

**For:** FSA Federal and County Employees

**FY 2006 Seminars of the Management Development Centers**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2006 Seminars of the Management Development Centers. The residential learning facilities are dedicated to providing learning, renewal, and peer interaction for the Federal government's leadership corps.

**B Purpose**

This notice informs GS/CO-11 and above employees about the FY 2006 seminars of the Management Development Centers and explains the nomination and selection process.

**C Contact**

If there are any questions about this notice, contact Regina Duncan at 202-418-9053.

**Note:** TDD/TTY number is 202-418-9107.

<p><b>Disposal Date</b></p> <p>March 1, 2006</p>	<p><b>Distribution</b></p> <p>All FSA Federal and County employees; State Offices relay to County Offices</p>
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## Notice PM-2499

### 2 Program Overview

#### A Program Purpose

The seminar of the Management Development Centers helps employees:

- better understand their role in providing leadership
- gain information about current Administration initiatives
- examine managerial skills
- learn to work effectively with a workforce undergoing profound change.

#### B Additional Information About Individual Seminars

Seminars are residential and are 1 to 2 weeks long. Additional information about individual seminars including length, locations, and cost can be downloaded from <http://www.leadership.opm.gov/downloads.cfm> or the information is provided in the booklet, "A Catalog of Courses and Seminars, Management Development Centers FY 2006".

The booklet is available for review at the following locations.

<b>IF employee is located in...</b>	<b>THEN contact...</b>
National Office	<ul style="list-style-type: none"><li>• division or staff training contacts</li><li>• HRD, TDB</li><li>• outside of Room 3095-South Building.</li></ul>
Field Office	applicable training officer.

**Note:** See Exhibit 1 for the Management Development Centers schedule.

### 3 Nomination Process

#### A Nominee Qualifications

Nominees for the seminars must meet at least the minimum criteria in the "**Who Should Attend**" paragraphs outlined for individual seminars.

**Note:** Only employees who follow the Agency's nomination procedures in this notice will be considered for selection to participate in this program. **Do not** apply directly to the OPM Management Development Center.

### 3 Nomination Process (Continued)

#### B Nomination Procedure

Eligible employees may apply for an individual seminar by submitting a nomination package containing the following.

- Completed FSA-1039 (Exhibit 2), with supervisory concurrence and signature. SED's signature is **mandatory** for all FSA State and county Federal and non-Federal employees.

**Notes:** FSA-1039 is available from FFAS Employee Forms site accessible from <http://165.221.16.90/dam/ffasforms/forms.html>.

Union officials on 100 percent official time do not need supervisory concurrence and signature.

- Current resume or OF-612 that includes the following:
  - full name
  - home address
  - applicant's signature
  - date.
- Written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position:
  - oral communication
  - written communication
  - interpersonal communication
  - leadership
  - initiative
  - technical competence.
- List of all formal training courses taken in the last 5 years.

**Notice PM-2499**

**3 Nomination Process (Continued)**

**C Accommodations**

Persons with disabilities requiring accommodations should contact Regina Duncan at 202-418-9053 or TTD 202-418-9107 by COB, December 21, 2005.

**D Where to Send the Nomination Packages**

Send the **original and 2 copies** of the completed nomination package using either of the following methods.

<b>IF sending by...</b>	<b>THEN use the address...</b>
regular mail	Regina Duncan USDA, FSA, HRD, TDB STOP 0574 1400 Independence Avenue SW Washington DC 20250-0574
FedEx	Regina Duncan USDA, FSA, HRD, TDB 2101 L St NW Suite 303-A Washington DC 20037

**Note:** FAXed copies **will not** be accepted.

**E Deadline Date**

All nominations must be received in HRD, TDB by COB December 21, 2005. Nominations received after this date will **not** be considered. Substitution of nomination items will **not** be permitted after the deadline.

## 4 Selection Process

### A Participant Selection

Participants will be selected by HRD, TDB specialist who will assemble an Assessment Panel consisting of at least 2 members who occupy positions at a grade level not lower than the full performance level of the Long Term Training Program (LTTP) being filled. There will be an EEO (nonvoting) observer present and there may be a union (nonvoting) representative observing during this process.

