

EPA

GUIDE FOR GENERAL SERVICES REVIEW



INDEX

<u>Title</u>	<u>Page Numbers</u>
Preface	1
Instructions for Use	2
Supply Operations	3-4-5-6-7
Property Accounting	8-9-10
Property Utilization	11-12-13
Property - Statistical Data	14-15
Imprest Fund	16-17
Transportation and Traffic Management	18-19
Motor Vehicle Management	20-21-22-23-24
Printing Management	25-26
In-House Duplicating Plants	27
Office Services	28-29
Mail Management	30-31
Telecommunications (Administrative)	32
Telecommunications (Teletype)	33
Telecommunications (Facsimile)	34
Telecommunications (Telephone)	35
Telecommunications (Data Terminals)	36
Telecommunications (Radio)	37
Energy Conservation	38-39-40-41-42
Reports:	
A - Property and Supply Management Section	43-44
B - Administrative Support Section	45-46
C - Printing & Distribution Management Section	47-48

PREFACE

This checklist was designed for the two-fold purpose of:

1. Providing EPA Administrative Officers, Support Services Officers, Property Management Officers, Supply Officers and Printing Officers with a management tool for use in evaluating their on-going operations; and also, to provide them with a functional aid in furthering their employee training and development programs.
2. Assisting EPA Headquarters General Services Branch representatives in reviewing, evaluating, and recording the effectiveness of EPA field activities during scheduled staff visits.

Distribution of this checklist has been made to all regions, laboratories, and field stations of the Agency. Additional copies can be obtained from the Assistant Director for General Services, Facilities and Support Services Division (PM-215), EPA Headquarters.

INSTRUCTIONS FOR USE

During the course of reviewing the operations of an EPA activity, the person conducting the review should refer to, and use all items contained in this checklist. He/she should evaluate the activity by annotating "YES", "NO", or "N/A", as appropriate, after each item to indicate whether or not regulations and established procedures are being followed, or whether the item is not applicable to the operation.

In each appropriate instance when "NO" has been indicated, the person conducting the review should provide full background data and explain the reason for nonconformance, as the case may be. Continuation sheets should be used for this purpose, and each such entry cross-referenced and identified by citing the particular functional area and item number. In those instances where "YES", "NO", or "N/A" do not apply, the answer to the question should be spelled out in writing by using the space provided, or by cross-referencing it on a continuation sheet.

When it has been determined that an activity has developed procedures above and beyond that required by regulations, and which appear to have potential EPA-wide application, the person conducting the review should document the facts, and forward them through normal administrative channels to the Director, Facilities and Support Services Division (PM-215), EPA Headquarters.

SUPPLY OPERATIONS

1. Are all requests for supplies reviewed by the appropriate official? (EPPMR 115-26.000) _____
2. Are written authorizations to request and receipt for supplies on file? (EPPMR 115-27.5007) _____
3. Are acquisitions obtained from prescribed sources? (EPPMR 115-26.101-50) _____
4. Are copies of requisitions retained in the property office? (EPPMR 115-27.5202) _____
5. In instances where nonexpendable items are listed on a requisition is documentation available to show that a review of excess property lists was made in an attempt to acquire them from that source? (EPPMR 115-27.5202(b)) _____
6. In connection with the above, has a property utilization officer been appointed in accordance with EPPMR 115-43.103? _____
7. Prior to the procurement of new property items is careful consideration given to the utilization of known excess property of similar type? (FPMR 101-43.301 and 101-43.319; and EPPMR 115-43.301 and 115-27.5202) _____
8. Are similar standard items offered to requesting offices, in lieu of procuring non-standard items? (EPPMR 115-26.301-1 and 115-27.5202) _____
9. Are justifications for acquisitions adequate? (EPPMR 115-27.5207) _____
10. Are receiving documents processed and routed to the fiscal activity within 48 hours? (EPPMR 115-27.5009-1) _____
11. Are control procedures established for those items easily converted to private use, subject to abuse, or which involve security? (EPPMR 115-27.5008-4) _____

12. Are copies of direct delivery receipts of supplies forwarded to the supply office?
(EPPMR 115-27.5009-1, 115-27.5010-1(a)(2) and 115-27.5008-1) _____
13. Is there a stock record for each item in the stores stock facility? (EPPMR 115-27.5011-1) _____
14. Do the stock records indicate sufficient data to determine proper levels; date and quantity of reorders; date and quantity of receipts, and units of issue? (EPPMR 115-27.5011-1) _____
15. Are reviews conducted to eliminate inactive items from stock or to increase/decrease stock levels? (EPPMR 115-27.5011, 115-27.5100, 115-27.5101, and 115-27.5011-1(d)) _____
16. Does the stores stock facility provide for customer self-service as well as delivery to customer? (EPPMR 115-27.5211) _____
17. Are direct delivery items reviewed to detect items that should be placed in stores stock? (EPPMR 115-25.101) _____
18. Are stock items stored to conform with numerical sequence of the stock records? (EPPMR 115-27.5011-1(c)) _____
19. Are security items received, accounted for, and properly stored? (EPPMR 115-27.5009-2 and 115-27.5008-4) _____
20. Are security items personally delivered to and receipted for by authorized personnel? (EPPMR 115-27.5203(d)) _____
21. Are reorder quantities indicated at bin/shelf locations? (EPPMR 115-27.5011-2) _____
22. Are periodic checks made of supplies issued to user points, to preclude excess stockage? (EPPMR 115-27.5011-1(d)) _____

