



Rural Development

PA AN No. 1282 (2006-M)
October 29, 2013

State Office

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TO: All Staff
Rural Development, Pennsylvania

FROM: Thomas P. Williams /s/ Trudy S. Moore, Acting
State Director

SUBJECT: State Internal Reviews – Fiscal Year 2014

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to announce the State Internal Review (SIR) schedule for Fiscal Year (FY) 2014 and issue our 5-year plan for conducting reviews.

COMPARISON WITH PREVIOUS AN(s):

This AN replaces PA AN No. 1274 (2006-M) dated September 17, 2012 which expired on September 30, 2013.

IMPLEMENTATION RESPONSIBILITIES:

State Offices are required to conduct comprehensive reviews to evaluate the delivery of all administrative and program functions within the State. We are required to review all field offices and centralized program functions at least once every 5 years. More frequent reviews may be conducted where major trends and weaknesses have been noted, or when a change of personnel occurs.

The following offices will be reviewed in FY 2014:

Butler Area Office

October 2013 – January 2014 (review dates)

Areas Reviewed – Administrative Programs (Financial Management, Office Management and Administrative Services, Human Resources and Training, Equal Employment Opportunity, and Information Technology (IT) Security); Single Family Housing Direct Programs; Multi-Family Housing Direct Programs; Business and Cooperative Programs (Specialty Lending and B&I Guaranteed Servicing); Community Facilities Programs; Water and Waste Water Programs; Environmental Programs (Under 1940-G and 1794); Civil Rights; and Community Development.

Expiration Date: October 31, 2014

**Filing Instructions: File Preceding
RD Instruction 2006-M**

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Crawford Area Office:

October 2013 – January 2014 (review dates)

Areas Reviewed – Administrative Programs (Financial Management, Office Management and Administrative Services, Human Resources and Training, Equal Employment Opportunity, and Information Technology (IT) Security); Single Family Housing Direct Programs; Multi-Family Housing Direct Programs; Business and Cooperative Programs (Specialty Lending and B&I Guaranteed Servicing); Community Facilities Programs; Water and Waste Water Programs; Environmental Programs (Under 1940-G and 1794); Civil Rights; and Community Development.

Review guides developed by the Financial Management Division in the National Office will be used. The review guides will be distributed to each office and program staff.

Attached is Pennsylvania's 5-year plan outlining SIRs conducted in previous fiscal years and those that are planned through FY 2018.

Questions may be directed to Trudy S. Moore, Assistant to the State Director/Management Control Officer, in the State Office at (717) 237-2266.

PENNSYLVANIA STATE INTERNAL REVIEWS (SIRs) - 5 YEAR PLAN

	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
Field Offices										
Crawford Area Office - AREA 1	.					.				
Clinton Area Office - AREA 2			.					.		
Lycoming Area Office - AREA 3		.					.			
Wyoming Area Office - AREA 4					.					.
Lehigh Area Office - AREA 5				.					.	
Lebanon Area Office - AREA 6					.					.
Cumberland Area Office - AREA 7			.					.		
Westmoreland Area Office - AREA 9				.					.	
Butler Area Office - AREA 10	.					.				
Centralized Program Functions										
B&I Direct and Guaranteed Loan Making and Processing		.					.			
Procurement (Administrative)			.					.		
Guaranteed MFH Loan Making and Processing			ADDED		.					.
Guaranteed Single Family Housing				ADDED					.	
All program areas are included in SIR reviews.										

NOTE: previous fiscal years are included for planning purposes only