**Note:** FSA may nominate up to 30 employees.

### B Panel Membership

The Assessment Panel:

- will review and rank employee nominations using criteria established Agency-wide for LTTP's
- has the final responsibility for determining best qualified candidates based on valid LTTP related criteria and employee's application package.

**Notes:** The Assessment Panel refers best-qualified candidates to the Administrator or designee for approval for the allotted number of spaces approved. **No panel will be held if the number of nominations received does not exceed the number of slots available.**

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Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.

**4 Selection Process (Continued)**

**C Program Costs**

Tuition for the 2006 Seminars of the Management Development Centers ranges from \$2,000 to \$4,600 depending on the trainee's course selection.

Tuition, travel, lodging costs, and per diem for FSA, GS/CO employees shall be coded to their originating office. Upon notification that candidates have been selected, the originating office may request an increase in their travel allotment consistent with the travel costs associated with participation in the program. BUD will cover all increases up to \$10,000. Any increase request over the \$10,000 limit will have to be absorbed within the originating office's FY 2006 travel allotment. Requests shall be submitted to BUD.

**Note:** Upon notification that a CO employee has been selected, SF-182's should no longer have an appropriation/fund in block 21. SF-182, block 21 should read "COF Employee". The tuition costs associated with the training should be paid through the originating office's county administrative funding allotment. This change will alleviate the possibility of duplicate payments.

**D Selection Notification**

HRD, TDB will notify nominees of selection.

**E Labor Management Obligation**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

**FY 2006 Course Schedule and Cost (Includes 1st Quarter FY 2007)**

(EMDC) = in Shepherdstown, WV

(WMDC) = in Denver, CO

(DC) = Washington, DC

(AL) = Huntsville, Alabama

\* Program starts on a Sunday.

