



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

November 19, 2009

IOWA INSTRUCTION 230-384 SECOND EDITION - NON-DISCRIMINATION STATEMENT ON PUBLICATIONS

Part 384.0 PURPOSE

This Iowa Instruction provides direction regarding non-discrimination statements on all publications on display in all offices and distributed at events. All publications displayed in or distributed by any office must have a non-discrimination statement.

Part 384.1 SCOPE

These instructions will be followed by all NRCS offices, including RC&D offices located in non-federal space.

Part 384.2 FILING INSTRUCTIONS

File a paper copy of this Instruction and the attachment in the NRCS file system under file code folder 230 - Equal Opportunity for three years.

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims
State Conservationist

Attachment

E
DSC Employees

(IA Instruction 230-384 Second Edition – November 2009)

Helping People Help the Land

An Equal Opportunity Provider and Employer

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1. PURPOSE:

This Iowa Instruction provides direction regarding non-discrimination statements on all publications on display in all offices and distributed at events. All publications displayed in or distributed by any office must have a non-discrimination statement.

2. ROLES AND RESPONSIBILITIES:

NRCS requires that all publications on display in or distributed by all offices include a non-discrimination statement. NRCS publications must include the NRCS non-discrimination statement; non-NRCS publications must include the statement used by the agency or organization that developed the publication. NRCS publications that include the shortened version “**USDA is an Equal Opportunity Provider and Employer,**” are acceptable. If a publication does not include a non-discrimination statement, it will not be displayed in an NRCS office.

3. PROCESS:

All existing publications without a non-discrimination statement will be removed from public display in all offices. From this day forward, publications without a non-discrimination statement will not be displayed or distributed. Non-discrimination statement labels should be used on older NRCS publications that do not have a non-discrimination statement. Labels will be printed in each office on Avery Label 5663 (2”x 4 ¼”) utilizing the attached label document. A label with the shortened version non-discrimination statement can be used when there is not sufficient space for the full statement. Labels of the shorten version non-discrimination statement, “**USDA is an Equal Opportunity Provider and Employer,**” will be developed locally. If sufficient space exists, the full statement must be used.

For use in development of new NRCS publications, the current NRCS non-discrimination statement is:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, 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, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202)720-6382 (TDD). USDA is an equal opportunity provider and employer.

For future reference, use the following link to access the most current NRCS non-discrimination statement: http://www.usda.gov/wps/portal/!ut/p/ s.7_0_A/7_0_1OB?navtype=FT&navid=NON_DISCRIMINATION.

Please contact Tanya Meyer-Dideriksen, State Outreach Coordinator, at (515) 284-4525 or Tanya.meyer@ia.usda.gov with any questions.

Approved By:

Date:

/s/ Richard Sims
State Conservationist
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11/20/2009