

AID HANDBOOK **20**

Office Services



AGENCY for INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C.

20523

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE March 15, 1993	TRANS. MEMO NO. 20:34
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MATERIAL TRANSMITTED:

Handbook 20 - Office Services

Chapter 10 - Duty Officers - Acting Administrator James H. Michel removed the Saturday morning duty requirement for Geographic Bureau Officers to be physically present in their respective Assistant Administrator's office from 8:45 am to 1:00 pm. However, the final decision regarding Saturday morning duty is at the discretion of the respective Assistant Administrator.

FILING INSTRUCTIONS:

- | | |
|--|---------------------------|
| 1. <u>REMOVE PAGES:</u> | <u>REPLACEMENT PAGES:</u> |
| 10-1 thru 10-3 (TM 20:23) | 10-1 thru 10-3 |
| 2. Initial the Transmittal Memorandum Checksheet (in the back of the Handbook binder) beside <u>TM 20:34</u> . | |
| 3. <u>KEEP THIS TRANSMITTAL MEMORANDUM</u> , which has an up-to-date Checklist for this Handbook on the back. | |
| 4. File this <u>TM 20:34</u> in the front of the handbook binder; discard TM sheet <u>20:33</u> . | |

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Address questions about this Handbook to FA/AS/PP (703) 875-1494
For additional copies of this Transmittal contact FA/AS/ISS (703) 875-1641

CHECKLIST FOR HANDBOOK 20
OFFICE SERVICES

AUTHOR OFFICE: FA/AS/PP

<u>DATE</u>	<u>MATERIAL TRANSMITTED</u>	<u>TM NO.</u>
11-15-75	Complete Handbook	20:1
1-22-76	NOTE regarding sex-biased language in handbooks	20:5
3-1-77	Chapter 12	20:9
Various	Page 12-15 of Chapter 12 and new Attachment 12C; and pages 3 and 4 of the index	20:13
4-8-87	Chapters 2 and 5	20:25
4-5-88	Chapters 1, 3 and 4	20:26
4-25-88	Pages 9-1 thru 9-3, Attachments 9A and 9B of Chapter 9	20:27
Various	Chapter 7	20:28
10-17-88	New Handbook Index	20:29
11-17-88	Chapter 8	20:30
11-23-88	Attachment 8D of Chapter 8	20:31
12-14-88	Chapter 6	20:32
5-14-92	TOC and Chapter 11	20:33
3-22-93	Chapter 10	20:34

AGENCY FOR INTERNATIONAL DEVELOPMENT

HANDBOOK TRANSMITTAL MEMORANDUM	DATE May 13, 1992	TRANS. MEMO NO. 20:33
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MATERIAL TRANSMITTED:

Handbook 20 - Office Services

Chapter 11, Tort Claims, has been cancelled and the chapter is reserved. Tort Claim information can be found in Chapter 15, Handbook 23, Overseas Management. The Table of Contents has been reissued to reflect this change.

SUPERSEDES:

Table of Contents and Ch. 11 in entirety (TMs 20:8; 20:13; 20:17; 20:26; 20:28)

FILING INSTRUCTIONS:

1. Remove superseded material as indicated under SUPERSEDES.
2. File the attached in their appropriate places.
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* * * * *

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5-14-92	TOC and Chapter 11	20:33

AID HANDBOOK 20	Trans. Memo. No. 20:33	Effective Date May 14, 1992	Page No. TC-1
-----------------	---------------------------	--------------------------------	------------------

CHAPTER 20
OFFICE SERVICES
TABLE OF CONTENTS

	<u>Page</u>
CHAPTER 1 -- PRINTING AND GRAPHIC SERVICES	
1A - General	1-1
1. Purpose and Scope	1-1
2. Policy	1-1
3. Special Authorities	1-1
4. Advisory Services	1-2
5. Security	1-2
1B - Graphic Services	1-2
1. Exhibits	1-2
2. Design Services	1-2
3. Requesting Graphic Services	1-3
4. Audiovisual Services	1-3
1C - Printing Services	1-3
1. Obtaining Printing and Duplicating Services	1-3
2. Authorization and Approval	1-4
3. Copying Machines	1-4
1D - Obligations of Funds	1-5
1. In-House Production	1-5
2. External Production	1-5
ATTACHMENTS:	
1A - Form AID 5-18, Duplicating and Distribution Request	
1B - SF-1: Printing and Binding Requisition, and Instructions for Completing	
1C - Item not subject to the Clearance and Issuance Procedure for Publications	
1D - Form AID 5-19: MO/CPM Multiservice Center, Quick Copy Request	

CHAPTER 2 -- RESERVED

Page No. TC-2	Effective Date May 14, 1992	Trans. Memo. No. 20:33	AID HANDBOOK 20
------------------	--------------------------------	---------------------------	-----------------

	<u>Page</u>
CHAPTER 3 -- SAFETY, HEALTH, AND CIVIL DEFENSE PROGRAMS	3-1
3A - Purpose	3-1
3B - Policy	3-1
3C - Authorities	3-1
3D - Responsibilities	3-2
1. General	3-2
2. Office of Management Operations (M/SER/MO)	3-3
3. Senior AID Official	3-5
4. Building Occupant Emergency Coordinator (OEC)	3-5
5. Floor Wardens	3-6
6. AID/W Organizational Units	3-7
7. AID/W Employees	3-7
3E - National Emergency Planning Program	3-8
1. General	3-8
2. Purpose	3-8
3. Responsibilities	3-8
4. Supply and Procurement	3-9
3F - Agency Smoking Policy and Regulations	3-9
3G - Agency Vehicle Safety Belt Policy	3-9
APPENDIX A: Agency Smoking Policy and Regulations (General Notice)	3-9
CHAPTER 4 -- BUILDING SERVICES	
4A - Purpose and Scope	4-1
4B - Policy	4-1
4C - Authority	4-1
4D - General	4-1

AID HANDBOOK 20	Trans. Memo. No. 20:33	Effective Date May 14, 1992	Page No. TC-3
-----------------	---------------------------	--------------------------------	------------------

Page

4E - BUILDING SERVICES OBTAINED BY TELEPHONING M/SER/MO/RM "REPAIR SERVICES"	
1. Utility Repairs	4-2
2. Telephone Repairs	4-2
3. Cleaning and Custodial Services	4-2
4. Repairs to Equipment and Furniture	4-2
4F - CONFERENCE OR MEETING ROOMS	
1. AID/W Facilities	4-2
2. State Department Facilities	4-3
3. External or Long-Range Facilities	4-3
4G - BUILDING SERVICES OBTAINED BY USE OF FORM AID 5-7	
1. Dining Room Privileges	4-3
2. Guard Service	4-3
3. Shuttle Buses	4-4
4. Directories	4-4
5. Bulletin Boards	4-4
6. Door Signs	4-4
7. Painting	4-5
8. Alterations	4-5
9. Hanging, Mounting, or Framing of Government-owned Property	4-5

CHAPTER 5 -- PARKING FACILITIES

5A - General	5-1
5B - Criteria and Priorities for Permit Allocation	5-2
5C - Use of Parking Permits	5-3
5D - Basement Reserved Spaces	5-3
5E - Enforcement of Regulations	5-3
5F - Lost Parking Permits	5-4
5G - Two-Wheel Vehicles	5-4

Page No. TC-4	Effective Date May 14, 1992	Trans. Memo. No. 20:33	AID HANDBOOK 20
------------------	--------------------------------	---------------------------	-----------------

	<u>Page</u>
CHAPTER 5 -- PARKING FACILITIES (Cont)	
5H - Damages and Accidents	5-4
5I - Frequently Used Terms	5-4
ATTACHMENT:	
5A - Parking Permit Application	
CHAPTER 6 -- SPACE MANAGEMENT AND MOVES	6-1
6A - Purpose and Scope	6-1
6B - Policy	6-1
6C - Authority	6-1
6D - General	6-1
6E - Procedures	
1. Bureau or Office Responsibilities	6-2
2. Action by M/SER/MO/RM	6-2
3. Preparation for Moving	6-2
ATTACHMENT:	
6A - Instructions for Preparing Furniture and Equipment for Relocation	
CHAPTER 7 -- PERSONAL PROPERTY MANAGEMENT	
7A - Purpose	7-1
7B - Authorities	7-1
7C - AID's Personal Property Management System - SUMMARY	7-1
7D - Definition	7-2
7E - Responsibilities and Designations	7-2

AID HANDBOOK 20	Trans. Memo. No. 20:33	Effective Date May 14, 1992	Page No. TC-5
-----------------	---------------------------	--------------------------------	------------------

	<u>Page</u>
CHAPTER 7 -- PERSONAL PROPERTY MANAGEMENT (Cont)	
7F - AID Policies: General	7-9
1. Utilization	7-9
2. Controls	7-9
3. Economy	7-9
4. Usefulness of Information	7-10
5. Loans To/From Agencies	7-10
6. Leased and Loaned Property	7-10
7. Property Records	7-11
8. Automated Property Records Systems	7-12
9. Gifts	7-12
7G - Policies and Procedures Common to Property in AID/W	
1. Utilization	7-13
2. Privately-Owned Property	7-13
3. Capitalized Property	7-14
4. Recording Property Cost	7-15
5. Property Accountability Procedures and Records	7-17
6. Physical Inventories	7-17
7. Annual Cost of Leased Property Report	7-19
8. Loss or Damage to Property	7-20
9. Property Disposals	7-24
10. Evaluation of Property Management Programs	7-24
7H - Automated Data Processing (ADP) Property	7-25
7I - Inspector General (IG) Property	7-25
7J - Housing Investment Guaranty (HG) Property	7-26
7K - Disaster Assistance Property	7-27
7L - Contractor-Controlled Property	7-27
7M - Other IDCA Agencies	7-28
7N - Property Controlled by Resources Management	
Division, M/SER/MO	7-28
1. Purpose and Scope	7-28
2. Responsibilities	7-28

Page No. TC-6	Effective Date May 14, 1992	Trans. Memo. No. 20:33	AID HANDBOOK 20
------------------	--------------------------------	---------------------------	-----------------

Page

CHAPTER 7 -- PERSONAL PROPERTY MANAGEMENT (Cont)

3. Procedures for Obtaining Supplies and Services	7-28
4. Receipt of Property by Users	7-31
5. Transfers and Loans of Property	7-31

EXHIBIT:

7A - AID Personal Property Management Responsibilities

ATTACHMENTS:

- 7A - Form AID 5-7, Supplies/Equipment/Services Requisition
- 7B - Form OF-130, Personal Custody Property Receipt
- 7C - Form OF-127, Receiving and Inspection Report
- 7D - Form OF-129, Individual Property Record Card
- 7E - Form OF-128, Composite Property Record Card
- 7F - Form OF-131, Stock Control Card
- 7G - Form OF-132, Property Disposal Authorization and Survey Report
- 7H - W-160, AID-Owned and Controlled Personal Property Report
- 7I - Form OF-7, GSA Property Pass

CHAPTER 8 -- PURCHASING FOR AID/WASHINGTON

8A - Purpose and Scope	8-1
8B - Authorities	8-1
8C - Procurement Conducted by SER/MO for AID/WASHINGTON	8-2
1. General	8-2
2. Requisitioning Procedures	8-2
3. Responsibilities - MO/GS	8-2
8D - Conference and Meeting Facilities	
1. Policy	8-2
2. Procedures	8-2

AID HANDBOOK 20	Trans. Memo. No. 20:33	Effective Date May 14, 1992	Page No. TC-7
-----------------	---------------------------	--------------------------------	------------------

Page

CHAPTER 9 -- REQUISITIONING PROCEDURES

9A - Purpose and Scope	9-1
9B - Policy	9-1
9C - Authority	9-1
9D - General	9-1
1. Centralization of Support Services	9-1
2. Authority to Sign Requisitions	9-1
9E - PROCEDURES	
1. Form AID 5-7	9-2
2. Instructions for Completion	9-2
3. Copies Required	9-2
4. Disapproval	9-2

ATTACHMENTS:

- 9A - Form AID 5-7, Supplies/Equipment/Services Requisition
- 9B - Form AID 5-7 (Instructions for Preparation)

CHAPTER 10 -- DUTY OFFICERS

10A - General	10-1
10B - AID Duty Officers	10-1
10C - Geographic Bureau Duty Officers	10-1
10D - Nongeographic Bureau/Office Duty Officers	10-1
10E - Disaster Duty Officers	10-2
10F - Executive Secretary Duty Officers	10-2
10G - Substitutions	10-2

Page No. TC-8	Effective Date May 14, 1992	Trans. Memo. No. 20:33	AID HANDBOOK 20
------------------	--------------------------------	---------------------------	-----------------

	<u>Page</u>
CHAPTER 10 -- DUTY OFFICERS (Cont)	
10H - Duty Stenographers and Messengers	10-2
10I - Weekly List of Duty Officers	10-2
10J - AID Duty Officer Book and Instructions	10-2
CHAPTER 11 -- RESERVED	
CHAPTER 12 -- OFFICE METHODS AND AUTOMATED EQUIPMENT SYSTEMS	
12A - Purpose	12-1
12B - Public Lsw 94-136 on Productivity Improvement	12-1
12C - Policy	12-1
12D - Reference Sources	12-2
12E - Technical Assistance and Surveys	12-2
12F - Requisition and Procurement PROCEDURES	12-2
1. Requisition Form AID 5-7	12-2
2. Purchase vs. Rental or Lease	12-2
12G - Annual Rejustification of Rental or Lease Equipment	12-3
12H - GUIDE TO SELECTED EQUIPMENT, SYSTEMS, AND SERVICES	
1. Information Storage and Retrieval Methods	12-3
2. Micrographics Systems and Services	12-4
3. Word Processing Systems	12-8
4. Facsimile Transmission Systems	12-11
5. Printing Calculators	12-11
6. Programmable Calculators	12-12
7. Communicating Typewriters	12-13
8. Machine Dictation Systems	12-14
9. Work Charting Methods	12-15
ATTACHMENTS:	
12A - Checklist of Word Processing System Requirements	
12B - Guidelines for Effective Dictation	
12C - Electromagnetic Radiation Security of Office Equipment	

Index

AID HANDBOOK 20	Trans. Memo. No. 20:33	Effective Date May 14, 1992	Page No. 11-1
-----------------	---------------------------	--------------------------------	------------------

CHAPTER 11

RESERVED

N O T E

Throughout this Handbook, masculine pronouns are to be interpreted as including both men and women, unless the context specifically excludes this interpretation.

Future revisions will take into account the AID directive (HB 18, Part I, 2E) of 12/30/75 on the avoidance of sex-biased language.

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 30, 1988	Page No. 1-1
-----------------	---------------------------	---------------------------------	-----------------

CHAPTER 1

PRINTING AND GRAPHIC SERVICES

1A. General

1. Purpose and Scope

This chapter:

- a. Describes the printing, binding, reproduction, copying, and graphic presentation services available to the staff of AID/W and, upon request, to A.I.D. units overseas.
- b. Outlines basic policies, responsibilities, and procedures for obtaining such services.

2. Policy

It is A.I.D. policy to produce or procure quality publication, printing *and graphic* services at the lowest cost consistent with the purpose, nature, and urgency of the work to be performed.

3. Special Authorities

a. Although the Foreign Assistance Act of 1961, as amended, authorizes the use of foreign assistance funds for printing and binding without regard to the provisions of any other law, compliance with Government Printing and Binding Regulations is required except in unusual or emergency situations. Any exceptions must be cleared by the *Publications Branch, Communications Program Management Division (M/SER/MO/CPM/P)*.

b. Mission Directors (or officials to whom they have delegated authority) are authorized to procure and dispose of necessary printing, binding, and audio-visual supplies, equipment, and services in accordance with Agency policies, procedures, delegations of contracting authority, and governing laws and regulations. AID/W *(M/SER/MO/CPM/P)* production services are available when local services are not, or when particularly complex or security-type services are required.

Page No. 1-2	Effective Date Mar. 30, 1988	Trans. Memo. No. 20:26	AID HANDBOOK 20
-----------------	---------------------------------	---------------------------	-----------------

4. Advisory Services

Advice and consultation concerning all aspects of printing, binding, *graphics* and related functions, are available from *M/SER/MO/CPM/P* upon request. Such professional advice and assistance are especially useful during the planning stages to assure the desired quality in the finished product at reasonable cost.

5. Security

Uniform State/A.I.D./USIA Security Regulations (5 FAM 900) (See A.I.D. HB 6 - Security) must be followed in the preparation and handling, reproduction, filing, and storage of all classified materials.

1B. *Graphic* Services

A wide range of graphics services are available through the *Publications* Branch *(M/SER/MO/CPM/P)*. Such services, which may be provided by assigned personnel or secured from commercial sources include:

1. Exhibits

Consultation in planning of Agency exhibits, preparation of specifications for their construction, and the supervision of their installation and/or operation for AID/W and overseas Missions.

2. *Design* Services

a. Design and preparation of graphic aids and visual presentation materials which include charts, graphs, mechanical drawings, illustrations, posters, maps, certificates and diplomas, calligraphy, and typographic and cover design for publication.

b. When officially requested through the A.I.D. Awards Committee, framing service is available for the following items: Presidential Commissions, Distinguished Honor Awards, and the Administrator's Award for Distinguished Career Service.

3. Requesting *Graphic* Services

Except as indicated below in *1B4* all AID/W graphic services are requisitioned from or through *M/SER/MO/CPM/P* which determines the choice of facilities based upon the nature of the work to be performed, the current workload, the time involved, and relative priorities. Form

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 30, 1988	Page No. 1-3
-----------------	---------------------------	---------------------------------	-----------------

SF-1, Printing and Binding Requisition, signed by an official of the requesting office and properly completed (See Attachment 1-B.) must accompany the work submitted. A draft of the proposed work *must be* submitted with each request and must include any text which is to appear in the finished product.

4. Audio-Visual Services

a. *The Office of Audio-Visual Production, Bureau for External Affairs (XA/AVP) provides still-photographic, tape recording, and projectionist services, and direct loan of audio-visual equipment to AID/W units, upon request to XA/AVP. For other audio-visual services available from XA/AVP, see Ch 6, Part III of HB 18 - Information Services.*

b. Audio-visual aids and equipment required for continued use in organized training programs are normally provided to the office responsible for the training through *requisition to the Resources Management Division (M/SER/MO/RM).*

c. If a requirement should arise for any audio-visual materials or services other than those listed herein, *M/SER/MO/CPM/P* personnel will provide advice and assistance upon request.

1C. Printing Services

Printing, binding, reproduction, and copying services are provided to AID/W and, when requested, to overseas units by the *Publications* Branch *(M/SER/MO/CPM/P).*

1. Obtaining Printing *and Duplicating* Services

a. All reproduction and printing orders for AID/W units are placed through *(M/SER/MO/CPM/P)* regardless of whether the required services are accomplished through the internal duplicating section or commercial sources are used. The method of production and source is determined by *M/SER/MO/CPM/P* based upon the nature of the work to be performed, the current workload, the time involved, and relative priorities. The work is *usually* done in the order received and sufficient production time should be allowed for all pending jobs to be completed. "Priority" work can only be accomplished in the minimum amount of time when accompanied by a written justification.

Page No. 1-4	Effective Date Mar. 30, 1988	Trans. Memo. No. 20:26	AID HANDBOOK 20
-----------------	---------------------------------	---------------------------	-----------------

b. Office duplicating services performed with A.I.D. facilities are requested on form AID 5-18, Duplicating and Distribution Request *(Attachment 1-A).*

c. Form *SF-1, Printing and Binding Requisition,* is used for commercially processed reproduction services (see Attachment 1-B). The requesting office completes the general sections of this form in accordance with the guidelines in *Attachment 1-B* and then discusses the job with a member of *M/SER/MO/CPM/P* who completes the technical portions.

2. Authorization and Approval

a. All requisitions contain the signature and title of an authorizing officer designated in accordance with Ch 9 of HB 20.

b. *The Communications Review Board (CRB)* coordinates staff review of all proposed publications. Publications are defined as all reproduced material *except those items* specifically excluded in *Attachment 1-C.* All requisitions for reproduction of publications must carry the *CRB* countersignature. See *Ch 13, Part III* of HB 18 - Information Services.

c. *The Planning and Evaluation Division, Office of Information Resources Management (M/SER/IRM/PE)* approves issuance and reproduction of all materials in the A.I.D. Directives System, including reruns in any quantity. (See Chapters 1-6, Part I of HB 18.) All forms (numbered or unnumbered) are approved by the A.I.D. *Records Management Branch, Office of Management Operations (M/SER/MO/PA/RM)* prior to initial printing or any subsequent reprinting or revision. (See Ch 5, Part V of HB 18).

3. Copying Machines

a. The copying machines located in various offices throughout AID/W may be used *by any A.I.D. employee. Small copiers may be used for no more than 20 copies per original and the large duplicators should be used for no more than 50 copies per original.* Even though the machines are assigned to those offices which have frequent need for them, they may be used by other A.I.D. offices.

b. Requests for assignment of a copy machine are initiated by memorandum to M/SER/MO/CPM/P stating justification. The justification will describe estimated volume, office location, and key operator assignment.

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 30, 1988	Page No. 1-5
-----------------	---------------------------	---------------------------------	-----------------

c. Quick Copy Services: Multi-Service Centers located in SA-14, Room 1400C; SA-2, Basement level; and SA-18, Rooms 605 and 803, provide quick copy services to all A.I.D. employees. Materials to be copied should be sent to the Center using form AID 5-19, M/SER/MO/CPM Multi-Service Center, Quick Copy Request (see Attachment 1-D). This form is available in each Center. Service is performed on a first in - first out basis. However, priority service may be requested by providing justification under Special Instructions. Completed orders can either be picked up at the Center or will be delivered through the internal messenger system.*

1D. Obligations of Funds

1. In-House Production

When printing, reproduction, or graphics work is accomplished with A.I.D. facilities and personnel, no appropriation or allotment is shown on the requisition since such costs are automatically charged to *M/SER/MO/CPM* allotments.

2. External Production

When the work is to be done outside (Government Printing Office or commercial contract), the requisition is to show obligating information, as follows:

a. Offices *issued Budget Allowances* for these services use their own assigned appropriation and *Budget Plan Codes.* Obligating documents are to be forwarded to the *Office of Financial Management (M/FM)* Assistant Controller servicing the office for review and prevalidation. Upon prevalidation by *M/FM*, the notation "Funds Available from the Office of Financial Management" is placed on the requisition.

b. All other offices use *M/SER/MO/CPM* appropriation and allotment symbols which are available to the designated Authorizing Official. No prevalidation by *M/FM* is required.

* * *

Attachments:

1-A Form AID 5-18: Duplicating and Distribution Request

1-B SF-1: Printing and Binding Requisition, and Instructions for Completing

Page No.	Effective Date	Trans. Memo. No.	
1-6	Mar. 30, 1988	20:26	AID HANDBOOK 20

1-C Items Not Subject to the Clearance and Issuance
Procedure for Publications

*1-D Form AID 5-19: M/SER/MO/CPM Multi-Service Center, Quick
Copy Request*

Instructions for Completing Form A I D 5-18

Complete All Blocks

Classification Must Be Shown

Use Date Not "ASAP" or "RUSH"

MO/CPM/P Will Stamp

AID 5-18 (9-71)		SECURITY CLASSIFICATION		REQUISITION NO.	
DUPLICATING AND DISTRIBUTION REQUEST		UNCLASSIFIED			
REQUESTED BY: Mary Smith		DATE SUBMITTED 0-00-00	DATE REQUESTED 0-00-00	DATE REQUIRED 0-00-00	
OFFICE OR DIVISION S&T/--		DELIVER TO - (Name of person or Distribution Section) Mary Smith (See Instructions)			
BUILDING SA-18	ROOM NO. 308	TEL. EXT. 875-1234	BUILDING SA-18	ROOM NO. 308	TEL. EXT. 875-1234
TITLE OR DESCRIPTION		NO. PAGES	PRINT 1 SIDE 2 SIDES	SIZE	QUANTITY
REQUESTS FOR DUPLICATING SERVICES		14	X	8½ x 11	235
PROCESS		SPECIAL INSTRUCTIONS			
<input checked="" type="checkbox"/>	OFFSET	<p>2 staples left side Drill 3 holes left side for notebook</p> <p>SAMPLE FORMAT</p> <p>DISTRIBUTION: S&T/--, Mary Smith 35 copies AID List H 150 " Distribution Stock 50 "</p>			
	PLATES				
<input checked="" type="checkbox"/>	ASSEMBLE				
<input checked="" type="checkbox"/>	STAPLE				
<input checked="" type="checkbox"/>	PUNCH				
	WRAP				
	DISTRIBUTION				
	ADDRESSING				
	XEROX				
APPROVED FOR THE REQUESTING OFFICE (Print and Title)					
Cadwallader H. McGillicuddy, III, Chief, S&T/---		0-00-00	875-4321		

4 Part Form

Check All Necessary Operations

Do Not Detach Any Copies Until Requisition Number Is Inserted

Provide Any Special Requirements

Show Distribution Plan, If Any

ATTACHMENT 1A

(TM 20-26)

SF 1 PRINTING AND BINDING REQUISITION
To the PUBLIC PRINTER Please furnish the following:

FROM (Department or Government Establishment)		JACKET NO (Assigned at GPO)		<input type="checkbox"/> Red <input type="checkbox"/> Black		REQUISITION NO.		
1		2				3		
APPROPRIATION CHARGEABLE/APPLICABLE LAW		BILLING ADDRESS CODE (BAC)		AUTHORIZED BY		DATE		
5						4		
TITLE		QUALITY LEVEL		FORM NO.				
6								
QUANTITY (Units of finished products)		FINISHED PRODUCT (Check One)				CLASSIFICATION		
7		<input type="checkbox"/> Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify)				8		
THIS ORDER RIDES (Department)		(Requisition No.)		(Jacket No.)		STRAP WITH REQUISITION NO		
PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)			SECOND CHOICE (If any)		COLOR(S) OF INK	
	Cover							
	OTHER (Specify)							
COMPOSITION	FURNISHED (Magnetic tape)		(Negatives)	(Camera Copy)	(Manuscript)	(Shoot printed copy)		
	<input type="checkbox"/> Direct Drive <input type="checkbox"/> Other						PREVIOUS JACKET/REQ (If reprint)	
	TEXT TYPE (Point, Face, Leaded/Solid)		DISPLAY TYPE (Face)		MARGINS (After trim) Picas/inches	Back/Left	Top	Other
TYPE PAGE WIDTH (Picas)		No of Cols	Col Width	TYPE PAGE DEPTH (include running head but not bottom folio)	ILLUSTRATIONS (Total)	PICK UP FROM Jacket No	Req No	
						RESTORE TO ORIGINAL JACKET	HOLD REPRODUCIBLES (Specify) (Negs, type, mag. tape)	
							Weeks	
PRESS AND BINDERY	PRINT ONE SIDE ONLY	HEAD TO HEAD	HEAD TO FOOT	OTHER	COVER PRINTS 1 2 3 4	EMBLOSS	MULLING (Print or Bindery)	
	PERFORATE	SCORE	Position	NUMBER (Inclusive)	Color of ink	TO		
	SIZE FLAT (inches) FORMS, SETS, PADS	FOLD TO (Inches)	SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS	PAGES	FOLDINS/INSERTS	PAPER COVERS (Self) (Separate)		
	WIRE STITCH (Side) (Saddle) (No)	PAST ON FOLD	LOOSELEAF	ADHESIVE BOUND	SEW	CASE BOUND	(Material and Color)	STAMP TITLE (Bindery) Cover
	SPINE	Gold	ilm	Gold	Ink (color)			
	PAD/SETS (Gum) (Stitch) (Pos)	(Sheets in Pad)	(Sets in Pad)	(Sheets in Set)	PUNCH/DRILL (Shape)	(No of holes)	(Diam)	(Inches Center to Center)
GATHER (Explain)		CARBON INTERLEAVE		INDEX (Cut)	(Tab)	(Bleed)	LIP DIVIDERS (Height of Lip)	
						(Width of cut 1/8 etc.) (Pos)		
PROOFS AND DELIVERY	REQUESTED PROOF DATE	PROOF SETS (Galley) (Page)	DEPT HOLD (Workdays) (Galley) (Pages)	PROOFS TO				
	REQUESTED DELIVERY DATE	KRAFT WRAP	SHRINK FILM	BAND IN SETS	SUITABLE	OTHER PACKAGING (Specify)	QUANTITY IN PACKAGE	
	DELIVER TO					PACK IN CARTONS	B/L FURNISHED	

ADDITIONAL INFORMATION

12

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

13

BILLING ADDRESS (If BAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment

Instructions for completing Standard Form 1,
Printing and Binding Requisition

1. Insert "Agency for International Development."
2. Insert Bureau or Office symbol.
3. Do not fill in. M/SER/MO/CPM/P will provide this information.
4. Insert current date.
5. Do not fill in. M/SER/MO/CPM/P will provide this information.*
6. Insert title of work being requested.
7. Insert quantity of finished product.
8. Insert security classification of finished product.
9. Consult with M/SER/MO/CPM/P before completing this section.
10. Insert requested delivery date of finished product. Do not use ASAP. Be specific.
11. Insert complete delivery address. Do not use "SA" number building designations.
12. Consult with M/SER/MO/CPM/P before completing this section.
13. Insert name and phone number of person familiar with this request.
14. Insert authorized title and signature before submitting to M/SER/MO/CPM/P.