23. Are inventories of stores stock items conducted on a periodic basis? (EPPMR 115-27.5101) _____
24. Are Inventory Adjustment Vouchers (EPA Form 1740-13) or Reports of Survey (EPA Form 1740-12) processed to adjust shortages or overages? (EPPMR 115-27.5012 and 115-27.5013) _____
25. Is the annual Supply Activity Report (GSA Form 1473) properly prepared and forwarded? (EPPMR 115-25.4801) (If yes, obtain copy) _____
26. Are physical inventories of stores stock inventories reconciled with pertinent subsidiary general ledger account maintained by the fiscal activity? (EPPMR 115-27.5101) _____
27. Do the storage methods and practices provide for maximum utilization of space? _____
28. Are the items stored in bin and bulk areas easily located and identified? _____
29. Are the storage bins of proper size for the items to be stored? _____
30. Is there a procedure for the rotation of stock (first in, first out)? _____
31. Are the widths of aisles in the various storage areas adequate? _____
32. Are the facilities adequate? (Consider such items as access roads, parking areas, loading and unloading docks, doors, heating, lighting, ventilation and floor load capacities) _____
33. Are good housekeeping, storage, and safety practices being carried out in storage areas? _____
34. How many GSA Self-Service Store Credit Cards are being used within the Region, or laboratory (as appropriate)? _____
35. Is control of the above credit cards adequate? _____

36. Are receiving documents sent to shipping and receiving in advance of incoming shipments? _____
37. Are the individuals assigned the responsibility of signing receiving reports fully aware of the fact that they are certifying to the effect that the property listed thereon has been inspected for adequacy and physically counted; and that their signature serves as a basis for expenditure of Government funds? (EPPMR 115-27.5008, 115-27.5008-1, and 115-27.5008-2) _____
38. Are there written procedures for the checking and inspection of incoming materials? _____
39. Are receiving reports prepared to document partial deliveries? (EPPMR 115-27.5008-3) _____
40. Are fast moving items stored in convenient locations from which they can be issued with minimum handling? _____
41. Are items possessing hazardous characteristics stored separately from other stocks? _____
42. Do the storage objectives appear to take into consideration such factors as:
- (a) Maximum utilization of space consistent with adequate care and protection of property? _____
 - (b) Positive item identification? _____
 - (c) Effective conservation of time, labor, and equipment? _____
 - (d) Easy moving of property from storage area to the point of use or consumption? _____
43. Are items stored protected from:
- (a) Fire? _____
 - (b) Theft, to include sensitive and consumable item? _____
 - (c) Heat? _____
 - (d) Dampness? _____
 - (e) Freezing? _____

44. In connection with the outdoor storage of items not requiring covered protection, are they provided security by means of locked fenced enclosures? _____
45. Are entrances to such outside storage areas posted to indicate that the property stored therein is U.S. Government property, and that entrance is restricted to authorized personnel only? _____
46. Are buildings, rooms, or other storage areas containing flammable materials adequately ventilated? _____
47. Are entrances to storage areas where flammable materials are stored conspicuously posted, and is access to them restricted to authorized personnel only? _____
48. Are items of a technical nature which require special handling and storage protection stored in accordance with the manufacturer's recommendations, or in the absence of such, the dictates of sound management principles? _____
49. Are only authorized personnel allowed in the area where items are received, stored and issued? _____
50. Is the material handling equipment generally in a good state of repair, resulting in a minimum of down time? _____
51. Are the files in storage and distribution considered to be adequately maintained? _____
52. Are the procedures set forth in FPMR's 101-25.104, 101-25.3, 101-26.103-2 followed, in connection with restrictions on the use of personal convenience items? _____
53. Are the procedures set forth in FPMR 101-25.100 and EPPMR 115-26.103-2.50 followed, in regards to restrictions on the use of Government property and services? _____

PROPERTY ACCOUNTING

1. Has a property management officer been designated in writing? (EPPMR's 115-1.5102 and 115-1.5027) _____
2. Is the property management officer also the property accountable officer and has he been designated as such in writing? (EPPMR 115-1.5102) _____
3. If not, has another individual been designated as the property accountable officer in writing? (EPPMR 115-1.5102) _____
4. Are personnel engaged in property management and property accounting functions knowledgeable in their areas of responsibility? (EPPMR 115-27.5003-1) _____
5. Are they generally familiar with the Federal Property Management Regulations, EPA Orders, and implementing instructions issued by the Agency pertaining to their assignment? _____
6. Has a custodial officer been designated in writing for each custodial area established? (EPPMR's 115-27.5004(b) and 115-1.5102) _____
7. Is there a statement of acceptance of property accountability responsibilities from designated property accountable officer on file? (EPPMR 115-27.5003-1(a)) _____
8. Has a statement of acceptance of custodial responsibility been received from each custodial officer designated? (EPPMR 115-27.5004) _____
9. When an accountable or custodial officer is transferred or separated, is the account inventoried or otherwise verified by the incoming responsible officer, and transferred formally in writing prior to his departure? (EPPMR 115-27.5003-1 and 115-27.5004) _____

10. In instances of theft or damage incurred to Government property, are personnel aware of whom they should notify, to include local and federal law enforcement agencies?
(EPPMR 115-27.5013-1) _____
11. Has a Board of Survey (with alternates) been appointed for the current year?
(EPPMR 115-27.5013-7) _____
12. Are Voucher Registers (EPA Form 1740-17) maintained as prescribed and filed sequentially by month and year? (EPPMR 115-27.5010-1) _____
13. Is the official property voucher file being maintained as prescribed, and current?
(EPPMR 115-27.5010-1) _____
14. Are all transaction documents identified with a property voucher number and readily available?
(EPPMR 115-27.5010-1) _____
15. What controls are maintained to assure that decal numbers are assigned to accountable personal property upon its receipt, and that receiving documents are released promptly?
(Personal Property Accounting System Instructions)
(EPPMR 115-27.5004(c)(8)) _____
16. Are transaction documents vouchered at the accountable area level only? (EPPMR 115-27.5010-2, 115-27.5003-1(d) and 115-27.5010-1(a)(1)) _____
17. Is each property transaction, other than initial transfers, assigned a separate voucher number, e.g., each receiving report, adjustment voucher, or transfer document? _____
18. Do line item values reflected on monthly voucher registers agree with the values of equipment added to or deducted from the master property record, as shown on the ADP prepared voucher register and transaction report? _____
19. Do property management personnel have a good understanding of data elements and sources of data to be recorded on (input coding) EPA Form 1740-9, Personal Property System Input Data? _____

