



United States Department of Agriculture
Rural Development
Pennsylvania State Office

PA AN # 1219 (2006-M)
September 5, 2007

Subject: State Internal Reviews – FY 2008

To: Program Directors, Area Directors, Rural Development Managers
Management Control Officer
Rural Development, Pennsylvania

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to announce the State Internal Review (SIR) schedule for FY 2008 and issue our five-year plan for conducting reviews.

COMPARISON WITH PREVIOUS AN(s):

PA AN # 1210 dated August 28, 2006 expired on August 31, 2007.

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 five 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 Fiscal Year 2008:

Wyoming Area Office

October 2007 – January 2008 (review dates)

Areas Reviewed – Rural Business, Rural Utilities, Multi-Family Housing, Community Facilities, Single Family Housing (502/504, Self-Help, and Guaranteed), EEO/Civil Rights, Administrative Programs, Environmental Programs, Community Development Activities and Customer Service.

Expiration Date: September 30, 2008

Filing Instructions: File Preceding
RD Instruction 2006-M

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Lebanon Area Office:

October 2007 – January 2008 (review dates)

Areas Reviewed – Rural Business, Rural Utilities, Multi-Family Housing, Community Facilities, Single Family Housing (502/504, Self-Help, and Guaranteed), EEO/Civil Rights, Administrative Programs, Environmental Programs, Community Development Activities and Customer Service.

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

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

/s/ Trudy S. Moore (acting for)

GARY H. GROVES
State Director