

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP 1400.10A

SUBJ: LOS ANGELES BASIN CIVIL RIGHTS COMMITTEE (LABCRC)

1. **PURPOSE:** This Order describes the Los Angeles Basin Civil Rights Committee (LABCRC).
2. **DISTRIBUTION:** This Order is distributed to branch level and above in the Regional Office and to all field offices and facilities in the Western-Pacific Region.
3. **CANCELLATION:** This Order cancels and supersedes Order WP 1400.10, dated April 9, 1993.
4. **BACKGROUND:** The Los Angeles Basin Civil Rights Committee (LABCRC) was formed on September 9, 1992. The LABCRC will not address individual complaints or allegations of discrimination.
- *5. **MISSION:** The LABCRC provides a forum for employees and managers that increases education and awareness of civil rights matters, including EEO, affirmative action and support for the Diversity Council.
6. **OBJECTIVES:** The LABCRC will provide an informal channel for discussion of Civil Rights matters. The committee will support agency policies and practices related to EEO, Affirmative Action and Diversity. The LABCRC objectives include:
 - a. Help create a work environment where all employees are valued.
 - b. Act as a communication medium for employees desiring to express their viewpoints on the EEO and Affirmative Action programs and diversity process.
 - c. Recommend methods for improving the region's EEO and Affirmative Action management programs and Diversity process.
 - d. Support agency recruitment.
 - e. Interact with all agency sanctioned special emphasis groups and employee associations.

f. Support diversity initiatives by providing a member to the Diversity Council.*

7. LABCRC COMPOSITION: The LABCRC officers will serve a one-year term and will consist of the following:

- a. Chairperson
- b. Assistant Chairperson
- c. Secretary

The LABCRC officers are selected by members of the committee in January of each year.

A Civil Rights Staff (AWP-9) representative will be designated by the Civil Rights Officer.

* 8. NOMINATION OF MEMBERS: There are two methods to become a member of the LABCRC. A representative may be from a field office, but must be within the commuting area (35 mile radius) of the Regional Office.

a. Self-nomination. The employee should submit a nomination form through his/her first line supervisor and manager for concurrence.

b. Supervisory nomination. The supervisor should submit the nomination form including the manager's concurrence. Forms for both methods of nomination are available in AWP-9.

9. LABCRC MEMBERSHIP: If there are no volunteers from a division/staff office, the manager of that office shall designate a LABCRC representative. The manager shall provide the name of the designee to the LABCRC secretary.

a. The manager and supervisor of each committee representative will cooperate in facilitating the employee's attendance at committee meetings and performance of other committee responsibilities in accordance with the FAA Western-Pacific Region Diversity Implementation Plan.

b. Invitations to participate as associate members will be extended to all agency sanctioned special emphasis groups. *