



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

June 18, 2013

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

IA384.0 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.

IA384.1 SCOPE

These instructions will be followed by all NRCS offices.

IA384.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Topics/People/NRCS Employees/Iowa NRCS eDirectives or at this link [Iowa NRCS eDirectives website](#).

/s/

Jay T. Mar
State Conservationist

Attachment

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IDALS

(IA Instruction 230-384 Fourth Edition – June 2013)

Helping People Help the Land

An Equal Opportunity Provider and Employer

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

1. PURPOSE:

This Iowa Instruction provides direction regarding non-discrimination statements on all USDA/NRCS materials produced by USDA, NRCS, or recipients of USDA or NRCS program assistance for public information.

2. ROLES AND RESPONSIBILITIES:

In accordance with Departmental Regulation 4300-003, Equal Opportunity Public Notification Policy, the appropriate non-discrimination statement must appear on all USDA/NRCS materials produced by USDA, NRCS, or recipients of USDA or NRCS program assistance for public information, public education, or public distribution including, but not limited to program information, district newsletters, agency letterhead, fact sheets, publication, etc.

3. PROCESS:

The appropriate non-discrimination statement must appear on all USDA/NRCS materials produced by USDA, NRCS, or recipients of USDA or NRCS program assistance for public information, public education, or public distribution including, but not limited to program information, district newsletters, agency letterhead, fact sheets, publications, etc. If the material is too small to permit the full statement, the material will, at minimum, include the non-discrimination statement shortened version: **An Equal Opportunity Provider and Employer**. For use in development of new NRCS publications, the current NRCS non-discrimination statement is:

Non-Discrimination Policy

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 apply to all programs and/or employment activities.)

To File an Employment Complaint

If you wish to file an employment complaint, you must contact your agency's [EEO Counselor](#) within 45 days of the date of the alleged discriminatory act, event, or in the case of a personnel action. Additional information can be found online at http://www.ascr.usda.gov/complaint_filing_file.html.

To File a Program Complaint

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. 20250-9419, by fax at (202) 690-7442, or email at program.intake@usda.gov.

Persons with Disabilities

Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an

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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 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).

Supplemental Nutrition Assistance Program

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish, or call the [State Information/Hotline Numbers](#).

All Other Inquires

For any other information not pertaining to civil rights, please refer to the listing of the [USDA Agencies and Offices](#).

Please contact Laura Crowell, State Outreach Coordinator, at (515) 284-4262, or laura.crowell@ia.usda.gov with any questions.

Approved By: /s/

Date: June 18, 2013

Jay T. Mar
State Conservationist
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