

Volume V

**Administrative Practice
Handbook**

Field Service

DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT

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Book II



HOUSING AND HOME FINANCE AGENCY
Office of the Administrator

INTRODUCTION

SCOPE

Volume V of the Manual series is the medium by which administrative policies, standards, and procedures applicable to the field service are promulgated.

Each release in this Volume will be approved before publication by the Administrator or Assistant Administrator (Administration).

ORGANIZATION AND NUMBERING

This Volume consists of four books.

Books I and II contain Part 1, General Administrative Practice; Part 2, Personnel Administration; Part 3, Budget and Fiscal Controls; Part 4, Travel and Transportation; Part 5, Communications; and Part 6, General Administrative Services.

Books III and IV which are distributed on a separate distribution list, contain Part 7, Accounting and Fiscal Procedures.

Each Part is divided normally into Chapters and Sections, although in some instances the Chapter breakdown is omitted.

Sections are numbered in relationship to the rest of the Volume. Where a three digit number is used (e.g., 4-3-2), the first digit indicates the Part, the second the Chapter, and the third the Section. Where a two digit number is used (e.g., 4-2), there is no Chapter breakdown, the first digit indicating the Part and the second indicating the Section.

Pages are numbered consecutively within Sections. The date through which the material has been revised before issuance is shown at the bottom of each page.

MAINTENANCE

Revised pages are sent out under cover of a Transmittal Letter. When changes have been made in accordance with the Transmittal Letter instructions, the check list at the back of Book II should be initialled. This serves automatically to call attention to missing releases.

Notices of rescissions of other instructions will be published in the transmittal letters for this Volume.

Books I and II of Volume V are distributed on a separate distribution list from Books III and IV. The Transmittal letters for these distribution lists will, therefore, be separately identified and numbered. Those for Books I and II will be numbered FS-1, FS-2, FS-3, etc. Those for Books III and IV will be numbered FA-1, FA-2, FA-3, etc.

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Part 7, Accounting and Fiscal Procedures, is contained in Books III and IV of this Volume.

BUDGET AND
FISCAL CONTROLS

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Part 3. Budget and Fiscal Controls**Chapter 1. General****Section 1****ADMINISTRATIVE CONTROL OF FUNDS****STAFF EXPENSES****Assignment of Responsibilities—Central Office**

The Administrator has designated the Director, Budget and Organization Staff, as the official responsible for allotment of funds available to the Office of the Administrator (exclusive of the Federal National Mortgage Association). He has also designated the Assistant Administrator (Administration) as the official responsible for determining and reporting violations of the law and regulations governing the control of funds, and for recommending disciplinary action where appropriate.

Assignment of Responsibilities—Field Service

Regional Representatives are designated as allottees for all funds made available to Regional Offices for staff and related expenses, and shall be responsible for the administrative control and appropriate use of such funds, including:

Restricting obligations and expenditures of the amounts made available in an official allotment document;

Limiting obligations and expenditures to the purpose authorized and in accord with all applicable legal and administrative regulations;

Insuring that all allotments together with all obligation and expenditure transactions are currently made a part of the Regional Office accounting records, and that these records, and reports rendered therefrom, represent a true and current statement of the status of allotment accounts.

The *Regional Administrative Officer* shall be responsible to the Regional Representative for maintaining or supervising the maintenance of accounts and records of all funds of the Regional Office and for the preparation of required reports showing the status of such accounts. He shall be responsible for notifying the Regional Representative when it appears, from data available to him, that any allotment has been or is likely to be exceeded.

All officials having authority to incur obligations and commitments against funds shall be responsible for assuring that obligations incurred or approved by them are in accord with any administrative authorizations or limitations for their respective purposes, and for the prompt transmission of all obligation, commitment, and expenditure documents to the Regional Administrative Officer.

Control of Allotments Financed from Reimbursements, Transfers and Income

Reimbursements, transfers, and other income collected by Regional Offices shall not be available for obligation and expenditure except as

authorized through the issuance of an official allotment document. However, appropriation refunds (as defined in Budget-Treasury Regulation No. 1, September 1950) shall be posted directly to Regional Office accounts.

PROGRAM EXPENSES

Obligations, commitments or expenditures applying to program activities shall not be incurred unless an available balance therefor exists in an appropriate allotment account established by the Director, Budget and Organization Staff.

Regional offices shall establish and maintain allotment ledgers on each allotment limitation for program funds on Standard Form 1015-Revised, *Allotment Ledger*. All commitments shall be posted to this ledger and shall reduce the uncommitted balance of the account. Commitments are defined as transactions which represent a liability for the payment of money by the United States Government whether or not such payment is due.

VIOLATIONS

Under the provisions of Section 3679, Revised Statutes, as amended, the Administrator is required to furnish to the President through the Director, Bureau of the Budget, and to the Congress, information on violations.¹ Violations include all transactions in conflict with the law and regulations issued thereunder, including:

- (1) the over-obligation or over-commitment of an allotment;
- (2) incurring an obligation for which funds have not been made available through an allotment advice;
- (3) deliberate failure to record obligations and expenditures against allotment accounts; and
- (4) deliberately applying obligations and expenditures against allotment accounts established for purposes other than those for which the obligation or expenditure is incurred.

Any Regional Office employee having knowledge of any violation shall immediately report such violation to the Regional Representative, who shall promptly forward a report of the violation in memorandum form to the Assistant Administrator (Administration), including an explanation of the circumstances leading to the violation and a statement of the action proposed to be taken.

¹Section 3679 provides in part: "(i)(1) In addition to any penalty or liability under other law, any official or employee of the United States who shall violate subsection (a), (b), or (h) of this section shall be subjected to appropriate administrative discipline, including, when circumstances warrant, suspension from duty without pay or removal from office; and any officer or employee of the United States who shall knowingly and wilfully violate subsection (a), (b), or (h) of this section shall upon conviction, be fined not more than \$5,000 or imprisoned for not more than two years, or both." Section 3679, Revised Statutes, as amended, (31 U.S.C. 665). See HHFA Manual Series Vol. I, 7-3-4.

Section 2

INTERNAL AUDIT OF REGIONAL OFFICES

AUDIT PROGRAM

Internal audits of the HHFA Regional Office operations and activities will be conducted by the Audit Division. The period audited will not necessarily be on a fiscal-year basis, nor will the period audited be the same for each Regional Office.

For internal audit purposes, the activities of Regional Offices will be segregated into three major areas:

- (1) General administration, including fiscal, budget, general services, personnel, and other administrative activities, as well as matters of a general nature not falling within the scope of the Urban Renewal or Community Facilities areas;
- (2) Urban Renewal, including all programs and activities assigned the Urban Renewal Administration for overall administration;
- (3) Community Facilities, including all programs and activities assigned the Community Facilities Administration for overall administration.

The scope of audit of each of these three areas is described below. Each of these areas will be audited at least annually and reported upon separately, except for the Puerto Rico Regional Office for which a single report for all activities will be issued. Audits of these areas in a single Regional Office may be conducted concurrently, consecutively or at different intervals and for different periods, except in the Puerto Rico Regional Office.

The annual audits of an area may cover only certain phases or segments of the operations and activities of the area at any one time within the applicable scope of audit and reports will be made accordingly.

PURPOSE OF AUDIT

Internal audits of Regional Offices will be made for the purpose of informing the Administrator, the appropriate Constituent Commissioner, Regional Administrators, and other responsible officials as to whether the administration of Regional programs and activities reflects compliance with applicable laws, regulations, delegations of authority, and policies and procedures, and whether systems of internal control are adequate and effective.

SCOPE

In carrying out the audit purpose set forth above, audits will encompass an examination of the following Regional Office operations:

Administration**Fiscal**

An examination of the accounting records, basic supporting documentation and other data to determine that program and administrative financial transactions are evidenced by correct and properly authorized documentation and are correctly shown in the accounts; funds allotted are obligated only under the terms of allotment documents and that obligations and expenditures do not exceed allotments; accounting techniques, the disbursements of funds, distribution of expenses to programs, and the handling of collections are in accordance with regulations and acceptable accounting standards, applicable laws and regulations involving leave, payrolls, unemployment compensation and other administrative procedures are followed, financial controls are exercised over programs in liquidation status to assure prompt follow-up for the collection of receivables; accounting and statistical reports are prepared from the accounting records and are correct; and that adequate control and coordination exist with respect to audit findings so that collections or adjustments of payments or other actions are properly and promptly effected.

General Services

An examination of records and other data to determine that prescribed procedures, applicable laws, regulations, and administrative policies are being followed with respect to travel and transportation; toll calls; control of the incoming mail; noncurrent records; procurement of supplies, equipment and services; personal property management; administrative real property management; use of government-owned vehicles; and to determine that the methods employed for controlling and safeguarding custody documents, assets and other valuable items are effective.

Budget

An examination of records and other data to determine that the procedures prescribed for the development of Regional Office budgets are followed.

Personnel

An examination of records and other data to determine that the procedures prescribed by the Central Office are followed with respect to recruitment, classification, transfer, promotion, termination, leave practices, and retirement of personnel and the maintenance of prescribed records.

Comments for Administrative Considerations

To the extent that facts and observations on the following matters are noted during the course of the audit, the auditor will also comment as to whether:

- (1) Assignments of responsibilities of Regional Office staff conform to established organization patterns.
- (2) Staff members are currently and adequately informed of policies and procedures concerning their assigned duties.
- (3) Staffing requirements appear to be reasonably in line with workload requirements.
- (4) Working conditions promote high morale and efficiency.
- (5) Activities are being performed in an efficient manner.

Urban Renewal

Internal audits of Urban Renewal activities will include an examination of Regional Office operations with respect to the following programs:

- (1) The Slum Clearance Program under Title I of the Housing Act of 1949, as amended prior to the Housing Act of 1954 (Old Act).
- (2) The Urban Renewal Program under Title I of the Housing Act of 1949, as amended by the Housing Act of 1954 and subsequent amendments (New Act).
 - (a) General Neighborhood Renewal Plans
 - (b) Feasibility Surveys
 - (c) Community Renewal Program
- (3) The Urban Planning Assistance Program.

With respect to each of these programs, the internal audit will include an examination (to the extent applicable for the specific program) of data and records reflecting Regional Office practices with respect to all matters which establish or underlie financial obligations and transactions; including the processing of: project reservations, project applications, budgets; allocation of funds; and contracts for financial assistance, insurance and bonding coverages; third-party contracts; land acquisition and disposition documents; relocation activities; site preparation; property management, project financing; project audit reports; termination and completion of projects; and related reports and operations.

Community Facilities

Internal audits of Community Facilities activities will include an examination of Regional Office operations with respect to the following programs:

Active Programs

- College Housing
- Public Facility Loans
- Senior Citizens Housing Loans
- Area Redevelopment
- Accelerated Public Works
- Advances for Public Works Planning
- School Construction
 - Federal
 - Non-Federal

Programs in Liquidation

- First and Second Advance Planning
- Defense Community Facilities
- Lanham Act

With respect to each of these programs, the internal audit will include an examination (to the extent applicable for the specific program) of data and records reflecting Regional Office practices with respect to all matters which establish or underlie financial obligations and transactions, including: the processing of applications and loan agreements, supervision of activities financed under contracts for Federal assistance, including preconstruction and construction activities; bond purchases; project completion; collection of receivables; disposition of uncollectible receivables; custody, protection, maintenance and disposition of Federal property and of acquired securities and collateral, and action on project audit reports.

ASSIGNMENT OF AUDIT RESPONSIBILITY

The responsibility for the scheduling and conduct of all internal audits of HHFA Regional Offices is assigned to the Audit Division.

SCHEDULING OF AUDITS

Each audit area of the Regional Office will be audited within twelve months after completion of the preceding audit.