20. Are nonexpendable property records and the fiscal general ledger control accounts reconciled periodically? (EPPMR 115-27.5010-1(a), 115-27.5100, and 115-27.5102) _____
21. Are the source documents used to record acquisitions and movements of property within the organization prepared and signed by an authorized official before they are accepted for the property records? _____
22. Are copies of the documents used in changing property records maintained in the files of the property office? _____
23. Are custodial files maintained on a current basis for sensitive items such as cameras, portable dictating units, etc.? (EPPMR 115.27.5004(c)(6)) _____
24. Have controls been established by Accountable/Custodial Officers to ensure that items of accountable property acquired through the use of Blanket Purchase Agreements are picked up on property records? _____
25. Are personal property inventories conducted as indicated below? If "No", explain in detail. (Check records for each last inventory):
- (a) Nonexpendable (115-27.5102) _____
- (b) Expendable (115-27.5101) _____
- (c) Leased (115-27.5106) _____

PROPERTY UTILIZATION

1. Has an individual been designated to perform local personal property utilization functions? (EPPMR's 115-43.103(a)(2) and 115-1.5102) _____
2. Has the activity issued any directives for local implementation of procedures concerning excess property? _____
3. Does the activity receive lists of excess items from other activities? (EPPMR 115-43.103(a)(2)(iii)) _____
4. Are lists of internally generated unrequired property and lists of excess property from other activities circulated? (EPPMR 115-43.103(a)(2)(ii)) _____
5. Has the activity developed its own "want list"? (EPPMR 115-43.315-2) _____
6. When property is determined to be unrequired, is timely disposal action taken either through EPA property utilization channels or through regional GSA activities? (EPPMR 115-43.102 and 115-43.306) _____
7. Are periodic "walk-throughs" conducted through operating areas to locate unrequired supplies or equipment? (EPPMR 115-43.101(a)) _____
8. In connection with the requirement to identify idle and unneeded scientific equipment, is an annual walk-through of each laboratory conducted during the month of February? (EPPMR's 115-25.109-1 and 115-25.109-1.50) (check records for last inspection report) _____
9. Is unused property being retained in excess of six months for which no justification for retention is on file? (EPPMR 115-27.5011(d) and 115-43.101(b)) (If "Yes", explain in detail) _____

10. In connection with increasing the utilization of scientific equipment, have realistic efforts been made to establish equipment pools? (EPPMR's 115-25.109-2 and 115-25.109-2.50) (check records for evidence of such efforts) _____
11. Are office equipment "pools" established for specific items in order to obtain maximum utilization? (EPPMR 115-25.302-52) _____
12. Are equipment maintenance records effectively maintained? (EPPMR 115-25.401) _____
13. Is storage space available for excess property? _____
14. Are copies of GSA Excess Bulletins received and used? _____
15. Do requisitions flow through the property management officer for determination as to whether an excess item is available for reassignment? (EPPMR 115-26.00 and 115-27.5202) _____
16. Is excess property being acquired even though no present or foreseeable program need exists? (EPPMR 115-43.301) If so, explain. _____
17. Is excess property being acquired for the purpose of cannibalization? If so, explain. _____
18. The provisions of 40 CFR 30.640 prohibit grantees from utilizing excess property, and also from using GSA sources of supply. Are these restrictions followed? If "No", explain in detail (EPPMR's 115-43.320-50 and 115-26.103-2.50) _____
19. Is any property which has been determined to be no longer required for purposes of the appropriation from which it was purchased being furnished to a grantee in any manner whatsoever, to include a revocable license agreement? If "Yes", explain in detail) (EPPMR's 115-43.320-50) _____

20. Has usage data been established for each item of scientific equipment? (EPA Personal Property Accounting System (PPS) instructions? (If "No", explain in detail) _____
21. Have the master property records, as reflected in the EPA Personal Property Accounting System, been purified? (If "No", explain in detail) _____
22. Are surveys for evaluating the potential recovery of precious metals being conducted during September each year, as required by EPPMR 115-42.3? (check records for date of last survey/surveys) _____

STATISTICAL DATA
(FOR PAST 12-MONTH PERIOD)

1. Number of items in stores stock. _____
2. Average monthly inventory value of stores stock items. _____
3. Value of stock issued. _____
4. Number of line items issued from stock. _____
5. Number of line items received for stock. _____
6. Cost of line items received for stock. _____
7. Number of inactive items in stock. _____
8. Number of nonexpendable items on record. _____
9. Value of nonexpendable items on record. _____
10. Number of items declared excess. _____
11. Value of items declared excess. _____
12. Number of orders processed for equipment repair. _____
13. Number of items adjusted on physical inventory. _____
14. Value of inventory increases. _____
15. Value of inventory decreases. _____
16. Date of last stores stock inventory. _____
17. Date of last nonexpendable equipment inventory. _____

STATISTICAL DATA
(FOR PAST 12-MONTH PERIOD)

1. Number of receiving reports processed (stock and direct delivery).
2. Number of shipments of employees household goods.
3. Number of bills of lading accomplished.
4. Stockroom square feet.
5. Bulk storage square feet.

