

For: State and County Offices

County Operation Review (COR) Findings

Approved by: Deputy Administrator, Management



1 Scope of Review

A Background

In an audit of property and motor vehicle management, the COR team reviews a Service Center’s compliance with operating procedures for real and personal property. The FY 2004 COR report identified certain findings in Service Center operations that require corrective action.

B Purpose

This notice reminds State Offices to take corrective action in eliminating identified weaknesses in Real and Personal Property Management Operations.

C Radon Testing

The USDA Radon Program identifies buildings occupied by USDA that have indoor radon concentrations greater than the EPA-recommended level and determines the concentration of radon in the water source.

State Offices shall conduct testing of radon when signing a new lease according to 30-AS, paragraph 25 for State and Field Offices and 31-AS, paragraph 25 for Service Centers.

D Ownership and Identification of Property

Field Offices shall ensure that all ownership and property number decals or markings of each property item by affixing appropriate labels during biennial inventories. All decals or markings shall physically remain on each item of property until its disposal according to 30-AS, paragraph 168 for State and Field Offices and 31-AS, paragraph 154 for Service Centers.

Disposal Date	Distribution
January 1, 2006	State Offices; State Offices relay to County Offices

Notice AS-2089

1 Scope of Review (Continued)

E Deadline

Full compliance shall be implemented **no later than September 30, 2005**.

F Contact

If there are questions about this notice, contact LaShawn Lucas, MSD, Property Operations Branch, at 202-720-4766.