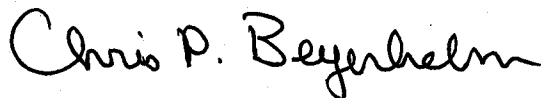


For: FSA State and County Employees

Farm Service Agency State and County Fellowship Program (FSASCFP)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The Farm Service Agency State and County Fellowship Program (FSASCFP) is an innovative and comprehensive program that provides mentoring and career development opportunities to state and county employees. The program is a series of unique work experiences that will provide participants with an opportunity to contribute to the organization's success while receiving an unparalleled learning experience. It is designed to help participants develop a broad base of knowledge about FSA and allow them to gain exposure and experience with a variety of functional roles through projects developed by each participating deputy area. The Fellowship Program will operate from Monday, August 1, 2016, to Friday, September 30, 2016.

B Purpose

This notice provides guidelines for:

- program instruction,
- basic eligibility, and
- selection criteria.

C Contact

For questions regarding this notice contact Count Branham by either of the following:

- e-mail to **count.branham@wdc.usda.gov**, or
- telephone at 202-401-0351.

Disposal Date	Distribution
June 1, 2017	State Offices; State Offices relay to County Offices

Notice PM-2962

2 Program Instruction

A Abstract

Each year 5 to 10 fellows will be selected and offered full-time work experience in Washington D.C. and Kansas City, Missouri for the DACO fellowship opportunity for this intensive, 60 day rotational program. The participants will work with deputy area divisions on special projects tailored to the division's area of expertise. During each rotation, program participants will work directly with senior executives and mentors who can contribute to their career development and help them build technical skills through hands-on training and real world experiences. Fellows will complete rotations targeted across a range of functional areas within a deputy area. The program consists of two types of rotational programs:

- agriculture rotation programs – projects and assignments related to DACO, DAFP, DAFLP, etc.
- business rotation programs – projects and assignments related to finance, operations, HR, IT, etc.

See Exhibit 1 for descriptions of the fellowship opportunities.

B Basic Eligibility

Applicants must:

- be an FSA employee in a state or county office,
- be employed five or more years,
- have supervisor and SED approval, and
- have received a superior or above performance rating for the last two years.

C Selection Criteria

Selections will be made by panels from each deputy area based on:

- letter of recommendation from a supervisor or senior level official,
- applicant essay outlining his/her desire to participate in the program, and
- demonstrated broad base competencies (that is customer service, flexibility, oral and written communication, problem solving, and strategic thinking).

Selected candidates will be notified by e-mail on Friday, July 15, 2016.

D How to Apply

All potential candidates should apply by following the procedure in Exhibit 2 by Thursday, July 7, 2016.

3 Travel and Lodging Authorizations

A Travel Authorization

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation. This notice does not constitute an approved travel authorization.

Each employee must have a CONCUR electronic travel authorization before incurring travel expenses. Once in the authorization, enter the following fields at the “General” tab:

- type code - single trip
- purpose - training
- document detail - state and county fellowship program.

Travelers who **do not** have a valid Government-issued travel credit card may use the centrally billed account (CBA) option in CONCUR for purchasing **airfare**. To reserve **hotel accommodations**, travelers shall contact the hotel and secure reservations using their personal credit card. Only airfare can be paid on behalf of travelers using CBA. Hotel accommodations are paid using the traveler’s personal credit card, and subsequently reimbursed to the traveler as part of per diem during the post-travel expense vouchering process.

M&IE may also be charged to the traveler’s personal credit card for reimbursement through the post-travel vouchering process.

Travelers whose circumstances may require using a **cash advance** may notify a member of the travel staff before initiating a travel authorization. A traveler may request an advance of up to 80 percent of estimated travel expenses (excluding airfare).

For questions about using CBA or a cash advance, contact either of the following in the Debt Management and Travel Policy Office:

- Arthur Holmes by e-mail to arthur.holmes@wdc.usda.gov
- Cynthia Chesley by e-mail to cynthia.chesley@wdc.usda.gov.

B Travel Codes

Travel codes will be provided to selected participants in their notification package.

C Lodging and Per Diem

Participants will be provided lodging and a per diem rate during the entire 60 day rotational program. Further details will be provided to the employee at the time of final selections.

