

**MWA QUARTERLY  
OUTREACH, DIVERSITY, AND EQUAL OPPORTUNITY REPORT  
(Updated 3/07)**

**Quarterly due dates (although information may be submitted as activities occur):**

- **January 8** – Report 10/1 through 12/31 activities
- **April 8** - Report 1/1 through 3/31 activities
- **July 8** - Report 4/1 through 6/30 activities
- **October 8** - Report 7/1 through 9/30 activities

**Instructions:**

- Report location and/or management unit outreach, diversity, and equal opportunity/civil rights activities related to the following (examples of activities to report are listed at the bottom):
  - Research and Development
  - Recruitment Outreach
  - K-12 and Community Outreach
  - EEO Activities/Training
  - Procurement/Excess Personal Property Donations
- Provide the following information, as applicable, for each reported activity:
  - Description of program or activity
  - Name of organization or institution involved with the activity
  - Outcome/impact of program or activity
  - Name of Management Unit(s) involved in the program or activity
  - ARS funds supporting program or activity
- Provide information either as activities occur or on a quarterly basis.
- No particular reporting format is required.
- Reported activities will be used in quarterly Area Civil Rights Performance Reports, quarterly Area Minority-Serving Performance Reports, data calls, and coordination of Area initiatives.

**E-mail or fax information to:** Marie Bishop, Area Equal Employment Manager, at e-mail [Marie.Bishop@ars.usda.gov](mailto:Marie.Bishop@ars.usda.gov) or fax 309-681-6683.

**Examples of Activities to Report (not all inclusive):**

- Research and Development activities with minority-serving universities\* and organizations, such as, any type of formal or informal cooperative research endeavor, presenting seminars/visiting lectures, providing training, developing curricula, and visiting ARS facilities.
- Recruitment Outreach activities to increase awareness of all of the types and disciplines of ARS positions and to broaden the pool of candidates for vacancies.
  - Include conducting informational meetings; participating in career fairs; attending student organization meetings; providing tours of ARS facilities; working with minority-serving universities;\* and working with organizations serving minorities, older individuals, people with disabilities, and women.

- Indicate positions filled via use of the Student Career Experience Program (SCEP) or via special-hiring authorities to hire individuals with disabilities, students with disabilities, and disabled veterans.
- Indicate participation in summer outreach programs of ARS, the co-located university, or community.
- Indicate participation in diversity programs of professional societies.
- K-12 and Community Outreach activities to develop interest in science among students, encourage agricultural career awareness, and/or foster awareness of/interest in ARS, such as, providing scientific demonstrations, tours, and job shadowing; serving as judges at science fairs; and working with science teachers.
- EEO Activities/Training
  - List activities and seminars related to civil rights, diversity, special observances, etc.
  - List reasonable accommodation and assistive technology measures taken to assist employees and applicants.
  - List participants in leadership development programs, career enhancement programs, the Student Career Experience Program (SCEP), and supervisory training.
  - List participants (mentors and mentees) in mentoring programs.
- Procurement/Excess Personal Property Donations - Only list procurement/contracting not already being tracked with the MWA Combined Summary Reports. List excess personal property donations, such as, computer equipment, laboratory equipment, library supplies, etc., donated to minority-serving universities\* (list original acquisition cost of donated items).

\* Minority-serving universities (1890 Institutions, Hispanic-Serving, Historically Black, and Tribal) can be found at [http://www.mwa.ars.usda.gov/mwa/eo/civil\\_rights.shtml#colleges](http://www.mwa.ars.usda.gov/mwa/eo/civil_rights.shtml#colleges).