

**For:** State Offices and Service Centers

**FY 2012 Civil Rights and EEO State Management Review (SMR) Schedule**

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**Approved by:** Administrator



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**1 Overview**

**A Background**

OCR has the responsibility to conduct State Office and Service Center SMR's for civil rights, EEO, and accessibility according to 18-AO. Civil Rights and EEO SMR's are conducted by reviewing files, conducting interviews, analyzing data, reviewing accessibility, and reviewing posted public information. The OCR, Program Complaints Inquiry Branch, is responsible for coordinating SMR's.

**B Purpose**

This notice informs State Offices of the FY 2012 SMR schedule.

**C Contact**

Direct any questions about this notice to Carnell McAlpine by either of the following:

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

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<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2012	State Offices; State Offices relay to Service Centers

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**Notice AO-1529**

**2 SMR Schedule**

**A State Offices and SMR Dates**

The following table provides State Offices to be reviewed in FY 2012 and SMR dates.

<b>State</b>	<b>SMR Dates</b>
Alabama	February 7-9, 2012
Virginia	March 27-29, 2012
New York	May 8-10, 2012
Maine	June 19-21, 2012
Texas	July 17-19, 2012

**B Notification**

State Offices will be notified by mail 60 calendar days before the date of the scheduled review. Complete details of the SMR process will be included in the notification letter. All State Office staff, including DD's, and staff of the Service Centers selected for SMR should be available by telephone for the SMR process and interviews.