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4 Additional Training Information

A Reasonable Accommodations

Selected participants may notify the airline and hotel directly if special accommodations are necessary.

If special accommodations are necessary to participate in the internship, notify Darlene Andrew by July 22, 2016, by either of the following:

- e-mail to **Darlene.andrew@wdc.usda.gov**, or
- telephone at 202-401-0343.

Descriptions for Deputy Area Fellowship Opportunities

Office of the Chief Information Officer (OCIO)

Fellowship Opportunity #1 (Business Rotation Program)

Business Rotation Program - The Farm Service Agency (FSA) relies on secure, stable, and effective Information Technology (IT) systems and services in order to deliver on its mission, providing solutions and services used by over 11,000 FSA employees, USDA partner Agency employees, and more than 8 million customers. At the same time, FSA is beholden to ongoing changes in legislation, business needs, and a requirement to continually maintain existing systems and services. FSA's Budget and Acquisition Office (BAO), Enterprise Architecture (EA), and Enterprise Program Management Office (EPMO) comprise the backbone for the Office of the Chief Information Officer (OCIO) to ensure FSA senior leadership has the infrastructure in place to manage spending, acquire needed services, govern projects throughout the lifecycle, access to the information needed to inform decision making, and visibility into project execution to manage results.

Throughout the 60-day rotation, Fellows will work alongside BAO, EA, and EPMO leadership and teams to gain hands-on experience through assignment on special projects and shadowing FSA OCIO leadership, such as the FSA OCIO Chief of Staff and the Director, Budget and Acquisition Office. Fellows will also be assigned a mentor to serve as a guiding resource for career development and coaching throughout the rotation, and through whom Fellows can grow their network. Fellows will be given the opportunity to deepen their understanding of the breadth and impact of IT in providing mission-critical business results through hands-on experiences, which may include:

- Strategic Planning
- Acquisition Planning
- Vendor coordination
- Procurement Budget Management
- Enterprise Architecture best practices and tools used within FSA
- Governance
- Reviewing policy for alignment with regulations and laws
- Congressional and Departmental reporting
- Investment and Program Management
- Portfolio and Investment Reporting.

Descriptions for Deputy Area Fellowship Opportunities (Continued)**Deputy Area for Commodities Operations****Fellowship Opportunity #2 (Business Rotation Program)**

DACO Rotational Program - The Deputy Administer for Commodity Operations' (DACO) primary focus includes the administration and management of commodity programs and initiatives. Within our organizational network of Divisions and Branches, we are woven into FSA's core mission of supporting our Nation's agricultural economy and providing support for international food aid efforts including provisions for domestic activity. Due to a shift in DACO's business environment, operations have been slightly altered as we've moved into a more streamlined cluster reflecting customer expectations as well as establishing tools that ultimately meet the management initiative prescribed by FSA. From that perspective, opportunities within DACO will offer an exciting and interesting experience. Currently, DACO houses five divisions: Contract Reconciliation Division, Commodity Operations Division, Warehouse License and Examination Division, International Procurement Division and the Business Operations Support Division.

DACO's 60-day rotational program will take place in our extended headquarter-location of Kansas City, Missouri. Selected fellows will be given the opportunity explore the operations of DACO and support programs in one or more areas including price discovery system, procurement, CCC Storage Agreements, Warehousing/US Warehouse Act, International food aid transportation, and information technology developments.

Deputy Area for Farm Loan Programs

Fellowship Opportunities #3-6 (Agriculture Rotation Programs) – (Note: Participants are only allowed to choose one option from this Deputy Area. The Deputy Area will fund 1 option based on the overall interests and skillsets of the applicant pool.)

Fellowship Opportunity #3 – Farm Loan Pilot Projects - The 2014 Farm Bill provides FSA that may conduct pilot projects of limited scope and duration to evaluate processes and techniques that may improve the efficiency and effectiveness of farm loan programs. The participant of this fellowship will perform a variety of assignments in support of developing and implementing a pilot project.

SKILLS ACQUIRED:

- Participant will gain knowledge of the basic laws, rules, regulations, policies, and procedures governing FSA Farm Loan Programs.
- Participant will gain hands-on work experience and exposure with a variety of functional roles by assisting the DAFLP national office staff.
- Participant will develop the skills and competency to perform more advanced loan program work.

