

UNITED STATES DEPARTMENT OF AGRICULTURE

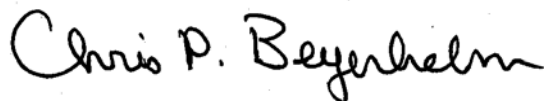
Farm Service Agency
Washington, DC 20250

Notice AO-1646

For: All FSA Employees

Revised USDA Nondiscrimination Statement

Approved by: Acting Administrator



1 Using the Nondiscrimination Statement

A Background

The USDA Nondiscrimination Statement:

- has been revised
- shall be posted in all FSA offices
- shall be included on all materials produced by FSA for public information, public education, or public distribution
- lists all the prohibited bases for discrimination in the USDA Civil Rights Policy Statement.

B Purpose

This notice provides guidance to FSA employees about using the Nondiscrimination Statement.

C Contact

If there are questions about this notice, contact Jamarie L. Parks by either of the following:

- e-mail to **jamarie.parks@wdc.usda.gov**
- telephone at 202-401-7164.

If there are questions about presenting the Nondiscrimination Statement on FSA communications, contact Kent Politsch, FSA Public Affairs, by either of the following:

- email to **kent.politsch@wdc.usda.gov**
- telephone at 202-720-7163.

Disposal Date	Distribution
November 1, 2016	All FSA Employees; State Offices relay to County Offices

1 Using the Nondiscrimination Statement (Continued)

D USDA's Nondiscrimination Statement

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: **program.intake@usda.gov**.

USDA is an equal opportunity provider, employer, and lender.”

1 Using the Nondiscrimination Statement (Continued)

E Exceptions

If the size of the material is too small to include the full statement, the material will at a minimum, include the following statement in print in the same size as the text:

“USDA is an equal opportunity provider, employer, and lender.”

For news releases, the reduced content statement is to be placed after the text and centered below a pound symbol to look and read as follows:

#

USDA is an equal opportunity provider, employer and lender. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).

F Available in Different Formats

The statement shall be made available in English, in other languages appropriate to the local population served or directly affected by any FSA program or activity, and in alternative means of communication (for example Braille, large print, audiotape, etc.). All communication posted on a website must comply with all applicable civil rights laws, regulations, executive orders, and policies.

G Examples of Full versus Exceptions

The full Nondiscrimination Statement must be used on:

- FSA fact sheets
- FSA brochures
- FSA website (<http://www.fsa.usda.gov/help/nondiscrimination-statement>).

The news release version is used for all National, State, and county news releases.

Abbreviated, single-line nondiscrimination statements (*USDA is an equal opportunity provider, employer, and lender*) may be used on materials such as, but not limited to:

- letterhead and memorandum templates (bottom)
- envelopes
- postcards
- small flyers and hand-out materials

For visual placement guidance, see USDA Visual Standards Guide (January 2013).