IMPREST FUND

1. Has an imprest fund been established? _____
2. Do imprest fund transactions connected with the acquisition of equipment and supplies comply with EPA 15-3.604(d), in that such transactions are formally approved by Property Management Officers on EPA Form 1900-8? _____
3. Are items acquired through imprest funds of a different and significant nature from items which are required to be obtained through mandatory sources? (EPPMR's 115-26.101-50, 115-26.301-1 and 115-26.401-3) _____
4. Have controls been established to ensure that items of accountable property acquired through the use of imprest funds are picked up on property records? _____
5. How many acquisitions of supplies and equipment were made through imprest purchases during past 12 months? Repetitive acquisitions? _____
6. Are items of accountable property being acquired through the use of SF-44 without the authorization of the Property Management Officer? (EPR 15-3.605-1(a)(3)). If "YES" is indicated, explain in detail. _____
7. Who is authorized to acquire supplies through use of imprest funds? Are authorizations in writing? (EPPMR 115-27.5007) _____
8. Are requisitions approved by Property and Contracting Officers prior to acquisition and/or advance of funds? _____
9. How many unauthorized procurement actions involving imprest funds have been ratified during the past 12 months? _____
10. Who authorizes ratification? _____
11. Are SF-44's controlled as accountable forms? (EPPMR 115-27.5011-2 and EPPR 15-3.605-1(b)) _____
12. Do property/supply personnel review all SF-44 transactions? (EPPR 15-3.605-1) _____

13. Do purchases by means of imprest funds appear to follow the generally accepted policy of obtaining satisfactory merchandise at fair prices, with no favoritism given to any vendor? (FPR 1-3.603-1) _____
14. In connection with custody receipts, are items of a sensitive nature, (such as cameras) acquired through the use of imprest funds or SF-44 being coordinated with the appropriate custodial officer, prior to their issuance? (EPPMR 115-27.5004(c)(6)) _____

TRANSPORTATION AND TRAFFIC MANAGEMENT

1. Has a shipping officer and alternate been designated? (EPPMR 115-40.000-50) _____
2. Is the space and equipment adequate to perform assigned duties? _____
3. Does the shipping officer perform the following functions:
 - a. Issuance of GBL's? _____
 - b. Shipping and receiving of supplies and equipment? _____
 - c. Arrangement of office moves? _____
4. What traffic management services does the activity furnish to any other activity? (EPPMR 115-40.000-50) _____
5. What traffic management service does this activity obtain from GSA? (EPPMR 115-40.101 and FPMR 101-40.301) _____

GOVERNMENT BILLS-OF-LADING SHIPPING AND RECEIVING

6. Are proper freight rate classifications being applied to shipments made on GBL's? (FPMR 101-40.301) _____
7. Are GBL's prepared on incoming freight collect shipments? _____
8. Is the imprest fund used to pay transportation charges for shipments less than \$100.00? (EPPMR 115-41.304-2) _____
9. Have blanket agreements been made with carriers in connection with the limited authority to use commercial forms and procedures, rather than GBL's for shipments costing \$100 or less? (EPPMR 115-41.304-2) _____
10. How are claims handled? (EPPMR 115-40.7) _____
11. Are receiving reports prepared to document partial shipments? (EPPMR 115-27.5008-3) _____

12. Is a record maintained to control the return of contractor-owned re-usable containers and gas cylinders? Amount of demurrage? (EPPMR 115-27.5011-5) _____
13. Are there any written procedures for the checking and inspecting of incoming shipments? (See item number 38, Supply Operations) _____
14. Are written directives available regarding instructions for the handling of over, short, and damaged shipments? (EPPMR 115-40.7) _____
15. Indicate number of claims? By whom processed? _____
16. Describe any service rendered in regard to movement of household goods and personal effects. _____
17. How is routing and method determined for household goods moving outside of U.S.? (EPPMR 115-40.150, 115-40.151, and Chapter 9, EPA Travel Manual) _____
18. Are there any follow-up procedures regarding overdue shipments? _____
19. Does the office provide any packing or crating for outgoing shipments? _____
20. Are there any written directives concerning safety measure to be observed by employees? Do these directives contain proper information on procedures to be followed if an accident occurs? _____
21. Are shipments properly packed and crated? _____
22. Are GBL's controlled as accountable forms? (EPPMR's 115-27.5011-2, 115-41.308-1, and 115-41.308-50) _____
23. Are GBL registers maintained? (EPPMR 115-41.308-50) _____

MOTOR VEHICLE MANAGEMENT

1. Number and type of motor vehicles:
 - a. EPA-owned _____
 - b. GSA leased _____
 - c. Other _____
2. Does the number of vehicles appear to be excessive? (EPPMR 115-39.601) If so, explain. _____
3. What policies and procedures are followed to assure maximum utilization of assigned vehicles? _____
- *4. Are vehicles assigned to a specific person? How many? Obtain copies of justification and approval? _____
5. If a vehicle is assigned to a specific person, do the records of vehicle usage substantiate such assignment? Indicate usage in miles per month (FPMR 101-39.9) _____
6. Are vehicles rotated to insure adequate usage? (FPMR 101-39.903 and EPPMR 115-38.000) _____
7. Is there a systematic program for servicing and inspection of vehicles? (EPPMR 115-38.10) _____
8. Are records maintained? _____
 - a. Daily trip reports by vehicle. _____
 - b. Monthly usage of vehicles. _____
 - c. Cumulative maintenance. _____
 - d. Annual motor vehicle report. _____
9. Are vehicles retained by activity that do not meet GSA usage objectives of FPMR 101-39.9? (If so explain) _____
10. General condition of fleet.
 - a. Appearance _____
 - b. Average age and mileage _____

*If "NO" is indicated, further action and explanation not required.

11. Has a comprehensive preventive maintenance program for all motor vehicles been established? (EPPMR 115-38.10)

12. Are preventive maintenance records maintained for each vehicle (EPPMR 115-38.1003-50)

13. Does the activity requisition official U.S. Government tags (EPA) from GSB for subsequent issuance to subordinate activities (EPPMR 115-38.303-50)

14. Does the record of issuances contain the data required by EPPMR 115-38.302?

*15. Are any vehicles exempt from use of Government tags and/or other identification? (FPMR 101-38.6) How many? Obtain justification and GSA clearance.

16. Are the Agency identification decalcomanias displayed on all EPA-owned motor vehicles, boats, and airplanes? (EPPMR 115-38.402)

17. Under what conditions are vehicles stored? Describe. (FPMR 101-38.11; EPPMR 115-39.602 and 115-39.702)

18. Are responsible officials aware of the procedures (EPPMR 115-38.7) connected with the transfer of title to Agency-owned motor vehicles to:

- a. Nonfederal agencies
- b. Federal agencies

19. Are responsible officials aware of the motor vehicle and aircraft replacement standards outlined in FPMR 101-38.9 and EPPMR 115-38.9 concerning:

- a. Criteria for continuance of motor vehicles in service?
- b. The use of Board of Survey procedures in instances where motor vehicles have been wrecked or damaged beyond economical repair?