Descriptions for Deputy Area Fellowship Opportunities (Continued)**Deputy Area for Farm Loan Programs (Continued)**

DESIRED OUTCOMES:

- Provide training and career development opportunities to FSA employees.
- Implement a pilot project that improves efficiency in administering FLP programs to farmers and ranchers.

HOW IT FITS INTO THE AGENCY MANAGEMENT INITIATIVES:

- Supports agency strategic goals and initiatives within own organization unit.
- Contributes to the achievements of overall agency initiatives.

IMPACT TO THE AGENCY/DIVISION:

- Improves organization performance to achieve agency mission results.

Fellowship Opportunity #4 – Farm Loan Program Strategic Plan Update - This project will entail leading efforts to update the Farm Loan Programs Strategic Plan, including working with all components in Farm Loan Programs Headquarters, other FSA Headquarters units, and field employee associations. The project includes evaluation, revision and updating long term program goals for Farm Loan Programs nationwide.

SKILLS ACQUIRED:

A more strategic perspective of FLP mission and activities. This initiative will provide the opportunity to develop skill related to the following OPM competencies:

- team building
- creativity and innovation
- strategic thinking
- problem solving.

DESIRED OUTCOMES:

- Provide training and career development opportunity.
- Updated long term FLP program performance goals consistent with strategic direction.
- Updated and continued linkage between FLP initiatives and priorities and those of FSA.

Descriptions for Deputy Area Fellowship Opportunities (Continued)**Deputy Area for Farm Loan Programs (Continued)**

HOW IT FITS INTO THE AGENCY MANAGEMENT INITIATIVES:

- Supports agency strategic goals and initiatives within FLP organization unit.
- Contributes to the achievements of overall agency initiatives.

IMPACT TO THE AGENCY/DIVISION:

- Improves organization performance to achieve agency mission results.

Fellowship Opportunity #5 – Underserved Borrower Direct Loan Delinquency Analysis and Action Plan - This project will entail conducting an in-depth analysis of underserved borrower delinquencies to ascertain contributing factors in both loan making and loan servicing activities, and if possible, develop an action plan to address any underlying program causes and other issues and improve borrower success. This will include working with all components in Farm Loan Programs Headquarters, and other FSA Headquarters units.

SKILLS ACQUIRED:

- Ability to analyze data at the state and national levels to identify trends.
- Ability to think critically to identify issues and formulate potential solutions to multi-faceted problems.
- Use of IT tools to analyze and data.
- Working across functional areas to address cross-cutting issues.

DESIRED OUTCOMES:

- Provide training and career development opportunity.
- Identification of challenges and possible solutions to improve success of underserved borrowers.

HOW IT FITS INTO THE AGENCY MANAGEMENT INITIATIVES:

- Supports agency strategic goals and initiatives within FLP organization unit.
- Supports USDA Cultural Transformation.

IMPACT TO THE AGENCY/DIVISION:

- Improved program performance to achieve agency mission results.

Descriptions for Deputy Area Fellowship Opportunities (Continued)**Deputy Area for Farm Loan Programs (Continued)****Fellowship Opportunity #6 – District Director Management of the Farm Loan Program**

Portfolio - A District Director's (DD) recurring visits to FLP Service Centers provide them with the opportunity to serve a unique and integral role in the management of the FLP loan portfolio. Given the increase in loan activity that resulted in FY 2015 having the highest amount of direct and guaranteed loan obligations in FSA's history, as well as the ongoing challenges in adjusting to current staffing levels, effective utilization of DD's is essential to the successful delivery of FLP. Currently, DDORS serves as the primary tool for DD's to provide standardized and consistent quarterly reporting of their oversight of FLP Service Centers. However, the increased loan activity, and the hiring of a significant number of new loan officers who have not yet been delegated loan approval authority, has resulted in competing priorities requiring DD's attempt to balance conducting program oversight, overseeing employee development, and assisting with program delivery. As a result, DDORS is not used consistently thereby reducing its effectiveness.

The fellow will facilitate discussions with the Deputy Administrator, FLP Division Directors, State Executive Directors, Farm Loan Chiefs, and DD's to identify:

- gaps which result in key DD functions not being performed, and
- existing processes performed by DD's that do not add value to FLP program delivery.