***Alternative Dispute Resolution***

\$2,900

May 8 - 12, '06 EMDC

***Budget and Performance Integration/Improved Financial Performance***

\$2,400

Jan 10 - 12, '06 EMDC

Sep 6 - 8, '06 EMDC

***Coaching and Mentoring for Excellence***

\$3,300

Apr 24 - 28, '06 WMDC

Aug 21 - 25, '06 WMDC

***Competitive Sourcing***

\$2,400

Feb 28 - Mar 2, '06 EMDC

***Conflict Resolution Skills***

\$3,300

Mar 6 - 10, '06 WMDC

Jun 26 - 30, '06 WMDC

Aug 28 - Sep 1, '06 EMDC

***Contemporary Leadership Issues***

\$2,250

Sep 25 - 27, '06 EMDC

***Countering Terrorism Symposium***

Cost: TBD

Dates: TBD San Diego, CA

***Counterintelligence Seminar***

\$2,900

Dec 5 - 9, '05 EMDC

Mar 13 - 17, '06 WMDC

Jul 17 - 21, '06 EMDC

**FY 2006 Course Schedule and Cost (Includes 1st Quarter FY 2007) (Continued)*****Crisis Leadership Workshop***

\$2,900

Mar 20 - 24, '06 EMDC

May 1 - 5, '06 WMDC

Jun 19 - 23, '06 EMDC

Aug 7 - 11, '06 EMDC

***Developing and Communicating Leadership Competencies***

\$2,900

\$3,300 with Individual Coaching

Jan 9 - 13, '06 WMDC

Mar 20 - 24, '06 EMDC

May 1 - 5, '06 EMDC

Jul 10 - 14, '06 EMDC

***Developing Customer-Focused Organizations***

\$2,900

Dec 12 - 16, '05 EMDC

Mar 13 - 17, '06 EMDC

Jun 26 - 30, '06 EMDC

Sep 25 - 29, '06 EMDC

***Developing High-Performing Teams***

\$3,300

Nov 14 - 18, '05 WMDC

Mar 27 - 31, '06 WMDC

May 22 - 26, '06 WMDC

Aug 14 - 18, '06 WMDC

***Dynamics of Public Policy***

\$4,300

Oct 17 - 28, '05 EMDC

Jun 19 - 30, '06 EMDC

Oct 23 - Nov 3, '06 (FY 2007) EMDC

***Emotional Intelligence as a Leadership Skill***

\$3,300

Oct 3 - 7, '05 WMDC

Mar 20 - 24, '06 WMDC

May 1 - 5, '06 WMDC

Jun 26 - 30, '06 EMDC

***Environmental Policy Issues***

\$4,300

May 1 - 12, '06 EMDC

***Executive Assessment Program***

\$4,800

Jul 17 - 21, '06 WMDC

Sep 18 - 22, '06 WMDC

**FY 2006 Course Schedule and Cost (Includes 1st Quarter FY 2007) (Continued)*****Executive Communications Workshop: Representing Your Agency to External Customers***

\$4,300

Feb 13 - 17, '06 WMDC

Mar 27 - 31, '06 EMDC

May 1 - 5, '06 WMDC

Sep 11 - 15, '06 WMDC

***Executive Development Seminar: Leading Change***

\$4,300

Oct 31 - Nov 10, '05 EMDC

Dec 12 - 23, '05 EMDC

Jan 23 - Feb 3, '06 EMDC

Feb 6 - 17, '06 WMDC

Mar 6 - 17, '06 EMDC

Apr 17 - 28, '06 WMDC

May 1 - 12, '06 EMDC

Jun 19 - 30, '06 WMDC

Aug 21 - Sep 1, '06 WMDC

Sep 5 - 15, '06 EMDC

Oct 10 - 20, '06 (FY 2007)EMDC

Dec 11 - 22, '06 (FY 2007) EMDC

***Executive Development Seminar: Blended Course***

\$3,500

Mar 20 - May 5, '06 online virtual classroom WMDC

May 15 - Jul 7, '06 online virtual classroom WMDC

Jul 17 - 21, '06 residential program WMDC

***Executive Supervisory Skills***

\$2,900

Apr 24 - 28, '06 EMDC

Jul 10 - 14, '06 EMDC

***Facilitative Leadership***

\$3,300

Nov 14 - 18, '05 WMDC

Jun 19 - 23, '06 WMDC

***Federal Budgetary Policies and Processes***

\$4,300

Apr 3 - 14, '06 WMDC

***Federal Regulatory Policy***

\$2,900

Apr 3 - 7, '06 WMDC

Oct 2 - 6, '06 (FY 2007) WMDC

***Government Performance and Results: Managing your Organization to Outcomes and Results***

\$2,900

Jan 23 - 27, '06 EMDC

**FY 2006 Course Schedule and Cost (Includes 1st Quarter FY 2007) (Continued)**

***Homeland Security: Critical Infrastructure Protection***

\$2,900

Jan 9 - 13, '06 EMDC  
 Mar 6 - 10, '06 WMDC  
 Jun 19 - 23, '06 EMDC  
 Nov 27 - Dec 1, '06 (FY 2007) EMDC

***Homeland Security: Understanding the Enemy***

\$2,900

Oct 31 - Nov 4, '05 EMDC  
 Feb 27 - Mar 3, '06 EMDC  
 May 8 - 12, '06 WMDC  
 Aug 21 - 25, '06 EMDC  
 Oct 16 - 20, '06 (FY 2007)EMDC

***Leadership Assessment Program***

\$4,800

Jan 23 - 27, '06 EMDC  
 Feb 6 - 10, '06 WMDC  
 Mar 6 - 10, '06 EMDC  
 May 1 - 5, '06 EMDC  
 Jul 17 - 21, '06 EMDC  
 Sep 18 - 22, '06 EMDC  
 Oct 30 - Nov 2, '06 (FY 2007) EMDC

***Leadership Communications Workshop: Interpersonal Communications***

\$4,300

Feb 6 - 10, '06 EMDC  
 Apr 17 - 21, '06 WMDC  
 Jul 24 - 28, '06 WMDC  
 Sep 18 - 22, '06 WMDC