*If this request is to be funded from program or project funds the proper funding information, including a valid obligating number, must be inserted before submission to M/SER/MO/CPM/P. In this case it must also carry a "funds available" stamp from M/FM.

ITEMS NOT SUBJECT TO THE
CLEARANCE AND ISSUANCE PROCEDURE FOR PUBLICATIONS
(Interim List)

Directives, including AID Notices and supplementary and internal issuances. (Except for internal issuances, these require M/SER/IRM/PE approval under directives management procedures - see Part I, Chapters 1-6, HB 18.)

Forms and form letters. (These require approval by the Records Management Branch, M/SER/MO/PA/RM, under forms management procedures - see Part V, Ch 5, HB 18.)

Reports when numbered with a Report Control Symbol (assigned by M/SER/IRM/PE under reports management procedures - see Part V, Ch 4, HB 18) when the individual issuance follows the approved format, distribution, and stocking plan.

Congressional Presentation
Contractor-produced or grantee-produced reports and publications
Contracts, grants, and PASA's
Correspondence

Individual issuances of certain - but not all - previously approved periodicals and publications series
In-service training materials
Internal AID operating documents including management studies and audit reports

Other organizations' documents (UN, IBRD, etc. - reproduced in small quantities for internal AID use)

Press excerpts
Press releases
Program and project documentation, including progress and terminal reports

Small Business Circulars and Memorandums

NOTE: Items of the types listed above and other materials may, though ordinarily exempt, present questions of potential interest to the Communications Review Board (XA/P). Such questions arise when large quantities, high cost, sensitive content, external distribution, or other factors are involved. When the Publications Branch (M/SER/MO/CPM/P) feels that a requested item may present such questions, it defers action on the printing request until the originator has consulted with XA/P and received its approval.

ATTACHMENT 1D

AGENCY FOR INTERNATIONAL DEVELOPMENT
MO/CPM Multi-Service Center
Quick Copy Request

DATE _____ JOB NUMBER _____

NAME _____ ROOM NUMBER _____

OFFICE SYMBOL _____ PHONE NUMBER _____

NUMBER OR PAGES _____ NUMBER OF SETS REQUIRED _____

FINISHED SIZE

8½ x 11

8½ x 14

STAPLE

YES

NO

PRINT

ONE SIDE

TWO SIDES

SPECIAL INSTRUCTIONS

White - Operator Copy

Yellow - Receipt Copy

Blue - Customer Copy

AID 5-19 (1-87)

Printing and Reproduction Methods

Listed below are the types of reproduction normally available with A.I.D./W facilities, and those obtained from GPO or commercial sources.

I. AGENCY SERVICES

A. Direct-Image Offset

This process is used for small, fast requests. It is the most satisfactory of any office reproduction method. The copy is typed or drawn on a paper plate. When typed, a special lithographic ribbon or carbon paper ribbon is used. Erasures are made with a special non-abrasive eraser. Reproduction is by direct-image offset plate processed on a small offset machine. Almost any type of paper can be used and can be printed on both sides.

B. Photo Reproduction (Offset Platemaking)

This process is used for reproducing items in which the original copy is to be enlarged or reduced in size or as an expedient to eliminate preparation of a master plate. It involves the preparation of a paper master which is then reproduced on an offset-type machine as in paragraph II.C. below. It will not reproduce photographs for reproduction. Photo reproduction is a process of reproducing copy by means of a camera, which enlarges or reduces copy within the size of the camera and plate (8-1/2" x 13"). Most colors in line drawings or typing will reproduce black, but light blue inks will not reproduce.

C. Copying (Electrostatic or Similar Machines)

Located in various offices are copying machines which are to be used when up to 10 copies of a document are needed. The machines are assigned to those offices which have frequent need of them. However, they may be used by other units after obtaining the permission of the office where they are located. When more than 10 copies are required, requisition them from the Printing Branch on form AID 5-18.*

II. GPO OR COMMERCIAL SOURCES

A. Photographic Reproduction Processes

1. Photographic Prints (Photographic Camera)

Reproduction of art (or copy) from negative film. This method permits reproduction of any image such as half-tone, or continuous tone. This medium falls into two categories—bromide and contact. The size of the copies desired determines the category.

2. Ozalid or White Print

This process of reproduction requires that the original copy be sufficiently transparent to allow light to pass through to sensitized paper, such as tracing cloth, acetate, tracing paper, or a film negative or positive. This is a direct image process that does not reduce or enlarge original copy. The maximum size is 44" wide with no limit in length.

3. Photostat

A method of reproduction recommended for a limited number of copies only. Originals can be enlarged or reduced (maximum finished size—18" x 22").

B. Dry-Mounting

This process permanently fastens two or more surfaces together; e.g., an illustration on a backing sheet, text material on a chart, etc. A special type of treated tissue is placed between the surfaces. The materials are placed in a metal press which is electrically heated to flatten and evenly bind the surfaces.

C. Photo-Offset

Photo-Offset is usually used for quantities over 2,000. The copy is typed, drawn, or clipped and pasted on any white paper. It can be photographed in the same size, enlarged, or reduced, depending on the desired size of the finished work. A metal or other type of plate is then made from the photographic negative and the image reproduced the same as from a paper plate. Almost any type of paper can be used, and printing can be on both sides.

D. Letterpress Printing

Letterpress printing is generally used for quantities over 25,000 and for specialty forms. It offers a greater variety of type characters and format than other reproduction methods, but is sometimes more expensive. The copy is typed, double-spaced, and with illustrations as necessary. In this method, reproduction is accomplished by the transfer of ink from a raised (or relief) image to the paper or other surface on which the copy is desired.

E. Stencil Duplicating (Mineograph)

This process is used for quantities up to 1,000 where the quality of reproduction is less important. The copy is either typed or drawn with a stylus on a stencil. Stencils will reproduce on paper of sizes up to 8-1/2" x 14". Mineograph paper, which is of fair quality, is used. It does not take ink writing or erasing satisfactorily, and printing on both sides is not recommended because it shows through. However, stencils can be run more than once.

F. Hectograph Duplicating (Ditto)

This process is used for quantities from 100 to 200. The advantage of this process is the ease with which the master can be prepared and the speed with which it can be reproduced. The completed work is to be handled carefully, as the purple dye used in this process rubs off easily. The copy is either typed or drawn on a hectomaster. The special paper used in this process is of fair quality but does not permit erasures. It is to be printed on one side only and the master can be reused if image has not been removed.

III. BINDERY SERVICES

Bindery services available in the Printing Branch consist of collating, stitching, drilling, and plastic binding (in limited quantities). Large binding jobs of more than 50 pages, spiral binding, bookbinding, and large or specialty binding projects are normally sent to GPO or commercial concerns.

**Reproduction of classified documents must be approved in advance on form AID 630-1.*

Instructions for Completing Form A I D 5-18

Complete All Blocks

Classification Must Be Shown

Use Date Not "ASAP" or "RUSH"

MO/PAV Will Stamp

AID 5-18 (9-71)			SECURITY CLASSIFICATION			REQUISITION NO.		
DUPLICATING AND DISTRIBUTION REQUEST						UNCLASSIFIED		
REQUESTED BY: Mary Smith			DATE SUBMITTED 4/30/74		DATE REQUESTED 5/2/74		DATE REQUIRED 5/3/74	
OFFICE OR DIVISION EX/SPA			DELIVER TO - (Name of Person or Distribution Section) Mary Smith (See Instructions)					
BUILDING RP "C"		ROOM NO. 1412	TEL. EXT. 235-1234		BUILDING RP "C"		ROOM NO. C&RSC #8	TEL. EXT. 235-8921
TITLE OR DESCRIPTION REQUESTS FOR DUPLICATING SERVICES			NO. PAGES 14	PRINT 1 SIDE 2 SIDES X		SIZE 8 x 10-1/2		QUANTITY 235
PROCESS			SPECIAL INSTRUCTIONS					
<input checked="" type="checkbox"/> OFFSET			<p>Print 2 sides, head-to-head 2 staples left side Drill 3 holes left side for notebook</p> <p>SAMPLE FORMAT</p> <p>DISTRIBUTION: EX/SPA, Mary Smith 35 copies AID List H 150 " Distribution Stock 50 "</p>					
PLATES								
<input checked="" type="checkbox"/> ASSEMBLE								
<input checked="" type="checkbox"/> STAPLE								
<input checked="" type="checkbox"/> PUNCH								
WRAP								
DISTRIBUTION								
ADDRESSING								
XEROX								
APPROVED FOR THE REQUESTING OFFICE (Name and Title) Cadwallader H. McGillicuddy, III, Chief, EX/EMS						DATE 4/30/74		TEL. EXT. 235-4321

4 Part Form

Check All Necessary Operations

Do Not Detach Any Copies Until Requisition Number Is Inserted

Provide Any Special Requirements

Show Distribution Plan, If Any

Attachment 1F to Ch 1, HB 20 (TM 20:1)

Att. 1F-1

Instructions for completing Form GPO 3019, Printing and
Reproduction Service Requisition

1. Insert "Agency for International Development."
2. Insert name, telephone number and extension of person familiar with job.
3. Do not fill in. MO/PAV will provide this information.
4. Insert requesting Bureau or Office designation.
5. Insert date this request was submitted to MO/PAV.
6. Check with MO/PAV before completing this item.
7. Insert security classification.
8. Insert date. Do not use ASAP or rush. Be specific.
 - a. Check appropriate box to show that overtime is or is not authorized. (If authorized, attach justification.)
9. Insert title of publication requested and/or form number, if appropriate.
10. Insert quantity of copies requested.
11. Insert number of pages submitted to MO/PAV with request.
12. Consult with MO/PAV before completing this section.
13. Insert distribution instructions for finished product.
14. Insert complete delivery address.
15. Consult with MO/PAV before completing this section.
16. Insert authorized title and signature before submitting to MO/PAV.

[For coded Instructions - see opposite page Att. 1F-2]

FORM GPO 3010 REV. 3-57

PRINTING AND REPRODUCTION SERVICE REQUISITION

To the PUBLIC PRINTER—Please cause to be furnished the following work by the U. S. Government Printing Office, Field Service Division

DO NOT WRITE IN THIS SPACE FOR G P O USE

JACKET NO. _____

ESTIMATED COST _____

SCHEDULED DELIVERY DATE _____

FROM: GOVERNMENT DEPARTMENT OR ESTABLISHMENT 1	FOR INFORMATION CALL NAME 2	DEPT. REQUISITION NO. 3
BUREAU OR OFFICE 4	TEL. NO. _____ EXT. _____	DATE 5
APPROPRIATION CHARGEABLE 6	SECURITY CLASSIFICATION 7	DELIVERY DATE: DESIRED 8
JOB TITLE OR DESCRIPTION 9	FORM NO. _____	REQUIRED 8

* AUTHORIZATION **8a** IS GIVEN TO CHARGE REQUISITIONING AGENCY FOR OVERTIME WORK WHICH MAY BE REQUIRED TO ACCOMPLISH THE INDICATED DELIVERY REQUIREMENT
 IS NOT

QUANTITY 10	FINISHED PRODUCT <input type="checkbox"/> BOOKS OR PAMPHLETS <input type="checkbox"/> BLANK FORMS (SHEETS) <input type="checkbox"/> PADS OR TABLETS <input type="checkbox"/> OTHER (SPECIFY) _____	NO. PAGES 11 NO. LEAVES NO. PASTERS
HOLD TYPE OR NEGATIVES FOR _____ WEEKS	JOB NUMBER OF PREVIOUS PRINT IF KNOWN _____	FOLIOS OF MANUSCRIPT COPY _____
PROOFS WANTED (SETS): GALLEY _____ PAGE _____ PHOTOSTAT _____ OZALID _____	SEND PROOFS TO: (NAME) _____ (ADDRESS) _____ (TEL. NO.) _____	

COMPOSITION: TYPEWRITER PROP SPACING TYPEWRITER VARITYPE TYPESET (SPECIFY) _____ OTHER _____

PRINTING OR REPRODUCTION PROCESS: OFFSET LETTER PRESS STENCIL PHOTOSTAT OZALID OTHER (SPECIFY) _____

PRESS AND BINDERY SPECIFICATIONS

KIND OF PAPER	SUB. WEIGHT	COLOR	INK (COLOR)	PRINT: <input type="checkbox"/> ONE SIDE ONLY <input type="checkbox"/> RIGHT HAND PAGE <input type="checkbox"/> LEFT HAND PAGE	PAPER COVERS: <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> FOLLOW COPY <input type="checkbox"/> SELF <input type="checkbox"/> SEPARATE
COVER	SIZE OF FLAT SHEET	FOLD TO (SIZE OF TRIMMED PAGE)	MARGINS: LEFT _____ RIGHT _____ TOP _____ BOTTOM _____	FORMS MUST REGISTER <input type="checkbox"/> INTERLEAVE WITH CARBOR <input type="checkbox"/> TRIM FOUR SIDES <input type="checkbox"/>	PADS: <input type="checkbox"/> GUM AT SIDE <input type="checkbox"/> GUM AT TOP <input type="checkbox"/> SHEETS IN PAD _____ SHEETS IN SET _____ SETS IN PAD _____

GATHER (ASSEMBLE) AB PAGED OTHER (SPECIFY) _____

STITCH SIDE TOP PASTE PUNCH SHAPE _____ NO. OF HOLES _____ DIAM. _____ INCHES C. TO C. _____ POSITION _____

NO. OF STAPLES _____ SADDLE UPPER LEFT

PERFORATE _____ FOLD (OTHER THAN ABOVE) _____ NO. OF FOLDS _____ (EXPLAIN) _____

OTHER BINDERY REQUIREMENTS (DESCRIBE) _____

PHOTOREPRODUCTION SPECIFICATIONS

PAGE OF COPY	PHOTOSTAT	OZALID	PHOTOGRAPHIC NEGATIVES AND POSITIVES				DETAILS			
	COPIES OF EA. PAGE	COPIES OF EA. PAGE	<input type="checkbox"/> FILM	<input type="checkbox"/> NEGATIVE	NO. OF EA. PAGE		COMPLETED SIZE		MARGINS	
	NEG POS	NEG POS	<input type="checkbox"/> PAPER	<input type="checkbox"/> POSITIVE					TOP	BOT. LEFT RIGHT

DISTRIBUTION INSTRUCTIONS: EMBOSSEMENT _____ ADDRESSING _____ **13** MAILING _____ (EXPLAIN) _____

PACKAGING: WRAP TIE CARTON BAND IN SETS SUITABLE OTHER (SPECIFY) _____ QUANTITY OF FINISHED PRODUCT IN PACKAGE _____

SHIPPING: FREIGHT RAILWAY EXPRESS MOTOR FREIGHT PARCEL POST OTHER (SPECIFY) _____ B/L OR POSTAL PERMIT NO. _____ FURNISHED BY DEPARTMENT _____

DELIVER TO: NAME _____	ADDRESS _____	ROOM NO. _____	TEL. NO. _____	NO. OF COPIES _____
14				

BILLING ADDRESS (IF DIFFERENT FROM ABOVE DELIVERY DESTINATION) ADDRESS _____ ATTN OF _____

ADDITIONAL INFORMATION **15**

IT IS CERTIFIED THAT THIS WORK IS AUTHORIZED BY LAW AND NECESSARY TO THE CONDUCT OF THE BUSINESS OF THE ABOVE-MENTIONED GOVERNMENT ESTABLISHMENT AND ANY ILLUSTRATIONS OR OVERTIME IS NECESSARY AND RELATES ENTIRELY TO THE PUBLIC BUSINESS.

FORWARD COPIES NOS. 1-4 INCLUSIVE TO FIELD SERVICE DIVISION OFFICE. RETAIN COPIES NOS. 5 AND 6. **1**

(SIGNED) _____ **16** (TITLE) _____

(Approx. 3/4 actual size)

CRITERIA TO DETERMINE NEED FOR APPROVAL OF AID-PREPARED
OR -FINANCED PUBLICATIONS BY THE AID PUBLICATIONS BOARD

<u>Type of Publication</u>	<u>Primary Distribution</u>	<u>Quantity</u>	<u>Approval Required</u>
Pamphlets or booklets	- Public	--	YES
	- Internal	0-499	NO
Any <u>not</u> listed below	- Internal	500+	YES
* Reports (Recurring)	- Public	--	YES
	- Internal	--	NO
	- Internal + Public of	200+	YES
Reports (Nonrecurring)	- Public	--	YES
	- Internal	500+	YES
Periodicals	--	--	YES
Country Program Documents	--	--	NO
Congressional Presentations	--	--	NO
Small Business Circulars and Memoranda	--	--	NO
AID Directives Regulations Handbooks Manual Orders/Circulars Policy Determinations AID Notices	--	--	NO
Post Reports	--	--	NO
Press Releases	--	--	NO

(NOTE: *The Board does not review articles or manuscripts prepared by AID employees and submitted for Agency approval prior to publication by an entity other than AID) See HB 18, Part III: "Information to the Public"*

** See AID Handbook 18, Part V, Chapter 4, "Reports Management"*

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Chairman, AID Publications Board

DATE:

FROM : [Head of requesting Bureau, Office, or Staff]

SUBJECT: Request for Board Review of A Proposed Publication

1. [Title of proposed publication]
2. [Purpose of publication]
3. [Specifics regarding type of publication, format, illustrations or charts (if any), type of cover, printed size, number of pages, printing method, etc., if different in any way from specifications shown on attached Form AID 3-7B. Otherwise, simply confirm them.]
4. [List Bureaus and Offices which have cleared manuscript for substance, correctness, and/or pertinence. Clearances must be obtained from any Bureau or Office which has official cognizance or jurisdiction, either geographic, technical, or administrative, over the subject matter.]
5. [Proposed initial distribution, and planned use for remaining stocks. Include estimate from Office of Public Affairs (OPA) of need for copies for public distribution.]

Attachments:

1. MO/PAV Estimate
2. Manuscript (4 cys)

← [Format is completed by MO/PAV to show cost estimate and recommendations]

SAMPLE FORMAT



5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Date _____

TO: _____

FROM: Roger M. Mieras, Chief, Publications and Audio-
Visual Arts Division (MO/PAV)

We estimate that it will cost \$ _____ to print your proposed publication entitled

This estimate is based on the specifications which you have requested:

Quantity: _____

Size: _____

Estimated Number of pages: _____

Composition (specify): _____

- Camera Copy
- Negatives
- Set Type

Text paper: _____

Cover paper: _____

Color of ink: Cover _____ Text _____

Cover Bleeds _____

Text Illustration Bleeds _____

Binding: _____

Packaging: _____

Estimated no. of illustrations _____

- Photographs
- Line Drawings

**SAMPLE
FORMAT**

We agree that this is the most appropriate method to reproduce this printed material.

We recommend that the following changes be made in the specifications for reproduction of
this material: _____

If these changes are made, we estimate that the cost will be \$ _____.

* The requisition from the originating office must show in its distribution that four (4) copies
of this publication are to be delivered to:

Exchange and Gift Division
Library of Congress
Washington, D. C. 20504

*Bureau of the Budget Bulletin No. 67-10, dated June 5, 1967 requires that four (4) copies of all
publications (excluding those not of public character such as classified matter, blank forms,
circular letters etc.) should be provided to the Library of Congress.

[MO/PAV format for cost estimates and recommendations]

(Approx. 3/4 actual size)

AID HANDBOOK 20	TRANS. MEMO NO. 20:25	EFFECTIVE DATE March 13, 1987	PAGE NO. 2-1
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CHAPTER 2

(RESERVED)

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 29, 1988	Page No. 3-1
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CHAPTER 3

SAFETY, HEALTH AND CIVIL DEFENSE PROGRAMS

* 3A. Purpose

This chapter provides the policies and regulations which govern the Safety, Health, and Civil Defense Programs of the Agency. It also outlines the responsibilities and duties of A.I.D. offices and employees involved in these programs.

3B. Policy

The Agency's Occupational Safety and Health Program seeks to preserve its most valuable asset, the safety and health of its employees. To do this, it is the Agency's commitment to prevent employee injuries and property losses caused by needless accidents, and to assure for every employee, to the extent possible, safe and healthful working conditions through the establishment and maintenance of an effective and comprehensive safety and health program. Constant observance and adherence to safety principles and standards by heads of bureaus and offices and their supervisory staff and by all employees are essential to achieve program objectives for occupational safety and health, fire prevention, self-protection, and other emergency situations.

3C. Authorities

1. The Occupational Safety and Health Act (Public Law 91-596 84 Stat. 1590, December 29, 1970). This law was established to assure safe and healthful working conditions for working men and women. Section 19 of the Act requires the head of each federal agency to establish and maintain a comprehensive safety and health program consistent with the safety standards promulgated under Section 6 of the Act, and authorizes their enforcement by the Secretary of Labor.

2. Title 5, Section 7902, United States Code, under Executive Order 11807, September 28, 1974 authorizes the President to establish a Federal Advisory Council on Occupational Safety and Health. The Council is composed of representatives of federal agencies and of employee labor organizations and serves as an advisory body to the Secretary of Labor in carrying out a Federal Safety Program. *

Page No. 3-2	Effective Date Mar. 29, 1988	Trans. Memo. No. 20:26	AID HANDBOOK 20
-----------------	---------------------------------	---------------------------	-----------------

* 3. Executive Order 12196, February 26, 1980, entitled "Occupational Safety and Health Programs for Federal Employees" prescribes the specific responsibilities of each agency head in establishing and maintaining a comprehensive program. It also provides, in part, that the Secretary of Labor shall provide technical and advisory services, conduct annual program evaluations, and establish and maintain a safety management information system.

4. The Code of Federal Regulations, Title 29, Part 1960, entitled "Safety and Health Provisions for Federal Employees" contains the program guidelines issued by the Secretary of Labor to assist federal agencies in developing a safety program suitable to their mission, size and organization.

5. Executive Order 12566, September 26, 1986, entitled "Safety Belt Use Requirements for Federal Employees" requires federal employees riding in the front seat of a motor vehicle on official business to wear a properly fastened safety belt. It also states that the Secretary of Transportation shall provide leadership and guidance to agency heads to assist them with employee safety belt programs.

6. Executive Order 11490, October 28, 1969, entitled "Assigning Emergency Preparedness Function to Federal Departments and Agencies" directs the establishment of a program of National Emergency Security Preparedness, and prescribes the policy for federal agencies to have sufficient capabilities to ensure the continuity of their agencies in the event of a national security emergency.

7. The Code of Federal Regulations, Title 41, Part 101-20, entitled "Smoking Regulations; Final Rule", December 8, 1986 prohibits smoking in General Services Administration (GSA) controlled buildings and facilities, leased space and delegated facilities except in designated smoking areas determined by agency heads.

(NOTE: Programs for overseas units are covered in the Uniform STATE/A.I.D./USIA Regulations 6 FAM 600, "Safety and Civil Defense Programs." See Ch 7, A.I.D. HB 23 - Overseas Support.)

3D. Responsibilities

1. General

a. The Public Buildings Service of the General Services Administration (GSA) is responsible for the protection of Government-owned or leased buildings as well as for the personal safety *

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 29, 1988	Page No. 3-3
-----------------	---------------------------	---------------------------------	-----------------

* and security of the occupants, insofar as their safety may be affected by the structure itself, or by the activities required for the maintenance and operation of the building. However, since immediate action could be vital to preserve life and property in an emergency, each Government-occupied building must have an Occupant Emergency Plan (OEP) and an emergency floor team organization.

b. Effective October 1, 1986, A.I.D. became responsible for the security, maintenance and repair, elevator operations, cleaning and garbage removal, and landscaping for three of its office buildings and a warehouse. Although A.I.D. may hire security personnel, GSA retains responsibility for the overall safety and security of federal building occupants and property. GSA will also monitor and assist as necessary in other areas.

c. In a Government-owned or leased building, occupied exclusively by federal agencies, the senior official of the agency occupying the major space within the building is responsible for establishing and maintaining an effective and comprehensive building Occupant Emergency Plan (OEP). When A.I.D. participates in an OEP, the senior A.I.D. official (as described in 3D3 below) shall submit a completed copy of the OEP to the A.I.D. Occupational Safety and Health (OS&H) Officer. All A.I.D. personnel and all other Government agencies within the building are expected to participate in the OEP.

d. In a building occupied by A.I.D. jointly with private sector tenants or with other federal agencies and private sector tenants, the senior A.I.D. official is responsible for developing an appropriate OEP to cover A.I.D. employees if the building OEP has not been established or does not already cover A.I.D. employees, and for submitting a completed copy of the OEP to the A.I.D. OS&H Officer.

e. In the main State Department Building in Washington, the Department of State Safety Director is responsible for the OEP and the emergency floor team organization plan. A.I.D. personnel in that building are expected to cooperate fully and participate in these plans.

2. Office of Management Operations (M/SER/MO) *

a. The Deputy Assistant to the Administrator for Management (DAA/M) is responsible for the overall management and administration of comprehensive Safety, Health, and Emergency Preparedness Programs for the Agency in Washington and, in coordination with the Department of State, for A.I.D.'s overseas activities.

Page No. 3-4	Effective Date Mar. 29, 1988	Trans. Memo. No. 20:26	AID HANDBOOK 20
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* b. Under the authority delegated from the DAA/M, the Director, Office of Management Operations (M/SER/MO) coordinates with the Department of State Medical Service, Public Health Service, Red Cross, National Safety Council, the Federal Emergency Management Agency, the General Services Administration, and other federal, state and local authorities as necessary on matters dealing with these programs.

c. Under the authority delegated from the Director, M/SER/MO, and under the supervision of the Chief, Policy Branch of the Policy and Analysis Division (M/SER/MO/PA/PB), the Agency's Occupational Safety and Health (OS&H) Officer manages the Safety and Health Program as prescribed by statutory and regulatory mandates.

d. The Agency's OS&H Officer:

(1) Publicizes Federal Safety Program goals within the Agency, and develops and maintains a safety management system which informs all employees of the programs, policies and procedures established for their safety and welfare;

(2) Conducts with the senior management official of each bureau/office (e.g., director of the executive management staff or the office of management, or the administrative officer) periodic inspections of facilities and work places, including environmental on-site conditions, to ensure compliance with guidelines established by the Occupational Safety and Health Administration (OSHA), A.I.D., and by state and local authorities, and initiates action to correct conditions that do not meet established standards. Responds to employee reports of hazardous conditions (a) within 24 hours of imminent danger, (b) within three days for potentially serious conditions, and (c) within twenty days for other conditions;

(3) Assesses and reports as necessary on the Agency's accident experiences to the Department of Labor and other public and private agencies;

(4) Represents the Agency on the Washington Metropolitan Field Federal Safety and Health Council and the Columbia Plaza Federal Tenants Association;

(5) Reviews Agency plans for construction and renovation making recommendations relating to the safety and health of A.I.D. personnel;

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AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 29, 1988	Page No. 3-5
-----------------	---------------------------	---------------------------------	-----------------

(6) Coordinates with the Inspector General's Office of Security (IG/SEC) for installation of security locking devices and warning signal devices for protection of A.I.D. personnel and equipment and for security support; and

* (7) Assists the senior management official of each bureau/office in (a) carrying out the Agency safety and health program activities to assure that safety and health policies are implemented effectively, (b) developing specific procedures for their building Occupant Emergency Plan (OEP), and (c) arranging necessary staff training by a physical security specialist from the Federal Protective Service of GSA, and from other relevant sources of training.