The fellow will lead the development and implementation of an action plan to:

- eliminate existing policies or handbook provisions requiring DD performed processes that do not add value,
- develop policies and handbook provisions to implement essential DD actions to address the identified gaps, develop a communications and training plan to ensure effective implementation, and
- design a tool to measure the effectiveness of the actions implemented.

Ensuring effective delivery of FLP initiative aligns with FSA Strategic Goal 1, provide a financial safety net for America's farmers and ranchers to sustain economically viable agricultural production. This initiative will provide the fellow with the opportunity to develop skill related to the following OPM competencies:

- team building
- creativity and innovation
- strategic thinking, and
- problem solving.

Descriptions for Deputy Area Fellowship Opportunities (Continued)**Deputy Area for Management**

Fellowship Opportunities #7-8 (Business Rotation Programs) – (Note: Participants are only allowed to choose one option. The Deputy Area will fund 1 option based on the overall interests and skillsets of the applicant pool.)

Fellowship Opportunities #7 – Emergency Preparedness Division/Personnel Security

Project - This position requires the fellow to make recommendations for the approval, or disapproval, of employee and contractor access to government facilities and systems, based on the search of the Clearance Verification System (CVS) and/or the Security Entry Tracking System (SETS) for background investigation results. If no current investigation exists, the fellow will initiate a request for the appropriate investigative questionnaire using the electronic questionnaire for investigations processing (e-QIP), maintain associated personnel security records, prepare investigations for submission to OPM, and prepare reports. This position also recommends resolution and resolves personnel security issues involving conflicting, or insufficient, data, evidence, or testimony.

The fellow will gain an understanding of the national headquarters' view for hiring, contract and other nonemployee hiring processes, and will provide a valuable perspective from the field's viewpoint on the hiring process. Both parties will benefit from the additional assistance gained from the fellow, and the experience learned at the headquarters level.

Fellowship Opportunities #8 – A Day in the Life of HRD - Engage in the interactive 60 day rotational assignment where you will gain valuable knowledge on how the agency recruits, develops and retains FSA employees. Selected candidates will shadow HR practitioners to gain insight on their daily activities and engage in a variety functional area projects that will increase your insight on how the Human Resource Division collaborates with senior executives and hiring managers to create a highly qualified workforce to accomplish the mission of the agency. Participants will learn how:

- Long term workforce planning is developed and implemented in FSA.
- Training courses, videos, materials, and AgLearn courses are developed.
- Policy notices are drafted, edited, and prepared for issuance; reorganizations are vetted and facilitated with the Department, OPM, and Congress. FSA and FSA-County PM policy handbooks are being updated.

Descriptions for Deputy Area Fellowship Opportunities (Continued)**Deputy Area for Management (Continued)**

- Technology is integrated with HR business practices.
- Employees are recruited and staffed in FSA.
- Benefit services are managed and provided to FSA employees.
- Advice and guidance is provided to management on performance, conduct issues and LR matters.
- The process of administrative litigation and ADR are used resolve workplace conflicts.
- EVS results influence change in the Agency.

Office of the Chief Financial Office**Fellowship Opportunity #9 (Business Rotation Program)**

Managerial Cost Accounting System Project Rotation - The Managerial Cost Account (MCA) System is the process that FSA uses to analyze workload across the agency using the Activity Reporting System (ARS) data entered into WebTA as well as program productivity data across FSA. The Office of Budget and Finance (OBF) and Executive Leadership have recently established the Managerial Cost Accounting (MCA) Board to ensure the ongoing integrity of the MCA systems and metrics used by the Farm Services Agency. The MCA Board is comprised of a Working Group with the responsibility for developing and reviewing suggestions for improving the existing process and providing recommendations to the Governance Board. The Working Group will be identifying improvements, additions, and the removal of existing procedures as well as to provide a process for adopting modifications to the MCA data systems.

This rotation provides fellows with a unique opportunity to serve as a valuable member of the OBF MCA Board Project Management Office leading the newly established Working Group, engage in a cross-functional project focused on collaboration across organizational boundaries, develop a deeper understanding of the FSA's MCA system and its application from an operational as well as accounting perspective, and participate in the process for developing the Working Group's recommendations and submitting recommendations to the Governance Board. This project includes opportunities for development in the areas of finance, accounting, data analytics, project management, and communication.

