January 6, 2006

United States Department of Agriculture

Animal and Plant Health Inspection Service

Marketing & Regulatory Programs Business Services

4700 River Road
Riverdale, MD
20737

SUBJECT: EEO Collateral-Duty Performance Elements and Standards

TO: See Distribution

Directive APHIS 4430.5, Four Level Performance Appraisal Program, was approved for implementation December 29, 2005. APHIS programs and staff offices will enter the new system in phases between March 2006 and September 2007. Section b (h) of the Directive provides specific guidance for developing performance elements and standards for employees serving in Collateral Duty EEO Assignments, i.e. Special Emphasis Program Managers, EEO Advisory Committee chairs and members and National Civil Rights Leadership Committee Chairs and members. The Directive includes the following information on Collateral duty assignments.

Section b (h), Establishing Performance Plans Employees who are expected to spend a significant part of their time during the rating cycle on collateral duties, such as serving on an equal employment opportunity advisory committee, will have an element that covers the collateral responsibilities and the results and measures expected. This may be a stand-alone element as appropriate. The manager who oversees the collateral assignment is responsible for developing the element and standards, communicating them to the rating official and reviewing official, recommending a weight for the element, monitoring performance, and providing feedback to the rating official on the employee's work results and level of performance under the standard.

To assist you in developing performance standards and elements for collateral duty EEO personnel in your program or office, the enclosed guidance is provided. Also enclosed is a listing of all APHIS Collateral duty personnel. CREC has established a monitoring system that will provide requesting managers written feedback on the accomplishments of their EEO Advisory Committee and collateral duty Special Emphasis Program Managers.

We look forward to working with you and your team to further Civil Rights in APHIS. If you have questions, please contact Njeri K. Mwalimu, Deputy Director at 202 720-7830.

Anna P. Grayson

Anna P. Grayson, Director
Civil Rights Enforcement and Compliance

Enclosure

cc: APHIS Collateral Duty Personnel

Attachment

<u>Recommended Performance Element Title</u>: Collateral Duty EEO Assignment

<u>Note</u>: APHIS Collateral-Duty personnel are authorized up to, but no more than, 20% of official duty time to implement assigned collateral duties. Appointments can be 2 to 3 years with an option for renewal. Opportunities to participate as a committee member or special emphasis program should be open to all interested employees. The assignment may be cancelled by the authorizing manager at any time. Collateral duty assignments must be accomplished in conjunction with the program manager or supervisor and the APHIS Civil Rights Enforcement and Compliance staff.

Collateral Duty Assignment Description
(for use by manager in developing performance Standards)

Assists in planning and developing programs, initiatives, and activities designed to attract members of Special Emphasis Program groups, *(i.e. Hispanics, African Americans, Asian Pacific Americans, Native Americans and all Women),* to employment in APHIS. Participates in planning special emphasis observance programs designed to educate employees about the culture of special emphasis groups. Prepares workforce profiles identifying the gains and losses in employment for members of Special Emphasis groups. Provides recommendations to managers on how to eliminate or reduce barriers to the full employment of special emphasis groups.

Committee Chairs: Participates in or convenes meetings and/or conference calls with EEO Advisory Committee members and/or National Civil Rights Leadership Committee members. Provides copies of minutes to program manager and to the Director, CREC. Communicates routinely with employees on EEO issues and concerns and relays these issues and concerns to program managers. Guides the implementation of program work plans and strategic plans and provides reports of accomplishment to the program manager and the Director, CREC. Participates in annual meetings and/or conference calls with CREC.

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