*If "YES" is indicated, explain in detail. Authority to exempt vehicles from conspicuous U.S. Government identification rests with the Administrator (Paragraph 3a, Section 1-1-A(7), Chapter 1, EPA Delegations Manual)

- c. The acquisition and replacement limitations prescribed by 31 U.S.C. 638a, and annual Appropriations Acts? _____
20. Is the GSA interagency motor pool system used as the primary source for obtaining motor vehicles? (EPPMR 115-39.602-51 and Chapter 3, EPA Administrative Manual) _____
21. Are GSA negotiated contracts under Federal Supply Schedule, Industrial Group 751, Motor Vehicle Rental Without Driver, used as the secondary source for obtaining motor vehicles? (EPPMR 115-39-602-51 and EPA Admin. Manual) _____
22. Does each travel approving officials maintain a working copy of the above FSS? (EPA Admin. Manual) _____
23. Are all travelers provided with current copies of GSA leaflets: "Interagency Motor Pools, Locations-Services-Rates" and "Travelers Pocket Guide"? (EPPMR 115-39.602-51) _____
24. Are responsible officials aware of the limitations prescribed by 31 U.S.C. 638a regarding the "official use" of Government-owned or leased motor vehicles, to include travel between domicile and place of employment; and the official designated to approve such usage? (EPPMR 115-39.602-1) _____
25. In connection with a review of "domicile-place of employment" vehicle authorizations, do the justifications appear adequate to support the requests? (EPPMR 115-39.602-1) _____
26. Has the responsible travel approving official established control measures regarding authorization of vehicle usage between domicile and place of employment? (EPPMR 115-39.602-1) _____
27. Are records of "trip reports" maintained? (EPPMR 115-39.602-1) _____
28. Do requests for renewals of "domicile-place of employment" vehicle usage comply with EPPMR 115-39.602-1? _____

29. Is a review of existing authorizations made semiannually? (EPPMR 115-39.602-1) Obtain copies. _____
30. Are requests to use commercially rented and privately-owned vehicles fully justified? (EPPMR 115-39.602-51) _____
- *31. Are commercial U-Drive-It credit cards being used by anyone other than the appropriate official specified in EPPMR 115-39.602-51 and Chapter 3, EPA Administrative Manual? _____
32. Are activities using Standard Form 149, "U.S. Government National Credit Card"? (EPPMR 115-26.406) _____
33. Are SF 149 credit cards requisitioned, issued, and controlled centrally, at the region or lab, as appropriate? (EPPMR 115-26.406-5) _____
34. Is a record of SF 149 issuances maintained? (EPPMR 115-26.406-4) Handled as an accountable form? (EPPMR 115-26.406-5) _____
35. Do operators of Government-owned or leased motor vehicles receive periodic indoctrination as to their inherent responsibilities regarding maintenance, safe operating conditions, and appearance? (EPPMR 115-39.701 and 115-38.000) _____
36. Is an operator informational and instructional packet available in the glove compartment of each EPA-owned or leased vehicle? (EPPMR 115-39.705) _____
37. Has the activity issued instructions to motor vehicle operators relative to the reporting of accidents? (EPPMR 115-39.8) _____
38. Are employees being issued Government Drivers licenses? _____
39. If so, how are they processed? _____
40. Are road tests being given to employees before licenses are issued? _____

*If "YES" is indicated, explain in detail.

41. Is the examiner certified to perform this function? _____
42. Are there any provisions for issuance of temporary licenses? _____
43. What kind of motor vehicle usage data is being kept?
(EPPMR 115-38.000) _____
44. Is there an up-to-date record on each vehicle?
(EPPMR 115-38.000 and EPPMR 115-38.10) _____

PRINTING MANAGEMENT

1. Has a Printing Control Officer and an alternate been designated? _____
2. Is printing, binding, and blankbook work being procured through the GPO Regional Printing Procurement Office, GPO contracts, or authorized government printing plants? (JCP Regulations) _____
3. Are printing requirements of satellite activities accomplished through the Regional Office? _____
4. Have waivers been granted for commercial procurements (JCP Regulations) _____
5. Are EPA Orders, JCP Regulations, EPA Printing Manual, and other regulatory media at hand? _____
6. Are sufficient funds obligated at time of issuing requisitions? _____
7. Are records maintained properly? _____
8. Are local reports prepared weekly, monthly, annually, etc.? _____
9. Are requests for equipment reviewed and forwarded through proper channels for approvals? (EPA Printing Manual 2300.1) _____
10. Is copying equipment controlled and restricted to essential needs? (EPA Printing Manual 2300.1) _____
11. Are copying machines owned or leased? _____
12. In either event, and in connection with acquiring copy machines, was a cost comparison and an analysis made of lease options vs. purchase? (FPMR 101-25.504) _____
13. Has a comparison of GPO vs. GSA printing costs been made, using data provided by those agencies? _____

14. Are periodic evaluations made of equipment usage to insure adequacy? (EPA Printing Manual 2300.1)

15. Is excess equipment reported through proper channels for further utilization within the Agency? (EPA Printing Manual 2300.1)

IN-HOUSE DUPLICATING PLANTS

- a. Average number of jobs accomplished per month. _____
- b. Average time a job is in the shop. _____
- c. Average backlog. _____
- d. Average monthly production units per month. _____
- e. Does work flow through proper channels? _____
- f. Average overtime per month. _____
- g. Is a log kept on all work accomplished, to include the control number assigned, the numbers of pages and copies involved, and the completion date? _____
- h. Is a completed work order request attached to each job? _____
- i. Is equipment adequate and serviceable? _____
- j. Is adequate space available? _____
- k. Is the number of available personnel considered to be adequate for the workload involved? _____

