housing and agency records.
- B. Establish and maintain a system for collecting and reporting racial data on participation in USDA programs. The system should obtain racial data on all significant aspects of program participation including participation in local committees by the persons intended to ultimately benefit. Data should be based on reviewable records. The system should provide for identification of White, Negro or Black, American Indian, Spanish Surname,

Oriental and Other. Records of services to minority and majority group people and the extent to which such services are rendered across racial lines will be included. Racial data and statistics shall be maintained under safeguards which will prevent their use for discriminatory purposes.

The system should be designed to obtain racial data for all counties in which the program operates, though county data may be retained in the Federal agency office for reference as needed.

- C. Periodically within each fiscal year, conduct a statistical review of each program to evaluate minority group participation and evaluate extent of conformance to equal opportunity objectives and measurable targets. It is recognized that the programs of some agencies are less susceptible than others to statistical measurement of program participation by race. However, all agencies are expected to exercise ingenuity in exploring aspects of their programs or related activities for which the development of statistical measures will contribute to assuring opportunity for all eligible participants to take part in agency programs.
- D. Submit an annual Civil Rights Evaluation Report to the Secretary through the Assistant Secretary for Administration on the status and activities of programs and statistical systems designed to measure progress in meeting civil rights objectives. This report should include information on specific actions taken to insure that opportunity to participate in Department programs is made available to all members of minority groups who are eligible to participate. The report should be submitted as of June 30 each year. However, agencies who maintain a calendar year minority participation data system may establish a mutually satisfactory alternative reporting date with the Civil Rights Evaluation Staff.



Secretary of Agriculture