

United States Department of Agriculture



Natural Resources Conservation Service  
6200 Jefferson NE, Room 305  
Albuquerque, NM 87109  
Phone: (505) 761-4400 Fax: (505) 761-4463  
Web site: [www.nm.nrcs.usda.gov](http://www.nm.nrcs.usda.gov)

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June 26, 2009

NEW MEXICO BULLETIN NO. 230-9-8

SUBJECT: EO – 2010 NATIONAL CIVIL RIGHTS COMMITTEE (NCRC) VACANCIES

To: All Employees

ACTION REQUIRED BY: JULY 20, 2009

Purpose. To request nominations for upcoming vacancies on the National Civil Rights Committee (NCRC).

Expiration Date. September 30, 2009

Background. The following positions on the National Civil Rights Committee (NCRC) will become vacant as of September 30, 2009:

- American Indian/Alaskan Native Female
- Asian Pacific Islander Female
- Hispanic Female
- Hispanic Male

Explanation. Candidates must be representative of the vacancy they are applying for and be a full-time Natural Resources Conservation (NRCS) employee.

NCRC's mission is to provide counsel and recommendations to the Chief on civil rights issues and concerns of employees and clients. The committee's vision is to be recognized as a guiding force, which strives for excellence in civil rights for all clients and employees of NRCS. It is important to consider this mission and vision of NCRC when responding to these vacancies. Committee members should be self-starters who are willing to volunteer to complete actions identified in the NCRC business plan. The business plan and bylaws are located on the NRCS intranet Web site at <https://my.nrcs.usda.gov/nrcs.aspx>, in the NCRC folder. The NCRC meets three times a year and the travel expenses are covered by National Headquarters. Line officers must concur in the nomination and agree to support the employee by granting up to 20 percent of their time for NCRC travel and work activities.

Attached is the 2009 NCRC Nomination for Membership Application to be completed by the applicant with the statement of concurrence signed by the immediate supervisor and line officer and a written statement of concurrence by the nominee's state conservationist. Submit the completed nomination by July 20, 2009 to State Administrative Officer Rosabeth Garcia-Sais, via fax at (505) 761-4481, or by email at [rosabeth.garciasais@nm.usda.gov](mailto:rosabeth.garciasais@nm.usda.gov).

A handwritten signature in cursive script, appearing to read "Dennis L. Alexander".

DENNIS L. ALEXANDER  
State Conservationist

Attachment

*Helping People Help the Land*

An Equal Opportunity Provider and Employer

**2010 NOMINATION FOR MEMBERSHIP  
NATIONAL CIVIL RIGHTS COMMITTEE**

**Name:** \_\_\_\_\_

**Title/Present Position:** \_\_\_\_\_

**Series & Grade:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Candidate is a representative of the following *vacant* NCRC position in which one is applying for:  
Please check (✓) only one:

American Indian/Alaska Native Female

Asian Pacific Islander Female

Hispanic Female

Hispanic Male

Will your work schedule and supervisor allow you to commit to working on National Civil Rights  
Committee assignments outside of quarterly meetings each year?  Yes  No

Comments: \_\_\_\_\_

Please respond by attaching and submitting your responses to the following questions to be evaluated on  
the extent of your Civil Rights and EEO training, knowledge, experiences, activities, and  
accomplishments. Keep any response short and concise; each not to exceed 500 words.

1. *List any Civil Rights/EEO training you have received with the date the training was received.*
2. *List and describe responsibilities, experiences, and accomplishments when serving on past and current Civil Rights/EEO assignments, committee and/or positions held with the year and location served. (i.e. State CRAC, SEPM, Area CR Reps, etc).*
3. *List and describe special initiatives or projects and any awards received due to special civil rights and outreach activities.*
4. *Include the reason(s) you would like to serve on NCRC.*
5. *List and describe your past or current civil rights activity involvements outside of NRCS.*
6. *List and briefly indicate years of service, performance awards received, positions and locations held with NRCS.*

**Line Officers statement of concurrence:**

If selected, I agree to support this applicant in carrying out his/her NCRC responsibilities, including time for committee activities and travel. Approving signatures:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Line Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

***Regional Assistant Chief, Deputy Chief, Director, or State Conservationist:***

**Mandatory:** Provide below or attach a written statement of concurrence. Lack of written statement will disqualify the applicant. Please sign and date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Please fax or e-mail this form and responses to Tom Sewell at (330) 830-7731 or [tom.sewell@oh.usda.gov](mailto:tom.sewell@oh.usda.gov)