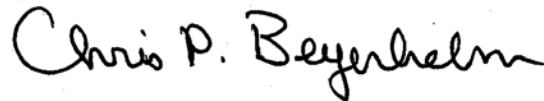


**For:** FSA Employees

**Transferring the Minority Farm Register (MFR)**

**Approved by:** Associate Administrator of Operations and Management



**1 Overview**

**A Background**

In 2008, FSA, through a Memorandum of Understanding (MOU) with USDA's Office of Outreach, partnered to oversee and maintain the Department's MFR. The register was a tool to promote equal access to USDA farm programs and services for minority farmers and ranchers and other individuals with an agricultural interest. Participants were encouraged to enroll to receive information through USDA outreach efforts.

On September 30, 2013, MFR was transferred to the Office of Advocacy and Outreach for continued implementation.

**B Purpose**

This notice:

- informs employees to discontinue using MFR forms and materials displaying FSA name and address
- provides employees with the contact information for referral of the MFR program
- reminds employees to use AD-2106 for capturing race, ethnicity and gender (REG) data when conducting informational outreach meetings and events.

Disposal Date	Distribution
December 1, 2015	All FSA Employees; State Offices relay to County Offices

## 1 Overview (Continued)

### C Contact

If there are questions about this notice:

- County Offices shall contact State Outreach Coordinators
- State Offices shall contact Cynthia Cuellar, DAFO Outreach Specialist at [fsaoutreach@wdc.usda.gov](mailto:fsaoutreach@wdc.usda.gov) or 202-690-4727.

### D Discontinued AD-2035 and Brochure PA 1785

Employees shall discontinue using AD-2035 and Brochure PA-1785, which are obsolete.

## 2 MFR Contact and Inquiries

### A MFR Contact Information

Employees shall refer all questions, requests, and enrollees to:

Attn: Minority Farm Register  
USDA Office of Advocacy and Outreach (OAO)  
1400 Independence Ave. S.W., Room 526-A  
Jamie L. Whitten Building  
Washington, DC 20250  
Toll Free: 800-880-4183  
FAX: 202-720-7136  
E-mail: [advocacyandoutreach@osec.usda.gov](mailto:advocacyandoutreach@osec.usda.gov).

### B MFR Requests

The following requests are to be referred to OAO according to subparagraph A:

- MFR forms
- MFR brochures
- MFR lists
- MFR participation numbers
- MFR contact information.

### C AD-2106

AD-2106 captures voluntarily provided REG data of persons participating in USDA programs. Employees are reminded to use this form to record participation at all outreach meetings, workshops, and events.

**Note:** REG attendance information entered into OTIS require that AD-2106 be on file.