***Leadership Foundation Seminar***

\$2,900

Oct 17 - 21, '05 WMDC  
 Apr 24 - 28, '06 WMDC  
 Jun 26 - 30, '06 WMDC

***Leadership Potential Seminar***

\$4,300

Oct 17 - 28, '05 EMDC  
 Nov 28 - Dec 9, '05 WMDC  
 Jan 17 - 27, '06 WMDC  
 Feb 21 - Mar 3, '06 EMDC  
 Mar 20 - 31, '06 WMDC  
 Apr 17 - 28, '06 EMDC  
 May 15 - 26, '06 WMDC  
 Jun 5 - 16, '06 EMDC  
 Jul 10 - 21, '06 WMDC  
 Aug 7 - 18, '06 WMDC  
 Aug 21 - Sep 1, '06 EMDC  
 Sep 18 - 29, '06 EMDC  
 Oct 23 - Nov 3, '06 (FY 2007) EMDC  
 Nov 27 - Dec 8, '06 (FY 2007) EMDC

**FY 2006 Course Schedule and Cost (Includes 1st Quarter FY 2007) (Continued)*****Leadership Skills for Non-Supervisors/Non-Managers***

\$3,300

\*Nov 13 - 18, '05 WMDC

\*Dec 11 - 16, '05 EMDC

\*Feb 12 - 17, '06 WMDC

\*Apr 9 - 14, '06 WMDC

\*May 7 - 12, '06 WMDC

\*Jun 4 - 9, '06 EMDC

\*Jul 23 - 28, '06 WMDC

\*Aug 20 - 25, '06 WMDC

\*Nov 12 - 17, '06 (FY 2007) WMDC

***Leading Successful Projects: Putting Principles into Action I***

\$3,600

\$5,450 for both Advanced Levels

Nov 28 - Dec 2, '05 EMDC

Feb 6 - 10, '06 WMDC

May 8 - 12, '06 WMDC

Aug 7 - 11, '06 WMDC

Oct 23 - 27, '06 (FY 2007) WMDC

***Lessons for the New Workplace: Leading Through Change and Chaos***

\$2,900

Jul 24 - 28, '06 WMDC

***Management Assessment Program***

\$4,800

Dec 5 - 9, '05 WMDC

Feb 13 - 17, '06 EMDC

Apr 3 - 7, '06 WMDC

Jun 19 - 23, '06 WMDC

Jul 31 - Aug 4, '06 WMDC

Oct 16 - 20, '06 (FY 2007) WMDC

Dec 4 - 8, '06 (FY 2007) WMDC

***Management Development Seminar***

\$4,300

\$4,700 with Individual Coaching

Oct 24 - Nov 4, '05 WMDC

Nov 28 - Dec 9, '05 EMDC

Jan 17 - 27, '06 WMDC

Feb 6 - 17, '06 EMDC

Feb 21 - Mar 3, '06 WMDC

Mar 20 - 31, '06 WMDC

Apr 3 - 14, '06 EMDC

May 1 - 12 '06 WMDC

May 15 - 26, '06 EMDC

Jun 5 - 16, '06 WMDC

Jul 10 - 21, '06 WMDC

Jul 24 - Aug 4, '06 EMDC

Aug 7 - 18, '06 EMDC

Sep 5 - 15, '06 EMDC

Sep 18 - 29, '06 WMDC

Oct 10 - 20, '06 (FY 2007) WMDC

Nov 27 - Dec 8, '06 (FY 2007) WMDC

**FY 2006 Course Schedule and Cost (Includes 1st Quarter FY 2007) (Continued)*****Managing Information Systems Projects***