Special audits will be made when specifically requested by the Administrator, Regional Administrator, Constituent Commissioner, or the Assistant Administrator (Administration). Requests for special audits should be submitted to the Director, Audit Division. Special audits will be started as soon as possible after receipt of the request.

REGIONAL CONTACTS

The auditor will contact the Regional Administrator before commencing the audit and discuss the general scope of the audit.

Upon completion of the audit, the auditor will discuss the audit findings with the Regional Administrator. This discussion will be confined to the findings and such comments as the auditor finds are necessary to make in order to substantiate them. The auditor is not

authorized to make special recommendations to Regional Administrators for changes or improvements in prescribed policies or procedures prior to formal clearance with the Central Office.

The findings in the report will be reviewed in the Audit Division and the report transmitted as provided hereinafter.

REPORTS

Reports will be addressed to Regional Administrators and will be prepared and distributed as follows:

General Administration

- (1) One copy to the Administrator
- (2) One copy to the Deputy Administrator
- (3) Two copies to the Regional Administrator
- (4) Five copies to the Assistant Administrator (Administration) for redistribution to Division heads as desired.
- (5) One copy to the Auditor-in-Charge, General Accounting Office
- (6) One copy to the Director, Compliance Division
- (7) One copy to the Audit Division file

Urban Renewal

- (1) One copy to the Administrator
- (2) One copy to the Deputy Administrator
- (3) Two copies to the Regional Administrator
- (4) Five copies to the Urban Renewal Commissioner
- (5) Two copies to the Assistant Administrator (Administration)
- (6) One copy to the Auditor-in-Charge, General Accounting Office
- (7) One copy to the Director, Compliance Division
- (8) One copy to the Audit Division file

Community Facilities

- (1) One copy to the Administrator
- (2) One copy to the Deputy Administrator
- (3) Two copies to the Regional Administrator
- (4) Five copies to the Community Facilities Commissioner
- (5) Two copies to the Assistant Administrator (Administration)
- (6) One copy to the Auditor-in-Charge, General Accounting Office
- (7) One copy to the Director, Compliance Division
- (8) One copy to the Audit Division file

If during the course of the audit or through other sources of information the auditor ascertains the existence of irregularities in the handling of cash, property or other serious noncompliance on the part of Regional personnel, he will immediately prepare and submit a special report to the Director, Audit Division.

FOLLOW-UP ON AUDIT REPORTS

All audit reports shall include a recapitulation of findings requiring action segregated between those items requiring action by the Regional Office and those for the consideration of Central Office officials. However, it should be noted that the comments, exceptions and recommendations in audit reports are not directives to take specific actions without further considerations.

Regional Office Action

With respect to items requiring Regional Office action, the Regional Administrator may either:

- (1) Accept the audit findings and take the action(s) necessary to carry out the recommendations, or
- (2) Reject the audit findings with a full explanation of his reasons for rejection, and with recommendations to the Central Office for disposition of the rejected item(s).

The Regional Administrator shall report in memorandum form within 60 days on each item listed as requiring Regional Office action. The original of the memorandum shall be addressed to the Deputy Administrator, Attention: Director, Audit Division, and a copy shall be forwarded to the Assistant Administrator (Administration) or the Constituent Commissioner involved as appropriate.

In reporting actions taken or to be taken, specific information must be given as to the nature of the action, the date by which action will be completed, the content of the administrative determination, if any, and the reasons for making it. Regional recommendations which require Central Office approval should be included in the same reply. Each such recommendation should be related to a specific item in the audit report and should be supported by a statement of the facts and circumstances which led to the recommendation. No attempt shall be made to put such recommendations into force until they are approved by the Central Office.

Items cited in the audit report which require only Central Office action will not require comment by the Regional Administrator except on specific request. However, in any case where the Regional Administrator wishes to comment on such items, he may do so. Such comments, together with the reasons for making them, should be prepared in memorandum form and addressed and forwarded as provided under this caption above.

Central Office Action

With respect to each item cited as requiring Central Office action, the Assistant Administrator (Administration) or the appropriate Constituent Commissioner shall act within 60 days either to correct the condition cited or to determine administratively, for specific reasons, that corrective action is not required. The action taken shall be reported in memorandum form, the original addressed to the Deputy Administrator, Attention: Director, Audit Division, with a copy to the Regional Administrator involved. Reports must be specific as to the action taken or to be taken, the date by which action will be completed, and the content of any administrative determination made and the reasons for making them. In cases where the action is not yet completed, a further report shall be made when the action is completed.

FOLLOW UP BY AUDIT DIVISION

The Audit Division will initially review the file within two months after the original distribution of the report and will prepare follow up letters to the appropriate Regional Office and Central Office officials, listing each item on which notice of action has not been received. If replies are not received within 30 days or within the time specified in the initial follow-up by the Audit Division, the Audit Division will prepare follow-up letters for the signature of the Deputy Administrator.

In those cases where the initial reply of the Regional Administrator, Constituent Commissioner or Assistant Administrator (Administration) establishes specific dates for completion of action on open items, such dates shall become action completion dates unless the Director, Audit Division, questions the length of the period involved, in which case the matter will be referred to the Deputy Administrator for decision. If action is not completed by the dates thus established, the follow up by the Director, Audit Division, will be as at the close of the allowed period.

CLOSING AUDIT FILE

When all items in the audit report have been cleared by corrective action of administrative determination, the Audit Division will so advise the Regional Administrator by memorandum, and the file will be closed.

Copies of this memorandum will be sent to the Deputy Administrator, the appropriate Commissioner, and such other Central Office officials as are directly involved in matters covered by the audit report.

Section 3

CORRESPONDENCE WITH THE GENERAL ACCOUNTING OFFICE**ACKNOWLEDGEMENT OF GAO INQUIRIES**

During an audit of any particular location, the General Accounting Office may write letters of inquiry to HHFA Regional and Central Office officials. Where the General Accounting Office requests a reply by a specific date, and the reply cannot be made within the period specified, a letter of acknowledgment should be written by the addressee to the General Accounting Office explaining the situation and advising approximately when the reply will be received. Where no specific date is mentioned for a reply, every effort should be made to reply as soon as possible, and, where the reply cannot be made within thirty days, an explanatory letter should be dispatched to the General Accounting Office similar to that indicated above. A copy of the acknowledgments should be sent to the Director, Audit Division.

The replies to GAO inquiries mentioned herein are not to be confused with HHFA replies to the General Accounting Office on drafts of final audit reports. The Housing and Home Finance Agency, by agreement, is committed to replying to the General Accounting Office on such drafts within 30 days.

CENTRAL OFFICE CLEARANCE

Many of the matters raised by the General Accounting Office for comment by Regional Office officials involve policy and other considerations that should receive the attention of appropriate Central Office officials. To assure that Regional Office responses to GAO requests for comment on policy and other matters are consistent with established national policy or with Central Office views in areas where policies have not been promulgated, Regional Administrators shall:

- (1) Send drafts of proposed responses to GAO inquiries on program matters (with a copy of the incoming correspondence) to the Urban Renewal Commissioner or Community Facilities Commissioner, depending on the program involved, for review, clearance or comment, and return for dispatch by the Regional Office.
- (2) Send to the Assistant Administrator (Administration) proposed responses to GAO inquiries relating to general administration (other than matters of a routine nature) for review, clearance or comment, and return for dispatch by the Regional Office.
- (3) Send to the Director, Audit Division, proposed responses to GAO inquiries on policy questions cutting across program lines for review, clearance or comment, and return for dispatch by the Regional Office.
- (4) With respect to all communications dispatched to the General Accounting Office, other than those of a routine nature, send one dispatch copy to the constituent commissioner concerned and one to the Director, Audit Division.

Section 4

INVESTIGATION OF MATTERS REPORTED IN OA AUDITS

The Compliance Division in connection with its responsibilities for reviewing the Agency's inspection and audit facilities is not responsible for reviewing project or internal audit reports to determine whether any facts reported indicate the need for investigation. This Section is intended to clarify responsibility for requesting investigations of matters revealed in audit reports.

- (1) *Project Audits.* Regional Administrators are responsible for determining whether investigation is required with regard to matters covered in URA or CFA project audits, and for recommending to the appropriate Constituent Commissioner that the Commissioner request an investigation by the Compliance Division.
- (2) *Internal Audits of Regional Offices.* Constituent Commissioners are responsible for determining whether investigation is required with regard to matters covered in internal audits of CFA and URA program activities in Regional Offices. The Assistant Administrator (Administration) is responsible for determining whether investigation is required with regard to matters covered in internal audits of administration activities in Regional Offices. Regional Administrators may also request the Compliance Division to investigate matters pointed out in internal audits of Regional Office program or administration operations.

With regard to all project and internal audits, the OA Audit Branch will, either during the course of an audit or during the review of the audit report, call to the attention of the Deputy Administrator, the appropriate Constituent Commissioner, the Assistant Administrator (Administration) or the Compliance Division, any matters which may require investigation; and the Deputy Administrator or the Constituent Commissioner or Assistant Administrator (Administration) may, at his discretion, request an investigation by the Compliance Division. The Audit Branch will not, however, finally determine the need for investigation nor request the Compliance Division directly to conduct investigations.

Section 5

USE OF IMPREST FUNDS ¹

REQUISITIONS

Supplies and equipment are ordered by submitting the original and two copies of Form H-10, *Requisition for Supplies and Equipment* (see Section 6-2), to the Director, Administrative Branch. If the Director, Administrative Branch, or his designee, determines that the required items are to be purchased from Imprest Funds, the following endorsement shall be placed on the face of the requisition:

TO CASHIER:

Purchase is approved as to item, delivery, source, and amount described above. This form shall be considered as a purchase order for the purpose of supporting payment from Imprest Funds.

Date _____ Signature _____

The endorsement shall be dated and signed by the Director, Administrative Branch, or his designee, and one copy of the requisition shall be returned to the requisitioning office for over-the-counter purchase.

Limitation

The maximum dollar amount of articles or services procured by use of Imprest Funds from one vendor at any one time shall not exceed \$50.00.

ADVANCE OF CASH

The employee designated by the requisitioning office to make the purchase shall submit the endorsed requisition to the Cashier. If in order, the Cashier shall advance the estimated amount of cash needed to make the purchase, obtain an *Interim Receipt for Cash* (stub attached to S.F. 1165, *Receipt for Cash-Subvoucher*), and return the requisition to the designated employee as authority to purchase the articles or services stated thereon.

If a purchase for which cash is advanced cannot be completed and the required receipt(s), as described below, returned by the end of the second business day following the date of the advance, the cash must be returned to the Cashier; otherwise the Cashier is required to take immediate action toward recovery thereof. Supervisory officials shall, if

¹ See also Sections 4-5 and 4-7.

necessary, take prompt and effective action to assist in recovering any cash advances, since the Cashier is accountable for such advances.

RECEIPT REQUIREMENTS

Each purchase made shall be supported by an original bill, sales slip, cash register ticket, invoice of the dealer, or equivalent receipt form itemizing the articles or services purchased and the amount thereof. In addition to these requirements, where individual purchases are for \$15.00 or more, the receipt form must be signed by the dealer or his agent as evidence of payment.

Action Upon Completion of Purchases

When the purchase has been completed and the articles or services have been delivered to the ordering office, the receiving certificate (lower left-hand corner of the requisition) shall be executed by the person receiving the item(s) purchased. The designated employee shall then surrender the requisition, together with required receipt(s), to the Cashier who will mark the *Interim Receipt for Cash* stub "VOID" and return it to the employee. On the basis of the receipted documents, the Cashier shall make final settlement with the designated employee.

INSTRUCTIONS FOR CASHIERS

A "Manual of Procedures and Instructions for Cashiers" has been issued by the Treasury Department to all cashiers. The provisions of the Treasury Department manual, insofar as they pertain to the use of imprest funds as herein described, shall be followed. Of particular importance are the provisions of Section 3 of the Treasury Department manual dealing with the advance of cash to cashiers for disbursing purposes and the transfer of responsibility and accountability for such cash. When, in the absence of the cashier and/or alternate cashier, verification of cash is required, the Regional Administrator shall designate three employees to verify the cash.