3. Senior A.I.D. Official

a. In a building occupied exclusively by A.I.D., the senior A.I.D. official is responsible for developing a building Occupant Emergency Plan (OEP) which requires the designation, staffing and training of an occupant emergency organization to include a building Occupant Emergency Coordinator (OEC) and emergency floor teams. A typical floor team in a large facility would include a floor warden, area monitors (one for each major area of the floor), stairwell monitors, handicapped monitors, and elevator monitors. Naturally, small or single-story facilities may not need all of these monitors. The senior A.I.D. official shall submit to the A.I.D. Occupational Safety and Health (OS&H) Officer a copy of the completed OEP which will include the names, room addresses, phone numbers, and descriptions of the specific assignments of all members of the occupant emergency organization.

b. In a building occupied by A.I.D. jointly with other Government and/or private sector tenants, if the building OEP has not been established or does not already cover A.I.D. employees, the senior A.I.D. official is responsible for developing an appropriate OEP to cover A.I.D. employees. In addition, the senior A.I.D. official is responsible for negotiating with other Government agencies in the building in an effort to develop a unified OEP, and may also contact non-government occupants to seek their participation. The senior A.I.D. official ensures that the OEP is kept current, and submits a copy of the completed OEP to the A.I.D. OS&H Officer.

4. Building Occupant Emergency Coordinator (OEC)

The senior A.I.D. official in an A.I.D. occupied building designates an Occupant Emergency Coordinator (OEC) to assist in developing and implementing the Occupant Emergency Plan (OEP). The OEC: *

Page No. 3-6	Effective Date Mar. 29, 1988	Trans. Memo. No. 20:26	AID HANDBOOK 20
-----------------	---------------------------------	---------------------------	-----------------

- * a. Assists the senior A.I.D. official in designating, staffing and training the occupant emergency organization, including necessary alternates, for that building;
- b. Ensures that all floor warden and other emergency floor team positions are adequately covered at all times;
- c. Plans and executes fire drills, in concert with the senior A.I.D. official, to test the effectiveness and adequacy of the occupant emergency organization and of the OEP overall;
- d. Assumes operational command, by agreement with the senior A.I.D. official, of building evacuation during a fire drill or an actual emergency;
- e. Ensures that all A.I.D. offices are familiar with the essential features of the building OEP, including basic safety practices and the location of fire extinguishers and other emergency equipment and facilities, and that they are aware of the identity and location of floor wardens and alternates for their areas;
- f. Alerts the Chief, M/SER/MO/RM or the A.I.D. OS&H Officer of any hazardous conditions within the building which need immediate correction; and
- g. In the absence of the senior A.I.D. official, represents the latter on all emergency safety and health matters.

5. Floor Wardens

Employees designated by the building OEC, after consultation with the heads of their respective units, as floor wardens for all programs (i.e., OEP, civil defense, fire prevention and safety) will:

- a. Receive instructions and guidance from the building OEC;
- b. Receive training by a physical security specialist from the Federal Protective Service of GSA;
- c. Ensure that an alternate floor warden is on duty at all times to handle emergencies or drills during the absence of the floor warden;
- d. Ensure that all employees on his/her floor are familiar with the main features of the OEP, and with floor specific emergency procedures including exit routes and location of fire extinguishers and *

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 29, 1988	Page No. 3-7
-----------------	---------------------------	---------------------------------	-----------------

* other emergency resources, and that employees are aware of the identity and location of their floor warden and alternate;

e. Have primary responsibility for the prompt and orderly evacuation of all employees on his/her floor during actual or simulated emergency evacuation; and

f. Report to the OEC any floor specific problems encountered during an emergency evacuation, and make suggestions which may potentially improve the effectiveness of any aspect of the overall OEP.

6. AID/W Organizational Units

a. The head of each bureau/office is responsible for ensuring that constituent elements of their organization comply with and participate fully in their respective building Occupant Emergency Plan (OEP).

b. The senior management official of each bureau/office and heads of other subordinate offices and staffs including supervisors at the division, branch, or comparable levels are responsible for:

(1) Supporting safety and health program policies by ensuring staff participation and compliance, and by taking or initiating corrective action as necessary to promote safe and healthful working conditions for all employees;

(2) Identifying responsible employees as candidates to serve as floor wardens and other members of emergency floor teams as required by the OEP, and for identifying alternates when so requested by the building Occupant Emergency Coordinator (OEC); and

(3) Ensuring that employees designated for floor warden duty and their alternates receive available training in building specific emergency evacuation procedures, and are knowledgeable with all essential features of their building OEP.

7. AID/W Employees

Employees at all levels are expected to participate cooperatively in the Safety, Health, and Civil Defense programs, and each employee has an individual responsibility for:

a. Complying conscientiously with program policies; *

Page No. 3-8	Effective Date Mar. 29, 1988	Trans. Memo. No. 20:26	AID HANDBOOK 20
-----------------	---------------------------------	---------------------------	-----------------

* b. Being familiar with OEP evacuation and other safety procedures and cooperating fully with and following the instructions of floor wardens and other members of the emergency floor team organization;

c. Being alert to any working conditions which may be detrimental to safety and, when identified, reporting them to their supervisor or floor warden; and

d. Reporting immediately to their supervisor any personal injury occurring on the job, and completing the necessary forms which will be required if, subsequently, it is decided to file a work related injury claim with the Office of Workers' Compensation Programs, Department of Labor. Reporting instructions are found in Ch. 1 of A.I.D. HB 29 - Employee Relations and Benefits.

3E. National Emergency Planning Program

1. General

A.I.D.'s responsibilities in the event of a national emergency are based on Executive Order 11490. A separate Emergency Relocation Handbook (classified SECRET) provides for an active emergency planning program in AID/W.

2. Purpose

a. To define A.I.D.'s wartime role in the event of a national emergency;

b. To establish procedures for the implementation of emergency planning functions; and

c. To provide guidance for the maintenance of the Agency's Emergency Relocation Cadre.

3. Responsibilities

a. Employees who are issued the Emergency Relocation Handbook are to secure the Handbook in accordance with existing Agency security regulations. (See Ch 3, Section 971.3 (5 FAM 900), of A.I.D. HB 6 - Security.)

b. AID/W employees designated to relocate in the event of a national emergency have preassigned duties to be performed. *

	Trans. Memo. No.	Effective Date	Page No.
AID HANDBOOK 20	20:26	Mar. 29, 1988	3-9

* c. AID/W employees not designated to relocate in such an event will be guided by instructions from the senior A.I.D. official in each A.I.D. occupied building during regular working hours.

d. Employees prevented from reporting to work in the event of a national emergency should stand by for guidance or instructions from the Government by whatever means are available, including the news media.

4. Supply and Procurement

GSA Handbook entitled "Emergency Supply Support Operations," FPMR 101-34, April 1985 (unclassified) provides federal agencies with current information on procedures to follow to obtain personal property and nonpersonal services during a national defense emergency situation.

3F. Agency Smoking Policy and Regulations

A.I.D. General Notice issued August 5, 1987 is the Agency directive on this subject. A copy of this notice is included as Appendix A.

3G. Agency Vehicle Safety Belt Policy

A.I.D. policy mandates that all Agency passenger vehicles be equipped with seat safety belts, and that these devices be maintained in good operating condition. Agency policy also requires each occupant of a moving motor vehicle used for official A.I.D. business to buckle their seat safety belt.

Appendix A: A.I.D. General Notice issued on August 5, 1987, Subject: Agency Smoking Policy and Regulations *

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

APPENDIX A
CH.3 (TM 20:26)

A.I.D. General Notice
M/SER/MO
August 4, 1987
Issue Date: 8-5-87

SUBJECT: Agency Smoking Policy and Regulations

I. General

After consultation with the A.I.D. Occupational Safety and Health Advisory Committee (OSHAC), other agencies, and employee representatives [The American Federation of Government Employees (AFGE) and The American Foreign Service Association (AFSA)], the policies and regulations outlined herein have been adopted by the Agency. This notice supersedes previous notices on this subject and will be incorporated in the A.I.D. Handbook system.

II. Objective

The Agency has a responsibility to provide a safe and healthful workplace. A.I.D. also shares the Surgeon General's stated objective of achieving a smoke-free environment by the end of this century. This commitment is based upon medical evidence which documents the harmful effects of smoking to non-smokers as well as smokers. For these reasons, it is the Agency's intention to control smoking in all space occupied by A.I.D. personnel. Consistent with these public health objectives, supervisors may authorize a reasonable period of administrative leave so that employees who smoke can attend a smoking cessation program during a short series of extended lunch hours.

III. Application

1. These rules apply to all AID/W bureaus and offices without exception.

2. Overseas, missions will adopt a parallel rule, based upon A.I.D.'s domestic policy, to the extent local custom and office sharing arrangements with other agencies permit.

IV. Policy

Smoking is prohibited in all space controlled by the Agency in Washington, including official vehicles, except within properly designated areas. In accordance with General

Services Administration (GSA) regulations, appropriate signs to this effect will be posted to inform both occupants and visitors of this policy. Specifically, "No Smoking Except in Designated Areas" signs will be posted at the entry to A.I.D. occupied space and "Designated Smoking Area" signs, provided by M/SER/MO through EMS and Administrative offices, may be posted by occupants of office areas as specified below. In the future, "No Smoking" signs will be provided by the Agency only in computer facilities or in areas where hazardous materials are stored as a reinforcement of this policy.

V. Prohibited Areas

1. Conference rooms, elevators, libraries, common use computer work stations, file rooms, common utility areas, and hazardous- material storage areas may not be designated as smoking areas.

2. Carrying of lit or smoldering tobacco products through prohibited areas or from one authorized area to another is not allowed.

VI. Authorized Areas

1. Occupants of private offices may declare such space to be a "Designated Smoking Area". Occupants of such offices will, however, comply with a request from a participant in a private office meeting to refrain from smoking.

2. Shared office space is, by definition, a non-smoking area unless all occupants agree that all or part of the area may be a "Designated Smoking Area". Such designation must take into account the configuration and ventilation of the space so as to minimize the involuntary exposure to secondhand smoke of non-smokers in the undesignated portion of such space.

3. The senior officer designated by the Director of M/SER/MO in an A.I.D./W occupied building, after consulting with representatives of other bureaus or offices sharing space in the building, may declare portions of public corridors controlled by the Agency as a "Designated Smoking Area" when an insufficient number of offices have been so designated. When A.I.D. shares space with other agencies or organizations these actions will be coordinated.

4. The designated senior officer in an A.I.D./W occupied building, after consultation with other bureau or office representatives and in coordination with other agencies or occupants of a shared building, may declare no more than 25% of the restrooms as "Designated Smoking Areas".

5. Given the flexibility inherent in 1., 2., 3., and 4. above, the Agency will not designate separate "smoking lounges," construct partitions or undertake other costly measures to isolate smokers from non-smokers.

VII. Enforcement

1. The basis for success in this highly personal subject, as with other working relationships, is mutual courtesy and respect for the rights of one's fellow worker or guests, both smokers and non-smokers. In the past, A.I.D. employees have successfully demonstrated that this approach is the most effective method of addressing the smoking question.

2. It is anticipated that the spirit of cooperation and mutual respect will rarely require the exercise of an adjudicatory process, grievance or supervisor intervention in the administration of these rules. However, in the event of a dispute, employees must not attempt to personally enforce these standards. Rather they should request the appropriate supervisor to take action.

3. Normal discussion between employees and supervisors will be conducted in an effort to resolve the problem amicably. If oral counseling is unsuccessful, standard disciplinary or grievance procedures should be followed.

DISTRIBUTION:

List H, Position 5
List B, Position 10

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 30, 1988	Page No. 4-1
-----------------	---------------------------	---------------------------------	-----------------

CHAPTER 4
BUILDING SERVICES

4A. Purpose and Scope

This chapter describes various types of building services available within AID/W and provides instructions for obtaining such services. These services pertain to building management, maintenance, and repair, and to related facilities and services which contribute to increased efficiency and economy of operation.

* The AID/W Directory of Services, Section E in the AID/OPIC/TDP Telephone Directory has a detailed list of services, office symbols and telephone numbers.

4B. Policy

Appropriate services and utilities required to make space usable for ordinary purposes will be provided. Buildings and equipment for utilities, including grounds and approaches, will be operated, maintained and repaired in accordance with standards prescribed by the General Services Administration (GSA). Normal safety, fire, and guard services will be furnished to provide for safety of occupants and visitors, and for the protection of the Government's interest in the property. (See HB 20, Ch 3).

4C. Authority

Federal Property Management Regulations (41 CFR 101-20), "Management of Buildings and Grounds."

4D. General

Most emergency and many other essential services, or information concerning them, can be obtained by a telephone call to the responsible organization listed in the AID/W Directory of Services. Services of a non-emergency nature which will require the commitment of funds and/or manpower will normally require a requisition on form AID 5-7, Supplies/Equipment/Services Requisition. (See HB 20, Ch 4G and Ch 9). *

Page No. 4-2	Effective Date Mar. 30, 1988	Trans. Memo. No. 20:26	AID HANDBOOK 20
------------------------	--	----------------------------------	------------------------

4E. Building Services Obtained by Telephoning M/SER/MO/RM "Repair Services"

1. Utility Repairs

Repairs and/or adjustments involving lighting, heating, air conditioning, or plumbing systems.

2. Telephone Repairs

* For all malfunctions of System 85 telephone instruments, instrument programming, or lines, call the telephone "Trouble Hotline" at (64) 7-9922. Breakdown or malfunction of the system or any circuits or instruments not on System 85 should be reported to the Building Management Branch, M/SER/MO/RM at (87) 5-1304.

3. Cleaning and Custodial Services

Cleaning and general maintenance of all Government-owned or leased buildings is accomplished by contractor personnel on an established schedule. Problems or any special requirements should be referred to M/SER/MO/RM.

4. Repairs to Equipment and Furniture

Minor repairs which can be accomplished on-site. (See HB 20, Ch 7).

4F. Conference or Meeting Rooms

1. AID/W Facilities

Most AID/W bureaus and offices have their own conference rooms available in or near their work areas. However, additional rooms for one-time or short-term use may be available for reservation by telephone (see the Conference Rooms and Facilities listing in the AID/W Directory of Services in the AID/OPIC/TDP Telephone Directory). All other requests for additional room reservations should be submitted to M/SER/MO/RM on a form AID 5-7 as far in advance as possible, and are to include the following information: *

- a. Identification of the group or unit, and the name and telephone number of the person to be contacted;
- b. Date, time, and anticipated duration of the conference or meeting;
- c. Number of persons in the group;

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 30, 1988	Page No. 4-3
-----------------	---------------------------	---------------------------------	-----------------

- d. Seating arrangements desired; and
- e. Equipment (if any) required (i.e., projection screen, blackboard, etc.).

2. State Department Facilities

* Use of State Department facilities, including the large auditoriums, may be requested directly from STATE/FMSS/GS as listed under Conference Rooms and Facilities (see the AID/W Directory of Services in the A.I.D./OPIC/TDP Telephone Directory). (Also see 6 FAM T720).

3. External or Long-range Facilities

a. Requests for long-range use of meeting or conference rooms should be submitted to M/SER/MO/RM on a form AID 5-7 with full justification.

b. Requests for use of external facilities should be submitted in accordance with the procedures outlined in HB 20, Ch 8D, "Administrative Purchasing for AID/Washington."

4G. Building Services Obtained by Submission of Form AID 5-7

1. Dining Room Privileges

The Van Buren suite of executive dining rooms is for the use of senior officials of the Department of State. However, Assistant Administrators and other senior direct-hire officers (GS-15, FS-1, or equivalent) of the Agency for International Development are accorded privileges through an individual application and approval procedure initiated by submission of a form AID 5-7 to M/SER/MO/RM. Authorized individuals may invite guests and may host luncheons for guests from foreign countries. Reservations are required.

*

2. Guard Service

AID/W Guard service for special occasions (e.g., meetings, conferences, or panels where classified material is in use) may be requested through the Office of Security (IG/SEC) to M/SER/MO/RM. The requisition is submitted as far in advance as possible and states type of meeting, location, expected duration, and other pertinent information. M/SER/MO/RM will coordinate with the Office of Security, IG/SEC.

Page No. 4-4	Effective Date Mar. 30, 1988	Trans. Memo. No. 20:26	AID HANDBOOK 20
------------------------	--	----------------------------------	------------------------

3. Shuttle Buses

a. AID/W, in cooperation with the Department of State, provides shuttle bus transportation for official business between buildings located in Virginia and the District of Columbia. Schedules are included in the AID/W Directory of Services, AID/OPIC/TDP Telephone Directory. Changes are announced by AID/W or Department Notices.

b. Arrangements for special charter or additional buses for specific occasions (e.g., the annual A.I.D. Awards Ceremony) are requested from M/SER/MO/RM. The request includes justification and all pertinent details (times, locations, estimated number of people, etc.).

* 4. Directories

a. Floor directories, located in areas populated by AID/W personnel, list the top officials of each bureau or office in the building, by floor. M/SER/MO/RM makes the necessary changes resulting from official relocation of offices and units in the Main State Building. All other changes are requested by the management office of the organization concerned on form AID 5-7.

b. M/SER/MO/RM maintains and revises lobby directories in Universal North Building (SA-12) and the annexes located in the Rosslyn area in accordance with requests submitted on form AID 5-7 by the management officer of the concerned bureau or office.

5. Bulletin Boards

a. Most locked bulletin boards in the State Department building are maintained by STATE/FMSS/GS. Any material proposed for display on such boards is submitted to STATE/FMSS/GS with a statement of its purpose and the date when the material can be removed.

b. Other locked bulletin boards located within the work areas of AID/W units may be assigned to and maintained by the A.I.D. units concerned and are intended for the posting of daily or periodic notices of interest to the employees who work in the area.

6. Door Signs

Door signs for hallways and inner offices and desk nameplates and holders are obtained from M/SER/MO/CPM/P upon receipt of a form AID 5-7 which states name, title, office symbol, and room numbers. *

AID HANDBOOK 20	Trans. Memo. No. 20:26	Effective Date Mar. 30, 1988	Page No. 4-5
-----------------	---------------------------	---------------------------------	-----------------

7. Painting

Upon receipt of a form AID 5-7 stating the reason(s) that painting is required, M/SER/MO/RM inspects the area, determines the cost involved, and weighs other related factors (e.g., time since last painting or whether office moves are planned in the near future) to determine whether the painting can be justified economically. If the decision is made to paint the area, M/SER/MO/RM consults with operating officials on choice of color schemes, prepares the necessary work orders for GSA, and advises the office concerned as soon as a date is established for the painting.

8. Alterations

a. Upon receipt of a form AID 5-7 containing a description of the work desired and a justification therefor, a space analyst from M/SER/MO/RM inspects the area and, in cooperation with operating officials, analyzes the problem to determine the most practical and economical way to develop satisfactory working space.

b. Installation or removal of telephone or electrical outlets also requires justification. Personal preference for locating furniture or equipment is not considered adequate justification for relocating such outlets. Frequently, removal requests result from creation of safety hazards caused by rearrangement of furniture. When such work is part of an office move, M/SER/MO/RM makes advance plans to handle it as the move is made (See HB 20, Ch. 6F2 and Ch. 7).

* 9. Hanging, Mounting, or Framing of Government-Owned Property

a. Items which are clearly Government-owned may be submitted to M/SER/MO/CPM/P for consideration for mounting or framing by commercial sources. The decision in each case will be based upon expected benefits to the Government established in the justification as compared to the cost of the service.

b. M/SER/MO/RM arranges for the hanging of mounted or framed items. The form AID 5-7 is to state the approximate size, location, person to be contacted, and telephone extension.

c. Agency policy is that mounted or framed items are not attached directly to walls in those areas having textured vinyl wallcovering. Instead, they are suspended from the rail at the juncture of the wall and ceiling using hooks and monofilament line. *

AID HANDBOOK 20	TRANS. MEMO NO. 20:25	EFFECTIVE DATE March 13, 1987	PAGE NO. 5-i
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C H A P T E R 5
P A R K I N G P R O G R A M A D M I N I S T R A T I O N

This Chapter consists solely of the Uniform State/AID/ACDA Regulations, 6 FAM 1740, "Parking Program Administration."

1740

PARKING PROGRAM ADMINISTRATION

1741 PURPOSE AND BASIS

(TL:GS-1110 3-13-87)
(Uniform State/AID/ACDA)

This joint regulation describes the basis for the issuance of parking permits for the limited number of Government-owned spaces available for employees of the Department of State, the Agency for International Development, and the Arms Control and Disarmament Agency. State, AID, and ACDA are committed to a policy of energy conservation and therefore encourage all holders of permits to form car-pools.

1741.1 Authority

Authority for this regulation is derived from General Services Administration (GSA) Temporary Regulation FPMR Temp. Reg. D-69 and subsequent extension(s).

1741.2 Definitions

a. "Agency parking" means vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking Government vehicles, other official vehicles, visitor vehicles, and employee vehicles.

b. "Applicant" means a permanent full-time employee of State, AID, or ACDA whose work station is located at the Main State building, State Annex 1, or 515 22nd Street, N.W., and whose privately-owned vehicle is registered on the application as the primary mode of transportation.

c. "Carpool" means a group of two or more people using a motor vehicle for transportation to and from work.

d. "Executive" means a Government employee with management responsibilities which in the judgment of the employing agency head or designee, requires preferential assignment of parking privileges.

e. "Handicapped employee" means a Government employee who has a severe permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another. Justification for this priority requires annual certification by the employee's physician, the Veterans Administra-

tion, or the Public Health Service, indicating that such handicap exists except when records in the Office of Medical Services (M/MED) already state that the condition is permanent. The certification (except for those M/MED already has on record as permanently impaired) must be validated by the Office of Medical Services and the validation must accompany the request for such a parking permit.

f. "Official parking" means parking spaces reserved for Government-owned or Government-leased vehicles.

g. "Parking committee" means officials of representative agencies (State, AID, ACDA) sharing space, selected to review, approve, and/or adjudicate vanpool/carpool applications for parking in the Main State building garage and the Potomac Annex lot.

h. "Parking space" means the area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle.

i. "Regular member of a vanpool/carpool" means a Government employee who travels on a daily two-way basis (leave and TDY excepted) in a vanpool/carpool for a minimum distance of 1 mile each way.

j. "Unusual hours" means work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes individuals who regularly work significantly more than 8 hours per day. It does not include shift workers, those on alternate work schedules, and those granted exceptions to the normal work schedule (e.g., flextime).

k. "Vanpool" means a group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses.

1742 PARKING SYSTEM

Parking in the basement of Main State is based on methods employed by commercial parking lots to permit maximum accommodation of vehicles. Uniformed attendants, employees of a commercial parking company under contract to the Foreign Affairs Recreation Association (FARA), direct parking and move vehicles, as required.

1742.1 Rates

The monthly basement parking fee is \$9.00, effective April 1, 1981. This fee is payable in advance by all individuals assigned basement permits. No charge is required for an individual assigned a parking space at the Potomac Annex lot.

1742.2 Collection of Parking Fees

Executive and administrative offices are responsible for collecting the monthly charges from single permit holders and remitting them to the Foreign Affairs Recreation Association (FARA) which serves as the accounting office for the operation. Vanpool/carpool permit holders are responsible for remitting their parking fees directly to FARA.

1742.3 Exemptions

The following categories shall be exempted from the payment of parking fees:

- a. Government-owned/leased vehicles.
- b. All two-wheel vehicles.
- c. Shift work and weekend duty (employees whose scheduled duty hours are established as a shift starting or ending outside of normal work hours). This definition includes employees on "swing" or "midnight" shift, but does not include employees on flextime or overtime.
- d. Employees who park at the Potomac Annex lot.

1743 ALLOCATION

After setting aside sufficient space for official vehicles and handicapped employees, the Department's Office of Facilities Management and Support Services, General Services Division (FMSS/GS), allocates permits to the various bureaus and organizations of State, AID, and ACDA for issuance to executive employees and employees who work unusual hours while assigned to the Main State building, State Annex 1, or 515 22nd Street, N.W. FMSS/GS will also issue permits to vanpool/carpool applicants following the review and approval of applications by the Parking Committee.

1744 ASSIGNMENT OF SPACE

1744.1 Executive and Unusual Work Hour Permits

Within their respective quotas, State (through its executive and administrative offices), AID-M/SER/MO (through allotment to its bureaus or

offices), and ACDA/A are responsible for assigning permits to executive employees and employees who work unusual hours.

1744.2 Handicapped Permits

FMSS/GS, with the advice of M/MED, assigns permits to handicapped individuals through State's executive and administrative offices, AID-M/SER/MO, and ACDA/A.

1744.3 Vanpool/Carpool Permits

A Parking Committee, consisting of three (3) officers assigned from State and one (1) each assigned from AID, and ACDA, will evaluate and authorize these permits. A member from State, representing the largest proportion of the population supported, will serve as the chair for purposes of convening meetings and presiding at each session. The Parking Committee performs the following functions:

- a. Screens all applications to assure that all applicant eligibility criteria are met and to eliminate any duplication in either applicant or vanpool/carpool membership.
- b. Ranks all valid applications by competitive criteria.
- c. Approves by unanimous agreement the issuance of permits within the number of spaces allocated for vanpools/carpools.

1745 APPLICATION AND COMPETITION

1745.1 Form

All applicants must complete in typewritten form in duplicate, Form DS-1820, Parking Permit Application (see Exhibit 1745.1).

1745.2 Handicapped Employee Permits

M/MED must certify on Form DS-1820 that the employee meets the criteria established for such a permit.

1745.3 Executive and Unusual Work Hour Permits

These permits are assigned directly, within respective allotments, by executive and administrative offices of each major element of State, AID, and ACDA. Forms DS-1820 document the holders of this parking privilege.

1745.4 Vanpool/Carpool Permits

Applications for vanpool/carpool parking permits will be accepted during the period specified in an annual notice entitled, Parking Permits Open Season which will normally be the month of December. Permit holders must submit applications again during the parking permit open season, since permits are not automatically renewed. Form DS-1820, Parking Permit Application, will be attached to the notice announcing the open season and this form must reach FMSS/GS as specified in the notice. Applications received after the close-out date will be held in the pending file for action in the event of a vacancy. Applicants for pool permits must submit their completed Forms DS-1820 directly to FMSS/GS for review by the Parking Committee to assess approval within the competitive criteria. Parking permits requested and approved may be used only by the applicant and/or members of the vanpool/carpool listed on the application.

1745.5 Vanpool/Carpool Eligibility

a. The applicant must be a permanent, full-time employee of State, AID, or ACDA, reside a minimum of one (1) mile from Main State, and work in Main State, State Annex 1, or 515 22nd Street, N.W.

b. Vanpool/carpool members signing the application must be Government employees riding with the applicant effective the date of the application and they must reside a minimum of one (1) mile from Main State unless handicapped. These individuals may only enter the Department's parking facilities with a valid State, AID, or ACDA ID pass.

1745.6 Competitive Basis

Vanpool/carpool applications will be ranked in the following tiers. The tie breaker will be applied to the tier in which the number of applications exceeds the number of permits available.

a. The first tier will consist of vanpools with at least 5 State, AID, and ACDA members. Vanpools with 4 or fewer members from these agencies compete on the same basis as do carpools below.

b. The second tier will consist of carpools with the highest number of State, AID, and ACDA members. Subsequent tiers will be established until a minimum of 2 such members are from these agencies.

c. The next tier will consist of carpools with the highest number of members from all Federal agencies, provided that the applicants are from State, AID, or ACDA. Subsequent tiers will be ordered in like manner.

d. Tiebreaking in any tier will be on the following basis:

(1) The pool with the greater direct distance from the principal pool member's residence (the applicant) to the Department of State building; or

(2) If further tie breaking is necessary, the pool with the highest combined total years of Federal Government service will be used.

1746 PARKING PERMITS

1746.1 Issuance

Upon approval of an application by the Parking Committee, a parking permit will be issued to the employee through the executive/administrative office or directly by FMSS/GS, as appropriate. Parking permits will be valid for a 1-year period, normally beginning February of each year.

1746.2 Transfer

a. Parking permits issued to executive employees and employees who work unusual hours are transferable only by the executive or administrative office to which the permit has been allocated. If the permit holder leaves the Department, AID, or ACDA, transfers to another organizational unit, or is transferred out of Washington, that permit must be returned to the respective executive or administrative office from which the permit was originally issued.

b. If a vanpool/carpool falls below the level competitive with other applicants, the principal permit holder must return the permit to FMSS/GS. Parking permits issued to a vanpool/carpool are transferable only by FMSS/GS after action by the Parking Committee. Vanpools/carpools falling below the level competitive with other applicants will be given 10 workdays to find a replacement member(s). If no replacement member(s) is found at the end of the 10-day period, FMSS/GS must be notified. The loss of a member(s) may result in the loss of a parking permit.

