

For: FSA Employees

State Beginning Farmer and Rancher (BFR) Coordinator Positions

Approved by: Administrator



1 Overview

A Background

The 2018 Farm Bill established the requirement to designate a State beginning farmer and rancher (BFR) coordinator in each State from any of the following:

- Farm Service Agency (FSA) State Office
- Natural Resources Conservation Service (NRCS) State Office
- Rural Development (RD) State Office
- Risk Management Agency (RMA) Regional Office.

B Purpose

This notice provides:

- information about the requirements for the newly established collateral duty State BFR positions
- information about the responsibilities and duties of the newly established collateral duty State BFR positions
- instructions for submitting an application of interest
- information about the designation process.

C Contact

If there are questions about this notice contact Cara McNab, Acting National Beginning Farmer and Rancher Coordinator by either of the following:

- email to fsaoutreach@usda.gov
- telephone at 509-228-6323.

Disposal Date	Distribution
January, 1, 2020	All FSA employees; State Offices relay to County Offices

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2 Guidelines for State BFR Coordinator Positions

A Requirements

The selectee will perform BFR duties at his or her current duty station. The State BFR coordinator will work at the State Office level to coordinate and implement State BFR duties, regardless of whether they are a county, State or regional office employee. **There is no temporary promotion associated with these positions.**

To be eligible for a collateral duty State BFR coordinator position, the employee must:

- represent an FSA, NRCS, or RD State Office, or RMA Regional Office
- be familiar with issues related to beginning farmers and ranchers
- have the ability and flexibility to travel and coordinate with other federal departments and agencies
- be committed to providing information on USDA programs to BFR's
- have a demonstrated track record of fully successful or better performance rating
- be enthusiastic about helping the next generation of farmers and ranchers
- serve two-year terms in this collateral duty position
- have approval from FSA SED, NRCS State Conservationist, RD State Director or RMA Regional Office Manager, as applicable.

B Primary Responsibilities

State BFR coordinators will be required to:

- coordinate technical assistance at the State level to assist beginning farmers and ranchers in accessing programs of the Department
- develop and submit to the National BFR Coordinator for approval a State plan to improve the coordination, delivery and efficacy of programs of the Department to beginning farmers and ranchers;

Note: Ensure the State plan includes goals that include all four agencies and considers the needs of all types of production methods and sizes of agricultural operations at each county and area office in the State

- oversee the implementation of the approved State plan
- lead State team including the State BFR champions from FSA, NRCS, RMA and RD who will direct State-level stakeholder engagement on BFR issues

Note: The State BFR coordinator will be selected from one of the four agencies. The three remaining agencies will be required to designate a BFR champion to work with the State BFR coordinator.

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2 Guidelines for State BFR Coordinator Positions (Continued)

B Primary Responsibilities (Continued)

- work with each agency's BFR champions and outreach coordinators in the State Offices to ensure appropriate information about technical assistance is available at each agency's outreach events and activities
- coordinate partnerships and joint outreach efforts with other organizations and government agencies serving beginning farmers and ranchers
- make recommendations on policies and guidance, implementing new and innovative strategies, training and recruitment strategies for USDA staff about programs serving beginning farmers and ranchers
- evaluate the effectiveness of activities and efforts in achieving program objectives
- provide data and reports on BFR participation in USDA programs to National Headquarters and the State FAC
- serve as the resource and staff advisor with respect to programs that assist beginning farmers and ranchers
- analyze service to beginning farmers and ranchers to determine if barriers or potential barriers to full participation exist and report findings to State leadership, and regional BFR's with recommendations for improvement
- keep State FAC and National BFR Coordinator apprised of BFR activities in the State
- provide outreach to beginning farmers and ranchers at events and related special projects designed to target beginning farmers and ranchers.

C Submitting an Application of Interest

Employees meeting the requirements of this notice who are interested in submitting an application of interest, will complete and submit the attached Exhibit 1 with the requested one-page narrative to Cara McNab, Acting National BFR Coordinator by email to fsaoutreach@usda.gov by **COB, Friday, August 2, 2019**.

All applications require supervisory and State leadership approval and signatures.

D Appointment Process

The National BFR Coordinator will review all applications of interest received from FSA, NRCS, RMA and RD employees. Final recommendations will be presented to each State FAC for appointment.

**APPLICATION OF INTEREST FOR COLLATERAL DUTY
STATE BEGINNING FARMER AND RANCHER COORDINATOR**

State _____

Agency Name _____

NAME: _____ GRADE/SERIES: _____

TITLE: _____

WORK ADDRESS: _____

WORK PHONE: _____

EMAIL ADDRESS: _____

Complete application includes the following:

In a narrative form on one page, provide your work experience and accomplishments in the following areas-

1. Reasons you are interested in applying for this position and how you believe that you can benefit beginning farmers and ranchers.
2. Interpersonal skills to effectively communicate and provide information and guidance for beginning farmers and ranchers.
3. Management skills to plan, develop and implement a State plan.
4. Demonstrate stakeholder engagement skills including the ability to network and develop relationships.

Immediate Supervisory and State Leader Signatures are both required.

Supervisor Signature: _____

Name and Title

Date

SED/SD/State Conservationist/Regional Director Signature: _____

Name and Title

Date

PLEASE EMAIL APPLICATION AND ONE PAGE NARRATIVE BY AUGUST 2, 2019 TO:
fsaoutreach@wdc.usda.gov