Section 6

REQUESTS FOR DISPOSITION OF SALARY CHECKS AND SAVINGS BONDS

Form H-200.64, *Request for Disposition of Salary Check and Savings Bond*, (Exhibit A), shall be used by employees to request disposition of their checks and bonds on a temporary or occasional basis, or to request disposition of their checks, by mail, on a permanent or continuing basis. For disposition of bonds on a permanent basis employees should contact their Administrative Officer to obtain Treasury Department Form No. 2254, *United States Savings Bonds Authorization for Purchase and Request for Change*. Disposition of checks and bonds in connection with final salary payment when employees are separated or placed on leave without pay is provided for in the instructions in Section 2-4-3, Volume V.

Employees shall submit a separate Form H-200.64 for each pay day for which they wish to request a temporary change in the regular disposition of their checks and/or bonds. Distribution of checks and bonds in accordance with such requests will be limited to the pay day specified thereon.

When requesting permanent disposition of checks, the word "permanent" shall be shown on Form H-200.64 in the block entitled "Pay Day Affected" (see Exhibit A).

Form H-200.64, which may be obtained from Time and Attendance Clerks or Administrative Officers, is furnished in sets of an original and one copy, and instructions for its preparation are provided thereon. Both copies of the completed form are to be submitted to the Designated Agent, Administrative Division of the Regional Office.

12/1/64

Requests for Disposition of Salary Checks and Savings Bonds

INSTRUCTIONS: Use this form to notify the Designated Agent, Division of Finance and Accounts (Central Office) or the Designated Agent, Administrative Division (Regional Offices) of disposition to be made of your salary check and/or Savings Bond on the pay day indicated. Complete on typewriter or legibly print, and send both copies forward. The address should include the ZIP Code. NOTE: Bonds cannot be mailed to banks. For further information and instructions, see the Administrative Practice Handbook, Volume III or V, Section 3-1-6.

HHFA-0A

REQUEST FOR DISPOSITION OF SALARY CHECK AND SAVINGS BOND

H-200.64
(11-64)

TO: Designated Agent, Division of Finance and Accounts (Central Office)
 Designated Agent, Administrative Division (Regional Offices)

<input type="checkbox"/> Hold Check until _____, 19__.	<input type="checkbox"/> Hold Bond until _____, 19__.	PAY DAY AFFECTED
<input type="checkbox"/> Mail Check to address shown below.	<input type="checkbox"/> Mail Bond to address shown below.	
THESE BLOCKS FOR USE BY DESIGNATED AGENTS.	Fill in addressee and address to which check or bond should be mailed	
CHECK NO.		
BOND NO.		
DATE MAILED		
EMPLOYEE'S SIGNATURE	ORGANIZATIONAL UNIT	DATE

EXHIBIT A

Section 7

CONTROL OF CASH RECEIPTS

This section prescribes procedures for the handling of money delivered to the Regional Offices or to employees acting as representatives of a Regional Office, whether such money is in the form of checks, money orders, or currency and whether such money represents an official or a personal remittance. The term "official remittance" as used hereinafter means (a) any remittance which is the property of the Office of the Administrator or (b) any remittance which is the property of another Government agency or a constituent agency.

The procedures are designed to protect both the Regional Office and the individual employees whose duties require them to handle money so received. It is important that every Regional Office employee having such duties be familiar with this section. Supervisors at all levels are responsible for calling this section to the attention of their employees and for securing adherence to the procedures herein.

DISPATCH OF REMITTANCE DOCUMENTS

Any office transmitting a remittance to another office shall include therewith all related documents received with the remittance, including the original envelope, to facilitate correct processing. However, courtesy copies and bulk material not essential to correct disposition need not be sent with the remittance.

REMITTANCES RECEIVED BY INDIVIDUALS

Remittances of funds which are the property of the Office of the Administrator are occasionally delivered directly, rather than through the mails, to employees acting as representatives of the Regional Office. Such remittances are sometimes forwarded in envelopes addressed to a specific employee and marked "personal." Since the Mail Room does not open mail so marked, remittances so transmitted are not recorded in the Mail Room.

An employee who receives a remittance which is the property of the Office of the Administrator shall be responsible for immediately delivering the remittance and any related documents to the Mail Room, attaching a note stating the date and hour of receipt. If a remittance is not accompanied by supporting documents, the note should identify the source and purpose of the remittance. The Mail Room shall record and deliver such remittances in accordance with the instructions provided below for the handling of official remittances.

Whenever the circumstances make such action desirable, the Administrative Division shall prepare a letter to the remitter acknowledging receipt and requesting that future remittances be addressed to the Regional Office and be accompanied by a statement of the purpose of the remittance.

REMITTANCES RECEIVED BY MAIL ROOM

Official Remittances

The Mail Room shall record each opened item of mail found to contain an official remittance in a register maintained on Form H-56, *Incoming Negotiable and Registered Mail*. Each entry on the Register shall be initialed by the person opening the item containing the remittance. To the extent feasible, the Register should be maintained by an employee other than the one assigned to open the mail. (Refer to Section 5-2 for instructions regarding the maintenance of Form H-56.)

Remittances of a Personal Nature

Whenever mail containing remittances of a personal nature is received in the Mail Room the following instructions shall apply:

- (1) Remittances forwarded to employees in Treasury Department checkmailing envelopes shall not be opened and, consequently, shall not be recorded.
- (2) Remittances forwarded to employees in envelopes marked personal shall not be opened or recorded. (Refer to the instructions in this section under the heading Remittances Received by Individuals, which are to be followed when the addressee discovers that such remittances are the property of the Office of the Administrator.)
- (3) Remittances forwarded to employees in envelopes, other than Treasury Department envelopes, which are not marked personal shall be opened. If such remittances are found to be personal they shall not be recorded.

Delivery of Remittances

A remittance which is clearly the personal property of an employee shall be delivered to that employee directly.

All other remittances discovered in mail opened by the Mail Room shall be delivered to the Accounting Branch, together with the Form H-56 on which such remittances are recorded. Each remittance entry on the Form H-56 shall be initialed in the Accounting Branch after which the form shall be returned to the Mail Room.

DISPOSITION OF REMITTANCES

Normally, official cash remittances shall be deposited by the Accounting Branch within forty-eight hours following receipt thereof in the

Regional Office. However, if a remittance is found to be the property of another Federal office or agency or a constituent agency, the Accounting Branch shall seal the remittance and all accompanying documents in an envelope addressed to the other office and send it to the Mail Room for delivery by mail with return receipt requested or delivery by messenger, as appropriate. It is the responsibility of the Accounting Branch to see that the appropriate entry on Form H-56 is corrected to show disposition of the item. If delivery is to be made by messenger Form H-33, *Request for Special Messenger Service*, shall accompany the remittance and the messenger will obtain a receipt on the original of the Form H-33. If the Branch cannot determine ownership within the 48-hour period, the remittance shall be deposited pending identification of the owner.

Following deposits of official cash remittances for credit to the accounts of the Office of the Administrator, any correspondence or other documents which are properly for the attention of other OA offices shall be released to such offices by the Accounting Branch.

AUDITS

The Audit Division will examine the registers maintained in each Regional Office in accordance herewith in the course of its periodic internal audits.

Part 3. Budget and Fiscal Controls**Chapter 3. Budgetary Planning and Controls for Current Operations****Section 1****THE GENERAL PLAN OF OA BUDGET ADMINISTRATION**

The Office of the Administrator functions as a single, integrated organization with a single budget. The basic objective of the budget process is to achieve the best possible balance between the financial resources available to the Office and the requirements of the various programs for which it is responsible.

GENERAL ASSIGNMENT OF RESPONSIBILITY

The basic pattern for the allocation of available funds between offices and activities is fixed by the Administrator, after consideration of the views of the heads of Central Office divisions, Regional Representatives, the Director of Field Coordination, and the Assistant Administrator (Administration).

Specific operating decisions necessary in carrying out the broad budget plan are made, after consultation with the Director of Field Coordination, by the Assistant Administrator (Administration), or to the extent authorized by the Assistant Administrator, by the Director, Budget and Organization Staff.

The Director, Budget and Organization Staff (or his designee) is the official responsible for allotment of all funds available for obligation or expenditure by the Office of the Administrator.

The Regional Representative is responsible for the development of budget plans and recommendations for the operations of his Region, and for the execution of the Regional program in accordance with the approved budget program.

THEORY OF THE COMBINED ACCOUNT

In order to achieve administrative convenience, flexibility and economy, most of the funds available for staff expenses of the Office of the Administrator are consolidated into a single account for use.¹ This consolidation is referred to herein for convenience as the "combined account." It carries the title of the basic appropriation, Salaries and Expenses, and the appropriation symbol 86 0100. Funds so consolidated include all those directly appropriated to or authorized for expenditure by the Administrator.

Where funds are appropriated to another agency and made available to the OA through allocations or working funds (as in the case of

¹ The authority for such consolidation appears in Sect. 502(c)(3) of the Housing Act of 1948, as follows: ". . . funds made available for administrative expenses in carrying out the functions, powers, and duties imposed upon the Housing and Home Finance Administrator, the Home Loan Bank Board, the Federal Housing Commissioner, and the Public Housing Commissioner, respectively, by or pursuant to law may at their option be consolidated into single administrative expense accounts of said officers or agencies for expenditure by them, respectively, in accordance with the provisions hereof." (See Vol. I, HHFA Manual Series, 3-10-4)

school construction funds, which are appropriated to the Office of Education, and funds for disaster relief, which are appropriated to the President), present regulations require that they be separately accounted for. Hence, such funds are not included within the combined account but are separately allotted.

The combined account is designed primarily for administrative convenience and economy. It permits several different funds to be treated as one; by making this possible, it avoids many cumbersome accounting and budgetary controls which otherwise would be necessary. *However, it does not free the Administrator or the Regional Representatives from accountability for the use of funds in relation to the programs and activities involved.* This point is developed in greater detail below.

BUDGETARY LIMITATIONS AND ALLOCATIONS

Under applicable law and regulations,² no obligation or expenditure may be incurred in excess of a definite amount made available to the operating official for that purpose. Before any obligation can be incurred by a Regional Office:

- (1) Funds must be *appropriated or authorized for use* by the Congress;
- (2) Funds must be *apportioned* by the Bureau of the Budget;
- (3) Funds must be *allotted* by the Budget and Organization Staff, Central Office.

Amounts so allotted constitute limitations, and any obligation incurred in excess of the related allotment is a violation of the law and regulations referred to, and subjects the official responsible to the penalties prescribed for such violations.

Allotments serving as limitations will be issued as follows:

- (1) A single total amount for the combined account, 86 0100.
- (2) A single total amount for *each* of the allocation and working fund accounts required to be separately maintained, which support programs expected to be active in the Region involved.
- (3) In the case of program funds (as distinguished from funds available for staff expenses) amounts from time to time, on a project basis or otherwise, as may be appropriate.

In addition to the allotment limitations listed above, the Budget and Organization Staff shall issue to each Region an employment allowance establishing a *maximum number of positions which may be filled at any one time* during the period covered. This employment limitation shall be in a total figure, and shall be further broken down into the numbers of professional and clerical positions making up the total.³ The authorized number of clerical positions may be exceeded (within the applicable total for all positions), but the authorization for professional positions

² See Anti-Deficiency Act (HHFA Manual Series, Vol. I. 7-3-4), and regulations of the Administrator, Vol. II (3-3-1) and Vol. V (3-1-1).

³ For this purpose, the term "professional" refers to positions at grade GS-9 and above, and the term "clerical" to positions at grade GS-8 and below.

may not, and substitution of professional for clerical positions requires the issuance of a revised allowance.

