

September 23, 2004

MEMORANDUM TO: Michael L. Springer, Director
Office of Administration
/RA/

FROM: Thomas O. Martin, Director
Division of Facilities and Security
Office of Administration

SUBJECT: REASONABLE ASSURANCE CERTIFICATION

I have reasonable assurance that the management controls in the Division of Facilities and Security are adequate to achieve the goals and objectives of my Division based on the following assessments and reviews of programs, revisions to our procedures, and upgrades of our systems completed in the past year:

- o Facility Inspection Management System (FIMS) inspections
- o Results of the FIXIT system
- o Assessment of Region III Physical Security
- o OIG audit of the Personnel Security program
- o Completion of physical security surveys in NRR, OI, and OCFO
- o Completion of weekly comprehensive inspections for guard posts
- o The results of the 2004 GSA building satisfaction survey
- o The completion of major revisions to Management Directive covering both the Physical and Personnel Security Programs

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