1746.3 Loss

The loss of a parking permit is to be reported promptly in writing. Individual permit holders must report the loss of their permit to their executive/administrative office and vanpool/carpool permit holders to FMSS/GS. The report is to explain clearly the circumstances surrounding the loss. Where it appears that a permit has been pilfered or there is evidence of other acts of fraud, the case will be referred to the appropriate authorities by FMSS/GS.

Should the original permit be found, the replacement permit must be returned immediately to FMSS/GS.

1746.4 Penalties

Falsification of information on applications, repeatedly delinquent monthly payments for basement parking, use of a facsimile permit, repeated infractions of parking regulations, or failure to report an accident, will result in the suspension of parking privileges on Federal facilities for a minimum of 6 months or the remainder of the parking year, whichever is longer. This penalty will be imposed on all members of a vanpool/carpool if any member violates these provisions. Such persons are ineligible to participate as principals or members of vanpools/ carpools for this period of time for competitive purposes.

1747 PARKING REGULATIONS

1747.1 GSA Responsibility

The General Services Administration is initially responsible for the administration and control of Government parking areas. These regulations covering the use of parking areas and enforcement procedures have been developed to conform with the policy regulations prescribed by that agency.

1747.2 General Responsibilities

1747.2-1 Employees

Employees who have been granted parking privileges are responsible for prompt payment of the monthly charge and for notification of any changes relevant to their parking.

1747.2-2 Executive Offices

Executive and administrative offices are responsible for maintaining a file of current Forms DS-1820 for executive and unusual work hour permits which they authorize, and for collecting the advance monthly charges from those employees who have been issued parking permits, and for remitting the collections to FARA by the 20th of each month.

1747.2-3 Vanpools/Carpools

Permit holders for vanpools/carpools are responsible for reporting any changes in vehicles, license tags, and ridership directly to FMSS/GS and for remitting their parking fees in advance directly to FARA by the 20th of each month.

1747.3 Reserved Parking Outside of Main State

Permit holders are not to park in any of the parking spaces that are reserved for foreign diplomats, members of Congress, and other officials, as indicated by signs and curb markings. These parking spaces are located in the outlying areas of the Department of State building.

1747.4 Department of State Garage Parking

a. Permits must be displayed prominently on vehicles parked in the basement between 8:00 a.m. and 6:00 p.m. during the normal work week. No substitute for or facsimile of an official permit will be accepted. Vehicles parked without valid parking permits on work days between the hours of 8:00 a.m. and 6:00 p.m. will be given parking citations by the policing authorities and will possibly be towed away. Any costs or penalties involved must be borne by the owners of these vehicles.

b. All vehicles must be left unlocked with the key in the ignition (leave only the ignition key in the vehicle).

c. Parking in the reserved area is for holders of reserved permits only.

d. Small vehicles should be parked in the designated small car areas.

e. Traffic signs located at basement entrances and throughout the basement must be obeyed; (i.e., the speed limit of 10 miles per hour and stop signs must be observed).

f. Employees must not move vehicles other than their own.

g. Drivers are not to discharge or pick up passengers on the ramps, at basement entrances, in the garage aisles, or in any other area that could otherwise endanger the safety and security of personnel and property or impede the flow of traffic.

h. The employee has primary responsibility for parking or moving employee's own vehicle.

i. The Government assumes no liability for items left in vehicles.

j. Care and courtesy should be used in maneuvering in and out of parking spaces, and in opening car doors so that they do not damage adjacent vehicles.

k. The east-west aisles (to and from 21st and 23rd Streets) must be kept clear at all times. Under no circumstances may an employee leave the employee's own car unattended unless it is properly parked in a specified parking area.

l. After 9:00 a.m., parking on the fringe of the north-south aisles, with the specific permission of an attendant, is authorized if it does not block an entrance, driveway, aisle, or loading dock.

m. Continuous parking in excess of 18 hours is prohibited.

Failure to observe any of the above regulations will result in removal of the vehicle and suspension of the permit holder's parking privileges for a mandatory 6-month period or the remainder of the parking year, whichever is longer.

1747.5 Two-Wheel Vehicles

Two-wheel vehicles will be given special consideration, and a number of parking spaces will be reserved for them. Applications to park a motorized two-wheel vehicle must be made directly to FMSS/GS. No fees are charged for these permits.

1747.6 Damages and Accidents

Bona fide damage claims must be reported to any one of the attendants on duty in the garage before leaving the premises or to the guards if attendants have departed. An accident report form must be

obtained from the attendant and be completed and returned to the attendant or FARA. The name of the attendant or guard to whom the accident is reported should be obtained and included in the accident report. An officer of the parking company will make an investigation of each case and work with the claimant to arrive at a satisfactory solution. An employee who damages a vehicle in parking or removing the employee's own vehicle is obligated to report the incident to the attendant. Failure to do so will result in revocation of parking privileges.

1747.7 Enforcement

Parking areas are inspected daily by GSA building guards and/or a Metropolitan Police officer to insure compliance with parking regulations. Failure to observe the parking regulations will result in the issuance of a Metropolitan Police traffic citation or removal of the vehicle at the owner's expense. There is no mechanism by which these citations or towing charges may be canceled. Repeated infractions of regulations will result in the withdrawal of the parking permit.

1748 and 1749 Unassigned

INSTRUCTIONS TYPE ALL ENTRIES. COMPLETE IN DUPLICATE. Form must be completed in its entirety. Refer to 6 FAM 1740 (revised 1/85) for complete instructions. Each vehicle to be used must be registered.				DEPARTMENT OF STATE PARKING PERMIT APPLICATION			DATE OF APPLICATION		
APPLICANT	YEARS OF GOVT. SERVICE	BUREAU SYMBOL, NAME AND PLACE OF EMPLOYMENT	OFFICE PHONE	HOME ADDRESS (INCL. ZIP CODE)	RADIAL MILEAGE	MAKE OF VEHICLE	YEAR	TAG NUMBER	STATE
NAMES									
CERTIFICATION (Applicant and riders must sign) We, the undersigned, certify that we have read and understand the provisions of 6 FAM 1740 (revised 1/85). We further certify with our signatures the accuracy of the information we have provided. Each of us understands the Government's mandatory penalty of suspension of parking privileges on Federal facilities for the remainder of the parking permit year which will be imposed on all of us if any of us misrepresents carpooling membership or application qualifications, or for other carpooling violations.					CERTIFICATION (Bureau Executive Office for Individual Permits; FMSS/GS for Vanpool/Carpool Permits) I certify that the criteria established in Federal Property Management Temporary Regulation D-69 and 6 FAM 1740 (revised 1/85) have been followed and approval for the issuance of a parking permit is given.			FOR FMSS/GS USE: DATE PERMIT NO.	

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Volume 6 - General Services

PRIVACY ACT AUTHORIZATION FOR PARKING PERMIT APPLICATION

AUTHORITY: 22 U.S.C. 811a

PURPOSE: The principal purpose of the Parking Permit Application is to establish administrative controls over the issuance of parking spaces in the main Department of State building and the Potomac Annex lot. In addition, the information will assist the Department in forming vanpools/carpools for employees of the Department of State, AID, ACDA, and other Federal agencies. Individuals wishing to park in the Department's parking lots or those wishing to be matched to existing vanpools/carpools must provide this information.

ROUTINE USES: In establishing controls over the allocation of parking spaces and formation of vanpools/carpools, the form may be made available routinely to those employees within the Department who will coordinate the vanpool/carpool activities (the Facilities Management and Administrative Services Division, FMSS/GS).

EFFECTS: The submission of the information is voluntary; however, omission of an item may result in the invalidation of the Parking Permit Application.

AID HANDBOOK 20	Trans. Memo. No. 20:32	Effective Date Dec. 14, 1988	Page No. 6-1
-----------------	---------------------------	---------------------------------	-----------------

CHAPTER 6

SPACE MANAGEMENT AND MOVES

6A. Purpose and Scope

This chapter prescribes AID policy, procedures, and responsibilities for the acquisition, allocation, and utilization of Government-owned or leased space in the United States.

6B. Policy

AID policy is to provide sufficient and suitable space to meet the essential requirements of its bureaus and offices in performing their assigned functions, and to assure that such space is used in the most efficient and economical manner.

6C. Authority

The Foreign Assistance Act of 1961, as amended, Part III, Section 636; the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended; the Public Building Act of 1959 (73 Stat. 479), as amended; the Public Building Amendments of 1972 (86 Stat. 216); the

* * * Balanced Budget and Emergency Deficit Control Act of 1985 (99 Stat. 1038); Executive Order 12411, Government Work Space Management Reforms signed on March 29, 1983; Executive Order 12512, Federal Real Property Management, signed on April 29, 1985; Federal Property Management Regulations (FPMR) Temporary Regulation D-73; and 41 CFR 101-20, "Assignment and Utilization of Space."

6D. Changing Regulations

Executive Order 12411, Government Work Space Management Reforms, was signed by the President on March 29, 1983. This Order recognized the importance of reducing the amount and cost of Federal work space while ensuring that work space is effectively used to support agency missions. Executive Order 12512, Federal Real Property Management, signed by the President on April 29, 1985, reinforced the accountability and responsibility of agency heads for managing real property assets. These Executive Orders authorize the Administrator of the General Services Administration to provide Government-wide policy oversight and guidance for managing Federal real property and to establish procedures, guidelines, and regulations to guide agencies in managing real property assets. The Balanced Budget and Emergency Deficit Control Act of 1985 recognized the importance of reducing deficits and achieving a balanced

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Page No. 6-2	Effective Date Dec. 14, 1988	Trans. Memo. No. 20:32	AID HANDBOOK 20
-----------------	---------------------------------	---------------------------	-----------------

- * * budget through reduced Government spending. FPMR Temporary Regulations have been issued to implement the priorities and goals of that Act, as well as the requirements of Executive Orders 12411 and 12512.

The latest FPMR Temporary Regulation D-73 was issued on March 6, 1987 and replaces subparts of Section 101-17.000 of the Federal Property Management Regulations on "Utilization of Space."

The above guidance mandates:

1. That each agency establish and implement a Quality Workplace Environment Program, as well as a work space management plan, to meet utilization criteria and space reduction objectives.
2. That each agency achieve an average adjusted office space utilization rate (excluding supplemental space) of 135 square feet or less per workstation by the end of fiscal year 1990;
3. That each agency's requests for replacement space be consistent with quality workplace environment goals, and that the amount of office space is held to the minimum necessary to accomplish the tasks which must be performed;
4. That each agency insure space assignments in newly acquired or reconstructed space where furniture systems are used result in an average space utilization per workstation of 122 square feet or less, including supplemental space; and
5. That each agency optimize utilization of systems furnishings and open space design concepts.

Although the Agency does encourage open space design concepts whenever possible, it is recognized that supervisors starting at the branch chief level do have a need for individual offices to effectively carry out supervisory responsibilities. Non-supervisory employees, regardless of grade, will be provided workstations in open space insofar as office space configuration permits.

* *

6E. General

1. Under the Public Buildings Amendments of 1972, the Agency is required to budget for and to manage all space and services (services, space, quarters, maintenance, repair, or other facilities) furnished for AID use in the United States.

AID HANDBOOK 20	Trans. Memo. No. 20:32	Effective Date Dec. 14, 1988	Page No. 6-3
-----------------	---------------------------	---------------------------------	-----------------

2. The Office of Management Operations (M/SER/MO), through its Resources Management Division (M/SER/MO/RM), has primary responsibility for space management within AID/W. This includes planning and budgeting for space and services, acquisition and allocation of all space, development and promulgation of utilization standards and criteria, and continuing surveillance to assure maximum efficiency and economy in the utilization of all assigned resources. (NOTE: M/SER/MO/RM will advise overseas missions on space planning and utilization when required.)

* 3. The head of each AID/W organizational unit is responsible for assisting in the enforcement of regulated utilization standards by insuring that bureau/office space assignments are made in accordance with mandated guidance, in the conduct of periodic space surveys and/or providing current occupancy data to M/SER/MO/RM, and in the adjustment of space allocation to achieve more effective utilization.

6F. Procedures

1. Bureau or Office

a. When additional space, or a major change in assigned space, is required, the senior management official (e.g., director of the executive management staff or the office of management, or the administrative officer) of the bureau or office submits a memorandum request to M/SER/MO/RM with complete background and justification for the space adjustment required. The justification includes the reason for the request (such as a specific increase in personnel which has been approved by PFM/FM), and any other information which will assist M/SER/MO/RM in evaluating the request.

b. When alterations, installation or removal of partitions, or telephone relocations are required in connection with space allocation adjustments, such requests for service should be submitted in accordance with instructions in HB 20, Ch 4, Building Services, as soon as possible after M/SER/MO/RM has approved the request for space allocation adjustment and an effective date has been provided.

c. When personnel location changes occur as the result of a change in space allocation, the management office of the parent bureau/office is responsible for preparing an interim AID/W notice with pertinent relocation information and, also, for advising M/SER/MO/RM/BM and M/SER/IRM/PE of changes to be made, respectively, in the alphabetical and organizational sections of the AID/OPIC/TDP Telephone Directory. *

Page No.	Effective Date	Trans. Memo. No.	
6-4	Dec. 14, 1988	20:32	AID HANDBOOK 20

2. Action by M/SER/MO/RM

* a. Upon receipt of the memorandum request, M/SER/MO/RM planning and design staff will review the proposal, visit the area, and identify any related problems, and alternative courses of action. Following this site visit, M/SER/MO/RM will advise the bureau/office in writing of possible actions which can be taken.

b. M/SER/MO/RM may be able to recommend better utilization of existing space, rather than allocation of additional square footage. When necessary, M/SER/MO/RM will prepare preliminary space layout plans and, if appropriate, develop scaled drawings showing placement of furniture and equipment, and any required alterations to the assigned space. Placement of automated data processing equipment will be done in consultation with M/SER/IRM. To avoid any misunderstandings, operating officials will be consulted during the design stage.

c. When plans are completed, M/SER/MO/RM, in cooperation with the bureau/office, will evaluate requirements for furnishings and equipment and determine additional items required, or items that will become surplus when employees are relocated. The client office then prepares requisitions (form AID 5-7) for additional items, or to return excesses to stock, as appropriate. Automated data processing equipment, if no longer needed, may be assigned to another AID office.

3. Relocation in Connection with Changes in Space Assignments

When staff needs to be relocated:

a. M/SER/MO/RM arranges for actual movement of all furnishings and equipment. M/SER/MO/RM also assists the client office in coordinating actions, effective dates of changes in space assignments, and by providing schedules for the work to be accomplished when space renovations are to be provided;

b. Prior to a move of furnishings and equipment, and to assure its safe handling and rapid delivery to the right location, the preparation and marking of each item is the responsibility of the person in the client office to whom it is assigned or issued, and is accomplished in accordance with the detailed instructions shown in Attachment 6A. The client office also prepares the necessary requisitions (form AID 5-7, Supplies/Equipment/Services Requisition) consistent with instructions received from M/SER/MO/RM. *

Attachment:

6A - Instructions for Preparing Furniture and Equipment for Relocation

AID HANDBOOK 20	Trans. Memo. No. 20:32	Effective Date Dec. 14, 1988	Page No. 6A-1
-----------------	---------------------------	---------------------------------	------------------

ATTACHMENT 6A

INSTRUCTIONS FOR PREPARING
FURNITURE AND EQUIPMENT FOR RELOCATION

- A. At the request of the moving office, M/SER/MO/RM arranges for the necessary cardboard moving boxes and tags or masking tape to be delivered to the moving office in advance of the moving date. Moving boxes are not to be placed on furniture, and material packed in boxes is not to project above the top edges.
- B. Each moving box, office machine and item of furniture is to be individually tagged or marked. Tags should be placed on the side--not the top--of moving boxes. Tags show the name of the person to whom assigned, new room or bay numbers, and the building to which the items are to be moved. Color coding will be used when appropriate.
- C. File cabinets, transfer cases and supply cabinets are numbered consecutively in the order in which they are to be placed as shown on the equipment layout. Each section of sectional furniture is marked with a unit number and letter starting with the bottom section.
- D. The sliding retainers inside the drawers of file cabinets and record and transfer cases are drawn up tightly. It is not necessary to secure drawers of this equipment by cord or wire.
- E. Small articles are to be packed in boxes. All articles are to be removed from desks, tables or other insecure places and packed in boxes, and all liquids tightly capped.
- F. Supply cabinets, heavily loaded or poorly constructed file cabinets, bookcases without doors, and the top drawer of map and chart cases are to be emptied and the contents packed in boxes.
- G. All typewriters, adding machines and similar equipment are tagged and left in an exposed position, preferably off the floor, for the movers. Typewriters and other office machines are not to be concealed in closed typewriter compartments of desks. Office machines are not to be placed in boxes.
- H. Mirrors, pictures and maps suspended from picture moldings may be left in place and movers will take them down. All such items are to be tagged, however.

Page No. 6A-2	Effective Date Dec. 14, 1988	Trans. Memo. No. 20:32	AID HANDBOOK 20
-------------------------	--	----------------------------------	------------------------

- * * I. Movement of personal items such as plants, coffee pots, etc., are the responsibility of individual employees and these items will not be handled by the movers.
- J. For each move, M/SER/MO/RM normally designates a member of its staff as Project Manager. The latter provides guidance on preparing automated data processing (ADP) equipment for the move and, when necessary, arranges for special labor services to move certain kinds of ADP equipment.

* *
(NOTE: The preparations described above are normally the responsibility of the personnel assigned to the organization which is being moved. However, where special problems occur, M/SER/MO/RM specialists will provide assistance. Consult the AID/W Directory of Services, included as Section E in the AID/OPIC/TDP Telephone Directory, or contact the move Project Manager in M/SER/MO/RM.)

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-1
-----------------	---------------------------	----------------------------------	-----------------

CHAPTER 7

PERSONAL PROPERTY MANAGEMENT

7A. Purpose

The purpose of this chapter is to establish policies and procedures for the management of AID personal property. Personal property management comprises all elements in the life cycle of personal property including requisition, receipt, storage, utilization, accountability, standardization, maintenance and repair, inventory, and disposal. Property management guidance also is provided in HB 23, Ch 4, Personal Property Management Overseas; HB 23, Ch 6, Motor Vehicle Management; HB 23, Ch 14, Purchasing for AID's Overseas Activities; HB 6, Security, and HB 18, Information Services.

7B. Authorities

Authority for this regulation is contained in the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 2, Chapters 2, 3, 4, and Appendices I and II, and the guidance as provided in the Federal Property and Administrative Services Act of 1949, as amended.

7C. AID's Personal Property Management System - Summary

AID personal property is controlled at each stage of its life cycle from receipt, through storage, issuance, and utilization, to disposal by employees with designated management, accountability, or custodial responsibilities. Those responsibilities are carried out in conformance with this chapter and the other agency regulations indicated in paragraph 7A, and the authorities indicated in paragraph 7B, above.

AID's geographical and program management complexities entail a decentralized property management structure of property management officers, accountable officers, and property custodians. This management structure is detailed at paragraph 7E and summarized by the chart, "AID Personal Property Management Responsibilities," Exhibit 7A. The Resources Management Division, Office of Management Operations, M/SER/MO/RM, is responsible for the management of personal property held in AID/W unless another AID/W organization is specifically assigned property management responsibilities by this chapter.

Page No. 7-2	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
-----------------	----------------------------------	---------------------------	-----------------

AID's personal property management system comprises all personal property regardless of the property's value. It is characterized by designations, instructions, property records, physical inventories, reconciliation with the property records, boards of survey and reports that ensure appropriate supervisory and technical oversight and control on the acquisition, issuance, custody, utilization, and disposal of personal property. Property custodians have particularly important responsibilities in this regard.

Different degrees of control are established commensurate with the value of the item of property and management's need to have detailed knowledge about the property. Specific control techniques and the categories of property to which they apply are the discretion of the responsible personal property management officer within the policies and procedures set forth within this and the other Agency regulations referenced in paragraph 7A, above.

Agency financial management records -- the general ledger -- and Agency property records reflect identical values for capitalized personal property in AID/W and all nonexpendable personal property overseas that is acquired, is on hand, and is disposed of during a reporting period. Property included in this system is subject to an annual physical inventory and the results are reconciled with property records and the general ledger. Discrepancies are reviewed by a Survey Board before property records are adjusted. The Office of Financial Management reports the value of capitalized property to the Treasury annually.

The quality of AID/W's personal property management is assessed by annual certifications and reviews.

7D. Definitions

1. **Accountable Officer:** The official(s) appointed by Agency Property Management Officers to be responsible for budgeting, accountability, receipt, storage, issue, recordkeeping, inventory, and reporting on all personal property in his/her accountability area. The Accountable Officer certifies all personal property records and reports.
2. **Accountable Property:** All personal property for which responsibility for control is formally assigned to an accountable individual and official property records are maintained.
3. **Accountable Property Records:** Formal records of personal property which assign specific responsibility for control to an individual. Such records may control single line items or aggregates of similar property.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-3
-----------------	---------------------------	----------------------------------	-----------------

4. Automatic Data Processing (ADP) Property: General purpose, commercially purchased, mass-produced component devices and software that when configured together around at least one identifiable central processing unit, form an operational entity designed to be applied electronically to the solution of data problems and/or the facilitation of information applications. Each hardware or software component may be considered a piece of property, or the operational entity itself may be considered the property item.

5. Board of Survey (Survey Board): A standing or ad hoc committee, generally appointed by the Property Management Officer's superior typically consisting of three to five members serving a fixed term and charged with the review or investigation of incidents involving loss, damage, or destruction of Federal property; determination of financial liability for loss or damage of such property; and authorization for removal of items from official property records.

6. Capitalization: The financial management function of recording the total acquisition cost of an asset in the general ledger of an agency's financial accounts in order to accurately reflect the agency's investment in the asset.

7. Capitalized Property: All property with an initial acquisition cost of \$5,000 or above, and an estimated service life of two years or greater which is recorded in the general ledger of the Agency's financial management records.

8. Contractor Inventory: Property acquired by and in possession of a contractor or subcontractor (including Government furnished property) under a contract pursuant to the terms of which title is vested in the Government.

9. Control: The ongoing function of maintaining physical oversight and surveillance of personal property throughout its complete life cycle using various property management tools and techniques.

10. Depreciation: Periodic bookkeeping or accounting entry made in property and/or financial management records to reflect decreases in the value of property through age, wear, deterioration, or obsolescence.

11. Disposal Officer: The official(s) appointed by the property management officer to be responsible for determining the appropriate disposition of personal property. The Accountable Officer usually is not appointed as a Disposal Officer to minimize vulnerability of property to fraud or abuse.

12. Disposal Transaction: The action or process of removal of personal property from official records by sale, donation, transfer, abandonment or destruction, trade-in or other authorized means.

Page No. 7-4	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------------	---	----------------------------------	------------------------

13. **Equipment:** A summary term which includes all types of nonexpendable personal property, including capitalized plant equipment, motor vehicles, and office or household equipment and appliances. Property which is mechanized and usually having a manufacturer's serial number affixed.

14. **Excess Property:** Property under control of a Federal agency which is no longer required by the holding agency for its needs and the discharge of its responsibilities, as determined by the head thereof.

15. **Exchange/Sale Property:** Personal property not excess to the needs of the holding agency, but eligible for replacement, which is exchanged or sold with application of the exchange allowance or proceeds of sale to the replacement item.

16. **Expendable Property:** Property which is consumed or loses its identity when used, or normally becomes a component part of other property.

17. **Furnishings:** Articles which supplement office or household furniture and augment the utility of the space assigned. These articles include lamps, desk trays, smoking stands, waste receptacles, carpets and rugs, mirrors, and shower and window curtains, or drapes.

18. **Furniture Systems:** An arrangement of modular components utilizing vertical space which meets prescribed functional work station requirements. The components consist of work surfaces, storage units, power and communications outlets, and privacy panels which are panel supported in lieu of free standing, and interconnect and assemble into work stations of various sizes, configurations and complexity.

19. **Government Property:** Government-furnished property and nonexpendable personal property title to which vests in the U.S. Government.

20. **Inspector General (IG) Property:** Property acquired with IG funds.

21. **Negligence:** Simple negligence is an act, failure, or omission on the part of the responsible employee(s) to exercise the appropriate degree of care, precaution, or vigilance resulting in loss, damage, or destruction of Government property. Gross negligence is an act, failure, or omission on the part of the responsible employee(s) of a greater degree and deemed by competent authority to be misconduct or willful, wanton or reckless disregard for Government property resulting in the loss, damage, or destruction.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-5
-----------------	---------------------------	----------------------------------	-----------------

22. Non-Capitalized Property: All Government property that does not meet criteria for capitalization.

23. Nonexpendable Property: An item of personal property which is complete in itself; does not lose its identity or become a component part of another item when put into use; and has an acquisition cost greater than \$50.

24. Personal Property: Property of any kind except real property, records of the Federal Government, and certain naval vessels.

25. Physical Inventory: A periodic physical count of property that is actually on hand and the comparison of those counts with the applicable property records.

26. Property Accounting: A property and financial management responsibility to establish and maintain property accounts and supporting document files that reflect property activity.

27. Property Custodian: An official responsible for the day-to-day oversight, control, and safeguarding of property.

28. Property Management: All functions necessary for the proper determination of need, source, acquisition, receipt, accountability, utilization, maintenance rehabilitation, storage, distribution and disposal of personal property.

29. Property Management Officer: Agency officials responsible for establishing internal policies and procedures for the management and control of assigned personal property, ensuring the implementation of such policies and procedures, and ensuring compliance with Agency and Government-wide authorities and guidelines.

30. Property Records: All records used in physical and financial control and accountability of personal property.

31. Receiving Agent: The official appointed by the accountable officer who receives, inspects, and certifies the identity, quantity, and condition of items upon receipt. The Receiving Agent ensures receipts are posted to the receiving records before the Accountable Officer accepts accountability.

32. Reconciliation: The process of matching and adjusting property records for a specific item to all such records to bring them into full agreement and to assure that they accurately reflect the quantity, description, condition, location, custodian, etc., of the item.

Page No. 7-6	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
-----------------	----------------------------------	---------------------------	-----------------

33. Report of Survey: A process used to examine facts, determine responsibility and establish the extent of liability for the damage and/or destruction of Government property; or to provide relief from responsibility and/or accountability for such property. Also used to determine the condition of equipment.

34. Security Property: Property provided for the protection/security of personnel, facilities or national security information. Items include barriers, alarms, metal detectors, CCTV, armored vehicles, security doors/windows, selective systems, radios, vaults, safes and other security containers. (See paragraph 7I, below)

35. Sensitive Property: Property, regardless of acquisition cost, that by its nature is subject to theft, loss, conversion to personal use, or for some other reason must be subjected to more stringent controls than other property.

36. Supplies: Expendable personal property which is consumed in use or property classified as expendable because of its relatively low acquisition cost.

7E. Responsibilities and Designations

1. Property Management Officers

a. The Director, Office of Management Operations (M/SER/MO) is responsible for issuing Agencywide property management policies and external reports; he/she appoints AID/W Survey Boards.

b. The Director, Management Support (M/SER/MS) is responsible for the design, development, and implementation of property management policies, guidelines and programs applicable to overseas operations.

c. The Director, Office of Information Resources Management (M/SER/IRM) is responsible for the design, development, and implementation of property management policies, guidelines and programs applicable to automatic data processing (ADP) property.

d. The Director, Office of Administration, Office of Inspector General (IG/ADM), is responsible for the design, development, and implementation of property management policies, guidelines and programs applicable to property procured with IG appropriated funds except security property.

e. Overseas Regional Inspectors General for Audit exercise the responsibilities of the Director, IG/ADM, for property at their post(s).