BUDGETARY ALLOCATIONS

The limitations established by allotments will be further broken down into subsidiary amounts which show their composition. These are budgetary allocations as distinguished from limitations. They are intended to clarify the assumptions and decisions which went into the establishment of the over-all limitation. An over-obligation of one or more of these budgetary allocation figures is not a violation of the law and regulations for the control of funds, as long as the total applicable allotment is not over-obligated. Budgetary allocations, therefore, are primarily for the information and guidance of the Regional Representative.

Allotments to Regional Offices for staff expenses shall be accompanied by explanatory schedules showing budgetary allocations on two bases: (1) by program or activities; and (2) by the standard objects of expense; without regard to source of funds.

RELATIONSHIP OF EXPENSES TO SOURCES OF FUNDS

It is a basic principle of the law governing the use of Federal funds that such funds shall be used only for the purposes for which appropriated.⁴ It is the responsibility of the Administrator to assure that available funds are used in accordance with the intent of Congress, insofar as that intent can be established from appropriation or authorization language and from the legislative history.

For those activities covered by the basic appropriation "Salaries and Expenses," it is generally possible to determine from the Congressional hearings, reports and debates approximate levels at which the various programs are expected to proceed. In the case of programs separately authorized or appropriated for, there is, of course, a specific figure showing the level of activity approved. All Central Office and Regional officials share in the responsibility for managing the activities of the Office in conformance with the general budget plan made possible by these indicators of Congressional intent.

Budgetary allocations by programs within the combined account are made primarily for the purpose of carrying out this responsibility. Therefore, even though the amounts allowed for different activities are not limitations in the technical sense of the term, it is nevertheless the responsibility of the Regional Representative to plan and carry out the Regional program so that actual expenses conform within reasonable limits to the amounts allocated for each program as well as remaining within the authorized total. Otherwise, there can be no assurance that the expenses of the OA as a whole will conform to the budget plan and to the mandate of Congress.

REVISION OF BUDGET PLAN

Whenever it is the judgment of the Regional Representative that, as a result of changing workload or other operating considerations, the

⁴ 31 U.S.C. 628.

actual costs of Regional operations for a budget period will differ materially from the budget plan for the period as reflected in allotments and budgetary allocations, he shall submit a request for a revised Regional budget as provided in subsequent sections of this Chapter. When a revised budget is received, or if the revision recommended cannot be approved, it is the responsibility of the Regional Representative to take such steps as may be necessary to adjust the Regional work program to the budget plan and the resources available.

In submitting or considering whether to submit a revised budget plan as provided herein, each Regional Representative is responsible for bearing in mind the fact that the cost of any given program or activity in his Region has a direct bearing on the financing of that activity in all other Regions and in the Central Office, and on the outcome of the budget plan as a whole. The flexibility intended to be achieved in the budget and accounting operation extends to minor variations, such as inevitably occur, within the established framework. It does *not* extend to any major shift in current or contemplated activity or emphasis between programs.

In general, a deviation of more than 10% from the budgetary allocation for any activity will be subject to special inquiry and justification, and it is expected that such deviations will be less in the case of the larger programs.

Part 3. Budget and Fiscal Controls**Chapter 3. Budgetary Planning and Control for Current Operations****Section 2****ALLOTMENT OF FUNDS FOR STAFF EXPENSES****DEFINITION OF "STAFF EXPENSES"**

The term staff expenses as used herein refers to all expenses of the Regional Office staff as such, both administrative and non-administrative, as distinguished from program expenses. Accordingly, it includes salaries and related costs for travel, communications, etc.; it excludes loans, grants and similar applications of program funds.

FORM OF ALLOTMENTS

In accordance with Section 3-1-1 hereof, Administrative Control of Funds, all allotments will be issued on Form H-158, *Advice of Allotment*, over the signature of the Director, Budget and Organization Staff, or his designee.

COVERAGE AND TIME BASE FOR ALLOTMENTS

There will be four allotment limitation accounts for staff expenses:

- (1) The combined account (covering all programs except 2, 3, and 4 below.) 86 0100
- (2) School Construction—Administrative 86 3906
- (3) School Construction—(Non-administrative) Engineering Inspection of Section 203 and Section 204 (Federally Constructed) schools 86X3901
- (4) Disaster Relief—Administrative 86—11X0039

Insofar as possible, allotments will be made on a lump sum basis without regard to objects of expense, to allow necessary flexibility in Regional Office operations. However, should legal limitations be placed on certain objects of expense by the Congress in making appropriations, it will be necessary for the Budget Office to establish separate controls over the limited objects.

Allotments will be issued on an annual basis in order to enable Regional Offices to plan activities on a long-term basis and to submit requests for revisions only as unanticipated changes in workload occur. However, the annual allotment will be broken down by quarterly amounts, and the *cumulative total* of these quarterly figures, beginning with the first quarter, must be treated as limitations on obligations to be incurred through the related portion of the year.¹

In order to provide a reasonable working margin, the amount provided for the first quarter will generally be about five percent above estimated needs, and the amount for the fourth quarter will be correspondingly smaller. To illustrate, a \$2,000,000 budget for an office

¹ This result cannot be avoided, since the funds are apportioned on a quarterly basis by the Bureau of the Budget and such apportionments themselves act as limitations.

expected to remain level throughout the year might be allotted cumulatively as follows:

First Quarter	525,000
Second Quarter	1,025,000
Third Quarter	1,525,000
Fourth Quarter	2,000,000

REQUEST AND JUSTIFICATION FOR ANNUAL ALLOTMENTS

Regional requests for annual allotments will be prepared and submitted for the ensuing fiscal year within fifteen days after receipt of information from the Budget and Organization Staff as to the program assumptions and general budgetary picture, or by June 10, whichever is later. Two copies of the request and supporting documents shall be forwarded to the Assistant Administrator (Administration) Attention: Budget and Organization Staff, and one copy of the request and supporting documents shall be forwarded to the Director, Division of Field Coordination. Each such request will include the following explanatory and supporting materials:

Narrative Justification

This portion of the submission should include a brief but comprehensive review by the Regional Representative of the Region's work program and financial requirements for the coming year. Insofar as possible it should avoid restatement of matters already familiar to the Central Office, and should concentrate on prospects, problems and needs as viewed from the field.

Among other matters, this summary should review the current status and prospects of each program in the Region, and should explain concisely: any recommended changes from the going rate and the present staff, indicating anticipated workload in each of the programs related to such changes; the basis on which travel is estimated; and the need for new or unusual items or trends in the remaining Other Objects of Expense. If the cost of paid overtime or lump-sum leave payments is expected to be a significant item in the budget, this should be discussed in the justification. Detailed information on the current staff will not be necessary, since the Budget and Organization Staff maintains records which show grade, organizational placement, annual rate and actual cost for each Region.

Supporting Schedules.

Supporting detail will be provided on three forms, as follows:

Form H-165, *Estimate of Maximum Positions to be Filled, by Functional Groups and Quarters* (Exhibit 3-3-2-A).

Form H-166, *Estimate of Total Staff Expenses by Programs, by Quarters* (Exhibit 3-3-2-B).

Form H-167, *Estimate of Total Staff Expenses by Object, by Quarters* (Exhibit 3-3-2-C).

APPROVAL OF THE REGIONAL BUDGET PLAN

Within ten days after receipt of all Regional estimates, the Budget Office will issue an *Advice of Allotment*, Form H-158 and a *Regional*

Budget Plan, Form H-168 (see Exhibit 3-3-2-D) to each Region. In addition to the allotment advice, budgetary allocations will be made on the following bases:

- (1) Position ceilings in total, and by professional (GS-9 and above) and clerical (GS-8 and below). The position ceiling will be applicable by quarter.
- (2) Budgetary allocation by object for total of all allotments on an annual basis.
- (3) Budgetary allocations on an annual basis by program showing staff time (man years) and total staff expenses.
- (4) Narrative explanation of the basis for any changes from the Regional request.

REVISIONS IN THE REGIONAL BUDGET PLAN

Regional Requests

Requests for revision of the *Regional Budget Plan*, Form H-168 need not be submitted at any specified time but must be submitted promptly upon recognition of need. Revisions should be requested *whether or not a change in allotments is required* whenever it becomes apparent that position ceilings or budgetary allocations by program are not substantially in conformance with the Regional workload. It will not be necessary to request a revision solely in the budgetary allocation by Objects of Expense unless there is a significant change from the original allocation. Ordinarily, the *Monthly Report of Obligations by Program and Object Classification*, Form H-223 will provide sufficient advice of changes in rate of obligation between objects.

Regional requests for revision of the *Regional Budget Plan* should cover only the allocations (and allotments, if necessary) which require change, and should be accompanied by a narrative description of the circumstances which make the change or changes necessary and a revised Form H-168. In filling out the revised *Regional Budget Plan*, the latest approved figures should be included in the "From" column of the appropriate parts of the form. The figures entered in the "To" column should indicate the requested changes. The approval column should be left blank for Budget Office use. Two copies of the request should be forwarded to the Assistant Administrator (Administration) Attention: Budget and Organization Staff, and one copy should be forwarded to the Director, Division of Field Coordination.

Semi-annual Review

Not later than January 15, each Regional Representative shall submit in memorandum form a general review of the work program and budgetary prospects of the region for the second half of the fiscal year. Two copies should be forwarded to the Assistant Administrator (Administration) Attention: Budget and Organization Staff, and one copy sent to the Director, Division of Field Coordination. This review shall cover much the same area as the narrative justification accompanying the request for annual allotments, and shall call attention to new or changed trends, outstanding problems, and their budgetary sig-

EXHIBIT 3-3-2-A

H-168 (1-52)		HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		REGION NO.		FISCAL YEAR		DATE PREPARED					
				FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER			
				PROF.	CLER.	TOTAL	PROF.	CLER.	TOTAL	PROF.	CLER.	TOTAL	
ORGANIZATION OR FUNCTION		PROF.	CLER.	TOTAL	PROF.	CLER.	TOTAL	PROF.	CLER.	TOTAL	PROF.	CLER.	TOTAL
Regional Representative's Office													
Local Requirements Branch													
Engineering:													
Regional Office													
Field Stations													
Subtotal													
Regional Counsel													
Administrative Staff													
Financial Analysis													
Control													
TOTAL REGIONAL STAFF													

HHS-320, Washington, D. C.

nificance. No detailed schedules need accompany this review unless a revised budget is requested in connection with the submission.

Approval of Revised Regional Budget Plan

Within the limits of available resources the Budget and Organization Staff will adjust the overall budget plan to meet Regional needs. Within 10 days after receipt of a request for revision, the Budget and Organization Staff will issue a revised Form H-168 and appropriate

allotment changes. If the revised plan differs from the request, a narrative explanation of the reasons for changes will be provided.

SUGGESTIONS FOR PREPARATION OF DETAILED ESTIMATES

Estimate of Maximum Positions to be Filled by Functional Groups, by Quarters (Form H-165).

Note that separate lines have been provided on this form for the functions designated as Control and Financial Analysis, since the organizational placement of those activities is not uniform between Regions.

Estimates of Staff Expenses—Forms H-166, and H-167

Quarterly estimates on Forms H-166, and H-167 should represent *the estimated cost of running the Regional Office for each of the four quarters.* While allotments will be issued on a cumulative quarterly basis to conform to the apportionment pattern, as noted above, the estimates should be submitted on a separate quarterly basis to facilitate analysis of trends. The five percent working margin (referred to earlier in this section) should *not* be included in the first quarter estimate, as this will be provided automatically by the Budget and Organization Staff when allotments are issued.

