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October 18, 2011

NEW MEXICO BULLETIN NO. 230-12-01

SUBJECT: EOP – ACCOMMODATION STATEMENT FOR PUBLIC NOTICES OF
EVENTS/ACTIVITIES SPONSORED BY NRCS

TO: All Employees

Purpose. To remind employees to include the reasonable accommodation request statement on public notifications.

Expiration Date. September 30, 2012.

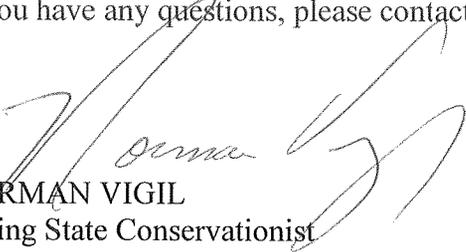
As employees of a federal agency, we must ensure that all qualified individuals with special needs are afforded the opportunity to participate in public events or meetings sponsored by NRCS. Although the civil rights statement is consistently included on all press releases, fact sheets, etc, reasonable accommodation information has not always been provided on public meeting notifications.

Therefore, effective immediately, all employees are to ensure that public meeting and/or event notices include a contact name, telephone number, and respond by date for persons requiring accommodations or materials provided in an alternate format. The following is a sample statement that can be used for this purpose:

“If you need an accommodation, please notify John Smith, District Conservationist, by November 3, 2011, at 505-761-4400 or via email at john.smith@nm.usda.gov.”

Please allow a minimum of two weeks for the agency to arrange for any special needs that may arise. The most common request is for sign language interpreters, but there could be others. All requests are to be coordinated through your respective Area office.

If you have any questions, please contact Rosabeth Garcia-Sais, State Administrative Officer.



NORMAN VIGIL
Acting State Conservationist