



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

(Reference FSH 1709.11)

FS-1700-0006B (REV. 08/2026)
OMB# 0596-0215
Exp. 10/31/2026

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 statement 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.

PAPERWORK REDUCTION ACT STATEMENT

According to the Paperwork Reduction Act of 1995, a Federal agency may not conduct or sponsor, and a person is not required to respond to, an information collection request unless it displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection request is 0596-0215. Response to this information collection request is voluntary. The authority for this information collection request is Title VI of the Civil Rights Act. The time required to complete this information collection request is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, collecting and maintaining the data needed, and completing and reviewing the information collection request. Send comments regarding this burden estimate or any other aspect of this information collection request, including suggestions for reducing the burden, to USDA Forest Service Information Collections Officer, SM.FS.InfoCollect@usda.gov, with OMB control number 0596-0215 in the subject line.

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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