\$2,200

Oct 25 - 27, '05 WMDC

Mar 14 - 16, '06 WMDC

Jun 13 - 15, '06 WMDC

Aug 29 - 31, '06 WMDC

Nov 14 - 16, '06 (FY 2007) WMDC

***Managing Project Managers***

\$2,200

Jan 24 - 26, '06 WMDC

Apr 4 - 6, '06 WMDC

Jul 11 - 13, '06 WMDC

Sep 26 - 28, '06 WMDC

***Mission to the STARS: Leadership for Critical Times***

\$2,250

Mar 8 - 9, '06 AL

Sep 20 - 21 '06 AL

***National Security Policy***

\$4,300

Sep 5 - 15, '06 WMDC

***Natural Resources Seminar***

\$4,300

Sep 18 - 29, '06 EMDC

***Optimizing Project Performance1***

\$3,600 or \$5,450 for both Advanced Levels

Dec 5 - 9, '05 EMDC

Feb 13 - 17, '06 WMDC

May 15 - 19, '06 WMDC

Aug 14 - 18, '06 WMDC

***Project Management Principles***

\$3,600

Feb 27 - Mar 3, '06 WMDC

Apr 17 - 21, '06 WMDC

Jul 31 - Aug 4, '06 WMDC

Oct 2 - 6, '06 (FY 2007) WMDC

***Passing the Project Management Professional Exam***

\$1,450

Dec 12 - 15, '05 Denver, CO

Mar 6 - 9, '06 San Antonio, TX

May 22 - 25, '06 Bethesda, MD

Aug 28 - 31, '06 Kansas City, MO

Nov 13 - 16, '06 (FY 2007) San Diego, CA

***Science, Technology, and Public Policy***

\$4,300

Nov 28 - Dec 9, '05 EMDC

Apr 17 - 28, '06 EMDC

Jul 10 - 21, '06 EMDC

Dec 11 - 22, '06 (FY 2007) EMDC

**FY 2006 Course Schedule and Cost (Includes 1st Quarter FY 2007) (Continued)**

***Seminar for New Managers: Leading People***

\$4,300

Oct 17 - 28, '05 WMDC  
 Oct 31 - Nov 10, '05 EMDC  
 Nov 28 - Dec 9, '05 WMDC  
 Feb 21 - Mar 3, '06 WMDC  
 Mar 20 - 31, '06 EMDC  
 Apr 17 - 28, '06 WMDC  
 May 15 - 26, '06 EMDC  
 Jun 19 - 30, '06 EMDC  
 Jul 10 - 21, '06 WMDC  
 Aug 7 - 18, '06 EMDC  
 Sep 5 - 15, '06 WMDC  
 Oct 10 - 20, '06 (FY 2007)WMDC  
 Nov 27 - Dec 8, '06 (FY 2007) EMDC

***Seminar for New Managers: Blended Course***

\$3,500

Apr 3 - May 19, '06 online virtual classroom WMDC  
 Jul 31 - Sep 15, '06 online virtual classroom WMDC  
 Sep 25 - 29, '06 residential program WMDC

***Seven Steps to Performance Based Acquisition & Performance Based Management***

\$2,900

Nov 28 - Dec 2, '05 EMDC  
 Feb 6 - 10, '06 EMDC  
 Apr 10 - 14, '06 EMDC  
 Jun 12 - 16, '06 WMDC  
 Sep 18 - 22, '06 EMDC  
 Nov 13 - 17, '06 (FY 2007) EMDC

***Strategic Diversity: A Business Necessity***

\$2,900

Apr 17 - 21, '06 EMDC

***Strategic Leadership: Building Performance-Based Organizations2***

\$3,300

\$4,850 for Both Seminars

Mar 6 - 10, '06 WMDC  
 Jun 5 - 9, '06 EMDC  
 Aug 7 - 11, '06 WMDC

***Strategic Leadership: Leading Culture Change2***

\$3,300

\$4,850 for Both Seminars

Mar 13 - 17 '06 WMDC  
 Jun 12 - 16, '06 EMDC  
 Aug 14 - 18, '06 WMDC

***Strategic Management of Human Capital***

\$2,250

Jan 24 - 26, '06 EMDC  
 May 31 - Jun 2, '06 EMDC  
 Sep 12 - 14, '06 EMDC  
 Dec 11 - 13, '06 (FY 2007) EMDC

