

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 24, 1978

SECRETARY'S MEMORANDUM NO. 1960

Citizens Advisory Committee on Equal Opportunity

To strengthen our efforts in the area of equal opportunity, there is hereby established the Citizens Advisory Committee on Equal Opportunity. Establishment of this Committee is in the public interest in connection with the performance of duties and responsibilities of this Department.

The functions of this Committee shall be to:

- (a) advise the Secretary on the effectiveness of program directives that are designed to achieve compliance;
- (b) review all aspects of the Department's policies, practices and procedures which promote equal opportunity; and
- (c) recommend changes in Department rules, regulations and orders to assure that our activities are free from discrimination based on race, color, sex, religion, national origin, age or marital status.

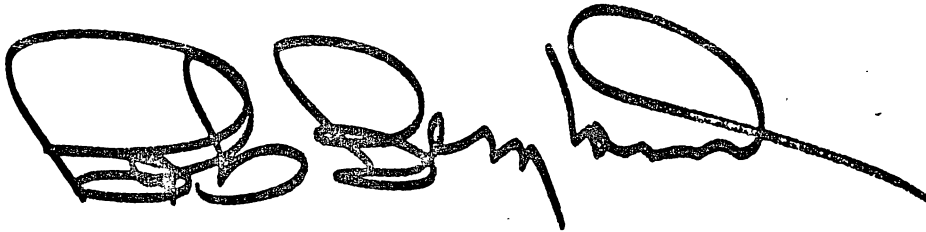
Committee members, who will be appointed by the Secretary, will represent various interests, including farmers, ranchers, agricultural industrialists, educators, farm and minority organizations, business groups, women, and consumer and health groups.

The Committee will report to the Secretary through the Assistant Secretary for Administration who shall serve as the Chairperson. The Director of the Office of Equal Opportunity shall serve as the Vice Chairperson and a representative of that office shall serve as the Executive Secretary and provide staff support for the Committee.

The Committee will serve an essential function. Its purpose could not be carried out in less than two years.

The Committee will meet twice a year. It is estimated that staff support will involve approximately two man-years at an annual cost of \$90,000 in Federal funds. Additional Federal costs are estimated at \$17,000 for travel and per diem for Committee members and other Federal employees to attend the meetings and for the time of Federal employees at meetings of the Committee. In addition, non-Federal members or their employees will pay costs for time and other expenses estimated at \$25,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Committee.

The Committee will expire two years from the date of this memorandum. This memorandum also serves as the charter for the Committee.

A large, stylized handwritten signature in black ink, likely belonging to the Secretary of Agriculture mentioned in the text below.

Secretary of Agriculture