OSWER DIRECTIVE 9200.1-01A

OERR ADMINISTRATIVE PROCEDURES MANUAL

October 4, 1988

Office of Emergency and Remedial Response
U.S. Environmental Protection Agency
Washington, D.C.

TABLE OF CONTENTS

TABLE OF CONTENTS (Continued)

TABLE OF CONTENTS (Continued)

TABLE OF CONTENTS (Continued)

TABLE OF CONTENTS (Continued)

LIST OF EXHIBITS

LIST OF EXHIBITS (Continued)

LIST OF EXHIBITS (Continued)

LIST OF EXHIBITS (Continued)

LIST OF EXHIBITS (Continued)

KEY TO ACRONYMS

AA	=	Assistant Administrator
AC	=	Administrative Contact
ADP	=	Automated Data Processing
AL	=	Administrator's Legislation
AO	=	Administrative Officer or Administrative Order
ARCS	=	Alternative Remedial Contract Strategy
ATP	=	Annual Training Plan
AX	=	Administrator's Correspondence Control
CBI	=	Confidential Business Information
CEPP	=	Chemical Emergency Preparedness and Prevention Program
CERCLA	=	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CLP	=	Contract Laboratory Program
CPU	=	Central Processing Unit
CSRS	=	Civil Service Retirement System
DA	=	Designated Agency
DAA	=	Deputy Assistant Administrator
DD	=	Division Director
DHL	=	Independent express courier service
DOD	=	Deputy Office Director
DOT	=	Department of Transportation
E-mail	=	Electronic mail
ECAP	=	Employee Counseling Assistance Program
ECI	=	Enforcement Confidential Information
EEO	=	Equal Employment Opportunity
EEOC	=	Equal Employment Opportunity Commission
EPA	=	Environmental Protection Agency
ERD	=	Emergency Response Division
ERCS	=	Emergency Response Cleanup Services
ERNS	=	Emergency Release Notification System
ERT	=	Environmental Response Team
ESAT	=	Environmental Services Assistance Team
FAMS	=	Financial and Administrative Management Section
FAN	=	Fixed Account Number
FCC	=	Funds Control Center (OPM/OERR)
FERS	=	Federal Employment Retirement System
FIT	=	Field Investigation Team
FMO	=	Financial Management Officer
FOIA	=	Freedom of Information Act
FSSD	=	Facilities Support Services Division
FTS	=	Federal Telecommunications System
GPO	=	Government Printing Office
GS	=	Government Service
GSB/FSS	=	General Services Branch/Facilities and Support Services

KEY TO ACRONYMS (continued)

HSCD	=	Hazardous Site Control Division
HSED	=	Hazardous Site Evaluation Division
IAG	=	Interagency Agreement
IO	=	Immediate Office
IOD	=	Immediate Office Director
M&O	=	Management and Organization
MES	=	Management and Evaluation Staff
MSPB	=	Merit System Protection Board
NCC	=	National Computer Center
NPL	=	National Priorities List
NSI	=	National Security Information
OARM	=	Office of Administration and Resources Management
OCR	=	Office of Civil Rights
OD	=	Office Director
OECM	=	Office of Enforcement and Compliance Monitoring
OERR	=	Office of Emergency and Remedial Response
OGC	=	Office of the General Counsel
OHRD	=	Office of Human Resources Development
OHRM	=	Office of Human Resources Management
OIRM	=	Office of Information Resources Management
OPM	=	Office of Program Management
OPPE	=	Office of Policy, Planning, and Evaluation
OSC	=	On-Scene Coordinator
OSC/RPM	=	On-Scene Coordinator/Remedial Project Manager
OSWER	=	Office of Solid Waste and Emergency Response
OSWERs	=	Correspondence generated and responded to within OSWER
PA	=	Personnel Actions
PC	=	Personal Computer
PCSC	=	Personal Computer Site Coordinator
PMS	=	Performance Management System
PO	=	Purchase Order
POD	=	Priority Office Director
PODs/ODs	=	Correspondence generated and responded to within OERR
POLREPS	=	Pollution Reports
PR	=	Procurement Request
RCRA	=	Resource Conservation and Recovery Act of 1976
REM	=	Remedial Planning
RI/FS	=	Remedial Investigation/Feasibility Study
RIN	=	Request for Information
RIN/FOIA	=	Freedom of Information Act Request
RMB	=	Regulation Management Branch
ROD	=	Record of Decision
RTP	=	Research Triangle Park

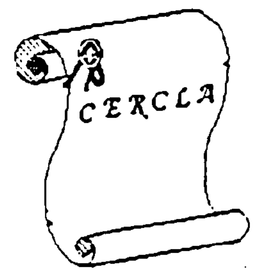
KEY TO ACRONYMS (continued)

SCAP	=	Superfund Comprehensive Accomplishments Plan
SDB	=	Statistical Data Base
SES	=	Senior Executive Service
SPMS	=	Strategic Planning and Management System
SWERs	=	Correspondence for OSWER Director
TA	=	Travel Authorization
TAT	=	Technical Assistance Team
TES	=	Technical Enforcement Support
TIP	=	Sample Tracking and Invoice Payment System
TTY	=	Tele-type
TV	=	Travel Voucher
WIC	=	Washington Information Center

I. INTRODUCTION

I. INTRODUCTION

A. OERR'S MISSION



The mission of the Office of Emergency and Remedial Response (OERR) is to administer the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). OERR, which was established in 1981 following the passage of CERCLA in 1980, is responsible for managing the remediation of hazardous substances, spills and uncontrolled hazardous waste sites.

OERR, under supervision of the Director, is responsible for maintaining the support activities of its three divisions and program management office: Hazardous Site Evaluation Division, Hazardous Site Control Division, Emergency Response Division, and the Office of Program Management. See Exhibits I-1 through I-6 for an outline of the organizational structure of the Office of Solid Waste and Emergency Response (OSWER) and OERR.

B. PURPOSE OF THE MANUAL

This Administrative Procedures Manual has been developed for OERR to document standard OERR and other EPA general administrative policies and operating procedures. It has been prepared in accordance with EPA Order 100.24, which requires that all EPA offices establish, develop, and maintain an internal administrative control system.

The manual summarizes the most current OERR-specific and Agency-wide administrative policies and procedures and presents methods for efficiently conducting administrative actions. Although the manual is designed to serve the specific needs of OERR division managers and administrative personnel, it also serves as a useful reference tool for all OERR staff. The OERR Administrative Procedures Manual, however, does not redefine existing Agency-wide policies and procedures. Rather, it is intended to complement overall EPA requirements.

Exhibit I-1

Office of Solid Waste and Emergency Response

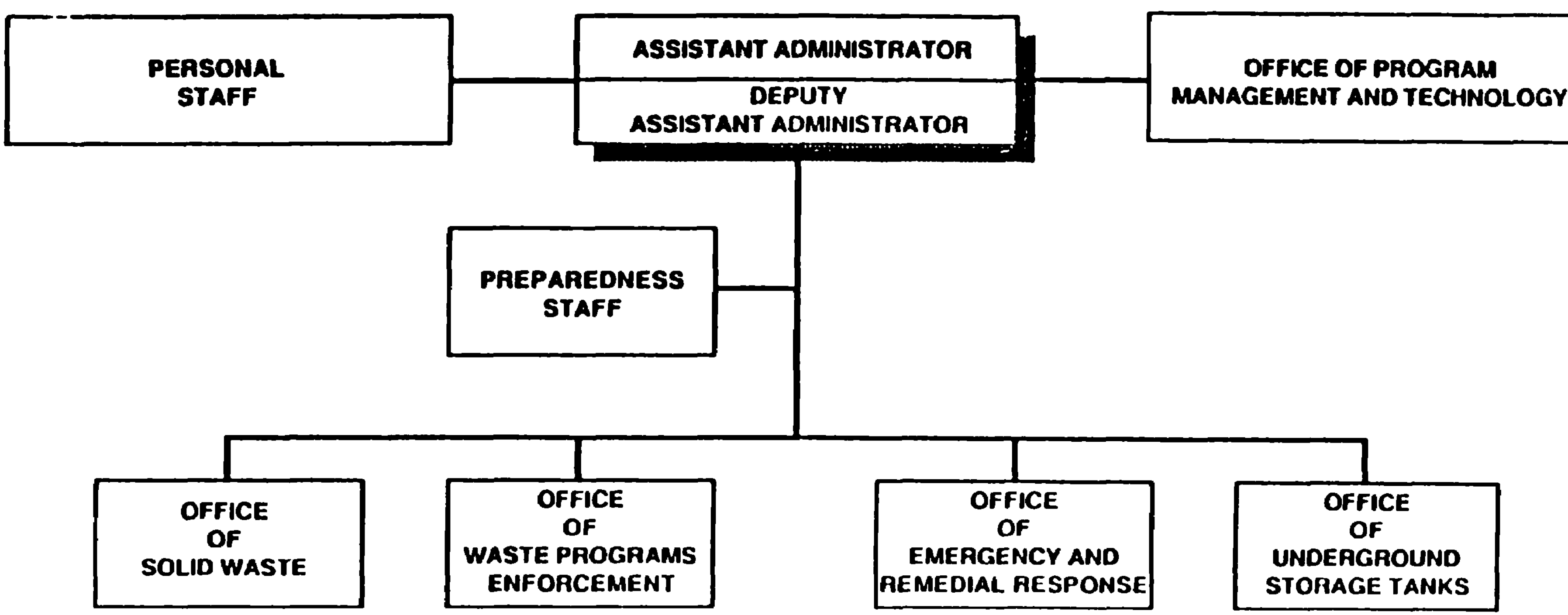
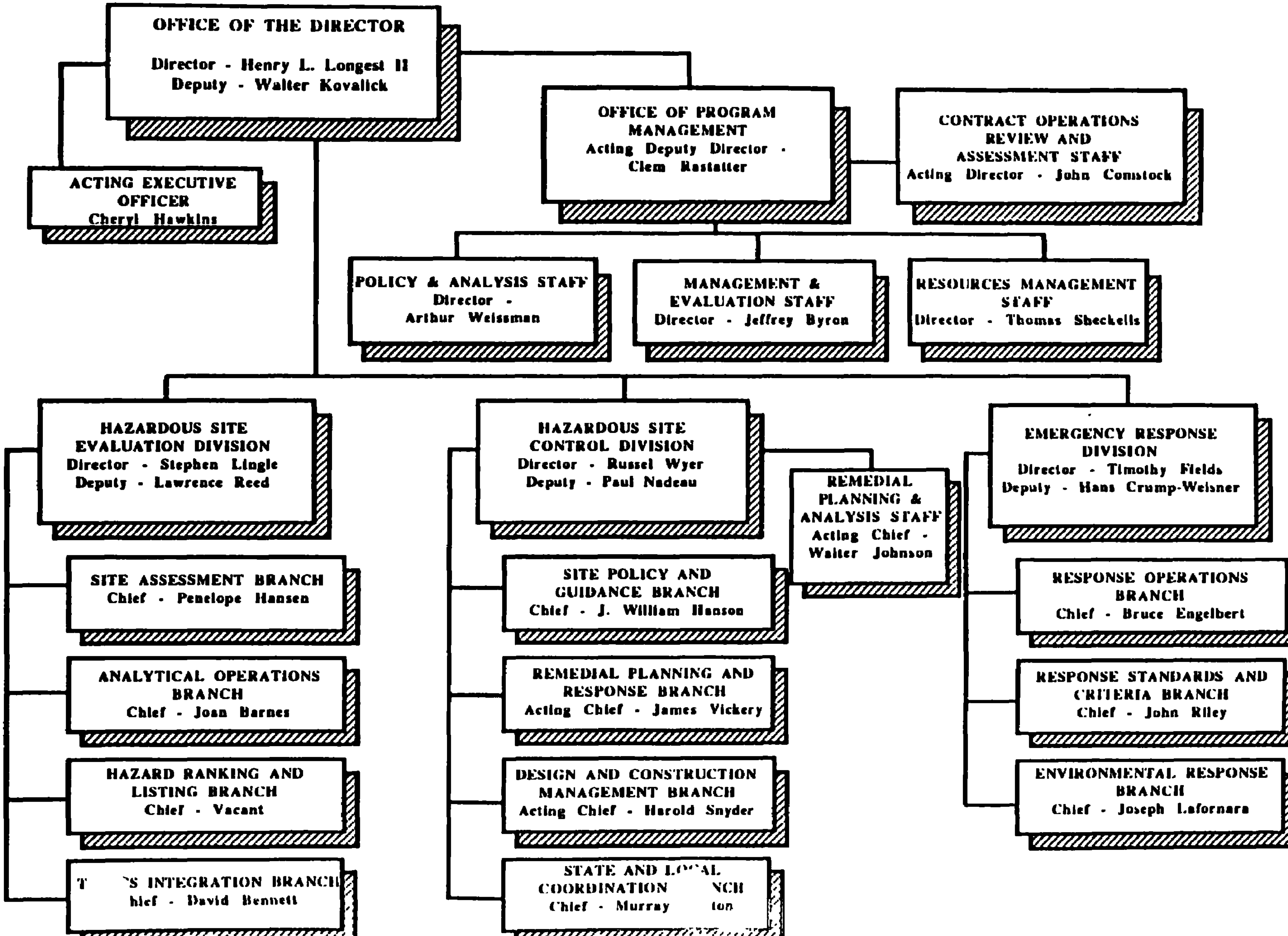


Exhibit 1-2

10/4/88

Office of Emergency and Remedial Response



/88

Exhibit I-3

Office of Program Management

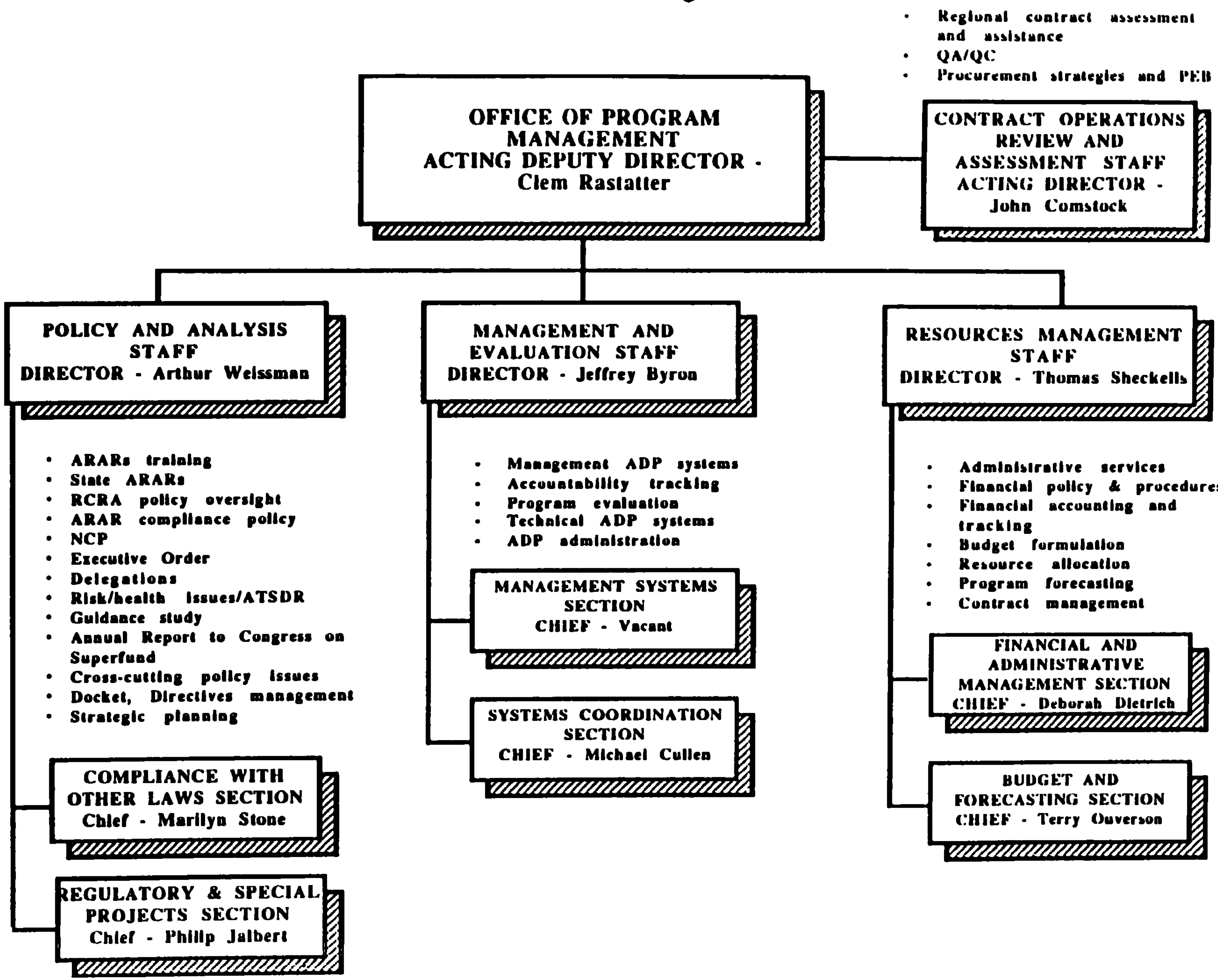


Exhibit 1-4

10/4/88

Hazardous Site Evaluation Division

HAZARDOUS SITE EVALUATION DIVISION
DIVISION DIRECTOR - Stephen Lingle
DEPUTY DIVISION DIRECTOR - Lawrence Reed

HAZARD RANKING & LISTING BRANCH
CHIEF - Vacant

- Implement revised HRS
- Evaluate revised HRS for technical changes under SARA
- Develop and refine NPL eligibility policies
- Develop and finalize NPL Updates
- Provide QA on NPL proposals
- Improve quality of Regional NPL submissions
- Phase-in new NPL support contract
- Respond to inquiries/challenges on listing of NPL sites

NPL POLICY/HRS REVISIONS SECTION
CHIEF - Suzanne Wells

NPL OPERATIONS SECTION
CHIEF - Sandra Crystal

SITE ASSESSMENT BRANCH
CHIEF - Penelope Hansen

- Manage FIT contract to meet Region's needs and ensure proper contract oversight
- Train Regions/States on revised HRS field data requirements and respond to site-specific problems
- Provide revised SI/LSI guidance
- Recommend/implement policies on CERCLA Universe including:
  - EPI (with OWPE)
  - Federal Facility (with OWPE)
  - Indians
  - Subtitle D
- Provide Regions/States with tools to assist in Superfund priority setting

SITE EVALUATION AND GUIDANCE SECTION
CHIEF - James Jowett

SITE OPERATIONS AND CONTRACTS SECTION
CHIEF - Scott Fredericks

ANALYTICAL OPERATIONS BRANCH
CHIEF - Joan Barnes

- Develop organic and inorganic technical protocols and new CLP services
- Manage over 100 CLP laboratories
- Ensure consistency of analytical methods
- Manage ESAT
- Manage Sample Management Office
- Streamline analysis and data review
- Establish national Q/A methods and procedures
- Maintain analytical data base for sites

INORGANICS CLP SECTION
ACTING CHIEF - William Langley

ORGANICS CLP SECTION
CHIEF - Joan Fisk

REGIONAL OPERATIONS SECTION
CHIEF - Michael Carter

TOXIC INTEGRATION BRANCH
CHIEF - David Bennett

- Provide Regions with immediate expert health/environmental science responses to RI/FS issues
- Update Superfund risk data bases and ensure consistency/utility of other data bases
- Provide TA to Regions on the revised public health and ecological evaluation manuals
- Coordinate with ATSDR and lead EPA/ATSDR dispute resolution process/follow-up on Regional problems
- Evaluate results of Section 111 three-city lead pilot program for soil clean-up/blood-lead-level correlation

TOXICS INTEGRATION PROGRAM
CHIEF - Bruce Means

REGIONAL SUPPORT PROGRAM
CHIEF - Sandra Lee

Exhibit I-5

Hazardous Site Control Division

HAZARDOUS SITE CONTROL DIVISION
Director - Russel Wyer
Deputy Director - Paul Nadeau

REMEDIAL PLANNING AND ANALYSIS STAFF
Acting Chief - Walter Johnson

- Manage SCAP/SPMS target setting and evaluation
- Manage national remedial and Division budgets
- Provide CERCLIS interface and prepare senior management reports and analyses
- Prepare workload model and measures improvements
- Provide administrative support for Division

SITE POLICY AND GUIDANCE BRANCH
Chief - J. William Hanson

- Develop and finalize NCP remedial process and selection of remedy sections
- Finalize RI/FS and ROD guidance
- Develop performance-based guidance for recurring problems
- Provide ground water, soil and residuals technical support
- Conduct selection of remedy workshops
- Collect data, develop rule and provide technical assistance for soil and debris land ban
- Conduct Regional reviews and provide interprogram coordination
- Support Reauthorization

PROGRAM DEVELOPMENT SECTION
Acting Chief - Carolyn Offutt

REMEDIAL ANALYSIS SECTION
Chief - Betsy Shaw

REMEDIAL PLANNING AND RESPONSE BRANCH
Acting Chief - James Vickery

- Provide site-specific technical and treatability study support during RI/FS
- Prepare ROD Updates, analyses, trends assessments
- Conduct technical forums and RI/FS and ROD workshops
- Provide RI/FS management support, including SCAP, SPMS, SARA targets; State coordination; ORD tracking and cost/schedule improvements
- Support community relations and TAG programs
- Support response claims and mixed funding initiatives

REMEDIAL PLANNING SECTION
Chief - Vacant

REMEDIAL RESPONSE SECTION
Chief - Randy Kaltreider

DESIGN AND CONSTRUCTION MANAGEMENT BRANCH
Chief - Harold Snyder

- Manage REM 3, 4, 5 & 6 Contracts
- Manage MOUs with Corps and BUREC
- Provide ARCS implementation support, including Regional training and advice on cost control and performance evaluations
- Manage Regional Administrative Support Contract
- Provide Regional Coordinator RD/RA support, including technical assistance, change orders, claims, performance evaluations, information transfer
- Manage RD/RA program, including SCAP, SPMS, SARA targets; budget priorities; GAO/IG audit responses
- Develop and implement RD/RA guidance and training

REMEDIAL CONSTRUCTION MANAGEMENT SECTION
Chief - Nancy Willis

REMEDIAL ACTION CONTRACTS SECTION
Chief - John Smith

STATE AND LOCAL COORDINATION BRANCH
Chief - Murray Newton

- Direct and support State program development, including SMOA, CORE; capability assessments; reciprocal concurrence; information transfer
- Evaluate State technical and administrative performance
- Develop/maintain State participation guidance
- Manage constituency grants, e.g., ASTSWMO
- Conduct special initiatives, e.g., Indian tribe and municipality involvement
- Support Reauthorization - State role

STATE INVOLVEMENT SECTION
Chief - Jan Wine

STATE REQUIREMENT SECTION
Chief - Bill Ross

Exhibit I-6

10/4/88

Emergency Response Division

EMERGENCY RESPONSE DIVISION
Director - Timothy Fields
Deputy Director - Hans Crump-Weisner
Special Assistant - Donald Kraft

- ERNS
- SERA Summary
- ERT Liaison

RESPONSE OPERATIONS BRANCH
CHIEF - Bruce Engelbert

- Manage TAT Zones I and II contracts
- Manage ERCS Zones I-IV contracts

EASTERN SECTION (REGIONS I - IV)
CHIEF - Mark Mjoness

WESTERN SECTION (REGIONS V - X)
CHIEF - Linda Garczynski

RESPONSE STANDARDS AND CRITERIA BRANCH
CHIEF - John Riley

- State Lead Removal Guidance
- Consistency Waiver
- Drinking Water Action Levels
- Land Disposal Restrictions
- Engineering Evaluation/Cost Analysis (EE/CA)
- Operation and Maintenance
- Coast Guard MOU
- Removal Procedures Guidance
- Local Government Reimbursement Regulation
- CERCLA Hazardous Substance Designations
- Reportable Quantity Adjustments
- Radionuclides
- Potential Carcinogens
- Oil Discharge
- Hotline
- Continuous Releases
- Federally-Permitted Releases

RESPONSE POLICY, GUIDANCE & SUPPORT SECTION
CHIEF - Cristina Griffin

RESPONSE REGULATION SECTION
CHIEF - Barbara Hostage

ENVIRONMENTAL RESPONSE BRANCH
CHIEF - Joseph Lafornara

- Engineering Evaluation
- Incineration and Alternative Technology
- Site-Related Information Management
- CEPP Investigation
- Facility Inspection
- Substance Detection Investigation
- Alternative Technology
- Soil Gas Monitoring
- UST Investigation
- Risk Assessment
- Geohydrologic Investigations
- Training
- Health and Safety
- Emergency Planning
- Radiation
- Air Monitoring
- Occupational Health & Safety
- Air Sampling Chemical
- Transport Studies Toxicology
- Water, Soils and Soil Vapor Studies

OPERATIONAL SUPPORT SECTION
CHIEF - John Gilbert

ANALYTIC SUPPORT SECTION
CHIEF - Rodney Turpin

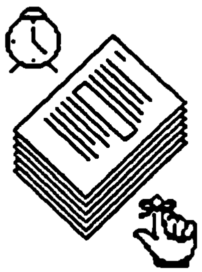
ENVIRONMENTAL IMPACT SECTION
CHIEF - Royal Nadeau

This manual summarizes relevant OERR and other key Agency policy and procedures and refers OERR staff to appropriate existing guidance for greater detail on a specific topic. Copies of most of the guidance documents referenced in this manual are available from the OERR Administrative Officer. Further clarification of Agency policy exists in the OERR Employee Orientation Guide. The orientation manual also contains an OERR telephone list, maps of Waterside Mall, a key locations list, an OERR functional statement, and a description of the Superfund program.

The Administrative Procedures Manual has been organized into fourteen chapters with individual topics cross-referenced throughout the manual, as much as possible.

C. GENERAL ADVICE FOR CONDUCTING ADMINISTRATIVE ACTIONS

To ensure timely response or action on requests for administrative action, it is essential to plan and submit appropriate papers well in advance of the expected action. When pursuing and seeking approval on an administrative action, staff should consider and be knowledgeable of the following:



- Required documentation and number of copies
- Internal steps and external requirements for review and approval
- Total length of time it takes to process paperwork (estimate and plan for this)
- Names of contact people and appropriate timing for inquiries and interviewing
- Sequence of events (see flow charts throughout the manual).

Staff should review the policy and procedures ahead of time and contact designated individuals or offices with questions. Exhibit I-7 provides a reference list of these designated individuals who can provide further assistance in completing specific administrative tasks.

Exhibit I-7

"Who to Contact" in OERR

TYPE OF ASSISTANCE	OFFICE/ DIVISION	CONTACTS
Administrative: furniture, telephones, maintenance, etc.	IO, OPM ERD HSED HSCD	B.J. Alston (FTS 382-2236), Sharon Blandford (FTS 382-4054) Jannie Williams (FTS 475-8720) Jackie Eaton (FTS 475-8600) Amy Brooks (FTS 382-4632)
Funds: document control numbers, account numbers, etc.	OERR	Secretaries, Doretha Vaughan (FTS 475-8101) Sandra Davis (FTS 475-8100)
Payroll: timecards, timesheets, checks, etc.	OERR	Timekeeper
Personnel	OERR	Sharon Blandford (FTS 382-4054)
Property Passes	OERR	B.J. Alston (FTS 382-2236) Sharon Blandford (FTS 382-4054)
Tax Information	OERR	Customer Assistance (FTS 382-5116)
Training: procedures, policy, forms, course availablilty, etc.	OERR	B.J. Alston (FTS 382-2236)
Travel: includes Diner's Club Card	OERR	Secretaries
Telephone Repairs	OERR	Telephone Repair (FTS 382-2267)

Note: If the assistance you seek is not listed, please see the secretary for your office.

II. GENERAL PROCEDURES

II. GENERAL PROCEDURES

OVERVIEW

The purpose of this chapter is to provide OERR personnel with a concise description of policy and procedures and references for general administrative actions. Specifically, this chapter includes information on staff responsibilities, authorization procedures, work periods, flex-time, overtime, holidays, timekeeping/timesheets, and paychecks.

A. OERR STAFF AND RESPONSIBILITIES/AUTHORIZATION POLICY

1. Description

The Agency Administrator has been delegated the responsibility by the President to authorize (approve/disapprove) all program/policy and administrative actions undertaken within the Agency. The Administrator has delegated responsibilities for specific actions to certain Agency officials. Each staff member is required to complete a position description which clarifies his/her particular role and responsibilities. The Delegations Manual also defines current delegations of authority.

2. Procedure

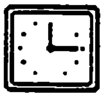
Staff responsibilities are designated by the employee's supervisor and documented in the employee position description. Further details on general administrative actions and authorization procedures are provided in Chapter 3, Section F, Performance Management Reviews and Appraisals.

3. Reference

Refer to Appendix A of this manual for details of OERR administrative staff. See the Administrative Contact for a copy of the Delegations Manual.

B. WORK PERIODS

1. Description



Daily work periods for full-time employees consist of 8 hours plus a 30-minute lunch period. These employees have a regularly scheduled 40-hour weekly tour of duty. Part-time employees have a regularly scheduled 16- to 32-hour weekly tour of duty, which varies depending on individual appointment.

2. Procedure

All employees are to report to work according to their designated schedule, which may vary depending on employee status (full- or part-time) and flex-time schedule.

3. Reference

Employees should discuss the details of work periods with their supervisors.

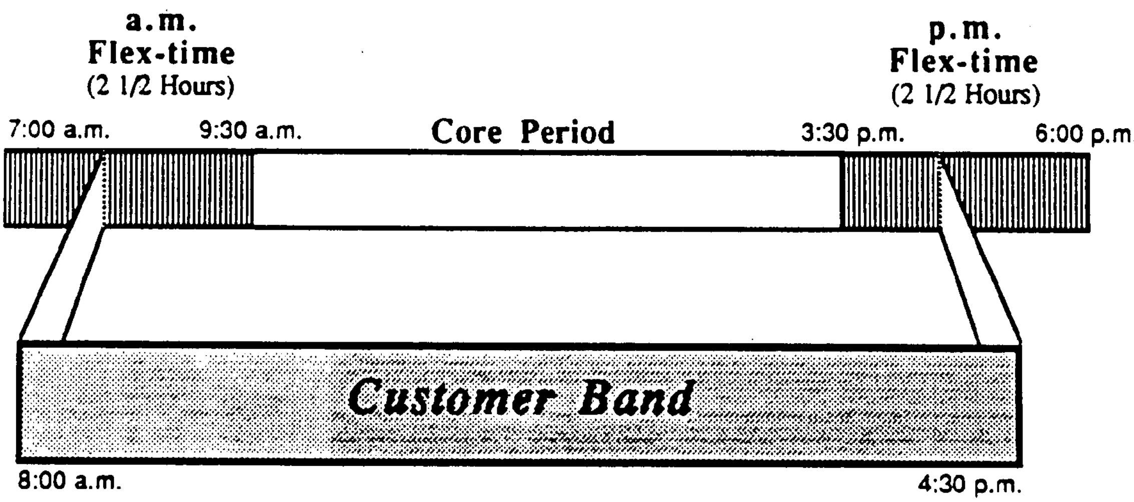
C. FLEX-TIME

1. Description

The use of the flex-time system permits employees to arrive and leave work at their preferred hours provided their needs are consistent and compatible with the needs of their division and supervisor. The time employees choose to arrive dictates the hours they may leave, always working an 8-hour day. There are core hours from 9:30 a.m. to 3:30 p.m. during which all employees must be working. The government guarantees a full range of services to the public during the customer band from 8:00 a.m. to 4:30 p.m. That portion of the day during which employees may select times of arrival and departure is between 7:00 - 9:30 a.m. and between 3:30 - 6:00 p.m. Exhibit II-1 presents a detailed chart of these time categories. For employees arriving or departing at hours other than the customer band, prior supervisor approval is needed.

Exhibit II-1

Time Periods During the
EPA Workday



2. Procedure

The Flex-time Approval Form (Exhibit II-2) should be submitted to first and second line supervisors for approval *in advance*. Once a flex-time schedule is established, it must be adhered to in a uniform manner, i.e., the same starting and departure time daily.

3. Reference

For further information, staff should see their designated Timekeeper, Administrative Liaison or the Administrative Officer (Appendix A). For further details on policy and procedures, refer to the EPA Flex-time Handbook.

D. COMPRESSED WORK-WEEK

1. Description

The compressed 80-hour work schedule is eight 9-hour days, one 8-hour day, and one Friday or Monday off per pay period. All permanent and temporary full time OSWER non-professionals (no positive education requirement for job series), managers and supervisors may participate.

2. Procedure

Employees must work between 7:00 a.m. and 6:00 p.m. Attendance during the core period, 9:30 a.m. until 3:30 p.m., is required.

Participants interested in establishing a compressed work schedule should obtain information and a request form (Exhibit II-3) from their secretary. The completed form must be submitted to the supervisor for approval.

3. Reference

Further information is available from the timekeepers.

Exhibit II-2

OFFICE OF EMERGENCY AND REMEDIAL RESPONSE
Flex-time Approval Form

Name ______________________________

Position ______________________________

Regular Starting Time ______________________

Regular Ending Time ______________________

Regular Lunch ______________________

☐ Disapproved

____
Supervisor

____
Date

☐ Approved

____
Supervisor

____
Date

Comments:

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUL 1 1988

OFFICE OF
SOLID WASTE AND EMERGENCY RES

MEMORANDUM

SUBJECT: Compressed Work Schedule (CWS) Implementation

FROM: Robert J. Knox, Chair
Human Resources Council

TO: J. Winston Porter
Assistant Administrator

Attached for your signature is OSWER's Compressed Work Schedule (CWS) Plan. Our target date for implementation is August 1. As you know, at this time, eligibility to participate in the CWS program is limited to managers/supervisors and AFGE bargaining unit employees.

Outlined below is our CWS implementation schedule:

Action:	Timeframe:
Train Administrative Officers (AOs)/ timekeepers	June 30
Submit plan for Assistant Administrator's signature	July 1
Optional follow-up training for AOs/timekeepers	July 7
Conduct CWS briefing for managers/ supervisors	July 13
Announce/distribute compressed program plan	July 14
Employees complete and submit schedules to managers/supervisors for approval	July 18
Managers/supervisors approve and forward schedules to timekeepers	July 25
Implementation	August 1
Evaluation period	September 1988 January 1989

Exhibit II-3 (continued)

Thank you for supporting the Council in making OSWER's compressed program a reality. We are hopeful that in the near future all OSWER employees will have the opportunity to go on the Program.

Attachment

Exhibit II-3 (continued)

OSWER Compressed Work Schedule (CWS) Definitions

Regular Hours	Regular hours total must be 80. Under the "REG" (regular hours column, record "9" for eight days and "8" for one day, the total adding up to "80" hours. Nothing should be in the "REG" column on the employee's day off (examples of compressed week schedule timecards are attached).
Code 4	In the "CD" (code column) next to the "REG" column, place a "4" if you have a number in the "REG" column. (Code 4 means 80-hour biweekly tour of duty but the basic workday exceeds eight hours per day.)
Remarks	On the initial timecard for a compressed biweekly work period, in "REMARKS" space, the EPA Payroll Office has suggested the following phrase "Initiation of Compressed Work Schedule."
Overtime	**It is the policy of EPA to compensate FLSA exempt employees in grades GS-13 and below with paid overtime.** Overtime work is recorded in the "O.T." column as previously done. However, do <u>not</u> put anything in the "CD" column next to the "O.T." column. If the employee works on his/her scheduled day off, these hours are recorded in the "O.T." column, not in the "REG" hours column.
Compensatory Time Worked (Comptime)	**Employees whose rate is above GS-13 will be compensated with an equivalent amount of compensatory time off.** Comptime worked is recorded in the "C.T. Work" column as previously done. If the employee works on his/her scheduled day off, these hours are recorded in the "C.T. Work" column, not in the "REG" hours column.
Leave	When an employee uses annual or sick leave for the entire day on a scheduled 9-hour day, the leave is recorded as 9 hours of annual or sick leave, not 8 hours of leave. If an employee uses annual or sick leave for the entire day on the scheduled 8-hour day, then the leave is recorded as 8 hours of annual or sick leave. If an employee uses a fraction of a day then the hours used are recorded as previously done.
Change in Schedule	An employee cannot change to a compressed work schedule in the middle of a pay period. This change <u>must</u> take place at the beginning of a pay period, with the approval of the supervisor.
Special Situation	If you run into a question you cannot answer or a problem you're unable to resolve, contact Maureen Nolar Payroll Office, 382-2678 for assistance.

Pay Period A pay period (pp) is 80-hours in duration. It begins the first Sunday and ends the second Saturday of the 80-hour week.

The following are the pay periods for the CWS timeframe beginning August 1, 1988 and ending January 28, 1989.

PP 88-23
begins July 31 (Aug 1 - CWS starts)
ends August 13

PP 88-24
begins August 4
ends August 27

PP 88-25
begins August 28
ends September 10

PP 88-26
begins September 11
ends September 24

PP 89-1
begins Sept 25
ends October 8

PP 89-2
begins October 9
ends October 22

PP-89-3
Begins October 23
Ends November 5

PP 89-4
begins November 6
ends November 19

PP 89-5
begins November 20
ends December 3

PP 89-6
begins December 4
ends December 17

PP 89-7
begins December 18
ends December 31

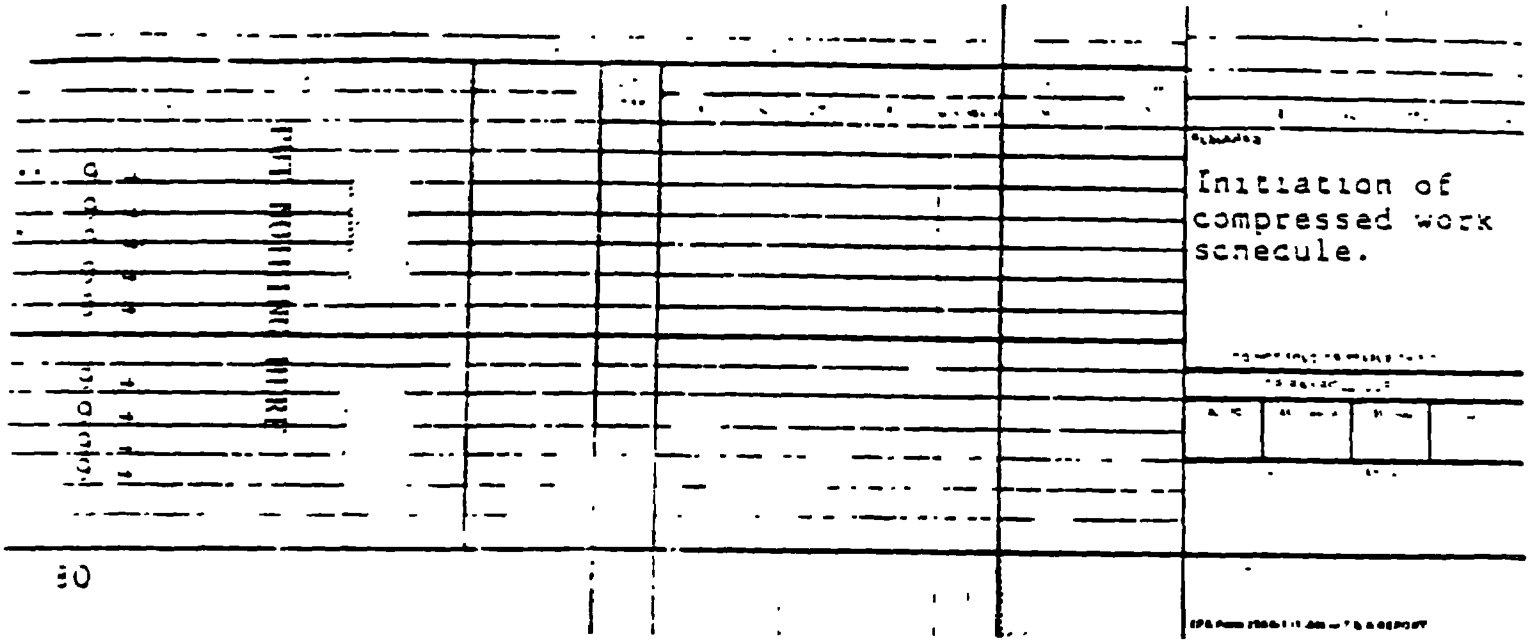
PP 89-8
begins January 1
ends January 14

PP 89-9
begins January 15
ends January 28(pilot CWS ends)

Examples of Compressed Work Schedule (CWS) Timecards

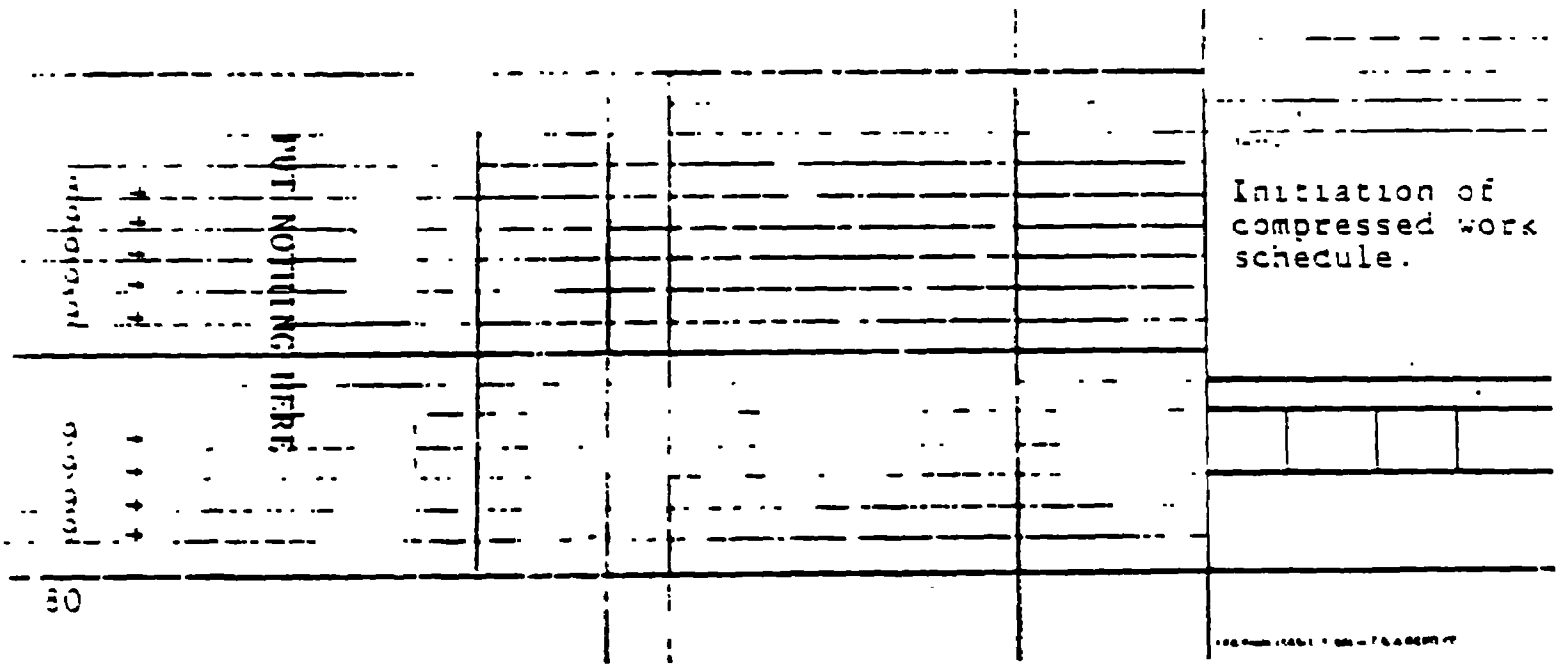
In example 1:

You will note that nothing is in the "REG" column for the second Friday of the pay period. This is the day "off". Also, the first Friday is the 8-hour day for the pay period.



In example 2:

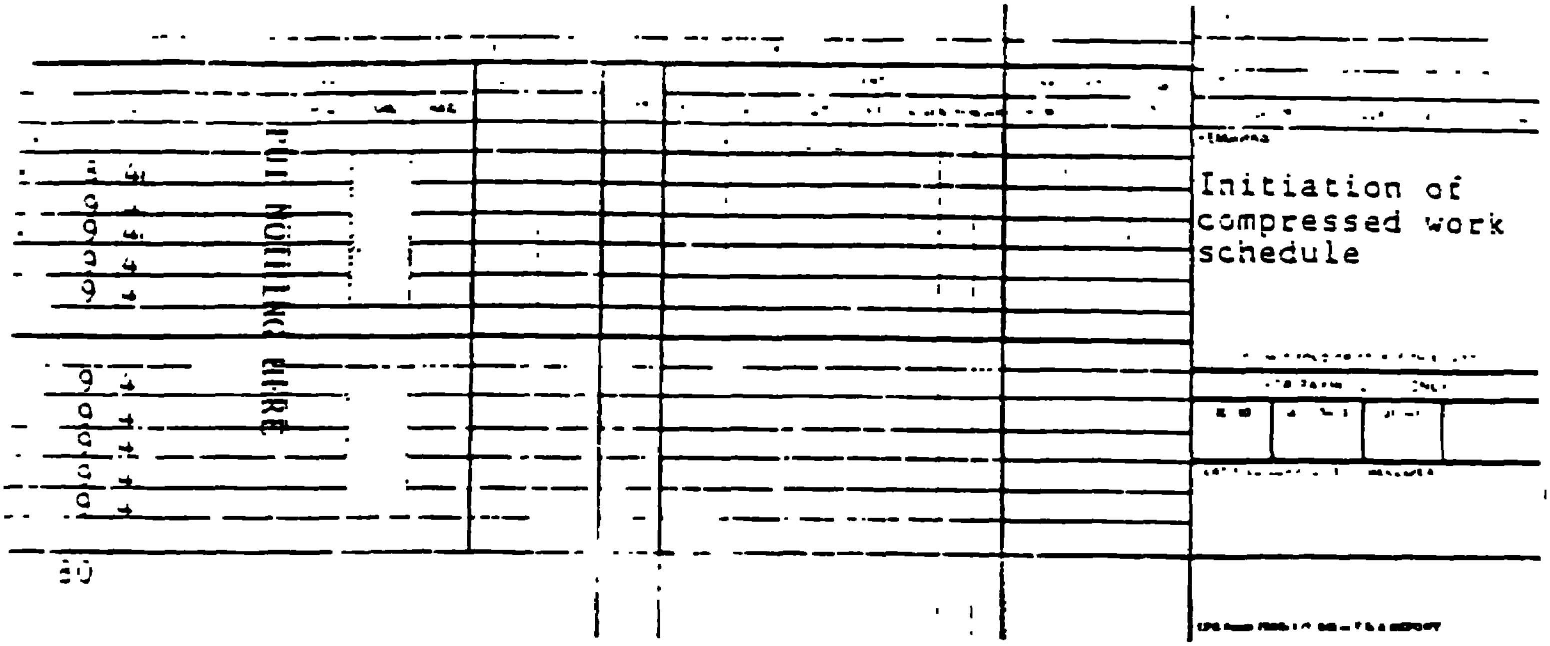
second Monday of the pay period is the day "off" and therefore nothing in the "REG" column for the second Monday. Also, the first Monday is the 8-hour day for the pay period.



In example 3:

Exhibit II-3 (continued)

The first Monday of the pay period is a Holiday and is also the 8-hour day for the pay period.



In example 4:

The second Monday of the pay period is the day "off". But the employee worked 8 hours, therefore the "8" hours is put in the "O.T." (overtime) column.

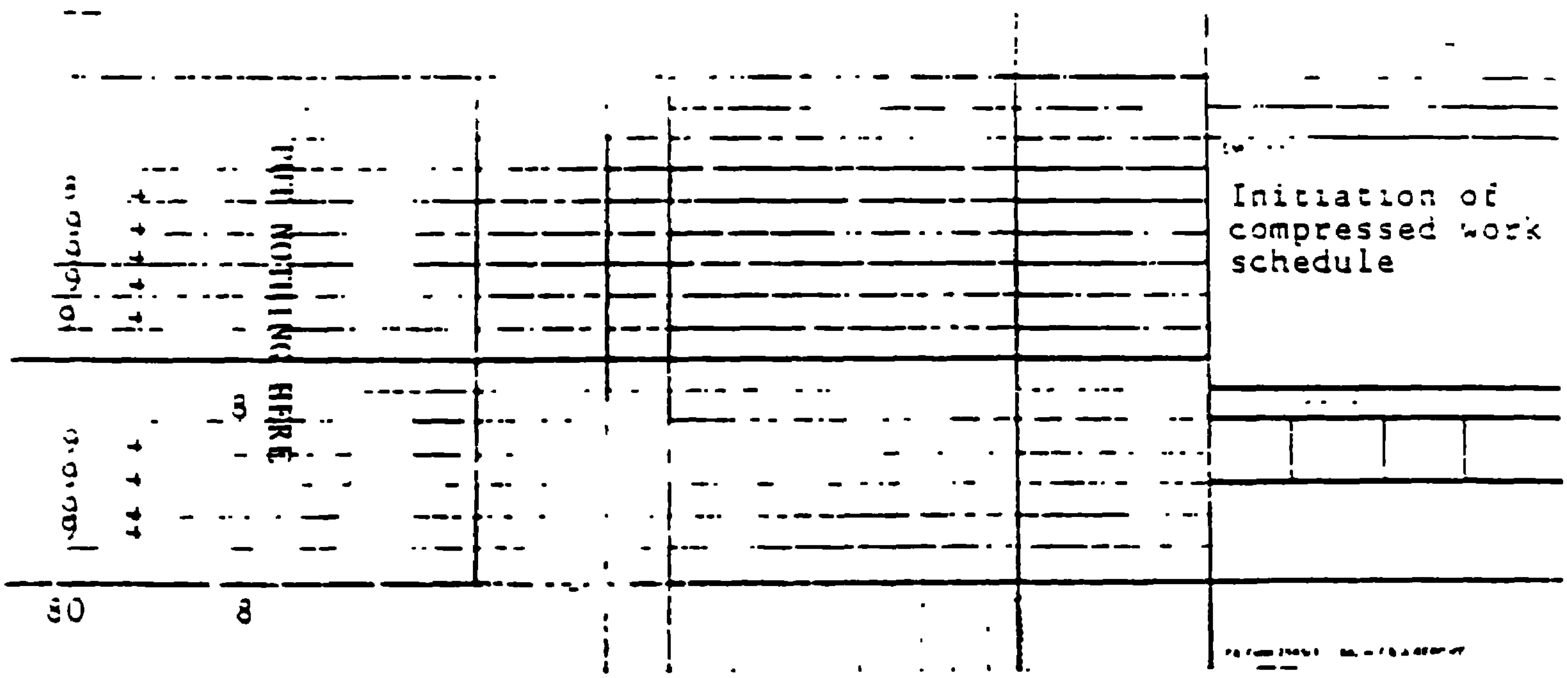


Exhibit II-3 (continued)
Sample of completed form

COMPRESSED WORK SCHEDULING REQUEST

Employee name ____________________

Organization ____________________

Beginning August 1, 1988 and ending October 22, 1988

I. I wish to participate in the compressed workweek plan and submit the following request for my pay period schedule. I request the following pay period schedule. (Indicate starting and leaving time on work days and "off" for day off.)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 of PP	7:00-4:30	7:00-4:30	7:00-4:30	7:00-4:30	7:00-3:30
Week 2 of PP	7:00-4:30	7:00-4:30	7:00-4:30	7:00-4:30	

II. I do not want to participate in the program.

____________________ Employee Signature

____________________ Date

____________ Approved ____________ Disapproved

____________________ Division Director or Office Director Signature

Exhibit II-3 (continued)

COMPRESSED WORK SCHEDULING REQUEST

Employee name ______________________________

Organization ______________________________

Beginning ______________________________

I. I wish to participate in the compressed workweek plan and submit the following request for my pay period schedule. I request the following pay period schedule. (Indicate starting and leaving time on work days and "off" for day off.)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 of PP					
Week 2 of PP					

II. I do not want to participate in the program.

______________________________ Employee Signature

______________ Date

______________ Approved

______________ Disapproved

______________________________ Division Director or Office Director Signature

OSWER 5-4/9 COMPRESSED WORK SCHEDULE PLAN

1. PURPOSE. This order provides the plan for a voluntary 5-4/9 compressed work schedule program in OSWER. Eligible employees wishing to participate in the program must obtain prior supervisory approval. This plan goes into effect August 1, 1988 for a trial period of 6 months. Eligible employees wishing to participate in the plan who are unable to begin on that date (for example, because new car pool arrangements are not completed) may obtain approval at a later date.