Average Staffing—Total Regional Office

Average staff in the Fiscal Year column of Form H-166 will represent man-years, and in the Quarter columns will be man-quarters. Man-years will generally be smaller than the total positions expected to be filled, because of delays in filling vacancies, establishment of new positions after the beginning of the year, etc. A fair approximation of total man years can be obtained by the following method:

Months Filled	Man-Year Equivalent
1	.1
2	.2
3	.3
4	.3
5	.4
6	.5
7	.6
8	.7
9	.7
10	.8
11	.9
12	1.0

Man-quarters can be estimated for the total Region with sufficient accuracy as in the following illustration:

Filled Positions	
Beginning of quarter	40
End of first month	42
End of second month	44
End of third month	44
Total	170

170 divided by 4 is 42.5 man quarters

EXHIBIT 3-3-2-B

PROGRAM	FISCAL YEAR		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
	AVER. STAFF	TOTAL STAFF EXPENSES	AVER. STAFF	ESTIMATED EXPENSES	AVER. STAFF	ESTIMATED EXPENSES	AVER. STAFF	ESTIMATED EXPENSES	AVER. STAFF	ESTIMATED EXPENSES
	ESTIMATE OF TOTAL STAFF EXPENSES BY PROGRAMS BY QUARTERS (Rounded to Nearest Dollar)									
Supervision and Coordination										
Slum Clearance and Urban Redevelopment										
College Housing (Admin.)										
College Housing (Non-Admin.)										
Prefabricated Housing Loan Program										
Advance Planning Programs										
Maintenance and Disposition of Defense Public Works										
Programming Defense Housing and Community Facilities										
Financial Analysis (FSU)										
Defense Community Facilities (Admin.)										
Defense Community Facilities (Non-Admin.)										
Defense Production Activities										
Reimbursable Obligations										
Total - Combined Account										
School Construction (Admin.)										
School Construction (Non-Admin.)										
Disaster Relief (Admin.)										
TOTAL										

Any minor discrepancies resulting from the two approximations suggested above will be small enough to be adjusted readily in the final figures.

Average Staff Time by Program

While the estimate of total Regional Office staff cannot be made without thoughtful consideration of the volume and timing of the workload in each of the programs and of all Regional Office activities as a

unit, the detailed distribution of average staff time to each program cannot be done accurately until the overall size and general functional distribution of the Regional staff have been decided upon.

Distribution of staff time to each of the programs is complicated by the fact that most employees will be involved directly or indirectly in several programs. Something close to the following method should be used in making the estimated distribution of staff time to each of the programs:

- (1) Estimate average staff necessary to carry out each of the *direct* program activities. Most or all of the Local Requirements, Engineering and Financial Analysis staffs will be accounted for in this step, as should any other staff members or groups whose time is spent on direct program activities. For those activities funded from non-administrative expense funds (site engineering inspection of Section 203 and Section 204 schools, college housing projects, and defense community facilities projects) the estimate so derived will represent *only actual direct staff time to be charged*, since no indirect or overhead staff may properly be charged to these funds.
- (2) The remainder of the staff time (representing mainly indirect and overhead costs) as estimated should next be allocated to programs on the basis of the percentage that the direct staff time for each program bears to the total direct staff time. While only direct staff may be charged to non-administrative funds, this does not mean that no indirect staff services or general overhead result from these activities. It follows that staff services and general overhead resulting from non-administrative activities should be charged to the corresponding administrative expense portion of each of these programs.

Example Using 40 Man-years Total Staff Time:

	Man-Years Direct Staff Time	% of Total Man-Years		Total Staff Time
		Direct Staff Time	Prorated Indirect Staff Time	
Defense Programming	3.0	10	1.0	4.0
Disaster Relief	6.0	20	2.0	8.0
Advance Planning ...	3.0	10	1.0	4.0
College Housing-Adm.	4.0		2.0*	6.0
Non-admin.	2.0			2.0
Total	6.0*	20*		
School Construction				
Admin.	9.0		4.0*	13.0
Non-admin.	3.0			3.0
Total	12.0*	40*		
Total Region	30.0	100	10.0	40.0

* Percentage is figured from the total for the program. The indirect staff time is charged to administrative funds in each case.

EXHIBIT 3-3-2-C

H-167 17-52 HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR ESTIMATE OF TOTAL STAFF EXPENSES BY OBJECT BY QUARTER (Estimates Rounded to Nearest Dollar)		REGION NO.		FISCAL YEAR		DATE PREPARED	
		CODE	OBJECT OF EXPENSE	FISCAL YEAR	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER
01	Personal Services						
02	Travel						
03	Transportation of Things						
04	Communication Services						
05	Rent and Utilities						
06	Printing and Reproduction						
07	Other Contractual Services						
08	Supplies and Materials						
09	Equipment						
15	Taxes and Assessments						
TOTAL OTHER OBJECTS							
TOTAL STAFF EXPENSES							

HHS-1011, Washington, D. C.

Personal Services and Other Expenses by Program

Personal Services—An average salary should be multiplied by man-years to compute the personal services cost of the portions of programs funded from non-administrative expense funds. This is necessary because it is believed that the average man-year cost for these activities will be higher than for the rest of the programs, because of the high proportion of professional engineering time and the fact that there

is no overhead charge. The remaining personal services costs may be distributed to programs funded from administrative expense funds in the proportion that each of the man year estimates bears to the total for these programs.

Travel—Most of the travel estimate can be related directly to the anticipated workload of the programs requiring travel. Estimates for general and incidental travel should be pro-rated on the same basis as personal services costs funded from administrative expense funds.

Objects 03 through 15—The total of these objects of expense should be distributed by the percentages used in distributing overhead staff time, modified to reflect any known reasons for varying this result. If special circumstances warrant a disproportionate distribution, these estimates may be distributed on any basis which produces equitable results, and the narrative should include a statement of the methods employed and the reasons.

EXHIBIT 3-3-2-D

H-158 (7-52) HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR REGIONAL BUDGET PLAN SUMMARY OF ALLOTMENTS* AND BUDGETARY ALLOCATIONS Request and Advice		REGION NO.					
		FISCAL YEAR					
		DATE PREPARED					
DETAILED BREAKDOWN OF REQUEST AND ALLOWANCE BY PROGRAM AND BY ALLOTMENT* BY QUARTER		REQUEST FOR REVISION				BUDGET OFFICE APPROVAL	
		FROM		TO			
		AVER. STAFF	STAFF EXPENSES	AVER. STAFF	STAFF EXPENSES	AVER. STAFF	STAFF EXPENSES
BY PROGRAM	Supervision and Coordination						
	Slum Clearance and Urban Redevelopment						
	College Housing (Administrative)						
	College Housing (Non-Administrative)						
	Prefabricated Housing Loan Program						
	Advance Planning Programs						
	Maintenance and Disposition of Defense Public Works						
	Programming Defense Housing and Community Facilities						
	Financial Analysis (F.S.A.)						
	Defense Community Facilities (Administrative)						
	Defense Community Facilities (Non-Admin.)						
	Defense Production Activities						
	Reimbursable Obligations						
	Total - Combined Account						
	School Construction (Administrative)						
School Construction (Non-Administrative)							
Disaster Relief (Administrative)							
TOTAL							
BY ALLOTMENT* BY QUARTER	Combined Account - 1st Quarter						
	2nd Quarter						
	3rd Quarter						
	4th Quarter						
	School Construction (Admin.) - 1st Quarter						
	2nd Quarter						
	3rd Quarter						
	4th Quarter						
	Engineering Inspection, Sections 203 and 204 Schools - 1st Quarter						
	2nd Quarter						
	3rd Quarter						
	4th Quarter						
	Disaster Relief (Admin.) - 1st Quarter						
	2nd Quarter						
	3rd Quarter						
	4th Quarter						

* For information purposes only - Allotments issued on Form H-158, "Advice of Allotment."

(Over)

EXHIBIT 3-3-2-D Continued

Detailed Breakdown of Request and Allowance of Funds by Object and Positions by Function by Quarter																	
FUNDS BY OBJECT	OBJECT	FROM	TO	BUDGET OFFICE APPROVAL	BREAKDOWN OF POSITIONS BY FUNCTION BY QUARTER												
					FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER
					FROM	TO	APPROVED	FROM	TO	APPROVED	FROM	TO	APPROVED	FROM	TO	APPROVED	
					PROF.	CLER.	TOTAL	PROF.	CLER.	TOTAL	PROF.	CLER.	TOTAL	PROF.	CLER.	TOTAL	
	01 Personal Services																
	02 Travel																
	Objects 03 through 15																
	Total - All Objects																
					FUNCTIONAL GROUP												
					Regional Representative's Office												
					Local Requirements Staff												
					Engineering: Regional Office												
					Field Stations												
					Subtotal												
					Regional Council												
					Administrative Staff												
					Financial Analysts												
					Control												
					TOTAL REGIONAL STAFF												
					FUNCTIONAL GROUP												
					Regional Representative's Office												
					Local Requirements Staff												
					Engineering: Regional Office												
					Field Stations												
					Subtotal												
					Regional Council												
					Administrative Staff												
					Financial Analysts												
					Control												
					TOTAL REGIONAL STAFF												

Part 3. Budget and Fiscal Controls**Chapter 4. Distribution of Expenses to Programs****Section 1****GENERAL PRINCIPLES OF EXPENSE DISTRIBUTION**

All staff expenses of Regional Offices shall be distributed currently to the various programs and activities of the offices. Expenses directly related to specific programs shall be charged to such programs; indirect and overhead costs shall be distributed on a basis which will produce a reasonable and fair statement of the costs incurred by the office for each authorized activity, as described herein.

It is the objective of the cost distribution to produce statements of program costs which are sufficiently accurate and reliable to meet operating needs, without putting the Government to the expense of maintaining an elaborate cost accounting system.

It is recognized that such a system, however detailed, depends in the last analysis on the exercise of reasonable judgment and on factual reporting by all employees. Accordingly, it is the responsibility of Regional employees in general and of supervisory employees in particular to be familiar with the requirements of this Chapter, and to report currently and accurately on their activities as required herein.

It is the policy of the Office of the Administrator that reports of expenses by programs shall reflect as accurately as possible the actual current activities and the distribution of staff time in each reporting office. In some cases it becomes impossible to meet current workload in the various programs adequately within approved budgetary allocations. The remedy for this situation is the submission of a revised budget plan, as outlined in the preceding chapter. It is not permissible to distort the cost distribution so as to support one activity at the expense of another. Where the overall budget situation is such that the budget plan cannot be revised to meet Regional recommendations, it is incumbent on the Regional Representative to make such adjustments in the Regional work program as will permit that program to be carried out as well as possible within the approved budget.

Part 3. Budget and Fiscal Controls**Chapter 4. Distribution of Expenses to Programs****Section 2****DESCRIPTION AND DEFINITION OF PROGRAM CATEGORIES**

The following paragraphs briefly define the program or activity categories recognized in the OA budget and describe the types of costs chargeable to each. All of the programs in the OA are included for informational purposes. The extent to which the Regional Offices participate in each program is indicated in the description of the program.

AGENCY-WIDE PROGRAM SUPERVISION AND COORDINATION

This category relates to the functions of the Administrator as head of the Agency under Reorganization Plan No. 3 of 1947. It does *not* include costs of supervision of operating functions vested directly in the Administrator.

In the Regional Offices, activities under this head will include in the main: (1) representing the Administrator and the Agency in dealings with state and local officials and the public in the Region with respect to the general policies and programs of the Agency; and (2) working with field officials of the constituent agencies to improve coordination of all HHFA activities in the Region. However, it should be noted that efforts to coordinate constituent activities directly relating to provision of defense housing and community facilities in specific critical defense housing areas would be properly chargeable to the Programming category discussed below. For fiscal year 1953, Supervision and Coordination will include only the time which the Regional Representative, himself, puts in on the activities described in this paragraph.

