

August 31, 2004

WEST VIRGINIA BULLETIN NO: WV230-4-5

SUBJECT: EOP- NRCS Office Accessibility Assessments

Purpose: To complete Accessibility Assessments on all office where NRCS conducts business.

Expiration Date: October 30, 2004.

ACTION REQUIRED BY: October 27, 2004

As per directive from Andrew Johnson, Director for Civil Rights, dated August 12, 2004, all offices where NRCS conducts business must complete an office accessibility assessment. A link to the Uniform Federal Accessibility Standards (UFAS) has been attached for reference. Please complete the Building and Site Accessibility form shown in the attachments and mail to Charlotte Wertz, State Administrative Officer, at the State Office. The assessment must be completed and received in the State Office by COB on October 27, 2004.

If you have questions or need additional information, please contact Isaac Wolford, DEPM at 284-7580.

/s/

**LILLIAN V. WOODS
State Conservationist**

**Attachment: [Building and Site Accessibility Form](#)
[Uniform Federal Accessibility Standards \(UFAS\)](#)**

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