



# CIVIL RIGHTS COMPLIANCE REVIEW RECORD - FEDERALLY ASSISTED PROGRAMS, EMPLOYEE INTERVIEW

(Reference FSH 1709.11)

FS-1700-0006B (REV. 09/2023)  
OMB# 0596-0215  
Exp. XX/XX/XXXX

During a Post-award review. This form is to be used as a continuation of the Civil Rights Compliance Review Record for recipients of the Federal Financial Assistance. This section will record a response from an Employee of the Recipient only. It is necessary for the Forest Service to separate the CR Compliance Review form to protect the privacy of any individuals who agree to be interviewed during the post-award review. If the Recipient requests a copy of the full review record FS-1700-0006, this employee response FS-1700-0006B will not be included.

## PART I POST AWARD REVIEW INTERVIEW OF AN EMPLOYEE OF THE RECIPIENT

It is necessary for the Forest Service to separate the CR Compliance Review form to ensure the privacy of any individuals who agree to be interviewed for the review. Form FS-1700-0006B serves as a post award review record for employee(s) of recipients. The CR Review Forms A, B, C, will be kept with the Forest Service recipient's file. However, if the recipient requests a copy of the review, the form FS-1700-0006B is not to be provided.

| Yes | No | N/A |  |
|-----|----|-----|--|
|     |    |     | 1. Have you been trained or informed of your responsibilities under civil rights laws about nondiscrimination?         |
|     |    |     | 2. Have you received information on how to advise participants/customers on filing a program discrimination complaint? |

Name of Employee (Optional):

## PART II SUMMARIES

Use this section to provide more detail to the answers to specific questions.

## INSTRUCTIONS

Read the Paperwork Reduction Act and Privacy statements prior to respondents being asked to provide any information. **Part I - Additional Questions for Post-Award Reviews**

Note: This section does not apply to applicants. Only complete during a Post-Award Review.

- When possible, schedule employee interviews in advance of the onsite post-award compliance review and conduct interviews during the review of recipient's employees.
- Ask the questions and, as appropriate, and use Part II to record the employee interview responses.

### **Part II - Summaries for Post-Award Reviews**

- Use this section to describe or explain the answers to the Part I. questions made by employees of the recipient, and to summarize any deficiencies and/or barriers.

File the record along with FS-1700-0006A and FS-1700-0006C in the recipient's case file. If the Recipient requested a copy of the full review record in FS-1700-0006, this employee response FS-1700-0006B will not be included.

## PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid Office of Management and Budget (OMB) Control Number. The approved OMB Control Number for this information collection is 0596-0215. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are mandatory to obtain benefits. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to the U.S. Forest Service email address [SM.FS.InfoCollect@usda.gov](mailto:SM.FS.InfoCollect@usda.gov) and include the OMB Control Number in the subject line.

## PRIVACY ACT STATEMENT (5 U.S.C. § 552a)

**Purpose:** The Privacy Act of 1974 requires that the Office of the Assistant Secretary for Civil Rights (OASCR) provide the following statements to each individual from whom it requests information.

**Authority:** Collection of this information is authorized by the regulations of the Equal Employment Opportunity Commission (EEOC), 29 CFR § 1614. The submission of this information is voluntary, but the failure to do so may hamper the investigation of a claim and could also lead to dismissal of the complaint.

**Routine Uses:** The information collected will be used to determine whether your complaint is acceptable for investigation and in connection with any subsequent investigation and processing of your complaint.

**Disclosure:** A copy of this complaint will be provided to the Civil Rights office of the agency against whom it is filed. This form may be shown to any individual who may be required by regulations, policies or procedures of the EEOC or OASCR to provide information in connection with this complaint. Other disclosures may be: (a) to respond to a request from a Member of Congress regarding the status of the complaint or appeal; (b) to respond to a court subpoena or refer to a district court in connection with a civil suit; (c) to disclose information to authorized officials or personnel to adjudicate a complaint or appeal; or (d) to disclose information to another Federal agency or to a court or third party in litigation when the Government is party to a suit before court.