HOUSING RESEARCH

This program involves research and studies in the technological and economic phases of housing, and the dissemination of the results of such studies to the industry and the public in the interest of improved housing and reduced costs. The activity is carried on in the Central Office, and will involve the Regional Offices only by special assignment in specific cases.

SLUM CLEARANCE AND URBAN REDEVELOPMENT

This program relates to the provision of financial aids to communities for the clearance of slum and blighted areas and to enable their redevelopment primarily through private enterprise. The program is conducted by the Central Office. Where such arrangements are desirable for efficiency and economy, Central Office staff members of the Division of Slum Clearance and Urban Redevelopment may be temporarily or permanently stationed in Regional offices. In such cases the Regions may be requested to carry these employees on their payrolls, and funds will be allotted for the purpose. The only Regional costs for this cate-

gory will be those specifically authorized in each case and covered by additional allotments.

Inspection and Audit of Slum Clearance Projects (Non-Administrative)

This category covers the reimbursable costs of providing representatives at the site for inspection and audit of projects being undertaken under Title I of the Housing Act of 1949. This activity will not affect the Regional Offices unless special arrangements are made as noted above.

ALASKA HOUSING PROGRAM

Under P. L. 52 (81st Cong.), the Alaska Housing Act, various financial aids are provided to assist in the development of needed housing in the Territory of Alaska. This is a Central Office program. No Regional costs will be involved except as specific activities may be assigned from time to time to Region VIII.

COLLEGE HOUSING PROGRAM

Under Title IV of the Housing Act of 1950, loans may be made to institutions of higher learning to aid in the provision of needed student and faculty housing. Regional costs attributable to this activity will include dealing with actual and prospective applicants; review and recommendations with respect to applications; negotiation of project loans; and servicing of loans made insofar as this requires Regional participation.

Inspection and Audit of College Housing Projects (Non-Administrative)

This category includes the costs of auditing the books and records and of providing engineering inspection of projects under construction in the College Housing Program. The audit program will be carried out by the Audit Branch, Central Office. Engineering inspection will be provided by Regional Offices.

Costs chargeable to this category will consist primarily of actual time spent at the project site and travel to and from the site. Actual time worked in the Regional Office in continuation of the site inspection job, such as completion of inspection reports, may also be charged. Indirect and overhead expense will not be charged to this activity.

PREFABRICATED HOUSING LOAN PROGRAM

Staff expenses under this head include processing of applications from existing manufacturers for loans to aid in the production or marketing of prefabricated housing, and the administration, servicing and liquidation of loans when assigned to the Regional Office.

ADVANCE PLANNING PROGRAMS

Staff expenses in this category cover the liquidation of the first and second advance planning programs¹ and relate mainly to the completion of plans on projects still under way; determination as to when advances outstanding are repayable; and handling of collections, cancellations, withdrawals and refunds.

¹ See HHFA Manual Series Vol. I, 3-8-2.

MAINTENANCE AND DISPOSITION OF DEFENSE PUBLIC WORKS

Field staff expenses under this program consist of supervising operation of remaining Federally-owned Lanham Act community facilities properties, making arrangements for the disposition of such facilities, and collecting the proceeds of rentals or sales.

PROGRAMMING DEFENSE HOUSING AND COMMUNITY FACILITIES**HHFA—Office of the Administrator**

This category relates to the functions of the Administrator in aiding or stimulating the provision of needed defense housing (both private and public) and community facilities, and includes the following activities¹ :

- (1) Evaluation of defense impact in local areas and recommendations for or against the designation of such areas as critical defense housing areas under P. L. 139 ;
- (2) Surveys and resurveys of critical defense housing areas, and preparation or revision of housing programs to meet the needs of such areas ;
- (3) Examination of applications from local communities for assistance in the provision of defense community facilities, and negotiation of agreements for such assistance including financial analysis of applicant's ability to participate in financing such projects ;
- (4) Follow up on the effectiveness of program determination and subsequent actions in meeting defense needs of critical areas.

With respect to defense community facilities, the programming function ends with the Administrator's approval (or rejection) of a project.

Federal Security Agency—Public Health Service

Examination of applications from local communities for assistance in the provision of defense community facilities, and financial analysis of applicant's ability to participate in financing such projects, will be carried out by OA Regional Offices with respect to projects to be assisted by the Federal Security Agency, or to be financed jointly, as well as those to be assisted by this Agency. It will be necessary to accumulate separate information on the cost of this activity to provide a basis for reimbursement for that portion related to FSA functions and responsibilities.

CONSTRUCTION OF DEFENSE COMMUNITY FACILITIES

This activity is funded from the appropriation for the provision of defense community facilities, in accordance with the appropriation language.²

Defense community facilities projects are considered to enter the construction stage (as distinguished from the programming stage) when the Administrator has approved the projects, thus establishing

¹ But see footnote under "Defense Production Activities" below.

² See HHFA Manual Series Vol. 1, 7-2-6

a firm program as to the type and size of facility, estimated cost, aid to be furnished, etc. Administrative expenses charged to this category include costs of supervising preparation and review of plans and specifications; supervision of competition and contract awards; etc. In short, this category covers all staff expenses of the Regional Office related to this program after completion of programming on community facilities projects *except* project audit and inspection, discussed below.

Inspection and Audit of Defense Community Facilities Projects (Non-Administrative)

This category includes the costs of auditing the books and records of local agencies and of providing engineering supervision and inspection at the site of defense community facilities projects being constructed under P. L. 139. The audit program will be carried out by the Audit Branch, Central Office. Engineering supervision and inspection will be provided by Regional Offices.

Costs chargeable to this category will consist primarily of actual time spent at the project site and travel to and from the site. Actual time worked in the Regional Office in continuation of the site inspection job, such as completion of inspection reports, may also be charged. Indirect and overhead expense will not be charged to this activity.

DEFENSE PRODUCTION ACTIVITIES

This category relates to the functions of the Administrator under the Defense Production Act of 1950, as amended, and related Executive Orders and delegations from the Director of Defense Mobilization.¹

Since the passage of P. L. 139 on September 1, 1951, activities attributable to the category "Defense Production Activities" are of two main kinds: (1) functions involved in nation-wide credit controls affecting residential credit; (2) claimant agency functions, including development of estimates of materials requirements for housing, participation in development of controls over critical materials, and administration of certain delegated authorities under materials control regulations. Regional costs for this activity would consist primarily of expenses in connection with actions taken pursuant to CMP regulations and delegations of the Administrator thereunder.

SCHOOL CONSTRUCTION (ADMINISTRATIVE)

This category covers staff expenses necessary for making appraisals, review of applications and recommendations thereon, review of plans and specifications and supervision of construction contract awards

¹ See HHFA Manual Series, Vol. I, 3-3-1 and 3-3-3. All staff expenses of the Regional Offices for special defense activities prior to the enactment of the Defense Housing and Community Facilities and Services Act of 1951 (P.L. 139) were chargeable to this category.

Since the enactment of P.L. 139 on September 1, 1951, many activities previously conducted on a somewhat similar basis under the Defense Production Act—notably the surveying of defense impact in critical areas and the development of defense housing programs—have been carried out under the provisions of P.L. 139 and are chargeable, as indicated above, to the activity "Programming of Defense Housing and Community Facilities."

for school projects being assisted under P. L. 815 (81st Cong.). It also includes supervision of construction and inspection of projects being provided under grants to local school boards as authorized by Section 202 of the Act.

Inspection of Sections 203 and 204 School Projects (Non-Administrative)

This category relates to the staff expenses of engineering supervision and inspection at the site of school projects being constructed directly by the Federal Government under Sections 203 and 204 of P. L. 815.

Costs chargeable to this category will consist primarily of actual time spent at the project site and travel to and from the site. Actual time worked in the Regional Office in continuation of the site inspection job, such as completion of inspection reports, may also be charged. Indirect and overhead expense will not be charged to this activity.

DISASTER RELIEF (ADMINISTRATIVE EXPENSES)

This category relates to administrative expenses necessary in carrying out the functions of the Administrator under P. L. 875 and Executive Order 10221¹ including advising the Governors of States as to Federal assistance available; processing requests for assistance; entering into agreements covering the terms and conditions under which assistance will be rendered; supervising and inspecting the execution of such agreements and the use made of Federal funds; examination of reimbursement vouchers and other documents to assure propriety of payments; and related activities.

TECHNICAL COOPERATION (POINT IV)

Under this category the Agency cooperates with the State Department and the Mutual Security Administration to make technical skills and experience in connection with housing and community development available to participating foreign countries. This is a Central Office activity.

¹ See HHFA Manual Series Vol I, 3-7.

Part 3. Budget and Fiscal Controls

Chapter 4. Distribution of Expenses to Programs

Section 2

DESCRIPTION AND DEFINITION OF PROGRAM CATEGORIES

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¹ But see footnote under "Defense Production Activities" below.

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DEFENSE PRODUCTION ACTIVITIES

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SCHOOL CONSTRUCTION (ADMINISTRATIVE)

This category covers staff expenses necessary for making appraisals, review of applications and recommendations thereon, review of plans and specifications and supervision of construction contract awards

¹ See HHFA Manual Series, Vol. I, 3-3-1 and 3-3-3. All staff expenses of the Regional Offices for special defense activities prior to the enactment of the Defense Housing and Community Facilities and Services Act of 1951 (P.L. 139) were chargeable to this category.

Since the enactment of P.L. 139 on September 1, 1951, many activities previously conducted on a somewhat similar basis under the Defense Production Act—notably the surveying of defense impact in critical areas and the development of defense housing programs—have been carried out under the provisions of P.L. 139 and are chargeable, as indicated above, to the activity "Programming of Defense Housing and Community Facilities."

for school projects being assisted under P. L. 815 (81st Cong.). It also includes supervision of construction and inspection of projects being provided under grants to local school boards as authorized by Section 202 of the Act.

• **Inspection of Sections 203 and 204 School Projects (Non-Administrative)**

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Costs chargeable to this category will consist primarily of actual time spent at the project site and travel to and from the site. Actual time worked in the Regional Office in continuation of the site supervision and inspection job, such as completion of inspection reports, may also be charged. Indirect and overhead expense will not be charged to this activity.

DISASTER RELIEF (ADMINISTRATIVE EXPENSES)

This category relates to administrative expenses necessary in carrying out the functions of the Administrator under P. L. 875 and Executive Order 10221¹ including advising the Governors of States as to Federal assistance available; processing requests for assistance; entering into agreements covering the terms and conditions under which assistance will be rendered; supervising and inspecting the execution of such agreements and the use made of Federal funds; examination of reimbursement vouchers and other documents to assure propriety of payments; and related activities.

TECHNICAL COOPERATION (POINT IV)

Under this category the Agency cooperates with the State Department and the Mutual Security Administration to make technical skills and experience in connection with housing and community development available to participating foreign countries. This is a Central Office activity.

¹ See HHFA Manual Series Vol I, 3-7.

The following information was obtained from the records of the Department of Economic Development regarding the activities of the various agencies and organizations operating in the field of economic development during the period from 1960 to 1962.

The Department of Economic Development is a key agency in the State of New York, responsible for the promotion and development of the State's economic resources. It is organized into several major divisions, each of which is responsible for a specific area of economic activity. The following is a list of the major divisions and their functions:

1. **Division of Economic Development**: This division is responsible for the overall planning and coordination of the State's economic development program. It is headed by the Commissioner of Economic Development and includes the following sub-divisions:

a. **Division of Industrial Development**: This division is responsible for the promotion and development of the State's industrial resources. It is headed by the Commissioner of Industrial Development and includes the following sub-divisions:

i. **Division of Manufacturing**: This division is responsible for the promotion and development of the State's manufacturing resources. It is headed by the Commissioner of Manufacturing and includes the following sub-divisions:

1. **Division of Textile and Apparel**: This division is responsible for the promotion and development of the State's textile and apparel resources. It is headed by the Commissioner of Textile and Apparel and includes the following sub-divisions:

Part 3. Budget and Fiscal Controls**Chapter 4. Distribution of Expenses to Programs****Section 3****METHOD FOR DISTRIBUTING EXPENSES TO PROGRAMS**

In general, the current distribution of staff expenses for each office shall reflect with reasonable accuracy the actual current activities of the office and the actual application of staff time and other resources. Such reports shall be accurate enough to serve for intelligent management of the overall OA budget and as a basis for fair and representative reporting on the activities of the Office as a whole. It is not intended to add materially to administrative costs by excessively refined procedures for cost accounting. If the procedures and requirements of this Section are fully understood and carefully followed by all Regional Representatives and supervisors, accurate reports can be produced with little additional effort or paper work.

