USDA

United States Department of Agriculture

Office of the Secretary

Office of Small and Disadvantaged Business Utilization

1400 Independence Avenue, SW

Washington, DC 20250-9501

MEMORANDUM

OCT 19 2009

TO: Agency Heads

FROM: Quinton N. Robinson
Director
Office of Small and Disadvantaged Business Utilization

SUBJECT: AbilityOne Program Awareness

As part of the Department of Agriculture's (USDA) National Disability Employment Awareness Month activities, the Department will host several events. These events will be held on October 22 in Beltsville, Maryland, on November 4 at the Whitten Patio in Washington, DC, and in January 2010 at the Riverdale Center in Maryland. This month is an especially appropriate time to celebrate the AbilityOne Program and recognize the talents, skills, and dedication of those Americans who are blind or have other severe disabilities.

The AbilityOne Program provides a wide range of professional and business support services. Currently, USDA has contracted with AbilityOne non-profit agencies for mailroom, administrative and custodial services, secure document destruction, and publication distribution. The AbilityOne Program also has the capability to provide a variety of other services, such as secure mail/digital document services, switchboard and call center operation, vehicle maintenance and management, and warehousing/distribution. Products available under the AbilityOne Program include a wide range of office supplies, "green" cleaning products, hardware items, medical/surgical products, and textiles.

All USDA purchase card users and acquisition personnel should make AbilityOne their first stop when purchasing supplies and services. To learn about the AbilityOne Program and the important role it plays in providing products and services to USDA and other federal agencies, please contact Lisa Faleskie, USDA AbilityOne Program Liaison at 202-690-0113 or at lisa.faleskie@da.usda.gov for additional information. You may also contact your Agency's AbilityOne Program Liaison.

The AbilityOne Program is an integral part of USDA's procurement strategy, and I appreciate your continued support of this valuable program. Please share this memorandum with Agency employees, especially those procuring goods and services in support of your mission's needs.

cc: Heads of Contracting Activity
AbilityOne Program Liaisons
Purchase Card Holder Managers