2. BASIC PROVISIONS OF THE PLAN. The details of the plan are provided below. Questions should be directed to your Administrative Officer.

   a. Coverage. The compressed workweek plan applies to permanent and temporary full-time employees who are not eligible for administratively uncontrollable overtime. It does not apply to part-time and student employees.

   b. Workweek. With supervisory approval, a full-time employee preselects a pay period work schedule comprised of a 5-day work week and a 4-day work week for a total of 80 hours. The schedule includes eight 9-hour days and one 8-hour day and one day off per pay period.

The following example illustrates how a regular Compressed Work Week might work:

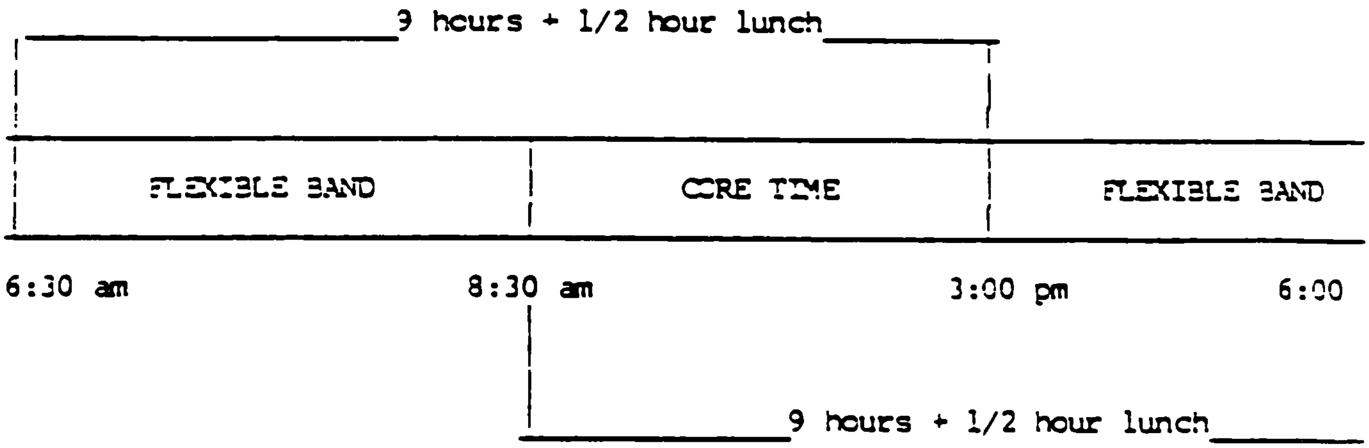
SUN	MON	TUES	WED	THURS	FRI	SAT
	CWS DAY OFF	9	9	9	9	
	8	9	9	9	9	

The following example illustrates how a Compressed Workweek might work when a holiday falls on a regularly scheduled work day, e.g., Monday:

SUN	MON	TUES	WED	THURS	FRI	SAT
	CWS DAY OFF	9	9	9	9	
	H	9	9	9	9	

c. Core time. All full-time employees must be present for duty on all regularly scheduled work days during core hours unless on approved leave, excused absence, or lunch period. Core hours are 8:30 a.m. to 3:00 p.m., Monday through Friday.

The following example illustrates how Core Time might work:



d. Arrival and Departure Time. Offices will be open five days a week, Monday through Friday. Employees on this plan may schedule their work day, with supervisory approval, according to their own preference, as early as 6:30 a.m. and may work until 6 p.m.

e. Lunch Time. Length is 30 minutes, with the lunch period not counted in the number of work hours.

f. Days Off. Employees may choose their day off, subject to management approval, Monday or Friday during the biweekly pay period. This day must be scheduled in advance. Managers have the authority to limit days off for the entire office to certain specified weeks in a pay period, either the first or the second. Under extenuating circumstances and with Management approval, a day-off, such as a Wednesday, can be selected.

g. Leave Days. Employees will be charged leave in accordance with work hours scheduled (e.g., 9-hour workday, 9 hours' leave; 8-hour workday, 8 hours' leave). Hours worked and/or charged to leave, holidays, etc., must total 80 during the bi-weekly pay period.

h. Holidays. When a holiday falls on one of the employee's regularly scheduled workdays, the employee will be credited with 8 hours holiday leave. (See second example on Page 2). This day off will be the employee's 8-hour day for the pay period, and the employee will work eight 9-hour days.

When an employee has three consecutive nonworkdays off (e.g., Friday, as compressed day off, Saturday and Sunday), and a holiday falls on one of these nonworkdays, the following rules shall apply in designating the workday as the "in lieu of" holiday. When the holiday falls on the employee's first or second nonworkday, the preceding workday shall be designated as the "in lieu of" holiday, and when the holiday falls on the third nonworkday, the next workday shall be designated as the "in lieu of" holiday.

i. Overtime. Overtime work under the compressed workweek may still be ordered and approved. Overtime for employees participating in the compressed work schedule is defined as that work or duty time in excess of 9 hours in a 9-hour day or 8 hours in an 8-hour day or more than 80 hours in a pay period, that is specifically ordered and approved by management. Individuals subject to unplanned overtime, (e.g., emergency spill), cannot participate in the compressed workweek for specified pa periods).

j. Travel or Training. When an employee in a compressed workweek schedule is required to travel, participate in a training course, or serve at a location where the hours of work are different than the employee's schedule, the supervisor and/or manager will make individual adjustments in the work hours on a case-by-case basis to ensure that there are 80 hours of work included in each pay period for employees.

3. ADMINISTRATION OF THE PLAN.

a. Procedures for Work Scheduling.

(1) Employees will submit a work schedule request (attached) to their immediate supervisor quarterly. This schedule will stay in effect for a minimum of 90-days unless changes are approved by the employee's supervisor.

(2) The immediate supervisor will approve or disapprove the employee's request. Approval or disapproval will be based on considerations of work needs, employee performance, and employee's personal needs. The supervisor will discuss any problems on the request with the employee and work for a schedule satisfactory to both. Employees who desire to participate in the program should have the opportunity to do so unless there is a legitimate work-related reason to preclude participation.

(3) Supervisors will provide each employee with a copy of the approved work schedule request.

(4) Where necessary, the supervisor may change an employee's schedule to 'standard' 8-hour days and/or a 40-hour week during critical work assignments requiring this adjustment or to correct work problems resulting from the compressed schedule.

b. Nonparticipating Employees. Nonparticipating employees will work a standard 8-hour work schedule with flexible starting and leaving time consistent with the existing flexitime program.

c. Time and Attendance. Supervisors are responsible for ensuring adequate office coverage for their group during the workweek, furnishing approved work schedule requests to the timekeeper, and ensuring that accurate records are maintained concerning the time and attendance of employees. Employees are responsible for adhering to their compressed work schedule as approved in advance in writing by their supervisor.

4. CONDITION. The success of utilizing a compressed work schedule requires mutual cooperation on the part of all supervisor and employees. Under emergency conditions in which the organizational efficiency of an office might be impaired, AA-OSWER may decide that the affected office by excluded.

5. EXPERIMENTAL PERIOD. This compressed workweek policy will be implemented for an experimental period ending January 28, 1989. A final evaluation of the success of this program will be made during December 1988 to determine if it should be extended beyond this expiration date.

✓ Approved

_________ Disapproved

J. Winston Porter
J. Winston Porter
Assistant Administrator

E. OVERTIME

1. Description

Employees who work in excess of 8 hours per day must get advance approval prior to working overtime. Any work officially ordered or approved, in excess of an 8-hour day, constitutes overtime.

2. Procedure

Employees required to work overtime must complete a Request for and Authorization of Overtime Work, EPA Form 2560-7, and have it approved by their supervisor prior to working overtime. An example of a situation where an employee should get prior approval for overtime is a secretary needed to type a report requiring him/her to work beyond the normal 8-hour day.

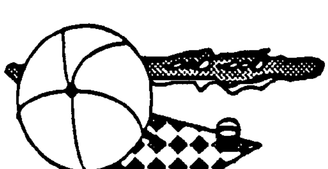
3. Reference

For further information, staff should see their designated Division Administrative Liaison (Appendix A) or their supervisor. Staff should also review EPA Form 2560-7 (Exhibit II-4).

F. HOLIDAYS

1. Description

EPA observes all traditional national holidays. The observed holidays include:



- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day.

Exhibit II-4

United States Environmental Protection Agency
Washington, DC 20460

EPA

Request for and Authorization of Overtime Work

(See reverse for instructions and Privacy Act Statement)

1 For Pay Period Ending	2 Account Number
3 Document Control Number	4 Estimated Cost
5 Check One ☐ Original Request	☐ Extension

Authority for approving payment for overtime, or the allowance of compensatory time in lieu of payment for overtime, is reserved only to those officials stated in Agency delegations

Overtime must be authorized prior to its performance except in cases of emergency, and overtime actually worked under this authorization must be recorded on the employee s Time and Attendance (T&A) Card, EPA Form 2565-1 -2 or -3

6 Justification or Reason

7 Employee s Name	8 Social Security Number	9 Grade or Rate	10 Authorized Overtime Estimated Number of Hours	Comp Time	Dates

11 Requested by	Title	Date
12 Approved by	Title	Date

2. Procedure

All non-essential EPA personnel need not report to work on these holidays; employees are on "no work, pay status." EPA offices are closed on all national holidays; any employee working, may receive holiday premium pay for authorized work performed on a holiday or a day observed as a holiday.

3. Reference

Employees may contact their timekeepers or call Customer Assistance.

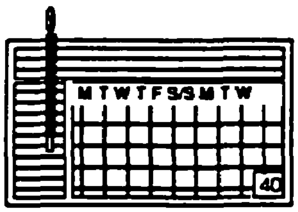
G. TIMEKEEPING/TIMESHEETS

1. Description

The payroll distribution timesheet completed by each employee is used to charge employees' time to the correct account number. In the Superfund program, this record serves as the mechanism by which an employee's time can be charged to a specific site for cost recovery purposes.

2. Procedure

Each employee is assigned a Fixed Account Number (FAN), which is the accounting classification used for normal work. In the case of OERR Headquarters' employees, this is usually a non-site-specific Superfund account number. However, there may be instances where Superfund site-specific work is performed; in this case, the employee uses the site-specific charge number.



Every 2 weeks, the OERR Timekeepers — usually one or more within each Division — collect timesheets from employees and complete a timecard for each employee. Then each timekeeper completes a T&A Batch Control Form (Exhibit II-5) and submits it along with the timesheets and timecards to the Division secretary.

Exhibit II-5

DESIGNATED AGENT NUMBER ____
T&A Batch Control Form

Please complete the total number of hours for your Designated Agent in each of the below categories:

Total Number of Hours

Col. Type	Reg	N/D	O.T.	Hol.	Sun.	Haz.	C.T. Worked	Sick	Ann.	C.T. Used	NPS	Other
Hrs.												

Total number of cards ____________

I certify to the best of my knowledge all signatures and balances on the attached time and attendance cards are accurate.

Signature: ______________________ Date: ________ Pay Period: _________

Number of cards to follow: __________

Reason for delay:

The Division secretary consolidates all T&A Batch Control Forms received from the bookkeepers in the Division. One form for the entire Division, along with timesheets and timecards in social security number order, is submitted to the Designated Agent (DA) who is located in the Office of Program Management (OPM).

The DA compiles all T&A Batch Control Forms from all the divisions and sends one form along with the timesheets and timecards to Payroll. These are due in Payroll at noon, on the Friday following payday, as requested by the Payroll Office.

Employees are paid for a 40-hour work week unless otherwise specified in their employment contract or unless an employee has worked overtime.

General guidelines pertaining to the use of timesheets:

- Superfund employees must complete daily timesheets paying particular attention to accounting for Superfund site-specific activity. Site-specific activity must be charged to a site-specific account number which then must be verified. See Chapter XII for further information on Superfund-specific accounting procedures.

- All employees who are not certified as 100 percent dedicated to Superfund (those who do RCRA or oil spills work), but who perform Superfund work during a given pay period, must fill out daily timesheets accounting for all hours in that pay period. This accounting must segregate Superfund hours from non-Superfund (RCRA/oil spills work). The Superfund time must be charged to a site-specific account number, where appropriate.

Exhibit II-6 is a copy of a Payroll Distribution Timesheet which is used to charge an employee's time to the correct account.

Exhibit II-6

EPA

United States Environmental Protection Agency
Washington DC 20460

Payroll Distribution Timesheet

Employee Name	Social Security Number	Fixed Account Number	Pay Period No	Pay Period Date From	To	Designated Agent No

FY	Account Number: 9 digit Account Number	Optional Activity Description or Project Code	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Summary Columns: Reg Hrs	Overtime Hours	Hazardous Duty	Night Differential	*Sunday Holiday Hours	Code
	Fixed Account Number																					
Non Fixed Account Number (FAN) Subtotals from Continuation Sheets																						
Non FAN Total																						
Grand Total All Paid Hours																						

Timekeeper's Telephone Number

I certify that the hours posted are accurate for the work performed

Timekeeper's Signature | Supervisor's Signature | Employee's Signature

*Code
2 - Holiday
4 Sunday

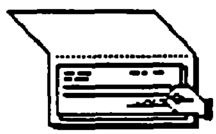
EPA Form 2560-28 (10 86)

3. Reference

Timekeepers can provide further guidance on the use of the timesheets.

H. PAY CHECKS

1. Description



Employees are paid biweekly on the second Tuesday after the end of the pay period. Designated Agents distribute payroll statements on payday to the main timekeeper, who may hold an employee's statement in case of absence. Employees may have their paychecks mailed directly to their residence or deposited directly into a financial institution. No payroll checks are distributed at the office.

2. Procedures

To ensure proper handling of paychecks and time-cards, complete Authorization for Mailing Pay Checks, EPA Form 2560-4 (Exhibit II-7), and, if applicable, a Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization, Standard Form 1198 (SF-1198, Exhibit II-8). These forms must be completed by the designated financial organization and received by Customer Assistance before the Agency can forward a check for credit to an employee's account. The request usually effects the first pay period after receipt by Customer Assistance. Standard Form 1198 is also required in order to have allotments (savings, loan payments, etc.) drawn from a paycheck.

3. Reference

Standard Form 1198 is available from Customer Assistance (Room M3407). For further guidance, employees may contact their timekeeper, Administrative Officer or Designated Agent.

Exhibit II-7

AUTHORIZATION FOR MAILING PAY CHECKS (Please read reverse before completing this form)		SOCIAL SECURITY NO.
NAME OF EMPLOYEE	ORGANIZATION (Use mailing symbol)	DESIGNATED AGENT NO.

TO: EPA Payroll Office: you are hereby authorized to do the following

- [ ] CANCEL MY PREVIOUS AUTHORIZATION
- [ ] MAIL CHECKS TO ONE OF THE BELOW ENTRIES
  - [ ] DESIGNATED AGENT *(Include no. shown in upper right corner)*
  - [ ] MY RESIDENCE *(See address below)*
- [ ] SEND TIME CARDS TO DESIGNATED AGENT NUMBER SHOWN ABOVE *(No change in check mailing instructions.)*

MAILING ADDRESS OF EMPLOYEE *(Include ZIP code)*

SIGNATURE OF EMPLOYEE	DATE

EPA Form 2560-4 (Rev. 7-81) PREVIOUS EDITION MAY BE USED UNTIL SUPPLY IS EXHAUSTED.

INSTRUCTIONS

EMPLOYEE'S OFFICE
Advise employees entering on duty by appointment, transfer or reassignment of check mailing options, and assist in the preparation of this or other forms required to establish his/her choice.

EMPLOYEE
Complete and sign this form to provide for direct mailing of pay checks to your residence or the Designated Agent at your official duty station.

NOTE: Send original signed form to the payroll office.

NOTICE TO EMPLOYEE: Your choice for direct mailing will be automated effective for the pay period in which this form is received in the payroll office and will continue until changed by you, unless a check is issued without a supporting time and attendance card, upon separation when it is sent to the Central Payroll Office for clearance.

PRIVACY ACT

GENERAL: This information is provided pursuant to Public Law 93-579 *(Privacy Act of 1974)* December 31, 1974 for individuals authorizing the mailing of pay checks.

AUTHORITY: Public Law 93-579, 31 U.S.C. Section 492, 31 CFR Part 209 – 210.

PURPOSE AND USE: This information will be used to mail individual pay checks to the authorized designee *(bank or home)* of the employee.

EFFECTS OF NONDISCLOSURE: Provision of this information is voluntary, however, failure to supply all of the information will result in the pay check not being mailed. The payroll system is based on the individual's SSN.

INFORMATION REGARDING DISCLOSURE OF YOUR SSN: Disclosure by you of your Social Security Number will only be used for the above purpose and is mandatory to attain the service you request.

EPA Form 2560-4 (Rev. 7-81) (Reverse)

Exhibit II-8

INSTRUCTIONS

(a) Complete one form for each savings account
(b) Employee is to initiate this form
(c) Employee is to complete part A in triplicate
(d) Financial organization is to complete part B in triplicate
(e) Employee is to distribute copies as designated

Standard Form 1198
(Rev 3-82)
Department of the Treasury
I TFRM 3-9000

REQUEST BY EMPLOYEE FOR ALLOTMENT OF PAY FOR CREDIT TO SAVINGS ACCOUNT WITH A FINANCIAL ORGANIZATION

TO BE COMPLETED BY EMPLOYEE (A)

(1) Name of Employee *(As stated on payroll)*

(2) Social Security Number

(3) Home Address

(4) Agency *(Include also Bureau, Division, Branch or other designation of employing organization)*

You are hereby authorized, in accordance with 31 CFR Part 209, subject to all the conditions stated on this document, to take the action requested below with respect to deductions from salaries or wages due me in the amount specified below which are for remittance to the financial organization designated below for credit to my savings account. Action will be effective within the next two full pay periods and deductions will continue until canceled by me in writing.

(5) Action Requested on Allotment *("X" one and fill in amount)*

☐ Initiate $ ________ ☐ Increase from $ ________ to $ ________

☐ Cancel $ ________ ☐ Decrease from $ ________ to $ ________

An authorization for a new or decreased allotment must be completed by the financial organization. An authorization to increase or cancel an allotment should be submitted direct to the employing agency.

(6) Allotment To Be Sent To *(name of financial organization)*

(7) Signature of Employee

(8) Employee's Savings Account No. At Financial Organization

(9) Date Submitted to Agency

TO BE COMPLETED BY FINANCIAL ORGANIZATION (B)

(10) We, the above-designated financial organization, hereby agree to act as agent of the above-named Government employee in the capacity indicated and to accept as our expense such service charge, at the rate established in regulations of the Department of the Treasury, as will be deducted from the amount remitted to us. Our complete account number for the savings account to be credited is inserted in Block No. (8), so as to be included on records accompanying remittances.

THE FINANCIAL ORGANIZATION WILL CHECK WHICHEVER OF THE FOLLOWING PROVISIONS IS APPLICABLE

☐ The address in Block No. (12) is the single point in this financial organization which is to receive remittances for all allotments of pay of Government employees designating this financial organization. Our "employer identification number" (same as the tax identification number assigned by Internal Revenue Service) is inserted in Block No. (11).

☐ We can agree to act as agent of the above-named person in the capacity indicated only if remittances are forwarded to our respective branch office where the savings account is maintained. The related branch office for this allotment of pay is identified by the parenthetical suffix inserted with our "employer identification number" (same as the tax identification number assigned by Internal Revenue Service) in Block No. (11) coordinate with the address shown in Block No. (12).

(11) Employer Identification No

(12) Address of Financial Organization

(a) Street

(b) City

(c) State

(d) Zip Code

(13) Authorized Signature

(14) Title

(15) Date

ATTENTION EMPLOYEE AND FINANCIAL ORGANIZATON

Agency payroll offices and disbursing offices operate within rigid time schedules to assure timely delivery of checks for net pay on the established payday and there will be no ... in the emphasis. As requested above, the amount allotted will be deducted from your salaries or wages and will be remitted by the disbursing office, as soon as practicable ... designated recipient. It should be understood that such remittance may be received by the recipient later than the regular payday—possibly 3 or 4 business days later.

. . . .

PRIVACY ACT STATEMENT 5 USC 5525 permits Federal agencies to collect this information. Executive Order 9397 allows Federal agencies to use the Social Security Number as an individual identifier to avoid confusion caused by employees with the same or similar names. The information furnished on this form is confidential and is needed to provide entitlement to the benefits of the financial arrangement authorized by the authority cited. The information will be used to process the payment data from the Government agency to the recipient. Failure to provide the information requested may affect the entitlement to such benefits.

NSN 7540-00-142-9434 PREVIOUS EDITION USABLE 1198-108

III. PERSONNEL-RELATED PROCEDURES

III. PERSONNEL-RELATED PROCEDURES

OVERVIEW

The purpose of this chapter is to provide OERR personnel with a concise summary of policy and procedures and references for personnel-related actions. These actions include general personnel actions, personnel files, confidential interest statements, benefits, leave, performance management reviews and appraisals, affirmative actions, disciplinary actions and terminations, the Senior Executive Service (SES), and awards.

A. PERSONNEL ACTIONS

1. Description

EPA Order 3100.2A requires initiating offices to file a Request for Personnel Action, Standard Form 52 (SF-52, see Exhibit III-1), to request various types of personnel actions. The SF-52 is generally used and processed for personnel actions to:

- Establish a position or amend position descriptions
- Promote staff
- Reassign/transfer staff (by receiving office)
- Separate/transfer staff
- Detail staff
- Assign staff to temporary status
- Extend staff status
- Recruit staff.

This form may also be used to change staff names and addresses.

Exhibit III-1 (under revision)

Standard Form 52
Rev. November 1985
U.S. Office of Personnel Management
FPM Chapter 296

Standard Form 52

REQUEST FOR PERSONNEL ACTION

Part I—Requesting Office—Also complete Part II items 1 and 20-34 as necessary

A. For Agency Use		B. For Additional Information Call (Name and Telephone Number)
C. Personnel Action Required	D. Proposed Effective Date	E. Requested by (Signature, Title, and Date)
F. Position Action Requested	G. Proposed Effective Date	H. Approved by (Signature, Title, and Date)

Remarks by Requesting Office (Note Supervisors: If action requested is employee resignation and if you know of additional or conflicting reasons for the resignation, please state these facts on a separate sheet and attach to SF 52.)

Part II—For Preparation of SF 50

1. Name (Last, First, Middle)	2. SSN	3. Position Sensitivity (Opt)	4. Date of Birth
5. Veteran Preference: 1—None; 2—5 Pt; 3—10 Pt Disab; 4—10 Pt Comp; 5—10 Pt Other; 6—10 Pt 30% Comp	6. Serv. Comp. Date (Leave)	7. Tenure	8. Retirement
9. FEGLI	10. FLSA: E—Exempt; N—Nonexempt	11. Sex	12. Citizenship: 1—US; 8—Other / 13. Comp. Level (Opt)
14. Effective Date / 15. Annuitant Indicator: 1—Reempl Ann CS; 2—RETO; 3—RETM; 4—RETO & CS; 5—RETM & CS; 9—Not Applicable	16. Work Schedule: F—Full-time; P—Part-time; I—Intermittent; G—FT Seasonal; Q—PT Seasonal; J—INT Seasonal; H—FT On Call; R—PT On Call		17. (Reserved for OPM Use)

18-A NOAC	18-B Nature of Action	19-A NOAC	19-B Nature of Action
18-C Auth Code	18-D Authority	19-C Auth Code	19-D Authority
18-E Auth Code	18-F Authority	19-E Auth Code	19-F Authority

20. FROM: Position Title and Number	27. TO: Position Title and Number
21. Name and Location of Employing Office	28. Name and Location of Employing Office

22. Pay Plan & Occupational Code	23. Grade or Level	24. Step or Rate	25. Salary	26. Pay Basis	29. Pay Plan & Occupational Code	30. Grade or Level	31. Step or Rate	32. Salary	33. Pay Basis

34. Duty Station	35. Position Occupied: 1—Competitive; 2—Excepted; 3—SES General; 4—SES Career Reserved	36. Appropriation Code (Optional)

37. Remarks

Exhibit III-1 (continued, under revision)

SF 52 (Reverse)

Part II—Continued

38 Approval	39 FPMIS Data				
I certify to the accuracy of the information entered on this form and that the proposed action is in compliance with statutory and regulatory requirements Signature and Date	A Supv or Manager Ind	B VEV Ind	C PRD	D Barg Unit Status	E Functional Class
	F Educational Level	G Year Degree Attained	H Academic Discipline	I Agency Code	
	J Location Code			K SON	
		N	O	P	Q

Part III—Clearances

A Officer/Function	Initials/Signature	Date	B Position Classification Action
1			Identical Additional / Vice / New / Regraded
2 Ceiling/Position Control			C Remarks (NOTE Use item 37 on reverse for SF 50 Remarks) Qualification Standard
3 Classification			
4 Placement/Employment			
5			

Part IV—Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be primarily used to mail you copies of any documents you should have or any pay or compensation you are entitled to.

This information is requested under authority of sections 301, 3301, and 8506 of title 5 U S Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have, (2) pay or other compensation due you, and (3) any unemployment compensation benefits to which you may be entitled.

A Reason for Resignation/Retirement (NOTE Please give specific reasons. Avoid generalized ones.)

B Effective Date of Resignation/Retirement	C Employee's Signature	D Date Signed

E Forwarding Address (Number, Street, City, State and Zip Code)

2. Procedure

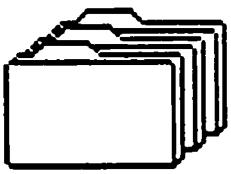
Employees may obtain an SF-52 from the Administrative Officer or the Administrative Liaison (see Appendix A). Forms should be completed by the employee requesting an administrative action and returned to his/her Administrative Liaison. For directions on completing an SF-52, refer to Exhibit III-1. To ensure timely response action on requests, plan ahead and submit paperwork in advance of expected action. Depending on the nature of the request/action, processing may take from two weeks for a reassignment to a few months for recruiting a new position.

3. Reference

For more information, contact the Administrative Liaison or Administrative Officer.

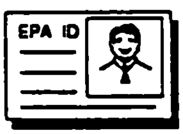
B. PERSONNEL FILES

1. Description



The EPA Office of Personnel maintains an official personnel file on every temporary, permanent, part-time, and full-time employee. The file contains official information on every employee, including the most current Standard Form 171, Application for Federal Employment (SF-171, Exhibit III-2), appointment letter (if applicable), employment agreement, performance review and appraisal, benefit profile, training documentation, a record of disciplinary actions, and any other official materials. Employees may update their personal qualifications statement in SF-171 with Standard Form 172, Amendment to Personal Qualifications Statement. These documents are available from EPA's Processing and Records Unit (Room M3013).

2. Procedure



Employees are entitled to review their personnel files. To access one's personal folder, an employee must present his/her EPA identification badge to the assis-

Standard Form 171

Application for Federal Employment

(Formerly Personal Qualifications Statement)

Read the Following Instructions Carefully Before You Complete This Application

- **DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION**
- TYPE OR PRINT CLEARLY IN DARK INK If you need more space for an answer continue in item **47** on page 4 or use a sheet of paper the same size as this page On **each** sheet write your name Social Security Number and the announcement number or job title Attach all sheets to this application at the top of page 3
- If you do not answer **all** questions fully and correctly you may delay our review of your application and lose job opportunities
- Unless we ask for additional material in the announcement or qualification information **do not attach** any materials such as official position descriptions performance evaluations letters of recommendation certificates of training publications etc Any materials you attach which we did not ask for may be removed from your application and will **not** be returned to you
- We suggest that you **keep a copy** of this application for your use If you plan to make copies of your application we suggest you leave items **1**, **2**, **48** and **49** blank Complete these blank items each time you apply **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**
- **If you are applying for a specific Federal civil service examination** (whether or not a written test is required)
  - —Read the announcement and other material provided Make sure that your work experience and or education meet the qualifications described
  - —Make sure that you are allowed to apply at this time Civil service examinations may be closed to receipt of new applications for specific types of jobs grade levels and/or geographic locations Follow any directions on "How to Apply"
  - —If a written test is required follow the instructions on your admission card (for example "Bring a completed SF171 to the test")
  - —If a written test is **not** required mail this application to the address in the announcement
  - —Include all forms required by the announcement
- **If you are applying for a specific vacancy in a Federal agency:**
  - —Study the vacancy announcement to make sure that you meet the qualifications for the job **and** are allowed to apply Some jobs are limited to people who work for the Federal Government have worked for the Federal Government in the past or have an application on file with the Office of Personnel Management
  - —Mail this application to the address in the vacancy announcement
  - —Include all forms that are required by the announcement
- If you change your address notify all offices that have your application Always include your Social Security Number

Work Experience (Item 24)

- Carefully complete each experience block you need to describe your work experience Unless you qualify based on education alone **your rating will depend on your description of previous jobs. Do not leave out any jobs you held during the last ten years.**
- Under **Description of Work**, write a **clear** and **brief** but **complete** description of your **major** duties and responsibilities for each job Include any supervisory duties special assignments and your accomplishments in the job We may verify your description with your former employers
- If you had a major change of duties or responsibilities while you worked for the same employer describe each major change as a separate job
- Write in each experience block your name at that time **if** it is different from the name you currently use Show your former name in parentheses on the first line under **Description of Work**

Veteran Preference (Item 22)

- DO NOT LEAVE **22** blank If you do **not** claim veteran preference place an "X" in box number **1** "NO PREFERENCE"
- You **cannot** receive veteran preference if you are retired or plan to retire at or above the rank of major or lieutenant commander **unless** you have a service-connected disability (see "10-POINT PREFERENCE" below)
- Some Vietnam Era and disabled veterans qualify for special hiring programs More information is available from any Federal Job Information Center
- **5-POINT PREFERENCE** If you claim 5-point preference you must have
  - —Received an honorable or general discharge *(a clemency discharge **does not** meet the requirements of the Veteran Preference Act)* **and**
  - —Served on active duty anytime between December 7 1941 and July 1, 1955, **or**
  - —Served more than 180 consecutive days of active duty any part of which was after January 31, 1955, and before October 15 1976 *(do **not** count active duty for training under the 6-month Reserve or National Guard programs)*, **or**
  - —Served in a military action for which you received or were entitled to receive a Campaign Badge or Expeditionary Medal Write the names of your Campaign Badges and Expeditionary Medals in **47**

  If you claim 5-point preference place an "X" in box number **2** "5-POINT PREFERENCE"
- **10-POINT PREFERENCE.** If you claim 10-point preference you must meet the requirements for **one** of the groups below as described in the Standard Form 15 Application for 10-Point Veteran Preference (SF 15) The SF 15 is available by mail from any Federal Job Information Center
  - —Non-Compensably Disabled or Purple Heart Recipient
  - —Compensably Disabled (less than 30%)
  - —Compensably Disabled (30% or more)
  - —Spouse Widow(er) or Mother of a deceased or disabled veteran

  If you claim 10-point preference place an "X" in the box that applies to you (**3** or **4** or **5** or **6**) ATTACH A COMPLETED SF 15 TO THIS APPLICATION, TOGETHER WITH THE PROOF REQUESTED IN THE SF 15

Privacy Act Statement

The Office of Personnel Management is authorized to rate applicants for Federal jobs under sections 1302 3301 and 3304 of title 5 of the U S Code Section 1104 of title 5 allows the Office of Personnel Management to authorize other Federal agencies to rate applicants for Federal jobs We need the information you put on this form and associated application forms to see how well your education and work skills qualify you for a Federal job We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birthdate The SSN has been used to keep records since 1943 when Executive Order 9397 asked agencies to do so The Office of Personnel Management may also use your SSN to make requests for information about you from employers schools banks, and others who know you but only as allowed by law or Presidential directive The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you

Information we have about you may also be given to Federal State and local agencies for checking on law violations or for other lawful purposes We may send your name and address to State and local Government agencies Congressional and other public offices and public international organizations if they request names of people to consider for employment We may also notify your school placement office if you are selected for a Federal job

Giving us your SSN or any of the other information is voluntary However we cannot process your application which is the first step toward getting a job if you do not give us the information we request

DETACH THIS PAGE • NOTE ADDITIONAL WORK EXPERIENCE BLOCKS ON BACK

Application for Federal Employment—SF 171

Read the instructions before you complete this application *Type or print clearly in dark ink.*

Form Approved
OMB No 3206-0012

GENERAL INFORMATION

1 What kind of job are you applying for? *Give title and announcement number (if any)*

2 If the announcement lists several job titles which jobs are you applying for?

3 Social Security Number

4 Birth date *(Month Day Year)*

5 Name *(Last First Middle)*

Street address or RFD number *(include apartment number if any)*

City | State | ZIP Code

6 Other names ever used

7 Sex *(for statistical use)* ☐ Male ☐ Female

8 Home Phone — Area Code | Number

9 Work Phone — Area Code | Number | Ext

10 Were you ever employed as a civilian by the Federal Government? If "NO" go to 11 If "YES" mark each type of job you held with an "X"
☐ Temporary ☐ Career Conditional ☐ Career ☐ Excepted
What is your highest grade classification series and job title?

Dates at highest grade FROM TO

11 Do you have any applications for Federal employment on file with the U S Office of Personnel Management? If "NO" mark here ☐ and go to 12 If "YES" write below and continue in 47 the information for each application (a) the name of the office that has your application (b) the title of the job (c) the date of your Notice of Results and (d) your rating

DO NOT WRITE IN THIS AREA

FOR USE OF EXAMINING OFFICE ONLY

Material ☐ Submitted ☐ Returned | Entered register

Notations

Form reviewed
Form approved

Option	Grade	Earned Rating	Preference	Aug Rating
			☐ 5 Points (Tent)	
			☐ 10 Pts (30% Or More Comp Dis)	
			☐ 10 Pts Less Than 30% Comp Dis	
			☐ Other 10 Points	
			☐ Disallowed	

Initials and Date ☐ Being Investigated

ANNOUNCEMENT NO

APPLICATION NO

FOR USE OF APPOINTING OFFICER ONLY

Preference has been verified through proof that the separation was under honorable conditions and other proof as required

☐ 5 Point ☐ 10-Point—30% or More Compensable Disability ☐ 10-Point—Less Than 30% Compensable Disability ☐ 10-Point Other

Signature and Title

Agency | Date

AVAILABILITY

12 When can you start work? *(Month and Year)*

13 What is the lowest pay you will accept? Pay $ ______ per ______ OR Grade ______

14 Are you willing to work

	YES	NO
A In the Washington D C metropolitan area?		
B Outside the 50 United States?		
C Any place in the United States?		
D Only in *(list the location(s))*		

15 Are you willing to work

	YES	NO
A 40 hours per week (full-time)?		
B 25-32 hours per week (part-time)?		
C 17-24 hours per week (part-time)?		
D 16 or fewer hours per week (part-time)?		
E In an intermittent job (on-call/seasonal)?		
F Weekends shifts, or rotating shifts?		

16 Are you willing to take a temporary job lasting

	YES	NO
A 5 to 12 months (sometimes longer)?		
B 1 to 4 months?		
C Less than 1 month?		

17 Are you willing to travel away from home for

	YES	NO
A 1 to 5 nights each month?		
B 6 to 10 nights each month?		
C 11 or more nights each month?		

MILITARY SERVICE AND VETERAN PREFERENCE

	YES	NO
18 Have you served on active duty in the United States Military Service? *If your only active duty was training in the Reserves or National Guard answer "NO"* If "NO" go to 22		
19 Were you honorably discharged from the military service? *If your discharge was changed to "honorable" or "general" by a Discharge Review Board answer "YES" If you received a clemency discharge answer "NO"* If "NO" explain in 47		
20 Did you or will you retire at or above the rank of major or lieutenant commander?		

21 List the dates branch and serial number for all active duty service

FROM	TO	BRANCH OF SERVICE	SERIAL NUMBER

22 Place an "X" in the box next to your Veteran Preference claim Mark only one box
See the instructions for eligibility information

1 NO PREFERENCE

2 5-POINT PREFERENCE—You must show proof when you are hired

10-POINT PREFERENCE—**If you claim 10-point preference, you must complete a Standard Form 15, which is available at any Federal Job Information Center ATTACH THE COMPLETED SF 15 TO THIS APPLICATION, TOGETHER WITH THE PROOF REQUESTED IN THE SF 15.**

3 Non-compensably disabled or Purple Heart recipient

4 Compensably disabled (less than 30%)

5 Spouse, widow(er) or mother

6 Compensably disabled (30% or more)

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Standard Form 171 Rev 2/84
Office of Personnel Management
FPM Chapter 295

Exhibit III-2 (continued)

WORK EXPERIENCE *If you have no work experience, write "NONE" in A below and go to 25 on page 3*

23 May we ask your present employer about your character, qualifications and work record? *A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.*

YES	NO

24 READ **WORK EXPERIENCE** ON THE INSTRUCTION PAGE BEFORE YOU BEGIN

- Describe your current or most recent job in Block **A** and work backwards, describing each job you held **during the past 10 years**.
- You may sum up in one block work that you did **more than 10 years ago**. But if that work **is related** to the type of job you are applying for, describe each related job in a separate block.
- If you were **unemployed** for longer than **3 months**, list the dates and your address(es) at that time in **47**. **Do not** list unemployment that was more than 10 years ago.
- INCLUDE VOLUNTEER WORK *(non-paid work)*—**If the work (or a part of the work) is like the job you are applying for**, complete all parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations.
- INCLUDE MILITARY SERVICE—You should complete **all** parts of the experience block just as you would for a non-military job, including all supervisory experience. Describe each major change of duties or responsibilities in a separate experience block.
- IF YOU NEED MORE EXPERIENCE BLOCKS OR MORE SPACE TO DESCRIBE A JOB— **For more blocks**, use the SF 171-A or sheets of paper the same size as this page (be sure to include **all** information we ask for in **A** or **B** below). On **each** sheet show your name, Social Security Number, and the announcement number or job title. **For more space**, continue in **47** or on a sheet of paper as described above.
- IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS), use the SF 172 or a sheet of paper as described above.

A

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From: To:	Average number of hours per week
	Salary or earnings: Starting $ per; Ending $ per	Place of employment: City; State
Exact title of your job	Your immediate supervisor: Name; Area Code; Telephone Number	Number and job titles of any employees you supervised
Kind of business or organization *(manufacturing, accounting, social service, etc.)*	If Federal employment (civilian or military), list series, grade or rank, and the date of your last promotion	Your reason for wanting to leave

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

B

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From: To:	Average number of hours per week
	Salary or earnings: Starting $ per; Ending $ per	Place of employment: City; State
Exact title of your job	Your immediate supervisor: Name; Area Code; Telephone Number	Number and job titles of any employees you supervised
Kind of business or organization *(manufacturing, accounting, social service, etc.)*	If Federal employment *(civilian or military)* list series, grade or rank, and the date of your last promotion	Your reason for leaving

Description of work: Describe your specific duties, responsibilities and accomplishments in this job. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

FOR MORE EXPERIENCE BLOCKS SEE SF 171-A ON BACK OF INSTRUCTION PAGE

Exhibit III-2 (continued)

ATTACH ANY ADDITIONAL FORMS AND SHEETS HERE

EDUCATION

25 Did you graduate from high school? *If you have a GED high school equivalency or will graduate within the next nine months answer* "YES"

YES [ ] If "YES" give month and year of graduation ______

NO [ ] If "NO" give the highest grade you completed ______

26 Write the name and location *(city and state)* of the last high school you attended

27 Have you ever attended college or graduate school? YES [ ] If "YES" continue with 28 / NO [ ] If "NO" go to 31

28

NAME AND LOCATION *(city, state and ZIP code)* OF COLLEGE OR UNIVERSITY *If you expect to graduate within nine months give the* **month and year** *you expect to receive your degree*	MONTH AND YEAR ATTENDED		NO. OF CREDITS COMPLETED	TYPE OF DEGREE	YEAR OF DEGREE
	From	To	Semester Hours OR Quarter Hours	*(e.g. B.A., M.A.)*	
1)					
2)					
3)					

29

CHIEF UNDERGRADUATE SUBJECTS *Show major on the first line*	NO. OF CREDITS COMPLETED
	Semester Hours OR Quarter Hours
1)	
2)	
3)	

30

CHIEF GRADUATE SUBJECTS *Show major on the first line*	NO. OF CREDITS COMPLETED
	[illegible]
1)	
2)	
3)	

31 Have you completed any other courses or training **related to the kind of jobs you are applying for** *(for example trade, vocational, Armed Forces, or business)?* YES [ ] If "YES" give the information requested below [illegible] / NO [ ] If "NO" go to 32

MONTH AND YEAR TRAINING COMPLETED	TOTAL CLASSROOM HOURS	SUBJECT(S)	NAME AND LOCATION OF SCHOOL *(City, state and ZIP code if known)*	[illegible]
1)				
2)				
3)				

SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

32 List your special qualifications, skills or accomplishments that may help you get a job. *Some examples are: skills with machines, most important publications (do not submit copies), public speaking and writing experience, membership in professional or scientific societies, patents or inventions, etc.*

33 How many words per minute can you TYPE? | TAKE DICTATION?

Agencies may test your skills before hiring you

34 List **job-related** licenses or certificates that you have, such as: *registered nurse, lawyer, radio operator, driver's, pilot's, etc.*

LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY
1)		
2)		

35 Do you speak or read a language other than English *(include sign language)?* ***Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.*** YES [ ] If "YES" list each language and place an "X" in each column that applies to you / NO [ ] If "NO" go to 36

LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
1)								
2)								

36 List any honors, awards or fellowships you have received. For each give the year it was received

REFERENCES

37 List three people who are **not** related to you and who know your qualifications and fitness for the kind of job(s) for which you are applying. **Do not** list supervisors you listed under 24

FULL NAME OF REFERENCE	PRESENT BUSINESS OR HOME ADDRESS *(Number, street, city, state and ZIP code)*	TELEPHONE NUMBER(S) *(Include area code)*	BUSINESS OR OCCUPATION
1)			
2)			
3)			

BACKGROUND INFORMATION—*You must answer each question in this section before we can process your application*

Place an "X" in the proper column for each question below — YES NO

38 Are you a citizen of the United States? If "NO" write the country or countries you are a citizen of: ______

Important note about questions 39 through 44: We will consider the date, facts and circumstances of each event you list. In most cases, you can still be considered for Federal jobs. However, if you fail to tell the truth or fail to list all relevant events, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution (18 USC 1001).

39 During the last **10 years**, were you **fired from any job** for any reason, did you **quit after being told that you would be fired**, or did you leave by mutual agreement because of specific problems? If "YES", use 47 to write for each job: *a) the name of the employer, b) the approximate date you left the job, and c) the reason(s) why you left.*

When answering questions 40 through 44 you may omit: 1) traffic fines of $100.00 or less; 2) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law; 3) any conviction set aside under the Federal Youth Corrections Act or similar State law; 4) any conviction whose record was expunged under Federal or State law.

40 Have you **ever** been convicted of, or forfeited collateral for **any felony?**

A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.

41 Have you **ever** been convicted of, or forfeited collateral for any **firearms** or **explosives** violation?

42 During the last **10 years** have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do **not** include violations reported in **40** or **41** above.

43 Are you **now** under charges for **any** violation of law?

44 Have you **ever** been convicted by a **court-martial?** If no military service, answer "NO".

IF YOU ANSWERED "YES" TO 40, 41, 42, 43, or 44, GIVE DETAILS IN 47. For each violation write the: *1) date, 2) charge, 3) place, 4) court, and 5) action taken.*

45 Do any of your relatives work for the United States Government or the United States Armed Forces? Include: *father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.*

If "YES", use **47** to write for each of these relatives: *their a) name, b) relationship, c) department, agency, or branch of the Armed Forces.*

46 Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service?

ADDITIONAL SPACE FOR ANSWERS

47 Write the number to which each answer applies. **If you need more space**, use sheets of paper the same size as this page. On each sheet write your name, Social Security Number, and the announcement number or job title. Attach all additional sheets at the top of page 3.

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).

I understand that any information I give may be investigated as allowed by law or Presidential order.

I consent to the release of information about my ability and fitness for Federal employment by *employers, schools, law enforcement agencies and other individuals and organizations*, **to** *investigators, personnel staffing specialists, and other authorized employees of the Federal Government.*

I certify that, to the best of my knowledge and belief, **all** of my statements are true, correct, complete, and made in good faith.

48 SIGNATURE *(Sign each application in dark ink)*	**49** DATE SIGNED *(Month, day, year)*

☆ U.S. Government Printing Office 1987—201-760/60196

Standard Form 171-A—Continuation Sheet for SF 171

Form Approved. OMB No 3206-0012

• Attach all SF 171-A's to your application at the top of page 3

1 Name *(Last First Middle)*	2. Social Security Number
3 Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS IF NEEDED

☐

Name and address of employer's organization *(include ZIP Code if known)*	Dates employed *(give month and year)* From To	Average number of hours per week
	Salary or earnings Starting $ per Ending $ per	Place of employment City State
Exact title of your job	Your immediate supervisor Name Area Code Telephone Number	Number and job titles of any employees you supervised
Kind of business or organization *(manufacturing accounting social service etc)*	If Federal employment *(civilian or military)* list series grade or rank and the date of your last promotion	Your reason for leaving

Description of work Describe your specific duties responsibilities and accomplishments in this job *If you describe more than one type of work (for example carpentry and painting or personnel and budget) write the approximate percentage of time you spent doing each*

For Agency Use (skill codes, etc.)

☐

Name and address of employer's organization *(include ZIP Code if known)*	Dates employed *(give month and year)* From To	Average number of hours per week
	Salary or earnings Starting $ per Ending $ per	Place of employment City State
Exact title of your job	Your immediate supervisor Name Area Code Telephone Number	Number and job titles of any employees you supervised
Kind of business or organization *(manufacturing, accounting social service, etc)*	If Federal employment *(civilian or military)* list series grade or rank and the date of your last promotion	Your reason for leaving

Description of work Describe your specific duties responsibilities and accomplishments in this job *If you describe more than one type of work (for example carpentry and painting or personnel and budget) write the approximate percentage of time you spent doing each*

For Agency Use (skill codes, etc.)

tant in the Processing and Records Unit (Room M3012), which is open between 9:00 a.m. and 2:00 p.m.

3. <u>Reference</u>

For more information regarding personnel files, contact the Office of Personnel at FTS 382-3285.

C. <u>CONFIDENTIAL INTEREST STATEMENTS</u>

1. <u>Description</u>

Confidential Interest Statements are applicable only to certain EPA personnel. SES, Schedule C employees, Presidential appointees and designated employees ranking GS-13 through GS-15, are required to submit an <u>Executive Personal Disclosure Report</u>, Standard Form 278 (SF-278, Exhibit III-3), to report their financial status.

Designated employees, usually including GS-13 to GS-15 employees, who participate in policymaking or other matters that affect the financial interest of those outside the Government, must submit a <u>Confidential Statement of Employee and Financial Interests</u>, EPA Form 3120-1 (Exhibit III-4), to the Deputy Ethics Officer every year. In addition, employees below GS-13 may be directed to file an annual statement if they are contract officials, project officers, inspectors, auditors, or OSC representatives.

2. <u>Procedure</u>

Appropriate financial reporting is determined by employment status. For SES, Schedule C employees and Presidential appointees, an SF-278 (Exhibit III-3) must be submitted within 30 days after assuming a new position, or by May 15 of that year, and again within 30 days after leaving a job. It must be submitted to the designated EPA Ethics Official or the Deputy General Counsel. For other designated employees, EPA Form 3120-1 (Exhibit III-4) is due within 30 days after assuming a new position, or by July 31 of that year. If an employee's financial holdings have changed since

Exhibit III-3

Financial Disclosure Report

Page 1

Reporting Status (Check Appropriate Box): Incumbent / New Entrant, Nominee or Candidate / Termination Filer	Agency Use Only	OGE Use Only	Date of Appointment, Candidacy, Election or Nomination (Mo, Day, Yr) / Termination Date (If Applicable) (Month, Day, Year)
Reporting Individual's Name	Last Name	First Name and Middle Initial	
Position for Which Filing	Title of Position	Department or Agency (If Applicable)	
Location of Present Office	Address (Number, Street, City, State and ZIP Code)	Telephone No. (Include Area Code)	
Position(s) Held With the Federal Government During the Preceding 12 Months (If Not Same as Above)	Title of Position(s) and Date(s) Held		
Presidential Nominees Subject to Senate Confirmation	Name of Congressional Committee Considering Nomination	Do You Intend to Create a Qualified Diversified Trust? ☐ Yes ☐ No	
Certification I CERTIFY that the statements I have made on this form and all attached schedules are true, complete and correct to the best of my knowledge and belief	Signature of Reporting Individual	Date (Month, Day, Year)	
Other Review (If desired by agency)	Signature of Other Reviewer	Date (Month, Day, Year)	
Agency Ethics Official's Opinion The information contained in this report discloses no conflict of interest under applicable laws and regulations	Signature of Designated Agency Ethics Official	Date (Month, Day, Year)	
Office of Government Ethics Use Only	Signature	Date (Month, Day, Year)	

Comments of Reviewing Officials (If additional space is required, use the reverse side of this sheet)

Reporting Periods

Incumbents Complete Schedules A, B, C and Part I of D. The reporting period is the preceding calendar year except for Part II of Schedule C and Part I of Schedule D where you must also include any positions held or agreements or arrangements made from the beginning of the filing year until the date you file.

Termination Filers Complete Schedules A, B, C and Part I of D. The reporting period begins at the end of the period covered by your previous filing and ends at the date of termination.

Nominees, New Entrants and Candidates for President and Vice President Complete Schedules A, C and D. (Candidates do not file Part II of Schedule D.)

- **Schedule A** The reporting period for Income (BLOCK C) and Transactions Test (BLOCK D) is the preceding calendar year and the current calendar year up to the date of filing. Value assets in BLOCK B as of any date you choose that is within 31 days of the date of filing.
- **Schedule C Part I** (Liabilities) The reporting period is the preceding calendar year and the current calendar year up to any date you choose that is within 31 days of the date of filing.
- **Schedule C Part II** (Agreements and Arrangements) Show any agreements or arrangements as of the date of filing.
- **Schedule D** The reporting period is the preceding two calendar years and the current calendar year up to the date of filing.

EDITION UNUSABLE

Exhibit III-3 (continued)

[illegible]
U.S. Office of Personnel Management

Reporting Individual's Name	Assets and Income	Page Number		Schedule A

All Filers: In BLOCK A report (a) the identity of each asset held for the production of income at the close of the reporting period which had a fair market value exceeding $1000 and (b) any other asset or source of income which generated over $100 in income during the reporting period. This includes but is not limited to employers, stocks, bonds, tax shelters, bank accounts, real property, mutual funds, pensions, IRA assets, assets of certain trusts, commodities, futures, personal businesses and partnership interests. Exclude your personal residence unless you rent it out. See instructions for rules on bank accounts and complex holdings.

All Filers: In BLOCK B report the value of each asset listed in BLOCK A which had a fair market value exceeding $1000 at the close of the reporting period.

All Filers. In BLOCK C report the type and amount of income exceeding $100 or more received from the assets and other sources of income listed in BLOCK A. You must report the **actual amount** of any income not of a type specifically noted below. You need not report the actual amount of your spouse's earned income, only the source in BLOCK A. You may not check "qualified trust" unless you have a blind trust which has been specifically approved by the Office of Government Ethics. If you, your spouse or dependent child are the beneficiary of a trust which no one of you created and has no knowledge of the assets, refer to the instructions to see if it qualifies as an "excepted trust." If "none" (or less than $101) is checked under Category of Amount of Income, no other entries need be made in BLOCK C for that item.

Incumbents and Termination Filers only. In BLOCK D for any real property, stocks, bonds, commodities, futures and other securities listed in BLOCK A did you purchase, sell or exchange the item during the reporting period for a value that exceeds $1000?

