Civil Rights Considerations of Policy Actions

This Supplement to Secretary's Memorandum No. 1662 provides a mechanism whereby inadvertent discrimination in proposed major policy actions can be detected and ameliorated with off-setting measures or alternative actions before implementation. To assure that adequate consideration is given to the civil rights implications of all proposed major policy actions, Agency Heads will be responsible for preparing a civil rights impact statement for all such actions.

Where an Agency Head determines a decision to be a major policy action having a significant civil rights impact, a civil rights impact statement will be prepared and submitted to the Assistant Secretary for Administration for review. No civil rights impact statement will be required if the Agency Head determines that no significant civil rights impact is involved in the policy action.

Civil rights impact statements may be required for the following type actions:

a. Legislative proposals, policies, programs and projects for which an environmental impact statement is required. (If the Agency Head determines that a civil rights impact exists, the civil rights evaluation will become part of the environmental impact statement and be forwarded for review.)

b. Changes in or new rules, regulations or policies to be published in the Federal Register and not requiring an environmental impact statement.

c. Decisions affecting program delivery which will not be published in the Federal Register.

d. Proposed locations or relocations of field installations employing 10 or more employees.

A civil rights impact statement will include the following information:

a. Name of Agency or Office

b. Statement and description of proposed policy action

c. Evaluation of probable favorable and unfavorable civil rights impact

d. Alternative approaches or other off-setting actions that will minimize unfavorable civil rights impact

e. An equal housing opportunity assessment wherever appropriate
The Assistant Secretary for Administration will issue guidelines and instructions for preparing a civil rights impact statement and will provide assistance to Agencies in their preparation wherever needed. Following review by the Assistant Secretary, the civil rights impact statement will be returned to the Agency within five working days of its receipt either with approval or for reconsideration where unfavorable civil rights impact exist without sufficient off-setting action.

This procedure will be evaluated six months after implementation to measure and assess its workability, adequacy and impact. The results of this review will be made available and discussed with the Management Council and the procedure adjusted as deemed necessary under the circumstances.

[Signature]

SECRETARY OF AGRICULTURE