Descriptions for Deputy Area Fellowship Opportunities (Continued)**Deputy Area for Farm Programs****Fellowship Opportunity #10 (Agriculture Rotation Program)**

Farm Program Delivery Automation (Conservation & Price Support Programs) – The Deputy Administrator, Farm Programs is responsible for delivering disaster, conservation, price support, income support and risk management programs. These programs are administered across 3 different Division areas: Price Support Division, Production Emergency and Compliance Division, Conservation and Environmental Compliance Division. In addition to the regulatory and policy formulation and implementation for these programs, DAFP is also responsible for analyzing and writing business requirements necessary to develop and design software applications to support the delivery these programs in the FSA field offices.

The DAFP Fellow will participate in the delivery of farm programs by actively participating in policy making, the development of business requirements and testing of software applications in support of those farm program business requirements. The desired outcomes include updated handbook and/or notice policies and procedures and finalized business requirements (as result of new or modified policy requirements) in support of identify software enhancements. Training materials may be also be required as a desired outcome, if time permits within the 60-day program period.

The selected Fellow will acquire analytical, team building, and communication (written and oral), and enhanced information technology skills while participating in the program. The Fellow participant will also gain valuable experience of the day-to-day operations and functions of the National Office. There will be several opportunities to network and participate in “informal” mentoring sessions.

The program/project work that the Fellows participant will be a part of will have a major impact on the delivery of farm programs services. The field office perspective and knowledge will play a pivotal role in developing the best policies, procedures and software applications for key farm bill programs to best meet the needs of the field office employees and FSA’s producers, farmers, and ranchers.

Applicant Instructions

Thank you for your interest in the Farm Service Agency State and County Fellowship Program (FSASCFP).

Complete the application and recommendation form (Exhibit 3) and submit all necessary attachments by e-mail:

TO: Count Branham, Human Capital Strategic Initiative and Planning Branch
Count.Branham@wdc.usda.gov

SUBJECT: **FSASCFP APPLICATION**

- Only applications that are filled out completely and signed by the applicant and supervisor with all requested documents will be considered.
- Application packet should include:
 - updated resume
 - applicant's latest SF-50
 - supervisor signature
 - applicant's essay
 - recommendation form completed by a supervisor or senior level official.

Applicants must:

- be a FSA employee in a state or county office
- be employed 5 or more years
- have supervisor approval
- have received a superior or above performance rating for the last two years.

All application materials must be submitted by **Thursday, July 7, 2016**.

If you have any questions, please contact Count Branham at **count.branham@wdc.usda.gov** or 202-401-0351.

Farm Service Agency State and County Fellowship Program (FSASCFP) Application and Recommendation Form

Note: Exhibit 3 is available in a fillable format at <http://intranet.fsa.usda.gov>. CLICK “FFAS Employee Forms/Publications Site”, “Find Current Forms Using Our Form Number Search”, in the “Form Number” field, ENTER “Notice PM-2962 Exhibit 3”, and CLICK “Submit”.