BLOCK A
Assets & Income Sources

Identify each asset and income source of yours, your spouse(S) and your dependent child (DC)

NONE ☐

BLOCK B
Valuation of Assets

BLOCK C
Income

BLOCK D
Transactions Test

S, DC		BLOCK A	Category of Value (A): None (or less than $1001)	$1,001 – $5,000	$5,001 – $15,000	$15,001 – $50,000	$50,001 – $100,000	$100,001 – $250,000	Over $250,000	Type of Income (A): Dividends	Rent	Interest	Capital Gains	Excepted Trust	Qualified Trust	Other (Specify Type)	Category of Amount of Income (A): None (or less than $101)	$101 – $1,000	$1,001 – $2,500	$2,501 – $5,000	$5,001 – $15,000	$15,001 – $50,000	$50,001 – $100,000	Over $100,000	Actual Amount Only if Other Specified	Date (Mo., Day, Yr.) Only if Honoraria	If yes, complete Sched. B Part I for those assets, excluding those held for a trust: YES	NO
	Example	X Y Z Common			x					x									x								x	
		Doe Jones & Smith Hometown USA														[illegible]									$50,000			
1																												
2																												
3																												
4																												
5																												
6																												
7																												
8																												
9																												
10																												

Exhibit III-3 (continued)

SF 278 (Rev. 1/88)
FPM Chapter 734
U.S. Office of Personnel Management

Form Approved
OMB No. 3206-0089

Reporting Individual's Name

Page Number		Schedule B

Part I
Transactions

Incumbents and Termination Filers only: Report any purchase, sale or exchange by you, your spouse or dependent child during the reporting period of any real property, stocks, bonds, commodities futures, and other securities when the amount of the transaction exceeded $1,000. Include transactions that resulted in a loss. Do not report a transaction involving property used solely as your personal residence or a transaction between you, your spouse or your dependent child

NONE [ ]

S or DC		Identification of Assets	Type of Transaction (X): Purchase	Sale	Exchange	Date (Mo, Day, Yr)	Amount of Transaction (X): $1,001-$5,000	$5,001-$15,000	$15,001-$50,000	$50,001-$100,000	$100,001-$250,000	Over $250,000
	Example	X Y Z Common	x			2 1 83			x			
1												
2												
3												
4												
5												
6												

Part II
Gifts, Reimbursements and Travel Expenses

Incumbents and Termination Filers only:
Report the source, a brief description and the value of: (1) in kind gifts of transportation, lodging, food or entertainment received from one source totaling $250 or more unless received as personal hospitality at the donor's personal or family residence, (2) other gifts received from one source totaling $100 or more in value, and (3) cash reimbursements of $250 or more received from one source. Exclude gifts and reimbursements received by your spouse that were given totally independent of their relationship to you. Exclude transportation, lodging, food and reimbursements from the U.S. Government. For (1) and (2), exclude gifts from relatives and exclude gifts of $35 or less when aggregating them for the total from one source. See instructions for further exclusions.

NONE [ ]

S		Source (Name and Address)	Brief Description	Value
	Examples	Nat'l Assn. of Rock Collectors, NY, NY	Airline ticket, hotel room & meals incident to national conference 6/15/83	$500
		Nat'l Assn. of Rock Collectors, NY, NY	Leather briefcase for retiring president	$125
1				
2				
3				
4				
5				

PREVIOUS EDITION USABLE

Exhibit III-3 (continued)

SF 278 (Rev. [illegible])
[illegible]
U.S. Office of Personnel Management

[illegible]

Reporting Individual's Name		Page Number		Schedule D

Part I
Positions Held Outside U.S. Government

All Filers: Report any positions held during the applicable reporting period. Positions include but are not limited to those of an officer, director, trustee, general partner, proprietor, representative, employee or consultant of any corporation, firm, partnership, or other business enterprise or any non profit organization or educational institution. Exclude positions with religious, social, fraternal, or political entities or those solely of an honorary nature.

NONE ☐

	Organization (Name and Address)	Type of Organization	Position Held	From (Mo. Yr.)	To (Mo. Yr.)
Examples	Nat'l Assn. of Rock Collectors, NY, NY	Non profit education	President	6/82	6/83
	Doe Jones & Smith, Hometown, USA	Law firm	Partner	7/78	11/83

Part II
Compensation In Excess Of $5000
Paid by One Source

Nominees and New Entrants only. Report sources of such compensation received by you or your business affiliation for services directly provided by you during the reporting period. This includes the names of clients and customers of any corporation, firm, partnership or other business enterprise, or any nonprofit organization when you directly provided the services generating a fee or payment of more than $5,000. You need not report the U.S. Government as a source.

NONE ☐

	Source (Name and Address)	Brief Description of Duties
Examples	Doe Jones & Smith, Hometown, USA	Legal services
	Metro University (client of Doe Jones & Smith), Hometown, USA	Legal services in connection with university construction

PREVIOUS EDITION USABLE

Confidential Statement of Employment and Financial Interests

EPA

(For use by regular and special Federal employees)

NOTE Read reverse before completing form	Name *(Last First Middle Initial)*
	Telephone Number

Date of Appointment to Present Position	Position Title and Organization	For Special Government Employees Only	
		Period of Appointment *(From — To)*	Estimated No of Days Service To Be Performed

PART I — Employment and Financial Interests

List the names of all corporations, companies, firms or other business enterprises, partnerships, nonprofit organizations, educational, governmental, or other institutions, (a) with which you are associated as an employee, officer, owner, director, trustee, partner, advisor or consultant with or without compensation, (b) in which you have any continuing financial interest through a pension or retirement plan, shared income, or other arrangement as a result of current or prior employment or business or professional association, (c) in which you have any financial interest through ownership of stock, stock options, bonds, securities, or other arrangements, including trusts, or (d) which provide financial support-either to you or to any organization with which you are connected for research projects, technical analysis, or other personal services to be performed by you wholly or in part OMIT INTERESTS LISTED IN THE SECOND PARAGRAPH OF THE INSTRUCTIONS. IF NONE, WRITE NONE. If there is not enough room on the form, attach a separate schedule

Name and Kind of Organization *(Use Part I designations where applicable)*	Address	Position in Organization *(Use Part I (a) designations if applicable)*	Nature of Financial Interest e g Stocks Prior Income *(Use Part I (b), (c) and (d) designations if applicable)*

PART II — Creditors

List the names of your creditors other than mortgagees of real property property which you occupy solely as a personal residence or those to whom you are indebted for ordinary household or living expenses such as household furnishings, automobiles, educational, vacation or similar expenses IF NONE, WRITE NONE.

Name and Address of Creditor	Character of Indebtedness e g Personal Loan Note Mortgage

PART III — Interests in Real Property

List your interests in real property or rights in lands, other than property which you occupy solely as a personal residence

Nature of Interest, e g , Ownership, Mortgage, Lien, Investment Trust	Type of Property, e g , Residence, Hotel, Apartment, Undeveloped Land	Address *(If rural, give county and State)*

PART IV — Employee Certification and Agency Review

I CERTIFY that the statements I have made on this form and all attached schedules are true, complete and correct to the best of my knowledge and belief I also CERTIFY that I have read EPA regulations at 40 CFR Part 3 and that to the best of my knowledge and belief there are no conflicts between my EPA duties and my financial or employment interests.

Employee Signature	Date

The information contained in this statement discloses no conflict of interest under applicable laws and regulations

Reviewing Official Signature	Date

Reviewing Official's Comments

EPA Form 3120-1 (Rev. 5-84) Previous edition is obsolete.

PRIVACY ACT NOTICE

GENERAL: Public Law 93-579 (Privacy Act of 1974, Dec. 31, 1974) requires that the following information be furnished to individuals filing Confidential Statements of Employment and Financial Interests.

AUTHORITY: Title 40, Code of Federal Regulations, Chapter I, Part 3, Employee Responsibilities and Conduct.

PURPOSES AND USES: This information is used to determine whether there is a conflict between your financial or employment interests and the performance of your Government duties. Where actual, potential, or apparent conflict exists, remedial action may be necessary; for example, recusal from participation in certain matters, waiver under 18 U.S.C. §208(b), divestiture, reassignment, or creation of a blind trust.

EFFECTS OF NONDISCLOSURE: Failure to furnish any or all of the information may be grounds for nonemployment or dismissal or other disciplinary action. In addition, false statements may constitute a violation of 18 U.S.C. §1001.

INSTRUCTIONS

This information is required under Sections 206 and 402 of Executive Order 11222, Office of Personnel Management regulations at 5 C.F.R. Part 735, Subpart D, and EPA regulations at 40 C.F.R. §3.302(b). This information is confidential and may not be disclosed except as provided in Appendix A to 40 C.F.R. Part 3, Subpart C.

EPA regulations at 40 C.F.R. §3.302(b) list positions whose incumbents are required to file and establish criteria under which the Designated Agency Ethics Official or Deputy Ethics Officials may require other employees to file. Such a requirement to file must be in writing and is subject to the EPA grievance system.

The following information need not be reported:

- positions held in any religious, social, fraternal, or political entity and positions solely of an honorary nature;
- information relating to life insurance, variable annuity, or guaranteed investment contracts issued by insurance companies;
- deposits in banks, savings and loan associations, credit unions, and similar financial institutions;
- bonds or other securities issued by the U.S. Government or its agencies;
- interests in an approved "blind trust" or "excepted trust" (see 5 CFR 734.402 and 734.403 for definitions).

Interests and employment of spouses and minor children must be reported, together with interests and employment of other blood relatives living in the employee's household. In addition, interests in underground or surface mining operations of in-laws residing in an employee's household must be reported if such interests fit the definition of "indirect" financial interests in 30 C.F.R. §706.3. However, interests of a spouse living separate and apart from the employee with the intention of terminating the marriage need not be reported.

Reports are due: (1) within 30 days after assuming a position for which filing is required; (2) by July 31 of each year; and (3) *where the employee's interests have changed since the last report, a supplemental report listing the changes is due by November 30 and March 31 of each year.*

his/her last Confidential Interest Statement, the employee must submit an updated statement in March or November of that year.

3.. Reference

For further information refer to Guidance on Ethics and Conflicts of Interest (February 19, 1984) and EPA Ethics Advisory (Classification No. 85-16, November 15, 1985).

D. BENEFITS

1. Description

EPA provides a complete benefits package to all permanent employees. In many cases the benefits package provides a variety of benefit options. EPA benefits include:

- Individual or Group insurance coverage
  - Medical insurance
  - Dental insurance

- Retirement
  - Federal Employment Retirement System (FERS)
  - Civil Service Retirement System (CSRS)

- Workmen Compensation

- Personal Counseling

- Training

- Financial Planning.

The package also includes a thrift savings plan.

2. Procedure

All EPA employees automatically receive benefits once their forms have been processed. Benefits usually go into effect the pay period following the submission of the form. EPA's employee orientation package provides details on all benefits and options. Employees should review the orientation package thoroughly during their orientation before completing and submitting appropriate forms. Forms should be submitted according to instructions provided at orientation.

EPA holds an open season providing employees with an annual opportunity to enroll in, or change their health insurance coverage. This open season is held the last quarter of each year; employees are notified of the specific dates, which occur in November or early December.

3. Reference

For more information regarding employee benefits, contact the Benefits Office, OHRM, at FTS 382-3276. Appropriate brochures, pamphlets, or publications of specific benefits may be obtained in the Benefits Office (Room M3906).

E. LEAVE POLICIES

EPA has established standard guidance and procedures for leave policies. The following section identifies all of the leave categories and summarizes policy and procedures on the commonly used leave.

1. Description

The following list identifies categories of leave:

- Annual leave
- Sick leave
- Excused absence
- Absence without pay
- Absence for parenting reasons
- Military leave
- Court leave
- Home leave.

The U.S. Government also allows funeral leave.

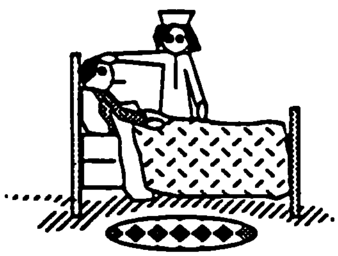
2. Procedure

When possible, the employee applying for leave should complete in advance a Request for Leave, Standard Form 71 (SF-71, Exhibit III-5). There are limitations and additional circumstances that pertain to leave policy. General procedures for Annual Leave, Sick Leave and Advanced Sick Leave are outlined; however, for details on other categories of leave refer to EPA Leave Manual (Classification No. 31658, January 15, 1987).

- Annual Leave

Annual leave may be taken when an employee accrues the appropriate numbers of hours needed for the desired period of leave. [The maximum hours of annual leave that may be taken in advance are hours normally accrued during the balance of the calendar year. Up to a maximum of 240 hours of accumulated annual leave may be carried over into the next year.] If an employee has over 240 hours of annual leave, the balance must be used by the close of the leave year or the balance will be forfeited. Leave in excess of 240 hours is called "use or lose." If leave is scheduled near the end of the leave year and the scheduled leave is cancelled by the employee's supervisor because of work demands and the leave cannot be rescheduled during that leave year, those leave hours may be carried over into the new leave year. The employee must apply for restoration of leave to avoid forfeiture. Annual leave is accrued according to the following schedule during each 80-hour pay period:

Years working in Federal Government	Annual Leave Hours
1-3	4
3-15	6
15 +	8



- Sick Leave

Sick leave may be taken by an employee for: (1) illness, injury, and confinement; (2) medical or dental

Revised 3/79
OFFICE OF PERSONNEL MANAGEMENT
FPM Supp. 990-2 & 2-9

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below

1. Name *(Print or type—Last, First, M.I.)*

2. Employee I.D. Number

3. Organizational Unit

4-A FROM: Month | Day | Hour A.M. / P.M.

4-B TO: Month | Day | Hour A.M. / P.M.

4-C Total Number of Hours

5. I hereby request *(If more than one box is checked, explain in Item 6, Remarks)*

- [ ] Annual Leave. *(Annual leave requested may not exceed the amount available for use during the leave year.)*
- [ ] Sick Leave. *(Complete reverse side of form.)*
- [ ] Leave Without Pay.
- [ ] Compensatory Time.
- [ ] Other. *(Specify)*

6. Remarks

7. Employee's Signature

8. Date *(Month, Day, Year)*

OFFICIAL ACTION ON APPLICATION

- [ ] Approved
- [ ] Disapproved *(If disapproved, give reason. If annual leave, initiate action to reschedule.)*

Signature *(Annual leave approval may not exceed the amount available for use during the leave year.)*

Date *(Month, Day, Year)*

NSN 7540-00-753-5067

Please detach this notice before submitting SF 71.

PRIVACY ACT STATEMENT

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; to the Office of Personnel Management or

(Continued on Reverse)

your doctor or practitioner complete the Certification section below. Falsification of information in this portion of the form may be grounds for disciplinary action, including dismissal.

1. I was incapacitated for duty by:
   - [ ] Sickness.
   - [ ] On-The-Job Injury.
   - [ ] Off-The-Job Injury.
   - [ ] Pregnancy and Confinement.
2. [ ] I was required to care for a member of my family with a contagious disease. *(Give name and relationship of family member and name of disease.)*
3. [ ] I will be undergoing medical, dental, or optical examination or treatment.
4. [ ] I was exposed to a contagious disease. *(Give name of disease and circumstances of exposure.)*

CERTIFICATION OF PHYSICIAN OR PRACTITIONER

Employee's Name

Period Under Professional Care *(Indicate Month, Day, Year)* From: | To:

Remarks

I certify that the employee named was under my professional care for the period indicated above, and that the employee's condition during this period made reporting to work inadvisable.

Signature of Physician or Practitioner

Date *(Month, Day, Year)*

General Accounting Office when the information is required for evaluation of leave administration; and to the General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

If your agency uses the information furnished on this form for purposes other than these indicated above, it may provide you with an additional statement reflecting those purposes.

★ U.S.G.P.O. 1987- 181-247/60142

examinations or treatment, including treatment or rehabilitation for alcoholism and drug abuse; and (3) special cases when a public health authority has determined that a family member has a contagious disease and requires the care and attendance of the employee, or when, through exposure to a contagious disease, the public health authority has determined that the employee's presence at work could jeopardize the health of other employees.

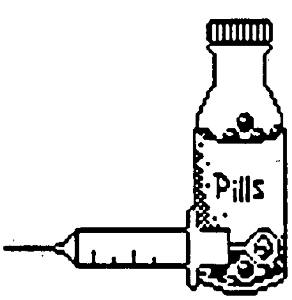
Procedures for requesting a sick leave absence for illness are as follows:

- Notify the immediate supervisor before or as soon as possible after the time the employee is scheduled to report for work

- Indicate, if possible, when you expect to be able to return to work, for absences of three or fewer workdays

- Initial the time and attendance report or complete an SF-71, as directed by supervisor.

For absences of more than three workdays, submit a medical certificate completed by a physician, other acceptable evidence, or a signed statement giving the reason why a physician was not consulted (this includes leave for a disabled veteran).



Absence for prearranged examination or treatment must be approved by supervisor prior to appointment.

An employee who wishes to engage in outside employment while on sick leave must notify the supervisor who approved sick leave and obtain approval.

In determining whether absence because of contagious disease shall be granted, the employee may be asked to furnish acceptable proof (a copy of a local health regulation) showing that such a situation exists and requires isolation of the patient's family member.

Leave may be used prior to disability retirement by an employee whose disability retirement has been approved by the Office of Personnel Management; this employee may request and use all sick leave to his/her credit prior to separation.

- Advanced Sick Leave

For an employee whose serious disability or ailment warrants sick leave, a supervisor may grant advanced sick leave without regard to any annual leave.

3. Reference

For more information on leave policy, refer to the EPA Leave Manual (Classification No. 31658, January 15, 1987), which may be obtained from the Administrative Liaison or Administrative Officer. The EPA Leave Manual is based on Executive Order 9397, which provides further details on leave policy.

F. PERFORMANCE MANAGEMENT REVIEWS AND APPRAISALS

1. Description

The Civil Service Reform Act requires that all Federal agencies establish an employee performance appraisal system. EPA's current system enables supervisors to give employees written feedback about their accomplishments, specific job tasks, and critical job elements. Performance standards serve as the basis for appraisals under this system.

EPA has developed the Performance Management System (PMS) to meet the new Federal requirements and to improve Agency management. All EPA employees are appraised under the PMS, including those in the Merit Pay System (GS-13 through GS-15 supervisors and management officials) and those in the Senior Executive Service (SES).

All employees are required to develop their own Performance Agreements in conjunction with their supervisors. When an employee's responsibilities change, the supervisor or the employee should recommend changes in the Performance Agreement during the performance period. All changes to the Performance Agreement should be made in ink and initialed by both parties. Changes become effective when approved by the second level supervisor. If major disagreements arise during the development of the agreement, the decisions of the supervisor prevail.

2. Procedure

- Performance Agreements

As of October 1981, each EPA employee is required to develop Performance Agreements for his/her current position. An employee changing jobs within the Agency will need to either develop a new Performance Agreement for his/her new position or modify appropriately the outdated Performance Agreement. For new hires, a training session and instruction manual are provided to assist in their development of Performance Agreements.

An employee entering a new position may review the incumbent's Performance Agreement if possible, prior to developing his/her own Performance Agreement for the position. For further explanation of how to write a Performance Agreement refer to Exhibit III-6 (EPA Form 3115-24).

- Performance Progress Reviews and the Annual Performance Appraisal

A very important part of the Performance Management System is the annual Performance Evaluation that occurs in October. The process begins in September, when employees are asked to provide a self assessment of their accomplishments during the year in relation to their performance agreement. The supervisor and higher level management consider the self assessment and other performance-related information and arrive at an annual performance rating for each employee. Supervisors communicate the rating during the appraisal interview in October. The annual rating supports many important personnel decisions, e.g., awards, career promotions, and merit or within grade increases.

Performance Agreement, Appraisal, and Certification

Instructions: Use Sections A, B, C, and D of this form for all performance agreements beginning October 1, 1987. You need not retype all existing performance standards in the new format, Section E. Instead, you can continue to use the existing format for standards that will remain the same. Use the new format, Section E, when new standards are developed or significant changes are made in existing standards.

This form is available in automated format. Contact your Servicing Personnel Office for more information.

Do Not Remove This Cover Sheet Until the Entire Form Is Placed in the Employee Performance File in the Servicing Personnel Office.

Security Provisions: Personal information entered on this form, such as performance highlights, ratings on individual performance standards, and the overall performance appraisal, is protected by the Privacy Act. Protected records maintained in office files, on floppy disks, or in any other manner, must be secured in accordance with the safeguards specified for performance records *(See 49 FR 36930)*.

US Environmental Protection Agency
Washington DC 20460

EPA Performance Agreement Appraisal and Certification

Employee's Name (Last First MI)		
Title, Pay Plan, Series, Grade Step	Organization (AA Ofc Div, Br)	Performance Period From / To

Privacy Act Statement

Authority: The information on this form is collected under the Authority of the Civil Service Reform Act of 1978 5 U S C Sec 1101 et seq and Executive Order 12107 Collection of your Social Security Number is authorized by Executive Order 9397

Effects of Not Providing the Information Requested: Your disclosure of the information is voluntary but your failure to do so means that management will provide the information without input from you

Purposes and Routine Uses: This information is used to define the critical job elements, performance standards and measures directly related to your job It will be used to document your midyear review and final performance appraisal The information may also be used in connection with selection for and publicizing of cash and honor awards other personnel actions based on performance such as reduction-in-force actions training decisions the hiring or retention of an individual or issuance of other benefits relevant judicial or administrative proceedings or law enforcement purposes personnel research or survey purposes, and negotiated grievance procedures Disclosures may also be made to the MSPB EEOC and other Federal agencies for purposes authorized by law to a Congressional office at your request, and to officials of labor organizations when relevant and necessary to their duties of exclusive representation of Federal employees This is a summary of the routine uses for these records For a full description of the routine uses see 49 FR 36958 (1984)

Confidentiality: Certifications critical job elements, performance standards performance measures and similar position specific information may be made available under the Freedom of Information Act Performance highlights ratings on standards the rating of record personnel decisions and other personal information are protected by the Privacy Act This information will be available only to your immediate and higher level supervisors and to other Agency officials in the exercise of their official duties for a routine use as set forth in this statement or as otherwise authorized by the Privacy Act

Security Provisions

Personal information entered on this form such as performance highlights, ratings on individual performance standards and the overall performance appraisal, is protected by the Privacy Act Protected records maintained in office files on floppy disks or in any other manner must be secured in accordance with the safeguards specified for performance records (See 49 FR 36930)

Section A. Performance Agreement and Midyear Review Certifications

Sign and date the appropriate block below to certify completion of the events

	Employee	Supervisor	Approving Official
I Discussion and/or approval of the performance agreement	Signature Date	Signature Date	Signature Date
II Midyear performance review and career development discussion	Signature Date	Signature Date	

Section B. Overall Performance Appraisal and Certification

I. Supervisor I have appraised this employee's performance and prepared a recommended rating.

Name and Title (type or print)	Signature	Date

II. Reviewing Official (SES and PMRS Only) The recommended rating reflects my assessment of the employee's performance.

Name and Title (type or print)	Signature	Date

III. Approving Official (All Employees) I approve the rating of record and related personnel decisions for this employee.

Name and Title (Type or print)	Signature	Date

IV. Rating of Record ☐ Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory

V. Employee My supervisor and I have discussed my performance for this period in relation to my performance standards and measures, and my supervisor has informed me of my rating of record.

Signature	Date	Comments Attached?	Social Security Number
		☐ Yes ☐ No	

EPA Form 3115-24 (Rev. 8-87) Previous editions are obsolete.

Exhibit III-6 (continued)

Section C — **Appraisal Worksheet**

Employee's Name	Title, Pay Plan, Grade	Organization	Performance Period From	To

Instructions to Supervisors

1. Calculate a value for each standard by multiplying its weight by the recommended rating.*
2. Add the values for each performance standard to get a total value.
3. Use the table below to convert the total value to a recommended rating of record.
4. Sign the Appraisal form in Section B, Overall Performance Appraisal and Certification. Send the recommendation on for higher level review and approval.
5. After review and approval by higher level management, conduct the appraisal discussion with the employee.

* If the rating on any standard is "1" (Unsatisfactory), use the columns on the right hand side of the Worksheet to calculate the overall rating for the CJE to which the standard belongs. To do this, add the values of the standards in the CJE, and divide by the sum of the weights of the standards for that CJE. If the resulting CJE rating is below 2.0, overall performance must be "Unsatisfactory" regardless of the total value for all performance standards. Following approval of an Unsatisfactory rating, supervisors should put a Performance Improvement Plan in place within 15 working days from the date the rating is communicated to the employee.

Instructions to Reviewing and Approving Officials

1. Review the recommended rating and the performance agreement on which it is based.
2. If you do not agree with the rating for a standard, adjust the rating and value on the individual performance standard and on the Appraisal Worksheet and recalculate the total value of all of the standards. Change the adjective rating on the Worksheet if necessary.
3. Sign in the appropriate block in Section B, Overall Performance Appraisal and Certification.
4. Approving officials assign the rating of record by checking the appropriate adjective rating in Section B IV
5. Approving officials are also the final authority on other personnel decisions related to the rating. (For PMRS employees, rating and other personnel decisions (except for performance awards) may be delegated to Office Directors. Performance award decisions remain with the AA, RA, IG, or GC and are certified by them through the PMRS ADP Support System.)

CJE No	Standard No	Weight x	Rating =	Value	Required Only When Rating on a Standard is '1' CJE Values /	CJE Weights =	CJE Rating
			Total Value				

Conversion of Total Value to Recommended Rating of Record

Range of Total Values		Recommended Rating of Record ('X' one)
100 - 199		Unsatisfactory
200 - 299		Minimally Satisfactory
300 - 399		Fully Successful
400 - 449		Exceeds Expectations
450 - 500		Outstanding

Compensation Decisions

Other Personnel Decisions

EPA Form 3115-24 (Rev. 8-87) Previous editions are obsolete.

Section D

Performance Agreement Summary

Employee's Name	Title Pay Plan Grade	Organization	Performance Period From	To

Summary of Critical Job Elements, Performance Objectives, and Weights

List 4-7 critical job elements and the performance objectives/standards related to each element. There should be no more than 10 performance objectives or standards in the entire performance agreement. Weight each objective according to its relative importance. The sum of the weights must be 100.

Example:

Weights	
	CJE 1. Develop policies and programs to implement the Performance Management System.
20	OBJ 1. Revise performance management plans
10	OBJ 2. Issue guidance on Performance Standards Review Boards

Weights	Critical Job Elements and Performance Objectives/Standards

EPA Form 3115-24 (Rev. 8-87) Previous editions are obsolete.

Continue on Plain Bond if Necessary.

Exhibit III-6 (continued)

Section E	Performance Standard				
Fill in the performance objective for the standard and the weight assigned to the standard. Add assumptions if external factors should be considered in the final appraisal. Performance measures may include quality, quantity, timeliness, and manner of performance.					
Employee s Name	Critical Job Element No	Standard No	Weight	x Rating	= Value
Rating System for Quality, Quantity, Timeliness, and Manner of Performance *(use whole numbers only)*: Outstanding = 5; Exceeds Expectations = 4; Fully Successful = 3; Minimally Satisfactory = 2; Unsatisfactory = 1					
Objective					
Assumptions					
Performance Measures					
Outstanding					
Fully Successful					
Unsatisfactory					
Performance Highlights					

EPA Form 3115-24 (Rev. 8-87)

Informal performance progress reviews occur at least once throughout the year. These are not formal appraisals. The required mid-year review in April and any other optional reviews give supervisors and employees the opportunity to discuss work progress so far, make necessary adjustments to the performance agreement, confirm priorities and expectations and discuss employee career development.

3. Reference

For further information regarding Performance Agreements and Evaluations, contact your Personnel Services Representative (team leader) in OHRM.

Employees can obtain a blank Performance Agreement from the Administrative Liaison or the Administrative Officer (Appendix A).

G. AFFIRMATIVE ACTIONS

1. Description

It is EPA's policy to provide equal opportunity for employment and advancement to all employees and applicants regardless of race, color, religion, sex, age, national origin, or physical or mental handicap. This policy, which is administered by the Office of Civil Rights (OCR), pertains to Agency-wide practices, including recruiting, hiring, training, promotion, transfer, reassignment, benefits, and separation.

Further, EPA shall take affirmative action to remedy the effects of past discrimination, and develop its Affirmative Action Program to identify and address inadequate representation of women, minorities, and handicapped individuals in EPA's work force in accordance with directives from the Equal Employment Opportunity Commission (EEOC).

All EPA managers, supervisors, Equal Employment Opportunity (EEO) officials, and other personnel share responsibility for the successful implementation of the Affirmative Action Program and program objectives.

2. Procedure

OCR provides a counseling service available to all EPA employees. A list of EEO counselors is posted on bulletin boards throughout the Agency. Contacting a counselor within 30 days of a specific incident is the initial procedure employees should pursue if they believe they are being affected by a discriminatory act. OCR has developed a directory that outlines the EEO complaint process. Exhibit III-7 presents the appropriate procedures to be followed when filing an affirmative action complaint.

3. Reference

For further information regarding the policy and program objectives, contact the Office of Civil Rights at FTS 382-4518. Employees may obtain a copy of the memorandum on the Agency's Affirmative Action Policy and Program Objectives for FY 1988-1992 (October 14, 1987). A copy of the Office of Civil Rights Directory (October 1986) also may be obtained from the Office of Civil Rights.

H. DISCIPLINARY ACTIONS/TERMINATIONS

1. Description

Disciplinary actions, defined as actions taken against an employee as a result of a wrongdoing or adverse action, are intended to minimize and curtail disciplinary problems. Adverse actions can include insubordination, stealing, continual unexcused absence, or an altercation. The standard procedure for the implementation of disciplinary measures to be taken against an employee for adverse actions are as follows. Initial disciplinary measures taken, or measures taken for lesser adverse actions, include: (1) a reprimand, (2) warning letters, or (3) oral admonishments. If these disciplinary measures have been implemented, and a problem persists, the following four actions may be taken: (1) a downgrade to a lower employment status, (2) temporary suspension (temporary dismissal with-

Exhibit III-7

Procedures for Filing an Affirmative Action Complaint

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Washington, D.C. 20460

MAR 11 1986

OFFICE OF
CIVIL RIGHTS

GUIDANCE MEMORANDUM NO. 1

SUBJECT: Discrimination Complaints Process

FROM: Nathaniel Scurry, Director
Office of Civil Rights

Attached is an outline of EPA's Discrimination Complaints Process. These procedural steps have been implemented by the Office of Civil Rights to comply with Title VII of the Civil Rights Act and pertinent regulations and FMP letters developed or adopted by the Equal Employment Opportunity Commission.

OUTLINE OF EPA DISCRIMINATION COMPLAINTS PROCESS

1. Formal complaint is filed in Headquarters, Office of Civil Rights or with Region/Area EEO Officer.

2. Complaint receipt is acknowledged by OCR or Region/Area EEO Officer.

3. OCR or Region/Area EEO Officer request EEO Counselor's report.

4. All formal complaints are forwarded to OCR with EEO Counselor's report.

5. Director, OCR makes an acceptance/rejection determination and complainant is notified. If rejected, it is a final agency decision with appeal rights to the Equal Employment Opportunity Commission or the the right to file suit in Federal court.

6. OCR conducts or arranges for an investigation of issues accepted for processing.

7. OCR reviews investigative report for adequacy.

8. OCR transmits acceptable investigative reports to the complainant and the complainant's representative.

9. OCR meets with complainant to attempt an informal adjustment of complaint and to discuss the investigative report.

10. If an informal adjustment is reached, the terms are reduced to writing in a settlement agreement, the complaint is withdrawn and OCR issues a compliance order.

11. If no adjustment is reached, the Director, OCR issues a proposed disposition with an offer of a hearing.

12. The Notice of Proposed Disposition provides four options to the complainant. Within 15 days of receipt of the proposed disposition, the complainant may:

    a. Request a hearing before an EEOC complaints examiner;

    b. Request a final agency decision by the Judicial Officer without a hearing;

    c. Fail to notify the Agency of his wishes, in which case the Director, OCR, will adopt the proposed disposition as the final agency decision.

    d. Accept the proposed disposition.

Exhibit III-7 (continued)

-2-

13. If the complainant requests a hearing within 15 days, OCR transmits the complaint file to the appropriate EEOC Office and requests a Complaints Examiner.

14. OCR transmits the complaint file to the Office of General Counsel or Regional Counsel, as appropriate solely for the use of the Agency Representative at the hearing. Agency representative returns the file to OCR at the conclusion of the hearing.

15. EEOC Complaints Examiner conducts the hearing, issues a recommended decision, hearing transcripts and complaint file to OCR.

16. Upon receipt of all of these documents, OCR immediately forwards the package to the Judicial Officer for a final agency decision on the merits.

17. Judicial Officer may accept, reject or modify the recommended decision and must issue a final agency decision with appeal rights within 30 days if EEOC recommends a finding of discrimination.

18. Judicial Officer transmits the final agency decision, EEOC recommended decision and an official copy of the hearing transcript to complainant and returns the complaint file to OCR.

19. If the complainant requests a final agency decision without a hearing, OCR transmits the complaint file to the Judicial Officer for a final agency decision on the merits.

20. Judicial Officer transmits final agency decision with appeal rights to complainant and returns the complaint file to OCR.

21. If the complainant does not notify the Agency of his wishes within 15 days, the Director, OCR adopts the proposed disposition as the final agency decision with appeal rights and notifies the complainant.

22. If the complainant accepts the proposed disposition, Director, OCR adopts the proposed disposition as the Agency's decision and issues a compliance order to implement any remedies.

23. Complainant has 20 days to appeal any final agency decision (rejection, cancellation, decision on the merits) with EEOC.

-3-

24. If appeal is filed, EEOC notifies OCR and requests a copy of the complaint file. OCR prepares responses to appeals and transmits the complaint file to EEOC.

25. Decision of EEOC Office of Review and Appeals is final.

26. EEOC transmits appeals decision to complainant, the complainant's representative and OCR.

27. If EEOC sustains the final agency decision and no corrective action is required, OCR closes the file.

28. If the appeals decision requires corrective or remedial action, OCR implements the corrective action or issues a compliance order as appropriate, keeping complaint active until corrective action or remedy is effected.

30. EEOC Commissioners at their discretion may reopen or reconsider any previous EEOC decision. OCR files all Agency requests to reopen with EEOC.

31. Complainant retains right to file a civil action within 30 days of final action by Agency or EEOC, or 180 days after formal complaint has been filed. (Exception: Age Discrimination complaints may be taken directly to court provided Agency is given 30 days notice of intent to sue).

32. OCR issues compliance orders whenever action is required by settlement agreement, final agency decision, appeals decisions or civil actions and holds complaint files open until the Agency has complied.

NOTE: Copies of all action taken by other offices regarding a complaint must be forwarded to the Office of Civil Rights simultaneously for purposes of recordkeeping, maintaining status of complaints, coordination, and reporting to OMB, EEOC, Agency offices, and complainants on a timely basis. It is especially important for OCR to know when a complaint has been settled or when the final Agency Decision has been forwarded to complainant, since this determines processing time for each complaint and must be reported to EEOC on a continuing basis. A complaint is not settled or closed until the process is completed (rejected, cancelled, or final agency decision on the merits appealed) or until all the terms of settlement have been effected.

Complaints of discrimination against the Office of Civil Rights are forwarded to the Office of General Counsel for processing.

out pay). (3) removal from job. or (4) release on a furlough (a non-working. non-paying status).

Since the first 12 months of employment with the Agency are a probationary period. the procedure for implementing disciplinary measures can differ from those implemented after the first year. An adverse action by a first-year employee may result in immediate termination. It is not required that the standard disciplinary measures described above be implemented prior to terminating a first-year employee.

2. Procedure

Regarding the implementation of disciplinary measures. it is recommended that a supervisor contact. at the outset of a problem. the Employee Relations Officer in the Employee Relations Office. at FTS 382-3143.

For a regular civil service employee (employed with the Federal Government for more than 12 months). a supervisor must follow standard procedures for implementing disciplinary measures. Once all standard disciplinary measures have been implemented. the final disciplinary action is termination of employment. Throughout the process of implementing disciplinary measures. the Employee Relations Officer is involved. The Employee Relations Officer is in direct contact with the employee. keeping the employee informed of his/her status. An EPA Order is issued to the employee. which is the official documentation stating the action to be implemented and the rationale supporting the action.

In the case of a first-year employee (who is officially on probation) responsible for a serious adverse action. termination can result without prior warning or advanced notice. A letter is submitted by the supervisor to the Employee Relations Office (Room M2009) stating the problem and explaining the reasons for termination.

All employees presented with an EPA Order on Adverse Action or an EPA Order on Removal or Termination are entitled to file a grievance or an appeal with the Federal Merit System Protection Board (MSPB), which hears grievances and appeals from all Federal workers. A grievance or an appeal may be filed with the Merit System Protection Board at FTS 653-7124.

All EPA employees are entitled to the counseling services provided by the Employee Counseling Assistance Program (ECAP). ECAP provides strictly confidential counseling regarding work-related problems and personal problems.

3. Reference

EPA Order on Conduct and Discipline (Classification No. 3120.1, September 20, 1985) has replaced the EPA Conduct and Discipline Manual (October 18, 1976); however, both documents may be useful references regarding conduct and discipline policy and procedures.

For more information regarding:

- Adverse action/disciplinary measures, contact the Employee Relations Office at FTS 382-3143.

- Grievances/appeals, contact the Federal Merit System Protection Board at FTS 653-7124.

For additional information on the Employee Counseling Assistance Program, contact the office at FTS 382-4420.

I. SENIOR EXECUTIVE SERVICE

1. Description

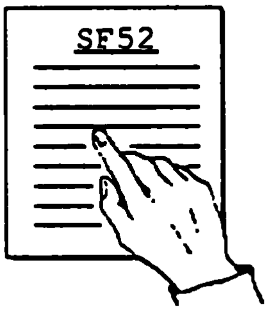
The Senior Executive Service (SES) comprises higher-level government officials involved in management and policy development, including officials who occupy posts as Division Directors and above, excluding presidential appointees. Senior executive staff persons are not rated on the government scale; however, they can achieve tenure. The Office of Human Resource Management (OHRM) is responsible for coordinating all activities pertaining to the Agency SES. This includes hiring, training, and processing reassignments and all personnel actions/requests. The Deputy Assistant Administrator of the Office of Administration and Resources Management (OARM) has been delegated responsibility for the SES, including approving/disapproving all SES personnel actions.

2. Procedure

- SES Candidate Program

To be considered for the SES candidate program, persons nominate themselves by completing an application which undergoes an initial screening. All applicants must be approved by the Deputy Assistant Administrator of OARM. Once selected for the SES Candidate Program, executives undergo mandatory training, which qualifies them for specific positions within the Agency. As positions become available, qualified SES candidates may apply and be considered. Although EPA hires between 70 and 80 percent of its senior executives from the pool of eligible SES candidates, it is not necessary that top level posts be filled by SES candidates. For further details regarding the application process, employees should contact the SES and Executive Resources Unit, OHRM, at FTS 382-3328.

- General Administrative Procedures



SES administrative procedures are similar to those followed by other civil service employees, however, all personnel actions/requests are processed through OHRM, SES Operations Unit. For general personnel actions/requests including recruitment, salary action, detail, reassignment, resignation and retirement, SES persons must prepare the SF-52 (Exhibit III-1). Depending on the specific type of action, there may be additional requirements.

If position duties change, a position description must be submitted. For further details on appropriate forms and procedures, contact the SES Operations Unit, OHRM, at FTS 382-3328.

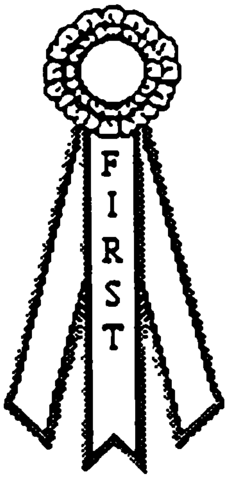
3. Reference

The SES Coordinator can be reached at FTS 475-8830 (Room S3910) and this office may be contacted for further information on the SES program.

For additional information regarding administrative procedures for SES, contact the Chief of SES Operations Unit, OHRM, at FTS 382-3328. A bimonthly newsletter, Executive Update, is published for SES staff. The publication provides senior executives with general information, including SES vacancies, personnel changes, and executive training and development opportunities.

J. AWARDS

1. Description



The purpose of Agency-wide awards is threefold: (1) encourage all employees to make their best efforts in their daily work; (2) urge employees to bring forward ideas to improve the efficiency and economy of Agency operations; and (3) give employees appropriate recognition for noteworthy achievements in the public interest and related to their official employment. The EPA Awards Program is designed to motivate employees to achieve significant increases in productivity by rewarding those whose performances are substantially above normal job requirements and standards, as documented through the Agency's Performance Management System.

There are a variety of awards offered through the Agency Awards Program. In general, they are open to all permanent EPA employees.

The categories of awards include the following:

- Honor Awards
- Cash Performance Awards
- Quality Within-Grade Increases Awards

- Career Service Recognition
- Employee Suggestions System, which is an organized method for soliciting constructive ideas that will benefit the Agency and award the originator.

In addition to these intra-EPA awards, all EPA employees may be candidates for non-EPA awards, including other Federal Government awards and external awards sponsored by private organizations. Management officials are urged to become familiar with these awards because they represent additional means of rewarding employees for achievements deserving wider recognition than can be provided by the Agency Awards Program.

2. Procedure

All nominations for the EPA Awards Program should be submitted using EPA Forms 3130-1, 3130-2, or 3130-3 (Exhibits III-8, III-9, III-10), depending upon the type of award for which an employee is being recommended. An employee may be nominated for an award by the immediate supervisor, by an associate, or, in exceptional cases, by someone from outside the Agency. Endorsements are submitted through management channels to the EPA Awards Program Officer, and, depending upon the type of award, must have the endorsement of the Assistant Administrator, Associate Administrator, the Regional Administrator or the Inspector General, and the Administrator. Nominations for all awards may be submitted at any time, however, many awards are based on the performance evaluations and are presented at an appropriate ceremony. Other awards won during the year are usually presented to the employee by the supervisor.

3. Reference

For more information, refer to the EPA Awards Manual, which explains current procedures, including the pay-for-performance concepts of the EPA Performance Management System. This EPA Awards Manual, which may be obtained from the Awards Office (Room S3010) or

Exhibit III-8

RECOMMENDATION FOR MONETARY AWARD	*Submit original and two (2) copies to the operating personnel office*

* Refer to the EPA Awards Manual for individual Award Criteria *

TYPE OF AWARD

☐ ***MERIT PAY CASH AWARD.*** A performance-based cash award granted for significant accomplishments related to the individual's Performance Agreement.

☐ ***SPECIAL ACT OR SERVICE AWARD.*** Given to an individual or group for significant one-time achievements related to official employment The amount of award is based on the value of tangible and/or intangible benefits accruing from the special act or service

☐ ***SUSTAINED SUPERIOR PERFORMANCE CASH AWARD.*** Given in recognition of continued high quality performance of the duties of the employee's position which substantially exceeds performance standards Amount of award is determined according to a percentage of base pay

☐ ***QUALITY WITHIN-GRADE INCREASE.*** An additional within-grade increase granted for sustained high quality performance which is expected to continue in the future.

INFORMATION ON RECIPIENT

NAME *(For group awards attach separate list of names positions and SSN's)*		POSITION TITLE SERIES GRADE STEP	
ORGANIZATION AND LOCATION			
SOCIAL SECURITY NUMBER	TIMEKEEPER NO	PERSON TO RECEIVE CHECK	
PERIOD OF SERVICE ON WHICH AWARD IS BASED FROM	TO	MONETARY AWARDS GRANTED IN LAST 52 WEEKS	ACCOUNT NO TO BE CHARGED

AMOUNT OF CASH AWARD RECOMMENDED

MERIT PAY	SPECIAL ACT OR SERVICE			SUSTAINED SUPERIOR PERFORMANCE
	TANGIBLE	INTANGIBLE	TOTAL	
$	$	$	$	$

RECOMMENDING, REVIEWING, AND APPROVING OFFICIALS

OFFICIAL	SIGNATURE	TITLE	DATE
RECOMMENDING OFFICIAL			
OBLIGATING FUNDS			
PERSONNEL REVIEW			
APPROVING OFFICIAL	☐ APPROVED ☐ DISAPPROVED		

EPA Form 3130-1 (Rev. 11-83) Previous edition is obsolete

Exhibit III-9

U.S. ENVIRONMENTAL PROTECTION AGENCY

Employee Suggestion Form

INSTRUCTIONS FOR SUGGESTER

NAME OF SUGGESTER		DATE
	ORGANIZATION	
OFFICE ADDRESS		
MAY YOUR NAME BE USED ...		
... SUGGESTION CONCERNS		
THE SITUATION AS IT NOW EXISTS		
IDEA FOR IMPROVEMENT ... on separate sheet(s) of paper if necessary		

EPA Form 3130-2 (Rev. 12-77)

PREVIOUS EDITION IS OBSOLETE

SUGGESTION ACKNOWLEDGMENT

SUBJECT OF SUGGESTION	SUGGESTION NO.
Thank you for submitting your suggestion ... be notified of the action taken ...	
AWARDS COORDINATOR	DATE

EPA Form 3130-2 (Rev. 12-77)

TO

Print name ... office address ...

PRIVACY ACT STATEMENT

GENERAL – Th[illegible] Public Law [illegible] Dec[illegible] submitting suggestion under the EPA [illegible]

AUTHORITY – Executive Order [illegible]

PURPOSES AND USES – Employees [illegible] submit a suggestion [illegible] considerat[illegible] must provide their [illegible] assure proper identification of the suggester [illegible] names [illegible] and proper handling [illegible] should they be granted to the suggester.

EFFECTS OF NONDISCLOSURE – Disclos[illegible] the information [illegible] result in non-payment [illegible]

I HEREBY AGREE THAT ACCEPTANCE OF A CASH AWARD CONSTITUTES AN AGREEMENT THAT THE USE OF THIS SUGGESTION [illegible] UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE U.S. BY ME, MY HEIRS OR ASSIGNS.

13. SIGNATURE	14. DATE

READ THIS INFORMATION BEFORE PREPARING YOUR SUGGESTION

SUGGESTION: A suggestion is a constructive [illegible] which, when implemented, improves Government operations and [illegible] may be a new idea or a new application of an [illegible] idea. It may pertain to any phase of Government operation. [illegible] a practical solution to the problem it identifies.

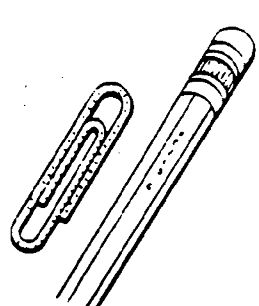
NON-SUGGESTIONS: Proposals such as the [illegible] are not considered as suggestions and are not processed [illegible] ge[illegible] system.

1. Those which pertain to the need for routine maintenance and repair.
2. Those which suggest minor improvements in working conditions that ordinarily can be effected through normal [illegible] ary action.
3. Those which are personal complaints or grievances.

PREPARATION: Better suggestions result from careful preparation. You may use your supervisor for advice and assistance. He will help you develop and perfect your idea for submission. Both the quality and adoption rate of suggestions increase when the supervisor provides assistance and guidance.

SUBMISSION: You may submit your suggestion to your immediate supervisor or send it to your Personnel Office. It is [illegible] to submit it to your supervisor especially if it pertains to anything affecting the operation [illegible] remain anonymous during the evaluation of the suggestion, send it to your Personnel Office.

EPA Form 3130-2 (Rev. 12-77) (Reverse)



IDEAS SPARK PROGRESS

The man who came up with the idea of putting tiny nicks in ordinary paper clips made a lot of dollars with his "non-skid" paper clip! Simple idea, big reward. The man who first thought of putting small erasures on the ends of wooden pencils made a tidy sum, too. Both ideas contributed to efficiency. Got any ideas in this department? They don't have to be "blockbusters" to win a big award.

Exhibit III-10

SUGGESTION RECORD AND EVALUATION

SUGGESTION RECORD AND EVALUATION		SUGGESTION NO
NAME OF EMPLOYEE	SUGGESTION TITLE OR SUBJECT	DATE RECEIVED

POSITION TITLE	ORGANIZATION (Office, Division, etc.)
OFFICE ADDRESS	NAME AND TITLE OF SUPERVISOR

FROM (Awards Coordinator)	ROOM NO	BUILDING	TELEPHONE	DATE

REFERRED TO	FORWARDED	RETURNED	REMARKS

PROCESSING DATA	ACTION AND DATE				DATE ACT LETTER		
INITIAL AWARD	DATE	AMOUNT	EST SAVINGS	ADDITIONAL AWARD	DATE	AMOUNT	EST SAVINGS

EPA Form 3130-3 (4-74) REPLACES FWPCA FORM 71-2 WHICH IS OBSOLETE.

Exhibit III -10 (continued)

SUGGESTION RECORD AND EVALUATION

SUGGESTION NO

NAME OF EMPLOYEE	SUGGESTION TITLE OR SUBJECT	DATE RECEIVED

POSITION TITLE	ORGANIZATION (Office, Division, etc.)
OFFICE ADDRESS	NAME AND TITLE OF SUPERVISOR

FROM (Awards Coordinator)	ROOM NO	BUILDING	TELEPHONE	DATE

TO (Name of Evaluator)

This suggestion is forwarded for your evaluation. Return your evaluation on this form and the suggestion working file to the Awards Coordinator within working days.

SUGGESTION INVESTIGATION REPORT

	YES	NO
1. DOES SUGGESTION MERIT LOCAL ADOPTION? (If "No" give reason in item 4 and answer items 5 and 7 only)		
2. IS SUGGESTION IN OPERATION? (Complete items below)		

IF "YES" GIVE DATE INSTALLED

IF "NO" INDICATE BELOW ACTION TAKEN

☐ COMMITMENT TO ADOPT HAS BEEN MADE ☐ PROJECT OR JOB ORDER HAS BEEN ISSUED ☐ EXPERIMENTAL WORK OR TRIAL TEST IS UNDERWAY

3. ESTIMATES OF BENEFITS

a. TANGIBLE BENEFITS (Complete below for labor savings at actual cost if available or at $2.00 per hour)

ITEM	LABOR		MATERIAL		
	MAN-HOURS PER	DOLLARS PER	UNITS PER	COST PER UNIT	TOTAL MATERIAL COST
FORMER METHOD		$		$	
SUGGESTER'S METHOD		$		$	
SAVINGS		$		$	
TOTAL LABOR AND MATERIAL SAVINGS PER YEAR					$

b. INTANGIBLE BENEFITS (Check extent and type of benefits. Describe in item 4. See definitions of Intangible Benefits on reverse side.)

VALUE OF BENEFIT

☐ MODERATE ☐ SUBSTANTIAL ☐ HIGH ☐ EXCEPTIONAL

EXTENT OF APPLICATION

☐ LIMITED ☐ EXTENDED ☐ BROAD ☐ GENERAL

OTHER

☐ IMPROVED METHOD ☐ SAFETY ☐ MORALE ☐ OTHER (Specify in item 4 below)

4. ADDITIONAL INFORMATION AND COMMENTS (Use additional sheet(s) of paper as necessary)

	YES	NO
5. IS SUGGESTION A PART OF THE SUGGESTER'S NORMAL OR ASSIGNED DUTIES?		
6. IS PATENT INVESTIGATION RECOMMENDED?		

SIGNATURE OF EVALUATOR (Adopting Official) DATE

POSITION TITLE OF EVALUATOR (Adopting Official)

7. INDICATE WHERE IMPROVEMENT CAN BE USED

☐ HQS ☐ REGIONAL OFFICES ☐ NERC AND ASSOC LABS ☐ OTHER GOVT AGENCIES

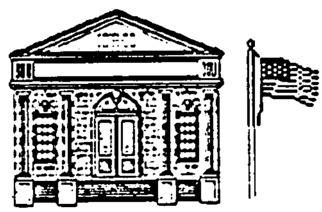
EPA Form 3130-3 (4-74) REPLACES FWPCA FORM 71-2 WHICH IS OBSOLETE.

from the Administrative Officer, supplements the standards and implements the requirements contained in Chapter 451 of the Federal Personnel Manual.

IV. TRAINING

IV. TRAINING

OVERVIEW



This chapter outlines staff development and training opportunities for OERR employees. These opportunities are available through a variety of sources. First, OSWER provides OSWER-specific training in both technical and programmatic areas, such as the CERCLA Orientation Course and On-Scene Coordinator/Remedial Project Manager (OSC/RPM) Basic Training. The Training and Employee Development Program, within the Office of Administration and Resources Management (OARM), also offers professional training for all Agency employees. The Office of Human Resources Development, also within OARM, provides staff development opportunities through the EPA Institute, as well as training opportunities for the Senior Executive Service. A third option available to EPA employees is external training and seminars. This chapter provides information on policy and procedures for OERR personnel pursuing staff development opportunities.