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-7
-----------------	---------------------------	----------------------------------	-----------------

f. The Assistant Inspector General for Security (AIG/SEC) is responsible for the design, development and implementation of property management policies, guidelines and programs applicable to security property procured with IG appropriated funds or Department of State funds earmarked for AID facilities and personal security projects overseas. Approves loans of more than ninety days of security property located overseas.

g. The Chief, Office of Management Operations, Resources Management Division (M/SER/MO/RM) is responsible for the design, development, and implementation of property management policies, guidelines and programs applicable to property held in AID/W, exclusive of ADP, IG, security, and disaster relief property.

h. The Director, Office of U.S. Foreign Disaster Assistance (OFDA) exercises all property management functions for disaster relief property.

i. AID Executive Officers plan and direct mission personal property acquisition, accountability and disposition programs and develop standards for issuing and controlling the personal property of the mission. Although certain of these responsibilities may be exercised by the U.S. Embassy under a Joint Administrative Office or other service agreement or in consonance with common policies of the U.S. Mission, the AID Executive Officer is responsible for ensuring that local policies and practice applicable to AID personal property are consistent with this regulation and HB 23, Ch 4. The AID Principal Officer at post exercises the responsibilities set forth in this paragraph in the absence of an Executive Officer.

2. AID/W Accountable Officers are:

a. The Chief, Personal Property Management Branch (M/SER/MO/RM/PP), Resources Management Division, for all property except ADP, IG, security, disaster relief property and property for which the chief, M/SER/MO/CPM is accountable;

b. The Chief, Communications Program Management Division (M/SER/MO/CPM) for all photocopy, fax, telecommunications and other specialized equipment and associated expendable property under his/her operational control.

c. The Director, Office of Administration, Office of Inspector General (IG/ADM) for all IG-funded property in IG/W except security property. (Regional Inspectors General, or their designees, are accountable for property located overseas.)

Page No. 7-8	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------------	---	----------------------------------	------------------------

d. The Chief, Physical Security Division (IG/SEC/PS), Office of Inspector General for security property in AID/W;

e. The Deputy Director, Office of Information Resources Management (M/SER/IRM), for ADP property in AID/W; and

f. The Logistics Officer, Office of U.S. Foreign Disaster Assistance, Operations Support Division (OFDA/OS) for disaster relief property.

3. Disposal Officer: In addition to serving as Disposal Officer for all property under his/her direct cognizance, the Chief, Resources Management Division (M/SER/MO/RM), directs disposal processing of property surplus to the requirements of all AID/W offices except OFDA.

4. AID/W Property Custodians are the Executive Management Officers, or their equivalents, of bureaus and independent offices and, for the Management Bureau, the Office administrative officers or such other officers designated in writing by the Chief, M/SER/MO/RM. Property Custodians exercise reasonable surveillance over assigned property; identify and report any property holdings which exceed actual needs on form AID 5-7, Supplies/Equipment/Services Requisition (Attachment 7A) to M/SER/MO/RM; retain the record of the organization's property holdings provided by M/SER/MO/RM/PP, and authorize employees to retain private property in the office for official use.

5. Employee: Each employee is responsible for the proper care, custody, and effective utilization of Government property issued for employee's use and shall be financially liable for the property if it is stolen, damaged, lost, or destroyed as a result of negligence, improper use, or willful action on the employee's part.

6. Survey Boards:

A survey board will be convened under the circumstances set forth in section 7G8c, below. For overseas posts, additional guidance is provided at HB 23, Ch 4, section 226.5-2.

7. The Chief, Accounting Systems Division (PFM/FM/ASD), Office of Financial Management, is responsible for the establishment and maintenance of appropriate internal control and financial control records, generally and also with respect to the financial control of personal property.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-9
-----------------	---------------------------	----------------------------------	-----------------

8. The Chief, Central Accounts and Financial Reports Branch (PFM/FM/CAD/CAFR), Office of Financial Management, maintains the Agency general ledger and related financial reporting.

9. The Mission Controller is responsible for the establishment and maintenance of appropriate internal and financial control records and reports and in conjunction with property management officers, assures that contractors and grantees maintain adequate custody records for AID-owned property.

7F. AID Policies: General

1. Utilization

a. It is the policy of the U.S. Government to obtain maximum use of all property in its possession through efficient requirement planning, accountability, utilization, maintenance, and disposal procedures.

b. Except in emergencies threatening loss of life and property, Government personal property and nonpersonal services shall be used only for those purposes for which they were obtained or contracted for or other officially designated purposes.

c. Government funds shall not be expended for pictures, objects of art, plants, flowers or any other similar items intended solely for the personal convenience or to satisfy the personal desire of an official or employee.

2. Controls

The Agency will adopt and maintain methods and procedures to ensure that personal property use is consistent with laws, regulations, and policies; that personal property is safeguarded against waste, loss, and misuse; and that reliable data are obtained, maintained, and fairly disclosed in reports.

3. Economy

Prior to acquiring personal property, property management officers ensure that:

a. Personal property currently on hand is being utilized to the fullest extent practical and that supporting justifications are prepared prior to effecting new procurement for similar type property;

Page No. 7-10	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

b. The minimum quantity and quality of property is acquired which is required to support the Agency's mission and to satisfy the function for which the property is required;

c. Different varieties, types, sizes, colors, etc., of required items are limited to those essential in satisfying the functional end-use purpose.

4. Usefulness of Information

The overall goal of property management recordkeeping and reporting is to provide information that is useful, i.e., timely, relevant, reliable, cost beneficial, material, comparable, and consistent.

5. Loans To/From Other Agencies

Property is loaned to or borrowed from other Agencies only in exceptional circumstances. Only the cognizant personal property management officer may authorize loans of 90 days or less to another agency. The Director, M/SER/MO, authorizes all loans of AID/W property to other agencies in excess of 90 days. The Chief, Resources Management Division, M/SER/MO/RM, authorizes all loans to AID/W from other agencies. Loans are properly documented on form OF-130, Personal Custody Property Receipt (Attachment 7B). A separate file of such loans is kept to ensure control.

6. Leased and Loaned Property

a. Property leased by or loaned to the Agency is accounted for and controlled to the standards applicable to owned property.

b. Leased property is received at a designated receiving point and a Receiving and Inspection Report, form OF-127, (Attachment 7C), is prepared.

c. Accountable Property Officers maintain a file for each item of leased property consisting of an Individual Property Record Card (form OF-129, Attachment 7D) or automated equivalent, the purchase order, lease contract, and warranty data or maintenance covered by the lease agreement. The form OF-129 is annotated to indicate the date of acquisition or effective date of lease, and the lease termination date.

d. Accountable Property Officers monitor the accrual of purchase credits, if any, and recommend the exercise of purchase options when an assessment of the Government's equity, the condition of the property, and the continuing requirement for the property indicate that purchase is in the best interest of the Agency.

e. A physical inventory of leased property is taken annually and the results reconciled with the property records.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-11
------------------------	----------------------------------	---	-------------------------

7. Property Records

GAO Policy and Procedures Manual, Title II, Appendix I.P40.13 prescribes the standards for U.S. Government property records. AID property records must:

a. Capture all transactions affecting the agency's investment in property, including:

(1) all acquisitions, whether by purchase, transfer from other agencies, donation, or other means, as of the date the agency takes custody of the property;

(2) the cost of use as an operating cost over the property's estimated useful life accounted for as depreciation or amortization where provided by paragraph 7G3; and

(3) all disposals or retirements when the property leaves the custody of the agency;

b. Control physical quantities of government-owned property and its location, including identification of excess property and its use, transfer or disposal;

c. Enable periodic independent verifications of the accuracy of the accounting records through periodic physical counts of capitalized property;

d. Identify property, plant, and equipment which were capitalized and reported in financial statements (see 7G3) and those assets that do not meet the capitalization criteria and all non-capitalized nonexpendable property;

e. For all capitalized property, integrate with or reconcile with the accounting systems;

f. Include all government-owned property (even if held by others) as well as property of others held by the government;

g. Identify leased property (even if not capitalized); and

h. Account for capitalized additions and improvements.

Page No. 7-12	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

8. Automated Property Records Systems:

a. Post and AID/W personal property management officers are authorized to install automated property records systems that are approved by M/SER/MS for overseas and M/SER/MO for AID/W. M/SER/MS and M/SER/MO also approve functional modifications to respective systems. In granting approval for overseas and AID/W, M/SER/MS and M/SER/MO, respectively, will specify which elements of the automated systems are mandatory and optional.

b. Automated property records systems are designed to ensure through access codes that access to procurement, receiving, payment, property record updates, inventory, and disposal systems components is limited to property management personnel designated by the property management officer.

c. Accountable property officers shall ensure that sufficient magnetic media or printed report backup files are maintained to protect property records from loss. Back up files, their hard-copy versions, and supporting documents will be labelled, filed and disposed in accordance with HB 21, Pt II.

d. Automated records systems are installed effective the first day of the fiscal year and reflect a full, reconciled physical inventory. Automated and paper property records (i.e., forms OF-127, 128, 129, and 131) are maintained in parallel for six months after installation of the automated system.

e. Overseas and AID/W property managers report both the effective dates of automated systems installation and abandonment of parallel card systems to M/SER/MS and M/SER/MO, respectively.

9. Gifts

HB 24, Ch 2, Attachments 2C and 2D govern employee responsibilities and reports concerning the acceptance of gifts, entertainment, and favors. Attachment 2C effectively precludes employees from accepting anything of value from a person having business with the Agency.

Section 3.6 of Attachment 2D (Title 22, CFR 3: Gifts and Decorations from Foreign Governments) requires employees who have accepted tangible gifts of more than minimal value (i.e., more than \$180) to relinquish such gifts within 60 days after acceptance to the designated depository office.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-13
-----------------	---------------------------	----------------------------------	------------------

Employees will notify the designated depository office, M/SER/MO/RM, of the receipt of gifts from foreign governments of more than minimal value and provide the information stipulated in HB 24, Ch 2, Attachment 2D, Section 3.6(b). When the gift is personal property the Director, M/SER/MO, will determine whether the gift is to be retained by AID for official use or transferred to the General Services Administration (GSA). For gifts to be retained, the appropriate accountable officer will value the gift in accordance with Section 7G4b and enter the gift on the property records. For gifts to be transferred to GSA, the gift will be sent to M/SER/MO/RM for disposal.

7G. Policy and Procedures Common to Property in AID/W

1. Utilization

Property management officers will determine utilization standards for the functional categories of equipment and furnishings for which they have program responsibility.

2. Privately-Owned Property

a. Loan to the U.S. Government

The loan of private property to the U.S. Government is not specifically prohibited by law, but is generally contrary to the public policy. However, when M/SER/MO/RM determines the loan to be clearly in the interest of the U.S. Government, the loan must be formalized, setting forth the responsibilities of the Government and the lender. The Government's responsibility may not go further than ordinary protection and upkeep (22 Comp. Gen 153) and may not include the purchase of insurance protecting the owner against loss of or damage to the property or against tort liability arising out of its use, unless the owner requires such insurance as a condition of the loan (42 Comp. Gen. 392).

The owner of the property initiates the loan process by sending a memorandum to the Chief, M/SER/MO/RM, who ratifies the loan by return memorandum. M/SER/MO/RM enters the loaned property in the record.

b. Loss of Property in Government Offices

Claims for the theft, damage, or destruction of privately-owned property in a Government office are not allowed for payment under the Military Personnel and Civilian Employees' Claims Act of 1964, as amended, unless the property's presence in the Office has been officially authorized by the responsible Bureau/Office Property

Page No. 7-14	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

Custodian before the property's loss. Any such authorization must be justifiable on the basis that the property is being used, or held for use, for the benefit of the U.S. Government (See HB 23, Ch 10, App 10A.) Such authorizations are not issued unless the need for the property is urgent and only then for the period of time that the urgent need exists.

c. Thefts of privately-owned property from Government Offices are reported by the owner immediately to the police department and to IG/SEC/P and confirmed by memorandum to IG/SEC/P, copy to M/SER/MO/RM.

3. Capitalized Property

a. General

(1) Personal property having an original acquisition cost (see section 7G4, below) of \$5,000 or more and an estimated service life of 2 years or longer is considered capitalized property and must be recorded, depreciated, if appropriate, and reported separately.

(2) Personal property shall be capitalized at the time payment is made or when title is transferred, whichever is earlier.

(3) When initially recording property or equipment which was previously acquired, the cost shall be recorded or, if unknown, the fair market value of the property at the date acquired shall be estimated from available records or evidence.

b. Capitalization of ADP Software

ADP software (programs, routines, or subroutines) valued at \$5,000 or more, with a useful life of 2 years or greater, shall be capitalized as property, plant, and equipment.

c. Capitalized Leases

Leased property, which would have been capitalized if purchased, shall be capitalized at the full amount to be paid during the life of the lease if the lease agreement is essentially equivalent to an installment purchase of property.

d. Depreciation of Capitalized Personal Property

While most property acquisitions are accounted for as operating expenses, capitalized personal property is depreciated to account for the cost of ownership over the period of its useful life and to give an accurate account of an agency's financial worth. The depreciable cost must be established for each item to be depreciated.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-15
-----------------	---------------------------	----------------------------------	------------------

The depreciable cost equals the acquisition cost minus the estimated salvage value expected to remain at the end of the projected useful life (that period during which the item provides the benefit for which it was acquired). Depreciation will be calculated for AID/W by PFM/FM/CAD based on information provided on the AID-Owned and -Controlled Personal Property Report, W-160 (Attachment 7H).

e. Physical Inventory, Reconciliation and Report

(1) Annual physical inventories of capitalized personal property will be taken and reconciled with the property records and the general ledger.

(2) By October 31 of each year AID/W accountable officers report to PFM/FM/CAD the results of inventory and reconciliation of capitalized property in section A of the AID-Owned and -Controlled Personal Property Report, W-160 (Attachment 7H).

f. Coordination of Property and Fiscal Accounting Records

(1) Property records and fiscal accounting records of capitalized property must reflect identical values. To achieve this, it is essential that transactions affecting the value and/or status of accountable property must be reflected in the property and fiscal accounting records concurrently. (See HB 19, Ch 15.)

(2) At the end of each quarter, accountable property officers shall verify the total dollar value reflected on the composite property records with PFM/FM/CAD's general ledger property account.

4. Recording Property Cost

The cost of nonexpendable property is entered on the property records.

a. Property Acquired through Purchase

(1) The acquisition cost of personal property shall be recorded on property records in U.S. currency. When documentation is missing or incomplete, property value will be determined by the accountable property officer.

(2) Nonexpendable personal property that is acquired by purchase shall be recorded on property records at full cost including the following:

- (a) Amounts paid to vendors;

Page No. 7-16	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
-------------------------	---	----------------------------------	------------------------

- (b) Transportation charges;
- (c) Handling and storage costs;
- (d) Labor and other direct or indirect production costs (for goods produced or constructed); and
- (e) Outside services for designs, plans, or specifications.

Exception:

When, in an individual case, proration of transportation charges would be time-consuming or costly or if there are separate billings from the carrier, such proration may be disregarded on the property record. All packing charges, separately identified as such, are excluded from property records and are not added to the property values.

(3) When payment precedes receipt of goods, a copy of such payment data is forwarded by PFM/FM/WAOD or PFM/FM/PAFD to the office maintaining the property record cards. Upon receipt of the goods, the value indicated on the payment document is transferred to the receiving document and used as the basis for recording the same property value to both property records and general ledger accounts, and to effect transfer of controls from the goods-in-transit account to the inventory account.

(4) Cost is to be recorded net of purchase discounts taken. Purchase discounts lost and late payment penalties should not be included in the acquisition cost.

(5) When the cost of an item cannot be determined from existing records, estimate the cost at the time acquired.

b. Recording Cost of Property Donated from non-USG Sources

Donated property shall be recorded on property records at fair market value, including transportation charges or other costs connected with placing the property in use. The fair market value of an asset is the monetary value that an agency could reasonably expect to receive for the asset in a current sale between a willing buyer and a willing seller other than in a forced or liquidation sale.

c. Property Acquired from Other USG Agencies

Property shall be recorded at the acquisition cost or:

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-17
-----------------	---------------------------	----------------------------------	------------------

(1) If under the transferor's depreciation policy, the property has been depreciated, the property shall be recorded at the transferor's net book value even if the transferor has a different depreciation policy; or

(2) If the transferor has not recorded depreciation on the property, the property shall be recorded at the transferor's original book value. The transferee shall then record accumulated depreciation equal to the amount it would have recorded if it had originally acquired the property and had depreciated it.

d. Acquisitions Involving a Trade-In Allowance

Except when the exceptions at 7G4(a)(2) apply, the cost of property acquired as a result of trade-ins shall be recorded as the lesser of (1) the cash paid and/or liability incurred plus the net book value of the trade-in property; or (2) the amount that the purchase price would have been without trade-in.

5. Property Accountability Procedures and Records

a. AID HB 23, Ch 4, 6 FAM sections on Receipt and Storage of Property (223.1 through .5) and Control of Personal Property (224.3-1b through 224.3-4, and 224.5) establish procedures and a system of property records that are incorporated by reference into this Chapter. Records are annotated to identify capitalized property.

b. Where automated property records and procedures replace manual procedures and records, such automated procedures will be consistent with paragraph 7F6 and 7, above.

6. Physical Inventories

a. Physical Inventories of AID/W property are conducted:

(1) Annually of all capitalized personal property, of the AID and IG/SEC warehouses, and of expendable personal property in stock.

(2) Upon the appointment or reassignment of a Director, Executive Management Staff, or equivalent;

(3) Upon major office relocations and reorganizations;

(4) Of all other property at not more than two year intervals;

(5) Whenever the responsible personal property management officer determines that there is a need to do so.

Page No. 7-18	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

b. Procedure

(1) Physical inventories will be taken on a wall-to-wall basis or by major category of property.

(2) After the physical inventory is completed, the quantities recorded on worksheet records are compared with the property records for the category. When discrepancies are found between the physical inventory count and the property record balances, accountable officers shall take the appropriate reconciling action as detailed below.

(a) Counting Errors

Subject to the determination of the property management officer, the accountable property officer will direct a recount of the discrepant items and make any necessary correction to the inventory work sheet. It is important that any re-inventorying be done promptly because the effectiveness of recounts is diminished after a short time owing to movement of property.

(b) Inventory Shortages

The accountable property officer shall prepare form OF-132, Property Disposal Authorization and Survey Report (Attachment 7G). The report shall state all known circumstances surrounding the shortage and shall be forwarded to the property management officer for referral to a Survey Board in accordance with the instructions at 7G8b(2), below.

(c) Inventory Overages

The accountable property officer prepares a Receiving and Inspection Report, form OF-127, for the file giving a full explanation of all known circumstances involved and stating that the overage is the result of the physical inventory.

(d) Inventory Posting

The quantity and value adjustments consequent to approved Receiving and Inspection Reports and Property Disposal Authorizations for shortages and overages, respectively, are posted on the property records.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-19
-----------------	---------------------------	----------------------------------	------------------

(e) Adjustment of Inventory Value

For capitalized property, the dollar value shown on the adjusted property record shall be reconciled with the dollar value on the general ledger accounts taking into account approved Receiving and Inspection Reports and Property Disposal Authorizations. PFM/FM/CAD makes corresponding adjustments in the general ledger accounts to reflect the current value of the property account.

(3) The accountable officer annually by October 31 reports to PFM/FM/CAD the results of physical inventories and the total value of expendable and non-expendable personal property in his/her accountable area at Section B of the AID-Owned and -Controlled Personal Property Report, W-160 (Attachment 7H)

c. Physical inventories conducted pursuant to this section that include the inventory of capitalized property substitute for the annual physical inventory required by section 7G3. The appropriate certification on the AID-Owned and -Controlled Personal Property Report, Attachment 7H, including reconciliation with the general ledger, is prepared. Property management personnel ensure that the general ledger value of capitalized property resulting from such ad hoc inventories is carried over to the annual Report of Capitalized Personal Property.

7. Annual Cost of Leased Property Report

a. The Office of Financial Management reports the aggregate projected costs of (1) operating leases and (2) capitalized leases to the Department of the Treasury. Leased personal property is reportable as an "operating lease" if the property does not meet the definition of capitalized leased property (see section 7G3c, above).

b. For both operating and capitalized leases, the report covers:

(1) Leases of more than one year;

(2) The actual amounts the Agency is obligated to pay by the lease contract for each of the first five years and the total amount due after five years;

(3) Operational and future year costs only.

c. Annually, by October 31, accountable officers report to PFM/FM/CAD the annual cost of leased property at Section C of the AID-Owned and -Controlled Personal Property Report, W-160 (Attachment 7H).

Page No. 7-20	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

8. Loss or Damage to Property

a. When an employee discovers that property is missing or damaged, he/she immediately notifies the responsible Executive Management Officer who reports the loss or damage to M/SER/MO/RM.

(1) If the property is lost or stolen, the employee submits form OF-132, Property Disposal Authorization and Survey Report (Attachment 7G) through the EMS to M/SER/MO/RM.

(2) If the loss involves any classified, sensitive, or security-type property, the employee immediately calls IG/SEC/P.

(3) M/SER/MO/RM forwards a copy of form OF-132 to IG/SEC/PSD.

b. Appropriate action is necessary to document the circumstances under which government personal property is lost, damaged, or stolen. Accountable officers shall be required to request relief of responsibility for such property by initiating proper documentation. Complete documentation is essential and information provided shall be such that reviewing officials will be able to make informed and impartial decisions concerning the disposition of the property and determination of any liability.

(1) Accountable Property Officer Action

(a) The accountable property officer will prepare form OF-132, Property Disposal Authorization and Survey Report (see Attachment 7G), in quadruplicate, retaining one copy for the files and forwarding the original and remaining two copies to the property management officer as promptly as possible upon discovery of property loss or damage. A delay of over 15 days will be regarded as being without justification, unless the cause for the delay is fully and adequately explained by the accountable property officer and made part of the case record.

(b) When the property survey report may involve employee liability, the accountable officer will see that the employee (including contract personnel) who is directly responsible explains the circumstances on form OF-132.

(c) When responsibility for stolen, missing, or damaged property is unknown, the accountable officer will see that the employee to whom the property was assigned or, if the property is in common use, the unit supervisor, completes the appropriate section of form OF-132.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-21
-----------------	---------------------------	----------------------------------	------------------

(d) The accountable property officer will report any knowledge of circumstances in the case and recommend action to the property management officer. In the case of damaged or destroyed property, the accountable officer will report the condition and recommend disposition of the property.

(e) When the property survey is complete and the accountable property officer receives the fully-completed original copy of the report from the property management officer, the accountable property officer will make the necessary adjustments to the property records, complete the appropriate portion of form OF-132 and keep the original on permanent file.

(2) Property Management Officer Action

(a) Property management officer shall investigate property survey reports when necessary to ascertain the facts surrounding the reported property loss or damage.

(b) In cases involving employee liability, where the amount does not exceed \$500, the property management officer has the authority to determine whether an employee is liable for the loss or damage. If the employee disputes the property management officer decision, the original and two copies are forwarded to the Director, M/SER/MO, for forwarding to a Survey Board.

(c) In cases involving employee liability, where the amount exceeds \$500, the original and two copies of the Survey Report are forwarded to the Director, M/SER/MO, for forwarding to a Survey Board.

(d) In cases involving inventory loss from a Property Custodian's area of responsibility where the dollar value does not exceed one percent or \$1,000, whichever is less, of the Property Custodian's total inventory value, the property management officer has authority to make decisions and take necessary actions. When the loss is in excess of one percent or \$1,000, when losses exceed \$5,000 during a twelve month period, or when theft or fraud is suspected, the report shall be referred to a Survey Board.

(e) Loss, damage, or destruction caused by a civil disturbance shall be referred to a Survey Board regardless of dollar value.

(f) When appropriate, the property management officer will arrange for property to be surveyed and, where that officer finds that the property has further usefulness either as is or after justifiable repairs or reconditioning, that officer may recommend that the property be continued in service. Alternatively, the property will be transferred to M/SER/MO/RM for disposal.

Page No. 7-22	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

(g) When the property management officer determines that an employee is liable for property loss/damage/destruction, the property management officer will determine the extent of financial liability. The amount of liability for property damage shall be the estimated or actual cost of repairs (including shipment to and from place of repair) for damage that was a direct result of the incident, regardless of whether or not the property is repaired. The amount of liability for lost or destroyed property shall be the depreciated value of the property less salvage value or not exceed the employee's gross monthly salary whichever is less. The property management officer requests the Office of Financial Management, Washington Accounting Operations Division, PFM/FM/WAOD, to issue a bill of collection to the employee and so annotates form OF-132.

(h) When action on a Property Survey Report is complete, the property management officer will ensure that fully-documented copies of form OF-132 are forwarded to (1) an employee held liable for lost or damaged property (accompanied by a demand for payment); or (2) an employee involved in a survey report action but cleared of any liability; or (3) an employee who has signed form OF-130, Personal Custody Property Receipt, for property covered by a survey report; and (4) the accountable property officer for final adjustment to property records.

(i) The property management officer will be responsible for seeing that the appropriate information regarding disposition of the property is recorded on form OF-132.

c. Survey Boards

(1) The Director, M/SER/MO, appoints boards of survey consisting of at least three members. Although property management personnel may not be members, they may serve as technical advisors. Neither an individual involved in a survey action nor his/her immediate supervisor shall be a member.

(2) The Survey Board adjudicates reported instances of loss, damage, or destruction of Government-owned expendable and nonexpendable personal property as reflected in form OF-132, Property Disposal Authorization and Survey Report. Findings and recommendations of the Property Survey Board serve to (1) relieve the accountable officer of accountability for the property; (2) establish whether employees are personally liable for damaged or missing property; and (3) recommend corrective action for any disclosed internal control weakness.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-23
------------------------	----------------------------------	---	-------------------------

(3) Survey Board Action

(a) The Survey Board will examine all evidence presented and will conduct such further investigation as it deems necessary and make recommendations to the property management officer.

(b) The management officer or the accountable officer may be invited to meet with the Board.

(c) If the Board finds loss or damage resulted from carelessness, negligence, or other fault of any employee, that employee will be requested to pay the cost of repairing or replacing the property.

(d) The Survey Board may request that the property management officer arrange for damaged property to be surveyed and to make a recommendation to the Board. If the property has further usefulness either as is or after justifiable repairs or reconditioning, the Board may recommend that the property be continued in service. If the Board action recommends the destruction or abandonment of property, the property shall be transferred to M/SER/MO/RM for disposal.

(e) When the Survey Board determines that an employee shall be held liable for property loss/damage/destruction, the Board will determine the extent of financial liability. The amount of liability for property damage shall be the estimated or actual cost of repairs (including shipment to and from the place of repair) for damage that was the direct result of the incident regardless of whether or not the property is repaired. The amount of liability for lost or destroyed property shall be the depreciated cost minus salvage value or not exceed the employee's gross monthly salary whichever is less.

(f) Facts, circumstances, conclusions, findings, and recommendations of the Survey Board will be clearly stated and fully documented on form OF-132 when it is determined that an employee shall be held financially liable.

(g) A fully-completed final action copy of all reports reviewed by the Survey Board will be kept on file by the Director, M/SER/MO.

(h) When review action by the Survey Board is completed and recommendations documented, the report is returned to the property management officer.

Page No.	Effective Date	Trans. Memo. No.	
7-24	Sept. 20, 1988	20:28	AID HANDBOOK 20

(4) Employee Appeal

If the employee disputes the findings of a Survey Board, the employee may request that the report be forwarded to the Associate Assistant to the Administrator for Management (M/AAA/SER) for consideration.

9. Property Disposals

a. When property is no longer needed by the Agency the responsible accountable officer recommends disposal action on form OF-132, Property Disposal and Authorization and Survey Report, obtains the responsible property management officer's concurrence, and sends the form OF-132 to M/SER/MO/RM/PP for disposal action in accordance with FPMR Part 101-46.

b. When the Agency is no longer accountable for the property by reason of destruction, abandonment, sale, or transfer to GSA or another eligible organization, M/SER/MO/RM/PP annotates form OF-132 at box 6a, and returns the form OF-132 to the responsible accountable officer. The accountable officer adjusts the property records accordingly.

c. For capitalized property, the accountable officer sends a copy of the final form OF-132 to PFM/FM/CAD for adjustment to the general ledger.

10. Evaluation of Property Management Programs

a. General

Each personal property management officer provides an annual report of the management of personal property under his/her cognizance to assess conformance with USG and AID/W regulations and the vulnerability of property to loss, waste, fraud and mismanagement.

b. Procedure and Format

The report is prepared as of January 1 for the preceding calendar year and submitted on a memorandum by each AID/W personal property management officer in AID/W to his/her supervisor. A copy is submitted by February 15 to M/SER/MO for consolidation and submission through the Associate Assistant to the Administrator for Management (M/AAA/SER) to the Assistant to the Administrator for Management (AA/M).