OFFICE SERVICES

1. Does the Office Services Staff provide centralized services in: a) travel, b) personnel, c) files, d) records management, e) correspondence management, f) procurement of supplies and equipment, g) forms management and control h) time and leave, i) typing pool, j) space utilization, k) building management, l) motor vehicle management, m) car pool locator service? (Underline the services being performed.) _____
2. Are designated employees performing specialized duties in the above areas? _____
3. If so, are other employees being trained to assume these specific duties? _____
4. Is the assigned space and equipment adequate, and are sufficient personnel assigned to perform all functions? _____
5. Is there an organization chart and functional statement available which describes the organization's mission and functions? _____
6. Are there any written procedures or management issuances outlining the various responsibilities of the office? _____
7. Are these procedures updated and reissued as changes occur? _____
8. Is there an office services directory available for all new employees? _____
9. Are there any written reports or statistics available on services provided? _____
10. Have follow-up procedures been established to insure that work has been accomplished? _____
11. Does the office have up-to-date regulations and manuals on file? Do they include Federal as well as EPA supplements? _____

12. Has a correspondence control system been established? ..._____
13. Obtain names, grade, and duty assignments of all General Services/Property and Supply personnel. _____
14. How are office moves coordinated? _____
15. Are employees provided a written checklist of "Do's and Don'ts" when offices are to be relocated? _____
16. Do these instructions contain time, date, and other information regarding how the move is to be accomplished? _____
17. Is a supervisor or move coordinator present to insure that the move is accomplished properly? _____
18. Are moves handled by Government employees or outside contractors? _____
19. If by Government employees, are safety measure being observed? _____
20. Are they adequately trained to perform the task? _____

MAIL MANAGEMENT

1. Is there a central mail facility? _____
2. Is the space adequate to accomodate work flow patterns and mail handling equipment? _____
3. Is mail room equipment adequate? _____
4. Is it staffed with sufficient help? _____
5. Are there copies of postal regulations and other pertinent directives covering rates, weight limitations, etc., on file in the mail facility? _____
6. Are mail and messenger schedules coordinated with postal deliveries and pick ups? _____
7. Are there any records set up which are designed to control receipt/delivery of special mail? _____
8. Is there an established plan for handling undelivered mail? _____
9. At what organizational level (Branch, Division) is mail picked up and delivered? _____
10. Are there planned routes and stops for messengers? _____
11. Are the delivery times planned to avoid overlapping and duplication? _____
12. Is a mail shuttle service provided to other buildings? _____
13. Is employee locator information available and does a system for up-dating this information on a regular basis exist? _____
14. Are there any statistics or reports available on volume and types of mail? _____
15. Are periodic mail samplings performed as required, for the purpose of establishing estimated annual mailing costs? _____

16. Does the supervisor conduct an on-the-job training program for mail room employees?
17. Are mail room personnel scheduled to report at different hours?
18. Are employees rotated? For example, are messengers trained to assume duties of mail clerks during peak periods or during periods of absenteeism?
19. Are pouch mail procedures used between EPA activities?
20. Are mailroom employees required to perform other duties?
21. Does U.S. Postal Services pick up and deliver mail to facility?
22. Is mail pre-sorted before delivery to USPS?

TELECOMMUNICATIONS

(ADMINISTRATIVE)

1. Brief summary of the facility mission.
2. Name and phone number of facility director.
3. Name and phone number of individual with overall telecommunications responsibility.
4. Name and phone number of individuals responsible for:
 - a. Telephones
 - b. Data Communications
 - c. Facsimile
 - d. Teletype (TWX, TELEX, ARS, etc.)
 - e. Radio
 - f. Other
5. Are applicable FPMR's available? (FPMR 101-35, and FPMR 101-32) _____
6. Is the EPA Telecommunications Manual available? _____
7. Are copies of authorization for facilities or services available? _____
8. Comments-requirements.

TELECOMMUNICATIONS

(TELETYPE)

1. Type of service:

TWX
TELEX
ARS
ARTX
OTHER

2. Traffic volume weekly?

3. Type of traffic administrative or emergency?

4. Are there any instances of conflict?

5. Would a separate administrative net be justified?

6. General comment.

TELECOMMUNICATIONS

(FACSIMILE)

1. Number of units. _____
2. Manufacturer and model number of equipment. _____
3. Room and phone number of equipment. _____
4. Is copy of authorization available? _____
5. Traffic volume-pages per week transmitted. _____
6. Is a usage report submitted to Headquarters no later than 30 days after the end of each quarter as required by FPMR 101-35-310? _____
7. Is operation of the equipment considered to be satisfactory in general? _____
8. Is equipment fully compatible with the Headquarters ComCenter equipment? _____
9. Do any servicing problems exist? _____
10. General comments. _____

TELECOMMUNICATIONS

(TELEPHONE)

1. Type of service provided:

- a. Centrex
- b. Commercial
- c. PBX

2. If PBX:

- a. Number of positions
- b. Model and manufacture of switchboard
- c. Number of C.O. trunks
- d. Number of FTS access lines
- e. Number of tielines
- f. Number of operator personnel
- g. Number of telephone instruments
- h. Number of lines (total amount of telephone numbers servicing the facility)

3. How is service or any change ordered?

4. Length of time required for service or change after order is placed?

5. Is service generally satisfactory?

6. Any billing complaints?

7. Number of speaker phones.

8. Number of call directors.

9. Number of automatic dialers.

10. Number of touch tone instruments.

11. Number of automatic ringing private lines (hot lines).

12. What is the average monthly commercial toll charge?

13. How are commercial toll bills reviewed and certified?

14. How many telephone toll credit cards are issued?

15. General comments.

TELECOMMUNICATIONS

(DATA TERMINALS THAT USE THE FTS)

1. Number and type of terminals. _____
2. Is copy of authorization for service available? _____
3. Is FTS usage reported as required by FPMR 101-35.310? _____
4. Estimated traffic volume. _____
5. Quality of service. _____