TYPES OF COSTS FOR PURPOSE OF DISTRIBUTION

Costs subject to distribution may be grouped into three classes on the basis of their treatment in the system, as follows:

Direct costs, which are those attributable specifically to a single program or activity. Such costs shall be assigned directly to the appropriate activity account;

Distributed costs, which are those which relate to two or more programs, and must be distributed among the activities affected on the basis of informed judgment; and

Overhead costs, which are those not specifically related to any program or programs, but related rather to the general expense of the regional office—as general office services, preparation of pay rolls, etc. Such costs are prorated as described below.

GENERAL PROCEDURE FOR COST DISTRIBUTION

At the close of each month the Regional Administrative Officer shall prepare a distribution of total staff expenses to programs and activities in conformance with the following general procedure:

The Regional Administrative Officer shall secure from each supervisory employee of the Regional Office an estimate of the percentage distribution of staff time for himself and employees under his supervision as between the various programs and activities in the office. These distributions shall cover all employees, whether charged as direct, distributed or overhead cost. If otherwise in conformance with the requirements of this Section, the distribution report may be either broken down by individual employees or summarized for the reporting unit. The Regional Administrative Officer shall review such estimates and satisfy himself that they are reasonable in the light of the workload and activities of the office; where any distribution appears to him out of line, it shall be discussed with supervisor involved and if necessary with the individual employees. In no case shall the Regional Administrative Officer prepare an estimate for any group of employees except those whom he

personally supervises. Estimates must be made only by supervisors and should reflect their best judgment as to the staff time actually worked on the various programs.

Direct and Distributed Costs

Direct costs for salaries will be drawn from the distribution reports mentioned above. Other direct costs, since they are charged currently to the appropriate program accounts, may be taken directly from the books at the end of the month.

Distributed costs for personal services will be drawn from the distribution reports mentioned above. Such costs for objects of expense other than personal services shall be distributed to programs in the same proportions as personal service costs.

Overhead Costs

Overhead costs shall be prorated among the programs in the proportions that direct and distributed costs for each program, respectively, bear to the total direct and distributed costs.

GENERAL PRINCIPLES OF DISTRIBUTION BY OBJECTS OF EXPENSES

01 Personal Services. Salary costs of persons assigned full time to one activity (e.g., employees working full time on a disaster relief project) will be treated as direct costs. Salaries of persons working directly on two or more programs (e.g., most Regional Office engineering staff, both professional and clerical) will be treated as distributed costs. Staff not assigned to program operations (e.g., regional administrative staffs) will be treated as overhead costs.

02 Travel. Where a trip is wholly or primarily related to a specific program it shall be charged directly to that account. All other travel shall be treated as distributed or overhead costs in accordance with the treatment of the traveler's salary as outlined above.

03 Transportation of Things. Obligations for this purpose shall be charged as direct costs where they result from a specific program; otherwise they will be treated as overhead.

04 Communications. Long distance calls and telegrams wholly or primarily related to a specific activity will be charged directly to that account; other communications costs will be charged as overhead.

05 Rents and Utilities. Obligations for this object (to the extent that they appear in Regional accounts) will normally be overhead costs.

06-09. Obligations for duplicating, miscellaneous contractual services, materials and equipment will be charged as direct costs whenever the individual obligation is specifically related to an identifiable activity; otherwise they will be charged as overhead.

15 Taxes and Assessments. These costs are treated on the same basis as the personal services to which they relate.

REGIONAL OFFICE PROCEDURES AND DOCUMENTATION

Monthly expense distributions made in accordance with this Section shall be adequately and currently documented, and such documentation,

including the estimates submitted by each supervisor, shall be retained by the Regional finance office available for audit.

Copies of any written instructions and forms used in carrying out the distribution required by this section shall be filed for review and approval by the Budget and Organization Staff, Central Office. Individual time records for employees, while acceptable as documentation, should not be relied upon to the exclusion of the considered judgment of supervisors, since they are easily distorted by individual carelessness or lack of understanding.¹

¹ Note, however, that individual time records are required for other reasons for employees engaged in site supervision and inspection of projects—(see Section 3-4-2).

Section 4

SEPARATE EXPENSE CATEGORIES OF THE THREE AGENCY-WIDE ACTIVITIES

This Section sets forth procedures for separating, in HHFA records, the expenses of the three Agency-wide activities: (1) General Agency Supervision, (2) Consolidated Compliance Activities, and (3) Urban Renewal Coordination (these categories were formerly consolidated under the expense heading "Agency-wide Program Coordination and Supervision"). Effective July 1, 1958 Urban Renewal Coordination activities shall be included in the distribution records as part of the Urban Renewal Program and no longer shown as a separate activity.

IDENTIFICATION OF SEPARATE CATEGORIES

The separate categories are described briefly below to aid in determining which staff activities are to be included in each category.

General Agency Supervision

Staff activities required to assist the Administrator in carrying out his functions as head of the Agency shall be classified under "General Agency Supervision." These functions include: (1) developing or analyzing legislative proposals involving housing; (2) formulating and administering housing policies; (3) interpreting housing programs to organizations and officials representing the housing industry, local government officials, labor and minority groups, and social service organizations; and (4) coordinating housing activities of the constituent agencies.

Consolidated Compliance Activities

Staff functions relating to the provision of agency-wide inspection and compliance service and the coordination and evaluation of overall investigation, inspection and compliance activities fall within the "Consolidated Compliance Activities" category.

Urban Renewal Coordination

Activities geared to assisting the Administrator in fulfilling his responsibilities for coordinating Urban Renewal activities at the Federal level fall within the "Urban Renewal Coordination" category. These responsibilities involve: (1) execution of the "non-delegable authorities" in connection with determining whether workable programs submitted by communities meet the requirements of the Housing Act of 1954; (2) certifying to the constituent agencies affected that Federal assistance for slum clearance and urban renewal projects and FHA Section 220 or 221 insurance may be made available to communities; and (3) determining that the relocation requirements of Section 105 (c) of the Act have been met.

These responsibilities also include execution of the following "delegable" authorities: (1) in connection with approval of urban redevelop-

opment or urban renewal plans contemplating rehabilitation or construction of dwellings in an urban renewal area with mortgages insured by FHA under Section 220; and (2) certifying to the FHA Commissioner that such plans conform to the general plan for the locality and that there exist both the necessary authority and the financial capacity to assure the completion of such redevelopment or urban renewal plans.

DISTRIBUTION OF EXPENSES

General Agency Supervision

This is not a general overhead category and does not encompass supervision of individual programs or staffs in the Regional Offices. Only expenses for the activities described above as "General Agency Supervision" activities should be allowed in this category.

Consolidated Compliance Activities

Personal services and travel for Compliance personnel stationed in the field will be paid by the Central Office. Field charges will include other objects provided for these personnel and personal services for field personnel specifically detailed to work on Compliance assignments.

Urban Renewal Coordination

Administrative expenses of employees assigned full-time to the Urban Renewal Branch shall be allocated directly to the Slum Clearance and Urban Renewal program category, irrespective of whether their activities are related to workable program determinations or to specific slum clearance or urban renewal projects.

The administrative expenses of other Regional Office employees shall be allocated to: (1) Urban Renewal Coordination when they are engaged in activities related to workable program determinations; and (2) the Slum Clearance and Urban Renewal program category when they are engaged in activities related to a specific slum clearance or urban renewal project.

Part 3. Budget and Fiscal Controls

Chapter 7. Office Systems

Section 1

BUS AND STREET CAR TOKENS

Bus and street car tokens may be purchased for use of Regional Office employees who are required to make official trips involving public transportation within the official Regional headquarters. If the local transit system does not use tokens, cash fares may be paid out of personal funds and reimbursement obtained by submitting a claim on Standard Form 1012—Revised, *Travel Voucher*. No voucher shall be submitted, however, until a claim of at least one dollar has accumulated. Transfers should be used whenever possible to avoid the use of additional tokens or the payment of additional fares.

The Regional Administrative Officer shall be responsible for the custody and issuance of tokens which shall be kept in a locked receptacle.

ACCOUNTABILITY RECORDS

An accurate and complete record shall be maintained on Form H-64, *Token Accountability Record*, of the number of tokens received and issued, the date, destination, and the signature of the employee to whom tokens are issued. As tokens are purchased the dates and amounts shall be recorded in the "Received" column and added to the previous balance. When the last entry has been recorded on one Form H-64, the balance on hand shall be carried forward to the first line of the next sheet. The balance of tokens on hand as reflected by the Form H-64 shall be verified weekly with the number of tokens on hand. Forms H-64 shall be kept available for periodic audit.

PROCUREMENT OF TOKENS

The initial supply of tokens shall cover estimated requirements for a period of 60 days and subsequent purchases shall be made when necessary based on requirements for a similar period. Copies of Purchase Orders issued for procurement of tokens shall be retained with the Form H-64 for audit purposes.

Section 1

BUS AND STREET CAR TAKING

The bus and street car taking is a very important part of the public transportation system. It is a means of providing a safe and efficient mode of transport for the general public. The bus and street car taking is a very important part of the public transportation system. It is a means of providing a safe and efficient mode of transport for the general public. The bus and street car taking is a very important part of the public transportation system. It is a means of providing a safe and efficient mode of transport for the general public.