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-25
-----------------	---------------------------	----------------------------------	------------------

Format

Subject: Annual Report of Personal Property Management, CY-____

I have reviewed HB 20, Ch 7 and the "Property Management Evaluation Guide for Federal Agencies." Improvements in personal property management within my area of responsibility to be undertaken in CY-____ include:

7H. Automatic Data Processing (ADP) Property

Policies and procedures governing the acquisition and utilization of ADP property are found at Handbook 18, Part V, Chapter 1, Information Resources Management.

7I. Inspector General (IG) Property

1. Acquisition, management, and accountability of IG-funded personal property conform to the provisions of this chapter, HB 23, Ch 4, and local U.S. AID Mission regulations, where applicable, that govern the types, quantities and utilization of Agency-funded property.

2. In IG/W, the Director, IG/ADM, approves acquisition of IG-funded personal property. (For security property see sub-paragraph 4, below) On receipt, a receiving report is prepared by IG/ADM and property is recorded in the IG property data base maintained by IG/ADM. For capitalized property, a copy of the receiving report is forwarded to the Office of Financial Management, Central Accounting Division (PFM/FM/CAD), which adjusts the IG general ledger accordingly.

3. Overseas, the Regional Inspectors General approve acquisition of IG-funded personal property. USAID controllers report end of fiscal year value of IG property to PFM/FM/CAD. Reports of inventory are submitted annually to Management Support, Overseas Property Management Branch (M/SER/MS/OPM) through IG/ADM for entry into the IG data base maintained by M/SER/MS/OPM.

4. Acquisition of security property procured from IG appropriated funds or from Department of State funds earmarked for AID for use overseas is approved by the AIG/SEC.

a. Based on inspection and analyses of individual posts, IG/SEC determines specifications and quantities of security property required and submits requisitions for procurement.

b. Security property is received at the IG/SEC warehouse and is stored there until distributed overseas. IG/SEC is also responsible for conducting appropriate inspection and bench testing of equipment prior to shipment overseas, and for telegraphic notification to overseas Missions when security property shipments have been initiated.

Page No. 7-26	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

c. Upon receipt of security property, the post sends to IG/SEC a telegraphic acknowledgement of receipt referencing the pouch registry number, purchase order or other identifier and a copy of the receiving report, form OF-127.

d. The Chief, Physical Security Division (IG/SEC/PS) is Accountable Property Officer for security property located in Washington, D.C. The USAID is accountable for such property while in its possession.

e. Security property, including installed security property which retains its integrity, e.g., doors, is not redistributed or disposed of without prior approval of the AIG/SEC.

f. IG/SEC shall maintain the data base on all security property purchased with IG appropriated funds or Department of State funds earmarked for AID

5. Proceeds of sale of IG-owned property are deposited in the Proceeds of Sale Budget Account.

7J. Housing Investment Guaranty (HG) Property

1. In AID/W, the Director or Deputy Director, Bureau for Private Enterprise, Office of Housing and Urban Programs (PRE/H) or his or her designee approves acquisition of HG-funded office furniture and equipment and sends form AID 5-7, Supplies/Equipment/Services Requisition (Attachment 7A), to M/SER/MO/RM/AP for Procurement. Upon receipt of ordered items, M/SER/MO/RM/AP sends a copy of the Receiving Report to PFM/FM/LMD which adjusts the general ledger accordingly. M/SER/MO/RM/PP maintains property records and sends periodic inventory reports to PRE/H.

2. Overseas, the directors of Regional Housing and Urban Development Offices, RHUDOs, approve acquisition of HG-funded office and residential furniture and equipment for acquisition by the USAID or U.S. Embassy. Mission controllers report end of fiscal year value of HG-funded property to PFM/FM/LMD. Reports of inventory are submitted to M/SER/MS/OM by October 15 of each year. M/SER/MS/OM distributes copies of the inventory to PRE/H and PFM/FM/LMD.

3. Acquisitions of HG-funded personal property conform with the provisions of this handbook, HB 23, Ch 4, and local USAID and U.S. Mission regulations that govern the types, quantities, and utilization of AID-funded property.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-27
-----------------	---------------------------	----------------------------------	------------------

4. Property disposals will be authorized or approved by PRE/H or the RHUDO. Proceeds of sale of HG-funded property are returned to the Housing Investment Guarantee Fund.

7K. Disaster Assistance Property

Property acquired with disaster assistance funds is AID personal property and the Office of Foreign Disaster Assistance is responsible for its procurement, storage, management, accountability, and release from stockpiles. Regulations governing disaster assistance property are contained in HB 8, Disaster Assistance, and HB 19, Ch 15G, Financial Management.

7L. Contractor-Controlled Property

1. Prior to executing a contract which authorizes the purchase of nonexpendable government property, the contracting officer will request the Inspector General to review the contractor's property control procedures as part of any preaward survey and shall negotiate a specific, authorized procurement list of nonexpendable property as part of the contract budget.

2. The contracting officer will ensure receipt from the contractor of the "Annual Report of AID-Owned Non-Expendable Property in Contractor's Custody" required by the provision of the contract entitled "Government Property" (AIDAR 752.245-70). Contracting officers are expected to make determinations as to the liability regarding reported loss or damage to Government property in accordance with the terms of the provision of the contract entitled "Government Property." Questionable cases should be referred to IG/IIS for investigation.

3. PFM/FM/CAD maintains a general ledger account for AID-owned Government property in the possession of contractors in accordance with procedures detailed at HB 19, Ch 15F.

4. At contract completion, the contracting officer will assure receipt of the contractor's final inventory schedules, consult with the cognizant technical officer regarding further project use prior to final disposition of the property, and provide the final inventory along with any advice from the cognizant technical office, to the Office of Management Operations, Resources Management Division (M/SER/MO/RM) -- or to the Executive Officer for OE-funded contracts overseas -- for disposition instructions. When M/SER/MO/RM -- or the mission Executive Officer -- has advised, the contracting officer will forward disposition instructions to the contractor and will take necessary follow-up action until the contractor reports disposition completed. The contracting officer will inform PFM/FM/PAFD when he/she receives notice that disposition has been completed.

Page No. 7-28	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

7M. Other IDCA Agencies

The Resources Management Division, M/SER/MO/RM, maintains personal property records, conducts physical inventories, and makes required reports on personal property titled to or controlled by the Trade and Development Program (TDP). The Resources Management Division also receives, warehouses, relocates and arranges disposal of TDP's personal property upon request.

7N. Property Controlled by Resources Management Division, M/SER/MO

1. Purpose and Scope

This section prescribes policy, procedures, and responsibilities for all Government-owned or leased personal property within AID Washington except for security, automated data processing, disaster assistance, and contractor-controlled property.

2. Responsibilities

a. Office of Management Operations (M/SER/MO)

The property management officer responsibilities of the Director, M/SER/MO, and the Chief, Resources Management Division, M/SER/MO/RM, and the accountable property officer responsibilities of the Chief, Personal Property Management Branch, M/SER/MO/RM/PP, are set forth at section 7G, above, and detailed in the following sections.

b. User Offices and Employees

The heads of Bureaus, Offices, Staffs and other organizational units are responsible for property utilization, care, and safeguarding of all Government property assigned to their organization. Individual employee responsibilities are described at section 7E8, above.

3. Procedures for Obtaining Supplies and Services

a. General

(1) Form AID 5-7, Supplies/Equipment/Services Requisition

This form (Attachment 7A) is used for requesting all personal property and services except printing or audiovisual services (Ch 1B4 and 1D1). Employees designated by the head of an office or bureau may initiate (sign) requisitions (See HB 20, Ch 9). Each requisition is to contain sufficient justification as to the need for the service or property requested to permit evaluation and final approval by M/SER/MO/RM.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-29
-----------------	---------------------------	----------------------------------	------------------

(2) GSA Customer Supply Center (CSC)

Orders are placed directly with the CSC using GSA prescribed procedures with delivery made within one to two days. GSA maintains a delivery point in New State which allows pick-up of expendable items requested from Customer Supply Center in Franconia, VA.

b. Expendable Supplies

(1) Common-Use Items

Common-use items such as stationary, envelopes, pencils, notebooks, and binders are available at the GSA Customer Supply Center. Employees located in other buildings may requisition expendable supplies using form AID 5-7 from common use supply centers or from M/SER/MO/RM.

(2) Agency and Government Regulations, Publications, and Forms

Requisitions (form AID 5-7) for regulations, publications, and forms of AID, other Government agencies, and standard and optional forms are submitted directly to M/SER/MO/RM.

(3) Books, Newspapers and Periodicals

(a) Requisitions for books, publications, and subscriptions to newspapers and periodicals are submitted to M/SER/MO/RM on form AID 5-7.

(b) Each requisition is to contain a statement justifying the need and quantity, complete title and publisher (source) of the publication, length of time the subscription is to remain in effect, and the name, office symbol, and room number of the proposed recipient.

(c) Requests for renewal and cancellation of subscriptions should contain the title of the publication and the recipient, the subscription period, and current purchase order number.

c. Nonexpendable Office Furniture and Equipment

(1) Office Furniture and Equipment

(a) With the exceptions noted below, requisitions for office furnishings or equipment, or for the installation, removal, or relocation of telephones and accessories are submitted to M/SER/MO/RM; with appropriate justification including a statement as to whether the request is for additional or for replacement items.

Page No. 7-30	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

(b) Requisitions for Class A Executive furniture and furnishings must state the name, grade, and title of the employee for whom ordered, and bear the following certification: "I certify that there is no furniture of this nature in (Bureau/Office) which is being utilized by personnel not entitled to its use." The certification is signed by an official designated by the head of the bureau or office to determine that such requests are appropriate. Questions as to types of Class A furnishings or basis of entitlement are referred to M/SER/MO/RM.

(c) Requisitions for special equipment include justifications describing the type of work to be done, frequency of need, and other pertinent information and are submitted to the cognizant technical office for technical evaluation and approval as follows: copy and fax, M/SER/MO/CPM; word processing, M/SER/IRM/WS; microfilm, M/SER/MO/PA/RM.

(d) Requisitions for filing cabinets, special filing equipment, and filing supplies not stocked by the GSA Customer Service Center, are submitted to M/SER/MO/PA/RM for approval. If the filing equipment is for classified material, the requisition is also sent to IG/SEC for clearance to ensure that the equipment complies with Agency security standards. Requisitions must contain complete justification for the need for additional filing cabinets or equipment. The justification should include a statement to the effect that:

"All inactive records of (the requesting Office) have been retired or disposed of in accordance with the provisions of HB 21, Pt II and that there is no other equipment of this nature in (the requesting Office) that can be relocated to meet this requirement."

After appropriate approvals, the requisition is transmitted to M/SER/MO/RM for action.

d. Repairs

(1) Minor repairs of typewriters are obtained by calling the service facility indicated in Section E (Directory of Services) of the AID/W telephone directory for type of machine to be repaired. Other office machine repairs are secured by calling M/SER/MO/RM. The Directory of Services contains up-to-date information and procedures. When major repairs require removal of the property a form AID 5-7 is submitted to M/SER/MO/RM.

AID HANDBOOK 20	Trans. Memo. No. 20:28	Effective Date Sept. 20, 1988	Page No. 7-31
-----------------	---------------------------	----------------------------------	------------------

(2) For telephone repairs, call the number indicated in the Directory of Services for the location of the malfunctioning system and provide the following information:

- Your name;
- Your phone number
- The building and room numbers of the malfunctioning instrument;
- The malfunctioning instrument's phone number
- The telephone jack number

4. Receipt of Property by Users

a. Except for property obtained from GSA Supply Centers, the end-user is not authorized to receive property from vendors and other outside sources. All AID-owned or leased property except ADP, security, telecommunications, and reproduction property is received for the Agency by M/SER/MO/RM/PP staff.

b. The Property Custodian for the bureau, independent office or staff signs for all property transferred to or removed from the organization on form AID 5-7 and places a copy in the organization's property file. M/SER/MO/RM will periodically provide updated inventories of each organization's property to the Property Custodian.

c. As an exception to b above, M/SER/MO/RM will issue portable, high-value property, e.g., voice-activated cassette recorders, directly to the employee. The employee signs a form OF-130, Personal Custody Property Receipt (Attachment 7B), and is directly accountable for the item.

5. Transfers and Loans of Property

a. Property is not to be transferred between Property Custodians unless a form AID 5-7 is submitted to and approved by M/SER/MO/RM. Property that is surplus to requirements is reported to M/SER/MO/RM for disposition on form AID 5-7.

b. Any relocation of an office machine within a custodial area is reported to the organization's Executive Management Office, giving serial number, room number, and telephone extension of the responsible operator. The Executive Management Office transmits this information to M/SER/MO/RM for correction of property records.

Page No. 7-32	Effective Date Sept. 20, 1988	Trans. Memo. No. 20:28	AID HANDBOOK 20
------------------	----------------------------------	---------------------------	-----------------

c. To preclude misunderstandings, adhere to equipment standardization programs, comply with Federal Acquisition Regulations, and preclude procurement by persons without contracting authority, only M/SER/MO/RM is authorized to approve use of property "on consignment" from vendors and loans from or to other Government agencies.

d. Upon the recommendation of the organization's Executive Management Office, M/SER/MO/RM may authorize the loan of property to an individual for the performance of official business. Upon receipt of the property (from the Executive Management Officer or M/SER/MO/RM) the employee signs a completed form OF-130, Personal Custody Property Receipt Attachment 7B). The signed original is forwarded to M/SER/MO/RM. The form OF-130 is cancelled and returned to the employee upon surrender of the loaned property in satisfactory condition. The organization's Executive Management Office or M/SER/MO/RM will issue a form OF-7, GSA Property Pass (Attachment 7I) to the employee to authorize removal of loaned property from an Agency-occupied building.

* * * * *

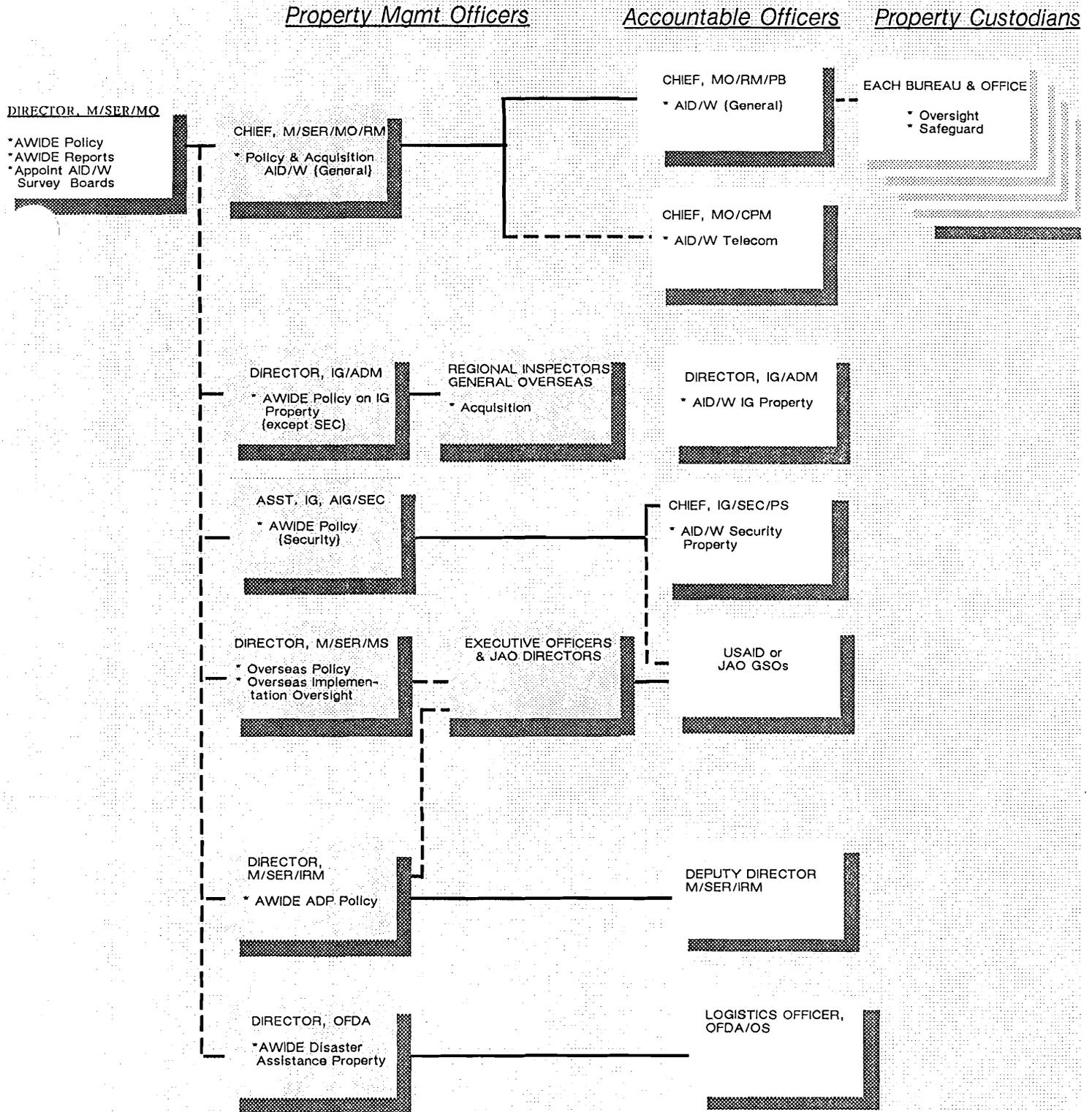
EXHIBIT:

7A - AID Personal Property Management Responsibilities

ATTACHMENTS:

- 7A - Form AID 5-7, Supplies/Equipment/Services Requisition
- 7B - Form OF-130, Personal Custody Property Receipt
- 7C - Form OF-127, Receiving and Inspection Report
- 7D - Form OF-129, Individual Property Record Card
- 7E - Form OF-128, Composite Property Record Card
- 7F - Form OF-131, Stock Control Card
- 7G - Form OF-132, Property Disposal Authorization and Survey Report
- 7H - W-160, AID-Owned and -Controlled Personal Property Report
- 7I - Form OF-7, GSA Property Pass

A.I.D. Personal Property Management Responsibilities



SUPPLIES/EQUIPMENT/SERVICES REQUISITION	FOR USE OF OFFICE OF MANAGEMENT OPERATIONS	
	P.O. Number	Requisition Number

TO: ("X" appropriate box. See reverse side of last copy of this form for services provided by each office and instructions for preparation.)

	RESOURCES MANAGEMENT DIVISION (SER/MO/RM) ROOM 1200-F, SA-14
	COMMUNICATIONS PROGRAM MANAGEMENT DIVISION (SER/MO/CPM), ROOM 3728, NS
	RECORDS MANAGEMENT BRANCH (SER/MO/PA/RM), ROOM 1200-B, SA-14

APPROVING OFFICIAL			Date Issued	Date Required
Typed Name	Title	Signature		

DESCRIPTION OF MATERIAL OR SERVICES REQUIRED	QUANTITY	UNIT	FOR SER/MO USE

DELIVER TO			FUNDING INFORMATION	
Name	Room Number	Phone Number	Allotment	
	Branch		Appropriation	
Received By		Date	Obligation	

RECEIVING AND INSPECTION REPORT		METHOD OF ACQUISITION		DOCUMENT NUMBERS	
		<input type="checkbox"/> PURCHASED	<input type="checkbox"/> RENTED	REPORT NO.	
RECEIVED FROM		<input type="checkbox"/> CONSTRUCTED	<input type="checkbox"/> LOANED	P.O. NO.	
NAME AND ADDRESS		<input type="checkbox"/> DONATED	<input type="checkbox"/> INVENTORY OVERAGE	REQUISITION NO.	
		<input type="checkbox"/> (OTHER)		TRANSFER AUTHORITY NO.	
		APPROPRIATION		CONTRACT NO.	
		ALLOTMENT		JOB NO.	
POINT OF SHIPMENT	GBL NO.	OBJECTIVE CLASS			

ITEM NO.	DESCRIPTION (Include Terms of Acceptance on Loans, Donations, Etc.)	QUANTITY	UNIT	UNIT PRICE	AMOUNT

CERTIFICATE OF RECEIPT		INSPECTOR'S CERTIFICATE		
I HEREBY CERTIFY THAT ALL ITEMS LISTED ABOVE WERE RECEIVED, INSPECTED AND ACCEPTED.		<input type="checkbox"/> COMPLETE	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> FINAL
Name (Type or Print)	OFFICE SYMBOL	<input type="checkbox"/> OVER	<input type="checkbox"/> SHORT	<input type="checkbox"/> DEFECTIVE MATERIAL
SIGNATURE	DATE	(USE REVERSE FOR COMMENTS)		

PROPERTY DISPOSAL AUTHORIZATION AND SURVEY REPORT			OVERSEAS ESTABLISHMENT	DATE	NO.		
TO: Property Management Officer				<input type="checkbox"/> DAMAGED <input type="checkbox"/> FOREIGN EXCESS <input type="checkbox"/> MISSING <input type="checkbox"/> REPLACEMENT			
SUBJECT: Disposal Authorization for Property Listed Below:							
ITEM NO.	IDENTIFICATION NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	
						Local Currency	U.S. Dollar Equivalent
						TOTAL	
(If additional space is needed use additional sheets)							
1. EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY							
<p><i>I certify that the foregoing statement is accurate and complete to the best of my knowledge.</i></p> <p>_____ (Signature of Responsible Party) _____ (Date)</p>							
2. ACCOUNTABLE PROPERTY OFFICER, STATEMENT AND RECOMMENDATIONS							
<p>_____ (Signature of Accountable Property Officer) _____ (Date)</p>							
3. PROPERTY MANAGEMENT OFFICER							
<input type="checkbox"/> Request and Recommendation Approved <input type="checkbox"/> Referred to Property Survey Board <input type="checkbox"/> Other							
<p>_____ (Signature of Property Management Officer) _____ (Date)</p>							
4. TO:							
<input type="checkbox"/> PROPERTY DISPOSAL OFFICER <input type="checkbox"/> PROPERTY SURVEY BOARD (See Reverse) <input type="checkbox"/> OTHER							

5. BOARD OF SURVEY (Findings and Recommendations)

All of the available evidence and testimony having been examined, it is recommended:

_____	_____
(Signature)	(Date)
_____	_____
(Signature)	(Date)
_____	_____
(Signature)	(Date)

6. PROPERTY MANAGEMENT OFFICER

Board of Survey Recommendations:

- Approved
- Disapproved

_____	_____
(Signature of Property Management Officer)	(Date)

7. FINAL ACTION

Property Disposal Officer

Action Taken:

_____	_____
(Signature)	(Date)

Disbursing Officer/Controller

Action Taken:

_____	_____
(Signature)	(Date)

Accountable Property Officer

Action Taken:

_____	_____
(Signature)	(Date)

Other

(Use this space for continuation of Items No's. 1; 2; 3; 5 or 6)

A. I. D.-OWNED AND CONTROLLED PERSONAL PROPERTY

As of September 30, _____

Office _____ Typed Name _____
 Appropriation _____ Signature _____
 Accountable Officer _____ Date _____

A. Capitalized Property

I certify that as of _____ a physical inventory was taken of all capitalized personal property for which I am accountable and reconciled with the property records, that all missing property has been reported to the Property Survey Board; and that property records of the above-named office are current.

	<u>Original Acquisition Cost</u> (\$000's)	<u>Average Age 1/</u>
Nonexpendable Property	_____	_____
ADP Software	_____	_____
Capitalized Leases	_____	_____
Motor Vehicles	_____	_____

B. Capitalized and Non-Capitalized Property

I certify that physical inventories of nonexpendable property were taken of the below organizations at the dates shown; that the indicated values reconcile with the property records; that all missing property has been reported to the Property Survey Board; and that property records of the above-named office are current.

<u>Organization/Office</u>	<u>Date</u>	<u>Value</u> (\$000)	<u>Organization/Office</u>	<u>Date</u>	<u>Value</u> (\$000)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Value of Physical Inventories _____
 Value of Non-Inventoried Property _____
 Total Value of Nonexpendable Property _____
 Value of Expendable Property _____

C. Future Annual Cost of Leased Property

Aggregate Lease Payments Due 2/

	<u>FY-19</u> (\$000)	<u>FY-19</u> (\$000)	<u>FY-19</u> (\$000)	<u>FY-19</u> (\$000)	<u>FY-19</u> (\$000)	<u>FY-19</u> (\$000)	<u>Beyond</u> (\$000)
Operating Leases:	_____	_____	_____	_____	_____	_____	_____
Capitalized Leases:	_____	_____	_____	_____	_____	_____	_____

1/Compute and enter the average age.
 2/Operational year and future years.

Send to: PFM/FM/CAD
 Copy to: Director, M/SER/MO

OPTIONAL FORM 7 NOVEMBER 1950 PRESCRIBED BY GSA FPMR (41 CFR) 101-20.115	<h1>PROPERTY PASS</h1>	1. DATE ISSUED
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
2. NAME	3. BUILDING	
4. DESCRIPTION OF PROPERTY BEING REMOVED		
5. PROPERTY BELONGS TO	6. DEPARTMENT OR AGENCY	
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE	
	9. PASS GOOD UNTIL	
U.S.G.P.O.: 1987 -181-247/40286		5007-104

AID HANDBOOK 20	Trans. Memo. No. 20:30	Effective Date Nov. 17, 1988	Page No. 8-1
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CHAPTER 8

ADMINISTRATIVE PURCHASING FOR AID/WASHINGTON

8A. Purpose and Scope

Under Title 48 of the Code of Federal Regulations, the Federal Acquisition Regulations (FAR) System [48 CFR 1], the Federal Information Resources Management Regulations (FIRMR), and the Agency for International Development Acquisition Regulations (AIDAR) [48 CFR 7] present codified policies and procedures for procurement of services and personal property by the Agency for International Development. Within the broad framework of the FAR and the AIDAR, this Chapter:

1. Describes the special purchasing functions of the Office of Management Operations (M/SER/MO) in providing operational support for AID/Washington.
2. Outlines procedures to be followed by AID/W organizations in obtaining services and/or commodities for operational support. When specific procedures are covered in other chapters or handbooks, appropriate references are provided.

8B. Authorities

1. Contracting authority for AID is derived from the Foreign Assistance Act of 1961, as amended. Purchasing authority, as described in this Chapter, has been delegated to the Director, M/SER/MO, in Handbook 14, the AID Acquisition Regulations (AIDAR), Section 701.601[b].
2. This purchasing authority is limited as follows:
 - a. Authority to execute small purchases up to \$25,000 for supplies and services, except professional non-personal services and personal services. This authority may be redelegated to qualified individuals on his or her staff, but the Director of M/SER/MO must issue warrants to redelegate this authority. The \$25,000 ceiling applies to the cost of supplies and services exclusive of the cost of transportation and other accessorial costs if their destination is outside the United States (AIDAR 713.000);
 - b. Unlimited authority when ordering against GSA or other established U.S. Government ordering agreements. This authority may not be redelegated by the Director, M/SER/MO. (See 8B3 below.)

Page No.	Effective Date	Trans. Memo. No.	
8-2	Nov. 17, 1988	20:30	AID HANDBOOK 20

8B

3. A Certificate of Appointment (SF-1402), i.e., warrant, may be issued by the Agency Procurement Executive to other personnel in M/SER/MO (specifically M/SER/MO/RM) to exercise the authority cited in 8B2 above. These warrants may be examined by the public or AID personnel at any time.

4. Purchasing authority has been delegated to other heads of contracting activities (as defined in AIDAR 702.170) in AIDAR 701.601[b] and to Contracting Officers and most Executive Officers in individual warrants (pursuant to Federal Acquisition Regulation [FAR] 1.603-3, found in Handbook 14). Purchasing authority has been delegated also to the Office of the Inspector General (for IG funded purchase orders up to \$10,000) and to the Trade and Development Program (IDCA/TDP) for TDP funded purchase orders up to \$25,000. Purchasing procedures for overseas activities are covered in HB 23, Ch 14.

8C. Procurement Conducted by M/SER/MO for AID/Washington

1. General

M/SER/MO provides or procures all operational support commodities and/or services (except personal services and professional non-personal services) for AID/W units and personnel within the authorities and limitations stated in 8B2 above.

