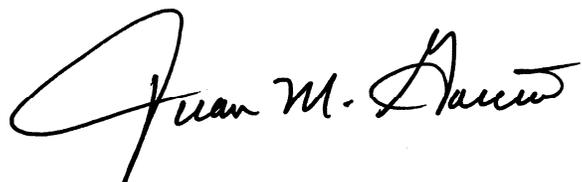


For: FSA Employees

Revised USDA Nondiscrimination Statement

Approved by: Administrator



1 Overview

A Background

DR 4300-03 establishes the policy for ensuring positive and continuing notification of USDA’s equal opportunity policy to the public. The Office of the Assistant Secretary for Civil Rights has revised the nondiscrimination statement. The revised nondiscrimination statement clarifies USDA’s policy about discrimination and provides the different methods of filing a complaint.

B Purpose

This notice provides the nondiscrimination statement that shall be used until revised DR 4300-003 is cleared and issued by USDA.

At a minimum, the statement “**USDA is an equal opportunity provider and employer.**” **must** be used on all material too small to permit the full statement to be included.

C Contact

If there are any questions about this notice, contact Jonathan Howard by e-mail to jonathan.howard@wdc.usda.gov.

Disposal Date	Distribution
January 1, 2014	All FSA Employees; State Offices relay to County Offices

Notice AO-1563

2 Nondiscrimination Policy

A Nondiscrimination Statement

USDA's nondiscrimination statement is as follows:

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)”

B Filing Program Complaints

USDA's program complaint filing policy is as follows:

“If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or e-mail at program.intake@usda.gov.”

C Persons With Disabilities Policy

USDA's persons with disabilities policy is as follows:

“Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).”