

For: State and County Offices

County Operations Reviewer (COR) Findings About MSD Policies

Approved by: Deputy Administrator, Management



1 Procedural Errors Identified by COR

A Background

In January 2006 the Director, Operations Review and Analysis Staff issued a National Target Review Report of 2004 County Office Travel Payments and County Office Administrative Functions, which included recommendations for each administrative division for corrective action for procedural errors identified by COR.

To respond to the COR findings, MSD is:

- reminding State and County Offices of the requirements in those areas where procedural errors were identified
- requiring full compliance by September 30, 2006.

B Purpose

This notice instructs State and County Offices to:

- take corrective action to eliminate weaknesses identified in the National Target Review
- follow the procedural requirements of 5-AS, 25-AS, and 31-AS.

C Contact

If there are questions about this notice, contact:

- Steve Jones, MSD, Property Operations Branch, at 202-720-8729, for 31-AS procedures
- Debra Myers, MSD, Forms, Graphics and Records Branch, at 202-720-4181, for 5-AS or 25-AS procedures.

Disposal Date	Distribution
January 1, 2007	State Offices; State Offices relay to County Offices

Notice AS-2106

2 Required Corrective Actions

A 31-AS Procedures

The following table provides procedural requirements according to 31-AS that need corrective action as identified by the National Target Review.

Note: OCIO, ITS has not issued procedures for identifying property transferred to OCIO under the Incidental Transfer Agreement. Until new procedure is implemented by ITS, FSA Offices will continue to follow established agency procedures for property management.

Item	Description of Required Action	31-AS Reference							
1	U.S. flag is displayed.	Subparagraph 95 E							
2	International symbol of accessibility for disabled individuals is displayed.	Subparagraph 96 B							
3	Office identification signs and offices hours are displayed.								
4	Copy of the Emergency Evacuation Plan is provided to each employee.	Subparagraph 116 E							
5	Functional smoke detectors and fire extinguishers are installed in the office. Proceed according to the this table. <table border="1" data-bbox="394 1003 1161 1459"> <thead> <tr> <th>IF...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>smoke detectors are not part of the original lease</td> <td>the agency is responsible for having them installed. Contact the lessor to arrange installation and include the cost in the rent.</td> </tr> <tr> <td>smoke detectors are required by the lease, but are not installed or operational</td> <td rowspan="2">contact the lessor to enforce compliance.</td> </tr> <tr> <td>operational fire extinguishers are required by the lease</td> </tr> </tbody> </table>	IF...	THEN...	smoke detectors are not part of the original lease	the agency is responsible for having them installed. Contact the lessor to arrange installation and include the cost in the rent.	smoke detectors are required by the lease, but are not installed or operational	contact the lessor to enforce compliance.	operational fire extinguishers are required by the lease	Subparagraph 134B
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operational fire extinguishers are required by the lease									
6	Capitalized, accountable, sensitive, and/or controlled property must be labeled or marked to show ownership.	Subparagraph 154 B							
7	Capitalized or accountable property must be identified.	Subparagraph 154 C							
8	Capitalized, accountable, sensitive, and/or controlled property must be entered on FSA-950, and annual and biannual inventories conducted.	Paragraph 155							

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2 Required Corrective Actions (Continued)

B 5-AS Procedures

The following table provides procedural requirements according to 5-AS that need corrective action as identified by the National Target Review.

Item	Description of Required Action	5-AS Reference
1	Postage meter is locked when it is not being used.	Subparagraph 198 A, Step 1
2	Key to the postage meter is removed and safeguarded when meter is not in use.	Subparagraph 198 A, Step 2

C 25-AS Procedures

The following table provides procedural requirements according to 25-AS that need corrective action as identified by the National Target Review.

Item	Description of Required Action	25-AS Reference
1	Files are not established according to the uniform filing guide, using color coding for filing guides.	Subparagraphs 24 A, 30 D, and 30 E
2	Accountable forms (CCC Checks) are kept in a secure, locked storage cabinet when not being printed.	Subparagraph 43 A