

**June 16, 2003**

**WEST VIRGINIA BULLETIN NO. WV 230-3-5**

**SUBJECT: EOP – Civil Rights Compliance Reviews**

**Purpose: To develop a list of the last Civil Rights Compliance Review Report and recommended schedule for future reviews**

**Expiration Date: This bulletin expires September 30, 2003**

**ACTION DUE BY: AREA OFFICE, July 11, 2003  
CRC, September 5, 2003**

**We are in the process of reviewing existing policy on Equal Opportunity in Program Delivery. In an effort to ensure that NRCS in West Virginia conducts periodic on site program compliance reviews in accordance with agency policy, laws, rules, and regulations which are pertinent to the delivery of NRCS programs and services, I request information on past Civil Rights Compliance Reviews conducted in your office.**

**I request all Area Offices to check their files for Area Office, Field Offices, and RC&D Offices last Civil Rights Compliance Review Report and compile a list of those dates. ASTC-FO will contact those offices that they are missing a copy of the last Civil Rights Compliance Review Report. Civil Rights Compliance Review Reports are normally filed under 230-15, Civil Rights. ASTC-FOs will submit a consolidated listing of Civil Rights Compliance Review Reports to Lorenzo Henderson by July 11, 2003.**

**I have asked the Civil Rights Committee (CRC) to develop a recommended schedule for Civil Rights Compliance Reviews starting in FY-04. This schedule will take into consideration the Field Office and RC&D Appraisal schedule for FY-04. The Civil Rights Compliance Reviews will include all collocated offices including Area Offices, Field Offices, RC&D Offices and Soil Survey Project Offices.**

**If there are questions, please contact Lorenzo Henderson at (304) 284-7544.**

*/s/*

**LILLIAN V. WOODS  
State Conservationist**

**Dist: O  
Truman Wolfe, Ex. Director, WVCA, Charleston, WV  
Joe Gumm, Pres., WVACD, Elkins, WV  
Jim McClelland, Pres., WVRC&D Assoc., Huntington, WV**