

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
BISMARCK, ND 58502**

December 16, 2008

SUBJECT: State Internal Review (SIR) 5-Year Plan

TO: State Office and Field Offices in North Dakota

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to notify State Office and field office staff of the five year schedule for State Internal Reviews (SIRs) and centralized program reviews in North Dakota.

COMPARISON WITH PREVIOUS AN:

This AN replaces ND AN No. 1477 (2006-M) which expired September 30, 2008.

IMPLEMENTATION/RESPONSIBILITIES:

Management Control Officer (MCO) duties are delegated to Debra Steinwand. The MCO is the team coordinator for all SIRs.

Complete, comprehensive evaluation reviews in all program areas and administrative functions will be conducted in selected field offices and/or centralized State Office program areas each fiscal year in accordance with the requirements of Rural Development Instruction 2006-M and this Administrative Notice.

In compliance with RD Instruction 2006-M, the 5-year SIR plan is established as shown on Exhibit A. The SIR schedule for FY 2009 is as follows:

Dickinson Area Office	March 16 – 27, 2009
Bismarck Satellite Office	March 16 – 27, 2009
Williston Satellite Office	March 16 – 27, 2009
S/O – Business Programs (BCPAR)	February 2 - 13, 2009 Review will be conducted by the N/O

EXPIRATION DATE:
December 31, 2009

FILING INSTRUCTIONS:
Following RD Instruction 2006-M

A State Senior Management (SSM) team has been established to assist the State Director and MCO plan the SIRs, review SIR team reports and reviewed offices' action plans, and make recommendations regarding SIR report closure. The SSM team will be:

- Administrative Program Director
- Business & Community Program Director
- Housing Program Director
- Area Directors
- Team Leaders
- Civil Rights Manager
- Native American Program Coordinator
- Program Support Director

The SIR team appointed to conduct the field office SIRs for FY 2009 consists of the following State Office staff:

- Debra Steinwand, Management Control Officer
- Carol Reed, Civil Rights Manager / Assistant State Environmental Coordinator
- Bill Davis, Native American Program Coordinator (Community Development)
- Sandra Sipma, Contract Program Manager
- Barry Borstad, Single Family Housing Specialist
- Kathy Lake, Multi-Family Housing Specialist
- Sharon Durling, Multi-Family Housing Technician
- Myron Lepp, Administrative Program Director
- Elaine Anton, Human Resources Assistant
- Colleen Nosbusch, Budget Technician

All employees should review RD Instruction 2006-M and the SIR Handbook to familiarize themselves with the SIR process. If there are any questions regarding the SIR process, please contact Debra Steinwand at 701-530-2058.

/s/ Mark J. Wax
for CLARE A. CARLSON
State Director

Attachment

STATE INTERNAL REVIEW (SIR) 5-YEAR PLAN

OFFICE	LAST REVIEW	FY 09	FY 10	FY 11	FY 12	FY 13
Field Offices:						
Devils Lake Area Office	6-07				X	
Valley City Sub-Area Office	4-08					X
Dickinson Area Office	6-04	X				
Bismarck Satellite Office	1-07	X				
Williston Satellite Office	11-05	X				
Minot Sub-Area Office	4-06			X		
State Office Centralized Programs:						
Community Facilities	6-05		X			
Water & Waste and WEP State Review 6-05 N/O Review 11-06	6-05 11-06		X			
Rural Business Services	6-03 *BPAR	X *BCPAR				

Program areas to be reviewed in the Area and Sub-Area Offices include Multi Family Housing, Single Family Housing, Civil Rights, Environmental, Procurement, Community Development, and Administrative functions. The two satellite offices will be reviewed at the same time the SIR is conducted in the Dickinson Area Office.

Community Facilities, Water and Waste, and Rural Business-Cooperative Services program areas are centralized in the State Office. These program areas will be reviewed by a SIR Team consisting of individuals from other State Offices or the National Office.

* BCPAR – Business and Community Program Assessment Review (formerly BPAR Business Programs Assessment Review) – Reviews conducted by the National Office. These reviews are considered part of the SIR 5 year plan. If a BCPAR is not conducted a minimum of once every 5 years, then a SIR must be completed.