2. Unauthorized Commitments

Regardless of the source of funds, only an officially designated contracting officer may enter into a contract on behalf of the U.S. Government, or authorize or direct a vendor or contractor to provide supplies or perform work. If any person other than an officially designated contracting officer requests, authorizes or directs a vendor or contractor to provide supplies or perform work, it is a direct violation of Agency policy, and may establish personal pecuniary liability for any expenses incurred.

3. Requisitioning Procedures

a. Requests for operational support commodities and services are submitted to M/SER/MO/RM on form AID 5-7, Supplies/Equipment/Services Requisition, in accordance with the instructions provided in HB 20, Ch9, including Attachments 9A and 9B. This form is to be approved by the senior management official of the bureau/office (e.g., director of the

AID HANDBOOK 20	Trans. Memo. No. 20:30	Effective Date Nov. 17, 1988	Page No. 8-3
-----------------	---------------------------	---------------------------------	-----------------

8C3

executive management staff or the office of management, or the administrative officer); and for those offices having their own funds the appropriation and budget plan code information must be included. M/SER/MO/RM/AP will provide the purchase order number which will become the obligation number. Each bureau/office should set up some form of identification numbering system for its requisitions, (i.e., XA-A1, or PRE-101, or AFR-1) to facilitate cross referencing with the purchase order number when they receive a copy of the completed purchase order.

b. When funds under the control of the requesting office are to be used for procurement, the requesting office provides appropriate fiscal data (appropriation and budget plan codes) and a reservation number obtained from the Office of Financial Management, Washington Accounts Operations Division (PFM/FM/WAOD) or the Program Accounts Finance Division (PFM/FM/PAFD), which will be shown on the purchase document.

c. Except in an emergency, delivery dates must be realistic and reasonable to allow time for the procurement process. "ASAP" is not an acceptable or reasonable delivery date requirement.

4. Responsibilities - M/SER/MO/RM/AP

a. logs and assigns a control number to each requisition.

b. reviews and evaluates each requisition to assure that the request is in accord with Agency policies, established authorization standards, and sound management practice; or that any exceptions are fully and adequately justified.

c. screens warehouse inventory records for possible stock availability and fills order from stock, if possible.

d. notifies requesting office of approval/disapproval of each request, and periodically informs requestor of status of procurement action.

e. assigns fiscal data in coordination with PFM/FM/WAOD when M/SER/MO/RM allocated funds from the AID/W Operating Expenses allowance are to be used for procurement, or with PFM/FM/PAFD if from AID/W Program funds.

f. accomplishes procurement actions as necessary under the rules and regulations of the FAR, AIDAR, Federal Information Resources Management Regulation (FIRMR), and Agency policies and procedures.

Page No.	Effective Date	Trans. Memo. No.	
8-4	Nov. 17, 1988	20:30	AID HANDBOOK 20

8C4

g. makes limited "Petty Cash" purchases through the use of an Imprest Fund. These purchases are limited by regulation not to exceed a set amount except in emergency situations. (See Attachment 8-C.)

h. forwards copies of the purchase order to the Office of Financial Management (PFM/FM) for validation of funds availability prior to sending the purchase order to the vendor or contractor.

i. forwards the Receiving Report copy of the finalized purchase order to PFM/FM when the order is sent forward to the contractor or vendor.

8D. Conference and Meeting Facilities

1. Policy

Government-owned or leased facilities shall be used whenever possible for official conferences and meetings. Commercial facilities and space may be procured for such use only when suitable and satisfactory Government-owned or leased facilities are not available.

2. Procedures

When a conference or meeting is to be scheduled, the sponsor determines whether or not adequate facilities are available in any AID/W, Department of State or other U.S. Government controlled building in accordance with HB 20, Ch 4F. In this process, the following procedures will apply:

a. Government Facilities

(1) The sponsor prepares a memorandum request for the signature of the responsible Assistant Administrator or Office Director, or his/her designated agent. The justification will include the purpose of the conference or meeting, the planned agenda, date(s), time(s), number and employment status (i.e., organizational affiliation) of participants, special equipment, services, and space required, and city if other than the Washington, D.C. metropolitan area.

(2) The signed memorandum is forwarded to M/SER/MO/RM requesting that suitable Government facilities be obtained. The request should identify any facilities known to be suitable and indicate if alternate dates are acceptable.

AID HANDBOOK 20	Trans. Memo. No. 20:30	Effective Date Nov. 17, 1988	Page No. 8-5
-----------------	---------------------------	---------------------------------	-----------------

8D2a

(3) M/SER/MO/RM/AP determines availability of the requested facilities, or of substitute facilities which appear to be suitable, and advises the requesting office. If the arrangements are satisfactory, M/SER/MO/RM/AP reserves the facilities, as agreed.

b. Non-Government Facilities

(1) If it is determined that no suitable Government facilities are available in the desired locale for the date(s) and/or time(s) needed, a request may be submitted to M/SER/MO for approval to hold the conference or meeting in privately-owned facilities. The request will be submitted on a Form AID 5-7 and will include:

(a) a list, if possible, of three separate but suitable establishments within the general locale desired;

(b) the appropriation and budget plan code symbols of the requesting office for funding;

(c) any requirement for transportation, specifying the numbers of participants involved, and the type, dates, times needed, and pick-up and drop-off points. Whenever possible, regular shuttle bus service will be used; and

(d) a justification to include the purpose of the conference or meeting, the planned agenda, date(s), time(s), number and organizational affiliation of participants, and any special equipment, services, and space required.

(2) M/SER/MO/RM/AP will negotiate with potential suppliers to obtain all necessary facilities, equipment, and services at the most equitable price(s); issue a purchase order to confirm the arrangements, and to obligate the necessary funds; and will notify the requesting office when arrangements are complete.

(3) The Federal Property Management Regulations (41 CFR 101-20, 102-4) state that payment for use of privately-owned auditoriums, conference rooms, or meeting rooms includes services and furnishings in addition to the actual facilities, and that these may include "chairs (already placed as requested by the user), rostrum with tables and chairs, posting of notices on appropriate building board, amplifier system, screen and motion picture projector, and other special equipment needed."

Page No. 8-6	Effective Date Nov. 17, 1988	Trans. Memo. No. 20:30	AID HANDBOOK 20
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8D2b

(4) Expenses which are not directly related to conference facilities, special equipment, transportation, or services are to be borne by the participants. Payment for such items is normally expected to be offset by individual per diem or when specifically authorized from Agency official entertainment funds. Package arrangements which include lodging and meals, and other personal expenses will not be authorized, except when determined to be in the best interests of the U.S. Government. If a package arrangement is determined to be in the best interests of the U.S. Government, the room accommodations and meals must be shown as a separate line item and cannot exceed the combined Lodging and Meals & Incidental Expenses (M&IE) portions of the authorized per diem per participant for the geographic area. There is no authority for reimbursement for the cost of coffee, tea, soft drinks, candy, rolls, or other snacks or refreshments which are not consumed as part of a regular meal. (47 Comp. Gen. 657, 1968; B-187976, April 11, 1977). Also, the cost of alcoholic beverages is not a reimbursable expense (B-164366, August 16, 1968 and March 31, 1981).

(5) Requests for meeting and conference facilities, including travel and subsistence, which are financed by operating expense funds and are anticipated to exceed \$1,000 must be approved by the Deputy Administrator (DA/AID). (See Attachment 8-D for specific guidance on this requirement.)

ATTACHMENTS:

- 8A - Small Purchase Competition Requirements
 - 8B - Format for Synopsizing in the Commerce Business Daily
 - 8C - Imprest Fund Procurement
 - 8D - Contract Information Bulletin 87-21, dated March 20, 1987
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AID HANDBOOK 20	Trans. Memo. No. 20:30	Effective Date Nov. 17, 1988	Page No. 8A-1
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ATTACHMENT 8A

SMALL PURCHASE COMPETITION REQUIREMENTS

NOTE: Purchase requirements may not be fragmented to avoid competition requirements. In accordance with FAR Part 13.105, small purchases are to be small business set-asides.

- A. For small purchases to \$1,000: Purchases to \$1,000 may be made without obtaining competitive quotations if the contracting officer considers the price to be reasonable. Repetitive purchases must be distributed equitably among qualified suppliers.
- B. For purchases over \$1,000 to \$10,000: Generally, purchases over \$1,000 to \$10,000 may be made after soliciting oral quotations from at least three sources. Written solicitation should be used when a large number of line items is being purchased on one requisition, obtaining oral quotations is not considered economical or practical, unusual specifications are involved, or suppliers are located outside the trade area. Written solicitations shall be used for construction contracts over \$2,000. Quotations may be obtained directly by the requesting office subject to the following considerations which must be sufficiently documented to support the purchase:
- Whenever possible, three small business firms should be solicited.
 - If there are no small businesses which can provide the supplies or services, that fact should be documented and large businesses may be solicited.
 - If there are less than three reasonably available sources, that fact should also be documented for the contracting officer.
- C. For purchases over \$10,000 to \$25,000: A written solicitation must be prepared for each proposed purchase expected to exceed \$10,000 but not in excess of \$25,000. A notice of the solicitation must be posted, for a period of not less than ten calendar days, in a public place at the contracting office issuing the solicitation, unless exempted. See FAR 5.101(a)(2) in HB 14. If the contracting officer does not have a reasonable expectation that at least two offers will be received in response to the public posting, the proposed purchase must be publicized in the Commerce Business Daily (CBD) (See Attachment 8-B). However, pursuant to AIDAR 705.202, publicizing in the CBD is not required for such purchases by overseas Missions.

AID HANDBOOK 20	Trans. Memo. No. 20:30	Effective Date Nov. 17, 1988	Page No. 8B-1
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ATTACHMENT 8B

FORMAT FOR SYNOPSISING IN THE COMMERCE BUSINESS DAILY

The format for synopsising in the Commerce Business Daily (CBD) is detailed in the Federal Acquisition Regulations (FAR) Part 5.207. The CBD notices are electronically transmitted by M/SER/OP/PS. The instructions for preparation of the CBD notice must be strictly adhered to or it will be returned to the requisitioning office.

AID HANDBOOK 20	Trans. Memo. No. 20:30	Effective Date Nov. 17, 1988	Page No. 8C-1
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ATTACHMENT 8C

IMPREST FUND PROCUREMENT

NOTE: Procedures below have been established in accordance with FAR Part 13.4 which covers procedures for use of Imprest Funds.

A. EMERGENCY REQUIREMENTS - There are two possible procedures to be followed:

1. Hand carry a completed AID 5-7 to M/SER/MO/RM/AP stating the requirements and the nature of the emergency, proposed source and cost. M/SER/MO/RM/AP will determine propriety and legality of the purchase, contact proposed vendor to determine availability and price, and authorize requesting office to make the cash purchase. A cash advance for the transaction can be picked up from the cashier in M/SER/MO/RM/AP. The purchase receipt must be returned within 5 workdays. The authorized maximum is generally \$150.

2. In those cases when time is so critical as to preclude hand carrying of the AID 5-7, telephone approval of procurement can be obtained from the Chief of Administrative Purchasing, Sr. Purchasing Agent, Chief of Resources Management, or from the Deputy Director or the Director of Management Operations. The person making the purchase will then be reimbursed by M/SER/MO/RM/AP upon presentation of a properly documented form AID 5-7 and the receipt of the purchase. The authorized maximum is generally \$150.

B. Other Imprest Fund Procurement

1. Purchases of books, reports, pamphlets and other miscellaneous small purchases available from sources in the Washington metropolitan area especially, and in certain circumstances elsewhere in the U. S., not exceeding \$150 will be authorized by M/SER/MO/RM/AP for direct procurement by the requesting office. Requesting office may receive either an advance of funds to make purchase directly or reimbursement from the Imprest Fund. A signed requisition must be forwarded in advance to M/SER/MO/RM/AP which will be marked approved and a copy returned to the requesting office.

2. In all cases, payments from the Imprest Fund are made by the Cashier in M/SER/MO/RM/AP between the hours of 9:00 a.m. and 12:00 Noon. Call in advance to confirm availability of funds.

(TM 20:31)

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

MAR 20 1987

ATTACHMENT 8D

MEMORANDUM TO ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List D-14(LL)
FROM: M/AAA/SER, *John F. Owens*, Procurement Executive
CONTRACT INFORMATION BULLETIN 87-21
SUBJECT: Requirement for Prior DA/AID Approval of Meetings
and Conferences

This supersedes CIB 86-8 on the same subject dated August 1, 1986. In November 1986, the Deputy Administrator sent an AIDWIDE cable indicating that his approval is now required only for those conferences, seminars, retreats, etc. directly sponsored by A.I.D. for which operating expense funds are utilized and the cost exceeds \$1,000. Cost in this case includes travel, per diem, accommodations and incidentals; not the salaries of those attending.

The responsibility for obtaining prior DA/AID approval remains with the sponsoring office. A procurement request covering goods or services for such meetings or conferences must evidence DA/AID approval when furnished to the contracting officer. Absent such evidence of approval, the request should be returned to the sponsoring office with an explanation that DA/AID approval must be obtained.

AID HANDBOOK	20	TRANS. MEMO NO. 20:27	EFFECTIVE DATE April 11, 1988	PAGE NO. 9-1
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CHAPTER 9
REQUISITIONING PROCEDURES

9A. Purpose and Scope

This chapter prescribes procedures to be used by all AID/W personnel in requesting supplies, equipment, or services required for the accomplishment of their assigned functions.

9B. Policy

AID/W policy is to provide administrative and logistical support as required for the efficient and economical functioning of each organizational element within the headquarters.

9C. Authority

The Federal Property Management Regulations (41 CFR 101).

9D. General

1. Centralization of Support Services

a. Within AID/W, administrative and logistical support are provided by central servicing organizations -- principally M/SER/MO. The central units make all necessary arrangements (internal or external) for required services. They handle budgeting, acquisition, receipt, storage, issue, accountability, maintenance, and replacement of supplies and services.

b. Expendable supplies are immediately available in building supply cabinets, *supply centers and the General Services Administration (GSA) Customer Supply Center,* and many services are readily obtained through a telephone call. For more complex services and for nonexpendable items, the using - or client - organization is required only to comply with requisitioning procedures as described in this handbook, to consult with servicing unit personnel as necessary, and to exercise responsible surveillance and control over property and facilities which are provided to them.

PAGE NO. 9-2	EFFECTIVE DATE April 11, 1988	TRANS. MEMO NO. 20;27	AID HANDBOOK 20
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2. Authority to Sign Requisitions

The heads of bureaus and major offices may sign requisitions or designate another to sign, normally the director of the executive management staff or the office of management, or the administrative officer. While any employee could be so designated, it is important for the servicing organizations to know that each individual who signs a requisition is, in fact, authorized to act for the head of the organization. It is especially important when significant expenditures of workforce or funds may be involved (e.g., planning office or unit moves, obtaining or relocating major items of equipment, etc.). For these reasons, certain of the chapters in this handbook have specified a requirement for official requests to be signed by an appropriate official of the requesting unit (e.g., administrative or management officer, senior management official). *When such officials wish to delegate signing/approval authority to other individuals, a written notification must be submitted to the Chief, M/SER/MO/RM, listing the name, office symbol, monetary limits, etc., of the individual.*

9E. Procedures

1. Form AID 5-7

The form AID 5-7, Supplies/Equipment/Services Requisition, is used by AID/W elements to requisition all supplies, equipment or services except:

a. Printing, binding, duplicating, reproduction, graphic or exhibit services. Forms AID 5-18, or *SF-1* are used. (See HB 20, Ch 1).

b. Minor repairs or routine adjustments to office machines, lights, heating, air conditioning, or plumbing systems. (See HB 20, Ch 4).

c. Expendable supply items obtainable from the *GSA Customer Supply Center.* (See HB 20, Ch 7).

d. Supplies, equipment, and services which may only be procured by the *Office of Procurement, M/SER/OP.* (See HB 20, Ch 8).

*e. Nonexpendable automated data processing (ADP) equipment, software, and related resources and services which are approved and ordered through M/SER/IRM via request from the bureau/office internal ADP system administrator to the corresponding M/SER/IRM client analyst. (See HB 18, Pt V, Ch 1).

f. Office space allocations or changes affecting assigned space are requested by memorandum. (See HB 20, Ch 6).*

AID HANDBOOK	20	TRANS. MEMO NO. 20:27	EFFECTIVE DATE April 11, 1988	PAGE NO. 9-3
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2. Instructions for Completion

The form AID 5-7 is prepared in accordance with the instructions shown on Attachments 9-A and 9-B which are reproductions of the front and back of the actual form. Completion of all items coded with the number "1" on Attachment 9-A will help to expedite processing of the request by reducing the amount of follow-up required. *Full justification must be given on all requests.*

3. Copies Required

The original and copies two and three of the form are forwarded to the servicing unit. The fourth copy is retained for file by the requestor.

(Note: Memoranda, Buck Slips, Letters, or Notes should not be used to request supplies, equipment, or services from central servicing units.)

4. Disapproval

When it is necessary to disapprove a requisition, the form AID 5-7 is returned to the requesting office by memorandum from the Chief of the servicing unit (see reverse of form AID 5-7) stating the reasons for such disapproval.

* * *

Attachments:

9-A - Form AID 5-7, Supplies/Equipment/Services Requisition

9-B - Form AID 5-7, Instructions for Preparation

SUPPLIES/EQUIPMENT/SERVICES REQUISITION	FOR USE OF OFFICE OF MANAGEMENT OPERATIONS	
	P.O. Number	Requisition No.

TO: ("X" appropriate box. See reverse side of last copy of this form for services provided by each office and instructions for preparation.)

RESOURCES MANAGEMENT DIVISION (M/SER/MO/RM) ROOM 1200-F, SA-14
COMMUNICATIONS PROGRAM MANAGEMENT DIVISION (M/SER/MO/CPM), ROOM 3728, NS
RECORDS MANAGEMENT BRANCH (M/SER/MO/PA/RM), ROOM 1200-B, SA-14

APPROVING OFFICIAL

Typed Name ①	Title ①	Signature ①	Date Issued ①	Date Required ①													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align: center;">ITEM NO. ①</td> <td style="width:90%;">DESCRIPTION OF MATERIAL OR SERVICES REQUIRED ①</td> </tr> <tr> <td style="text-align: center;">IF APPLI-CABLE</td> <td style="text-align: center;">PERSON DESIGNATED BY HEAD OF BUREAU OR OFFICE TO SIGN REQUISITIONS</td> </tr> <tr> <td style="text-align: center;">①</td> <td style="text-align: center;">DESCRIBE ITEM OR SERVICE REQUESTED IN SUFFICIENT DETAIL TO ENSURE CLEAR IDENTIFICATION OR UNDERSTANDING OF WHAT IS DESIRED</td> </tr> <tr> <td style="text-align: center;">②</td> <td style="text-align: center;">STATE JUSTIFICATION. ALSO INCLUDE SPECIAL CERTIFICATIONS IF REQUIRED</td> </tr> <tr> <td style="text-align: center;">①</td> <td style="text-align: center;">ITEMS TO BE COMPLETED BEFORE SUBMITTING FORM</td> </tr> <tr> <td style="text-align: center;">②</td> <td style="text-align: center;">TO BE COMPLETED UPON DELIVERY</td> </tr> </table>	ITEM NO. ①	DESCRIPTION OF MATERIAL OR SERVICES REQUIRED ①	IF APPLI-CABLE	PERSON DESIGNATED BY HEAD OF BUREAU OR OFFICE TO SIGN REQUISITIONS	①	DESCRIBE ITEM OR SERVICE REQUESTED IN SUFFICIENT DETAIL TO ENSURE CLEAR IDENTIFICATION OR UNDERSTANDING OF WHAT IS DESIRED	②	STATE JUSTIFICATION. ALSO INCLUDE SPECIAL CERTIFICATIONS IF REQUIRED	①	ITEMS TO BE COMPLETED BEFORE SUBMITTING FORM	②	TO BE COMPLETED UPON DELIVERY	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">QUANTITY ①</td> <td style="width:50%;">UNIT ①</td> </tr> <tr> <td colspan="2" style="text-align: right;">FOR M/SER/MO USE</td> </tr> </table>	QUANTITY ①	UNIT ①	FOR M/SER/MO USE	
ITEM NO. ①	DESCRIPTION OF MATERIAL OR SERVICES REQUIRED ①																
IF APPLI-CABLE	PERSON DESIGNATED BY HEAD OF BUREAU OR OFFICE TO SIGN REQUISITIONS																
①	DESCRIBE ITEM OR SERVICE REQUESTED IN SUFFICIENT DETAIL TO ENSURE CLEAR IDENTIFICATION OR UNDERSTANDING OF WHAT IS DESIRED																
②	STATE JUSTIFICATION. ALSO INCLUDE SPECIAL CERTIFICATIONS IF REQUIRED																
①	ITEMS TO BE COMPLETED BEFORE SUBMITTING FORM																
②	TO BE COMPLETED UPON DELIVERY																
QUANTITY ①	UNIT ①																
FOR M/SER/MO USE																	

DELIVER TO			FUNDING INFORMATION	
Name ①	Room Number ①	Phone Number ①	Allotment	
Division ①	Branch ①		Appropriation	
Received By ②	Date ②		Obligation	

INSTRUCTIONS

1. Prepare a separate typewritten requisition for each type of service requested.
2. Refer to Office Services Handbook (AID 20), Chapters 1,4,6,7,8 and 9 for special procedures and certifications that may be required for the items of supplies or services being requisitioned.
3. Forward the original and first two copies of this form to the appropriate office.
4. Requested action will not be taken if the form does not have the proper authorized approval signature. (See chapter 9D.2 of Handbook 20).

SERVICES PROVIDED

RESOURCES MANAGEMENT DIVISION (SER/MO/RM)

- A. Common-use items not stocked in GSA Customer Supply Center.
- B. Books, publications, subscriptions for periodicals and newspapers.
- C. Office furniture and Equipment (excluding copying equipment) and repair; moving, telephone, or building renovation services.
- D. Filing equipment and supplies.
- E. Special supplies and services not listed above.

NOTE: *Separate requisitions are required for different services or supplies. No requisition is required for repairs to office machines, lights, heating and air conditioning units-call SER/MO/RM.*

RECORDS MANAGEMENT BRANCH (SER/MO/PA/RM)

- A. Micrographics services, equipment, and supplies (*excluding computer-output micrographics for which contact M/SER//RM*).

COMMUNICATONS PROGRAM MANAGEMENT DIVISION (SER/MO/CPM)

- A. Mailing lists.
- B. Length of Service award certificates and emblems.
- C. Facsimile or Teletype (Telex) equipment and supplies.
- D. Motor vehicle services.
- E. International express mail and/or courier services.

DO NOT use this form for reproduction, duplicating, printing, binding, graphic or exhibit services. These services require special request forms and procedures. Refer to Office Services Handbook (AID 20), Chapter 1, "Publications and Audio-Visual Services."

Agency for International Development
Washington, D.C. 20523

Office of
the Administrator

A.I.D. General Notice
A/AID
Issue Date: 2/4/93

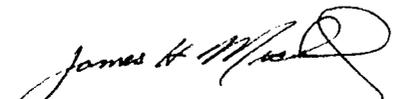
SUBJECT: Geographic Bureau Duty Officers

REF: A.I.D. Handbook 20, Chapter 10C

Effective immediately, the Saturday morning duty requirement for geographic bureau duty officers is rescinded. Although this requirement has been removed from the Agency's standard operating procedures, the final decision as to whether or not a geographic bureau duty officer be physically present in the bureau on Saturday morning will be at the discretion of the respective Assistant Administrator.

The elimination of the Saturday morning duty requirement for geographic duty officers is not intended to lessen the importance of their duties and responsibilities. Geographic bureau duty officers must be reachable at all times either by pager or by telephone and must notify the A.I.D. Duty Officer of any changes in contact telephone numbers. Each geographic bureau duty officer will also be responsible for notifying the A.I.D. Duty Officer, no later than noon every Friday, as to whether or not she/he will physically report to the respective Assistant Administrator's office on Saturday morning. Depending on the nature of the emergency, geographic bureau duty officers must be available, sometimes on extremely short notice, to physically report to their respective Assistant Administrator's office during non-working hours.

This notice supersedes the referenced handbook guidance.


James H. Michel
Acting Administrator

AID HANDBOOK 20	Trans. Memo. No. 20:34	Effective Date February 4, 1993	Page No. 10-1
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CHAPTER 10
DUTY OFFICERS

10A. General

1. An Agency Duty Officer (the 'AID Duty Officer') and Duty officer for each bureau/Office are designated to assure coverage of important and urgent Agency business which might occur during other than regular working hours. Duty Officers serve a period of duty from Wednesday, 5:30 p.m., through the following Wednesday at 8:45 a.m.
2. Officers at the GS/GM/AD-12 and FS-04 levels and above may serve as AID Duty Officers. AID Duty Offices on a rotational basis in response to a quarterly schedule of assignments distributed by the Office of the Executive Secretary (ES).
3. Normally personnel at and above the GS/GM/AD-12 and FS-04 levels serve as Bureau/Office Duty Officer. Each Bureau/Office may, however use its discretion in determining whether an officer's experience is appropriate for the role.
4. Each bureau/Office having Duty Officers in accordance with this Chapter is responsible for issuing a quarterly roster of its Duty Officers, and for distributing copies to its respective Duty Officers, and to ES, at least two weeks prior to the beginning of the quarter.
5. Premium compensation or compensatory time off for overtime work related to the duty officer responsibility is governed by Chapter 8, AID Handbook 26.

10B. AID Duty Officers

The AID Duty Officer (DO) is to be the principal duty officer for the Agency. The DO is to be in the office of the Administrator from 8:45 a.m. to 1:00 p.m. on Saturday (or later if necessary). On Sundays and holidays the Duty Officer is not required to be physically present except in the event of an emergency. The DO should keep the State Watch Officer (Operations Center - S/S-O) informed at all times if he/she will not be at home or at the office. The DO similarly informs the Telephone Switchboard Operator, and the AID cable room.

* 10C. Geographic Bureau Duty Officers

Each Geographic Bureau Duty Officer must be accessible either by pager or by telephone at all times during nonworking hours to handle any urgent matters of principal concern to her/his bureau. Geographic Bureau Duty Officers keep the AID Duty Officer informed as to where they can be contacted at any time during the week, if not at home or at the office. The final decision as to whether or not a Geographic Bureau Duty Officer is to be physically present in the bureau on Saturday morning will be made at the discretion of the respective Assistant Administrator. Each Geographic Bureau Duty Officer is therefore responsible for notifying the AID Duty Officer, no later than noon Friday, as to whether or not she/he will physically report to the respective Assistant Administrator's office on Saturday morning.

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Page No. 10-2	Effective Date December 22, 1986	Trans. Memo. No. 20:34	AID Handbook 20
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10D. Non-Geographic Bureau/Office Duty Officers

Non-Geographic Bureau/Office Duty Officers are to be accessible by telephone at all times during nonworking hours. They keep the AID Duty Officer informed as to where they can be contacted at any time during the week, if not at home or the office.

10E. Disaster Duty Officers

The Office of U.S. Foreign Disaster Assistance has an officer on duty who is to be accessible by telephone at all times during nonworking hours to handle requests for assistance following a natural or other foreign disaster. The Disaster Duty Officer keeps the State Watch Officer (Operations Center S/S-O) informed as to where he/she can be contacted at any time during week, if not at home or the office.

10F. Executive Secretary Duty Officers

The Duty Officer is available by telephone during nonworking hours to handle urgent matters.

10G. Substitutions

It is the responsibility of each schedule Duty Officer to arrange for a substitution should the need arise and to notify appropriate contacts. ES does not make arrangements nor furnish substitute officers.

10H. Duty Stenographers and Messengers

A duty stenographer is to be assigned to work for the AID duty Officer from 8:45 a.m. to 1:00 p.m. (or later if necessary) on Saturday. In an emergency and if the Duty Stenographer can be spared. The AID Duty Officer may authorize the duty stenographer to perform work required by another Bureau/Office Duty Officer.

A duty messenger is to be assigned to work for the AID Duty Officer from 8:45 a.m. to 1:00 p.m. (or later if necessary).

Secretaries/stenographers and drivers/messengers who are available and desire overtime work may volunteer to serve as Duty Secretary or Duty Messenger. ES is responsible for scheduling these assignments.

10I. Weekly List of Duty Officers

ES issues weekly a list of all Duty Officers, Stenographers and Messengers for the week showing their home and office telephone numbers and office location. Copies are to be distributed to appropriate offices within AID, State GSA, the White House, and to the Watch Officer (Operations Center S/S-O) in the Department of State.