All permanent EPA personnel may participate in a wide range of training courses, seminars, and conferences to improve their job performance and to qualify themselves for advancement.

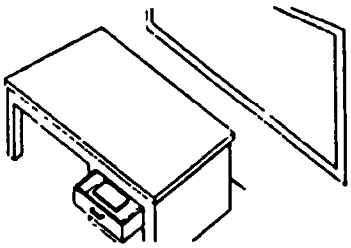
OSWER has developed policy and guidance on technical and programmatic training for Headquarters and Regional employees in hazardous and solid waste programs. OSWER's policy has five steps:

- Determine training needs
- Review, develop, and coordinate required training
- Document instructional materials
- Deliver training
- Monitor and evaluate training delivery.

To ensure the timeliness of these activities, OSWER also requires that the OSWER Training Coordinator conduct an Annual Training Needs Assessment in conjunction with the individual program offices and Regions. Any office proposing new training development efforts must complete a Training Planning Document. An Annual Training Plan (ATP) shall be submitted by OERR (Superfund Program Office) to the OSWER Training Coordinator for review. The purposes of the report are to facilitate communication and coordination among OSWER organizations.

A. INTERNAL OSWER TRAINING

1. Description



The OSWER Program Office oversees a programmatic and technical training program designed specifically for OSWER Headquarters and Regional personnel. In this effort, OSWER prepares and distributes an annual Training Course Catalogue that outlines available courses and provides registration information. The Office also distributes a quarterly "Training Calendar" of planned OSWER training courses to Headquarters and Regional Training Coordinators. Included with the calendar is a data entry form for scheduling future courses.

Applications for all OSWER training courses can be processed, at least initially, through the contact person for the particular course. Registration for a course may be achieved by telephoning the contact person, whose name is listed after the course description, and registering over the telephone, or may be achieved by sending the contact person a course registration form and a Request, Authorization, Agreement and Certification of Training, Standard Form 182 (SF-182, Exhibit IV-1).

2. Procedure

To obtain a course catalogue and calendar, contact the OSWER Training Coordinator's Office at FTS 382-4515. All OERR staff seeking training should discuss their

Exhibit IV-1

REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

A. Agency code agency subelement and submitting office number (Example—xx xx xxxx) 01

B. OFFICE USE ONLY

C. Request status (Mark (X) one) 02
- Initial or Resubmission
- Correction or Cancellation

Section A—TRAINEE INFORMATION

1. Applicant's name (Last First Middle initial) — Enter first 5 letters of last name 03
2. Social Security Number 04
3. Date of birth (Year and month) 05 — Example—born January 14 1943 shown as 43 01
4. Home address (Number street city State ZIP code)
5. Home telephone — Area code, Number
6. Position level (Mark (X) one only)
   - a. Non-supervisory
   - b. Supervisory
   - c. Manager
   - d. Executive
7. Organization mailing address (Branch-Division / Office / Bureau / Agency)
8. Office telephone — Area code, Number, Extension
9. Continuous civilian service — Years, Months
10. Number of prior non-government training days
11a. Position title / function
11b. Applicant handicapped or disabled (See instructions)
12. Pay plan / series / grade / step
13. Type of appointment
14. Education Level

Section B—TRAINING COURSE DATA

15a. Name and mailing address of training vendor (No. street city State ZIP code)
15b. Location of training site (if same, mark box)
16. Course title and training objectives (Benefits to be derived by the Government)
17. Catalog / Course No.

18. Training period (6 digits) 06	Year	Month	Day
a. Start			
b. Complete			

19. No. of course hours (4 digits) 07	
a. During duty	
b. Non-duty	
c. TOTAL ➤	

20. Training codes (See instructions)	Code			Code	
a. Purpose		08	c. Source		10
b. Type		09	d. Special interest		11

AGENCY USE ONLY

Section C—ESTIMATED COSTS AND BILLING INFORMATION

21. Direct costs and appropriation / fund chargeable

Item	Amount Dollars	Cents	Appropriation / fund
a. Tuition	$		
b. Books or materials			
c. Other (Specify)			
d. (Enter 4 digits in dollar column) TOTAL ➤ 12	$		

22. Indirect costs and appropriation / fund chargeable

Item	Amount Dollars	Cents	Appropriation / fund
a. Travel	$		
b. Per diem			
c. Other (Specify)			
d. (Enter 4 digits in dollar column) TOTAL ➤ 13	$		

23. Document / Purchase Order / Requisition No.
24. 8-Digit station symbol (Example—12-34-5678) ➤
25. BILLING INSTRUCTIONS (Furnish invoice to)

Section D—APPROVALS

26a. Immediate supervisor—Name and title — Area code / Tel. No. / Extension
b. Signature — Date
27a. Second-line supervisor—Name and title — Area code / Tel. No. / Extension
b. Signature — Date
28a. Training officer—Name and title — Area code / Tel. No. / Extension
b. Signature — Date

Section E—APPROVAL / CONCURRENCE

29a. Authorizing official—Name and title — Area code / Tel. No. / Extension
b. Signature — Approved / Disapproved — Date

Section F—CERTIFICATION OF TRAINING COMPLETION

30a. Certifying official—Name and title — Area code / Tel. No. / Extension
b. Signature — Date

TRAINING FACILITY ➤ Bills should be sent to office indicated in item 25. • Please refer to number given in item 23 to assure prompt payment

Copy 1—AGENCY (TRAINING/PERSONNEL FOLDER)
NSN 7540-01-008-3901 Previous edition usable
182 106
Standard Form 182 (Rev. 12/79) [illegible]
U.S. Office of Personnel Management FPM Chapter 410

Exhibit IV-1 (continued)

GENERAL INSTRUCTIONS—Prepare this request in accordance with instructions included on form and indicated below. Complete Sections A, B, C, D26, D27, and G32 (reverse of copy 1) and submit to appropriate Agency Training Office within the specified lead time for processing. Copy 10 is for your files.

SPECIFIC INSTRUCTIONS

➤ **Section A—TRAINEE INFORMATION**

Item 1—After filling in the trainee's full name, enter the first five letters of the last name in the shaded box.

Item 2—Use 9 digits for the Social Security Number.

Item 3—Enter year and month of birth (e.g., if the trainee's birth date is January 14, 1943, it would appear as 43/01).

Items 4-8—Self explanatory/follow agency instructions.

Item 9—Enter number of years and months of continuous civilian Government service.

Item 10—To be filled in by nominating Agency Training Office.

Item 11a—Self explanatory. (If additional space is necessary to describe duties and responsibilities, attach separate sheet.)

Item 11b—If the applicant is disabled or handicapped and in need of special arrangements (Brailling, taping, interpreters, facility accessibility, etc.), describe the special arrangements on a separate sheet and attach to the Vendor Copy (copy 3). NOTE: The applicant is not required to furnish this information. His/her signature on the descriptive sheet indicates agreement to release it to training vendors.

Item 12—Self explanatory.

Item 13—Career Conditional (C.C.), Career (C), Temporary (Temp.), etc.

Item 14—Follow agency instructions.

➤ **Section B—TRAINING COURSE DATA**

Items 15-17—Self explanatory. (Item 16—if additional space is necessary, attach separate sheet.)

Item 18—Enter the year, month, and day the course begins and ends (e.g., a course starting June 15, 1973 and ending December 15, 1973 would be entered as 73/06/15 and 73/12/15).

Item 19—The number of course hours can be determined by multiplying the number of hours attended per week by the number of weeks of the course or semester.

Item 20—Select an appropriate code for each item listed below and enter in code boxes on form.

➤ **Section C—ESTIMATED COSTS AND BILLING INFORMATION**

Items 21, 22—Follow agency instructions.

Item 23—Enter Document/Purchase Order/Requisition Number for reimbursement of training costs to responsible Training Vendor. This number is to be referenced on the billing document.

Item 24—Fill in 8 digit station symbol of the nominating agency finance office which will report the payment on SF 224, Statement of Transactions. If a nominating agency does not report on SF 224 and will issue a check, type "SF 1080" in this block.

Item 25—Enter name and mailing address of nominating Agency Finance Office for billing purposes.

➤ **Sections C and D—TERMINATION AND EVALUATION DATE—Copy 9**

This information will be filled in on copy 9 after training is completed (follow agency instructions).

➤ **Section D—APPROVALS**

Items 26, 27—To be completed by applicant's immediate and second line supervisor(s) before submission of form to nominating Agency Training Office as indicated in agency instructions.

Item 28—To be completed by the nominating Agency Training Officer.

➤ **Section E—APPROVAL/CONCURRENCE**

Item 29—To be completed by the nominating Agency official who is authorized to approve or disapprove request.

NOTE. Approving officials may authorize training in non-government facilities only after determining that adequate training is not reasonably available within Government.

➤ **Section F—CERTIFICATION OF TRAINING COMPLETION**

Item 30—To be completed by nominating Agency Certifying Official.

➤ **Section G—EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE (NON-GOVERNMENT TRAINING) Copy 1—Reverse side**

The applicant must read and understand the statements contained in the agreement. If there are any questions concerning this section please contact the nominating Agency Training Office.

Item 31—To be completed by nominating Training Office.

Item 32—To be signed and dated by employee nominated for non-government Training.

➤ **Section G—FINANCE—Copy 7 only**

Items 31, 32—To be filled in by the nominating Agency Finance Office.

➤ **Section H—TRAINING VENDOR—Copies 5 and 6 only**

Instructions on reverse of copy 3.

➤ **Section I**

Copy 5—Mailing address of Nominating Agency.

Copy 6—Mailing address of employee.

To be filled in by nominating Agency Training Office. Name and address to be stamped on copy 5.

CODES FOR ITEM 20 (See 1-part form for code definitions)

➤ **A. PURPOSE**
1. Mission or program change
2. New technology
3. New work assignment
4. Improve present performance
5. Meet future staffing needs
6. Develop unavailable skills
7. Trade or craft apprenticeship
8. Orientation
9. Adult basic education

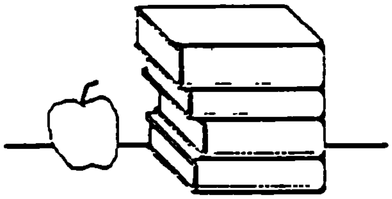
➤ **B. TYPE**
1. Executive and Management
2. Supervisory
3. Legal, Medical, Scientific, or Engineering
4. Administration and analysis
5. Specialty and Technical
6. Clerical
7. Trade or craft
8. Orientation
9. Adult basic education

➤ **C. SOURCE**
1. Government—Agency
2. Government—Interagency
3. Non government—Designed for agency
4. Non-government—Off shelf
5. State or local government

➤ **D. SPECIAL INTEREST**

0 No special program
1 Executive development
2 Supervision
(other codes may be developed—follow agency instructions)

training plan with an immediate supervisor. Once a training need has been established, contact the OERR Training Coordinator in Cincinnati, at (515) 569-7537 (DD) or FTS 684-7537. To sign up for a specific course, telephone the contact person listed in the Training Calendar. Employees may be able to register over the telephone or may be asked to complete the registration form. Employees should obtain an SF-182 and submit the completed application to their supervisors for approval. After appropriate signatures have been obtained, the form must be routed to the Funds Control Center (FCC), Office of Program Management, OERR. The FCC will add accounting data and will return the form to the originating office for disposition.



Note: When there is a shortage of space in a class, the applicant may be approved and may have his/her name put on a waiting list to be notified when space is available.

3. <u>Reference</u>

The guidance on OSWER training has been consolidated into one basic reference entitled, <u>Training Policies and Procedures</u> (OSWER Directive No. 9018.00-2, September 30, 1987). This Directive clearly delineates training responsibilities within OSWER, and sets forth procedures for conducting training activities.

For more information on the OSWER Training Program, contact the OSWER Training Coordinator's Office.

B. <u>INTERNAL TRAINING</u>

1. <u>Description</u>

The EPA Institute offers a wide range of courses taught by EPA staff or EPA contractors that are offered at no fee to all EPA employees. The EPA Institute is administered through the Office of Human Resources Management (OHRM), which also administers specific training opportunities for support staff and all permanent EPA employees. The Institute is currently expanding its curriculum and is developing a course schedule.

Courses that are currently available are listed on announcements which are routed through the EPA mail system and posted on bulletin boards throughout the Agency. Details on specific courses are provided in the announcement as well as direction on how to register and who to contact. Also refer to the EPA Institute's Training Catalogue (July 1988).

2. Procedure

An SF-182 may be obtained from the Administrative Officer and should be completed by the employee; because no fee is charged, there is no need to send the form to the FCC for funds certification. The employee must, however, secure his supervisor's signature for request approval. For direction on completing an SF-182, refer to Exhibit IV-1.

3. Reference

For further information regarding courses offered through the EPA Institute, contact the Registrar for the EPA Institute at FTS 382-2594.

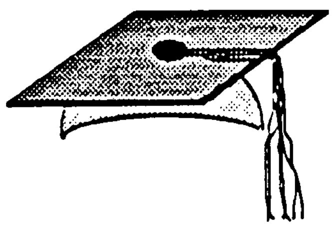
OHRM provides courses designed specifically for Senior Executive Staff; however, this does not preclude senior staff from enrolling in other courses. For more information or to receive a copy of the bimonthly Executive Update publication, contact OHRM staff at FTS 382-3328.

C. EXTERNAL TRAINING

1. Description

Externally sponsored conferences, seminars and training courses are another option for OERR staff training and development. Once an employee has identified a relevant seminar, conference, or course of interest, attendance should be discussed with his/her supervisor.

2. Procedure



Once the need for external training has been established and approval is granted, the employee should pre-register for the conference/seminar/course and begin the registration process. The requesting employee should complete an SF-182 well in advance of the conference/seminar/course registration date, at least two weeks. The first step is to obtain signatures from the employee's immediate supervisor, who must also provide written description of job-relatedness/justification. After the supervisor has approved the request for training, the employee must obtain the Branch Chief's (first level) signature and finally, the Division Director's (second level) signature. The form is then sent to the Employee Development Assistant (Room 3241) in the Office of Human Resources Management, EPA Institute Branch. Once approval is granted, the requesting employee is given a Purchase Order (PO) number. At the time of registration, the employee must present the "vendor copy" of the PO as verification of payment. The vendor then follows through with billing. To continue attending classes, the employee must obtain a grade of C or better.

For direction on completing an SF-182, refer to Exhibit IV-1. While not all courses, such as free courses or seminars, require an SF-182, a completed form in an employee's official personnel folder ensures that all coursework becomes a part of the employee's official personnel file.

Exhibit IV-2 provides a checklist of required documentation for an SF-182.

3. Reference

Contact the Employee Development Assistant in the EPA Institute Branch, OHRM (Room 3241) at FTS 382-2997.

Exhibit IV-2

Request for Documentation

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D C 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MORANDUM

SUBJECT: Request for Documentation

FROM: Debora Dorsey
Training Support Staff
Human Resources Development Division (PM-224)

TO:

The attached training obligation is being returned to you for the following reason(s):

______ Job-Relatedness Justification (All justifications should state how the training relates to and the benefits which will be derived by the trainee and the Governme t These justifications should be written signed by your supervisor.

______ Incomplete account number

______ No Document Control Number (DCN)

______ Funds Certifying Officer required.

______ Cost comparison not provided. (Training procurements in excess of $1,000 must be accompanied by a comparision with three other potential vendors and the reason the vendor you chose was selected.)

______ Attendee list not attached. A complete list must be include social security numbers and grade and series. Forms will not be accepted without this list).

______ Waiver is required when the trainee does not have one year of government service. This is only in case of non-government training.) A waiver is a letter to the Training Office office written by the trainee's supervisor requesting us to waive his or her one year of governmen service.

______ Course description not provided.

_______ Travel costs omitted. (This is required when training is taken outside of the Washington-metropolitan area.)

_______ Ratification (a memo stating why the training form was received by our office after the training has been completed.)

_______ Years of Government Service

_______ Type of appointment

_______ Pay plan, series and grade

_______ Incorrect Signatures. Training forms are to be signed on the Branch Chief and Division Director levels.

_______ Training submitted on a 5-part form.

_______ Other _______________

SF-182's will not be considered for processing if any or all of these factors are missing. Your cooperation is appreciated. Please call me on 382-2997 if you have any questions.

V. COMMUNICATIONS

OVERVIEW

Communications administration includes correspondence, document production, mail, telephone, telecommunications, and publications procedures. To facilitate management, the OERR Immediate Office (IO) divides correspondence into two groups: controlled and uncontrolled.

A. CONTROLLED CORRESPONDENCE

1. Description

Controlled correspondence consists of communication memoranda that have specific due dates, such as Administrator's Correspondence (AX), Administrator's Legislation (AL) (including correspondence from Congress, which the IO calls "Congressionals"), Priority Office Directors (PODs), Office Directors (ODs), Solid Waste and Emergency Responses (SWERs), or Freedom of Information Act requests (RINs/FOIAs). RIN stands for "Request for Information."

2. Procedure

Controlled correspondence requires concurrences by the Personnel Classification Specialist, the Executive Officer, the Deputy Office Director (DOD), and the Office Director (OD) before routing to the Assistant Administrator (AA) for signature. AX and AL correspondence generally have a due date of approximately 10 days. The deadline for Divisions to submit responses is one day prior to due date.

OERR distributes AXs in brown folders, ALs in yellow folders and returns responses in the same folders. PODs generally have a 1-2 week due date, and the OD or DOD signs them. The DOD or OD signs ODs and they have due dates of 4-6 weeks.

OERR distributes SWERs in orange folders. The AA, DAA or an OD signs SWERs and they follow the same

V. COMMUNICATIONS

OVERVIEW

Communications administration includes correspondence, document production, mail, telephone, telecommunications, and publications procedures. To facilitate management, the OERR Immediate Office (IO) divides correspondence into two groups: controlled and uncontrolled.

A. CONTROLLED CORRESPONDENCE

1. Description

Controlled correspondence consists of communication memoranda that have specific due dates, such as Administrator's Correspondence (AX), Administrator's Legislation (AL) (including correspondence from Congress, which the IO calls "Congressionals"), Priority Office Directors (PODs), Office Directors (ODs), Solid Waste and Emergency Responses (SWERs), or Freedom of Information Act requests (RINs/FOIAs). RIN stands for "Request for Information."

2. Procedure

Controlled correspondence requires concurrences by the Personnel Classification Specialist, the Executive Officer, the Deputy Office Director (DOD), and the Office Director (OD) before routing to the Assistant Administrator (AA) for signature. AX and AL correspondence generally have a due date of approximately 10 days. The deadline for Divisions to submit responses is one day prior to due date.

OERR distributes AXs in brown folders, ALs in yellow folders and returns responses in the same folders. PODs generally have a 1-2 week due date, and the OD or DOD signs them. The DOD or OD signs ODs and they have due dates of 4-6 weeks.

OERR distributes SWERs in orange folders. The AA, DAA or an OD signs SWERs and they follow the same tracking procedure as AXs/ALs. See Exhibit V-1 for a detailed chart on controlled correspondence.

RINs/FOIAs are due 10 days after receipt. The Action Office submits requested material, which staff members generally hand carry to the FOIA office within the AA's office, where a form letter by the AA accompanies the requested material. OERR logs out RINs/FOIAs as completed once they submit the material requested to the FOIA office.

3. Reference

For more detailed information and procedures on Controlled Correspondence, refer to Exhibit V-1 and the OERR Quick Reference Guide for Correspondence Procedures, February 1988. To obtain this manual, contact your Branch secretary.

B. CONGRESSIONAL CORRESPONDENCE

1. Description

OERR refers to correspondence specifically from United States Senators or Members of Congress as "Congressionals."

2. Procedure

Only the Administrator, the AA, or the Deputy Assistant Administrator (DAA), unless otherwise directed, signs responses to Congressionals. Like other ALs, OERR always distributes Congressionals in yellow folders and staff members return responses in the same folders. Congressionals are due approximately 10 days after receipt, and OERR requires Divisions to submit responses 1 day prior to due date. See Exhibit V-2 for detailed guidelines on Congressional Correspondence.

3. Reference

For more detailed information on Congressional correspondence, refer to the OERR Quick Reference Guide

Exhibit V-1

Controlled Correspondence Chart

	TYPE OF CORRESPONDENCE	COPIES SENT TO:				
		AX	AL	AA	OD	DD
	AL CONTROLLED* CORRESPONDENCE					
SIGNATOR	ADM/DEP ADM	3 w/enclosures (1 w/incoming)	2 w/enclosures	1 w/enclosures & incoming	1 w/enclosures & incoming	retain 1 copy
SIGNATOR	OFFICE OF CONGRESSIONAL LIAISON	N/A	2 w/enclosures	1 w/enclosures & incoming	1 w/enclosures & incoming	retain 1 copy
SIGNATOR	AA	N/A	2 w/enclosures	1 w/enclosures & incoming	1 w/enclosures & incoming	retain 1 copy
	AX CONTROLLED* CORRESPONDENCE					
SIGNATOR	ADM/DEP ADM	3 w/enclosures	N/A	1 w/enclosures & incoming	1 w/enclosures & incoming	retain 1 copy
SIGNATOR	AA	1 w/enclosures	N/A	1 w/enclosures & incoming	1 w/enclosures & incoming	retain 1 copy
SIGNATOR	OD	1 w/enclosures	N/A	1 w/enclosures & incoming	1 w/enclosures & incoming	retain 1 copy
	ACTION/BRIEFING* MEMOS TO ADM/DEP ADM	3 w/enclosures	N/A	1 w/enclosures	1 w/enclosures	retain 1 copy

*Copies to others should include enclosures, incoming letters and envelopes as necessary

NOTE: Include pre-addressed envelopes and route slips as necessary

Exhibit V-2

Guidelines for Congressional Correspondence

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

SUBJECT: Guidelines for Congressional Correspondence DATE April 197[illegible]

FROM: AL Correspondence Control

TO: To All Correspondence Control Points - including Regions

OFFICE OF THE ADMINISTRATOR

Addressee	Envelope & Letter Address	Salutation and Complimentary Close
Senator	Honorable (full name) United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
Senator (away from Washington)	Honorable (full name) United States Senator (local address)	Dear Senator (surname): Sincerely yours,
Chairman of Senate Committee	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, D.C. 20510	Dear Mr. Chairman: or Dear Madam Chairman: Sincerely yours,
Chairman of Senate Subcommittee	Honorable (full name) Chairman, Subcommittee on (name) Committee on (parent committee) United States Senate Washington, D.C. 20510	Dear Mr. Chairman: or Dear Madam Chairman: Sincerely yours,
Member of Senate Committee	Honorable (full name) Committee on (name) United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours, (check control slip from AL for instructions)
Senate Committee Staff Official	Mr. (full name) (Title) Committee on (name) United States Senate Washington, D.C. 20510	Dear Mr. (surname): Sincerely yours,
The President of the Senate	Honorable (full name) President of the Senate Washington, D.C. 20510	Dear Mr. President: Sincerely yours,

President pro tempore of the Senate	Honorable (full name) President pro tempore United States Senate Washington, D.C. 20510	Dear Senator (surname): Sincerely yours,
Senate Majority Leader	Honorable (full name) Majority Leader United States Senate Washington, D.C. 20510	Dear Senator (surname, Sincerely yours,
Staff person in Office of Senator	Name, Title Office of Honorable (full name) United States Senate Washington, D.C. 20510	Dear Sincerely yours,
Congressman	Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
Congressman (away from Washington)	Honorable (full name) Member, United States House of Representatives (local address)	Dear Mr. (surname): Sincerely yours,
Chairman of House Committee	Honorable (full name) Chairman, Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman: or Dear Madam Chairman: Sincerely yours,
Chairman of House Subcommittee	Honorable (full name) Chairman, Subcommittee on (name) Committee on (parent committee) House of Representatives Washington, D.C. 20515	Dear Mr. Chairman: or Dear Madam Chairman: Sincerely yours,
Member of House* Committee	Honorable (full name) Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely yours,
House Committee Staff Official	Mr. (full name) (Title) Committee on (name) House of Representatives Washington, D.C. 20515	Dear Mr. (surname):

*Check control slip from AL for instructions.

Speaker of the House	Honorable (full name) Speaker of the House of Representatives Washington, D.C. 20515	Dear Mr. Speaker Sincerely yours,
Staff person in Office of Congressman	Name, Title Office of Honorable (full name) House of Representatives Washington, D.C. 20515	Dear Sincerely yours,

SPECIAL INSTRUCTIONS FOR CONGRESSIONAL REPLIES.

1. All letters should have the address at the top of the letter.
2. Refer to date of incoming letter in outgoing correspondence.
3. Refer to constituent's name and subject matter in your reply.
4. After complete date, put a comma after the year.
5. Do not use the phrase "EPA is pleased" in any letter.
6. All letters should close with Sincerely yours.
7. Always use Administrator letterhead stationery when reply is to be signed by the Administrator -- Douglas M. Costle. Office of the Administrator letterhead to be used for the Deputy Administrator -- Barbara Blum.
8. After signature, space down ~~four~~ two lines for Enclosure.
9. Double space any letter that is less than ten lines and one paragraph.
10. Do not show carbon copy on original, only on carbon copies.
11. Capitalize the word State when referring directly to one or all of of the 50 States: States rights; State's attorney. Lower s - statehood, statewide, state's evidence.

GENERAL INFORMATION

All Congressional correspondence ~~has to~~ must go through AL Control even when it is a rush or priority.

Never date correspondence. (Does not apply to Regions)

Always have a courtesy copy (EPA letterhead tissue) enclosed with the original letter for all Congressional correspondence.

Do not use a comma to separate a month and a year.

Capitalize Member when speaking of a Member of Congress, but not when speaking of a member of a Congressional committee.

Underline Federal Register, Congressional Record, newspapers and magazines.

Do not capitalize the word "bill".

Capitalize the word "Act".

Use lower case "s" in the word "section" when in the middle of sentence.

Always include copy of reply in folder for Office of Legislation.

The constituent's letter is always returned to the Congressman's office with the reply, therefore xerox constituent's mail and attach to yellow official file.

Be sure return envelope is right size to accommodate letter and enclosures.

Use yellow Congressional Mail Folder for all Congressional correspondence.

HOW TO TYPE	HOUSE	SENATE
Bills	H.R. 416	S. 116
Resolutions	H. Res. 5	S. Res. 50
Concurrent Resolutions	H. Con. Res. 10	S. Con. Res. 17
Joint Resolutions	H.J. Res. 10	S.J. Res. 45
Documents	H. Doc. 35	S. Doc. 62
Reports	H. Rept. 214	S. Rept. 410
Public Laws P.L. 92-500		

Be sure that each folder or reply has proper envelope, all enclosures, etc. when program sends to AL for dispatch or routing to AX for signature.

When letters are signed in the program areas, please stamp the official yellow file copy and all copies (with a name stamp or /s/) before sending to AL for dispatch.

Hand Deliver all Congressional mail to control points and to the Office of Legislation - never in a brown envelope.

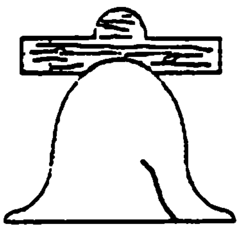
for Correspondence Procedures. (February 1988). To obtain this manual, contact your Branch secretary.

C. FREEDOM OF INFORMATION REQUESTS

1. Description

OERR calls Freedom of Information Requests RINs or FOIAs. These are written public requests for records held or believed to be held by EPA.

2. Procedure



The Freedom of Information Act (FOIA) Office (W227) sends requests directly to OERR. FOIAs are due approximately 10 days after receipt. The Action Office submits requested material, which staff members generally hand-deliver to the FOIA office, where a form letter by the AA accompanies the requested material. OERR logs out the RIN/FOIA as completed once the requested material is submitted.

3. Reference

For more information on uncontrolled/tracking correspondence, refer to OERR Quick Reference for Correspondence Procedures, February 1988. To obtain this manual, contact your Branch secretary.

D. UNCONTROLLED/TRACKING CORRESPONDENCE

1. Description

Uncontrolled or tracking correspondence consists of correspondence that needs signatures or concurrence, such as memoranda, letters, Procurement Requests (PRs), Travel Authorizations (TAs), Travel Vouchers (TVs), Personnel Actions (PAs), etc., that have no specific due date.

2. Procedure

Procurement Requests (PRs) require different levels of signature, depending on the amount of the PR (Exhibit XI-3, XI-4).

OERR staff members should forward TAs and TVs to the DD's level for signature. In some instances, signatory authority has been delegated to the Branch level. Please check with your Administrative Contact for your particular organization. In the case of international travel, employees forward documentation to the IOD, regardless of the grade level, and prepare it for the OD's signature. Before PAs go to the IOD for signature, OERR employees should route them through OERR's Administrative Officer.

3. Reference

For more information on uncontrolled/tracking correspondence, refer to OERR Quick Reference for Correspondence Procedures, February 1988. To obtain this manual, contact your Branch secretary.

E. CORRESPONDENCE FILE MANAGEMENT

1. Description

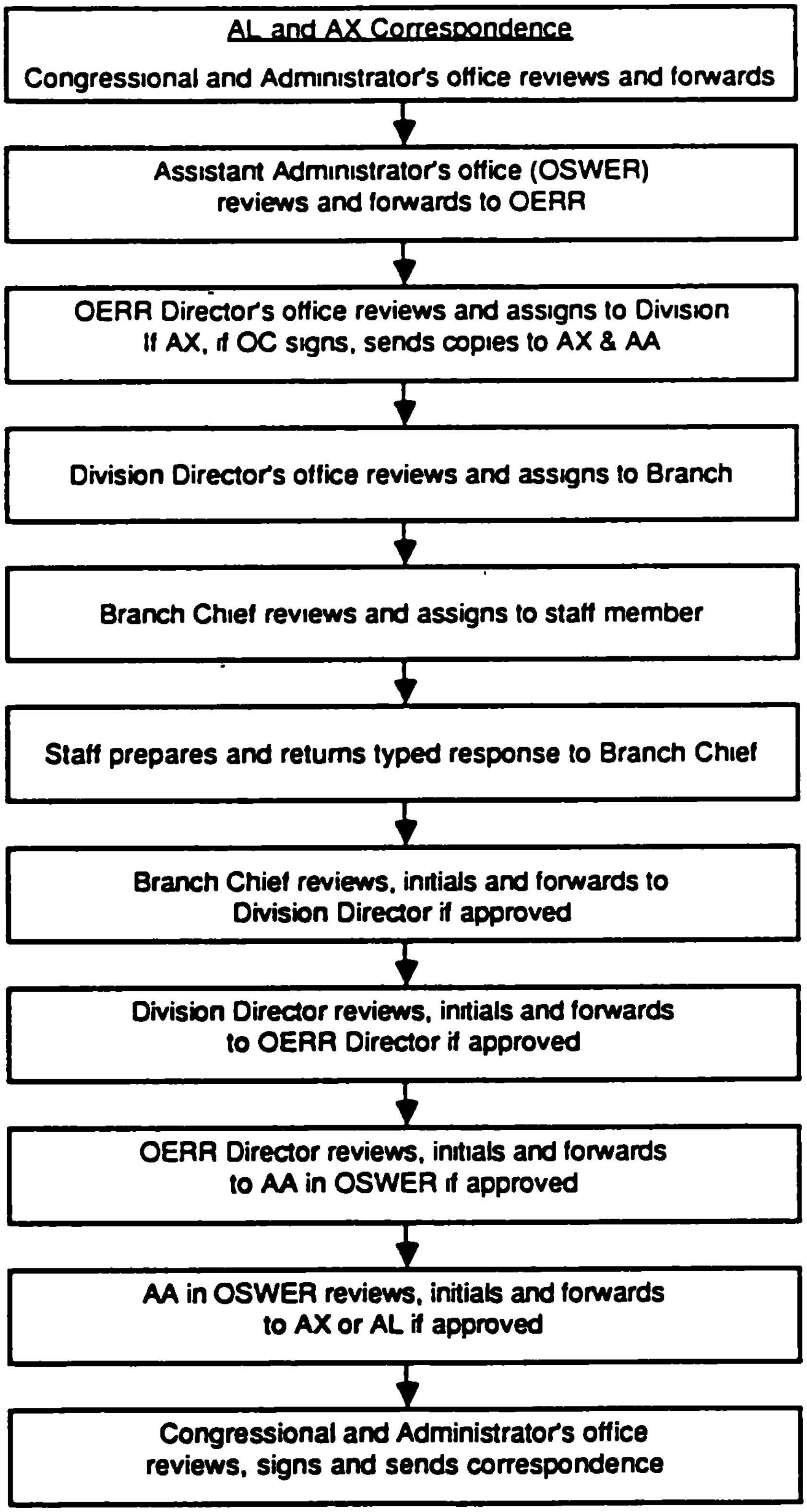
To keep track of correspondence in OERR, the IO maintains a file management system.

2. Procedure

A personal computer tracks every correspondence item by number and division. File sheets are on the computer, serving as daily reminders of what is due to which office. Only the Personnel Classification Specialist can access the correspondence file. Exhibit V-3, a flow chart on correspondence file management, follows this chapter.

Exhibit V-3

Controlled Correspondence

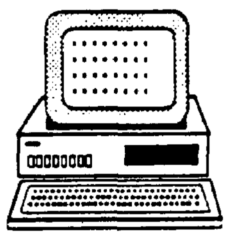


3. Reference

For more information on correspondence file management, contact your Branch secretary.

F. PRODUCTION

1. Description



Document production involves several steps. OERR uses personal computers (PCs) for word processing in WordPerfect to meet its typing needs. The format that OERR uses for document production is uniform, according to Agency guidance, and supervisors pass along production assignments.

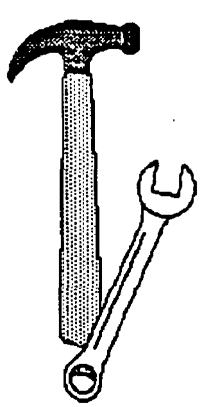
2. Procedure

Directions for use of the PC system follow.

- Production Management

Employees store typed and printed material on diskettes. Diskettes are available from the EPA Supply Store or the Division secretary. Each diskette has an index to record abbreviated titles of the stored documents. When adding or revising a document, the operator prints an updated copy of the index to store inside the diskette cover along with the diskette.

- Repairs



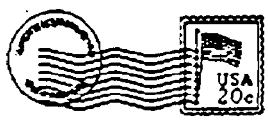
In case of a personal computer breakdown, consult the Personal Computer Site Coordinator (PCSC) to determine if repairs are required. (The PCSC is the individual in each office of EPA responsible for coordination of the personal computer network.) If repairs are necessary, the coordinator calls the telephone number on the sticker on the side of the machine and reports the machine's identification number, along with the problem. An appropriate repairperson will come to repair the machine within 6-14 hours. Once the machine resumes operation, the repairperson gives the repair slip to the AO.

3. Reference

Refer to the EPA Manual on Document Format, which is available from your Branch secretary.

G. MAIL

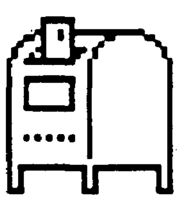
1. Description



EPA provides pickup and delivery services for both internal and external mail systems. The EPA mailroom is located in MG-100 and the office telephone number is FTS 382-2132. When urgent information needs to be sent quickly, employees may use messenger services.

2. Procedure

- U. S. Postal Service



Mail all correspondence in EPA printed envelopes, and use these envelopes only for official government business. The EPA mailroom stamps mail with a postage meter, and no stamped or personal mail is accepted. Mail that is addressed properly is put in boxes (Room MG-100E), marked for internal or external mail on the table in the mailroom, near the entrance. Mailroom personnel pick up and deliver four times daily in OERR: 8:30 and 10:30 a.m. and 1:00 and 2:30 p.m. Offices planning a large program mailing must notify mailroom personnel in advance. The Mail Department is reimbursed through a Miscellaneous Obligations Document (Exhibit V-4). This form must be submitted when a division sends more than six packages per day via express mail.

- Intra-Agency

Employees may send internal mail in an interoffice envelope, or a plain manila one, as long as the receiving individual's name and mail stop are clearly written on the top. In addition to the boxes in the mailroom, OERR Divisions may use other boxes on the table in Room S385, on top of the credenza in the secretarial

Exhibit V-4

ENVIRONMENTAL PROTECTION AGENCY

MISCELLANEOUS OBLIGATION DOCUMENT

OBLIGATION(S) FOR THE MONTH OF ____________________ 19__

PURPOSE. ____

____

THIS NOTICE IS ____________ AN ORIGINAL OBLIGATION

____________ AN INCREASE TO A PREVIOUS OBLIGATION

____________ A DECREASE TO A PREVIOUS OBLIGATION

APPROPRIATION ____________

1	2 3	4-9			10-12	13	14	15-20	21-30	31-40	41-44	45 56	57
RECORD TYPE	SERVICING FINANCE OFFICE	EFFECTIVE DATE			TRANSACTION CODE	REVERSE CODE	MODIFIER	DOCUMENT CONTROL NUMBER	OBLIGATION NUMBER	ACCOUNT NUMBER	OBJECT CLASS CODE	AMOUNT DOLLARS CENTS	FED NONFED
		MO	DA	YR									
2					050								
2					050								
2					050								
2					050								
2					050								

NOTE. SHADED AREA TO BE COMPLETED BY FMO

TOTAL ____________

RESPONSIBILITY CENTER: ______________________________

PREPARED BY· ____________________ (SIGNATURE)

APPROVED BY. ____________________ (SIGNATURE)

DATE ____________________

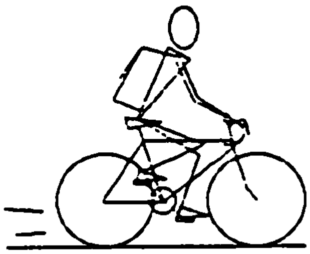
PHONE ____________________

DATE ____________________

PHONE ____________________

EPA Form 2550-10 (Rev. 7-80) PREVIOUS EDITION MAY BE USED UNTIL SUPPLY IS EXHAUSTED bay area. Mail for other EPA offices belongs in the "mailroom" box. Mailroom personnel pick up and deliver mail in division offices four times daily at the times previously noted. Mailroom staff also hand-deliver and pick up mail for the AA in OSWER eight times daily.

- Messenger



To deliver information more rapidly or in an emergency, employees may use the independent express courier service, DHL. Each employee's Administrative Contact can provide assistance in using this service. The employee requesting the messenger service may wish to call the recipient to verify delivery.

- Heavy Objects

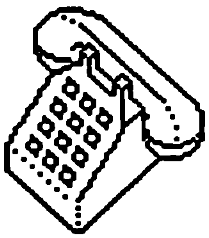
To mail heavy objects, contact Property Management at FTS 382-2155. Sender must include a shipping request form and the EPA shipping label. These may be obtained from a secretary.

3. Reference

See your Administrative Contact for additional information. For examples of mailing forms, see Exhibits V-5 and V-6. For information on special mailroom services, refer to Chapter X, Section F, of this document.

H. TELEPHONES

1. Description



The EPA telephone system combines the Federal Telecommunications System (FTS) and an Electronic Switching System featuring Centrex Custom Calling System. This combination of systems allows for ease in calling within the office and long distance.

EPA maintains two different telephone listings of EPA employees. The EPA telephone directory lists employees' phone numbers in alphabetical order. EPA up-

Exhibit V-5

REQUEST FOR SHIPPING SERVICE

REQUESTING OFFICE Prepare in triplicate Retain one copy for reference and submit the original and one copy to the Shipping Officer.
SHIPPING OFFICER After carrier has completed pick-up of the shipment, attach original to a copy of the Government Bill of Lading to back up authorization for shipment and return the other completed copy of this form to the requesting office
NOTE The first copy held by the requesting office may be destroyed upon receipt of the completed copy from the Shipping Officer.

1. SHIPMENT OF
   - GOVERNMENT-OWNED PROPERTY
   - OTHER (*Vendor, etc. identify*)

2. R & D CONTRACT NO.

3.
   - CAPITALIZED
   - NOT CAPITALIZED

4. REGIONAL OFFICE CENTER, FIELD STATION, EMPLOYEE (*Consignor*)

5. ADDRESS (*Building Name, Number, Street, City, Zip Code, State, or Country*)

6. TELEPHONE NUMBER AND EXTENSION

7. LOCATION OF PROPERTY TO BE SHIPPED (*Building, Room Number, Street, City, Zip Code, State or Country*)

8. PROGRAM COORDINATOR FOR "PICK UP"

9. TELEPHONE AND EXTENSION

10. SHIPMENT TO BE MADE BY
    - GOVT BILL OF LADING
    - CONVERSION TO GBL
    - COML BILL OF LADING
    - COLLECT

11. WHEN PROPERTY OF VARYING DESCRIPTIONS IS TO BE SHIPPED, SEGREGATE BY LINE ITEMS, ENTER QUANTITY AND VALUE OF EACH LINE ITEM (IF ADDITIONAL SPACE IS NEEDED, USE REVERSE SIDE).

QUANTITY	STOCK PROP NO.	DESCRIPTION OF ARTICLE	CONTAINER SIZE	WT.	VALUE
					$
		TOTAL.			$

12.
   - PACK
   - CRATE
   - SPECIAL PACKING (*Explain*)

13. INCLUDES FLAMMABLES, COMPRESSED GASES, CHEMICALS?
    - YES
    - NO

14. SHIP TO (*CONSIGNEE*) (*Name, Street, City, State, Zip Code or Country*)

15. ADDITIONAL INFORMATION, INSTRUCTIONS, OR JUSTIFICATION FOR EXPEDITED MODE OF SHIPMENT

16. DATE SHIPMENT MUST ARRIVE AT DESTINATION

17. PROPERTY CLEARANCE (*Signature of Property Custodial Officer*)

18. SIGNATURE OF PROPERTY ACCOUNTABLE OFFICER

19. ACCOUNTING DATA

20. SIGNATURE OF ADMINISTRATIVE OFFICIAL OR DESIGNEE

21. DATE

THIS INFORMATION MAY BE USED BY THE SHIPPING/REQUESTING OFFICES IN KEEPING DATA ON SHIPMENTS.

MODE OF TRANSPORTATION	DATE SHIPPED	ESTIMATED ARRIVAL DATE	B/L NUMBER
CARRIER(S) USED AND ROUTING	NUMBER OF PIECES	TOTAL WEIGHT	ESTIMATED COST

EPA Form 1700-4 (Rev. 11-72) REPLACES EPA FORM 1770-12 (10-71) WHICH MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Exhibit V-6

U.S. GOVERNMENT SHIPMENT

FROM: *(Shipper's Address)*

ENVIRONMENTAL PROTECTION AGENCY

TO CONSIGNEE

PAY NO CHARGES on this shipment. It is made on GOV'T B/L No. ____________

and the original B/L has been (check one)

☐ MAILED TO YOU

☐ TURNED OVER TO THE INITIAL CARRIER

DELIVER TO:

STREET		
CITY	STATE	ZIP CODE
VALUE	WEIGHT	DATE
NO. OF PIECES	SHIPPED VIA	
REMARKS/COMMENTS		

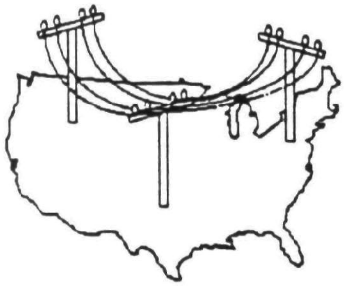
EPA Form 5180—8 (5—76) PREVIOUS EDITION MAY BE USED dates this directory periodically and distributes copies to all employees. The second and most current source of telephone numbers is available from the EPA Locator at FTS 382-2090. In addition, OPM produces a one-page alphabetical listing of OERR employees, which is available from each employee's Administrative Contact (Exhibit I-7).

EPA will pay only for telephone toll calls that employees charge as a result of public business transacted in the government interest. EPA policy conforms to 31 U.S.C. 680a, which requires appropriate certification for all long distance telephone toll payments. Make non-official calls from public telephones, except in emergencies. Local non-governmental calls produce message unit charges that the telephone company bills to the Agency.

Public telephones are located in the following areas in Waterside Mall: 3100 Corridor of the Mall, 3700 Corridor of the Mall, EPA Library (M2904), and on the Mall street level next to the Safeway.

- FTS

The FTS provides special long distance phone lines for government use. Employees may reach each Federal agency in the United States through the FTS. Agency identification codes will be provided to users of FTS to eliminate unnecessary delays when placing official long distance calls to and from non-Government telephones over FTS and for Agency identification during periods of FTS network sampling.



The Office of Information Resources Management (OIRM) of the General Services Administration (GSA) manages and operates the system. Use of FTS by Agency employees will be sampled by the GSA each quarter. The results of the sampling are used to determine the Agency's cost for network usage. The FTS base charge does not include transmissions of data or facsimile over FTS or service to Alaska, Hawaii, Puerto Rico and Canada. Official calls to these areas are to be placed via FTS. The procedures for placing these calls and conference calls are contained in the FTS Telephone Users Guide, which is available from the Administrative Contact.

- Centrex System

The Centrex system has a variety of features that facilitate interoffice phone calls, such as call transfer, consultation hold, conference call, and call forwarding. The system eliminates the need for a receptionist because it rings at the employee's desk. Employees need only use the last five digits of the phone number when dialing within the system.

2. Procedure

Branch Chiefs shall establish appropriate administrative control measures to guard against the abuse of local and long distance telephone calls.

While traveling, make official calls from FTS whenever possible using the FTS code of the caller's official duty station. Commercial long distance calls and collect calls should be made only if the official business to be transacted is urgent and if FTS is not available, or if a less expensive means of communication would not suffice. The following standards shall apply in evaluating the need to make commercial long distance calls:

- Monetary loss to the Government may result if a slower or less expensive means is used
- Travel would be obviated
- Immediate official action is required by an emergency (e.g., illness, injury, property damage, or similarly urgent matters).

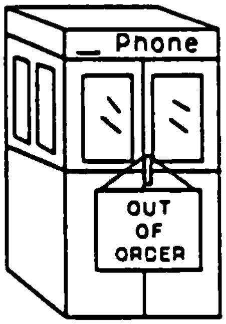
Official incoming collect calls shall be accepted only under unusual circumstances. Calls should be prepaid by the calling party except when the employee is in travel status.

EPA issues long distance calling cards if justified. Employees may call Communications at FTS 382-2098 for information about long distance calling cards. Employees may address questions regarding travel policy to the National Operations Desk at FTS 382-2077.

Employees may make international calls on unrestricted lines only. Personnel with responsibilities requiring frequent international calls may request an unrestricted line from the OERR AO. The AO submits appropriate justification to the EPA Telecommunications staff. Unrestricted lines are available in the Communication Center, G-100B, FTS 382-2078.

3. Procedure for Service/Changes

1. Repair



Direct telephone repair requests to EPA Telephone Repair at FTS 382-2267. EPA holds each office responsible for additional expenses it incurs from calling the commercial repair operator.

2. Telephone Equipment Requests

The Administrative Contacts complete and forward EPA Form 5020-1 to the OERR Administrative Officer who initiates service.

3. Telephone Equipment Relocation

Do not relocate telephones. The AO contacts an authorized technician; the Administrative Contact will provide assistance if this is necessary.

4. Telephone Equipment Removals

All telephone equipment is EPA property and removal of equipment from the premises will result in prosecution.

5. EPA Locator Changes/Additions

Administrative Contacts complete and forward Express Locator Change Forms to the OERR Administrative

Officer who sends them to the Communications Branch (PM211T), G-100A, FTS 382-2626.

4. Additional Information/Reference

The AT&T International Information Service telephone number is 9 (800) 874-4000.

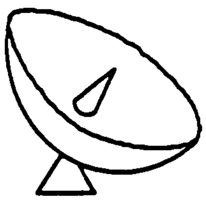
For directions on the specific uses of the telephone system, consult the following manuals, which are found in G-100A, at FTS 475-6778:

EPA Headquarters Telephone Directory
FTS Users' Guide
EPA Manual 4820-1
Centrex Manual

For training in the telephone system and FTS facilities, call FTS 475-6778.

I. TELECOMMUNICATIONS

1. Description



Telegraph and Magnafax forms of communication allow personnel to send and receive information rapidly between EPA Headquarters, Regional Offices and laboratories, or any other government office with similar capabilities.

The Telecommunications Office is available to all personnel and located at 3235M, and is open from Monday to Friday, 8:00 a.m.-5:30 p.m. at FTS 382-2078.

2. Procedure

- Magnafax

The Magnafax duplicates and transmits exact replicas of the original document to up to 10 locations simultaneously.

- Telegraph

The telegraph delivers succinct messages but not exact replicas. The Telecommunications Office transmits information to the Western Union Office in the recipient's area. Enclose the Telegraph Message Form (available in the Supply Room, FTS 382-2135, G-100F) to the Telecommunications Office.

To Send: Bring the document to be transmitted to the Telecommunications Office and complete a Facsimile Transmission Request form (available in the Supply Room), including name and telephone number of the recipient and sender and Magnafax telephone for location. See Exhibit V-7 for a flow chart on telecommunications, and Exhibits V-8 and V-9 for facsimile and telegraph forms.

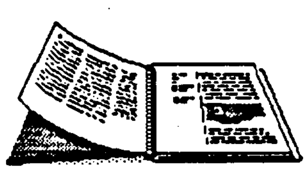
To Receive: The recipient should inform sender to include recipient's name, telephone number, and EPA Magnafax number: FTS 755-2844. The Telecommunications Office notifies the recipient on arrival.

3. Reference

For further information, see your Administrative Contact.

J. PUBLICATIONS

1. Description



OERR is developing a document that will discuss information on a variety of topics relating to publication of EPA material. It includes an inventory of Superfund public information documents, step-by-step procedures on how to get documents approved and published in EPA, and a guide on how EPA distributes publications to the public.

2. Procedure

This document will be in draft form by the final publication date of this manual and can be obtained from the Administrative Contact.

Exhibit V-7

Sending/Receiving Telecommunications

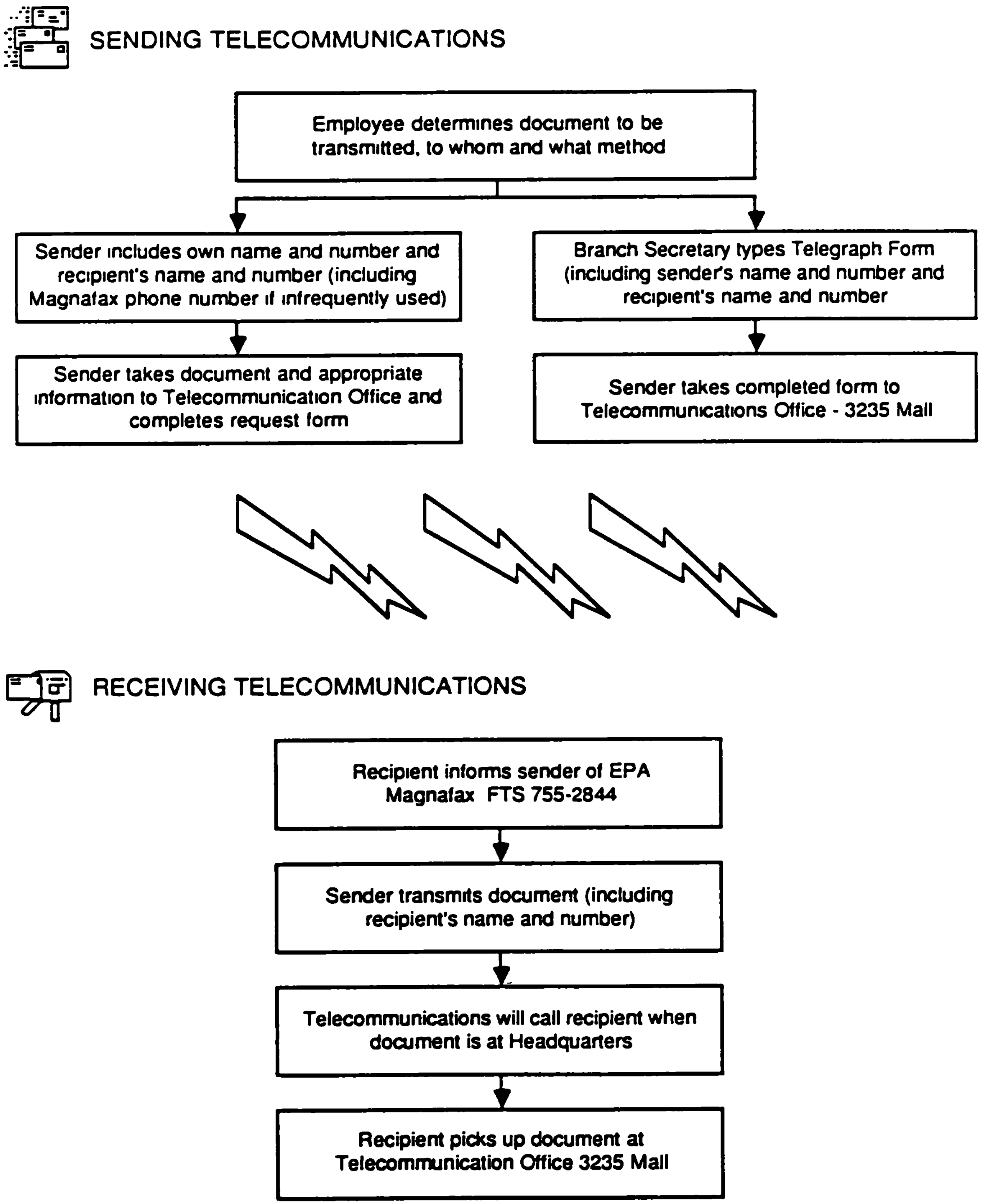


Exhibit V-8

US ENVIRONMENTAL PROTECTION AGENCY
TELECOMMUNICATIONS CENTER
WASHINGTON DC 20460

EPA

FACSIMILE REQUEST AND COVER SHEET

PLEASE PRINT IN BLACK INK ONLY

TO

OFFICE/PHONE

REGION/LAB

FROM

PHONE	MAIL CODE

OFFICE

DATE	NUMBER OF PAGES TO INCLUDE THIS COVER SHEET

Please number all pages

INFORMATION FOR SENDING FACSIMILE MESSAGES TO EPA HEADQUARTERS

EQUIPMENT	FACSIMILE NUMBER NUMBER	VERIFICATION NUMBER
RAPICOM	(202) 382-7883 (auto)	(202) 382-2078
PANAFAX	(202) 382-7884 (auto)	(202) 382-2078
PANAFAX	(202) 382-7886 (auto)	(202) 382-2078
MANUAL	(202) 382-2078	

The EPA Communications Center has the capability for sending and receiving facsimile messages to CCITT Group I, II, and III Equipment.

