



Natural Resources Conservation Service  
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**To Be Transmitted via email**

August 31, 2004

MINNESOTA BULLETIN NO. 230-4-12

SUBJECT: EOP-FY 2004 MN NRCS CIVIL RIGHTS AWARDS

**ACTION REQUIRED BY FRIDAY, OCTOBER 15, 2004**

Purpose. To solicit nominations for the MN NRCS Civil Rights Awards and National Civil Rights Awards

Expiration Date. October 15, 2004

The Minnesota NRCS Civil Rights Committee is soliciting nominations for the FY 2004 Individual and Team/Group State Civil Rights Awards. Individuals or Teams/Groups who have made significant contributions in the area of civil rights during FY 2004 may be nominated.

Nominations must be submitted to Amy Stratton, MN NRCS Civil Rights Chair, and postmarked by October 15, 2004. The MN NRCS Civil Rights Committee will make the final recommendation with concurrence from the State Conservationist. The MN NRCS Civil Rights Awards winners may become Minnesota's nomination to the National Civil Rights Awards.

All MN NRCS employees are invited to submit nominations. Nominations may include not only NRCS employees, but also partners, such as SWCD, RC&D, FSA, Extension, etc.

Nomination instructions:

1. Nominations should be a maximum of 500 words describing the basis for the nomination. Be sure to include the nominee's name and work address. Submitting information on civil rights activities outside of the workplace is encouraged.
2. Criteria for evaluation will include the following
  - a. Degree of personal involvement
  - b. Innovation contributing to civil rights promotion
  - c. Initiatives that encourage participation of women, minorities, and people with disabilities
  - d. Degree of involvement beyond required duties and responsibilities

- e. Impact on the community
  - f. Outcomes achieved/Results of individuals efforts
3. Nominations are to be completed and signed by the person making the nomination, and a copy is to be sent to the nominee's supervisor.
  4. The original signed hardcopy should be submitted to Amy Stratton, Civil Rights Chair by **October 15, 2004** (postmark date).

Amy Stratton, Civil Rights Chair  
USDA NRCS  
Three Rivers RC&D  
1160 Victory Drive, Suite 4  
Mankato, MN 56001

5. MN NRCS Civil Rights Award Winners may be considered for MN NRCS nominations for the National NRCS Civil Rights Awards.

Please contact any member of the Civil Rights Awards Subcommittee with questions; Julie Lindner (phone: 320-384-7432 x109; email: [julie.lindner@mn.usda.gov](mailto:julie.lindner@mn.usda.gov)), Mike Walker (phone: 651-602-7892; email: [mike.walker@mn.usda.gov](mailto:mike.walker@mn.usda.gov)), Steve Lutes (phone: 320-732-6618; email: [stephen.lutes@mn.usda.gov](mailto:stephen.lutes@mn.usda.gov)), or Amy Stratton (phone: 507-345-7418 x5; email: [amy.stratton@mn.usda.gov](mailto:amy.stratton@mn.usda.gov)) with any questions you may have.

WILLIAM HUNT  
State Conservationist

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