
August 31, 2004

WEST VIRGINIA BULLETIN NO: WV230-4-6

SUBJECT: EOP – Civil Rights Committee and WV SEPM’s

Purpose: The purpose of this bulletin is to recruit employees to serve as Special Emphasis Program Managers (SEPM’s).

Expiration Date: This bulletin expires September 30, 2004

ACTION REQUESTED BY: September 10, 2004

The Civil Rights Committee has key responsibilities in providing management officials advice on equal opportunity, civil rights, and program delivery issues. Special emphasis programs have been initiated to address the employment and program delivery related concerns of groups not specifically included in other programs where a need for special emphasis or employment concerns of such groups have been demonstrated.

With the new Farm Bill, the Civil Rights Committee and Special Emphasis Program Managers will be integral to helping us improve our equal opportunity program and program delivery to our clients. I am accepting nominations for employees to serve a three (3) year appointment for Federal Women’s Program Manager and Disability Emphasis Program Manager.

The policy that describes the role and responsibilities are located on the Electronic Directive System under the General Manual, Title 230, [Part 403](#) and [Part 404](#).

Employees that are interested in serving are asked to forward nominations to the Civil Rights Committee no later than Friday, September 10, 2004. I will select the Civil Rights Committee SEPM’s by September 20, 2004.

I would like to thank the following employees for their service:

Isaac Wolford, Disability Emphasis Program Manager (DEPM)

Wanda Smith, Federal Women's Program Manager (FWPM)

Carlos Cole, for agreeing to serve another year as the Chairman of the Civil Rights Advisory Committee (CRAC)

If you have any questions, please contact Charlotte Wertz at 304-284-7551.

/s/

**LILLIAN V. WOODS
State Conservationist**

DIST: E