EPA Form 5040-5 (Rev. 12-83) Replaces EPA Form 5040-5A and the previous edition of EPA Form 5040-5, which are obsolete

Exhibit V-9

TELEGRAPHIC MESSAGE

NAME OF AGENCY	PRECEDENCE ACTION: INFO:	SECURITY CLASSIFICATION
ACCOUNTING CLASSIFICATION	DATE PREPARED	FILE
FOR INFORMATION CALL		
NAME	PHONE NUMBER	TYPE OF MESSAGE ☐ SINGLE ☐ BOOK ☐ MULTIPLE-ADDRESS

THIS SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED *(Use double spacing and all capital letters)*

TO:

PAGE NO.	NO. OF PGS.	SECURITY CLASSIFICATION

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-35.306

Previous editions usable NSN 7540-00-634-3968

14-103

3. Reference

For further information on publications, contact your Branch secretary.

K. HOTLINES

1. Description

EPA has established several hotlines for questions on Superfund from the general public as well as the regulated community. On these toll-free 800 numbers, the callers may get information on any item relevant to RCRA/CERCLA, including legislation and requests for printed material on Superfund. Geo/Resource Consultants, Inc., operates the hotline under a contract to OSWER. In addition, Geo/Resource Consultants also operates hotlines for Title III – the Chemical Emergency Preparedness and Prevention (CEPP) Program, and the Safe Drinking Water Act.

2. Procedure

For questions related to RCRA, CERCLA/SARA or general hazardous waste, refer callers to FTS 382-3000 locally in Washington, D.C., or (800) 424-9346 toll-free. The Public Information Center for the EPA has a local number: FTS 382-2080; it has no toll-free number. The Small Business Ombudsman for EPA can be reached at FTS 557-1938 locally and (800) 368-5888 toll free.

The CEPP Hotline number is FTS 479-2449 locally in Washington, D.C. and (800) 535-2020 toll-free.

3. Reference

Refer to the EPA Headquarters Telephone Directory, which can be obtained from any OERR secretary.

L. MEETINGS WITH SENIOR ADMINISTRATORS

1. Description

Staff members may schedule meetings through the IOD to discuss issues that they deem important enough to merit the AA's, DAA's, or OD's attention.

2. Procedure

Initiate meeting requests for the AA or DAA by completing Meeting Request forms for the AA or DAA, which may be obtained from the IOD in Room SE393. The form must be complete, and a brief description or justification on a separate sheet of paper must accompany it. The DD must approve and initial the form. Submit all meeting request forms to the supervisor. After approval, the IOD submits an individual's form to the AA's office.

After the AA schedules the meeting, the IOD notifies the person who requested the meeting if any changes occur. The division is responsible for notifying all attendees.

3. Reference

For additional information, refer to the OERR Quick Reference Guide for Correspondence Procedures, February 1988. Obtain this manual from your Branch secretary.

M. PUBLIC AFFAIRS

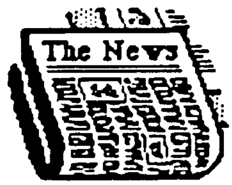
1. Description

Public Affairs involves relations and contact with the public, the press, and Congressional members or their staffs.

2. Procedure

Refer questions from the general public to the various

Hotline numbers, discussed in Section K above, unless directed otherwise by a supervisor. Refer questions from the press to the Press Office at FTS 382-4355, unless a supervisor directs otherwise.



If OERR staff members talk with Congressional members or their staffs in the course of their work, the OERR staff member should complete a Congressional Inquiry/Request form, send it to the Special Assistant to the Assistant Administrator, OSWER, submit a copy to the IOD, and retain a copy for their record.

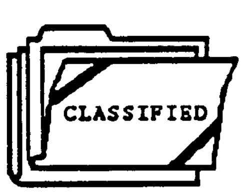
If Congressional members or their staff contact OERR staff members, refer them to the Congressional Liaison Coordinator. No formal memorandum is necessary to refer calls. The "Hill" should first talk with the Congressional Liaison Coordinator, who will then contact someone in the Program office if a question is very specific.

3. Reference

For additional information on public affairs, refer to OERR Quick Reference Guide for Correspondence Procedures, February 1988. Obtain this manual from your Branch secretary. For specific information on Congressional referrals, call the Congressional Liaison Coordinator at FTS 382-5200.

N. CONFIDENTIALITY

1. Description



Confidentiality involves dealing with sensitive material, either Confidential Business Information (CBI) or Enforcement Confidential Information (ECI). CBI is material that a firm believes is sensitive to its business, and that disclosure of such information would prove detrimental to his or her business. For example, detailed information about the constituents in a chemical production facility's waste stream qualifies as CBI in order that a competitor may not infer which production process is being used. The firm submitting the material must identify Confidential Business Information.

ECI is material that deals with companies over which the Government plans to file suit. Information linking a company's activities to a hazardous waste problem at a specific site is an example of ECI. EPA is responsible for identifying material as ECI.

2. Procedure

Follow the EPA general policies on FOIA. Keep documents that are CBI/ECI in secure areas and do not share such information with individuals outside of the Agency.

3. Reference

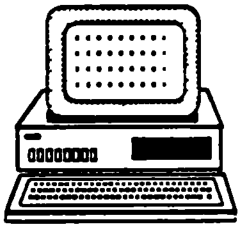
Refer to the General Enforcement Policy Compendium. Document # GM-43 "Enforcement Document Release Guidelines," and Document # 46. "Policy on Publicizing Enforcement Cases." The Compendium is a collection of guidance issued by the Office of Enforcement and Compliance Monitoring (OECM). For additional information on EPA guidance on confidentiality, contact OECM, Legal Enforcement Policy Branch, at FTS 382-8777.

VI. OFFICE INFORMATION MANAGEMENT

OVERVIEW

The purpose of this chapter is to provide information on the various activities associated with information management within OERR. The first section describes the automated information and tracking systems developed and maintained by the divisions within OERR. The second section provides information on repositories for site-specific documentation and the final section briefly describes the Superfund Docket.

A. INFORMATION AND TRACKING SYSTEMS



This section of the manual provides brief descriptions of OERR's information management activities. These descriptions are organized by the divisions within OERR that manage the various activities. Exhibit VI-1 identifies the various systems supported by the divisions within OERR.

1. Description

- Hazardous Site Control Division (HSCD)

  - Cost of Remedial Actions Model

An expert system that tracks remedial site cost characteristics and is used to support estimation of resource requirements for remedial actions.

  - Record of Decision (ROD) System

A data base containing an inventory of decisions regarding response activities at remedial sites. This system facilitates the analysis of future decisions and improves the uniformity of decisions for similar sites. This system also allows Headquarters and Regional access to legal and technical information contained in RODs.

VI. OFFICE INFORMATION MANAGEMENT

VI. OFFICE INFORMATION MANAGEMENT

OVERVIEW

The purpose of this chapter is to provide information on the various activities associated with information management within OERR. The first section describes the automated information and tracking systems developed and maintained by the divisions within OERR. The second section provides information on repositories for site-specific documentation and the final section briefly describes the Superfund Docket.

A. INFORMATION AND TRACKING SYSTEMS

This section of the manual provides brief descriptions of OERR's information management activities. These descriptions are organized by the divisions within OERR that manage the various activities. Exhibit VI-1 identifies the various systems supported by the divisions within OERR.

1. Description

- Hazardous Site Control Division (HSCD)

  - Cost of Remedial Actions Model

An expert system that tracks remedial site cost characteristics and is used to support estimation of resource requirements for remedial actions.

  - Record of Decision (ROD) System

A data base containing an inventory of decisions regarding response activities at remedial sites. This system facilitates the analysis of future decisions and improves the uniformity of decisions for similar sites. This system also allows Headquarters and Regional access to legal and technical information contained in RODs.

Exhibit VI-1

OERR Information and Tracking Systems

PURPOSE	ERD	HSCD	HSED	OPM
Program Planning and Evaluation Systems	CERCLIS			CERCLIS SPMS SCAP
Incident-Specific Data Bases	ERNS	CORA ROD	NPL	
Technical Information Data Bases	ERT Oil & Hazardous Waste		SDB	
Document Tracking Systems			TIP	OSWER Directives

- Emergency Response Division (ERD)

  Emergency Release Notification System (ERNS)

A nationwide, centralized data base used to capture the release notifications reported to the National Response Center, the EPA Regions, and the U.S. Coast Guard districts. The data base is designed to provide both data regarding specific releases and aggregate data on the number and types of releases throughout the nation and in specific states and localities. The Case History File of ERNS is used to analyze trends in the release of hazardous substances.

  - Environmental Response Team (ERT) Technical Assistance System

An inventory of models, including ground-water and air dispersion models, which are used when planning various cleanup/stabilization responses. On-Scene Coordinators (OSCs) use these models to reduce the time spent researching air, water, and soil technical information related to site cleanup.

  - Oil and Hazardous Materials Technical Assistance Data System

A data base containing technical information concerning hazardous chemicals and their properties. The system provides information pertinent to spill response efforts of Federal, State and local governments. This system is used by OSCs and other responders to reduce the time required to research this information.

- Hazardous Site Evaluation Division (HSED)

  - National Priorities List (NPL) Technical Data Base

A repository of publicly available information on NPL final and proposed sites. The NPL Technical Data Base contains information such as hazard ranking score sheets and document records for NPL sites. This system is used to access site-specific information on NPL sites.

- Statistical Data Base (SDB)

Contains a random sample of the laboratory results produced by the Contract Laboratory Program. This system supports the statistical analysis of occurrence and concentration of priority pollutants and hazardous substances at Superfund sites.

- Sample Tracking and Invoice Payment (TIP) System

A tracking system for samples ordered for analysis by the Contract Laboratory Program laboratories. Tracking includes initial order, sample shipment, receipt by laboratories and submission of the results to EPA. The system is used to record sampling information and to record and support payment recommendations on individual invoices.

• Office of Program Management (OPM)

- Strategic Planning and Management System (SPMS)

An Agency-wide tool that is used to evaluate the progess of Agency programs throughout the fiscal year against quarterly and annual targets established before the start of each new fiscal year.

- Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS)

Supports EPA Headquarters and Regions for the management and oversight of the Superfund program. CERCLIS serves three purposes: to maintain an automated inventory of abandoned, inactive or uncontrolled hazardous waste sites, to act as the vehicle for the Regions to report to Headquarters on the status of major stages of cleanup at sites, and to provide support for SCAP.

- <u>Superfund Comprehensive Accomplishments Plan (SCAP)</u>

A current year tracking system and multi-year planning model that projects site-specific remedial funding needs and targets for remedial programs. SCAP also measures accomplishments against targets. The SCAP is used by OERR to manage and evaluate Superfund performance. CERCLIS is the Automated Data Processing (ADP) system used for SCAP.

- <u>OSWER Directives Tracking System</u>

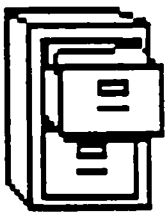
A data base containing pertinent information for draft and final OSWER Directives. Maintained by the AA, OSWER and supported by OPM, this system is used to track OSWER Directives by Directive number, effective date, status (draft or final), approval date, originating office, source (if not EPA), subject, and approval signatory.

2. <u>References</u>

Additional information on these systems and information management activities may be found in the <u>OSWER Information Management Guide</u>, prepared by the Information Management Staff, OSWER and updated annually. Copies of this guidance may be obtained by calling the Office of Program Management and Technology at FTS 382-7951. An employee can also contact the Management and Evaluation Staff/ Office of Program Management (MES/OPM).

B. <u>OERR SITE-SPECIFIC FILES</u>

1. <u>Description</u>



Headquarters maintains limited current and historic documentation for responses conducted under Superfund. Because of the vast amount of information collected, analyzed, reviewed, and approved for each EPA-funded response, the majority of site-specific technical and cost documentation is maintained in the Regional offices.

2. Procedure

To obtain site-specific files, staff should contact ERD for removal files or the Remedial Planning and Response Branch, HSCD, for remedial files.

Regional Coordinators in ERD retain all current site-specific files for the removal program. Removal site files generally contain the following documents:

- Action Memoranda approving EPA-funded response
- Amended Action Memoranda, if applicable
- Pollution Reports (POLREPS) documenting site activities
- OSC Final Reports
- Correspondence between Headquarters and the Regions.

The files may also contain correspondence between the Region and States, local governments or private parties.

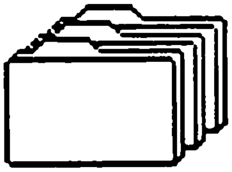
3. Reference

To access current and historic removal site files, you must contact the appropriate Regional Coordinator by calling FTS 382-2188.

The Remedial Planning and Response Branch of the HSCD maintains in a central repository copies of every ROD. Additional copies of the RODs, as well as copies of Remedial Investigation/Feasibility Study (RI/FS) reports for some sites, are maintained in the Superfund Docket. The site-specific ROD contains a summary of all reports and studies conducted for the site, data collected during the RI/FS, and provides a rationale for the selected site remedy. Actual site documentation is maintained in the Regions. For the most part, information contained in the ROD is public information. However, RODs may contain confidential documents, which will be marked as such. Under no circumstances should documents labeled "Enforcement Sensitive" be released to the public.

C. SUPERFUND DOCKET

1. Description



The Superfund Docket is an information center that provides public access to rulemaking and decision-making documents. Documentation supporting rulemakings includes public comments on the proposed rule, reference materials, technical background documents, and any additional relevant materials. Decision documents include RODs and OSWER Directives. Currently, the Superfund Docket contains some RI/FS reports in support of RODs; however, copies of RI/FS reports are not available in the Superfund Docket for all RODs.

2. Procedure

The Superfund Docket, located in LG100, is open to all EPA employees and the public on weekdays, excluding Federal holidays, from 9:00 a.m. to 4:30 p.m. Duplicating machines are available in the docket area for copying documents. EPA employees may check out selected documents, based on demand, for periods no longer than 2 hours.

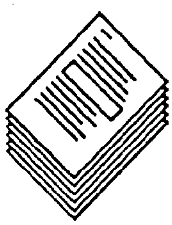
3. Reference

For additional information on the Superfund Docket, call FTS 382-3046.

VII. OFFICE AUTOMATION

VII. OFFICE AUTOMATION

OVERVIEW

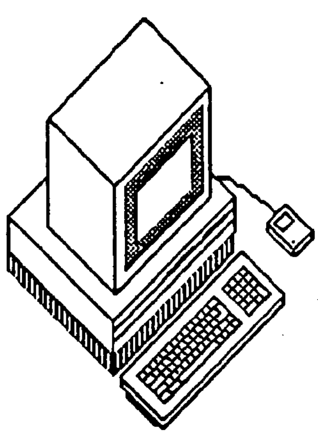


This chapter provides an overview of the computer equipment, software and support facilities available to OERR employees. The first two sections describe the hardware and software available within OERR. The remaining sections discuss support services available through the Washington Information Center (WIC) located in Waterside Mall. Procedures for procuring and using automated equipment are beyond the scope of this manual. References, however, are provided.

A. OERR COMPUTER FACILITIES

1. Description

EPA has a wide range of computer facilities, hardware, software, and communications capabilities. The National Computing Center (NCC), Regional offices, and laboratories control these facilities, which are located throughout the United States.

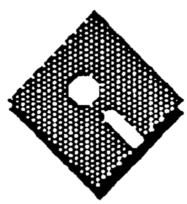


The WIC provides Headquarters users with remote access to most required facilities and services. The Central Processing Units (CPUs) at Headquarters include an IBM 4381 mainframe, 22 PR1ME minicomputers, two PDP 11/70 minicomputers, and many IBM PC compatible microcomputers. The IBM 4381 communicates with the IBM 3090 at the NCC in Research Triangle Park, North Carolina, and is used primarily for batch submission and output retrieval services for local users. The PR1ME minicomputers are used to support local office information processing needs, administrative systems, office automation functions, and to serve as a communication link between the microcomputers and mainframes. EPA staff can use the IBM PCs for stand-alone processing or for connecting to the mainframe or PR1ME as a remote terminal.

2. Reference

Additional information on the specific computer facilities and procedures for accessing the various software may be found in the OSWER Information Management Guide, which is available from the Administrative Officer.

B. AVAILABLE SOFTWARE



EPA uses a variety of software to meet its diverse processing needs. The two tables in Exhibit VII-1 present the software available for use on OERR's PR1ME minicomputers and IBM and compatible microcomputers.

C. WIC AND NCC SUPPORT

The WIC and the NCC in North Carolina provide hardware, software, system development consulting, and user training. The WIC also publishes several bulletins to keep users informed of Agency hardware and software procurement changes, user group meetings, new hardware and software usage procedures, and other related information.

Consulting and Technical Assistance

1. Description

The WIC supports users in four primary areas:

- The Technical Center offers technical support for using microcomputers, word processing, and mainframe graphics
- The PR1ME Support Team offers assistance for using the Agency's standard minicomputer systems
- The Operations Group provides mainframe support

Exhibit VII-1

EPA Software

For PR1ME Minicomputers

COMMUNICATIONS
- Kermit (PC to PR1ME)
- PR1MELINK (PC to PR1ME)
- LAN 300 (Ethernet)
- PR1MENET (PR1ME to PR1ME)
- PR1ME/SNA (PR1ME to IBM)
- Ringnet (PR1ME LAN)

DATA BASE MANAGEMENT SYSTEMS:
- INFO
- INFORMATION

DEBUGGING AND OPTIMIZING SYSTEMS:
Source Level Debugger

ELECTRONIC MAIL:
- ELINK
- DIALCOM (EPA E MAIL)

FILE MANAGEMENT SYSTEMS:
- INFO
- INFORMATION
- MIDAS+

GRAPHICS SOFTWARE:
- VERSAGRAPH
- TELL-A-GRAPH
- 20/20

GEOGRAPHIC INFORMATION SYSTEMS
- ARC/INFO

MATHEMATICAL AND STATISTICAL PACKAGES:
- Statistical Analysis System (SAS)
- Minitab

PROGRAMMING LANGUAGES.
- BASIC
- COBOL
- FORTRAN 77
- Pascal

SIMULATION AND MODELING SYSTEMS.
- MODEL

TEXT EDITORS/WORD PROCESSORS.
- INFOTEXT
- WORDMarc
- TEXT
- EMACS
- ED

SPREADSHEETS:
- 20/20

For IBM and Compatible Microcomputers

CAREER DEVELOPMENT:
- EPA Discover

COMMUNICATIONS:
- Crosstalk XVI
- IRMA Link FT/3278
- Kermit
- PR1MELINK
- Async ASCII (LEXITRON)

DATA BASE MANAGEMENT SYSTEMS
- dBase III Plus
- PC INFO

DECISION MANAGEMENT:
- Lightyear

DESK MANAGERS:
- PC-Desk
- Sidekick Version 1 5
- Topview
- Speed Reader II

FOURTH GENERATION DOCUMENTS
- PC FOCUS

GRAPHICS SOFTWARE
- Autocard
- Cuecard
- Energraphics Version 1.3
- Freelance Plus Version 2.0
- GEM Desk
- GEM Draw
- GEM Write
- Graphics Partner
- Graphwriter
- Microsoft Chart

GRAPHICS SOFTWARE (Con't)
- PC Paintbrush Version 2 5
- PC-Plot III Version 3 531
- PC Storyboard
- The Grafix Partner 1 6
- The Plotter Partner

INTEGRATED PACKAGES
- Framework Version 1 1

OPERATING SYSTEMS:
- IBM DOS Version 3.1

PROGRAMMING LANGUAGES:
- IBM Advanced BASIC
- LMS COBOL PLEX
- MPC BASICA Version 2.0
- Turbo Pascal 3 01a

PROJECT MANAGERS:
- Microsoft Project
- Superproject

PUBLICATION:
- Technotes

SPREADSHEETS
- LOTUS 1-2-3 Version 2 01
- SuperCalc3

TEXT EDITORS/WORD PROCESSORS:
- WYLBUR/PC
- Display Write 3
- Multimate Advantage
- WordPerfect Version 4.2
- Wordstar 3.31
- Wordstar 2000 Plus

- The Telecommunications Group oversees data communications and assists users with data transfer between PCs, minicomputers, and mainframes.

These assistance groups analyze users' needs, oversee application development processes, evaluate programs, and provide general assistance on a walk-in or telephone basis. Also supported are equipment and software installation, system upgrades, problem diagnoses, data recovery, and preventive maintenance guidance.

The NCC offers expert Agency and contractor personnel experienced in planning, adapting and testing operating systems, managing critical and sensitive data, and in working closely with Federal, State, and business organizations. The following support services are provided:

- Telecommunications support, including user assistance and terminal procurement

- Technical support, including IBM, Sperry, and DEC software support, utilization accounting capacity planning, and performance analysis

- Operations support, including security, input/output control, tape and disk libraries, data management, micrographics, and keypunch and courier services.

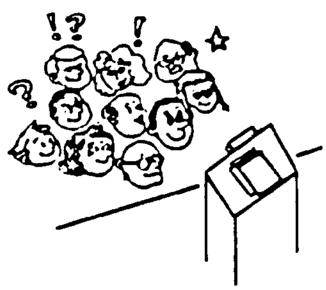
Other available services include production control and systems status recording.

2. Reference

There are many different support hotlines and information contacts, corresponding to the wide range of technical assistance available. The WIC receptionist at 488-5900 or FTS 933-5900 can provide general information and assistance for directing further questions.

Training and Publications

1. Description



The WIC at EPA Headquarters and the NCC in North Carolina offer full-day courses and half-day seminars on many different hardware and software products. Two bulletins, EPA's "The Connection" and "WIC Schedule of Seminar Programs," provide information about training courses and seminars, including schedules of upcoming courses and seminars, course and seminar descriptions, places and lecturers. The NCC also issues a new monthly publication, called "Quick Bits," which contains tips on microcomputer usage.

Course and seminar topics currently offered include communications, data base management systems, disk operating systems, EPA E-Mail and Bulletin Board systems, graphics, word processing, spreadsheets, and project planners. Courses and seminars also are available for specific hardware training (e.g., Apple Macintosh, PR1ME microcomputer, IBM PC and compatibles, and IBM mainframe).

The WIC's facilities include training rooms, a public terminal area, an audiovisual room with video training cassettes, a document reference library, and conference rooms.

2. Reference

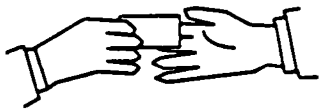
For additional information about the training at the WIC, refer to the current distributions of the above named bulletins, or contact Training Information at 488-5974 or FTS 933-5974, or Training Registration at FTS 629-7862. Additional requests for information about NCC training may be addressed to:

> EPA National Computer Center
> NCC Training Office MD 34B
> Research Triangle Park, NC 27711

WIC User Groups

1. Description

The WIC sponsors many user groups, most meeting monthly. User groups are groups of individuals that share an interest in using specific types of hardware or software. These groups meet on a regular basis to share information on the latest developments in their fields of interest and new or improved techniques for processing information. The following is a list of the major user groups:



- ADABAS
- dBase
- Expert Systems Interest Group
- FOCUS
- Graphics
- Lotus 1-2-3
- Novice
- PC (General)
- PC Site Coordinators
- PR1ME.

PR1ME INFO is also a major user group.

2. Reference

For information on joining or establishing user groups, contact the WIC at 488-5900 or FTS 933-5900.

D. COMPUTER TELECOMMUNICATIONS

1. Description

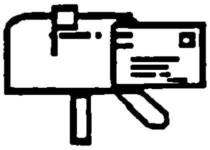
Telecommunications allow computer systems to communicate and share data over great distances. For example, telecommunications makes it possible for a microcomputer user in San Francisco to store and retrieve data on a PR1ME minicomputer in Washington, DC. OSWER computer systems are connected to the rest of EPA through a series of telecommunication links. Ringnet connects OSWER's PR1ME minicomputers to other PR1MEs at Headquarters. OSWER's interactive TTY and microcomputer users access the IBM 4381 mainframe at the WIC and the IBM 3090 mainframe at NCC using dedicated and dial-up lines.

2. Reference

For additional information on EPA's telecommunications capabilities, refer to the OSWER Information Management Guide for Fiscal Year 1988 or call the WIC at 488-5900 or FTS 933-5900.

E. ELECTRONIC MAIL

1. Description



The Office of Information Resources Management (OIRM) manages a contract with DIALCOM for EPA's electronic mail (E-Mail) services. E-Mail is a very effective tool for informal communications, distribution of draft documents for comment, and official correspondence. The facility provides for nationwide communication to and from EPA Headquarters, Regional offices, field sites, and States. Access to E-Mail is through connection to Tymnet or Telenet, or by direct dial to DIALCOM if local. PR1ME users have direct access via the PR1ME network.

Currently, OSWER has approximately 120 personal or organizational accounts, called "mailboxes." Organizational mailboxes are often shared by several users. EPA's E-Mail codes are listed in the Agency's telephone directory.

2. Reference

For more information about the Agency's E-Mail system, contact E-Mail User support at FTS 382-5639.

F. BULLETIN BOARD SYSTEM

1. Description

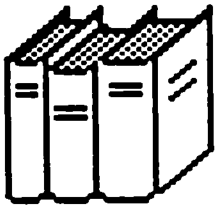
The EPA Bulletin Board System is a message center for information exchange and has the means of allowing users to upload and download Public Domain programs. This system is not a public system; it is restricted to EPA employees, EPA contractors, and EPA grantees. All communications are performed using Crosstalk software, the EPA standard for PC communications.

2. Reference

☞ Refer to the Guide to the U.S. EPA Bulletin Board System with Public Domain Software Listings or call FTS 484-7215 or FTS 382-4357 for additional information on using the Bulletin Board.

G. EPA LIBRARY

1. Description



The EPA library at WIC provides many data bases for retrieving full-text articles or special statistical, directory, or financial information from sources throughout the country and the world. These data bases also can compile bibliographies with abstracts of relevant books and retrieve government documents, conference proceedings, reports, and newspaper and journal articles. Hard copies of documents in the collection also are available.

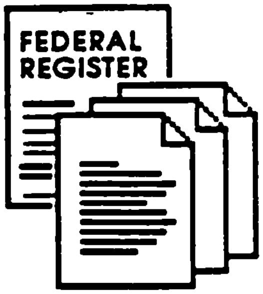
2. Reference

☞ Contact the EPA Headquarters Library reference staff at FTS 382-5922 for further information.

VIII. POLICIES, GUIDANCE AND REGULATIONS

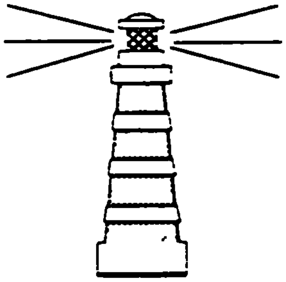
VIII. POLICIES, GUIDANCE AND REGULATIONS

OVERVIEW



Policy, guidance and regulations guide environmental protection activities at the Agency. The differences between these guiding directives often vary only in impact or breadth. Formal procedures exist within EPA for developing policy, guidance and regulations. These procedures include Red and Green, also known as Striped, border reviews.

A. DESCRIPTION



- Policies

Policies, also known as strategies, are guiding principles at EPA that dictate the guidelines and goals that the Agency has set out to protect the environment. They are not laws, but policies can be broad commands that require regulations to interpret them. In addition, policies can clarify regulations further and specify operating procedures for programs to use.

- Regulations

EPA creates regulations to interpret Federal statutes more specifically and help implement them. Congress often initiates this process. For example, Congress may require the development of an environmental standard to a certain level and by a certain date. After a series of reviews and public comments, EPA will write regulations that establish the actual procedures to ensure that this goal is met. Regulations are legal requirements with which affected persons must comply.

- Guidance

EPA guidance documents provide the most specific information for implementing a regulation. An OSWER Directive is a guidance document that mandates action for Regional and Headquarters personnel.

This may include written communications that provide program or management policy, procedural guidelines, program guidance, delegations and redelegations of authority, and Office-specific expansions of Agency-wide administrative directives. Guidance is not legally binding, although it defines the Agency's recommended procedures.

There are four types of non-regulatory Superfund documents, which are referred to as "guidance." Guidance Documents explain what can be done to fulfill the requirements of a regulation or policy. Procedural Documents describe specifically how to conduct an analysis or activity at a sufficient level of detail to complete an action without need for additional guidelines. Technical Documents provide scientific or engineering information relevant to program activities. Manuals enable users to carry out program activities or to understand requirements without need for other supporting documents.

B. PROCEDURE

- Red Border Review

EPA uses the Red Border Review procedure when developing regulations. Red Border is the formal review mechanism by which senior management reviews and approves regulatory packages before they are presented to the Administrator or other approving official. The AA for the lead office approves the package for Red Border review by signing an Action Memorandum or transmittal memorandum. Often the review includes only the AA for the Office of Policy, Planning, and Evaluation (OPPE) and the Office of the General Counsel (OGC), but other AAs or RAs may participate if their offices were active during the development process.

The lead office submits the original regulatory package and eight copies to the Regulation Management Branch (RMB), if Red Border only involves OPPE and OGC. Four copies are for OMB review. If Red Border involves other offices, additional copies should be submitted to them.

The review period generally lasts three weeks for non-major rules. Red Border Review is completed after the lead office has considered and responded to all the comments. The package is then prepared for AX (Administrator's Correspondence Control) and the Administrator's signature. EPA follows a standardized process for creating regulations, as illustrated by the flowchart in Exhibit VIII-1.

- Green, or Striped Border Review

EPA uses the Green, or Striped Border Review process to develop or change the status of policy or guidance directives. Reorganizations and delegations of authority are examples of this. To begin the process, the staff submits a draft to the Management and Organization (M&O) Division (PM-213) with a transmittal supervisor form (AO). M&O reviews the draft for accuracy and distributes copies to affected branches of EPA.

Headquarters' offices have two weeks to comment and return a Green-bordered form; Regions have three weeks to respond. Responses include concur, concur with comment, or non-concur to the proposed directives change or new directives. If differences of opinion exist as to the exact nature of directives alteration, M&O acts as mediator until the differences are resolved.

On universal consent, the M&O Division Director sends a decision memorandum detailing any conflict of opinions and the final resolution to the AA with a request for signature.

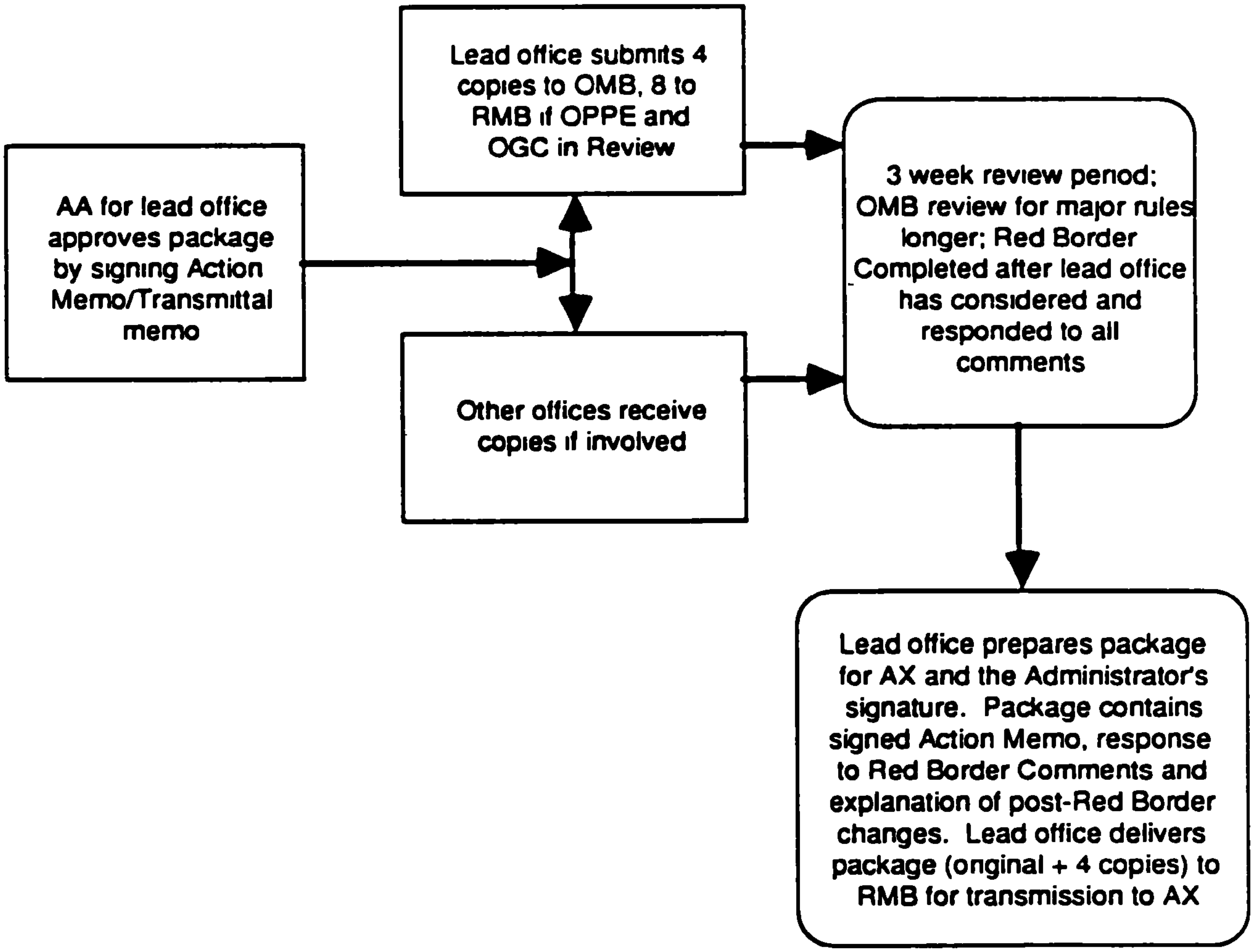
C. REFERENCE

OSWER Directive 9200.4-1, Guidelines for Producing Superfund Documents, (February 9, 1987), which may be obtained from an OERR secretary. OSWER Directive 9013.15-3, OSWER Directives System Manual, (July 15, 1986), which may be obtained from an OERR secretary.

Exhibit VIII-1

Creating Regulations:

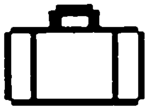
Red Border Review



IX. TRAVEL

IX. TRAVEL

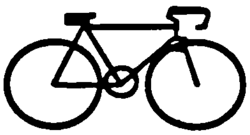
OVERVIEW



The purpose of this chapter is to provide an overview of EPA's policy and procedures for conducting EPA-related travel, incurring travel expenses and seeking reimbursement. Additional information on charging official business travel to the Superfund appropriation and site-specific accounts is provided in Chapter XII of this manual.

A. LOCAL TRAVEL

1. Description



Any travel that is to locations within 50 miles and requires less than 10 hours from the permanent duty station is considered local travel. Local travel generally does not require a travel authorization, nor does it entitle the employee to lodgings plus per diem. Modes of transportation that may be used for local travel include shuttle service, public transportation, privately-owned automobile, government-furnished automobiles, and taxis. Additional information on shuttle buses, including a shuttle bus schedule, may be found in Chapter XIV, Miscellaneous.

2. Procedure

EPA employees will be reimbursed for approved local travel. To be reimbursed, EPA staff must prepare Standard Form 1164, Claim for Reimbursement for Expenditures for Official Business (see Exhibit IX-1).

B. LONG-DISTANCE TRAVEL

1. Description

Long-distance travel, or temporary duty travel, is defined as business-related travel 50 miles or more from the employee's assigned duty station for a minimum of

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE

2. VOUCHER NUMBER

3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form

5. **PAID BY**

4. CLAIMANT

a. NAME (Last, first, middle initial)

b. SOCIAL SECURITY NO.

c. MAILING ADDRESS (Include ZIP Code)

d. OFFICE TELEPHONE NUMBER

6. **EXPENDITURES** *(If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)*

Show appropriate code in col. (b):
A—Local travel
B—Telephone or telegraph, or
C—Other Expenses *(itemized)*

Explain expenditures in specific detail.

DATE 19__ (a)	CODE (b)	FROM (c)	TO (d)	MILEAGE RATE ¢ / NO. OF MILES (e)	AMOUNT CLAIMED: MILEAGE (f)	FARE OR TOLL (g)	ADD. PER-SONS (h)	TIPS AND MISCEL-LANEOUS (i)
If additional space is required continue on the back.			SUBTOTALS CARRIED FORWARD FROM THE BACK					
7. **AMOUNT CLAIMED** *(Total of cols. (f), (g) and (i).)* ▶ $			**TOTALS**					

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. *(Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)*

Sign Original Only

APPROVING OFFICIAL SIGN HERE ▶ DATE

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶ DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

PAYMENT DESIRED *Sign Original Only*

☐ CHECK ☐ CASH

CLAIMANT SIGN HERE ▶ DATE

11. CASH PAYMENT RECEIPT

a. PAYEE *(Signature)*

b. DATE RECEIVED

c. AMOUNT $

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

6. EXPENDITURES—*Continued*

DATE 19__ (a)	CODE (b)	Show appropriate code in col. (b) A—Local travel B—Telephone or telegraph or C—Other Expenses *(itemized)* (Explain expenditures in specific detail) (c) FROM	(d) TO	MILEAGE RATE ¢ / NO. OF MILES (e)	AMOUNT CLAIMED: MILEAGE (f)	FARE OR TOLL (g)	ADD PER SONS (h)	TIPS AND MISCE- LANEOUS (i)
			Total each column and enter on the front, subtotal line ▶					

In compliance with the *Privacy Act of 1974*, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances, however failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

10 hours. This section describes procedures for making travel arrangements, allowable travel expenses, use of tax exemption forms, and reimbursement of travel expenses.

2. Procedure

- Travel Arrangements

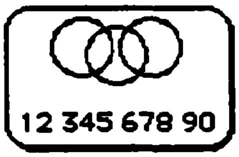
Because travel must be authorized in advance, trips should be planned at least one week to ten days prior to departure, thus providing time to obtain approvals, reservations, and travel advances. The secretary in your office can provide assistance in making these arrangements. Exhibit IX-2 depicts the various steps involved in making travel arrangements and seeking reimbursement for travel expenses.

  - Travel Authorization

A travel authorization (TA) is required for each temporary duty assignment. A travel authorization should be issued in writing using EPA Form 2610-1 (see Exhibit IX-3) prior to travel and should identify all travel directions and entitlements. The itinerary, purpose of travel, special authorizations (e.g., car rental), and required justifications should be shown on the authorization. The travel authorization must be approved by the Division Director or designated authority.

  - Method of Payment

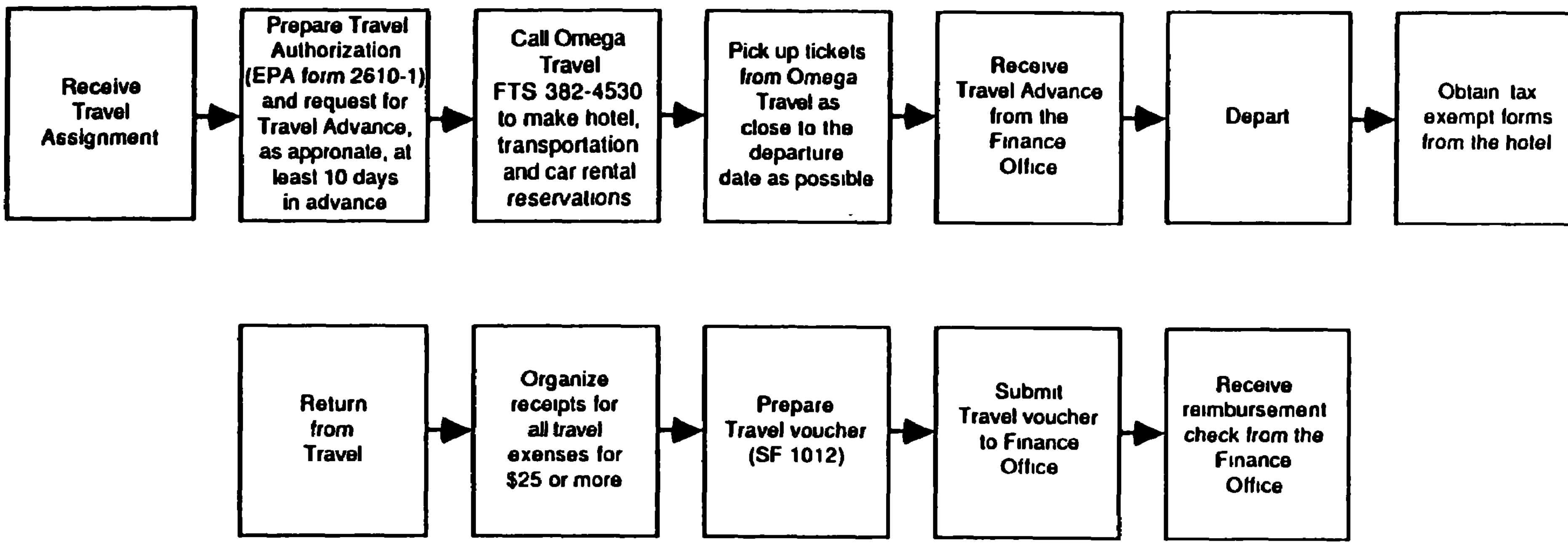
EPA prefers that frequent travelers use their Diners' Club Credit card as the method of payment for travel expenses. Travel advances may be obtained for out-of-pocket expenses and infrequent travelers.



EPA's Diners' Club Credit Card Program — Employees who travel on official EPA business two times per year or more are automatically eligible to receive a Diners' Club credit card to pay for major expenses connected with official government travel, such as air or rail tickets, lodging, meals, and automobile rentals. An application must be prepared and submitted to Headquarters Accounting Operations to obtain a card. These

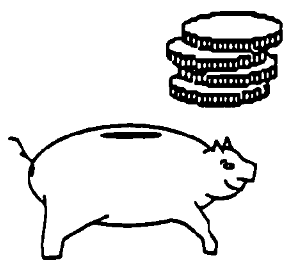
Exhibit IX-2

Travel Preparation and Reimbursement of Expenses



For further information on EPA's policies and procedures for official business travel, EPA employees should contact Customer Asistance at FTS 382-5116.
For additional information on reservations and ticketing, employees should contact Omega Travel.

cards may not be used for personal expenses. Each month employees will be billed directly and will be expected to send their payment in full within 25 days. Disputed charges or other billing problems may be reported to Diners' Club Corporate Research Services by calling 1-800-525-9135. Additional procedures on using the Diners' Club credit card for official government travel may be found in EPA's Travel Manual and EPA's Diners' Club Credit Card Program Manual.

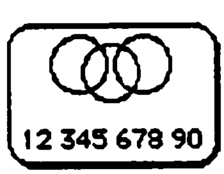


Travel Advances — If an employee has a Diners' Club credit card, he/she may receive an advance of funds for an amount not to exceed $15/travel day plus incidentals. If the employee is an infrequent traveler and has not been issued a Diners' Club credit card, 80 percent of estimated expenditures may be advanced. Travelers should request a travel advance by completing the bottom portion of the travel authorization form (EPA Form 2610-1, Exhibit IX-3). Travel advances are approved simultaneously with the approval of the travel authorization. Travel advances generally require 10 days for processing.

Short-Term Travel Advances — Short notice travel (i.e., initial notice is less than 10 days) may require cash from an imprest fund. Ordinarily, advances from an imprest fund do not exceed $250 and the minimum advance issued is $25.

Additional guidance on travel advances may be found in EPA's Travel Manual, available through the Distribution Room at FTS 382-2118.

- Reservations and Ticketing



All travel reservations and tickets are to be obtained through Omega Travel, EPA's official travel agent. Arrangements for hotel, transportation (air travel and railways), and car rental should be made by calling Omega Travel at FTS 382-4530. For frequent travelers, Omega will have an employee record on file and reservations will automatically be charged to the employee's Diners' Club card. New or visiting employees must present the pink copy of their travel authorizations when making official business travel reservations.

Exhibit IX-3

U.S. ENVIRONMENTAL PROTECTION AGENCY

TRAVEL AUTHORIZATION

(Please read instructions on reverse)

1. NO. T 237412

2. SOCIAL SECURITY NO.

3. TRAVEL AUTHORIZATION CODE
- N = NEW
- A = AMEND
- C = CANCEL

4. TRAVEL AUTHORIZATION TYPE
- DOMESTIC
- FOREIGN

5. TYPE OF TRAVEL BY NON-EPA TRAVELER
- INVITATIONAL
- INTERGOVERNMENTAL PERSONNEL ACT (IPA)

6. DATE

7. APPLICABLE REGULATIONS. ☐ SGTR'S ☐ JTR'S

8A. NAME

8B. TITLE

9A. OFFICIAL STATION

9B. ORGANIZATION

10. TRIP INFORMATION

	A. FROM - DATES - TO						B. DESTINATION (Abbreviated)		C. PURPOSE CODE
	MO	DA	YR	MO	DA	YR	STATE	CITY	
TRIP 1									
TRIP 2									
TRIP 3									

11. ACCOUNTING INFORMATION
- A. ACCOUNT NUMBER
- B. DCN
- C. SERVICING FINANCE OFFICE CODE

D. ITINERARY, PURPOSE, AND OTHER DETAILS

12. COST ESTIMATES FOR AUTHORIZED ALLOWANCES

(X)		TOTAL COST ESTIMATES BY CATEGORY: OBJECT CLASS	AMOUNT
	(PER DIEM AND SUBSISTENCE)		
	A1. PER DIEM → $ PLUS AVERAGE COST OF LODGING NOT TO EXCEED → $		
	A2. ACTUAL SUBSISTENCE NOT TO EXCEED → $		
	A3. ACTUAL SUBSISTENCE GSA HRGA → $ AREA →	(A) 2111	
	(OTHER ALLOWANCES)		
	B1. COMMON CARRIER - AIR		
	B2. COMMON CARRIER - TRAIN, BUS, SHIP		
	B3. FIRST CLASS - COMMON CARRIER		
	B4. EXCESS BAGGAGE LBS	(B) 2113	
	C1. INTRACITY TRANSPORTATION (Taxi, limousine, bus, POV) AND OTHER INCIDENTAL COSTS	(C) 2117	
	D1. PRIVATELY-OWNED VEHICLE (POV) (Auto, plane, etc.) → RATE (Cents per mile) (Justification required) →	(D) 2114	
	E1. GSA CONTRACT RENTAL - SOAC # → ☐ INTERCITY ☐ TEMPORARY DUTY		
	E2. COMMERCIAL CAR RENTAL ☐ INTERCITY ☐ TEMPORARY DUTY	(E) 2115	
	F1. GOVERNMENT-OWNED (GSA) RENTAL - SOAC # → ☐ INTERCITY ☐ TEMPORARY DUTY		
	G1. REGISTRATION FEES	(G) 2544	
	(PERMANENT CHANGE-OF-STATION ALLOWANCES)		
	H1. TRANSPORTATION OF FAMILY		
	H2. RESIDENCE HUNTING		
	I1. TEMPORARY QUARTERS		
	I2. REAL ESTATE EXPENSES		
	I3. MISCELLANEOUS MOVING EXPENSES	(I) 1217	
	J1. SHIPMENT OF HOUSEHOLD GOODS	(J) 2218	
	K1. STORAGE OF HOUSEHOLD GOODS	(K) 2580	
		TOTAL	

13. ADVANCE OF FUNDS APPLICATION *(Note. Outstanding advances must be liquidated within 10 days of completion of trip. When travel is canceled or indefinitely postponed, the full amount of any outstanding advances must be repaid immediately. Unliquidated advances are subject to automatic payroll deductions.)*

A. TYPE
- ☐ ORDINARY
- ☐ CONTINUING

B. METHOD OF PAYMENT
- ☐ CASH
- ☐ CHECK

C. MAIL CHECK TO: ☐ OFFICE ☐ HOME OFFICE PHONE →

ADDRESS

D. AMOUNT

E. SIGNATURE OF APPLICANT

F. CASH RECEIVED BY

G. DATE CASH RECEIVED

14. TO BE COMPLETED BY SERVICING FINANCE OFFICE
☐ APPROVED ☐ DISAPPROVED

SIGNATURE *(And reason for disapproval, if so checked)*

15. AUTHORIZATION

RECOMMENDING OFFICER

NAME AND TITLE *(Typed)*

SIGNATURE

AUTHORIZING OFFICER

Authority is granted to travel and incur such expenses as may be necessary for this authorization in accordance with EPA policy and applicable regulations. I certify that this trip is essential to the Agency's mission.

NAME AND TITLE *(Typed)*

SIGNATURE

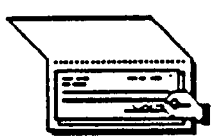
EPA Form 2610-1 (Rev. 10-81) Previous edition is obsolete.

TRAVEL ER

Tickets will not be delivered; rather, employees must pick them up from Omega Travel. At this time, employees must provide Omega with a copy of the TA in order to receive tickets. Omega is located near the I Street entrance of the Waterside Mall and is open from 8:00 a.m. to 5:30 p.m. Monday through Friday.

- Travel Expenses

While on official Government business, employees will operate on per diem travel allowances, which vary according to geographic location and are authorized accordingly. Appendix B contains the maximum per diem rates, listed by State and city/county, prescribed in the Federal Travel Directory (August 1988). Employees will be reimbursed only for allowable expenses that are not in excess of the specified daily maximums.



Allowable expenses that are included in the per diem allowance include: all charges for meals; all fees and tips to waiters, porters, baggagemen, bellboys, hotel maids, and dining room stewards; telegrams and telephone calls reserving hotel accomodations; laundry; cleaning and pressing of clothing; and transportation between places of lodging or business and places where meals are taken. For allowable travel costs in addition to those covered by lodgings-plus per diem, see EPA's Travel Manual, (Resources Management Directive, 2550B).

- Use of Tax Forms

Certain municipalities or states in the United States allow tax exemptions for Federal travelers. Travelers should take maximum advantage of these exemptions because they could affect the traveler's per diem allowance in a specific area. For example, a standard hotel rate for a tax-exempt municipality may be above the per diem allowance unless the tax exemption is taken. EPA's Customer Service Office provides tax exemption forms for Baltimore, Maryland and New York. When traveling to other cities, travelers may obtain tax exemption forms from the hotel. The EPA tax exemption number, 52-085-2695, should be used when obtaining a tax exemption. Special procedures are required to file for tax exemption status. The Customer Service office will provide assistance in filing for tax exemption status.