**FY 2006 Course Schedule and Cost (Includes 1st Quarter FY 2007) (Continued)**

***Supervisory Leadership Seminar***

\$4,300

Oct 17 - 28, '05 EMDC  
 Nov 28 - Dec 9, '05 WMDC  
 Feb 21 - Mar 3, '06 EMDC  
 Mar 20 - 31, '06 WMDC  
 Apr 3- 14, '06 EMDC  
 May 15 - 26, '06 WMDC  
 Jun 5 - 16, '06 EMDC  
 Aug 21 - Sep 1, '06 EMDC  
 Sep 18 - 29, '06 WMDC  
 Oct 23 - Nov 3, '06 (FY 2007) EMDC  
 Nov 27 - Dec 8, '06 (FY 2007) WMDC

***Team Building and Team Leadership***

\$2,900

Oct 31 - Nov 4, '05 EMDC  
 Dec 12 - 16, '05 WMDC  
 Feb 13 - 17, '06 WMDC  
 Mar 13 - 17, '06 EMDC  
 Apr 10 - 14, '06 WMDC  
 May 8 - 12, '06 EMDC  
 Jun 5 - 9, '06 WMDC  
 Jul 31 - Aug 4, '06 EMDC  
 Sep 11 - 15, '06 WMDC  
 Nov 13 - 17, '06 (FY 2007) EMDC

***Training Through Online Learning: Basic Design and Development Skills***

\$3,300

Jan 9 - 13, '06 WMDC

***United States Foreign Policy***

\$2,900

Jul 10 - 14, '06 EMDC

***Women's Leadership Seminar***

\$2,900

Jun 5 - 9, '06 WMDC

Example of FSA-1039

**This form is available electronically.**

<b>FSA-1039</b> (11-30-05)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency <b>2006 Management Development Centers                  NOMINATION FORM</b> <b>Note: Deadline December 21, 2005</b>		1. Name of the State and County of Applicant  STATE: _____  COUNTY: _____	
2. Applicants Name and Home Address (Including Zip Code)		3. Applicants Work Address (Including Zip Code)		4. Division/Staff	5. Stop Code
6. Work Email Address		7. Title		8. Grade (GS or CO)	
9A. Home Telephone No. (Include Area Code)		9B. Work Telephone No. (Include Area Code)		9C. Office Fax No. (Include Area Code)	
<b>10. Select your 1st and 2nd choice seminars.</b>					
<b>1st Choice*</b>					
Course*:					
Location 1st Choice*:					
Location 2nd Choice*:					
Dates 1st Choice*:					
Dates 2nd Choice*:					
<b>2nd Choice*</b>					
Course*:					
Location 1st Choice*:					
Location 2nd Choice*:					
Dates 1st Choice*:					
Dates 2nd Choice*:					
* Indicate a 1st and 2nd choice seminar, location, and date. Competition for seminars is very keen and therefore we sometimes have to schedule participants for their second choice.					
11. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified. Travel costs will be funded by the employee's office travel budget.					
11A. Supervisor Print Name		11B. Supervisor's Signature		11C. Date (MM-DD-YYYY)	
11D. State Executive Director Print Name		11E. State Executive Director's Signature		11F. Date (MM-DD-YYYY)	
12. Other required information to be included with this nomination form:					
A. Current resume, OF-612 that includes the following: - full name - home address - applicant's signature - dated  B. Written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position. (Note: When providing the written statement, address the following abilities or competencies individually). - Oral - Written - Interpersonal communication - Leadership - Initiative - Technical competencies  C. List of all formal training courses taken in the last 5 years.					
<b>NOTE: FAXED COPIES ARE NOT ACCEPTED.</b>					
<b>13. Please submit the nomination form, and other information listed in item 12 (one original and two copies), by December 21, 2005</b>					
USDA-FSA-HRD, Training and Development Branch Stop 0574 Regina Duncan 1400 Independence Avenue, SW Washington, DC 20250-0574 Telephone Number: 202-418-9053			<b>OR FEDEX TO:</b> USDA-FSA-HRD, Training and Development Branch Regina Duncan 2101 L Street, NW, Suite 303-A Washington, DC 20037 Telephone Number: 202-418-9053		
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