

**For:** State Offices and Service Centers

**Civil Rights and EEO State Management Review (SMR) Schedule**

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**Approved by:** Administrator



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**1 Overview**

**A Background**

Civil rights and EEO SMR is the systematic process by which OCR accesses and analyzes State Offices' 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 is responsible for coordinating and conducting internal and external reviews.

**B Purpose**

This notice informs State Offices of the FY 2016 Civil Rights and EEO SMR schedule.

**C Contact**

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

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

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<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2016	State Offices; State Offices relay to Service Centers

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**Notice AO-1637**

**2 Review Schedule**

**A State Offices and FY 2016 Review Dates**

This table provides the FY 2016 Civil Rights and EEO SMR schedule.

<b>State</b>	<b>Review Dates</b>
Mississippi	February 22 through 26, 2016
Tennessee	March 28 through April 1, 2016
Louisiana	April 25 through 29, 2016
Hawaii/Guam	May 23 through 27, 2016
Massachusetts	June 20 through 24, 2016
Rhode Island	July 18 through 22, 2016
Idaho	August 8 through 12, 2016
North Dakota	August 22 through 26, 2016

**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.