- Reimbursement of Travel Expenses

Within 10 days of the end date of the trip, a Travel Voucher (SF-1012, Exhibit IX-4) or cancellation travel authorization must be submitted to the Finance Office. Receipts must be attached for all expenses of $25 or more. The travel voucher and attached receipts should provide a detailed breakdown of costs for each day of travel. Instructions for preparing travel vouchers in compliance with Federal travel regulations may be found in EPA's Revised Travel Regulations.

3. Reference

The following publications, available through the Distribution Room at FTS 382-2118, provide additional guidance for performing business-related travel:

EPA Travel Manual

EPA Revised Travel Regulations

EPA's Diners' Club Credit Card Program

EPA's Guide for Employees Performing Temporary Duty Travel

Federal Travel Directory

Omega Government Travel & Hotel Directory

In addition to the above references, the following offices provide assistance in preparing for business-related travel and seeking reimbursement:

Customer Service (FTS 382-5116) — General policies and procedures for travel and accounting for travel expenses

Omega Travel (FTS 382-4530) — Reservations and ticketing.

Exhibit IX-4

TRAVEL VOUCHER

(Read the Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE

2. TYPE OF TRAVEL
- ☐ TEMPORARY DUTY
- ☐ PERMANENT CHANGE OF STATION

3. VOUCHER NO.

4. SCHEDULE NO.

5. TRAVELER (PAYEE)
- a. NAME *(Last, first, middle initial)*
- b. SOCIAL SECURITY NO.
- c. MAILING ADDRESS *(Include ZIP Code)*
- d. OFFICE TELEPHONE NO
- e. PRESENT DUTY STATION
- f. RESIDENCE *(City and State)*

6. PERIOD OF TRAVEL
- a. FROM
- b. TO

7. TRAVEL AUTHORIZATION
- a. NUMBER(S)
- b. DATE(S)

10. CHECK NO.

8. TRAVEL ADVANCE
- a. Outstanding
- b. Amount to be applied
- c. Amount due Government *(Attached* ☐ *Check* ☐ *Cash)*
- d. Balance outstanding

9. CASH PAYMENT RECEIPT
- a. DATE RECEIVED
- b. AMOUNT RECEIVED $
- c. PAYEE'S SIGNATURE

11. PAID BY

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH *(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)*

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ *Traveler's Initials*

	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER *(Initials)* (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)

13 I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher

TRAVELER SIGN HERE ▶ | DATE | AMOUNT CLAIMED ▶ $

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14 This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. *(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)*

APPROVING OFFICIAL SIGN HERE ▶ | DATE

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION
- a. VOUCHER NO.
- b. D.O. SYMBOL
- c. MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ | DATE

17. *FOR FINANCE OFFICE USE ONLY*
COMPUTATION $
- a. DIFFERENCES, IF ANY *(Explain and show amount)*
- b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION — *Certifier's initials:* $
- c. APPLIED TO TRAVEL ADVANCE *(Appropriation symbol):* $
- d. NET TO TRAVELER ▶ $

18. ACCOUNTING CLASSIFICATION

Exhibit 1. (continued)

Complete this information if this is a continuation sheet	PAGE ____ OF ____ PAGES
TRAVEL AUTHORIZATION NO	
TRAVELER'S LAST NAME	

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization).

Complete only for actual expense travel: *Col (d) thru (g)* Show amount incurred for each meal, including tax and tips, and daily total meal cost

(h) Show expenses such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc (other than for meals)

(i) Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col (j) or maximum rate

(n) Show expenses such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc

DATE	TIME	DESCRIPTION	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE ¢	AMOUNT CLAIMED		
			MEALS				MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	NO OF MILES	MILEAGE	SUBSISTENCE	OTHER
19___ (a)	*(Hour and am/pm)* (b)	*(Departure/arrival city, per diem computation, or other explanations of expense)* (c)	BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
If additional space is required, continue on another SF 1012-A BACK leaving the front blank									SUBTOTALS ▶				
									TOTALS ▶				

In compliance with the Privacy Act of 1974 the following information is provided. Solicitation of the information on this form is authorized by 5 U S C Chap 57 as implemented by the Federal Travel Regulations (FPMR 101 7), E O 11609 of July 22, 1971, E O 11012 of March 27 1962, E O 9397 of November 22, 1943, and 26 U S C 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U S C 6011(b) and 6109) and E O 9397 November 22 1943 for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is or may be taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form

TOTAL AMOUNT CLAIMED ▶

STANDARD FORM 1012 BACK (10-77)

X. IN-HOUSE FACILITIES/SERVICES

OVERVIEW

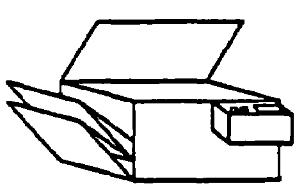
This chapter clarifies the policy and procedures for conducting administrative tasks, including printing and photocopying. The following material also provides information on labor services, the Trouble Desk, office moves, conference rooms and special mailing services.

A. DUPLICATION

1. Description

EPA employees who need to produce or reproduce large quantities of documents have photocopying and printing facilities available for their use. The Office of Printing Management, located at G-100, serves the duplication and publication needs of the Agency.

- Printing



Currently there is a moratorium on printing, permitting only publication of those documents that are essential to accomplish the mission of the Agency. To have a document printed, the employee's supervisor, DD, and OD must approve the publication of the document. Some of the features available from the EPA Printing Office include: saddle stitch binding for documents for up to 96 pages; two-piece covers (stapled); half-tone pictures; two-color covers; choice of paper in stock. The costs for these services vary and should be considered in selecting a printing option.

- Photocopying

In addition to the two copiers located in G-200, there are a number of others throughout the Agency. A location list of those, including the ones for which staff operators are provided, is found in Exhibit X-1.

X. IN-HOUSE FACILITIES/SERVICES

OVERVIEW

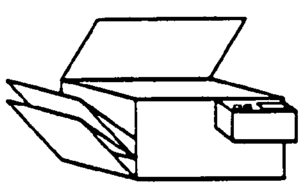
This chapter clarifies the policy and procedures for conducting administrative tasks, including printing and photocopying. The following material also provides information on labor services, the Trouble Desk, office moves, conference rooms and special mailing services.

A. DUPLICATION

1. Description

EPA employees who need to produce or reproduce large quantities of documents have photocopying and printing facilities available for their use. The Office of Printing Management, located at G-100, serves the duplication and publication needs of the Agency.

- Printing



Currently there is a moratorium on printing, permitting only publication of those documents that are essential to accomplish the mission of the Agency. To have a document printed, the employee's supervisor, DD, and OD must approve the publication of the document. Some of the features available from the EPA Printing Office include: saddle stitch binding for documents for up to 96 pages; two-piece covers (stapled); half-tone pictures; two-color covers; choice of paper in stock. The costs for these services vary and should be considered in selecting a printing option.

- Photocopying

In addition to the two copiers located in G-200, there are a number of others throughout the Agency. A location list of those, including the ones for which staff operators are provided, is found in Exhibit X-1.

Exhibit X-1

EPA Copy Centers

WEST TOWER

ROOM 1102
1 MACHINE
XEROX 1090

ROOM 1130A
1 MACHINE
XEROX 1075

ROOM 1038
1 MACHINE
KODAK 150PS

ROOM 938
1 MACHINE
XEROX 1075

ROOM 838
1 MACHINE
XEROX 1075

ROOM 728
1 MACHINE
XEROX 1075

ROOM 432
4 MACHINES
KODAK 150PS
XEROX 1090
KODAK 300AF/OCE 1725

ROOM 224
1 MACHINE
XEROX 1090

MALL

ROOM 3601
1 MACHINE
KODAK 150PS

ROOM 3501
1 MACHINE
KODAK 150PS

ROOM 2605
1 MACHINE
OCE 1725DF

ROOM 2701
2 MACHINES
XEROX 1090 XEROX 1075

ROOM S-216
3 MACHINES
XEROX 1075/XEROX1090
KODAK 150PS

ROOM S-310
SUPER COPY
CENTER
2 COPY OPERATORS
1 LEAD OPERATOR
4 MACHINES
(3) XEROX 1090
KODAK 300 ABC

ROOM LG
1 MACHINE
XEROX 1075

NE MALL

ROOM 320**
3 MACHINES
OCE 1725/OCE 1825
XEROX 1090

ROOM 206**
3 MACHINES
OCE 1725/XEROX 1075B
XEROX 1075A

ROOM 107 **
3 MACHINES
KODAK 235S/XEROX 1075
OCE 1725

CRYSTAL MALL #2

ROOM 806
3 MACHINES
(2) XEROX 1090
XEROX 1075

ROOM 1017
1 MACHINE
KODAK 235

EAST TOWER

ROOM 422
2 MACHINES
XEROX 1090/OCE 1725

ROOM 740
2 MACHINES
XEROX 1090
KODAK 150PS

FAIRCHILD

2ND FLOOR
2 MACHINES
XEROX 1090
OCE 1925

7TH FLOOR
1 MACHINE
XEROX 1090

DENOTES MANNED COPY CENTER

44 MACHINES
24 COPY CENTERS

** PICKUP/DELIVERY OF COPY JOBS

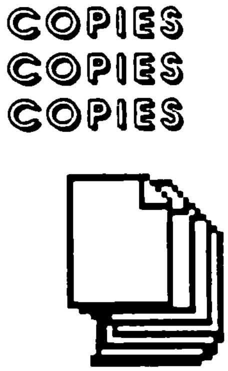
Exhibit X-1 (continued)
Photocopy and Mail Management Section
Copy Equipment Operators

NAME	TITLE	LOCATION
Jerome Mackey	Photocopy Operations Assistant	S-310. Distributes work to operators.
Linwood Bryant	Lead Copier Equipment Operator	West Tower and Mall areas. Handles minor machine malfunctions, machine usage records, instructs copy center users.
Susan Mason	Lead Copier Equipment Operator	East Tower and NE Mall areas. Handles minor machine malfunctions, machine usage records, adjusts work flow, instructs copy center users.
Joe Eastman	Copier Equipment Operator	Crystal Mall #2 copy center, room #806.
Larry Tucker	Lead Copier Equipment Operator	Fairchild Building copy center, room #209.
Pam Bryant	Copier Equipment Operator	S-310
Patrick Horne	Copier Equipment Operator	S-310
Susan Hahn	Copier Equipment Operator	ET-740
Carol Rivers	Copier Equipment Operator	WT-432

2. Procedure

- Printing

Once a document has been approved for publication by the DD and OD, the employee responsible for coordination of the publication must discuss the document and complete EPA Form 2340-1 with one of the Printing Specialists in the Office of Printing Management. A sample form for requesting printing is presented in Exhibit X-2.



The Printing Office will print orders of over 5,000 production units. (Generally, orders of fewer than 5,000 units should be duplicated on the photocopying machines.) A production unit is the image on one side of a sheet of paper, the total of which are calculated by the number of copies times the total number of images.

If there is a need to typeset the document, or the order is over 60,000 production units, the Printing Specialist will initiate a printing procurement process for the document to be produced by either the Government Printing Office (GPO) or an outside contractor.

Depending on the size and complexity of the job, the turnaround time for the printing office is approximately 3 days for each 25,000 production units. The printing office will deliver the completed documents to the appropriate office, unless an external distribution list has been provided, in which case, the printing office can mail the copies to those on that list. Exhibit X-3 presents a flow chart of the activities required for publication.

- Photocopying

Copy centers are located throughout the Agency which are operated on a full-time basis by assigned operators. When others are waiting, there is a 10-minute limit on these machines. Employees using those centers who cannot wait for their copies should complete a color-coded copy center request and leave it with the operator. Self-service copy centers on the first, sec-

Exhibit X-2

1 CONTACT *(program name, mail code, name, & phone number)*	2 OFFICE CONTROL NO	203002 3 DATE
4 FORM, PUBLICATION, OR ISSUANCE NO., AND TITLE OR DESCRIPTION		
5 QUANTITY *(Units of finished product)*	6 IS OVERTIME AUTHORIZED TO MEET DESIRED DELIVERY DATE? ☐ Yes ☐ NO	7 DESIRED DELIVERY DATE

COMPOSITION AND PROOF

8 NUMBER OF PAGES SUBMITTED MANUSCRIPT	9 TYPE	10 FACE	11 SIZE
12 ACTUAL IMAGE SIZE	13 PROOF ☐ Yes ☐ No	13a GALLEY: No Sets / Hold Days — 13b PAGE: No Sets / Hold Days	13c SEND PROOF TO

PRESSWORK AND BINDERY

14 NUMBER OF PIECES SUBMITTED		15 SIZE *(Inches)* Trimmed Page x
a CAMERA COPY	d ILLUSTRATIONS	
b. NEGATIVES	(1) HALFTONE	16 RUN *(Check one)* ☐ One Side ☐ Head to Left ☐ Head to Right ☐ Head to Head ☐ Head to Foot — 17 Forms Must Register ☐
c. OVERLAYS	(2) LINECUT	
	(3) OTHER	
18. TEXT PAPER *(Grade, Color, and Weight)*	19 COLOR INK	20 Margins After Trim *(picas or inches)*: Back or Left / Right / Top / Bottom
21 COVER STOCK ☐ Self ☐ Separate *(Specify)*	22. COLOR INK	23. PERFORATE/SCORE Parallel to Top/Left ____ in from Top/Left OTHER:
24 PUNCH ☐ Top/Left ☐ 3-Ring Binder ☐ Acco Fastener ☐ Other *(Specify)*		25. ADDRESSING AND MAILING
26. ☐ Side Stitch ☐ Saddle Stitch ☐ Corner Stitch ☐ Pastefold ☐ Sew ☐ Perfect Bind ☐ Assemble Only ☐ Band in Sets		a. ☐ Mailing Keys ☐ Bulk Mailing ☐ Addressing Only
27 Use separate sheet if needed for additional specifications or remarks		b Quantity *(Copies)* — c. OTHER MAILING *(Attach labels or listing)*
28 FUNDS ARE AVAILABLE *(Commitment Clerk)*	29 ALLOTMENT NO	30 RETURN NEGATIVES, PLATES, COPY TO
31 APPROPRIATION NUMBER	32. DCN NO	
33. RESTRICTIONS ON QUANTITY *(Check one only)* ☐ Internal Use Only ☐ Reprint ☐ External Distribution ☐ Written approval is on file from the holder of any copyrighted material requisitioned.		34. DELIVER TO:
35. APPROVED BY		a. QUANTITY — b. AGENCY/DIVISION — ROOM — BLDG

36. I concur in the publication of the attached material and certify that it complies with Agency Order No. 2200.4A

a. SIGNATURE	b. AA/RA FOR	c. DATE

37 If this material is to be forwarded to the Office of External Affairs, indicate which of the following apply:

☐ Has policy implications, as per attached explanation ☐ Periodical as defined by OMB Circular A-3, or other item required to be reported to OMB

38. APPROVED BY

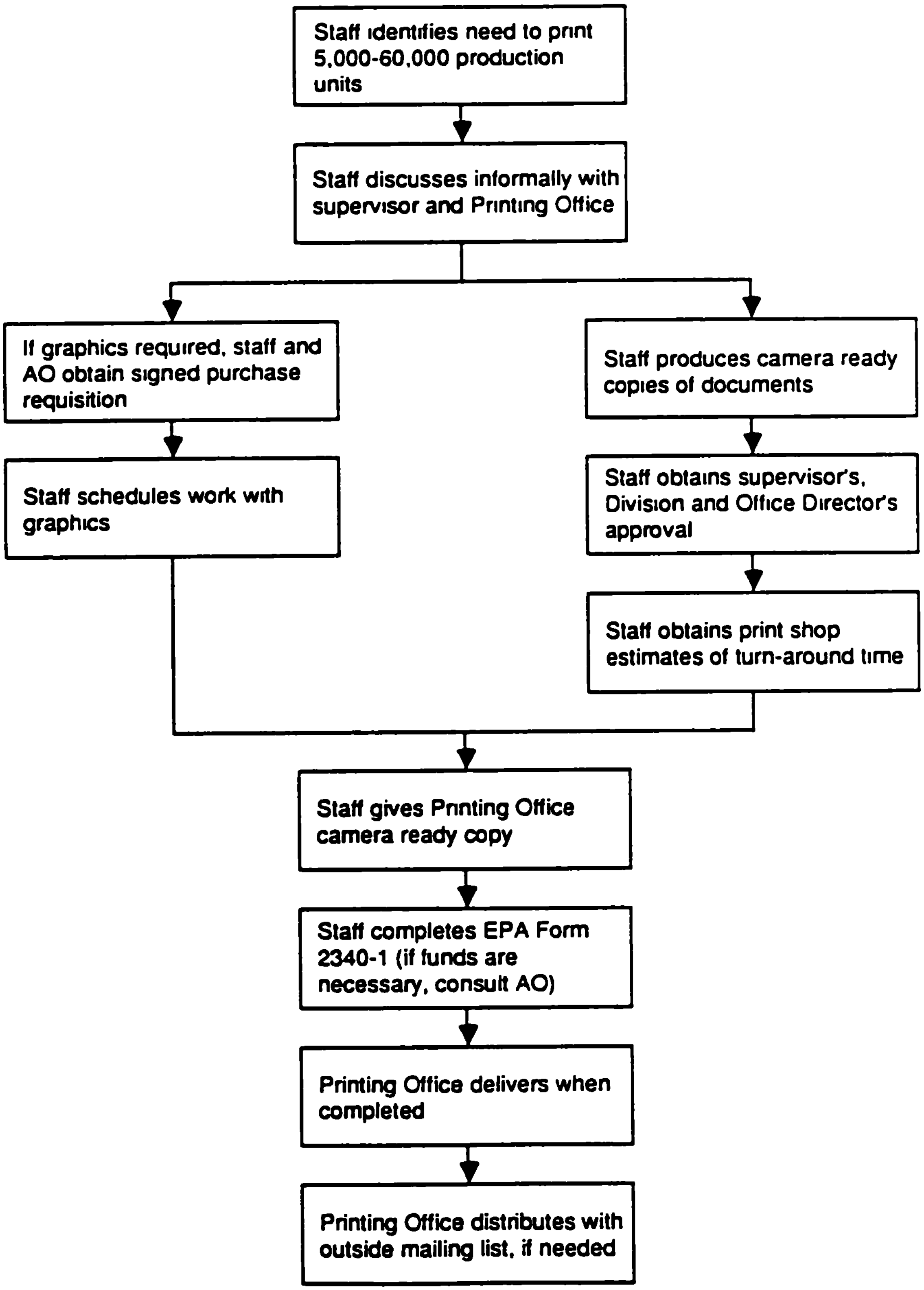
a. FOR THE OFFICE OF EXTERNAL AFFAIRS *(Signature)*	b. DATE

EPA Form 2340-1 (4-84)
Replaces EPA Forms T-60, 2340-6, and the previous edition of 2340-1, which are obsolete.

PUBLICATION REVIEW RECORD AND PRINTING REQUEST

COPY 1 —PRINTING

Exhibit X-3
Printing Procedures



ond. and third floors of the NE Mall only have special boxes for these requests. Delivery and pickup occur three times daily from these boxes. Request forms. Exhibit X-4. are available in every copy center.

3. Reference

☞ Consult the Administrative Services Manual. available from the OERR AO. Also contact your Branch secretary.

B. LABOR SERVICES

1. Description

Labor Services provided by EPA include the following:

- Moving furniture within the office
- Moving furniture and equipment to and from the Surplus Supply Depot
- Providing supplies for the photocopier
- Providing office signs and desk name plates.

The services are provided through Facilities Support Services Division (FSSD).

2. Procedure

Employees who need Labor Services should obtain a copy of a Labor Services Request Form (Form 5100-2) from the Administrative Contact. The employee should complete the form and submit it to the AO for approval. The AO then hand delivers the request to the General Services Branch located in Room B030. NE Mall. A sample form is presented in Exhibit X-5.

3. Reference

☞ Consult the Facilities Management Manual. Volume 4840. available from the OERR AO.

Exhibit X-4

United States Environmental Protection Agency

COPY CENTER REQUEST

DATE: _____/_____/_____ NAME: ______________________________

PHONE NUMBER: __________ DIVISION: ________________ MAIL CODE: ________________

SPECIFICATIONS

umber of Original Pages Furnished: ________ Number of Copies ________ Pages x Copies = Total Pages/Impressions Requested ________

NOTE: *Copy jobs exceeding 2,500 total impressions (pages x copies) must be taken to the Printing Plant, G-100D*

SPECIAL INSTRUCTIONS: ______________________________

PAPER SIZE: ___ 8-1/2" x 11" (standard)

___ 8-1/2" x 14" (legal)

PRINT: ___ 1-Sided Copies STAPLE: ___ Yes

___ 2-Sided Copies ___ No

WORK NEEDED BY: _____/_____/_____

Priority/Rush requests can be scheduled by calling 382-2040

Copy Center: ________________ Copier Equipment Operator: ____________________

*U S GPO 1987-0-718-010/70504

C. TROUBLE DESK

1. Description

EPA provides a trouble desk as a means by which employees can immediately notify FSSD of building-related problems. The Trouble Desk responds to calls from any employee for most maintenance problems. including air temperature.

2. Procedure

Employees who wish to report a lack of toilet paper or soap in the restrooms. failure of light bulbs or electricity. and other such problems should call the Trouble Desk at FTS 382-2100. which is operated by FSSD and is located in 3304M. The hours of operation are from 7:30 a.m. to 6:00 p.m.. Monday through Friday.

If an employee feels the temperature in the office is too warm or cool. he/she should identify the problem to the OERR AO. The AO has a copy of the allowable temperature standards and a thermometer by which to determine if the temperature exceeds the standards. If exceeded. the AO notifies the Trouble Desk which issues a ticket to the landlord. Town Center. who in turn is expected to respond.

3. Reference

Consult the Administrative Services Manual. available from the OERR AO.

D. OFFICE MOVES

1. Description

In EPA-controlled facilities. the General Services Branch (GSB) has the authority and responsibility to provide services to move furniture.

2. Procedure

The OERR AO submits completed copies of EPA HQ Form 5100-2, Labor Services Request (Exhibit X-5), and EPA Form 5100-4, Relocation Work Sheet (Exhibit X-6).

The AO should submit a moving request to the GSB at least 72 hours before relocation of personnel and at least 24 hours before all other moving services.

On receipt of the request, GSB notifies the requesting AO of the date and time of the move and of the GSB representative who will supervise the move. As necessary, GSB will arrange guard and elevator services for the move. Packing instructions are presented in Exhibit X-7.

3. Reference

Consult the Facilities Management Manual, Volume 4840, available from the OERR AO.

E. MEETING ROOMS

1. Description

The Washington Information Center (WIC) has several conference rooms available for use by EPA employees.

EPA supports employees who are planning and holding meetings and conferences by providing a number of services including the following:

- Reserving conference rooms
- Providing audio-visual equipment
- Producing overhead and other graphics.

These services are provided through the FSSD. OSWER and the other AA offices also have conference rooms available for employees, but senior administrators have priority.

Exhibit X-5

LABOR SERVICES REQUEST

(NOTE. Your Administrative Officer must sign this request where indicated before it can be processed.)

AGENCY I.D. NUMBER (ISS use only)

NAME OF REQUESTOR	BUILDING	ROOM NO	TELEPHONE NO	MAIL CODE

OFFICE	DATE

SERVICE REQUESTED

☐ PICK-UP ☐ DELIVERY ☐ MOVE *(Attach relocation worksheet)*

☐ OTHER *(Specify)*

COMPLETE DESCRIPTION OF LABOR SERVICES TO BE ACCOMPLISHED

APPROVAL SIGNATURES

PROGRAM ADMINISTRATIVE OFFICER	PROPERTY MANAGEMENT

FUND CERTIFICATION FOR MOVES

APPROPRIATION	DOCUMENT CONTROL NO.	ACCOUNT NUMBER	OBJECT CLASS	DOLLAR AMOUNT
			2526	

I certify that funds are available.

SIGNATURE OF COMMITMENT CLERK

ACTION TAKEN

ACTION	DATE	TIME	ACTION	DATE	TIME
LABORERS DISPATCHED			ARRIVED ON JOB		
LABORERS RETURNED			JOB COMPLETED		

FOREMAN'S SIGNATURE	CUSTOMER'S SIGNATURE

EPA Hq Form 5100-2 (Rev. 12-80) PREVIOUS EDITION MAY BE USED

GOVERNMENT PRINTING OFFICE-1984-442-303/7312

COPY DISTRIBUTION:
Originator, submit three copies to Property Office; retain last copy for your records.

Exhibit X-6

RELOCATION WORK SHEET

This form is acceptable only when attached to EPA Form 5100 2

CONTACT		TELEPHONE	
		HOME	OFFICE
COORDINATOR			
ALTERNATE			

OFFICE	PROGRAM	DIVISION OR BRANCH

FROM BLDG/ROOM	TO BLDG/ROOM	PERSON	QUANTITY AND TYPE OF FURNITURE TO BE RELOCATED											
			DESKS	CHAIRS	TABLES	BOOK CASES	FILE CABINETS	CONSERVA-FILES	STGE CABINETS	TYPE WRITERS	ADDERS /CAL	CREDENZAS	BOXES	OTHER
		TOTALS												

Exhibit X-7

Packing Instructions

1. All objects to be moved shall be individually marked (using 2" masking tape) in a conspicuous location with the room number of the new location and the employee's name.

2. Multiple file, record, and transfer cases shall be numbered consecutively in the order in which they are to be placed. Also, each section of sectional furniture shall be marked with a unit number plus a consecutive section number starting with the bottom section.

3. All small articles shall be packed in boxes provided by the moving supervisor. All liquids and breakable articles shall be removed from furniture, and liquids shall be tightly sealed before moving.

4. All supply cabinets, heavily-loaded or poorly-constructed file cases, and bookcases with doors shall be emptied.

5. The sliding backs in file, record, and transfer cases shall be drawn tightly to the papers contained in those cases.

6. Typewriters, computing machines, and similar equipment shall be disconnected and left on top of desks, tables, etc. Do not place this equipment in boxes.

7. Mirrors, pictures, and desk lamps shall be left unpacked. Mirrors and pictures suspended from picture molding may be left in place; if fastened otherwise, they shall be removed from the walls.

8. Maps, charts, and bulletin boards with marker pins shall be fitted with temporary covers. Alternatively, the pins shall be removed.

9. Personal property is moved at the owner's risk.

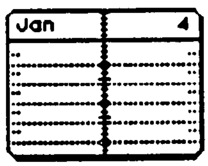
10. Following the move, retain the packing cartons for return to the moving supervisor for reuse. Boxes are to be broken down and neatly stacked in corridors after use.

11. All excess furniture shall be marked "EXCESS" to prevent the movers from transporting these items to the new location.

12. All items considered trash shall be labeled "TRASH" and placed in the corridor at the close of business.

13. At least one person from each section shall be present during the move to assist in the placement of furniture at the new location.

2. Procedure



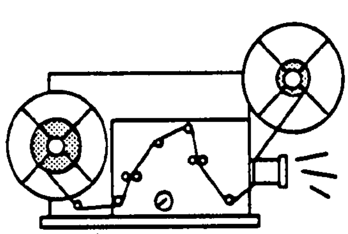
To reserve the two conference rooms in the WIC, call the receptionist at 488-5900 or FTS 933-5900. The large conference room holds 30 people, the small one holds 15 comfortably, 20 maximum. EPA employees may use these rooms only if WIC or previously scheduled classes are not using them.

The Audio-Visual Support Branch manages conference room facilities within EPA and arranges for such facilities outside EPA. A conference room must be scheduled by telephone (FTS 382-2046), as soon as the need is known and no later than 48 to 72 hours prior to the meeting. The employee reserving the space should give the time and date of the meeting, as well as the number of attendees.

EPA has several conference rooms with varying capacities (Exhibit X-8). The Conference Scheduling Office (382-2046) manages these rooms and the auditorium, which holds 140 people. This office may request an office memorandum explaining the program, depending on its length and nature.

The Public Information Center has one conference room with a capacity for 20 people. Call FTS 382-2080 to reserve this room.

The Education Training Center has three conference rooms, which are first reserved for training projects. The Break Room holds 15 comfortably, 20 maximum; Room A and Room B each hold 40 people. For more information, call the Education Training Center at FTS 382-2997.



The conference rooms within EPA are equipped to support Vu-graphs, 16mm sound movie projectors, 35mm slides, and recording equipment. To borrow any related equipment, the employee must telephone Conference Room Support personnel (FTS 382-2046) as soon as possible before services are needed, and no later than 48 hours before the meeting. The day the equipment is needed, the employee is required to pick

Exhibit X-8
Conference Rooms

Manager	Room	Capacity	Contact
WIC	64	15-20	
	17	30	488-5900
EPA Conference Scheduling Office	North 1	40	
	North 3	40 conference/100 theater	
	North 5	25	
	North 9	25	
	North 13	25	
	South 2	30 conference/100 theater	
	South 6	16	
	South 8	16	
	South 10	16	
	South 12	16	
	Auditorium	140	382-2046
Public Information Center	Conference Room	20	382-2080
Education Training Center	Break Room	15-20	
	Room A	40	
	Room B	40	382-2997

up the equipment from the Audio-Visual Support Branch in M2435.

The Audio-Visual Support Branch (FTS 382-2070) provides consultation on audio-visual techniques, including choice of visual aids, methods to improve presentation, advice on delivery style, format, and layout of the conference room.

3. Reference

Consult Exhibit X-8 and the Facilities Management Manual, Volume 4840, available from the OERR AO.

F. MAILROOM-SPECIAL SERVICES

1. Description

EPA employees have four different types of special mail deliveries available in the Mailroom: UPS, UPS Next-Day Air, Postal Express Service, and the independent courier, DHL.

2. Procedure

To use these services, employees must request them in person in the Mailroom, G-100. A Miscellaneous Obligation Document (EPA Form 2550-10, Exhibit V-4) must be prepared and forwarded to OPM for funds certification if a DHL shipment will cost over $100 (usually contains several packages).

3. Reference

Consult the Administrative Services Manual, available from the OERR AO. Also contact your Branch secretary or call the Mailroom at FTS 382-2132.

XI. PROCUREMENT

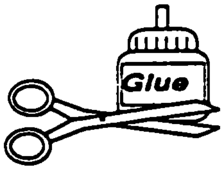
XI. PROCUREMENT

OVERVIEW

This chapter provides detailed information on office and Superfund management. Topics discussed include supplies, equipment, administrative services, Superfund program contracts, and Superfund Interagency Agreements.

A. SUPPLIES

1. Description



Supplies include office and desk accessories, paper products, light bulbs, batteries, filing needs, writing tools, and other incidentals.

2. Procedure

One administrative person in each office (generally the Branch secretary) is responsible for obtaining supplies. This person maintains a list of items needed by personnel in the office. This person completes EPA HQ Form 5130-2 (Exhibit XI-1) and takes it to the Supply Store, on the Garage level of Waterside Mall, Room MG100-F, where those supplies may be purchased with an EPA supply card.

Offices may secure paper supplies with the appropriate Division's letterhead by submitting EPA Form 2360-1 (Exhibit XI-2), available from the Branch secretary. Employees may also use this form to process internal print shop orders and to obtain large quantities of computer paper.

3. Reference

For further information, please contact the Branch secretary.

Exhibit XI-1

EPA SELF-SERVICE STORE SHOPPING LIST/SALES SLIP

SENSITIVE ITEMS

A. CLOCK
B. DICTIONARY
C. BATTERY
D. ATTACHE CASE
E. OTHER

In compliance with the Privacy Act of 1974, the following information is provided.

Solicitation of personal identification is authorized by the Federal Property and Administrative Service Act of 1949, as amended and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, dated November 22, 1943. This information is to identify the person making the purchase and may be transferred to a civil or criminal law enforcement agency for the purpose of investigations relating to this transaction. Disclosure of this information by you is voluntary. The effect on you for not providing this information will result in prohibiting you from making a purchase in the self-service store.

SENSITIVE ITEMS	QUANTITY	UNIT PRICE	DESCRIPTION (To be filled in by purchaser)
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			

DO NOT WRITE IN THIS SPACE – RESERVED FOR SELF–SERVICE USE

NAME OF APPROVING OFFICIAL *(Please print)*

I CERTIFY THAT THE PURCHASE OF THE MATERIALS LISTED ON THIS SALES SLIP IS NECESSARY FOR THE OFFICIAL BUSINESS OF THE U.S. GOVERNMENT. REQUEST APPROVED BY *(Signature required)*

CLERK'S INITIALS

SHOPPING PLATE IMPRINT

A FALSIFICATION OF THIS FORM MAY BE GROUNDS FOR DISMISSAL FROM THE FEDERAL SERVICE AND MAY BE ALSO PUNISHABLE BY FINE OR IMPRISONMENT. (18 U.S.C. 1001).

NAME OF PURCHASER *(Please print)*

PURCHASER'S TELEPHONE NO.

I HEREBY ACKNOWLEDGE RECEIPT OF THE MATERIALS COVERED BY THIS SALES SLIP *(Signature required)*

EPA HQ Form 5130-2 (Rev. 4-80)

PREVIOUS EDITION IS OBSOLETE

Exhibit XI-2

Publications/Forms Request			Note: Forward original and third copy to the distribution point Originator keep second copy		REQUEST NO
Requested By	Requesting Office			Telephone No	Date
	Signature				Bldg and Room No
Special Shipping Instructions					

ID NO	Warehouse Use	Title	Unit	Quantity

For Distribution Point Use Only			
Date Mailed	No. of Packages	Total Weight	Mailed By

EPA Form 2360-1 (Rev. 10-85) Previous editions may be used until supplies are exhausted

United States
Environmental Protection Agency

Return After 5 Days

Official Business
Penalty for Private Use, $300

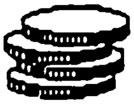
B. EQUIPMENT AND ADMINISTRATIVE SERVICES

1. Description

Equipment includes all objects not covered in Section A, including furniture, typewriters, computers, copiers, printers, etc. Administrative services are considered to be all necessary functions that cannot be carried out by EPA personnel. Services requested by OERR generally include couriers, special guards, and consultants.

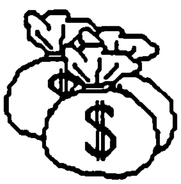
2. Procedure

- Purchases Under $25,000



Those procurements totaling under $25,000 are considered small purchases and must be obtained through a specialized non-negotiated procurement action. OERR personnel wishing to initiate a small purchase procurement must complete a Procurement Request Form 1900-8 (Exhibit XI-3) and submit it to the Division Administrative Contact who will route it through an Administrative Technician after proper authorization. A Rationale Checklist must accompany procurement requests committing $10,000 or more.

- Purchases Over $25,000



Procurement of equipment and services totalling over $25,000 must originate with the Project Officer for a specific project. These procurements must be requisitioned through a competitive bid process. The Project Officer is responsible for completing the Procurement Request Form 1900-8 and obtaining the appropriate approvals. In addition to a Rationale Checklist, a Procurement Request Certification and/or a memorandum explaining the details of the project and the allocation of funds must accompany procurement requests committing $250,000 or more.

EPA staff who determine the need for equipment or services should draft a detailed memorandum to the proper Project Officer describing the exact equipment or service requested and the reason for the request.

Instructions for Completing EPA Form 1900-8
Procurement Request/Order

General:

This form is a 9-part interleaved set and is designed to be completed with an elite typewriter (12 pitch) The originating office should complete all areas that apply. Shaded areas are reserved for Procurement use only After completing the form, in accordance with the instructions below, retain the copy marked for "Originator" and send the others through required channels.

Item:

1 thru 6	Enter the originator's name, mail code, telephone number, date of requisition, signature of originator and the latest date that the items can be delivered.
7	Self explanatory Attach a justification for other than full and open competition or for sole source small purchases.
8 thru 11	Enter the name, address, mail code, and telephone number If the person is the same as the originator, leave blank.
12	Self explanatory. Failure to include the appropriation number, the number of the Servicing Finance Office designated by the Financial Management Division for the accounting office which will record the commitment and obligation, document type, document control number, account number, object class, or dollar amount may result in the return of the request to the originator for completion of these items Special care should be taken to insure that all data placed in these blocks are accurate and appear legibly on all copies as these data will serve to record the commitment of funds as well as to eventually obligate the funds on the contract document. Note: Item 12(d) should be used to denote document type (DT) code, i e., C = EPA prime contract, P = EPA purchase or delivery order
13	If more than 1 source is suggested, attach a list of the contractor's/vendor's name, address, and point of contact (if known) for each source.
14	Self explanatory.
15	**For Small Purchases Only:** Check one box. If "Yes" is checked, the funds certifying official must commit sufficient funds in the Document Control Register to cover the total potential amount of the obligation
16	Self explanatory.
17 thru 25	For procurement office use only.
26(a)	Self explanatory.
26(b)	The degree of detail required will vary with the complexity of the proposed procurement. Each request shall contain sufficient information on its face to process the request. If the proposed procurement is for nonpersonal work or services, provide a title which specifically describes the work or services to be procured and limit the title to sixty (60) positions, including the spaces between each word of the title for computer input, and attach the documentation required in Chapter 2 of the Contracts Management Manual. In other instances, describe the article(s) requested in detail using manufacturer's model numbers and descriptions, if possible, and provide specification, quantity increment, delivery requirement, and special packaging or transportation requirements. (Use EPA Form 1900-8A, Continuation Sheet, if additional space is required.)
26(c) and 26(d)	Self explanatory.
26(e)	Enter the estimated price of the item
26(f) and 26(g)	For Procurement use only — **Leave Blank.**
26(h)	Used for inspection and acceptance only.
27 and 28	To be completed by the contracting officer.
Note:	The contracting officer will complete the blocks marked "Invoice Address" and "Ship To" on copy 2 when this form is used as a purchase order.

Remove this page before completing the Procurement Request.

(Shaded areas are for use of procurement office only)

US Environmental Protection Agency
Washington, DC 20460

EPA Procurement Request/Order

1. Name of Originator				
3 Mail Code	4 Telephone Number	5 Date Item Required		
6 Signature of Originator	7 Recommended Procurement Method ☐ Competitive ☐ Other than full and open competition ☐ Sole source small purchase			
8 Deliver To (Project Manager)	9 Address	10 Mail Code	11 Telephone Number	
12 Financial Data	a Appropriation	b Servicing Finance Office Number	NOTE: Item 12(d) Document Type — Contract = "C" Purchase Order = "P"	

FMO Use (c) (13 digits)	DT (d)	Document Control Number (e) (6 digits)	Account Number (f) (10 digits)	Object Class (g) (4 digits)	Amount (h) Dollars	Cents

13 Suggested Source (Name, Address, ZIP Code, Phone/Contact)	14 Amount of money committed is ☐ Original ☐ Increase ☐ Decrease	15. For Small Purchases Only Contracting Office is authorized to exceed the amount shown in Block 12(h) by 10% or $100, whichever is less ☐ Yes ☐ No

16. Approvals

a Branch/Office	Date	d. Property Management Officer/Designee	Date
b Division/Office	Date	e. Other (Specify)	Date
c Funds listed in Block 12 and Block 15 (if any) are available and reserved. (Signature of Certifying Official)	Date	f Other (Specify)	Date

17. Date of Order	18. Order Number	19. Contract Number (if any)	20. Discount Terms
21. FOB Point	22. Delivery to FOB Point by On or before (Date)	23. Person Taking Order/Quote and Phone No.	
24. Contractor (Name, address, ZIP Code)	25. Type of Order	Reference your quote (See block 23)	

☐ a. Purchase

Please furnish the above on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated.

☐ b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract. (See Block 19)

☐ Orig ☐ Amend ☐ Confirming

26. Schedule

Item Number (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Estimated Unit Price (e)	Unit Price	Amount	Quantity Accepted (h)

EPA Form 1900-8 (Rev. 9-86) Previous editions are obsolete.

COPY 1—PROCUREMENT FILE/CONTRACTING OFFICER

Exhibit XI-3 (continued)

PROCUREMENT RFQUEST/ORDER

CONTINUATION

ITEM NUMBER (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	ESTIMATED UNIT PRICE (e)	UNIT PRICE (f)	AMOUNT (g)	QUANTITY ACCEPTED (h)

EPA Form 1900-8A (Rev. 4-84) Replaces previous editions, and EPA Form 1900-8T(a), which are obsolete.

COPY 1- PROCUREMENT FILE/CONTRACTING OFFICER

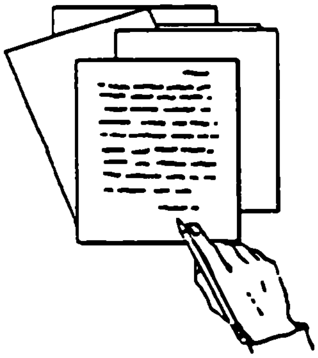
3. Reference

For further information, consult the Contracts Management Manual, available from the EPA Headquarters Distribution Office. The February 3, 1988 EPA memorandum provides further details on filing procurement requests (Exhibit XI-4).

C. SUPERFUND PROGRAM CONTRACTS

1. Description

The Superfund program uses procurement contracts to obtain a variety of services from private contractors. Established contracting networks provide site-specific and general program support to EPA Headquarters and the Regional offices. Much of the site work and program support services for Superfund actions is performed under these extramural contract networks. These networks include the following:



- Emergency Response Cleanup Services (ERCS)
- Field Investigation Team (FIT)
- Technical Assistance Team (TAT)
- Contract Laboratory Program (CLP)
- Environmental Services Assistance Team (ESAT)
- Remedial Planning (REM)
- Technical Enforcement Support (TES)
- Alternative Remedial Contract Strategy (ARCS)

Exhibit XI-5 outlines the key roles and responsibilities for managing Superfund contracts.

Under the Superfund program, contractor costs are tracked site-specifically, to the extent possible, to assist in the cost recovery process. Because of the programmatic requirements and special accounting needs of Superfund, some contracts management procedures differ from those typically used by EPA. The financial management procedures differ under each of the various Superfund contracts; therefore, a discussion of specific contracts management procedures is beyond the scope of this manual.

Exhibit XI-4

Processing Procurement Requests

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

FEB 3 1988

OFFICE OF
SOLID WASTE AND EMERGENCY RESPONSE

MEMORANDUM

SUBJECT: Processing Procurement Requests

FROM: Tom Sheckells
Director, RMS

TO: Division Directors, OERR

In my memorandum of October 28, 1987 on Delegation of Authority you were informed that the Office Director, OERR was authorized to sign PRs that commit up to $1,000,000 and the Deputy Assistant Administrator, OSWER was authorized to sign PRs that commit up to $9,999,999. However, in some instances, PRs are being routed improperly to the OD and/or the DAA. Routing PRs to obtain unnecessary approvals can delay processing as much as not obtaining all required approvals.

To assist you in determining proper routing for PRs we have developed the attached matrix (Attachment A) that indicates routing and approvals required for the commitment of specified dollar amounts.

Also attached (Attachment B) are detailed instructions on the preparation and processing of PRs. Use of these instructions to ensure that PRs are prepared correctly and applicable support documentation is included should circumvent unnecessary delays in processing PRs.

We appreciate your assistance in ensuring that this information is made available to your appropriate staff. If you need additional information, please call Sandy Davis or Ruth Rexroth.

cc: OERR Secretaries

Exhibit IX-4 (continued)

OFFICE OF EMERGENCY AND REMEDIAL RESPONSE
APPROVALS/SIGNATURES REQUIRED FOR PROCUREMENT REQUESTS

ATTACHMENT A

ROUTE TO:	UP TO $10,000	$10,000 TO $99,999	$100,000 TO $1,000,000	$1,000,001 TO $9,999,999	$10,000,000 AND OVER
ORIGINATOR/PROJECT OFFICER	X	X	X	X	X
BRANCH CHIEF	X	X	X	X	X
DIVISION DIRECTOR	X	X	X	X	X
IF ADP DIRECTOR, MES DIRECTOR, OSWER, IMS	X	X	X	X	X
FCC - REVIEW		X	X	X	X
DEPUTY OFFICE DIRECTOR		X			
OFFICE DIRECTOR			X	X	X
DEPUTY ASSISTANT ADMINISTRATOR				X	
ASSISTANT ADMINISTRATOR					X
FCC - ACCOUNTING DATA	X	X	X	X	X
IF EQUIPMENT (INCLUDING ADP) PROPERTY MANAGEMENT	X	X	X	X	X

NOTE. PRs commiting $250,000 or more must be accompanied by a Procurement Certification and/or memo that provides detailed information on the project.

After assigning accounting data, the FCC will return all PRs to the originator for submission to PCMD

All deobligations must be approved through the Office Director and forwarded to the FCC.

ATTACHMENT B

PREPARING PROCUREMENT REQUESTS

I. PREPARATION

The Procurement Request (EPA Form 1900-8) (PR), is a nine-part interleave set and must be typed, preferably with an elite typewriter (12 pitch). The originating office should complete all areas that apply. Shaded areas are reserved for Procurement Contracts and Management Division (PCMD) use only. After completing the form, in accordance with the instructions below, retain the copy marked for "Originator" and send the others through required channels for approval.

PRs committing $10,000 or more must be accompanied by a Rationale Checklist (Exhibit A) and those for $250,000 or more must be accompanied by a Procurement Request Certification (Exhibit B) and/or a memo describing the project activity in detail and justifying the need for funds.

If the PR is for incremental funding of an existing contract, a copy of the original signed Procurement Request Certification can be used.

ITEM	
1 thru 5	Enter the originator's name, mail code, telephone number, date of requisition, and signature of originator
6	Enter the latest date the items can be delivered or the deadline for awarding the contract.
7	Self explanatory. If the recommended method of procurement is not competitive, attach a justification memo explaining the rationale for the specified method. (Additional information on small purchases is available in the PCMD Small Purchases and Acquisition Guide, page five.)
8 thru 11	Enter the name, address, mail code and telephone number of project officer/contact. If the same as the originator, leave blank.
12	Enter the number of the Servicing Finance Office (SFO) designated by the Financial Management Division Small Purchases = 99 (Headquarters) Contracts = 22 (Research Triangle Park)

13	If more than one source is suggested, attach a list of the contractor's/vendor's name, address, and point of contact (if known) for each source. If the PR dollar amount is less than $1,000, the Small Purchases Division will award the purchase order without competition or justification for sole source acquisition.
14	Check (x) appropriate box (original = first request; increase = addition to original request; decrease = deduction from original request/ deobligation)
15	For small purchases only check (x) appropriate box. If yes is checked, certifying official must ensure that sufficient funds are available to cover the potential for obligation of funds in excess of the original commitment.
16	Enter names and titles of individuals that must sign the PR. Dates must accompany all signatures. (Reference Matrix for required approvals.)
17 thru 25	For PCMD use. Leave Blank
26 (a)-(d)	Enter a description of goods/services being funded including the time period, if applicable, the funding will cover. Each PR should contain sufficient information on its face to process the request. If the proposed PR is for nonpersonal work or services, provide a title (no more than 60 characters) which specifically describes the work or services to be procured. Attach the documentation required in Chapter 2 of the <u>Contracts Management Manual.</u> Whenever possible use manufacturer's model numbers and descriptions, and provide specifications, quantity increment, delivery requirement and special packaging or transportaton requirements.
26 (e) the	If small purchase, enter the estimated price of item.
26 (f)-(h)	If funds are for a contract, enter the amount committed in item 26(g). Otherwise, leave all blank.

27 thru 28 Leave blank. To be completed by the Contracting Officer.

APPROVAL AND FUNDS CERTIFICATION

The PR must be signed by the appropriate Branch Chief and Division Director and forwarded to the FCC for review. After its review, the FCC will certify funds and assign accounting data or if required, route for additional approvals/signatures. If additional signatures are required, the FCC will not certify and assign accounting data until they are acquired.

The FCC will return all PRs to the Originator/Project Officer for forwarding to PCMD.

PCMD PROCESSING

PCMD will process the PR according to Agency procedures and initiate the obligating document.

Project Officers should anticipate a minimum of five working for processing PRs up to $1,000,000 and a minimum of ten working days for PRs over $1,000,000.

PROCUREMENT REQUEST RATIONALE CHECKLIST
(to be submitted with EPA Forms 1900-8 and 1900-8A)

Item 1 The title of this procurement is ________________________________

Item 2. This procurement request package contains the following documents: (Check all applicable boxes and attach documents as appropriate.)

See Attachment #	Check	Description
___	__/	EPA Forms 1900-8
___	__/	Procurement Abstract*
___	__/	Statement or Scope of Work*
___	__/	Concise Technical Proposal Instructions*
___	__/	Competitive Technical Evaluation Criteria*
___	__/	Justification for Other Than Full and Open Competition (JOFOC)
___	__/	D&F to provide full and open competition after exclusion of sources (see FAR 6 7)
___	__/	Justification for Management Consulting Services*
___	__/	Justification of Need (Government-Furnished Property (GFP) /Equipment)*
___	__/	Quality Assurance (QA) Review Form
___	__/	Recommended Sources List
___	__/	Reports Description
___	__/	Government-Furnished Property Description

* The PROJECT OFFICERS' HANDBOOK provides guidance for preparing these documents. Also, see Item 11.

Item 3: This procurement __/ requires __/ does not require management consulting services. (If management consulting services are required, attach a justification as prescribed in EPA Acquisition Regulation 1537.205.)

4. This procurement __/ involves __/ does not involve legal analysis. I __/ have __/ have not discussed this procurement with the Office of Legal and Enforcement Counsel (OLEC) which __/ concurs __/ does not concur with proceeding with this procurement.

FIGURE 2-1

PROCUREMENT REQUEST RATIONALE CHECKLIST

Item 5: I __/ anticipate or have knowledge of __/ do not anticipate or have any knowledge of organizational conflict of interests issues related to this procurement. (If affirmative, describe conflict in an attachment.)

Item 6 Listed below are special EPA employee(s) who are or will be participating in EPA's processing or managing of this procurement, together with a list of their non-Government employers. Check here if none __/

EPA Special Employees	Non-Government Employer
______________________	______________________
______________________	______________________
______________________	______________________
______________________	______________________

Item 7: This procurement __/ is __/ is not based on an Unsolicitated Proposal.

Item 8: To the best of my knowledge the work results of this proposed procurement __/ are __/ are not available from any other source (If the results are available from another source, describe in an attachment.) The Project Officer __/ has __/ has not reviewed the Office of Pesticides and Toxic Substance extramural activity report. The PO __/ has __/ has not consulted the EPA Headquarters Library for relevant reports by previous contractors.

Item 9: The proposed Project Officer is ______________________
He/she __/ has __/ has not been certified as an EPA Project Officer

Item 10: I __/ recommend __/ do not recommend prospective sources for this procurement. (If sources are recommended, list in an attachment.)

Item 11. This procurement anticipates __/ a new contract award __/ an additional work modification to existing contract no. ______________ It also anticipates that it will be processed as a __/ competitive procurement __/ other than full and open competition. (If other than full and open competition is recommended; (a) attach appropriate justification as described in Part 1506 of the EPA Acquisition Regulation. Also see sample format (Figure 2-4) - (b) Attach the Project Officer's Certification that the data provided in the justification is accurate and complete.

__Item 12: This proposed procurement is appropriate for __/ total small business set-aside __/ total small business/labor surplus area (SB/LSA) set-aside; or __/ partial SB/LSA set-aside; __/ partial SB set-aside, __/ 8(a) set-aside; __/ LSA set-aside; or __/ none of the above (check only one). (Consult the Office of Small and Disadvantaged Business Utilization for advice.)

Item 13a: The estimated period of performance is ________ months after the effective date of the contract __/ inclusive __/ exclusive of submission of any final report which may be required.

FIGURE 2-1

PROCUREMENT REQUEST RATIONALE CHECKLIST

Item 13b The schedule of deliverable items (excluding reports) is as follows Check here if no deliverable items are required __/

Item No.	Description	Quantity	Delivery Date
________	________________________	________	________
________	________________________	________	________
________	________________________	________	________
________	________________________	________	________

Item 14 This procurement anticipates that the following options will be needed Check here if no options are anticipated __/

Description of Option (Description may be indicated in a separate attachment)	Term of Option
____	______________
____	______________
____	______________
____	______________

Item 15. The following reports are required (describe in an attachment) Check here if no reports are required __/. For each separate report required, describe the following:

(a) Type of report (e g., draft, final, interim, special, etc)
(b) Descriptive title (e.g., monthly progress report)
(c) Minimum content requirements
(d) Number of copies required
(e) Distribution (with complete addresses of all recipients)
(f) Delivery schedule
(g) Number of days the Government will have to review, comment, approve (disapprove) and return (as appropriate)

Where specific report formats, containing the information above, are used repetitively, "standard" formats are established or may be established with the servicing CO. Maximum use of such standard formats is encouraged. Examples include monthly or other periodic progress reports, financial and final reports.