AID HANDBOOK 20	Trans. Memo. No. 20:34	Effective Date December 22, 1986	Page No. 10-3
------------------------	----------------------------------	--	-------------------------

10J. AID Duty Officers Book and Instructions

For the use of the weekly AID Duty Officer, ES maintains a book containing home and office telephone numbers of principal officers in the Agency, whom the AID Duty Officer may need to contact, and other pertinent information and instructions. AID Duty Officers may also reach key agency officials by referring to the organizational section of the AID, OPIC, TDP Telephone Directory which list home as well as office telephone numbers. (A copy of the phone book is included in the AID Duty Officer Book.) ES issues revised instructions as required.

ES maintains a bellboy receiver and instruction for its operation by the AID Duty Officer. The Bellboy receiver normally has a maximum range of 15 miles.

12H

9. Work Charting Method

a. General

Work charting is used for graphically depicting the status or flow of a work activity. It enables management to visualize the many elements of a complicated activity or project from beginning to end and thereby to analyze, control, assess progress, spot bottlenecks, plan, make timely decisions, and meet program goals and deadlines with maximum efficiency.

b. Range of Format

Work charts may take the form of simple self-designed, self-made sketches on ordinary size paper or range upward in size, complexity and cost to large and highly elaborate wall-mounted panels. A number of charting systems are marketed commercially. They are called by a variety of names, some of which are: Visual Controls, Status Charts, Control Boards, Visual Information Systems, Planning and Scheduling Boards, Project Management Systems, PERT Charts, and others.

c. Design Factors

Since the purpose of work charting is to synopsise the status of an activity so that the overall picture may be seen at a glance, simplicity and meaningfulness of the data are of paramount importance. In the design state, therefore, the following factors should be given careful consideration.

(1) Essentiality of the data needed, including fixed and variable data. The need to retain and reference past historical data.

(2) Significance of the time factor, as, the total elapsed time period and the smallest increment of time to be charted, such as, year, month, week, day, hour, etc.

(3) Optimum charting technique, such as vertical and horizontal grid, network and critical path charting, computer generated plotting, etc.

(4) The mechanics of how the data will be entered (and removed) from the chart or board. Methods that are available, in this connection, include the following:

-Write-on boards using grease pencils, felt-tipped pens, etc.

-Magnetic boards on which data is affixed by magnetic attraction.

-Perforated boards using pegs, or studded boards with projecting studs for holding symbols representing data.

-Adhesive boards similar in principle to magnetic boards, which, however, are not suitable for situations requiring daily update as can be done with magnetic boards.

d. Applications and Caveats

(1) Applications suitable for work charting are: controlling, scheduling, planning, inventory, programming, personnel, budgeting, work flow, flow charting. Well recognized uses by management of work charting are: Work Simplification Charting, the Gantt Chart, Critical Path Method (CPM), Program Evaluation and Review Technique (PERT), and MBO, Management by Objectives.

(2) The effectiveness of charting is only as good as the quality of the effort that is put into designing, selecting, and maintaining the currency of the chart. When used correctly they can be a valuable, even indispensable, aid to management. When used incorrectly they can create confusion and be detrimental to operations.

Attachments:

- 12A Checklist of Word Processing System Requirements
- 12B Guidelines for Effective Dictation
- 12C Electromagnetic Radiation Security of Office Equipment

AID HANDBOOK 20	TRANS. MEMO NO. 20:13	EFFECTIVE DATE September 19, 1978	PAGE NO. 12C-1
-----------------	--------------------------	--------------------------------------	-------------------

ATTACHMENT 12C

600 - Electromagnetic Radiation Security of Office Equipment

UNIFORM STATE/AID/ICA REGULATIONS

610 GENERAL POLICY

These regulations and procedures provide a basis for the policy of the Department, the Agency for International Development (AID), and the International Communication Agency (ICA) for the procurement, installation, maintenance, and inspection of any information-processing equipment which can produce electromagnetic emanations and which is used to process classified information. The Office of Communications, Communications Security Division (OC/S), is the control office for all matters relating to electromagnetic radiation security of this equipment for the Department, AID, and for overseas establishments. For ICA domestic elements, the Office of Security (MGT/SP) is the control office for all such matters.

610.1 Scope

- a. Recent operations within the Department of State, AID, ICA, and at Foreign Service posts have developed a need for modern, sophisticated office equipment. This new equipment is normally electrically powered and uses modern electronic circuitry which radiates electrical energy.
- b. Radiated and conducted energy of word-processing equipment can be intercepted and compromised by foreign intelligence forces.
- c. Commercial suppliers have just begun to concern themselves with research and development of equipment which meets minimum radiation standards.

610.2 Type of Equipment

Below is a partial list of examples of word-processing equipment which must be approved by OC/S or MGT/SP before using to process classified information is processed:

Typewriters (electrical);
Text-editing typewriters
(word processors);
Minicomputers (used to process
or store classified data);
Dictation equipment; and
Reproduction equipment.

610.3 Definition of Terms

The following definitions, unique to the communications security and the emanations security fields, have been extracted from the U.S. Communications Security Board (USCSB) publication, "Glossary of Communications Security and Emanations Security Terms," dated October 1974.

- a. "Compromising emanations" means unintentional data-related or intelligence-bearing signals which, if intercepted and analyzed, disclose the classified information transmitted, received, handled, or otherwise processed by any information-processing equipment.
- b. "Electromagnetic emanations" means signals generated from a piece of equipment that are emanated in the form of electric field radiation, magnetic field radiation, or conducted on any signal or power lines that leave the area immediately contiguous to the equipment. These signals may be present in the frequency spectrum from 1 hertz (cycles per second) to 10 giga hertz (10,000,000,000 hertz).

PAGE NO. 12C-2	EFFECTIVE DATE September 19, 1978	TRANS. MEMO NO. 20:13	AID HANDBOOK 20
-------------------	--------------------------------------	--------------------------	-----------------

UNIFORM STATE/AID/ICA REGULATIONS

c. "Emanations security" (EMSEC) means the protection resulting from all measures designed to deny unauthorized persons information of value which might be derived from intercept and analysis of compromising emanations from other than crypto-equipment and telecommunications systems.

d. "Physical control zone" means the area surrounding a piece of equipment within which security forces exercise sufficient control and surveillance to detect or prevent any unauthorized effort to recover information from TEMPEST/EMSEC signals. Security forces must have unhampered access to this area to conduct unscheduled inspections designed to uncover an intercept act.

e. "TEMPEST" means a short name referring to investigations and studies of compromising emanations--unintentional signals from information-processing equipment which can disclose classified information being processed by that equipment.

611 Restrictions

No equipment which can produce electromagnetic emanations shall be used to generate or process classified information unless the equipment has been specifically approved for that use.

612 Prior Approval

a. The ultimate approval of equipment will depend upon the following:

(1) The ability of the equipment to meet the emanations standards specified by the appropriate National Security Agency (NSA) specifications and publications;

(2) Manufacturers' capability to produce models of equipment which consistently meet NSA specifications;

(3) The physical control zone which can be maintained at the specific location where the machine will operate; and

(4) The ability of the Department or ICA to provide suitable maintenance for the equipment.

b. Requests for approval should be submitted by memorandum to the following offices:

(1) For State and AID: To the Department (OC/S);

(2) For ICA Washington: To ICA (MGT/SP); or

(3) For ICA field posts: To the Department (OC/S).

613 Procurement

a. For domestic procurement, equipment which is to be used to process classified information must be procured, or leased, through the following supply channel:

(1) For State: Office of Operations, Supply and Transportation Division (OPR/ST);

(2) For AID: Office of Management Operations, General Services Division, Purchasing Branch (MO/GS/PUR); or

(3) For ICA: Office of Administrative Services, Contracts and Procurement Division (MGT/AC).

b. For post procurement, each post desiring a specific type of equipment, or one with specific operational characteristics for preparing classified information, will submit a funded requisition (Requisition for Equipment, Supplies, Furniture, Etc.) through the following office:

(1) For State: Through OC/S to OPR/ST;

(2) For AID: Through OC/S and MO/OM to MO/GS/PUR;

(3) For ICA Washington: Through MGT/SP to MGT/AC; or

(4) For ICA Overseas: Through OC/S to MGT/AOP (Office of Administrative Services, Overseas Support Division, Property Management Branch).

UNIFORM STATE/AID/ICA REGULATIONS

c. Equipment will be purchased, or leased, on the basis of security approval and the desired operational characteristics. At the time a funded requisition is presented, the post or office will identify the office space and location where equipment is to be operated. This location, once approved, can be changed only with the consent of the approving office (see section 612).

614 Installation

Equipment will be located in an area where a physical control zone can be established as required. Installation will vary with the type of equipment and its characteristics. Those installations which require classified data to be transferred through interconnecting wiring between rooms or floors must be approved (see section 612) before installation is started. Installation drawings will be furnished to the appropriate office, OC/S or MGT/SP.

615 Maintenance

All equipment described in section 610.2 will be maintained by technical personnel specifically approved by the Department (OC/S) or by ICA (MGT/SP).

616 Inspection

The Office of Communications Security (OC/S) or an authorized agent of OC/S will perform station COMSEC inspections on a schedule to be determined by security factors. Office equipment described in section 610.2 will be included in this inspection unless unusual conditions demand that a special inspection be conducted.

617 Storage

All storage devices used in word processors, such as tape cassettes, magnetic tapes, magnetic disks, and floppy disks, will be marked in accordance with the classification of information they contain. However, all makes and models of bulk and individual erasure systems do not decontaminate sufficiently to prohibit reconstruction by sophisticated electronic methods. Therefore, to permit continued erasure and reuse of storage devices, they are to remain marked at the highest classification of use and controlled accordingly. Unless otherwise approved, all classified storage devices will be removed from the processing equipment each night and will be stored and accounted for in accordance with procedures contained in section 971.

**618 Destruction of Storage
Devices**

Storage devices that are no longer usable, or are no longer required, must be destroyed physically by disintegration or incineration methods which are specifically approved for classified destruction, in accordance with section 964 or 986.5.**

619 (Unassigned)

620 through 690 (Unassigned)

AID HANDBOOK 20	TRANS. MEMO NO. 20:3	EFFECTIVE DATE March 31, 1975	PAGE NO. Index i
--------------------	-------------------------	----------------------------------	---------------------

INDEX

TO

AID HANDBOOK 20

A

<p>ACCOUNTABILITY (See Property)</p> <p>ADVISORY SERVICES</p> <p style="padding-left: 20px;">Audiovisual 1A4</p> <p style="padding-left: 20px;">Printing and Binding 1A4</p> <p style="padding-left: 20px;">Space 6D2</p> <p>AIR CONDITIONING REPAIRS 4E1</p> <p>ALLOCATIONS, SPACE 6D</p> <p>ALTERATIONS</p> <p style="padding-left: 20px;">Electrical 4G8</p> <p style="padding-left: 20px;">Partitions 6E1</p> <p style="padding-left: 20px;">Space 4G8</p> <p style="padding-left: 20px;">Telephone 4G8</p> <p>APPEALS</p> <p style="padding-left: 20px;">Board of Survey Findings 7H3</p> <p>APPROVALS, SPECIAL</p> <p style="padding-left: 20px;">AID Directives System 1D2c</p> <p style="padding-left: 20px;">AID Publications Board 1D2b</p> <p style="padding-left: 20px;">Claims 2B</p> <p>AUDIOVISUAL EQUIPMENT</p> <p style="padding-left: 20px;">Loan of 1B5a</p> <p>AUDIOVISUAL SERVICES</p> <p style="padding-left: 20px;">Exhibits 1B1</p> <p style="padding-left: 20px;">Films 1B3</p> <p style="padding-left: 20px;">Film Loan Library 1B3</p> <p style="padding-left: 20px;">Graphics 1B2</p>	<p style="padding-left: 20px;">Projectionist Services 1B5</p> <p style="padding-left: 20px;">Requesting Services 1B4</p> <p style="padding-left: 20px;">Tape Recordings 1B5</p> <p>AUTHORITIES</p> <p style="padding-left: 20px;">Claims A2A691.1</p> <p style="padding-left: 20px;">Federal Property Management Regulations 4C;7C;9C</p> <p style="padding-left: 20px;">Government Printing Regulations 1A3a</p> <p style="padding-left: 20px;">Overseas Printing and Related Services 1A3b</p> <p style="padding-left: 20px;">Occupational Safety and Health 3B</p> <p style="padding-left: 20px;">Purchasing 8B</p> <p style="padding-left: 20px;">Requisitions, Signatures on Space Management and Moves 9D2 6C</p> <p>AWARDS (See Graphics)</p> <p style="text-align: center;">B</p> <p>BINDING (See Printing)</p> <p>BOARD OF SURVEY (See Property)</p> <p>BOOKS 7F3</p> <p>BUILDING SERVICES</p> <p style="padding-left: 20px;">Air Conditioning 4E1</p> <p style="padding-left: 20px;">Cleaning and Custodial 4E3</p> <p style="padding-left: 20px;">Heating 4E2</p> <p style="padding-left: 20px;">Lights 4E2</p> <p style="padding-left: 20px;">Management 4A</p> <p style="padding-left: 20px;">Painting 4E7</p> <p style="padding-left: 20px;">Safety 3</p>
--	--

PAGE NO. Index ii	EFFECTIVE DATE March 31, 1975	TRANS-MEMO NO. 20:3	AID HANDBOOK 20
----------------------	----------------------------------	------------------------	--------------------

BUILDING WARDENS 3C4 CUSTODIAL SERVICES (See Cleaning)

BUSES

Inter-Building 4G3a
Special Charter 4G3b

C

CABINETS

Files 7G1c
Supply 7F1a

CALLIGRAPHY (See Graphics)

CERTIFICATES AND DIPLOMAS 1B2

CHARGE PLATES, GSA STORES 7E2

CHARTS (See Graphics)

CHARTER BUSES 4G3b

CLAIMS

Employees' Private Property 2
Government Owned Property 7H

CLASSIFIED MATERIALS

Reproduction 1A5

CLEANING SERVICES 4E3

CLEARANCES

Bulk Distribution of Publications 1C3a
External Distribution 1C3b

CONFERENCE ROOMS

AID Facilities 4F1
External Facilities 8D2
State Dept. Facilities 4F2

CONSULTING SERVICES

Audiovisual 1A4
Space 6D2

CONTRACTS (See Purchasing)

COVER DESIGNS (See Graphics)

CREDIT CARDS (GSA) (See Charge Plates)

D

DAMAGES

Employees' Private Property 2
Government Owned Property 7H

DINING ROOMS 4G

DIPLOMAS (See Certificates)

DIRECTORIES

Floor 4G4
Service 4A
Telephone 4F2

DISTRIBUTION SERVICES

Bulk Distribution 1C3a
Congressional Use 1C3b
Mailing Lists 1C1
Order Forms and Publications 1C2
Public Use Materials 1C3b

DOOR SIGNS 4G6

DUPLICATING (See Printing)

E

ELECTRIC

Installation 4G8
Repairs 4E1

EMBLEMS 1C4

EMERGENCY, NATIONAL PLANNING PROGRAM 3D

EQUIPMENT

Audiovisual 1B5
Office Furnishings 7G1
Repairs 7G2
Requisitioning 9E
Special Equipment 1B1

F

FILES & FILING EQUIPMENT

Requisitions for 7G1c
Security Standards 7G1c

AID HANDBOOK 20	TRANS. MEMO NO. 20:3	EFFECTIVE DATE March 31, 1975	PAGE NO. Index iii
-----------------	-------------------------	----------------------------------	-----------------------

FILM LOAN LIBRARY 1B3

FILMS (See Audiovisual Services)

FINANCIAL LIABILITY FOR
PROPERTY 7H4

FLOOR DIRECTORIES 4G4

FORMS (See List at End of Index)
Ordering 1C2
Revised or New 1C3

FRAMING
Maps and Pictures 4G9

FURNITURE
Relocation 6E3
Repair 7G2
Requisitioning 7G1

G

GARAGES (See Parking)

GRAPHIC SERVICES
Design and Preparation 1B2
Requesting Services 1B4

GSA
Charge Plates 7E2
Property Pass 7G4
Retail Stores 7F1b

GUARD SERVICES
Special Occasions 4G2

H

HEALTH, OCCUPATIONAL (See Safety)

HEATING REPAIRS 7G2

I

INTER-BUILDING BUS (See Buses)

INTERIOR SPACE PLANNING (See Space)

INVENTORY
Non-Expendable Property 7D2

J

JANITORIAL SERVICES (See Cleaning)

L

LIABILITY, FINANCIAL 7H4

LIGHTING REPAIRS 4E1

LOSSES
Employees' Private Property 2
Government Owned Property 7H
Parking Permits 5E

M

MAILING LISTS
Changes 1C1
Distribution of Publications 1C1

MANAGEMENT
Building 4A
Personal Property 7D
Space 6

MEDALS 1C4

MEETING ROOMS (See Conference Rooms)

MICROFILM EQUIPMENT 7G1b

MOVING ARRANGEMENTS 6E3

N

NATIONAL EMERGENCY PLANNING
PROGRAM 3D

NEWSPAPERS (See Periodicals)

NON-EXPENDABLE PROPERTY 7G1

O

OFFICE MOVES (See Moving Arrangements)

OVERSEAS MISSIONS
Printing 1A3b
Purchasing 8B

PAGE NO. Index iv	EFFECTIVE DATE March 31, 1975	TRANS. MEMO NO. 20:3	AID HANDBOOK 20
----------------------	----------------------------------	-------------------------	-----------------

P

PAINTING	4G7
PARKING FACILITIES AND PERMITS	5
PARTITIONS	6E1
PASSES	
Dining Rooms	4G1
Property Removal	7G4
PERIODICALS	7F3
PERQUISITES (See Item Desired)	
PHOTOGRAPHY	1B5a
PICTURES, FRAMING	4G9
PLAQUES	1C4
PLUMBING REPAIRS	4E1
POST ATTACK REGISTRATION SYSTEM	3D4
PRINTING AND REPRODUCTION	
Authorization and Approval	1D2
Obligation of Funds	1E
Obtaining Services	1D1
Overseas	1A3b
PROCUREMENT (See Purchasing)	
PROJECTIONIST SERVICES	1B5
PROPERTY, GOVERNMENT OWNED	
Accountability in AID/W	7D
Inventories	7D2
Loss and Damage	7H
Relocation	7D1
Survey Board	7D2
Transfer	7C3
PUBLICATIONS	
Board	1D2b
Congressional Use	1C3
Distribution	1C
Public Use	1C3
Requisitioning	7F2

PURCHASING

Conference Facilities	8D2
Equipment	8D2
Overseas	8B
Services	8D2
Supplies	8D2

R

REGISTRATION, POST ATTACK SYSTEM	3D4
REPAIRS	
Furniture	7G2
Office Machines	7G2
Telephone	4E1
Utilities	4E1
REPRODUCTION (See Printing)	
REQUISITIONS	
Audiovisual Services	1B4
Books, Periodicals	7F3
Conference Facilities	7C2
Expendable Supplies	7E
Forms	1C2
Furniture	7C1
Office Machines	7G1
Repairs	7G2

S

SAFETY	
Building Wardens	3C4
Employees' Responsibilities	3C5
Government Responsibilities	3C1
SECURITY	
Guards, Special Occasions	4G2
Reproduction, Classified Materials	1A5
SERVICE DIRECTORY	4A
SERVICES	
Audiovisual	1B
Building	4
Distribution	1C
Graphics	1B2
Printing, Reproduction	1D
Requisitioning Procedures	8C
SHOPPING PLATE	8C

SHUTTLE BUSES (See Buses)		Forms, Publications	7F2
		Furniture	7G1
SIGNS, DOOR	4G6		
SPACE		SURVEY BOARD (See Property)	
Allocation	6E		
Management	6D		
Moves	6E3		
Planning Assistance	6E1		
Requisitioning	6E1		
STATE DEPARTMENT FACILITIES			
Conference Rooms	4F2		
Dining Rooms	4G		
STORES, GSA	7F1		
SUPPLIES			
Common Use Items	7F1		
Equipment	7G1		
		TELEPHONES	
		Directories	4F2
		Installation	4G8
		Relocation	4G8
		Repairs	4E2
		TYPEWRITERS	
		Repairs	7G2
		Requisitioning	7G1
		VISUAL AIDS (See Audiovisual)	

PAGE NO. Index vi	EFFECTIVE DATE March 31, 1975	TRANS. MEMO NO. 20:3	AID HANDBOOK 20
----------------------	----------------------------------	-------------------------	--------------------

FORMS CITED IN HANDBOOK 20

REFERENCES

AID 5-7	Supplies/Equipment/Services Requisition 7D3; 7E1; 7F2; 7F3; 7G2c; Att. 7A-1; 8C2; 8D2b; 9E; Att. 9A-1; Att. 9B-1.	1C2; 4D; 4F3; 6E2; 7D3; 7E1; 7F2; 7F3; 7G2c; Att. 7A-1; 8C2; 8D2b; 9E; Att. 9A-1; Att. 9B-1.
5-18	Duplicating and Distribution Request	1D1a
5-72	Personal Custody Property Receipt	7G4b
5-82	Request for Mailing List Changes	1C1b
5-116	Circularization Notice - Publications	1C1e
5-230	Property Survey Report	7H1a
5-232	Request for Graphic Services	1B4; 9E1a
630-1	Reproduction Classified Materials	1A5
CSC 600	Federal Employee Emergency Registration Card	3D4a1
DS 518	Request for Parking Space	5B1
1620	Claim for Loss or Damage to Private Personal Property	2C1a
1620A	Claims Investigating Officer's Report	2C2
GPO 3019	Printing and Reproduction Service Requisition	1B4
Optional Form 7 - GSA Property Pass		7G4c
GSA 182	Report of Loss or Theft	7H1a
SF 146	Changes in Telephone Listings	1C1b; 6E1c
147	Order for Supplies or Services	8D2b3

I
N
D
E
X

SPECIAL CASES

Although the majority of the location citations follow the pattern described previously, there are these exceptions:

- o In some of the Handbooks, a majority of the text is reprinted from the Foreign Affairs Manual (FAM). All FAM citations are marked by a '#' sign before the section number.
- o A major portion of Handbook 14 is composed of the Federal Acquisition Regulation (FAR). All citations to this publication are cited as 14:FAR(section number).
- o Three Handbook supplements that are basically separate volumes are cited as, 1B: (Procurement Policy), 3A: and 3B: (Project Managers Guidebook).
- o In Handbooks which contain both Parts as well as Chapters, the Roman numeral Part number is separated from the Arabic Chapter number by a dash (-). For example: 21:I-2A8, a citation to Chapter 2 of Part I of Handbook 21.

CROSS REFERENCES

These references provide direction for selection of index terms:-

A 'see' reference points from an unused term to the one that is used.

'x' is the reverse of see (do not bother to look) and provides a guide to terms that are not used in the index.

'see also' points to terms that are closely related.

AID HANDBOOK	Trans. Memo. No.	Effective Date	Page No.
20	20:29	October 17, 1988	Index-1

-A-

Administrative procurement 18:26; 19:2F1e; 20:9; 23:14
 Form AID 5-7 20:9E; 20:12F

Audio-visual services see AV services

AV services 18:III-6; 20:1B4
 x Audio-visual services

-B-

Building maintenance services 20:4E; 23:App.5A#713

Bus travel 20:4G3; 22:8

-C-

Civil defense see National emergencies

Claims 18:24; 9:8
 processing procedures 15:5C6a(2)

Claims against AID see Tort claims

Claim types
 claims regarding personal effects 19:12C; 22:App.9A#164; 23:10; 31:#976
 tort claims 20:11; 23:15
 x Types of claims

Clearances
 communications distribution 20:Att.1C

Communications distribution
 clearances 21:I-5; 21:II
 20:Att.1C

Conference facilities 20:4F; 20:8D

-D-

Duty officers 17:6A7; 20:10

Page No. Index-2	Effective Date Oct. 17, 1988	Trans. Memo. No. 20:29	AID HANDBOOK 20
---------------------	---------------------------------	---------------------------	-----------------

-E-

Employee conduct see
Employee responsibilities

Employee responsibilities 24:2
reporting loss or damage 20:7H

Expendable office supplies 20:7F

-F-

Facsimile transmission systems 20:12H4

Filing equipment and supplies 20:7G1c; 21:III-2T

Form AID 5-7 20:12F

-G-

Ground transportation
bus travel 20:4G3; 22:8

-L-

Leased property overseas 23:App.5A#720
office space 20:6; 23:Cir.23-5

-M-

Micrographics 20:12H2

Motor vehicle accidents 20:11F2; 20:Att.11B; 23:6R; 23:App.6A

-N-

National emergencies 20:3
x Civil defense

	Trans. Memo. No.	Effective Date	Page No.
AID HANDBOOK 20	20:29	October 17, 1988	Index-3

-0-

Occupational safety and health	14:FAR22.3; 14:FAR23; 20:3; 23:Sup.7A; 29:1J
Supervisor's Report of Accident	20:Att.11F; 23:App.7A#617
Office furnishings and equipment	20:Att.6A; 20:7; 20:12; 23:4
expendable office supplies	20:7F
facsimile transmission systems	20:12H4
filing equipment and supplies	20:7G12c; 21:III-2T
micrographics	20:12H2
word processing systems	20:12H3; 20:Att.12A
Office space	20:6; 23:Cir.23-5

-P-

Parking facilities	20:5
Personal property management (AID/W)	20:7
Printing services	20:1D; 20:1E
<u>see also</u> Reproduction methods	
Private personal property <u>see</u> Personal effects	
Procurement for AID/W <u>see</u> Administrative procurement	
Procurement responsibilities administrative procurement	1B:3; 3:App.9C4a; 15:2 20:9
Property management	13:1T; 13:App.D29; 20:7; 23:4; 23:5
building maintenance services	20:4E; 23:App.5A#713
personal property management (AID/W)	20:7
personal property management overseas	13:1T4; 20:7; 23:4
Publications review	18:III-13
exceptions	18:III-13B; 20:Att.1H

Page No.	Effective Date	Trans. Memo. No.	
Index-4	Oct. 17, 1988	20:29	AID HANDBOOK 20

Publications services 20:1
 AV services 20:1B
 mailing lists 20:1C1
 printing services 20:1D; 20:1E

-R-

Real property 20:6; 23:Cir.23-5
 office space
 Records management 21:III
 filing equipment and supplies 20:7G1c; 21:III-2T
 Reporting loss or damage 20:7H
 Reproduction methods 20:Att.1E
 Requisition of supplies see
 Administrative procurement

-S-

Supervisor's Report of Accident 20:Att.11F; 23:App.7A#617

-T-

Tort claims 20:11; 23:15
 x Claims against AID
 Types of claims see Claim types

-W-

Word processing systems 20:12H3; 20:Att.12A

TRANSMITTAL MEMORANDUM CHECKSHEET

FOR HANDBOOK 20 - OFFICE SERVICES

20:1 _____	20:26 _____	20:51 _____
20:2 <u>MT</u>	20:27 _____	20:52 _____
20:3 <u>MT</u>	20:28 _____	20:53 _____
20:4 <u>R.S.</u>	20:29 _____	20:54 _____
20:5 <u>R.S.</u>	20:30 _____	20:55 _____
20:6 <u>✓</u>	20:31 _____	20:56 _____
20:7 <u>0</u>	20:32 _____	20:57 _____
20:8 <u>0</u>	20:33 _____	20:58 _____
20:9 <u>0</u>	20:34 _____	20:59 _____
20:10 <u>✓</u>	20:35 _____	20:60 _____
20:11 <u>✓</u>	20:36 _____	20:61 _____
20:12 <u>✓</u>	20:37 _____	20:62 _____
20:13 _____	20:38 _____	20:63 _____
20:14 <u>✓</u>	20:39 _____	20:64 _____
20:15 <u>✓</u>	20:40 _____	20:65 _____
20:16 _____	20:41 _____	20:66 _____
20:17 _____	20:42 _____	20:67 _____
20:18 _____	20:43 _____	20:68 _____
20:19 _____	20:44 _____	20:69 _____
20:20 _____	20:45 _____	20:70 _____
20:21 _____	20:46 _____	20:71 _____
20:22 _____	20:47 _____	20:72 _____
20:23 _____	20:48 _____	20:73 _____
20:24 _____	20:49 _____	20:74 _____
20:25 _____	20:50 _____	20:75 _____