FARM SERVICE AGENCY STATE AND COUNTY FELLOWSHIP PROGRAM (FSASCFP) (Application Form)				
<p>NOTE: This form is used for employees to apply to the Farm Service Agency State and County Fellowship (FSASCFP). Supervisor must complete Part C for recommendation on applicant.</p>				
PART A – APPLICANT’S AND SUPERVISOR’S INFORMATION				
1A. Applicant’s Name	1B. Applicant’s Division			
1C. Applicant’s Position, Title and Duty Station	1D. Applicant’s Telephone No. <i>(Include Area Code)</i>	1E. Applicant’s Email Address		
2A. Supervisor’s Name and Title	2D. Supervisor’s Telephone No. <i>(Include Area Code)</i>	2E. Date Signed (MM-DD-YYYY)		
<p>3. Rotation Choice (<i>Participants may only make one selection from Exhibit 3 “Deputy Area Fellowship Options”</i>):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Agriculture Rotation Program Options:</p> <p><input type="checkbox"/> Option No. 3 “<i>Farm Loan Pilot Projects</i>”</p> <p><input type="checkbox"/> Option No. 4 “<i>Farm Loan Program Strategic Plan Update</i>”</p> <p><input type="checkbox"/> Option No. 5 “<i>Underserved Borrower Direct Loan Delinquency Analysis and Action</i>”</p> <p><input type="checkbox"/> Option No. 6 “<i>District Director Management of the Farm Loan Program Portfolio</i>”</p> <p><input type="checkbox"/> Option No. 10 “<i>Farm Program Delivery Automation (Conservation & Price Support Programs)</i>”</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Business Rotation Program Options:</p> <p><input type="checkbox"/> Option No. 1 “<i>Business Rotation Program</i>”</p> <p><input type="checkbox"/> Option No. 2 “<i>DACO Rotational Program</i>”</p> <p><input type="checkbox"/> Option No. 7 “<i>Emergency Preparedness Division/personnel Security Project</i>”</p> <p><input type="checkbox"/> Option No. 8 “<i>A Day in the Life of HRD</i>”</p> <p><input type="checkbox"/> Option No. 9 “<i>Managerial Cost Accounting System Project Rotation</i>”</p> </td> </tr> </table>			<p>Agriculture Rotation Program Options:</p> <p><input type="checkbox"/> Option No. 3 “<i>Farm Loan Pilot Projects</i>”</p> <p><input type="checkbox"/> Option No. 4 “<i>Farm Loan Program Strategic Plan Update</i>”</p> <p><input type="checkbox"/> Option No. 5 “<i>Underserved Borrower Direct Loan Delinquency Analysis and Action</i>”</p> <p><input type="checkbox"/> Option No. 6 “<i>District Director Management of the Farm Loan Program Portfolio</i>”</p> <p><input type="checkbox"/> Option No. 10 “<i>Farm Program Delivery Automation (Conservation & Price Support Programs)</i>”</p>	<p>Business Rotation Program Options:</p> <p><input type="checkbox"/> Option No. 1 “<i>Business Rotation Program</i>”</p> <p><input type="checkbox"/> Option No. 2 “<i>DACO Rotational Program</i>”</p> <p><input type="checkbox"/> Option No. 7 “<i>Emergency Preparedness Division/personnel Security Project</i>”</p> <p><input type="checkbox"/> Option No. 8 “<i>A Day in the Life of HRD</i>”</p> <p><input type="checkbox"/> Option No. 9 “<i>Managerial Cost Accounting System Project Rotation</i>”</p>
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<p>4. Applicant’s essay (<i>Enter a brief description outlining your interest in participating in the FSASCFP. The essay should be no longer than two pages, use additional blank pages if needed</i>):</p>				
PART B – REQUIRED SIGNATURES				
<p>Forms which are not signed by the Applicant and Supervisor, or have omitted information will “NOT” be considered. Information provided on the application form will be the only source of information, so it is important that your narrative conveys the basis of your application. Please email completed application and attachments to Count Branham at count.branham@wdc.usda.gov, for questions please call 202-401-0351.</p>				
5A. Applicant’s Signature		5B. Date Signed (MM-DD-YYYY)		
6A. Supervisor’s Signature		6B. Date Signed (MM-DD-YYYY)		
7A. SED’s Signature	7B. SED’s Name and Title	7C. Date Signed (MM-DD-YYYY)		
<p><small>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.</small></p> <p><small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, 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.</small></p> <p><small>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.assr.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.intel@usda.gov. USDA is an equal opportunity provider, employer, and lender.</small></p>				
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Farm Service Agency State and County Fellowship Program (FSASCFP) Application and Recommendation Form (Continued)

SUPERVISOR'S RECOMMENDATION		
PART C – RECOMMENDATION / APPROVAL		
8A. Supervisor's/Senior Manager's Name	8B. Supervisor's/Senior Manager's Email Address	8C. Supervisor's/Senior Manager's Telephone No. (Include Area Code)
8D. Supervisor's/Senior Manager's Signature		8E. Date Signed (MM-DD-YYYY)
9. Applicant's Name and Title (From Page 1, Items 1A and 1C)		
10. Supervisor/Senior Manager Recommendation – Please provide a brief narrative detailing employee's strengths and how the rotation program will be beneficial to them:		