Item 16: Peer review of Contractor-generated documents __/ will be __/ will not be required.

Item 17: Government property, data, or services __/ will be furnished _ will not be furnished under this procurement. (If furnished, describe in an attachment including quantity and date available.)

FIGURE 2-1

PROCUREMENT REQUEST RATIONALE CHECKLIST

Item 18. Budget. (An attachment may be used.)

(a) The total estimated budget for the basic effort and all options is $______________

(b) The estimated funding for the current fiscal year is $______________

(c) The estimated total cost of Other Direct Costs is $______________ (If possible, indicate estimate of significant subitems such as travel, computer time, consultants, equipment and material.)

(d) For level of effort actions and other actions where hours, rather than an end product, are to be purchased, indicate for the basic and all option periods the number of hours required, by category, with definitions for each category.

Item 19· This procurement __/ is __/ is not subject to the requirements of OMB Circular A-76. (If A-76 applies, required documentation must be provided with the PR.)

Item 20: This procurement __/ requires __/ does not require priority processing (a brief priority justification may be attached)

(To be completed by procurement office:)

__/ Approved　　　__/ Disapproved

______________　　　______________________________

Date　　　Chief, Contracting Office

Item 21: This procurement __/ will __/ will not involve the testing of human subjects in accordance with EPA Order 1000.17.

Item 22: This procurement __/ does __/ does not include acquisition of membership in an association. (If membership in an association is included, attach a certification indicating that the primary purpose of membership is to obtain direct benefits for EPA necessary to the accomplishment of its functions or activities.)

Item 23: This procurement __/ is __/ is not for leasing of motor vehicles. (If affirmative, attach certification per FAR 8-1102.)

Item 24: This procurement __/ is __/ is not to be funded from more than one appropriation. (If affirmative, see Chapter 9 of this manual and memorandum from the Comptroller and the Director, Office of Administration on "Contracts Funded from Multiple Accounts--Procedures for Identifying Contract Costs," May 14, 1985.)

Item 25: This procurement __/ will __/ will not involve statistical surveys, data collection using questionnaires, or statistical analysis of survey data.

(. affirmative, procurement office will include instruction in solicitat
offerors to obtain the EPA Survey Management Handbook)

FIGURE 2-1

Office of Solid Waste and Emergency Response

Procurement Request Certification

Section I

Project Title - Performance of Remedial Response Activities at Uncontrolled Hazardous Waste Disposal Sites -- Zones I and II (Commonly called REM/FIT)

Contract No. - Zone 1 68 - 01 - 6699
Zone 2 68 - 01 - 6692

Section II

I have reviewed the subject Procurement Request and the accompanying documentation and find that:

A. The proposed scope of work is central to the EPA mission in the following ways:

The passage of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) in December 1980, expanded EPA's authority to respond to long-term, low-level releases of hazardous substances as well as emergency releases of hazardous substances into all environmental media. EPA has established response action programs to implement the CERCLA authorities. Response actions are now underway at a number of sites.

The purpose of the REM/FIT contracts is to provide technical support to the Agency for performing investigative and remedial planning activities at hazardous waste disposal sites. The contracts were awarded on September 30, 1982. The attached Purchase Requests provide incremental funding to cover program management and FIT related activities for the remainder of FY-83.

B. The product will be used by this program office in the following ways:

The attached Purchase Requests will allow the contractors to continue to perform preliminary assessments and site inspections and to provide overall management and direction of their respective contract teams. The results of the inspections will be used to rank sites as candidates for remedial action or to support enforcement case development activities.

Exhibit XI-4 (continued)

C. The contract product will be delivered in time to accomplish its purpose:

The contractors will prepare assessment and site inspection reports throughout the remainder of the fiscal year. This will be adequate to meet requirements for updating the National Priority List and to support enforcement. The products will be timed to support the achievement of work targets in the OSWER strategic plan.

D. The information to be developed or the resources to be provided to the contracts are not available in EPA or from other sources:

The REM/FIT contracts were awarded on a competitive basis. Their primary purpose is to provide resources to perform investigative and remedial planning activities for which program staff in Headquarters and the Regions are not available. Their are no options available for providing this support.

E. The funds proposed to be used are available, committed and appropriate:

The appropriations number is: 68/20X8145

F
The program element is: T~~8~~AY9A

Acting Assistant Administrator
Office of Emergency and Remedial Response

Date

Exhibit XI-5

Superfund Contracts Financial Management Roles and Responsibilities

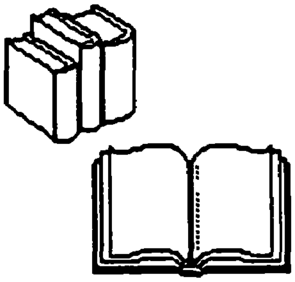
FUNCTIONS	TYPE OF SUPERFUND CONTRACT: SITE-SPECIFIC REMOVAL	SITE-SPECIFIC REMEDIAL	GENERAL SITE SUPPORT	GENERAL PROGRAM SUPPORT
COMMITMENT OF FUNDS		HQ (REGION)		
PREPARES PROCUREMENT REQUESTS • NON-SITE PORTION • SITE PORTION	HQ PO ORDERING OFFICER	HQ PO (RPM)* RPO (RPM)*	HQ PO N/A	HQ PO N/A
CERTIFIES AVAILABILITY OF FUNDS, ASSIGNS ACCOUNT NUMBER, ENTERS COMMITMENT INTO DCR	REG FMO	REG FMO (FMO)	HQ PROG OFC	HQ PROG OFC
ENTERS APPROVED COMMITMENT INTO FMS	REG FMO	REG FMO (FMO)	HQ PROG OFC	HQ PROG OFC
OBLIGATION OF FUNDS				
OBLIGATES CONTRACTS AND MODIFICATIONS	P&CMD	P&CMD (CO)**	P&CMD	P&CMD
OBLIGATES REMOVAL DELIVERY ORDERS • <$250,000 • >$250,000	ORDERING OFFICER P&CMD	N/A N/A	N/A N/A	N/A N/A
ENTERS OBLIGATIONS INTO FMS	SFO/RTP	SFO/RTP	SFO/RTP	SFO/RTP
INVOICE PROCESSING				
REVIEWS/CERTIFIES INVOICE • NON-SITE PORTION • SITE PORTION	HQ PO OSC/DPO	HQ PO (RPO) HQ PO (RPO)	HQ PO DPO/RPO (REV.ONLY)	HQ PO N/A
ASSIGNS ACCOUNTING DATA SITE-SPECIFIC ATTACHMENT	N/A	N/A	HQ PROG OFC	N/A
PROCESSES INVOICES FOR PAYMENT AND ENTERS PAYMENT INTO FMS	SFO/RTP	SFO/RTP	SFO/RTP	SFO/RTP
FINANCIAL MONITORING				
REVIEWS MONTHLY FINANCIAL REPORTS	HQ PO	HQ PO/RPM/RPO (RPO/RPM)	HQ PO	HQ PO
REVIEWS/APPROVES ANNUAL CONTRACTOR SITE-SPECIFIC REPORTS	HQ PO/SAB	HQ PO/SAB (RPO/RPM)	HQ PO/SAB	N/A

OSC – On-Scene Coordinator
RPM – Remedial Project Manager
DPO – Deputy Project Officer (Removal)
RPO – Regional Project Officer (Remedial)
REG FMO – Regional Financial Mgmt Office
P&CMD – Procurement & Contracts Mgmt Division, HQ
SAB – Superfund Accounting Branch, HQ
HQ PROG OFC. – HQ Superfund Program Office
SFO-RTP – Headquarters Servicing Finance Office – RTP, N.C.
ORDERING OFFICER – OSC or designated regional staff
REG PROG OFC. – Regional Program Office
CO – Contracting Officer

* Basic contracts are prepared in HQ; work assignments are prepared in Regions
** Contracts are obligated in HQ; modifications are obligated in Regions

2. Reference

The following manuals provide additional guidance on Superfund contracts management:



- Financial Management of the Superfund Program (Resources Management Directive 2550D, October 1987)
- Emergency Response Cleanup Services Contracts (ERCS) Users' Manual (1987)
- FIT Users' Manual (1986)
- Technical Assistance Team (TAT) Users' Manual (September 1987)
- REM/FIT Users' Manual (October 1982)
- EPA Contracts Management Manual (1984)
- Annual Allocation Requirements for Site-Specific Superfund Contractors (February 1986)
- Site-Specific Invoicing Requirements for Superfund Contractors Whose Funds are Not Obligated Site-Specifically (February 1986)
- Project Officers' and Allowance Holders' Procedures for Review of Contractors' Annual Allocation Reports (December 1986)
- Project Officer and Allowance Holder Procedures for Review of Superfund Site-Specific Invoices (December 1986)
- Superfund Site-Specific Invoice Processing Procedures for TRP/FMO (November 1985)
- Removal Cost Management Manual (1987)

The Financial and Administrative Management Section, OPM, maintains a data base on Superfund program contracts. Please contact this office for further information at FTS 382-2441.

D. SUPERFUND INTERAGENCY AGREEMENTS

1. Description

An Interagency Agreement (IAG) is a written agreement between Federal agencies under which goods or services are provided. EPA IAGs may be divided into two major categories: policy agreements or Memoranda of Understanding and agreement for goods or services. Under policy agreements and Memoranda of Understanding, EPA and another Federal agency or State agree to provide goods and services for a mutual interest without any monetary reimbursement or exchange of funds. Agreements for goods and services establish an arrangement between EPA and another Federal agency under which one agency provides goods or services to another agency in exchange for funds or obligation authority.

The specific procedures for establishing IAGs, determining cost sharing provisions, and arranging for the transfer of funds or obligation authority are complex. Therefore, employees interested in obtaining additional information on the administrative procedures for managing IAGs should contact the Financial and Administrative Management Section, OPM, at FTS 382-2441 or the Grants Information and Analysis Branch at FTS 475-8270.

2. Reference

OERR is currently developing guidance on IAGs. Employees should reference the Interagency Agreement Policy and Procedures Compendium (Draft, January 1988) for additional information on IAG funding.

XII. FINANCIAL MANAGEMENT

OVERVIEW

The requirement to attempt to recover Superfund costs from responsible parties makes Superfund accounting and financial management procedures especially complex. Employees must be particularly careful when conducting any transaction with Superfund dollars and should contact the Financial and Administrative Management Section, OPM, whenever they need assistance. Superfund transactions involve timesheets, travel, and administrative accounting procedures, which are discussed in this chapter.

A. SUPERFUND-SPECIFIC ACCOUNTING

All in-house operational expenses (e.g., salaries and benefits, travel, and rental and purchase of supplies) fall under the umbrella of intramural costs. Superfund intramural costs are to be charged to the Superfund appropriation through the Agency's account number structure. This section describes the procedures for charging these costs.

B. PROCEDURE

- Timesheets

All EPA employees are assigned a fixed account number (FAN) to which their payroll expenses are charged. Employees expected to work more than 50 percent of their time on Superfund will be assigned a Superfund FAN. Procedures for completing timesheets are provided in Chapter II of this manual.

Whenever an employee performs activities not covered by his or her FAN, a supplementary Payroll Distribution Timesheet (Standard Form 2560-28, Exhibit II-6) must be completed to cover that time period. For example, an employee who does not perform Superfund work will not have a Superfund FAN. If during a given pay period this person works on a Superfund activity, he/she must complete a timesheet for the pay

XII. FINANCIAL MANAGEMENT

XII. FINANCIAL MANAGEMENT

OVERVIEW

The requirement to attempt to recover Superfund costs from responsible parties makes Superfund accounting and financial management procedures especially complex. Employees must be particularly careful when conducting any transaction with Superfund dollars and should contact the Financial and Administrative Management Section, OPM, whenever they need assistance. Superfund transactions involve timesheets, travel, and administrative accounting procedures, which are discussed in this chapter.

A. SUPERFUND-SPECIFIC ACCOUNTING

All in-house operational expenses (e.g., salaries and benefits, travel, and rental and purchase of supplies) fall under the umbrella of intramural costs. Superfund intramural costs are to be charged to the Superfund appropriation through the Agency's account number structure. This section describes the procedures for charging these costs.

B. PROCEDURE

- Timesheets

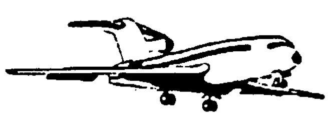
All EPA employees are assigned a fixed account number (FAN) to which their payroll expenses are charged. Employees expected to work more than 50 percent of their time on Superfund will be assigned a Superfund FAN. Procedures for completing timesheets are provided in Chapter II of this manual.

Whenever an employee performs activities not covered by his or her FAN, a supplementary Payroll Distribution Timesheet (Standard Form 2560-28, Exhibit II-6) must be completed to cover that time period. For example, an employee who does not perform Superfund work will not have a Superfund FAN. If during a given pay period this person works on a Superfund activity, he/she must complete a timesheet for the pay period to charge the Superfund appropriation properly for that time.

- Site-Specific Time Charging

All employees who perform site-specific Superfund work must use a site-specific account number, containing the appropriate site and activity code, on their timesheet to show hours chargeable to that site.

- Travel Costs



When EPA travel is for Superfund purposes only, it must be charged to the appropriate Superfund account number. If travel benefits both Superfund and non-Superfund programs, and the portion of the travel that benefits each program is distinguishable, the salaries and expenses and Superfund appropriations should each be charged for the actual costs incurred. Some portion of travel costs, such as transportation costs between Superfund and non-Superfund activities, or between Superfund sites on an extended trip, may not be easily distinguishable. These costs should be distributed on a reasonable basis; for example, according to how much time the person traveling spends on each activity. The travel documents should include an explanation of the basis on which the costs were divided. In cases where travel benefits both Superfund and non-Superfund, and it is impossible to divide segments of the travel between the programs benefitted, the cost should be fully charged to the program that realizes the predominant benefit.

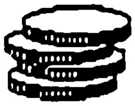
- Site-Specific Travel

With respect to site visits, travel should be charged to site-specific accounts. For site-specific visits to a location for which a unique site identifier has not been assigned, the site travel is charged to an account ending with the "ZZ" code. The identification of site-related travel costs with a site-specific account code (including "ZZ" account codes) is very important, because of the provision in the Appropriation Act that gives EPA the flexibility to manage site-related travel costs within the total Superfund administrative expense ceiling. Non-site-specific travel will continue to be constrained by the travel ceiling.

- Equipment and Supply Costs

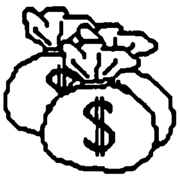
Where a purchase will benefit only the Superfund program, it should be charged to the Superfund account number. Except for items charged to one of the Agency's support accounts, items procured under Superfund accounts will be charged as follows:

- Purchases of less than $25,000 per item



Where a purchase will benefit Superfund as well as other programs, the requesting office must estimate the expected Superfund and non-Superfund use of that item, include a justification for that estimate on the procurement request, and charge the Superfund and non-Superfund appropriations accordingly. However, where such data are unavailable, they may choose instead to charge the entire cost of the item to the program that will predominantly benefit. For either method, requesting offices must state on the procurement request the basis that they used to assign the costs whenever more than one appropriation will benefit from the purchased item.

- Purchases of $25,000 or more per item



Where data are available to support an equitable distribution of costs between appropriations, requesting offices must assign costs according to each program's use of the items, as in the above procedure for purchases of less than $25,000.

- Rentals

Distribution of rental costs will follow the same procedures described above, except that under $10,000 per item per year replaces the under $25,000 maximum costs allowable for charges made on a "predominant use" basis.

C. REFERENCE

General guidance on the use of timesheets for distributing hours both to the Superfund appropriation accounts and to other account numbers is found in Resources Management Directive 2550A, Part I. This guidance also includes general compensation and overtime charging policies. For additional information on charging to Superfund-specific accounts, contact the Financial and Administrative Management Section, OPM, at FTS 382-2441. Also, refer to the Financial Management of the Superfund Program manual (Resources Management Directive System 2550D) or contact the Superfund Accounting Branch, Financial Management Division, at FTS 382-2180.

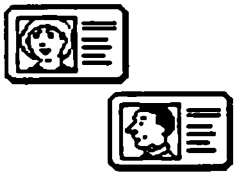
XIII. SECURITY

OVERVIEW

Safeguarding EPA personnel, property, and information involves Agency-wide policies and procedures. Security requirements that affect All Personnel are discussed below in Part A. Less common security issues are referred to under Parts B and C.

A. COMMON ISSUES

- EPA Identification Cards



Identification Cards must be obtained in LG-100 at the beginning of employment. These cards must be visible to all guards at every entrance. If lost, contact Security immediately at FTS 382-2010.

- Property Removal

Do not remove EPA property from the premises. Such an offense may result in prosecution. Be sure to obtain personal property passes from the OERR Administrative Officer for personal items of ownership that might be used at work, e.g., portable PCs.

- Theft Reporting

Report thefts of either Government- or personally-owned property to General Services Branch/Facilities and Support Services (GSB/FSS) at FTS 382-2110 or to the local Security Representative. Thefts of Government property shall be reported immediately by telephone to the appropriate Property Accountable Officer. After reporting to Security, the employee must send the report number and report of incident to the OERR Administrative Officer.

XIII. SECURITY

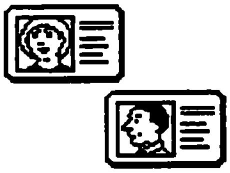
XIII. SECURITY

OVERVIEW

Safeguarding EPA personnel, property, and information involves Agency-wide policies and procedures. Security requirements that affect All Personnel are discussed below in Part A. Less common security issues are referred to under Parts B and C.

A. COMMON ISSUES

- EPA Identification Cards



Identification Cards must be obtained in LG-100 at the beginning of employment. These cards must be visible to all guards at every entrance. If lost, contact Security immediately at FTS 382-2010.

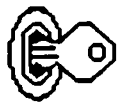
- Property Removal

Do not remove EPA property from the premises. Such an offense may result in prosecution. Be sure to obtain personal property passes from the OERR Administrative Officer for personal items of ownership that might be used at work, e.g., portable PCs.

- Theft Reporting

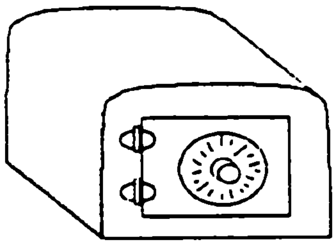
Report thefts of either Government- or personally-owned property to General Services Branch/Facilities and Support Services (GSB/FSS) at FTS 382-2110 or to the local Security Representative. Thefts of Government property shall be reported immediately by telephone to the appropriate Property Accountable Officer. After reporting to Security, the employee must send the report number and report of incident to the OERR Administrative Officer.

B. PHYSICAL SECURITY



Physical security includes safeguarding EPA personnel and protecting material items. Topics include: access controls, physical barriers, guards, security cabinets, contingency plans, and inspection procedures.

C. DOCUMENT SECURITY



To ensure that National Security Information (NSI) is protected, a system for Classification, Downgrading and Declassification was developed. This system contains policies and procedures to safeguard information. These policies are applicable to:

- Those who are granted access to NSI
- Those who have administrative or supervisory responsibilities regarding NSI.

The policies also pertain to those who believe NSI procedures have not been followed.

D. REFERENCE

Consult the 4800 Series Manual, Security & Facilities Support Manual, Parts I & II. This manual is available from EPA Distribution in the Office of Administration and Resources Management.

XIV. MISCELLANEOUS

OVERVIEW

This chapter provides details on a variety of topics, including schedules for EPA and DOT shuttle buses, parking information, recycling procedures, and smoking policies.

A. EPA AND DOT SHUTTLE BUSES

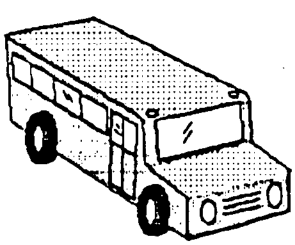
1. Description

EPA employees are eligible to use two shuttle bus systems that provide transportation between EPA buildings (Headquarters, Fairchild, and Crystal Mall #2) and between EPA and the L'Enfant Plaza Metro station. Employees may also receive special transportation services for officially sanctioned Agency events.

2. Procedure

- EPA Shuttle Bus

Exhibit XIV-1 provides schedules for EPA shuttle buses. Terminal stands are found at the following locations:



Waterside Mall - Mackemie & K Sts., SW
Fairchild - 499 S. Capitol St., SW
CM2 - 1921 Jefferson Davis Hwy
East Tower - Wesley & K Sts., SW (by D.C. Public Library)

A map indicating the relative locations of the terminal stands is located on the last page of the EPA Headquarters Telephone Directory.

- DOT Shuttle Bus

EPA employees may ride the DOT Shuttle bus between EPA and L'Enfant Plaza. The bus runs every 15 minutes Monday through Friday according to the following schedule:

XIV. MISCELLANEOUS

XIV. MISCELLANEOUS

OVERVIEW

This chapter provides details on a variety of topics, including schedules for EPA and DOT shuttle buses, parking information, recycling procedures, and smoking policies.

A. EPA AND DOT SHUTTLE BUSES

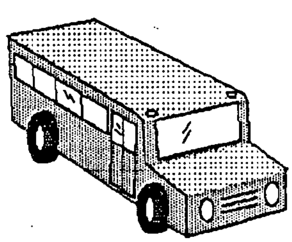
1. Description

EPA employees are eligible to use two shuttle bus systems that provide transportation between EPA buildings (Headquarters, Fairchild, and Crystal Mall #2) and between EPA and the L'Enfant Plaza Metro station. Employees may also receive special transportation services for officially sanctioned Agency events.

2. Procedure

- EPA Shuttle Bus

Exhibit XIV-1 provides schedules for EPA shuttle buses. Terminal stands are found at the following locations:



Waterside Mall - Mackemie & K Sts., SW
Fairchild - 499 S. Capitol St., SW
CM2 - 1921 Jefferson Davis Hwy
East Tower - Wesley & K Sts., SW (by D.C. Public Library)

A map indicating the relative locations of the terminal stands is located on the last page of the EPA Headquarters Telephone Directory.

- DOT Shuttle Bus

EPA employees may ride the DOT Shuttle bus between EPA and L'Enfant Plaza. The bus runs every 15 minutes Monday through Friday according to the following schedule:

Exhibit XIV-1

EPA Shuttle Bus Schedules

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 28 1988

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Award of New Shuttle Bus Contract

FROM: William Finister, Director
Facilities Management and Services Division

William Finister

TO: All Headquarters Employees

I am pleased to announce the award of a new shuttle bus contract to O&R Management Corporation effective February 1, 1988. The contract replaces a fifteen passenger van with a new twenty-one passenger shuttle bus to transport employees between the Fairchild building and the East Tower (by the D. C. Public Library). The addition of this new vehicle brings the total number of twenty-one passenger vehicles servicing the Headquarters shuttle routes to three, and increases our capacity to transport the growing EPA population.

Attached are updated route schedules for the Headquarters service routes. If you have any questions regarding transportation, I encourage you to contact Brian Smith, Chief, Transportation Section on 382-2104.

Attachments

Exhibit XIV-1 (continued)

ROUTE A.

EPA SHUTTLE BUS SCHEDULE

Leave Crystal Mall (3)	Arrive/ Leave-WSM(WT) (1)	Arrive/ Leave Fairchild (2)	Arrive/ Leave-WSM(WT) (1)	Arrive Crystal Mall (3)
	6:20 a.m.	6:30 a.m.	6:40 a.m.	6:55 a.m.
7:00 a.m.	7:20 a.m.	7:30 a.m.	7:40 a.m.	7:55 a.m.
8:00 a.m.	8:20 a.m.	8:30 a.m.	8:40 a.m.	8:55 a.m.
9:00 a.m.	9:20 a.m.	9:30 a.m.	9:40 a.m.	9:55 a.m.
10:00 a.m.	10:20 a.m.	10:30 a.m.	10:40 a.m.	10:55 a.m.
11:00 a.m.	11:20 a.m.	11:30 a.m.	11:40 a.m.	11:55 a.m.
12:00 p.m.	12:20 p.m.	12:30 p.m.	12:40 p.m.	12:55 p.m.
1:00 p.m.	1:20 p.m.	1:30 p.m.	1:40 p.m.	1:55 p.m.
2:00 p.m.	2:20 p.m.	2:30 p.m.	2:40 p.m.	2:55 p.
3:00 p.m.	3:20 p.m.	3:30 p.m.	3:40 p.m.	3:55 p.
4:00 p.m.	4:20 p.m.	4:30 p.m.	4:40 p.m.	4:55 p.m.
5:00 p.m.	5:20 p.m.	5:30 p.m.	5:40 p.m.	5:55 p.m.
6:00 p.m.	6:20 p.m.	SHUTTLE SERVICE ENDS FOR THE DAY.		

(1). Headquarters WSM (WT) Makemie and K Streets, S.W.

(2). Fairchild Building 499 South Capitol Street, S.W.

(3). Crystal Mall # 2 1921 Jefferson Davis Hwy., Arlington, Va

Exhibit XIV-1 (continued)

ROUTE B.

EPA SHUTTLE BUS SCHEDULE

Leave Crystal Mall (1)	Arrive/ Leave WSM(WT) (2)	Arrive/ Leave Fairchild (3)	Arrive/ Leave WSM (WT) (2)	Arrive CrystalMall(1)
6:30 a.m.	6:50 a.m.	7:00 a.m.	7:10 a.m.	7:25 a.m.
7:30 a.m.	7:50 a.m.	8:00 a.m.	8:10 a.m.	8:25 a.m.
8:30 a.m.	8:50 a.m.	9:00 a.m.	9:10 a.m.	9:25 a.m.
9:30 a.m.	9:50 a.m.	10:00 a.m.	10:10 a.m.	10:25 a.m.
10:30 a.m.	10:50 a.m.	11:00 a.m.	11:10 a.m.	11:25 a.m.
11:30 a.m.	11:50 a.m.	12:00 p.m.	12:10 p.m.	12:25 p.m.
12:30 p.m.	12:50 p.m.	1:00 p.m.	1:10 p.m.	1:25 p.m.
1:30 p.m.	1:50 p.m.	2:00 p.m.	2:10 p.m.	2:25 p.m.
:30 p.m.	2:50 p.m.	3:00 p.m.	3:10 p.m.	3:25 p.m.
3:30 p.m.	3:50 p.m.	4:00 p.m.	4:10 p.m.	4:25 p.m.
4:30 p.m.	4:50 p.m.	5:00 p.m.	5:10 p.m.	5:25 p.m.
5:30 p.m.	5:50 p.m.	SHUTTLE SERVICE ENDS FOR THE DAY.		

(1). Crystal Mall # 2 — 1921 Jefferson Davis Hwy., Arlington, Va

(2). Headquarters WSM(WT) — Makemie and K Streets, S.W.

(3). Fairchild Building — 499 South Capitol Street, S.W.

Exhibit XIV-1 (continued)

ROUTE C.

EPA SHUTTLE BUS SCHEDULE

Leave Fairchild (1)	Arrive WSM East-T(2)	Leave WSM East-T (2)	Arrive Fairchild (1)
6:45 a.m.	7:00 a.m.	7:10 a.m.	7:15 a.m.
7:20 a.m.	7:30 a.m.	7:40 a.m.	7:50 a.m.
7:50 a.m.	8:00 a.m.	8:10 a.m.	8:15 a.m.
8:20 a.m.	8:30 a.m.	8:40 a.m.	8:50 a.m.
8:50 a.m.	9:00 a.m.	9:10 a.m.	9:15 a.m.
9:20 a.m.	9:30 a.m.	9:40 a.m.	9:50 a.m.
9:50 a.m.	10:00 a.m.	10:10 a.m.	10:15 a.m.
10:20 a.m.	10:30 a.m.	10:40 a.m.	10:50 a.m.
10:50 a.m.	11:00 a.m.	11:10 a.m.	11:15 a.m.
11:20 a.m.	11:30 a.m.	11:40 a.m.	11:50 a.m.
11:50 a.m.	12:00 p.m.	12:10 p.m.	12:15 p.m.
12:20 p.m.	12:30 p.m.	12:40 p.m.	12:50 p.m.
12:50 p.m.	1:00 p.m.	1:10 p.m.	1:15 p.m.
1:20 p.m.	1:30 p.m.	1:40 p.m.	1:50 p.m.
1:50 p.m.	2:00 p.m.	2:10 p.m.	2:15 p.m.
2:20 p.m.	2:30 p.m.	2:40 p.m.	2:50 p.m.
2:50 p.m.	3:00 p.m.	3:10 p.m.	3:15 p.m.
3:20 p.m.	3:30 p.m.	3:40 p.m.	3:50 p.m.
3:50 p.m.	4:00 p.m.	4:10 p.m.	4:20 p.m.
4:20 p.m.	4:30 p.m.	4:40 p.m.	4:50 p.m.
4:50 p.m.	5:00 p.m.	5:10 p.m.	5:20 p.m.
5:20 p.m.	5:30 p.m.	SHUTTLE SERVICE ENDS FOR THE DAY.	

(1). Fairchild Building — 499 South Capitol Street, S.W.
(2). Headquarters (E-T) — Wesley and K. Street, S.W. (By D.C. Public Library)

Exhibit XIV-1 (continued)

ROUTE D.

EPA METRO SHUTTLE SCHEDULE

LEAVE NSM (WT) (1)	ARRIVE/LEAVE DOT (2)
4:00 p.m.	4:10 p.m.
4:15 p.m.	4:25 p.m.
4:30 p.m.	4:40 p.m.
4:45 p.m.	5:10 p.m.
5:00 p.m.	5:25 p.m.
5:15 p.m.	5:40 p.m.
5:30 p.m.	5:55 p.m.
6:00 p.m.	6:05 p.m.

ARRIVE 6:15 p.m. END OF SHUTTLE SERVICE

(1) Makemie and K Streets, S.W.

(2) 7th and D Streets, S.W.

Leave EPA HQ 6:50 a.m. - 5:50 p.m.
Arrive DOT HQ 6:52 a.m. - 5:52 p.m.

Leave DOT HQ 6:51 a.m. - 6:06 p.m.
Arrive EPA HQ 6:53 a.m. - 6:08 p.m.

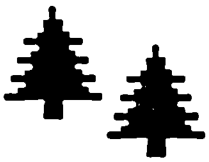
Exact locations of the terminal stands may be found in the EPA Headquarters Telephone Directory.

3. Reference

For further information regarding either shuttle bus system, special transportation needs, and/or parking, call the Transportation Desk at FTS 475-8300 or the Chief of the Transportation Section at FTS 382-2104. Also consult your Branch secretary or the Facilities Management Manual, Volumes 4830 and 4840, available from the OERR AO.

B. RECYCLING

1. Description



Employees are encouraged to discard waste paper into the cardboard recycling boxes provided for each EPA office. Paper must be white and must contain no paper clips or gummed surfaces. Documents containing sensitive information should not be placed in the recycle boxes, but should be taken to be shredded in the Copy Center on the 4th Floor, West Tower.

Please note that this recycling program has been extended to the Fairchild Building. Pickups are scheduled every Wednesday.

2. Procedure

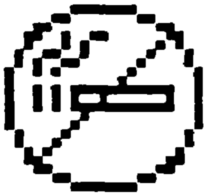
Full boxes will be picked up on a regular basis. If your office is not currently on the pickup schedule, please notify the Project Manager for Moving at FTS 382-2140. An employee who has a large amount of paper to be recycled may arrange for a special pickup.

3. Reference

For further information, call the Shipping and Receiving Department at FTS 382-2140.

C. SMOKING POLICY

1. Description



As of July 1987, smoking is not permitted in EPA office space, except in the following specially designated areas:

Waterside Mall

- Restrooms on floors 2, 5, 8, and 11 in the East and West Towers
- Restrooms on floor 2 of the Mall
- Restrooms in the NE Mall basement

Fairchild

- Restrooms on the 7th floor

Crystal Mall #2

- Restrooms on floors 7 and 11

To help minimize the effects of this policy on smokers, free smoking cessation programs are available.

2. Procedure

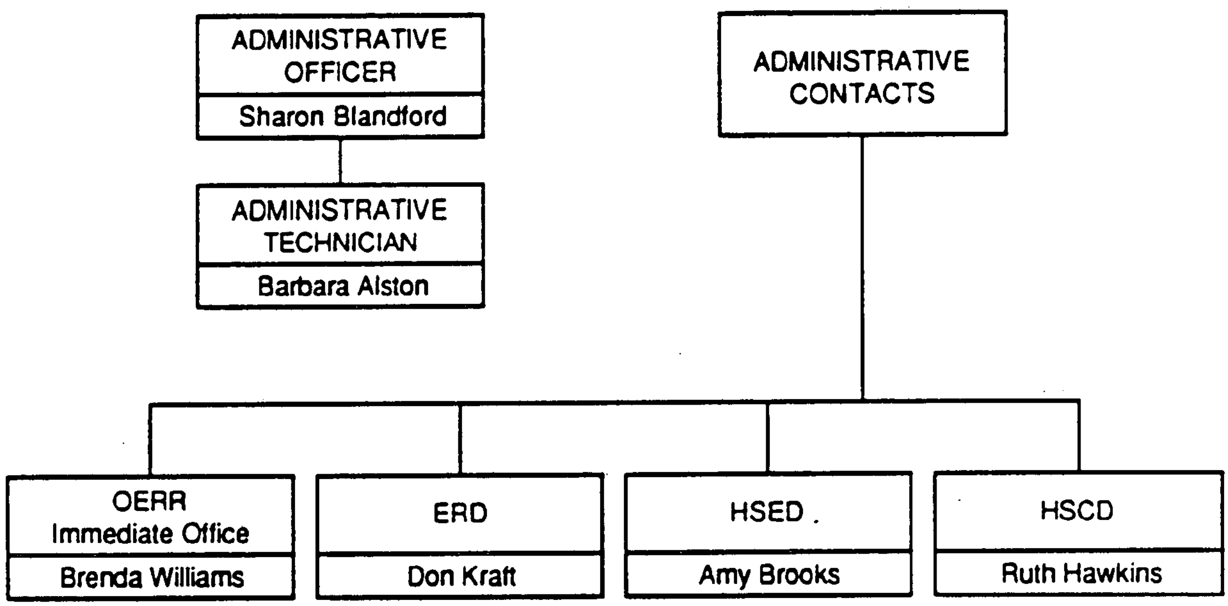
Employees wishing to take advantage of the smoking cessation program should contact the Registrar for the EPA Institute at FTS 382-2594.

3. Reference

For further information. call the EPA Branch of the Human Resources Development Division. OHRM at FTS 382-2594.

APPENDIX A

OERR Administrative Officer, Administrative Technician, and Administrative Contacts



CONUS PER DIEM RATES

The maximum rates listed below are prescribed under paragraph 1-7.2 of the Federal Travel Regulations (FTR) for reimbursement of subsistence expenses incurred during official travel within CONUS (the conterminous United States). The amount shown in the Maximum Lodging Amount column is the maximum that will be reimbursed for lodging expenses including applicable taxes. The M&IE rate shown is a fixed amount allowed for meals and incidental expenses related to subsistence. The per diem payment calculated in accordance with Part 1-7 of the FTR for lodging expenses plus the M&IE rate may not exceed the maximum per diem rate shown.

Per Diem Locality	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate [4]
CONUS, standard rate (Applies to all locations within CONUS not specifically listed below or encompassed by the boundary definition of a listed point. However, the standard CONUS rate applies to all locations within CONUS, including those defined below, under certain specified travel circumstances and for certain relocation subsistence allowances. See parts 1-7, 2-2, 2-4 and 2-5 of the FTR.)	$ 35	$ 25	$ 60

Key City [1]	County and/or other defined location [2,3]	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate
ALABAMA				
Anniston	Calhoun	40	25	65
Birmingham	Jefferson	50	25	75
Dothan	Houston	38	25	63
Gadsden	Etowah	38	25	63
Gulf Shores	Baldwin	42	25	67
Huntsville	Madison	48	25	73
Mobile	Mobile	38	25	63
Montgomery	Montgomery	42	25	67
Sheffield	Colbert	61	25	86
ARIZONA				
Bullhead City	Mohave	40	25	65
Chinle	Apache	44	25	69
Kayenta	Navajo	54	25	79
Page/Flagstaff	Coconino	45	25	70
Phoenix/Scottsdale	Maricopa	50	25	75
Prescott	Yavapai	48	25	73
Sierra Vista	Cochise	42	25	67
Tucson	Pima County; Davis-Monthan AFB	48	25	73
Yuma	Yuma	43	25	68
ARKANSAS				
Fayetteville	Washington	39	25	64
Ft. Smith	Sebastian	43	25	68
Helena	Phillips	45	25	70
Hot Springs	Garland	45	25	70
Little Rock	Pulaski	48	25	73
CALIFORNIA				
Chico	Butte	48	25	71
Death Valley	Inyo	85	33	118
El Centro	Imperial	45	25	70
Eureka	Humboldt	39	25	64
Fresno	Fresno	50	25	75
Los Angeles	Los Angeles, Kern, Orange & Ventura counties; Edwards AFB; Naval Weapons Center & Ordnance Test Station, China Lake	77	33	110
Monterey	Monterey	66	25	91
Palm Springs	Riverside	72	33	105
Redding	Shasta	50	25	75
Sacramento	Sacramento	54	33	87
San Diego	San Diego	67	33	100
San Francisco	San Francisco, Alameda, Contra Costa & Marin	62	33	95
San Jose	Santa Clara	57	33	90
San Luis Obispo	San Luis Obispo	53	25	78
San Mateo	San Mateo	66	33	99
Santa Barbara	Santa Barbara	71	33	104
Santa Cruz	Santa Cruz	66	33	99
South Lake Tahoe	Dorado	52	33	85
Stockton	San Joaquin	45	25	70
Tahoe City	Placer	46	25	71
Vallejo	Solano	45	25	70
Victorville/Barstow	San Bernardino	47	25	72
Visalia	Tulare	58	25	83

CONUS PER DIEM RATES

Key City [1]	County and/or other defined location [2,3]	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate [4]
CALIFORNIA (cont'd)				
West Sacramento	Yolo	$ 47	$ 25	$ 72
Yosemite National Park	Mariposa	68	33	101
COLORADO				
Aspen	Pitkin	72	33	105
Boulder	Boulder	58	33	91
Colorado Springs	El Paso	43	25	68
Denver	Denver, Adams, Arapahoe & Jefferson	63	33	96
Durango	La Plata	46	25	71
Glenwood Springs	Garfield	45	25	70
Grand Junction	Mesa	37	25	62
Gunnison	Gunnison	43	25	68
Keystone/Silverthorne	Summit	50	33	83
Pagosa Springs	Archuleta	43	25	68
Pueblo	Pueblo	37	25	62
Steamboat Springs	Routt	48	25	73
Trinidad	Las Animas	39	25	64
Vail	Eagle	77	33	110
CONNECTICUT				
Bridgeport/Danbury	Fairfield	69	25	94
Hartford	Hartford & Middlesex	50	33	83
New Haven	New Haven	67	25	92
New London/Groton	New London	50	25	75
Putnam/Danielson	Windham	56	25	81
Salisbury	Litchfield	49	33	82
DELAWARE				
Dover	Kent	42	25	67
Lewes	Sussex	44	25	69
Wilmington	New Castle	61	25	86
DISTRICT OF COLUMBIA				
Washington		84	33	117
(also: the cities of Alexandria, Fairfax & Falls Church, VA; the counties of Arlington, Fairfax & Loudoun in VA; the counties of Montgomery & Prince Georges in MD) (also see Maryland & Virginia)				
FLORIDA				
Altamonte Springs	Seminole	60	25	85
Bradenton/Bradenton Beach	Manatee	88	25	113
Cocoa Beach	Brevard	50	25	75
Daytona Beach/ New Smyrna/Ormond Beach	Volusia	41	25	66
Ft. Lauderdale	Broward	55	25	80
Ft. Myers	Lee	56	25	81
Ft. Pierce	St. Lucie	45	25	70
Ft. Walton Beach	Okaloosa	50	25	75
Gainesville	Alachua	46	25	71
Jacksonville (also see St. Marys, GA)	Duval County; Naval Station Mayport	46	25	71
Kissimmee	Osceola	46	25	71
Lakeland	Polk	39	25	64
Miami	Dade & Monroe	53	33	86
Naples	Collier	60	25	85
Orlando	Orange	54	25	79
Panama City	Bay	50	25	75
Pensacola	Escambia	44	25	69
Punta Gorda	Charlotte	55	25	80
Sarasota	Sarasota	37	25	62
St. Augustine	St. Johns	48	25	73
Stuart	Martin	60	25	85
Tallahassee	Leon	43	25	68
Tampa/St. Petersburg	Hillsborough & Pinellas	52	25	77
Vero Beach	Indian River	38	25	63
West Palm Beach	Palm Beach	60	25	85
GEORGIA				
Albany	Dougherty	46	25	71
Athens	Clarke	39	25	64
Atlanta	Fulton, Clayton, Cobb & DeKalb	69	33	102
Augusta	Richmond	44	25	69
Brunswick	Glynn	43	25	68
Columbus	Muscogee	40	25	65
Macon	Bibb County; Robins AFB	39	25	64
St. Mary's (also see Jacksonville, FL)	The Naval Submarine Base, Kings Bay	46	25	71
Savannah	Chatham	41	25	66

CONUS PER DIEM RATES

Key City [1]	County and/or other defined location [2,3]	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate [4]
IDAHO				
Boise	Ada	$ 44	$ 25	$ 69
Coeur d'Alene	Kootenai	41	25	66
Ketchum/Sun Valley	Blaine	49	25	74
Lewiston	Nez Perce	36	25	61
Pocatello	Bannock	44	25	69
Stanley	Custer	40	25	65
ILLINOIS				
Alton	Madison	47	25	72
Champaign/Urbana	Champaign	41	25	66
Chicago	DuPage, Cook & Lake	80	33	113
Danville	Vermilion	41	25	66
Dixon	Lee	43	25	68
East St. Louis	St. Clair	37	25	62
Macomb	McDonough	41	25	66
Mattoon	Coles	46	25	71
Peoria	Peoria	53	25	78
Rockford	Winnebago	46	25	71
Rock Island/Moline	Rock Island	48	25	73
Springfield	Sangamon	47	25	72
INDIANA				
Anderson	Madison	47	25	72
Bloomington	Monroe	45	25	70
Burlington Beach/Valparaiso	Porter	39	25	64
Charlestown/Jeffersonville	Clark County; Indiana Army Ammunition Plant	46	25	71
Columbus	Bartholomew	39	25	64
Dale	Spencer	38	25	63
Elkhart	Elkhart	50	25	75
Ft. Wayne	Allen	52	25	77
Gary	Lake	40	25	65
Indianapolis	Marion County; Ft. Benjamin Harrison	55	25	80
Lafayette	Tippecanoe	47	25	72
Logansport	Cass	38	25	[illegible]
Michigan City	LaPorte	38	25	[illegible]
Muncie	Delaware	48	25	[illegible]
Nashville	Brown	50	25	[illegible]
South Bend	St. Joseph	48	25	73
IOWA				
Bettendorf/Davenport	Scott	44	25	69
Cedar Rapids	Linn	40	25	65
Des Moines	Polk	48	25	73
Dubuque	Dubuque	38	25	63
Iowa City	Johnson	41	25	66
Sioux City	Woodbury	39	25	64
Waterloo	Black Hawk	39	25	64
KANSAS				
Garden City	Finney	37	25	62
Hays	Ellis	37	25	62
Kansas City (also see Kansas City, MO)	Johnson & Wyandotte	60	25	85
Manhattan	Riley	43	25	68
Topeka	Shawnee	41	25	66
Wichita	Sedgwick	53	25	78
KENTUCKY				
Bowling Green	Warren	38	25	63
Covington	Kenton	46	25	71
Frankfort	Franklin	42	25	67
Hopkinsville	Christian	45	25	70
Lexington	Fayette	52	25	77
Louisville	Jefferson	46	25	71
Owensboro	Daviess	36	25	61
Somerset	Pulaski	37	25	62
LOUISIANA				
Alexandria	Rapides Parish	43	25	68
Baton Rouge	East Baton Rouge Parish	50	25	75
Bossier City	Bossier Parish	57	25	82
Gonzales	Ascension Parish	51	25	76
Lafayette	Lafayette Parish	41	25	66
Lake Charles	Calcasieu Parish	42	25	67
Monroe	Ouachita Parish	41	25	66
New Orleans	Jefferson, Orleans, Plaquemines & St. Bernard Parishes	52	33	85
Shreveport	Caddo Parish	50	25	[illegible]

CONUS PER DIEM RATES

Key City [1]	County and/or other defined location [2,3]	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate [4]
LOUISIANA (cont'd)				
Slidell	St. Tammany Parish	$ 40	$ 25	$ 65
MAINE				
Auburn	Androscoggin	56	25	81
Augusta	Kennebec	43	25	68
Bangor	Penobscot	48	25	73
Bar Harbor	Hancock	60	25	85
Bath	Sagadahoc	62	25	87
Kittery (also see Portsmouth, NH)	Portsmouth Naval Shipyard	56	25	81
Portland	Cumberland	62	25	87
Presque Isle	Aroostook	38	25	63
Rockport	Knox	62	25	87
Sanford	York	38	25	63
South Paris	Oxford	36	25	61
Wiscasset	Lincoln	42	25	67
MARYLAND				
(for Montgomery & Prince Georges counties, see District of Columbia)				
Annapolis	Anne Arundel	70	25	95
Baltimore	Baltimore & Harford	50	33	83
Columbia	Howard	87	33	120
Cumberland	Allegany	43	25	68
Easton	Talbot	46	25	71
Frederick	Frederick	52	25	77
Hagerstown	Washington	46	25	71
Lexington Park/St. Inigoes/ Leonardtown	St. Marys	47	25	72
Lusby	Calvert	55	25	80
Ocean City	Worcester	82	33	115
Salisbury	Wicomico	47	25	72
Waldorf	Charles	54	25	79
MASSACHUSETTS				
Andover	Essex	81	33	114
Boston	Middlesex, Norfolk & Suffolk	75	33	108
Greenfield	Franklin	51	25	76
Hyannis	Barnstable	56	25	81
Martha's Vineyard/Nantucket	Dukes & Nantucket	93	33	126
New Bedford	Bristol	46	25	71
Northampton	Hampshire	50	25	75
Pittsfield	Berkshire	48	25	73
Plymouth	Plymouth	86	25	111
Springfield	Hampden	55	25	80
Worcester	Worcester	55	25	80
MICHIGAN				
Adrian	Lenawee	37	25	62
Ann Arbor	Washtenaw	61	25	86
Battle Creek	Calhoun	40	25	65
Bay City	Bay	42	25	67
Boyne City	Charlevoix	62	25	87
Cadillac	Wexford	46	25	71
Detroit	Wayne	63	33	96
Flint	Genesee	38	25	63
Gaylord	Otsego	53	25	78
Grand Rapids	Kent	48	25	73
Houghton Lake	Roscommon	52	25	77
Ironwood	Gogebic	37	25	62
Jackson	Jackson	47	25	72
Kalamazoo	Kalamazoo	55	25	80
Lansing/East Lansing	Ingham	46	25	71
Mackinac Island	Mackinac	54	25	79
Midland	Midland	49	25	74
Mount Pleasant	Isabella	43	25	68
Muskegon	Muskegon	37	25	62
Pontiac	Oakland	48	25	73
Port Huron	St. Clair	42	25	67
Saginaw	Saginaw	44	25	69
St. Joseph/Benton Harbor/ Niles	Berrien	43	25	68
Three Rivers	St. Joseph	37	25	62
Traverse City	Grand Traverse	53	25	78
Warren	Macomb	43	25	68
MINNESOTA				
Bemidji	Beltrami	40	25	65
Brainerd	Crow Wing	42	25	67
Duluth	St Louis	42	25	67

CONUS PER DIEM RATES

Key City [1]	County and/or other defined location [2,3]	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate [4]
MINNESOTA (cont'd)				
Minneapolis/St. Paul	Anoka, Hennepin & Ramsey counties; Ft. Snelling Military Reservation; Navy Astronautics Group (Detachment BRAVO), Rosemount	$ 52	$ 25	$ 77
Rochester	Olmsted	51	25	76
St. Cloud	Benton, Sherburne & Sterns	36	25	61
MISSISSIPPI				
Jackson	Hinds	50	25	75
Natchez	Adams	45	25	70
Oxford	Lafayette	36	25	61
Vicksburg	Warren	39	25	64
MISSOURI				
Cape Girardeau	Cape Girardeau	42	25	67
Columbia	Boone	47	25	72
Jefferson City	Cole	44	25	69
Kansas City (also see Kansas City, KS)	Clay, Jackson & Platte	60	25	85
Lake Ozark	Miller	36	25	61
Osage Beach	Camden	64	25	89
Springfield	Greene	50	25	75
St. Louis	St. Charles & St. Louis	57	25	82
MONTANA				
Great Falls	Cascade	39	25	64
Helena	Lewis & Clark	37	25	62
NEBRASKA				
Grand Island	Hall	37	25	62
Lincoln	Lancaster	41	25	66
Norfolk	Madison	36	25	61
Omaha	Douglas	50	25	75
NEVADA				
Elko	Elko	46	25	71
Las Vegas	Clark County; Nellis AFB	69	33	102
Reno	Washoe	44	25	69
NEW HAMPSHIRE				
Concord	Merrimack	49	25	74
Conway	Carroll	81	25	106
Durham	Strafford	64	25	89
Laconia	Belknap	64	25	89
Manchester	Hillsborough	57	25	82
Portsmouth/Newington (also see Kittery, ME)	Rockingham County; Pease AFB	56	25	81
Woodsville	Grafton	40	25	65
NEW JERSEY				
Atlantic City	Atlantic	103	33	136
Belle Mead	Somerset	60	25	85
Camden	Camden	50	25	75
Dover	Morris County; Picatinny Arsenal	62	25	87
Eatontown	Monmouth County; Ft. Monmouth	50	33	83
Edison	Middlesex	50	25	75
Millville	Cumberland	43	25	68
Newark	Bergen, Essex, Hudson, Passaic & Union	75	33	108
Ocean City/Cape May	Cape May	90	33	123
Princeton/Trenton	Mercer	77	33	110
Salem	Salem	57	25	82
Tom's River	Ocean	74	25	99
NEW MEXICO				
Albuquerque	Bernalillo	59	25	84
Artesia	Eddy	39	25	64
Cloudcroft	Otero	62	33	95
Farmington	San Juan	47	25	72
Gallup	McKinley	47	25	72
Grants	Cibola	41	25	66
Hobbs	Lea	38	25	63
Las Cruces/White Sands	Dona Ana	43	25	68
Las Vegas	San Miguel	44	25	69
Los Alamos	Los Alamos	44	25	69
Raton	Colfax	52	25	77
Roswell	Chaves	38	25	63
Santa Fe	Santa Fe	62	33	95
Silver City	Grant	37	25	62
Taos	Taos	49	25	74