TELECOMMUNICATIONS

(RADIO)

1. Mission of radio equipment used. _____
2. Types of equipment. _____
3. Quantities of each. _____
4. Frequencies utilized. (List each frequency in
KHz or MHz). _____
5. Is a copy of the frequency authorization available? _____
6. Interference experienced? _____
7. General comments. _____

ENERGY CONSERVATION

A. BUILDING OPERATION:

1. Have any internal reviews, inspections or audits been performed at your facility? If yes, explain... by whom and when. Is a report of findings available? _____
2. Have you encouraged employee participation & cooperation in energy conservation program? If yes, explain. _____
3. Have you made any plans relative to the development of an energy conservation incentive award or suggestion program? If yes, explain. _____
4. Have you considered doing any retrofitting in connection with this program? If yes, what? Provide estimated total savings in whatever measurement is readily available. _____
5. Have you established a program on recycling of high - grade paper? If yes, how successful is it? If no, why not. _____
6. Have you established a program on returnable beverage containers? If yes, how successful is it? If no, why not. _____
7. When is the cleaning of office space performed in your building? If not during daylight hours can the schedule be changed to save energy? _____
8. Are drapes and blinds being utilized for cutting down heat losses by setting them to the closed position during nighttime and on cold cloudy days and setting them to the open position during periods of sunshine? _____
9. Is the space temperature in seasonably cold months maintained at 65 degrees during working hours? If not explain. _____
10. Is the space temperature in seasonably hot months, maintained at no lower than 78 degrees and no higher than 80 degrees during working hours? If not, explain. _____
11. Has overtime HVAC been decreased? To what extent? _____
12. Are threshold heaters, portable space heaters and portable electric fans in Government owned or leased space being prohibited? What steps are taken to insure compliance? _____

13. Are humidity controls being utilized during the heating season for general office space? _____
14. Is outside air intake being reduced to the greatest extent feasible during the heating & cooling seasons? Under most conditions a 10% outside air intake is adequate for general office space. _____
15. Are you using reheat coils in the air conditioning systems? _____
16. Are lights being turned off when office space is not being utilized for ten minutes or more? If not, why not? _____
17. Is equipment being turned off when not in use? _____
18. Has the overhead lighting been reduced to 50 foot candles at work stations, 30 foot candles in work areas, and 10 (but not less than 5)? If not, why not? _____
19. Has all unnecessary off-hour & exterior lighting been eliminated? If not, why not? _____
20. What is your hot water temperature? Normal is 115°F. _____
21. What is temperature of drinking water during working hours? Normal is 55°F. _____
22. Do you have any unnecessary bulbs burning in your vending machines? If so, why? _____
23. Do you keep your reflectors, diffusers and light bulbs clean? What schedule is maintained? _____
24. Does your building have self-energized "Exit" signs? _____
25. Have you replaced incandescent lamps with fluorescent lights? _____
26. Do you have any type of preventive maintenance program for your building? If so, explain. _____
27. Does the facility have technical personnel available who can apply their expertise to energy management problems? If yes, describe how used. If no, is the needed expertise available in the agency? _____
28. Have resources (personnel, funds, etc.) been allocated to energy management? If so, explain. _____

ENERGY CONSERVATION

B. MOTOR VEHICLE MANAGEMENT

1. Do you pool your assigned GSA motor vehicles? _____
2. Are trips of a similar nature or to the same destination combined? _____
3. What measures are you applying to the GSA vehicles under the various categories to reduce mileage? _____
 - (a) assigned
 - (b) dispatched
 - (c) leased
 - (d) privately owned
 - (e) Commercial Rentals
4. Have you informed employees utilizing Government vehicles to keep speed to 55 mph, start slowly, avoid unnecessary braking, drive at steady speeds, avoid excess idling, avoid unnecessary use of air conditioning equipment and don't pump the accelerator or race the engine when car isn't in motion. _____
5. Is preventive maintenance being provided on all assigned GSA Interagency Motor Pool vehicles according to FPMR 101-38.10. _____
6. Have you stayed within your mileage limitations and if so, by what percentage? _____
7. Have you established in house parking regulations according to FPMR 101-20.117? Provide copy of the written directive. _____
8. Have you provided secure space for two wheeled vehicles and bicycles? How much, where and what type? _____
9. What is the number of carpools parking versus one person parking? _____
10. What actions have been taken to encourage bus/train usage rather than private, government or personally owned vehicles for travel? _____
11. Do you encourage and set up conference calls to take the place of TDY for meetings or conferences? Explain. _____
12. Complete Attachment A- "Automotive Fleet Composition and Mileage Chart".

Automotive Fleet Composition and Mileage

Attachment A- page 1 of 2

	Comp. FY 75	Mileage FY 75	Comp. FY _____ (as of _____)	Mileage FY _____ (as of _____)
Sedans, Class IA (Small)				
Sedans, Class IB (Subcompact)				
Sedans, Class II (Compact)				
Sedans, Class III (Midsize)				
Sedans, Class IV (Large)				
Sedans, Class V (Limousine)				
Subtotals				
Station Wagons, Class IB (Subcompact)				
Station Wagons, Class II (Compact)				
Station Wagons, Class III (Midsize)				
Station Wagons, Class IV (Large)				
Subtotals				
Ambulances				

Automotive Fleet Composition and Mileage

Attachment A- page 2 of 2

	Comp. FY 75	Mileage FY 75	Comp. FY _____ (as of _____)	Mileage FY _____ (as of _____)
Buses (11 or more passengers)				
Subtotals				
Trucks (under 5,999 GVW)				
Trucks (6,000 - 6,999 GVW)				
Trucks (7,000 - 12,499 GVW)				
Trucks (12,500 - 16,999 GVW)				
Trucks (17,000 and above)				
Subtotals				
Other: (append list)				
Grand Totals				

