

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

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SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 5

USDA- Policy on Civil Rights

Progress in the delivery of USDA program benefits to minority groups has been uneven among Agencies and programs, with some Agencies still far short of achieving parity in access to and participation in programs.

Existing Agency reporting efforts are intended to facilitate a comparison of present participation with past performance in order to show progress. While this provides useful information, we need to develop an improved system whereby parity of participation is defined and participation targets are established in advance of the program year.

Beginning with Fiscal Year 1973, USDA Agencies with Title VI or direct assistance programs will incorporate targets for the delivery of program benefits to minority groups into their advance program planning procedures. The systematic inclusion of minority considerations in formal program planning efforts will serve two major purposes: (1) promote parity of participation by minority groups in the benefits of USDA programs, and (2) provide approved targets against which performance can be measured.

I have directed the Office of Equal Opportunity to assume responsibility, with the cooperation of the Office of Planning and Evaluation, for developing and issuing procedural instructions to accomplish this purpose. Procedures will include:

- (1) The definition by Agencies of parity of participation in their programs, development of proposals of specific participation targets for each Title VI and direct assistance program, and submission of these proposals to their Assistant Secretary or Director for approval in advance of the program year;
- (2) The review of Agency proposals by the Director of the Office of Equal Opportunity who will make recommendations to each Assistant Secretary or Director;

- (3) The recommendation of planned targets by the Assistant Secretaries and Directors for approval by the Secretary; and
- (4) The revision of Agency reporting systems, to the extent necessary, to provide recurring status reports of performance and progress against approved targets. In the meantime, Agencies are expected to comply with the requirements of Supplement 1 of Secretary's Memorandum No. 1662, until further notice.

Periodic follow-up on Agencies' progress towards targets will be scheduled by Assistance Secretaries and Directors. The office of Equal Opportunity will provide periodic evaluation reports to the Secretary, Assistance Secretaries and Directors on Agency performance.


Secretary of Agriculture