CONUS PER DIEM RATES

Key City [1]	County and/or other defined location [2,3]	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate [4]
NEW MEXICO (cont'd)				
Tucumcari	Quay	$ 44	$ 25	$ 69
NEW YORK				
Albany	Albany	59	25	84
Batavia	Genesee	55	25	80
Binghampton	Broome	53	25	78
Buffalo	Erie	50	25	75
Catskill	Greene	38	25	63
Corning	Steuben	56	25	81
Elmira	Chemung	49	25	74
Glens Falls	Warren	43	25	68
Ithaca	Tompkins	57	25	82
Jamestown	Chautauqua	39	25	64
Kingston	Ulster	56	25	81
Lake Placid	Essex	72	25	97
Monticello	Sullivan	54	33	87
New York City	Bronx, Brooklyn, Manhattan, Queens & Staten Island boroughs, Nassau & Suffolk counties	103	33	136
Niagara Falls	Niagara	55	25	80
Owego	Tioga	39	25	64
Poughkeepsie	Dutchess	66	25	91
Rochester	Monroe	63	25	88
Saratoga Springs	Saratoga	45	33	78
Schenectady	Schenectady	54	25	79
Syracuse	Onondaga	57	25	82
Troy	Rensselaer	55	25	80
Utica	Oneida	54	25	79
Watertown	Jefferson	47	25	72
Watkins Glen	Schuyler	72	25	97
West Point	Orange	43	25	68
White Plains	Westchester	84	33	117
NORTH CAROLINA				
Asheville	Buncombe	45	25	70
Boone	Watauga	38	25	63
Chapel Hill	Orange	51	25	76
Charlotte	Mecklenburg	56	25	81
Duck	Dare	57	25	82
Durham	Durham	36	25	61
Elizabeth City	Pasquotank	51	25	76
Fayetteville	Cumberland	39	25	64
Greenville	Pitt	57	25	82
High Point/Greensboro	Guilford	52	25	77
Kinston	Lenoir	44	25	69
Morehead City	Carteret	53	25	78
Raleigh	Wake	56	25	81
Wilmington	New Hanover	45	25	70
Winston-Salem	Forsyth	48	25	73
NORTH DAKOTA				
Bismarck	Burleigh	44	25	69
Fargo	Cass	50	25	75
Grand Forks	Grand Forks	45	25	70
Minot	Ward	46	25	71
OHIO				
Akron	Summit	52	25	77
Bellevue	Huron	55	25	80
Bridgeport/Martins Ferry/Bellaire	Belmont	38	25	63
Chillicothe	Ross	42	25	67
Cincinnati/Evendale	Hamilton & Warren	50	25	75
Cleveland	Cuyahoga	57	33	90
Columbus	Franklin	54	25	79
Dayton	Montgomery County; Wright-Patterson AFB	59	25	84
Defiance	Defiance	40	25	65
East Liverpool	Columbiana	46	25	71
Elyria	Lorain	49	25	74
Geneva	Ashtabula	50	25	75
Hamilton/Fairfield	Butler	45	25	70
Ironton	Lawrence	37	25	62
Lancaster	Fairfield	40	25	65
Lima	Allen	42	25	67
Port Clinton	Ottawa	54	25	79
Portsmouth	Scioto	42	25	67
Sandusky	Erie	55	25	80

CONUS PER DIEM RATES

Key City [1]	County and/or other defined location [2,3]	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate [4]
OHIO (cont'd)				
Springfield	Clark	$ 43	$ 25	$ 68
Tinney/Fremont	Sandusky	42	25	67
Toledo	Lucas	50	25	75
Wapakoneta	Auglaize	44	25	69
OKLAHOMA				
Ada	Pontotoc	39	25	64
Bartlesville/Tulsa	Osage, Tulsa & Washington	43	25	68
Muskogee	Muskogee	36	25	61
Norman	Cleveland	44	25	69
Oklahoma City	Oklahoma	47	25	72
Stillwater	Payne	43	25	68
OREGON				
Beaverton	Washington	46	25	71
Bend	Deschutes	37	25	62
Clackamas	Clackamas	46	25	71
Coos Bay	Coos	45	25	70
Lincoln City	Lincoln	45	25	70
Portland	Multnomah	50	25	75
Salem	Marion	37	25	62
Seaside	Clatsop	66	25	91
PENNSYLVANIA				
Allentown	Lehigh	48	25	73
Altoona	Blaire	42	25	67
Bloomsburg	Columbia	40	25	65
Chester	Delaware	46	25	71
Du Bois	Clearfield	51	25	76
Easton	Northhampton	62	25	87
Erie	Erie	41	25	66
Gettysburg	Adams	49	25	74
Harrisburg	Dauphin	60	25	85
Johnstown	Cambria	53	25	78
King of Prussia/Ft. Washington (also see Philadelphia, PA)	Montgomery County, except Bala Cynwyd	63	25	88
Lancaster	Lancaster	63	25	
Mansfield	Tioga	49	25	
Mechanicsburg	Cumberland	36	25	61
Mercer	Mercer	54	25	79
Philadelphia	Philadelphia County; city of Bala Cynwyd in Montgomery County	74	33	107
Pittsburgh/Monroeville	Allegheny	59	25	84
Reading	Berks	47	25	72
Scranton	Lackawanna	51	25	76
Shippingport	Beaver	44	25	69
Somerset	Somerset	58	25	83
State College	Centre	44	25	69
Uniontown	Fayette	73	25	98
Valley Forge	Chester	80	33	113
Warminster	Bucks County; Naval Air Development Center	53	25	78
Wilkes-Barre	Luzerne	53	25	78
York	York	50	25	75
RHODE ISLAND				
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville	54	25	79
Newport	Newport	80	33	113
Providence	Providence	71	25	96
Quonset Point	Washington	44	25	69
SOUTH CAROLINA				
Charleston	Charleston & Berkeley	49	25	74
Columbia	Richland	48	25	73
Greenville	Greenville	42	25	67
Hilton Head	Beaufort	84	33	117
Myrtle Beach	Horry County; Myrtle Beach AFB	70	25	95
Rock Hill	York	45	25	70
Spartanburg	Spartanburg	42	25	67
SOUTH DAKOTA				
Rapid City	Pennington	49	25	74
Sioux Falls	Minnehaha	43	25	68
TENNESSEE				
Chattanooga	Hamilton	40	25	65
Clarksville	Montgom[illegible]	37	25	

CONUS PER DIEM RATES

Key City ¹	County and/or other defined location ² ³	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate ⁴
TENNESSEE				
Columbia	Maury	$ 48	$ 25	$ 73
Elizabethton	Carter	38	25	63
Gatlinburg	Sevier	61	25	86
Greenville	Greene	37	25	62
Johnson City	Washington	52	25	77
Kingsport/Bristol	Sullivan	44	25	69
Knoxville	Knox County; city of Oak Ridge	49	25	74
Memphis	Shelby	50	25	75
Nashville	Davidson	52	25	77
Shelbyville	Bedford	52	25	77
TEXAS				
Amarillo	Potter	46	25	71
Austin	Travis	55	25	80
Bastrop	Bastrop	37	25	62
Bay City	Matagorda	41	25	66
Beaumont	Jefferson	37	25	62
Brownsville	Cameron	40	25	65
Brownwood	Brown	41	25	66
College Station/Bryan	Brazos	43	25	68
Corpus Christi	Nueces	53	25	78
Dallas/Ft. Worth	Dallas & Tarrant	74	33	107
Denton	Denton	46	25	71
El Paso	El Paso	49	25	74
Ft. Davis	Jeff Davis	36	25	61
Galveston	Galveston	51	25	76
Granbury	Hood	55	25	80
Houston	Harris County; L.B. Johnson Space Center & Ellington AFB	60	33	93
Kingsville	Kleburg	37	25	62
Lajitas	Brewster	56	25	81
Laredo	Webb	47	25	72
Longview	Gregg	41	25	66
Lubbock	Lubbock	46	25	71
Lufkin	Angelina	37	25	62
McAllen	Hidalgo	48	25	73
Midland/Odessa	Ector & Midland	48	25	73
Nacogdoches	Nacogdoches	41	25	66
Plainview	Hale	44	25	69
Plano	Collin	71	25	96
San Angelo	Tom Green	36	25	61
San Antonio	Bexar	50	25	75
Temple	Bell	40	25	65
Victoria	Victoria	36	25	61
Waco	McLennen	43	25	68
Wichita Falls	Wichita	41	25	66
UTAH				
Bullfrog	Garfield	69	25	94
Ogden	Weber	43	25	68
Salt Lake City	Salt Lake County; Dugway Proving Ground & Toole Army Depot	60	25	85
Vernal	Uintah	39	25	64
VERMONT				
Burlington	Chittenden	43	25	68
Montpelier	Washington	36	25	61
Rutland	Rutland	50	25	75
White River Junction	Windsor	56	25	81
VIRGINIA				
(for the cities of Alexandria, Fairfax & Falls Church, and the counties of Arlington, Fairfax & Loudoun, see District of Columbia)				
Blacksburg	Montgomery	55	25	80
Bristol*		45	25	70
Charlottesville*		51	25	76
Covington*		37	25	62
Lynchburg*		37	25	62
Manassas/Manassas Park*	Prince William County	50	25	75
Norfolk*/Chesapeake*/ Hampton/Newport News/ Portsmouth/Virginia Beach	York County; Naval Weapons Station, Yorktown	55	25	80
Petersburg*	Ft. Lee	42	25	67
Richmond*	Chesterfield & Henrico counties; Defense Supply Center	54	25	79
Roanoke*	Roanoke County	47	25	72
Staunton*		37	25	62
Wallops Island	Accomack	51	25	76

CONUS PER DIEM RATES

Key City ¹	County and/or other defined location ² ³	Maximum Lodging Amount	M&IE Rate	Maximum Per Diem Rate ⁴
VIRGINIA (cont'd)				
Warrenton	Fauquier	$ 38	$ 25	$ 63
Waynesboro*		36	25	61
Williamsburg*		60	33	93
* Denotes independent cities				
WASHINGTON				
Kelso/Longview	Cowlitz	46	25	71
Mount Vernon	Skagit	38	25	63
Richland	Benton	36	25	61
Seattle	King	58	33	91
Spokane	Spokane	47	25	72
Tacoma	Pierce	39	25	64
Tumwater/Olympia	Thurston	46	25	71
Vancouver	Clark	47	25	72
WEST VIRGINIA				
Beckley	Raleigh	41	25	66
Charleston	Kanawha	48	25	73
Harpers Ferry	Jefferson	46	25	71
Huntington	Cabell	41	25	66
Morgantown	Monongalia	44	25	69
Parkersburg	Wood	37	25	62
Wheeling	Ohio	41	25	66
WISCONSIN				
Brookfield	Waukesha	50	25	75
Cable	Bayfield	38	25	63
Green Bay	Brown	44	25	69
Kewaunee	Kewaunee	58	25	83
LaCrosse	LaCrosse	48	25	73
Lake Geneva	Walworth	75	25	100
Madison	Dane	54	25	79
Milwaukee	Milwaukee	55	25	80
Minocqua/Rhinelander	Oneida	45	25	70
Mishicot	Manitowoc	55	25	80
Oshkosh	Winnebago	53	25	78
Sheboygan	Sheboygan	39	25	64
Sturgeon Bay	Door	44	25	69
Wausau	Marathon	46	25	71
Wautoma	Waushara	46	25	71
Wisconsin Dells	Columbia	43	25	68
WYOMING				
Casper	Natrona	37	25	62
Cheyenne	Laramie	43	25	68
Cody	Park	42	25	67
Evanston	Uinta	37	25	62
Gillette	Campbell	42	25	67
Jackson	Teton	57	25	82
Thermopolis	Hot Springs	41	25	66

¹ Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries".

² Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties".

³ Military installations or Government-related facilities (whether or not specifically named) that are located partially within the city or county boundary shall include "all locations that are geographically part of the military installation or Government-related facility, even though part(s) of such activities may be located outside the defined per diem locality".

⁴ Federal agencies may submit a request to GSA for review of the subsistence cost in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in the appendix will be surveyed on an annual basis by GSA to determine whether rates are adequate. Requests for subsistence rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Federal Supply Service, Attn: Regulations and Policy Division (FFY), Washington, DC 20406. Agencies should designate an individual responsible for reviewing, coordinating and submitting to GSA the requests from bureaus, subagencies, etc. Requests for rate adjustments shall include a city designation, a description of the surrounding location involved (county or other defined area) and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips and the primary purpose of travel to the location.

NON-FOREIGN PER DIEM RATES

CIVILIAN PERSONNEL PER DIEM BULLETIN NUMBER 142

THE FOLLOWING INFORMATION IS LISTED FOR PLANNING PURPOSES ONLY

Executive Order 12561, dated July 1, 1986, delegates to the Secretary of Defense the authority of the President in 5 U.S. Code 5702 (a) to set maximum per diem rates and actual expense reimbursement ceilings for Federal civilian personnel traveling on official business in Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and possessions of the United States. When appropriate and in accordance with regulations issued by competent authority, lesser rates and ceilings may be prescribed.

Locality	Maximum Per Diem Rate
ALASKA	
Adak [1]	$ 25
Anaktuvuk Pass	140
Anchorage	125
Atqasuk	215
Barrow	148
Bethel	127
Bettles	110
Cold Bay	120
Coldfoot	122
College	114
Cordova	130
Deadhorse	113
Dillingham	114
Dutch Harbor/Unalaska	127
Eielson AFB	114
Elmendorf	125
Fairbanks	114
Ft. Richardson	125
Ft. Wainwright	114
Juneau	114
Katmai National Park	148
Kenai	119
Ketchikan	111
King Salmon [3]	134
Kodiak	118
Kotzebue [3]	143
Kuparuk Oilfield	127
Murphy Dome [3]	114
Noatak	143
Nome	129
Noorvik	143
Petersburg	111
Point Hope	160
Point Lay	179
Prudhoe Bay	113
St. Paul Island	115
Sand Point	103
Seward	127
Shemya AFB [3]	30
Shungnak	143
Sitka/Mt. Edgecombe	111
Skagway	111
Spruce Cape	118
St. Mary's	100
Tanana	129
Tok	109
Umiat	160
Unalakleet	105
Valdez	147
Wainwright	165
Walker Lake	138
Wrangell	111
Yakutat	110
Other localities [3] [4]	91
AMERICAN SAMOA	81
GUAM, MARIANA ISLANDS	122
HAWAII	
Island of Hawaii	
Hilo	70

NON-FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
HAWAII (cont'd)		
Other localities		$ 91
Island of Kauai	December 20 through March 31	127
	April 1 through December 19	95
Island of Oahu		116
All other islands		91
JOHNSTON ATOLL [2]		23
MIDWAY ISLANDS [1]		13
NORTHERN MARIANA ISLANDS		
Rota		75
Saipan		92
Tinian		68
All other islands		20
PUERTO RICO		
Bayamon	December 16 through May 15	134
	May 16 through December 15	107
Carolina	December 16 through May 15	134
	May 16 through December 15	107
Fajardo (including Luquillo)	December 16 through May 15	134
	May 16 through December 15	107
Ft. Buchanan (including GSA Service Center, Guaynabo)	December 16 through May 15	134
	May 16 through December 15	107
Roosevelt Roads	December 16 through May 15	134
	May 16 through December 15	107
Sabana Secaoads	December 16 through May 15	134
	May 16 through December 15	107
San Juan (including San Juan Coast Guard Units)	December 16 through May 15	134
	May 16 through December 15	107
Other localities		107
VIRGIN ISLANDS (US)	December 1 through April 30	180
	May 1 through November 30	
WAKE ISLAND [2]		
ALL OTHER LOCATIONS		[illegible]

[1] Commercial facilities are not available. The per diem rate covers charges for meals in available facilities plus an additional allowance for incidental expenses and will be increased by the amount paid for Government quarters by the traveler. For Adak, Alaska: on any day when Government quarters are not used and quarters are obtained at a construction camp, a daily travel per diem allowance of $69 is prescribed to cover the costs of lodging, meals and incidental expenses.

[2] Commercial facilities are not available. Only Government-owned and contractor operated quarters and mess are available at this locality. This per diem rate is the amount necessary to defray the cost of lodging, meals and incidental expenses.

[3] On any day when US Government or contractor quarters and US Government or contractor messing facilities are used, a per diem rate of $13 is prescribed to cover meals and incidental expenses at Shemya AFB and the following Air Force Stations: Cape Lisburne, Cape Newenham, Cape Romanzof, Clear, Cold Bay, Ft. Yukon, Galena, Indian Mountain, King Salmon, Kotzebue, Murphy Dome, Sparrevohn, Tatalina and Tin City. This rate will be increased by the amount paid for US Government or contractor quarters and by $4 for each meal procured at a commercial facility. The rates of per diem prescribed herein apply from 0001 on the day after arrival through 2400 on the day prior to the day of departure.

[4] On any day when US Government or contractor quarters and US Government or contractor messing facilities are used, a per diem rate of $34 is prescribed to cover meals and incidental expenses at Amchitka Island, Alaska. This rate will be increased by the amount paid for US Government or contractor quarters and by $10 for each meal procured at a commercial facility. The rates of per diem prescribed herein apply from 0001 on the day after arrival through 2400 on the day prior to the day of departure.

FOREIGN PER DIEM RATES

MAXIMUM TRAVEL PER DIEM ALLOWANCES FOR FOREIGN AREAS
SECTION 925, A SUPPLEMENT TO THE STANDARDIZED REGULATIONS
(Government Civilians, Foreign Areas)

THE FOLLOWING INFORMATION IS LISTED FOR PLANNING PURPOSES ONLY

This Per Diem Supplement to the Standardized Regulations (Government Civilian, Foreign Areas) lists all foreign areas alphabetically. Where a country or island is listed, it is intended to include all territory within the boundaries of that country or island including any off-shore islands in the same general vicinity. It will not include territories or possessions located elsewhere even though considered an integral part of the parent country or island. In such cases, no cost data pertinent to such territories and possessions were used in determining the established rates. When a political subdivision smaller than a country is named such as: states, provinces, departments, cities, towns, villages, etc.; it will include the corporate limits of such political subdivision or the limits of territory within the normal boundary thereof if it is not incorporated.

ESTABLISHMENT OF TRAVEL PER DIEM RATES. The Department of State establishes the locality per diem rates for foreign areas, including the Trust Territory of the Pacific Islands. The Per Diem, Travel and Transportation Allowance Committee of the Department of Defense establishes the locality per diem rates for Alaska, Hawaii, Puerto Rico, Northern Mariana Islands and territories and possessions of the United States. The Administrator of General Services establishes the locality per diem rates in CONUS (the conterminous United States). These CONUS rates are published in the Federal Travel Regulations.

These maximum rates of per diem allowances are established for travel in foreign areas. THE MAXIMUM RATES ARE NOT AUTHORIZED WHEN FREE OR LOW COST LODGING AND MEALS ARE PROVIDED. These rates apply to all civilian employees and members of the Uniformed Services. For regulations pertaining to these rates, see the Federal Travel Regulations (FPMR 101-7, Part 1-7 le) as established by the General Services Administration and implementing regulations established by the appropriate Government agency. Foreign Service Agencies - See 6 FAM 154; Defense Agencies - See Chapter 4 of the JFTR, Vol. 1, for members of the Uniformed Services and JTR, Vol. 2, for civilians.

Locality		Maximum Per Diem Rate
AFGHANISTAN [10]		
Kabul		$ 72
Other localities		44
ALBANIA		79
ALGERIA		
Algiers		161
Oran		141
Other localities		102
ANDORRA		81
ANGOLA		180
ANTIGUA & BARBUDA		
Antigua	December 1 through April 30	207
	May 1 through November 30	154
Antigua [12]		27
Other localities	December 1 through April 30	70
	May 1 through November 30	56
ARGENTINA		
Bariloche		54
Buenos Aires		102
Cordoba		49
Mendoza		54
Other localities		43
ASCENSION ISLAND [2]		27
AUSTRALIA		
Brisbane		123
Canberra		116
Melbourne		122
Sydney		141
Tasmania		108
Woomera [2]		41
Other localities		108
AUSTRIA		153
AZORES		
Ponta Delgada	November 1 through March 31	65
	April 1 through October 31	78
Other localities	November 1 through March 31	50
	April 1 through October 31	62
BAHAMAS, THE		
Andros Island		105
Andros Island (AUTEC) [12]		11
Berry Island		119

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
BAHAMAS, THE (cont'd)		
Bimini Island		$ 142
Eleuthera Island	December 15 through April 30	175
	May 1 through December 14	125
Exuma Island	December 15 through April 30	144
	May 1 through December 14	133
Grand Bahama Island	December 15 through April 30	175
	May 1 through December 14	143
Nassau	December 15 through April 30	190
	May 1 through December 14	150
Other localities		105
BAHRAIN		104
BALEARIC ISLANDS	October 1 through April 30	120
	May 1 through September 30	130
BANGLADESH		
Chittagong		113
Dhaka		113
Dhaka ¹		69
Other localities		25
BARBADOS	December 15 through April 15	167
	April 16 through December 14	128
BELGIUM		
Antwerp		111
Brussels		147
Herstal		98
Leuven		147
SHAPE/Chievres		118
Other localities		94
BELIZE		88
BENIN		164
BERMUDA	December 1 through March 15	133
	March 16 through November 30	162
BHUTAN		60
BOLIVIA		
Cochabamba		67
La Paz		69
Oruro		58
Santa Cruz		78
Sucre		68
Tarija		62
Trinidad		86
Other localities		48
BOTSWANA		75
BRAZIL		
Belem		78
Belo Horizonte		108
Brasilia		80
Campinas		108
Campo Grande		104
Curitiba		100
Florianopolis		82
Fortaleza		68
Foz de Iguacu		115
Goiania		74
Manaus		91
Ponta Pora		74
Porto Alegre		108
Porto Velho		68
Recife, Pernambuco		73
Ribeirao Preto		74
Rio de Janeiro		111
Salvador da Bahia		74
Sao Luis		94
Sao Paulo		108
Viracopos Airport		108
Other localities		58
BRITISH WEST INDIES		
Anguilla	December 1 through April 30	287
	May 1 through November 30	204
Cayman Islands	December 1 through April 30	198
	May 1 through November 30	148
Montserrat	December 1 through April 30	135
	May 1 through November 30	101
Virgin Islands (British)	December 1 through April 30	92
	May 1 through November 30	79
BRITISH WEST INDIES (cont'd)		
Other localities	December 1 through April 30	$ 92
	May 1 through November 30	79
BRUNEI DARUSSALAM		170
BULGARIA		113
BURKINA FASO		
Bobo Dioulasso		91
Ouagadougou		123
Other localities		44
BURMA [†]		
Rangoon		64
Other localities		38
BURUNDI		116
Burundi ¹		96
CAMBODIA		58
CAMEROON		
Douala		128
Yaounde		153
Other localities		112
CANADA		
Baie Comeau, Quebec		80
Banff, Alberta	October 1 through March 31	114
	April 1 through September 30	148
Brandon, Manitoba		80
Calgary, Alberta		108
Dartmouth, Nova Scotia		113
Edmonton, Alberta		108
Gander, Newfoundland		82
Halifax, Nova Scotia		113
Jasper, Alberta		78
Kitchener, Ontario		93
London, Ontario		75
Montreal, Quebec		[illegible]
New Brunswick Province		[illegible]
Niagara Falls, Ontario		
Northwest Territories		[illegible]
Ottawa, Ontario		113
Port Cartier, Quebec		80
Prince Albert, Saskatchewan		[illegible]
Prince Edward Island		98
Quebec, Quebec	October 16 through April 30	[illegible]
	May 1 through October 15	121
Queen Charlotte Island, British Columbia		[illegible]
Regina, Saskatchewan		[illegible]
Richmond, British Columbia		[illegible]
St. John's, Newfoundland		[illegible]
Saskatoon, Saskatchewan		[illegible]
Thunder Bay, Ontario		[illegible]
Toronto, Ontario		131
Trois-Rivieres, Quebec		[illegible]
Vancouver, British Columbia		121
Victoria, British Columbia		108
Waterloo, Ontario		93
Whitehorse, Yukon Territory		77
Windsor, Ontario		101
Winnipeg, Manitoba		90
Other localities		66
CANARY ISLANDS		80
CAPE VERDE		
Praia		71
Sal Island		86
Other localities		38
CENTRAL AFRICAN REPUBLIC		159
CHAD		159
CHAGOS ARCHIPELAGO		20
CHILE (also see Easter Island)		
Santiago		99
Santiago ¹		77
Other localities		69
CHINA		
Beijing		[illegible]
Chengdu		68
Dalian		[illegible]
Guangzhou		
Hangzhou		

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
CHINA (cont'd)		
Harbin		$ 39
Lhasa		63
Nanjing		119
Shanghai		119
Shenyang		66
Shenzhen		65
Tianjin		64
Xian		157
Other localities		34
COCOS (KEELING) ISLANDS		40
COLOMBIA [16]		
Bogota		94
Cali		79
Other localities		75
COMOROS		129
CONGO		192
COOK ISLANDS		101
COSTA RICA		88
COTE D'IVOIRE (formerly Ivory Coast)		
Abidjan		153
Bouake		91
Other localities		75
CUBA		
Guantanamo Bay		36
Guantanamo Bay [14]		48
Havana		82
Other localities		51
CYPRUS		
Nicosia		93
Other localities		72
CZECHOSLOVAKIA		114
CZECHOSLOVAKIA [1]		56
DENMARK (also see Faroe Islands and Greenland)		165
DJIBOUTI		
Djibouti (City)		183
Djibouti (City) [1]		95
Other localities		51
DOMINICA		87
DOMINICAN REPUBLIC		
La Romana	December 15 through April 15	172
	April 16 through December 14	96
Puerto Plata		51
Santo Domingo	December 15 through April 15	65
	April 16 through December 14	70
Other localities		38
EASTER ISLAND		121
ECUADOR		
Cuenca		46
Guayaquil		90
Manta		44
Quito		72
Other localities		35
EGYPT		
Alexandria		64
Aswan		87
Cairo		98
Cairo [1]		82
Dahab		45
El Arish		69
El Fayoum		62
El Minya		62
Hurgada		73
Ismailia		41
Luxor		86
MFO Bases		3
Nuweiba		46
St. Catherine		64
Sharm el Sheikh		60
Sidi Abdl Rahman		40
Other localities		32
EL SALVADOR [16]		
San Salvador		77
Other localities		39
EQUATORIAL GUINEA		104

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
ESTONIA		$ 133
ETHIOPIA		
Addis Ababa		114
Other localities		40
FALKLAND ISLANDS		52
FAROE ISLANDS		148
FIJI		
Nadi		93
Sigatoka		93
Suva		93
Other localities		60
FINLAND		161
FRANCE		
Bordeaux		125
Cannes		135
Lyon		134
Marseille		109
Nice		128
Paris (City of)		198
Paris (Environs) [4]		198
Strasbourg		156
Toulouse		110
Other localities		109
FRENCH GUIANA	November 1 through March 31	198
	April 1 through October 31	147
FRENCH POLYNESIA		142
FRENCH WEST INDIES	December 15 through April 15	191
(also see St. Martin/Sint Maarten)	April 16 through December 14	153
GABON		172
GAMBIA, THE		81
GERMAN DEMOCRATIC REPUBLIC [1]		
	November 1 through April 30	143
	May 1 through October 31	158
GERMANY, FEDERAL REPUBLIC OF		
Aachen, North Rhine-Westphalia		151
Augsburg, Bavaria		93
Bad Honnef, North Rhine-Westphalia		145
Bad Kreuznach, Rhineland-Palatinate		84
Bayreuth, Bavaria		86
Berlin, West		150
Boeblingen, Baden-Wuerttemberg		116
Bonames, Hesse		142
Bonn, North Rhine-Westphalia		145
Bonn, North Rhine-Westphalia [9]		97
Bonn, North Rhine-Westphalia [9]		83
Bremen, Bremen		134
Bremerhaven, Bremen		98
Cologne, North Rhine-Westphalia		174
Darmstadt, Hesse		102
Duesseldorf, North Rhine-Westphalia		170
Echterdingen, Baden-Wuerttemberg		116
Erlangen, Bavaria		144
Erlensee, Hesse		94
Eschborn, Hesse		142
Essen, North Rhine-Westphalia		105
Esslingen, Baden-Wuerttemberg		116
Feldberg, Baden-Wuerttemberg		87
Flensburg, Schleswig-Holstein		88
Frankfurt am Main, Hesse		142
Freiburg, Baden-Wuerttemberg		87
Fuerth, Bavaria		144
Garmisch-Partenkirchen, Bavaria		188
Hamburg, Hamburg		150
Hanau, Hesse		[illegible]
Hannover, Lower Saxony		123
Heidelberg, Baden-Wuerttemberg		100
Heilbronn, Baden-Wuerttemberg		89
Herzogenaurach, Bavaria		144
Hoechst, Hesse		142
Juelich, North Rhine-Westphalia		102
Kaiserslautern, Rhineland-Palatinate		114
Kerpen, North Rhine-Westphalia		102
Koblenz, Rhineland-Palatinate		87
Koenigswinter, North Rhine-Westphalia		145
Kornwestheim, Baden-Wuerttemberg		116

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
GERMANY, FEDERAL REPUBLIC OF (cont'd)		
Landstuhl, Rhineland-Palatinate		$ 94
Ludwigsburg, Baden-Wuerttemberg		116
Mainz, Rhineland-Palatinate		120
Mannheim, Baden-Wuerttemberg		87
Moenchen-Gladbach, North Rhine-Westphalia		107
Muenster, North Rhine-Westphalia		90
Munich, Bavaria		174
Nellingen, Baden-Wuerttemberg		116
Neu Ulm, Bavaria		110
Niederbachem, North Rhine-Westphalia		145
Nuernberg, Bavaria		144
Oberammergau, Bavaria		94
Offenbach, Hesse		142
Rheinberg, North Rhine-Westphalia		84
Rhoendorf, North Rhine-Westphalia		145
Roedelheim, Hesse		142
Saarbruecken, Saarland		111
Schwabach, Bavaria		144
Schwetzingen, Baden-Wuerttemberg		100
Sindelfingen, Baden-Wuerttemberg		116
Sindorf, North Rhine-Westphalia		108
Stuttgart, Baden-Wuerttemberg		130
Sylt Island		116
Tuebingen, Baden-Wuerttemberg		99
Ulm, Baden-Wuerttemberg		110
Viernheim, Hesse		87
Wackernheim, Rhineland-Palatinate		120
Walldorf, Baden-Wuerttemberg		100
Wiesbaden, Hesse		120
Worms, Rhineland-Palatinate		83
Wuerzburg, Bavaria		106
Xanten		84
Zindorf, Bavaria		144
Other localities		77
GHANA		
Accra		52
Accra *		100
Other localities		43
GIBRALTAR		104
GREECE		
Attica Department (including Athens)		94
Souda Bay, Crete		60
Other localities		54
GREENLAND		
Nuuk (formerly Godthaab)		132
Other localities		118
GRENADA	December 1 through April 30	150
	May 1 through November 30	121
GUATEMALA		
Guatemala City		90
Other localities		49
GUINEA		140
GUINEA-BISSAU		
Bissau		79
Other localities		20
GUYANA		73
HAITI		
Cap-Haitien		73
Petionville	December 15 through April 15	92
	April 16 through December 14	86
Port-au-Prince	December 15 through April 15	92
	April 16 through December 14	86
Other localities		43
HONDURAS		
Bay Island		92
Choluteca		55
La Ceiba		63
San Lorenzo		64
San Pedro Sula		86
Tegucigalpa		92
Tela		84
Trujillo		84
Other localities		45
HONG KONG		162

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
HUNGARY		
Budapest		$116
Other localities		36
ICELAND	October 1 through April 30	128
	May 1 through September 30	136
INDIA [†]		
Bombay		126
Calcutta		91
Cochin		70
Goa		66
Hyderabad		87
Madras		72
New Delhi		96
Other localities		56
INDONESIA		
Bali		98
Balikpapan		80
Bandung		86
Jakarta		108
Medan		60
Palembang		51
Semarang		55
Solo		57
Surabaya		79
Ujung Pandang		71
Yogyakarta		85
Other localities		42
IRAN		212
IRAQ		
Baghdad		153
Basra		153
Other localities		[illegible]
IRELAND		
Dublin		[illegible]
Other localities		[illegible]
ISRAEL		
Haifa		110
Tel Aviv		110
Other localities		74
ITALY		
Bari		140
Bergamo		110
Bologna		132
Bolzano		101
Brescia		119
Cagliari, Sardinia		143
Capri Island		127
Como		125
Cosenza		106
Cremona		96
Ferrara		101
Florence		156
Forli		92
Gaeta		83
Genoa		160
Grosseto		92
La Maddalena, Sardinia		[illegible]
La Spezia		142
Lecce		106
Leghorn		103
Mantova		112
Milan		171
Modena		141
Naples		142
Padova		114
Parma		129
Pavia		92
Piacenza		88
Pisa		103
Potenza		92
Ravenna		109
Reggio Calabria		127
Reggio Emilia		110
Rome		159
San Remo		109

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
ITALY (cont'd)		
Sicily Island		$ 97
Siena		119
Sorrento		84
Stresa		171
Taranto		119
Tirrenia		103
Trento		94
Treviso		94
Trieste		132
Turin		145
Udine		107
Varese		107
Venice	November 1 through March 31	175
	April 1 through October 31	187
Verona		102
Vicenza		86
Other localities		76
JAMAICA		
Kingston		125
Montego Bay	December 15 through April 30	172
	May 1 through December 14	132
Negril	December 15 through April 30	150
	May 1 through December 14	112
Ocho Rios	December 15 through April 30	172
	May 1 through December 14	132
Port Antonio	December 15 through April 30	172
	May 1 through December 14	132
Other localities		45
JAPAN		
Akita		170
Aomori		176
Asahikawa		154
tsugi, Kanagaw		171
yase City, Kanagawa		171
eppu, Oita		170
Chitose		164
Fukui		197
Fukuoka		202
Fukuyama, Hiroshima		192
Gifu		194
Hiroshima		193
Kagoshima		155
Kanazawa, Ishikawa		208
Kitakyushu, Fukuoka		202
Kobe, Hyogo		237
Kochi		168
Kumamoto		163
Kure, Hiroshima		168
Kushimoto, Wakayama		149
Kyoto		200
Matsue, Shimane		170
Matsuyama, Ehime		164
Miyazaki		149
Morioka, Iwate		177
Nagasaki		187
Nagoya, Aichi		223
Nara		192
Narita International Airport		171
Niigata		157
Obihiro		154
Oiso		171
Oita		170
Okayama		179
Okinawa Island		209
Osaka		237
Oshima Island		212
Otsu		204
Saga		161
Sapporo, Hokkaido		211
Sendai, Miyagi		210
Takamatsu, Kagaw		192
[illegible]ama, Gifu		191
amano, Okayama		170
atevama, Chiba		176

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
JAPAN (cont'd)		
Tokushima		$182
Tokyo [3]		130
Tokyo [7]		244
Tottori		203
Toyama		182
Tsu		165
Wakayama		174
Yokohama, Kanagawa		188
Other localities		107
JERUSALEM		104
JORDAN		114
KENYA		
Kisumu		47
Lion Hill Camp(Nakuru National Park)		64
Malindi		80
Mombasa	December 1 through March 31	84
	April 1 through June 30	47
	July 1 through November 1	68
Nairobi		110
Nakuru		46
Nanyuki		146
Other localities		32
KIRIBATI		
Christmas Island		131
Other localities		60
KOREA		
Changwon		[illegible]
Kwangju		[illegible]
Okoo, Koje-do		81
Pusan		76
Seoul		[illegible]
Taegu		[illegible]
Ulsan		[illegible]
Other localities		[illegible]
KUWAIT		[illegible]
LAOS		[illegible]
LATVIA		[illegible]
LEBANON [16]		[illegible]
LESOTHO		[illegible]
LIBERIA		
Monrovia		[illegible]
Monrovia [1]		[illegible]
Roberts International Airport		123
Other localities		42
LIBYA		119
LIECHTENSTEIN		118
LITHUANIA		133
LUXEMBOURG		165
MACAU		85
MADAGASCAR		88
MADEIRA ISLAND		112
MALAWI		
Blantyre		65
Lilongwe		79
Mangochi		55
Mzuzu		54
Zomba		51
Other localities		28
MALAYSIA		
Kota Kinabalu, Sabah		125
Kuala Lumpur		98
Kuantan		95
Kuching		120
Malacca		98
Penang		101
Other localities		88
MALDIVES	November 1 through March 31	96
	April 1 through October 31	79
MALI		
Bamako		145
Mopti		94
Timbuktu		94
Other localities		39

499

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
MALTA	November 1 through March 31	$117
	April 1 through October 31	125
MARSHALL ISLANDS		
Kwajalein Island		38
Majuro Island		60
Other localities		20
MAURITANIA		
Nouakchott		106
Other localities		60
MAURITIUS		130
MEXICO		
Acapulco	December 16 through April 14	74
	April 15 through December 15	60
Cancun	December 16 through April 14	138
	April 15 through December 15	120
Chetumal		65
Chihuahua		68
Ciudad Juarez		58
Coatzacoalcos		60
Cozumel	December 16 through April 14	93
	April 15 through December 15	79
Cuernavaca		56
Ensenada		63
Guadalajara		79
Guanajuato		49
Hermosillo		72
La Paz		53
Leon		50
Manzanillo	December 16 through April 14	104
	April 15 through December 15	89
Matamoros		63
Mazatlan		83
Merida		62
Mexicali		52
Mexico City (DF)		74
Monterrey		70
Morelia		56
Nuevo Laredo		59
Oaxaca		41
Puerto Vallarta	December 16 through April 14	137
	April 15 through December 15	113
San Felipe (BCN)		63
San Miguelde Allende		57
Tampico		56
Tijuana		74
Veracruz		41
Villahermosa		52
Other localities		38
MICRONESIA, FEDERATED STATES OF		
Kosrae Island		58
Pohnpei Island		89
Truk Island		108
Yap Island		74
Other localities		20
MONACO	October 20 through April 1	126
	April 2 through October 19	159
MONGOLIA		92
MOROCCO		
Agadir		64
Casablanca		65
Fes		79
Marrakech		72
Rabat		74
Tangier		82
Other localities		39
MOZAMBIQUE		101
NAMIBIA		65
NAURU		101
NEPAL		
Kathmandu		67
Pokhara		58
Other localities		26
NETHERLANDS, THE		
Almelo, Overijssel		87
Amsterdam, Noord Holland		130

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
NETHERLANDS, THE (cont'd)		
Arnhem, Gelderland		$ 94
Bergen op Zoom, Noord Brabant		92
Boekelo, Overijssel		130
Delden, Overijssel		108
Doorn, Utrecht		101
Dordrecht, Zuid Holland		99
Eindhoven, Noord Brabant		119
Enschede, Overijssel		94
Haarlem, Noord Holland		112
Hague, The, Zuid Holland		130
Heerlen, Limburg		94
Hengelo, Overijssel		130
Leiden, Zuid Holland		130
Lisse, Noord Holland		107
Maastricht, Limburg		94
Margraten, Limburg		94
Noordwijk, Zuid Holland		100
Ootmarsum, Overijssel		130
Papendrecht, Zuid Holland		99
Roosendaal, Noord Brabant		106
Rotterdam, Zuid Holland		130
Sassenheim, Noord Holland		86
Soesterberg, Utrecht		101
Utrecht, Utrecht		101
Valkenburg, Limburg		94
Zeist, Utrecht		101
Other localities		80
NETHERLAND ANTILLES (also see St. Martin/Sint Maarten)		
Aruba	December 15 through April 30	167
	May 1 through December 14	126
Bonaire	December 15 through April 30	
	May 1 through December 14	
Curacao	December 15 through April 30	
	May 1 through December 14	[illegible]
Other localities	December 15 through April 30	87
	May 1 through December 14	79
NEW CALEDONIA		117
NEW ZEALAND		
Auckland		163
Wellington		158
Other localities		121
NICARAGUA		
Managua		140
Managua [1]		95
Other localities		45
NIGER		
Agadez		54
Ayorou		92
Maradi		71
Niamey		112
Zinder		57
Other localities		48
NIGERIA		
Abuja		80
Ibadan		61
Lagos		85
Lagos [1]		65
Other localities		56
NIUE		84
NORWAY		165
OMAN		
Muscat		144
Salalah		112
Other localities		98
PAKISTAN (†)[*]		31
Faisalabad		90
Guddu		41
Islamabad		109
Islamabad [1]		78
Karachi		84
Lahore		92
Peshawar		77
Peshawar [1]		60
Quetta		34

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
PAKISTAN (†) [8] **(cont'd)**		
Quetta [10]		$ 55
Rawalpindi		109
Other localities		34
PANAMA		
Boquete		76
Canal Area (pre-treaty)		106
Colon		106
Contadora		84
David		76
Panama City		106
Volcan		128
Other localities		41
PAPUA NEW GUINEA		128
PARAGUAY		
Asuncion		65
Encarnacion		44
San Bernardino		48
Other localities		33
PERU [10]		
Cuzco		82
Lima		84
Pisco		64
Puno		56
Other localities		44
PHILIPPINES		
Baguio City		80
Cebu		50
Davao City		76
Manila		84
Subic Bay [13]		50
Other localities		42
POLAND (†)		
Krakow		69
Poznan		62
Warsaw		124
Other localities		62
PORTUGAL (also see the Azores and Madeira Island)		
Algarve Prov.		121
Alverca		121
Cascais		121
Estoril		121
Lisbon		121
Oeiras		121
Oporto		104
Other localities		104
QATAR		145
REUNION		118
ROMANIA		
Bucharest		128
Other localities		81
RWANDA		
Kigali		134
Kigali [1]		121
Other localities		82
ST. CHRISTOPHER & NEVIS	December 1 through April 30	149
	May 1 through November 30	128
ST. HELENA		51
ST. LUCIA	December 1 through April 30	180
	May 1 through November 30	136
ST. MARTIN/SINT MAARTEN	December 15 through April 30	208
	May 1 through December 14	139
ST. VINCENT & THE GRENADINES	December 1 through April 30	143
	May 1 through November 30	123
SAN MARINO		81
SAO TOME & PRINCIPE		120
SAUDI ARABIA		
Dhahran		144
Other localities		130
SENEGAL		
Dakar		150
Kaolack		83
St. Louis		77
Tambacounda		79
Ziguinchor		97

FOREIGN PER DIEM RATES

Locality	Maximum Per Diem Rate
SENEGAL (cont'd)	
Other localities	$ 56
SEYCHELLES	178
SIERRA LEONE	215
SINGAPORE	94
SOLOMAN ISLANDS	80
SOMALIA	
Hargeisa [1]	38
Mogadishu	59
Mogadishu [1]	51
Other localities	20
SOUTH AFRICA	
Cape Town	116
Durban	81
Johannesburg	78
Pretoria	76
Other localities	76
SPAIN (also see Balearic Islands & Canary Islands)	
Barcelona	134
Bilbao	117
Burgos	94
Cordoba	97
El Ferrol	106
Fuengirola	141
Getafe	141
Granada	112
Huelva	93
La Coruna	113
Leon	97
Madrid	141
Malaga	141
Marbella	141
Oviedo	101
Pamplona	103
Rota	106
San Sebastian	120
Santander	103
Santiago de Compostela	99
Seville	135
Torremolinos	141
Valencia	112
Vitoria	113
Zaragoza	97
Other localities	87
SRI LANKA	
Colombo	63
Other localities	52
SUDAN (†)	
Khartoum	192
Other localities	46
SURINAME	108
SWAZILAND	67
SWEDEN	
Goteborg	148
Stockholm	176
Other localities	126
SWITZERLAND	
Bern	149
Geneva	160
Zurich	152
Other localities	149
SYRIA	
Aleppo	55
Damascus	166
Lattakia	87
Palmyra	73
Other localities	47
TAIWAN (†)	
Kaohsiung	144
Taichung	117
Taipei	199
Other localities	68
TANZANIA	
Arusha	40
Dar es Salaam	84

FOREIGN PER DIEM RATES

Locality	Maximum Per Diem Rate
TANZANIA (cont'd)	
Mwanza	$ 36
Zanzibar	54
Other localities	32
THAILAND	
Bangkok	107
Chiang Mai	60
Chiang Rai	64
Chumphon	45
Haadyai	42
Lampang	57
Pattaya	61
Phuket	54
Sattahip	47
Songkhla	42
Other localities	34
TOGO	
Lome	142
Other localities	70
TOKELAU ISLAND	36
TONGA	73
TRINIDAD & TOBAGO	
Tobago — December 16 through April 15	168
Tobago — April 16 through December 15	130
Trinidad	124
TRUST TERRITORY OF THE PACIFIC ISLANDS	
Palau Island	116
TUNISIA	
Carthage	67
Gammarth	67
Lamarsa	67
Nefta	67
Sfax	49
Sidi Bou Said	67
Sousse	56
Tunis	67
Other localities	38
TURKEY	
Abant	53
Adana	65
Alanya	88
Ankara	99
Antalya	88
Aydin	86
Bolu	53
Bursa	75
Denizli	60
Diyarbakir	48
Eskisehir	57
Istanbul	108
Izmir-Cigli	91
Kusadasi	86
Mersin	58
Pamukkale	60
Silifke	58
Other localities	38
TURKS & CAICOS ISLANDS	
Providenciales Island — December 15 through April 14	198
Providenciales Island — April 15 through December 14	184
Other localities	156
TUVALU	52
UGANDA	
Kampala	150
Kampala	94
Mbarara	150
Other localities	86
U.S.S.R.[19]	133
UNITED ARAB EMIRATES	
Abu Dhabi	137
Other localities	123
UNITED KINGDOM	
Aberdeen, Grampian, Scotland	146
Banbury, Oxfordshire, England	129
Barrow-in-Furness, Cumbria, England	136
Basildon, Essex, England	106

FOREIGN PER DIEM RATES

Locality	Maximum Per Diem Rate
UNITED KINGDOM (cont'd)	
Basingstoke, Hampshire, England	$ 155
Bath, Avon, England	146
Beaulieu, Northamptonshire, England	138
Birmingham, West Midlands, England	115
Birtley, Durham, England	108
Blackpool, Lancashire, England	109
Botley Hill, Surrey, England	107
Bournemouth, Dorset, England	102
Bracknell, Berkshire, England	157
Bradford, West Yorkshire, England	100
Brighton, East Sussex, England	114
Bristol, Avon, England	117
Bulphan, Essex, England	106
Burnley, Lancashire, England	117
Bury St. Edmunds, Suffolk, England	106
Cambridge, Cambridgeshire, England	122
Canterbury, Kent, England	113
Canvey Island, Essex, England	106
Caversham, Berkshire, England	136
Chatham, Kent, England	118
Chesterfield, Derbyshire, England	112
Chorley, Lancashire, England	99
Cirencester, Gloucestershire, England	109
Coventry, West Midlands, England	118
Crawley, West Sussex, England	174
Crudwell, Wiltshire, England	98
Daresbury, Cheshire, England	106
Derby, Derbyshire, England	107
Dumbarton, Scotland	120
Dunstable, Bedfordshire, England	[illegible]
East Horsey, Surrey, England	[illegible]
Edinburgh, Scotland	[illegible]
Fairford, Gloucestershire, England	[illegible]
Farnborough, Hampshire, England	107
Farnham, Surrey, England	107
Finchingfield, Essex, England	96
Fulwood, Lancashire, England	109
Gatwick Int'l Airport, England	174
Glasgow, Scotland	146
Grimsby, Humberside, England	108
Halifax, West Yorkshire, England	104
Helensburgh, Scotland	102
Henley, Berkshire, England	119
High Wycombe, Buckinghamshire, England	142
Horley, Surrey, England	174
Huddersfield, West Yorkshire, England	104
Hull, Humberside, England	101
Hungerford, Berkshire, England	133
Hythe, Hampshire, England	138
Immingham, Humberside, England	108
Inverness, Scotland	146
Kemble, Gloucestershire, England	109
Killingholme, Humberside, England	108
Laceby, Humberside, England	108
Leeds, West Yorkshire, England	122
Leicester, Leicestershire, England	105
Liverpool, Merseyside, England	113
London, England	201
Luton, Bedfordshire, England	113
Lyndhurst	138
Maidenhead, Berkshire, England	140
Malmesbury, Wiltshire, England	156
Manchester, England[17]	118
Melton, Suffolk, England	115
Mildenhall, Suffolk, England	106
Newbury, Berkshire, England	107
Newmarket, Suffolk, England	116
Northern Ireland	147
Nottingham, Nottinghamshire, England	108
Oxted, Surrey, England	107
Pangbourne, Berkshire, England	[illegible]
Peterborough, Cambridgeshire, England	[illegible]
Poole, Dorset, England	[illegible]
Portland, Dorset, England	98

FOREIGN PER DIEM RATES

Locality		Maximum Per Diem Rate
UNITED KINGDOM (cont'd)		
Portsmouth, Hampshire, England		$130
Preston, Lancashire, England		109
Purfleet, Essex, England		106
Reading, Berkshire, England		115
Rochester, Kent, England		118
Saffron Waldon, Essex, England		115
Salmesbury, Lancashire, England		109
Sheffield, Derbyshire, England		112
Shetland Islands		107
Sonning, Berkshire, England		138
Southampton, Hampshire, England		138
Steeple Aston, Oxfordshire, England		116
Stevenage, Hertfordshire, England		106
Swindon, Wiltshire, England		132
Tetbury, Gloucestershire, England		124
Thameshaven, Essex, England		106
Warlingham, Surrey, England		107
Wellingborough, Northamptonshire, England		104
Westerham, Kent, England		107
West Thurrock, Essex, England		106
Weymouth, Dorset, England		98
Wokingham, Berkshire, England		136
Woodbridge, Suffolk, England		111
York, North York, England		115
Other localities		94
URUGUAY		
Montevideo		55
Punta del Este	December 15 through April 15	99
	April 16 through December 14	80
Other localities		55
VANUATU		127
VENEZUELA		
Caracas		69
La Guaira		69
Maracaibo		52
Other localities		34
VIETNAM		68
WALLIS & FUTUNA		116
WESTERN SAHARA		28
WESTERN SAMOA		82
YEMEN		
Aden		100
Other localities		43
YEMEN ARAB REPUBLIC		137
YUGOSLAVIA		
Belgrade		104
Bled		72
Cavtat	October 16 through April 30	63
	May 1 through October 15	96
Dubrovnik	October 16 through April 30	63
	May 1 through October 15	96
Grad Podvin		80
Ljubliana		86
Opatija		74
Otocec		66
Sarajevo		74
Split		68
Zagreb		112
Other localities		63
ZAIRE		
Bukavu		62
Kikwit		52
Kinshasa		204
Kinshasa [1]		110
Kolwezi		46
Lubumbashi		102
Other localities		41
ZAMBIA		
Kabwe		120
Kitwe		103
Livingstone		129
Lusaka		123
Ndola		100
Other localities		53

FOREIGN PER DIEM RATES

Locality	Maximum Per Diem Rate
ZIMBABWE	$ 66
OTHER FOREIGN LOCALITIES	20

[†] This symbol denotes excess or near-excess currency countries. Agencies should instruct travelers in these countries to minimize the use of U.S. dollars for travel and per diem expenses, e.g., purchase of foreign currency only from U.S. Government disbursing facilities and the elimination of any direct use of dollars. See FTR 1-10.4.

[1] Rate to be reduced to this level (without further reduction for lodging) if Staff House, Recreation Association or Commissary operated lodging facilities are used.

[2] This per diem rate is based on the known charges for the only lodging and meal facilities available at the location named, plus an amount to cover incidental expenses.

[3] Rates for employees staying in the New Sanno Center while on TDY in Tokyo, Japan.

[4] The term "Paris (Environs)" is comprised of the departments of Essonne, Hauts-de-Seine, Seine-St-Denis, Val-de-Marne, Val-d'Oise and Yvelines.

[5] The rate for the first day in any hotel in the German Democratic Republic may be increased by the amount of a mandatory room reservation fee, if levied.

[6] Rate for employees staying in the American Club while on TDY in Accra, Ghana.

[7] Tokyo, Japan; the term "Tokyo" is limited to that area falling within the following named special 23 wards (Ku): Adachi, Arakawa, Bunkyo, Chiyoda, Chuo, Edogawa, Itabashi, Katsushika, Kita, Koto, Meguro, Minato, Nakano, Nerima, Ota, Setagaya, Shibuya, Shinagawa, Shinjuku, Suginami, Sumida, Taito and Toshima.

[8] Rate to be reduced to this level when employees are staying in Government-owned or Government-leased quarters at any post in Pakistan.

[9] The per diem rate for employees using Employee Association guest rooms is $ 83 and Employee Association apartments is $ 97.

[10] The rate for the first day in any hotel in the U.S.S.R. may be increased by the amount of a mandatory room reservation fee, if levied. Also, when there is a required fee for processing requests for travel and hotel reservations in the U.S.S.R., the per diem rate may be increased by the amount levied.

[11] The term "London" is limited to the area falling within the city and 32 boroughs, which together are known as Greater London.

[12] Rate to be reduced to this level (without any further reduction for lodging) if contractor operated facilities are used.

[13] Not in use.

[14] Rate for employees required to occupy non-government quarters.

[15] For per diem purposes, Subic Bay includes Cubi Point and the cities Iba, Olongapo and Subic.

[16] Federal civilian employees detailed 24 consecutive hours or more to the following five countries may be granted the Danger Pay Allowance under Chapter 650 of the Standardized Regulations (GS,FA): Afghanistan-25%, Colombia-20%, El Salvador-20%, Lebanon-25%; Peru-15%.

[17] Greater Manchester includes the cities of Manchester, Bolton, Oldam, Rochdale, Salford and Stockport.

[18] Rate for employees staying in the USAID Staff House while on TDY in Quetta, Pakistan.