

For: State Offices and Service Centers

Civil Rights and EEO State Management Review (SMR) Schedule

Approved by: Administrator



1 Overview

A Background

Civil rights and EEO SMR is the systematic process by which OCR accesses and analyzes States' efforts to meet their internal and external civil rights and EEO obligations as mandated by Federal laws, executive orders, and Departmental/FSA policies, procedures, handbooks, and directives relative to the administration and management of FSA programs and services. OCR, Program Complaints Inquiry Branch has the responsibility for coordinating and conducting internal and external reviews.

B Purpose

This notice informs State Offices of the FY 2013 civil rights and EEO SMR schedule.

C Contact

Direct questions about this notice to Olan Sanders, Jr., by either of the following:

- e-mail at olan.sanders@usda.gov
- telephone at 334-279-3477.

Disposal Date	Distribution
September 1, 2013	State Offices; State Offices relay to Service Centers

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2 Review Schedule

A State Offices and FY 2013 Review Dates

The following table provides FY 2013 review dates for applicable States.

State	Review Dates
Alabama	April 8-12, 2013
Maine	May 6-10, 2013
Illinois	June 10-14, 2013
Minnesota	August 12-16, 2013

B Notification

State Offices will be notified 60 calendar days before the date of the scheduled review of the following:

- dates and times of entrance and exit conferences
- location of Service Centers to be reviewed in addition to the State Office
- information required before the review
- work area and interview room required during the review process, if applicable
- staff requested to be available in person or by telephone during the review process.