



United States Department of Agriculture
Rural Development
Oregon State Office

December 12, 2006

SUBJECT: FY 2007 State Internal Review Process

TO: All Rural Development Employees
Oregon

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to establish the FY 2007 State Internal Review (SIR) process for Oregon State Rural Development.

COMPARISON WITH PREVIOUS AN:

Because this AN pertains to the SIR process for FY 2007, no previous an has been issued.

IMPLEMENTATION RESPONSIBILITIES:

The SIR process is a state management review of operations in field offices and centralized program functions. These reviews consist of a comprehensive evaluation by state office employees of the delivery of programs and administrative functions within the state. Steven Maged is designated as the Management Control Officer (MCO) for Oregon State Rural Development. The MCO is the team coordinator for all SIRs.

The SIR team shall complete reviews of all field offices and centralized programs at least once every five years. SIRs have been scheduled on a 5-year plan as shown below. The 5-year SIR plan is subject to revisions based on personnel changes, staff and budget resources. A Mini-SIR is required for each program reviewed when compliance falls below 80%.

EXPIRATION DATE:
September 30, 2007

FILING INSTRUCTIONS
Preceding RD Instruction 2006-M

1201 NE Lloyd Blvd., Suite 801, Portland, OR 97232-1274
Phone: (503) 414-3300 • Fax: (503) 414-3385 • TTY: (503) 414-3387
Web: <http://www.rurdev.usda.gov/or/>

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OFFICE	LAST REVIEW	DATE REVIEW SCHEDULED
MEDFORD	11/20/02	APRIL 2007
PENDLETON	2/10/03	FY 2008
EUGENE	1/10/05	FY 2010
REDMOND	5/2/05	FY 2010
ROSEBURG	1/30/06	FY 2011
SALEM	5/8/05	FY 2011
FIELD OFFICE REVIEWS WILL CONSIST OF SFH (DIRECT & GUARANTEED) AND ADMINISTRATIVE REVIEWS		
CENTRALIZED PROGRAMS/AREAS		
CP	9/03	FY 2008
MFH	9/03	FY 2008
RBS	(BPAR) 5/04	FY 2009
ALL REVIEWS WILL INCLUDE CIVIL RIGHTS, ENVIRONMENTAL AND COMMUNITY DEVELOPMENT		
<i>Please note that these review dates are tentative and alternative dates may need to be selected to accommodate business-related commitments. Field Offices will receive notice at least 20 working days prior to an SIR.</i>		

A State Senior Management (SSM) team is hereby established to assist the MCO and State Director plan the SIRs, review team reports and offices' action plans and make recommendations on report closure. The SSM team for FY 2007 is as follows: Patty Seawell, Administrative Program Director; Sharon Shaffer, SFH Program Director, Jill Davis, MFH Program Director; Wayne Dunlap, CP Program Director, Jeff Deiss, BCP Program Director.

The following State Office employees are hereby designated as the SIR team responsible for conducting SIRs in Oregon State for FY 2007: Anita Aguigui, Civil Rights Manager, Barb Brandon, SFH Specialist, Mona Ellison, State Environmental Coordinator, Eric Herst, OCD Coordinator, Barbara Ingersoll, Human Resource Manager Anne Levens, SFH Specialist, and Steven Maged, Management Control Officer

All Rural Development employees should review RD Instruction 2006-M to familiarize themselves with the SIR process, including roles and responsibilities. The FY 2007 SIR Guides can be found on the Oregon State Rural Development Intranet at <http://teamrd.usda.gov/rd/or/default.htm>. If there are any questions regarding the SIR process, please contact Steven Maged, MCO at (503) 414-3314.

/s/ Signed by Mark Simmons

MARK SIMMONS

State Director

