



United States Department of Agriculture
Rural Development
Oregon State Office

December 30, 2008

SUBJECT: FY 2009 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 2009 State Internal Review (SIR) process for Oregon State Rural Development.

COMPARISON WITH PREVIOUS AN:

This AN replaces AN 1304 (2006-M) dated December 18, 2007.

IMPLEMENTATION RESPONSIBILITIES:

The SIR process is a state management review of operations in Area and Satellite offices. 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 Area and Satellite offices at least once every five years. SIRs are 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, 2009

FILING INSTRUCTIONS
Preceding RD Instruction 2006-M

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OFFICE	LAST REVIEW	DATE REVIEW SCHEDULED
MEDFORD*	9/20/08	FY 2013
PENDLETON	2/10/03	JUNE 2009
LAGRANDE*	-	JUNE 2009
CORVALLIS	-	FY 2010
REDMOND	5/2/05	FY 2010
ROSEBURG	1/30/06	FY 2011
AREA OFFICE REVIEWS WILL CONSIST OF SFH (DIRECT & GUARANTEED), MFH, BP, BCP, ADMINISTRATIVE REVIEWS, CIVIL RIGHTS, ENVIRONMENTAL AND COMMUNITY DEVELOPMENT.		
*SATELLITE OFFICE REVIEWS CONSIST ONLY OF A CIVIL RIGHTS REVIEW.		
<i>Please note that these review dates are tentative and alternative dates may need to be selected to accommodate business-related commitments. 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 review team reports and offices' action plans and make recommendations on report closure. The SSM team for FY 2009 is as follows: Lynn Swisher, Administrative Program Director; Rodney Hanson, Housing Director; John Brugger, CP Program Director; Jeff Deiss, BCP Program Director.

The following State Office employees are hereby designated as the SIR team responsible for conducting SIR's in Oregon State for FY 2009: Barb Brandon, SFH Specialist; Charlotte Rollier, State Environmental Coordinator; Dan Streng, BCP Specialist; Brian Otten, CP Specialist; Rachel Shultz, SFH Specialist; Dianna Chappell, MFH Specialist; Sherryl Gleason, MFH Specialist; and Steven Maged, Management Control Officer.

All employees should review RD Instruction 2006-M to familiarize themselves with the SIR process, including roles and responsibilities. The FY 2009 SIR Guides are located at: <https://rd.sc.egov.usda.gov/teamrd/rdom/cfo/fmd/sir2009/default.aspx>. If there are any questions regarding the SIR process, please contact Steven Maged, MCO at (503) 414-3314.

MARK SIMMONS
State Director