INTERAGENCY REPORTS
GENERAL SERVICES BRANCH

A. Property and Supply Management Section:

<u>Title</u>	<u>Authority</u>	<u>Feeder Reports</u> <u>DUE HQ. EPA</u>	<u>Consolidated</u> <u>Due Date</u> <u>GSA/OTHER</u>	<u>Frequency</u>	<u>Format</u>
1. Supply Activity Report	FPMR 101-25.48 EPPMR 115-25.48	NOV 15	GSA DEC 15	Annual	GSA Form 1473
2. Report on Exchange/Sale Property	FPMR 101-46 EPPMR 115-46.407	NOV 30	GSA DEC 30	Annual	Memorandum/ Letter
3. Report on Activities Generating Precious Metals	FPMR 101-42.3 EPPMR 115-42.3	OCT 15	GSA NOV 15	Annual	Format Outlined FPMR 101-42. 4902
4. Report on Utilization and Disposal of Excess and Surplus Property	FPMR 101-43.47 FPMR 101-43.49 EPPMR 115-43.4801 EPPMR 115-43.4907	OCT 31	GSA NOV 30	Annual	SF-121
5. Annual Report-Disposal of Foreign Excess Property	FPMR 101-43.47 EPPMR 115-43.48	NOV 30	In Duplicate to President of the U.S. Senate and to Speaker of the U.S. House of Representatives within 90 days after close of FY (DEC 31)	Annual	SF-365

A. Property and Supply Management Section: (Cont.)

<u>Title</u>	<u>Authority</u>	<u>Feeder Reports</u> <u>DUE HQ. EPA</u>	<u>Consolidated</u> <u>Due Date</u> <u>GSA/OTHER</u>	<u>Frequency</u>	<u>Format</u>
6. Report to Congress on Personal Property Provided Non- Federal Entities	FPMR 101-47 EPPMR 115-4801	NOV 30	DEC 31	Annual	Memorandum/ Letter

InterAgency Reports
General Services Branch

B. Administrative Support Section:

	<u>Title</u>	<u>Authority</u>	<u>Feeder Reports Due HQ. EPA</u>	<u>Consolidated Due Date GSA/Other</u>	<u>Frequency</u>	<u>Format</u>
1.	Agency Report of Motor Vehicle Data	FPMR 101-38.1 EPPMR 115-38.1	November 15	GSA December 15	Annual	SF-82 SF-82D
2.	Report of Motor Vehicles Exempted From Identification Requirements	FPMR 101-38.607	Upon Request	GSA Upon Request	Upon Request of GSA	Memorandum/ Letter
3.	Semi-Annual Mail Report	U.S. Postal Service Administrative Manual Chapter 15	Upon Request	USPS Upon Request	Semi-Annual	EPA Form 5180-4
4.	Supplemental Mail Report	U.S. Postal Service Administrative Manual Chapter 15	Jan. 10 April 10 July 10 Oct. 10	USPS Upon Request	Quarterly	EPA Form 5180-5
5.	Data Transmission utilizing the Federal Telecommunications System (FTS)	FPMR 101-35.310	April 20 July 20 Oct. 20 Jan. 20	GSA April 30 July 31 Oct. 31 Jan. 31	Quarterly	GSA Form 2380

B. Communications and Administrative Support Section: (Cont.)

<u>Title</u>	<u>Authority</u>	<u>Feeder Reports</u> <u>Due HQ. EPA</u>	<u>Consolidated</u> <u>Due Date</u> <u>GSA/Other</u>	<u>Frequency</u>	<u>Format</u>
6. Immediate and Long-Range Telecommunications	FPMR 101-35.109 & FPMR 101-32.15	As required		As Required	
7. Survey of Telephone Station Equipment and Usage	FPMR 101-35.307-1	Oct. 15	GSA Oct. 30	Annual	Letter
8. Five Year Review of Radio Frequency Assignments	Office of Telecomm. Policy - Manual of Regs. & Procedures for Radio Frequency Management	As required		Headquarters will notify Field activities when to submit	
9. Radio Frequency Usage	Office of Telecomm. Policy - Manual of Regs. & Procedures for Radio Frequency Management	As required		Headquarters will notify Field activities when to submit	
10. Telecommunications Budget Estimates	OMB Circular A-11	As required		Headquarters will notify Field activities when to submit	

InterAgency Reports
General Services Branch

C. Printing and Distribution Management Section:

<u>Title</u>	<u>Authority</u>	<u>Feeder Reports</u> <u>Due HQ. EPA</u>	<u>Consolidated</u> <u>Due Date</u> <u>*JCP</u>	<u>Frequency</u>	<u>Format</u>
1. Printing Plants Except Plants Primarily Concerned in Map and/or Chart Reproduction	Paragraph 48, Gov't. Printing and Binding Regs.	Apr. 30 Oct. 31	60 days following Mar. 31 and Sept. 30	Semi- Annual	JCP Form 1
2. Commercial Printing Report	Paragraph 49-1, Gov't. Printing and Binding Regs.	Apr. 30 Oct. 31	60 days following Mar. 31 and Sept. 30	Semi- Annual	JCP Form 2
3. Acquisition of Power-Operated Collators for use in Facilities Other Than Printing Plants	Paragraph 50 Gov't. Printing and Binding Regs.	within 30 days after acquisition	within 30 days after acquisition	As required	JCP Form 3
4. Annual Plant Inventories	Paragraph 52, Gov't. Printing and Binding Regs.	Nov. 30	60 days after Close of FY	Annual	JCP Form 5
5. Stored Equipment	Paragraph 53, Gov't. Printing and Binding Regs.	Nov. 30	60 days after Close of FY	Annual	JCP Form 6

C. Printing and Distribution Management Section: (Cont.)

<u>Title</u>	<u>Authority</u>	<u>Feeder Reports Due HQ. EPA</u>	<u>Consolidated Due Date GSA/Other</u>	<u>Frequency</u>	<u>Format</u>
6. Excess Equipment	Paragraph 54 Gov't. Printing Regs.	As required	within 30 days after disposal	As required	JCP Form 7

*Joint Committee on Printing,
Congress of the United States