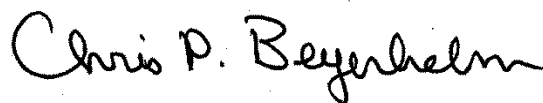


For: FSA SED's and SCRC's

Mandatory State Civil Rights Coordinator (SCRC) Training for State Employees

Approved by: Acting Administrator



1 Overview

A Background

FSA OCR has scheduled mandatory training for all SCRC's. The training is scheduled to be presented in 2 separate training sessions to accommodate different time zones. The 2 sessions are as follows:

- Tuesday, March 10, 2015, at 10:00 a.m. EDT
- Tuesday, March 10, 2015, at 2:00 p.m. EDT.

All appointed SCRC's are required to:

- participate in this mandatory training
- review their duties and responsibilities, according to 18-AO, before the training sessions.

The SCRC training will be conducted by members of the OCR Complaints and Program Analysis Branch and the Program Complaints Inquiry Branch.

B Purpose

This notice provides information on the:

- mandatory training for all SCRC's
- training participation and access, registration, and contact for questions.

Disposal Date	Distribution
April 1, 2015	All FSA SED's and SCRC's

2-26-15

2 SCRC Training

A SCRC Training Objectives

SCRC training objectives are as follows:

- provide a detailed overview of SCRC responsibilities
- create an awareness of the systematic program complaint process and the conduct of Fact Finding Inquiries and Agency Position Statements
- broaden knowledge of the purpose, scope, and execution of the Agency's CR and EEO State Management Compliance Reviews
- provide a detailed overview of the Agency's CR compliance reporting requirements.

Note: Participants will receive an electronic copy of the SCRC manual, which is posted as a reference guide on the SharePoint web site.

B Training Participation Access

The training will be conducted in a webinar format facilitated by OCR. All SCRC's will participate in this training through the use of a phone line for audio and desktop and/or laptop for PowerPoint presentations.

Note: All SED's **must** ensure that their respective appointed SCRC is available to participate in this required training.

C Registration

Registration for the training will occur when the SCRC participants log-in for the training on the selected date. When prompted, the SCRC will type their full name. OCR will capture and monitor all participants logged-on. Additional information and instructions will be sent to SCRC's, and SED's will be copied.

Note: All participants logged-in will be recorded.

B Contact

For questions about this notice, contact Charles A. Russell II by either of the following:

- e-mail to **charles.russell@wdc.usda.gov**
- telephone at 202-720-9413.