

For: State Offices and Service Centers

**Completing FSA-831 (RPT-I-00-OCR-08-1)**

Approved by: Administrator



**1 Overview**

**A Background**

According to 18-AO, DD's shall conduct reviews for civil rights and EEO. Civil rights and EEO reviews are recorded on FSA-831.

**B Purpose**

This notice:

- reminds State Offices and Service Centers that:
  - report submission is mandatory
  - FSA-831 shall be prepared electronically online, typewritten, or handwritten

**Note:** If handwritten, print legibly.

- clarifies the reporting process.

These changes will be incorporated into the 18-AO revision. The current version of FSA-831 is available electronically at <http://165.221.16.90/DAM/ffasforms/forms.html>.

|                      |   |
|----------------------|---|
| <b>Disposal Date</b> | <b>Distribution</b>                                   |
| October 1, 2011      | State Offices; State Offices relay to Service Centers |

**Notice AO-1469**

**2 Action**

**A Actions Required Effective Immediately**

Follow this table for the actions required immediately.

| <b>Step</b> | <b>Action</b>  | <b>Follow-Up Required</b>   |
|-------------|--|---|
| 1           | State Offices shall select one-third of Service Centers in each district each FY so that each office is reviewed every 3 years.  | Yes, to ensure that Service Centers selected are reviewed.  |
| 2           | DD's shall review Service Centers selected to evaluate compliance, performance, and effectiveness in the areas of civil rights and EEO.  | Yes, to ensure that deficiencies have been corrected and the office is in compliance.   |
| 3           | DD's shall complete FSA-831, RPT-I-00-OCR-08-1.  | No.   |
| 4           | DD's shall: <ul style="list-style-type: none"> <li>• transmit FSA-831 to SED's no later than May 15 annually</li> <li>• provide a copy to the Service Center to maintain on file.</li> </ul>   | Yes, State Offices shall ensure that FSA-831 is received for each office assigned for review and that each FSA-831 is complete, including signatures. |
| 5           | State Civil Rights Coordinator shall review FSA-831.   | Yes, to ensure that all forms are properly completed.   |
| 6           | SED shall review and approve/disapprove FSA-831.   | SED shall follow-up to ensure that corrections are made within the same FY as the review.   |
| 7           | After review and signature of FSA-831, SED shall submit copies of FSA-831's for all offices reviewed to OCR, by June 1 of each FY to the following address:<br><br>FSA/OCR/PCIB<br>4121 Carmichael Road, Ste. 304<br>Montgomery, AL 36106. |   |
| 8           | By June 1, SED shall send a memorandum only to DAFO that lists the names of the offices reviewed. A copy of that memorandum will accompany FSA-831's sent to OCR, Program Complaints Inquiry Branch (PCIB).                                |   |
| 9           | PCIB shall: <ul style="list-style-type: none"> <li>• maintain operational files and a tracking system for these forms</li> <li>• analyze all data and contact SED if additional information or follow-up is required.</li> </ul>           |   |
| 10          | During the Civil Rights and EEO State Management Review process, offices will be spot-checked for compliance by OCR.   |   |

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### 2 Action (Continued)

#### B Contact

Direct questions about this notice to Carnell McAlpine, Chief, OCR, PCIB by either of the following:

- e-mail at [carnell.mcalpine@al.usda.gov](mailto:carnell.mcalpine@al.usda.gov)
- telephone at 334-279-3423.