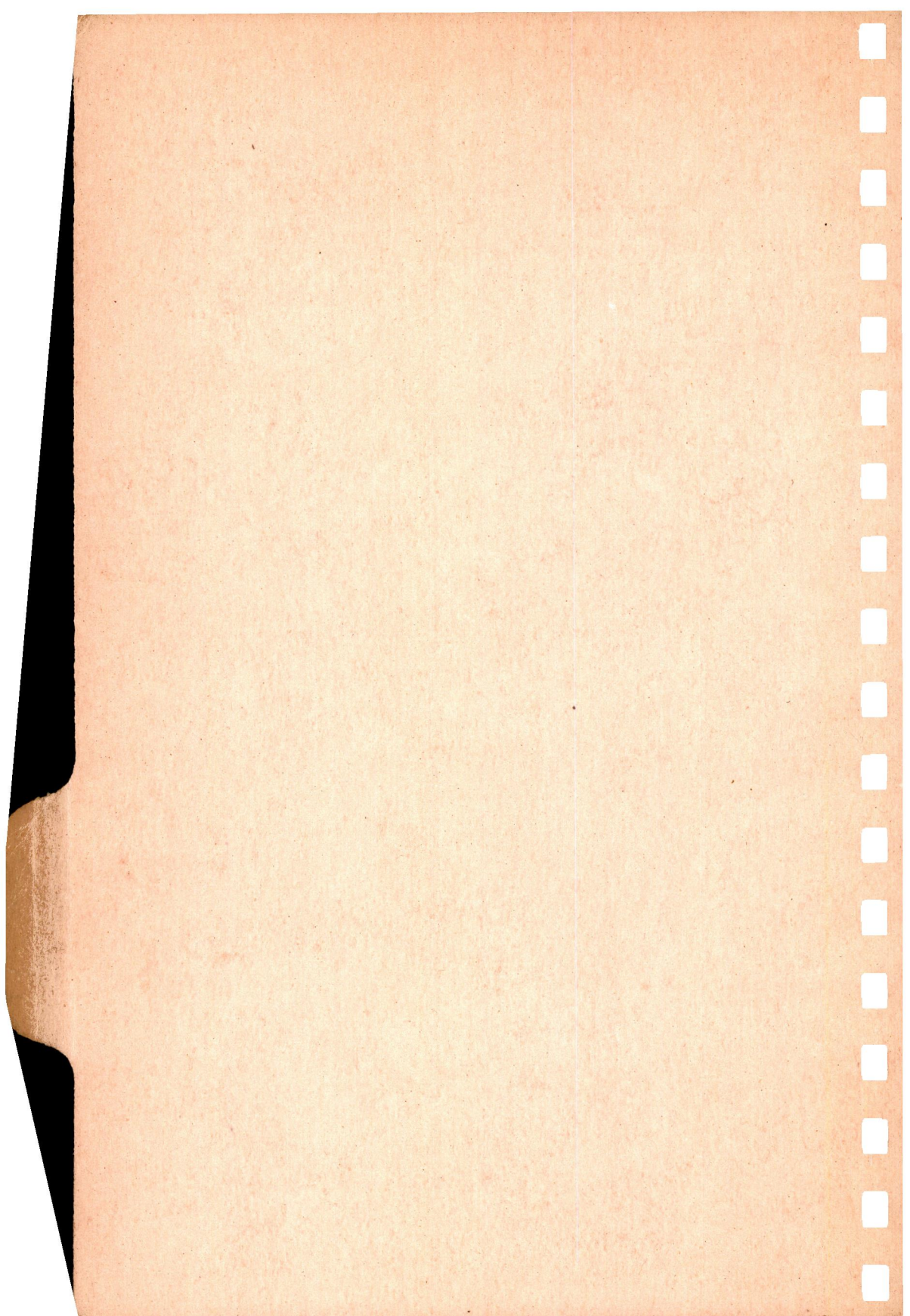
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4 TRAVEL AND
TRANSPORTATION



Section 1

GENERAL PROVISIONS RELATING TO TRAVEL

The procedures in Part 4 govern travel at Government expense by field employees. They cover the general administrative requirements with respect to the authorization and completion of travel and the submission of reimbursement vouchers. However, the Manual is not a travel handbook or a complete guide to special or unusual travel situations.

RESPONSIBILITIES OF TRAVELERS

Employees traveling at Government expense are expected to familiarize themselves with these procedures and the provisions of the Standardized Government Travel Regulations. By so doing they will simplify the handling of travel authorizations and travel reimbursement vouchers and will avoid situations in which their financial interests may be affected adversely.

When situations arise which are not covered by these procedures or the Standardized Government Travel Regulations, travelers should consult the Director, Administrative Branch.

All travelers will be held to strict compliance with the laws, regulations, and decisions with respect to travel. No authority exists to waive any law, regulation, or decision on the basis that the traveler was not aware of it at the time the travel was performed.

Section 2

TRAVEL REQUEST AND AUTHORIZATION

Travel at Government expense must be (1) recommended by an officer authorized herein to make such recommendations and (2) authorized or approved in writing by the Administrator or by an officer to whom such authority has been expressly delegated by the Administrator.

RECOMMENDING OFFICERS

Regional Administrators and their designees are authorized to recommend the performance of travel at Government expense by employees under their supervision.

AUTHORIZING OFFICERS

Regional Administrators have been delegated authority (1) to authorize or approve official travel when necessary in connection with Regional activities by employees (except themselves) under their administrative jurisdiction, except travel on an actual subsistence expense basis, and (2) to authorize or approve expenses of employees in GS grades through and including GS-12 and their immediate families on transfer within the Region from one official station to another for permanent duty. In accordance with the provisions of this Section, this authority is subject to restrictions concerning travel to national conventions or meetings.

Regional Administrators have been authorized to redelegate this authority.

PRIOR RECOMMENDATION AND AUTHORIZATION REQUIREMENTS

Travel at Government expense must be officially recommended and authorized prior to its performance unless an emergency or unusual circumstance prevents such action. If travel is performed for official purposes without prior recommendation and authorization, reimbursement of the expenses incurred may be made only if the traveler justifies the trip in terms of the advantage to the Government.

The Standardized Government Travel Regulations also provide that travelers may be reimbursed for certain items of travel expenses, such as excess baggage charges, charges for the hire of special conveyances, and charges for extra-fare trains or planes, when such items have been expressly authorized or administratively approved.

Accordingly, all claims for unauthorized trip expenses or for items of expense requiring specific authority shall contain a statement (or be accompanied by a memorandum attached to and made part of the claim),

explaining the official circumstances which occasioned the expenditure and justifying it in terms of the official need or advantage to the Government.

Each claim requesting reimbursement of unauthorized expenses not covered by prior authorization shall be transmitted to the Administrative Branch for consideration. An authorizing officer will indicate his approval or disapproval of the claim or items in question prior to transmitting the claim to the fiscal unit for settlement. If payment is disapproved, the traveler shall be notified through the issuance of a Form H-209, *Administrative Difference Statement*, which sets forth the facts.

TRAVEL AUTHORIZATION PROCEDURE

Travel is normally authorized on an individual trip basis.

General travel authorizations may be issued, on an annual basis, to employees who are required to travel frequently and on short notice. General travel authorizations shall specify the geographical area in which travel may be performed and shall be issued only when travel is so frequent that the issuance of individual authorizations would cause an unreasonable administrative burden. General travel authorizations will not be issued automatically on the basis of title or organizational positions nor shall they include authorization to attend conventions.

Securing Travel Authorization

Travel authorizations shall be requested on Form H-25, *Travel Order—Request and Authorization* (Exhibits A and B).

Form H-25 shall be (1) prepared in the traveler's unit; (2) signed by the requesting official; (3) signed by a designated recommending officer under Item 17 as required under "Recommending Officers" above; and (4) forwarded to the Administrative Branch. In those cases involving transfers and recruitments within a Region and for which the Regional Administrator has approval authority, Item 17 shall be signed by the Regional Administrator or his designee.

Regulations prescribing the modes of travel and accommodations authorized and travel expenses allowable are covered in Sections 4-3 and 4-4, respectively.

The Administrative Branch shall review the request, and, if in order, assign a number indicating the type of authorization to be issued. The following numbering system shall be used: SPECIAL AUTHORIZATIONS—use consecutive numbers starting with 1 for each fiscal year; GENERAL AUTHORIZATIONS—use consecutive numbers starting with 1 for each fiscal year, prefixed by a zero; e.g., 01, 02, 03; AMENDMENTS—use the original authorization number suffixed by small letters, starting with a; e.g., 1a, 1b, 1c, 2a, 2b, 2c.

The travel authorization shall be completed and submitted to an authorizing officer for signature.

Copies of the approved travel authorization shall be distributed as follows:

Original—returned to the traveler as evidence of his authority to perform the travel.

All copies—retained by the Administrative Branch.

Amendments to Travel Authorizations

Travel authorizations may be amended if it is necessary to extend the time specified in the original authorization, or to modify the itinerary, mode of travel, or other condition specified therein.

A request for an amendment shall be prepared on Form H-25 and shall refer by name to the original order and restate all the conditions of the original order necessary to indicate clearly the purpose of the amendment. The amendment information shall be spelled out in Item 11, Remarks, of Form H-25; for example, "This amends Travel Order No. —, dated —, for the purpose of (adding names of cities to the itinerary, deleting names of cities from the itinerary, or extending or limiting the dates of travel)."

TRAVEL REQUIRING SPECIAL JUSTIFICATION OR AUTHORIZATION**Travel of Regional Administrators**

The Division of General Services will issue each Regional Administrator an annual general travel authorization covering travel within his Region and adjoining states, and, when directed, to and from Washington, D. C.

Authorization for attendance by Regional Administrators themselves at national conventions or meetings requires prior approval in accordance with the procedure outlined below under "Attendance at National Conventions."

Travel to Washington, D. C.

Regional Administrators shall not authorize or approve travel by Regional staff members to Washington, D. C., unless such travel has been requested or approved in advance by the head of an OA office; the Director, Administrative Management Division, Community Facilities Administration; the Director, Division of Administrative Management, Urban Renewal Administration; or their superior officers.

Attendance at Regional Conventions ¹

Regional Administrators may authorize or approve travel by Regional Office employees to Regional or Statewide conventions and

¹The terms "convention" and "meeting" as used in this release refer to conventions and meetings of outside organizations, associations, and societies. They do not include meetings or conferences of Regional Office staff with other Federal officials or with State or local officials on matters directly related to the administration of Agency programs.

The restrictions under this and the succeeding heading apply to attendance at conventions by Regional Office staff as representatives of the Agency; for attendance solely for training purposes, under the provisions of the Government Employees Training Act, see "Travel to Attend Training Sessions," below.

meetings within the Region or, in cases where a Regional convention affecting all or part of the jurisdiction of an HHFA Regional Office is held outside the Regional boundary, to an adjoining Region in which such convention may be held. Authorization shall be given for each trip. Regional Administrators shall not authorize attendance at national conventions, or meetings of national organizations, even though such conventions or meetings may be held within the Regional boundaries or in the Regional headquarters city. Authorization to attend such national assemblages shall be secured from the Central Office in accordance with the procedure outlined under "Attendance at National Conventions," below.

Attendance at conventions shall be restricted to that absolutely essential to the conduct of the Agency's business. Regional Administrators shall themselves review each request for convention attendance for the purpose of holding such attendance to a minimum. Where attendance is requested for the purpose of observing rather than actively speaking or otherwise participating in explanations of Agency programs, consideration should be given to alternative ways of securing the information to be gathered through such attendance. Attendance at the same convention by more than one Regional Office staff member as representative of the Agency shall be screened personally by Regional Administrators to assure that the number of Regional Office staff in attendance is held to the minimum necessary to give adequately, or acquire, information on the regional programs.

There are listed below several requirements of policy, law, and regulation which should be observed by travelers, authorizing and approving officials, and Directors, Administrative Branch, in connection with authorizing travel to conventions and preparing and reviewing travel vouchers. Directors, Administrative Branch, should familiarize themselves with applicable statutes, regulations and decisions of the Comptroller General in this area.

- (1) Travel for the purpose of attending conventions or other meetings of outside organizations shall be approved only for the purpose of giving or acquiring information relating to the work of the Agency, and only where such attendance is in the interest of the Government and will further Agency programs.
- (2) It is especially important that the criteria specified above be clearly demonstrated in the case of attendance at a convention or meeting on Agency business by an employee who is a member of the particular society or association, to avoid any possible implication that the primary benefits of attendance will accrue to the individual as a member of the society or association, rather than to the Agency.
- (3) Registration fees may be considered as reimbursable expense when such fees are required to be paid as a part of the cost of attending meetings and conventions and such attendance is for the purposes stated in paragraph (1) above. No authority exists, however, for the payment from Regional Office funds for dues

or fees to societies or associations for any other purposes. Nor may payments be made for the cost of meals or entertainment.

Receipts for any registration fees reimbursable under the above criteria should be obtained by employees and attached to the pertinent travel voucher. The voucher should bear a statement justifying payment of such fees under these criteria, including the statement that the registration fee did not cover the cost of membership, meals, or entertainment.

In preparing Form H-25, *Travel Order—Request and Authorization*, for travel to attend meetings and conventions, show under Item 9, "Purpose of Travel" and Item 11, "Remarks":

- (1) The nature of the meeting, including the name of the association or society and the subject or categories of subjects to be discussed at the meeting.
- (2) The purpose of attendance, indicating clearly the manner in which Agency programs will be advanced by attendance and the specific types of information relating to the work of the Agency which will be given or acquired. This should be stated specifically. (As a guide, see Exhibit C under "Purpose of Attendance" and "Relationship of Work to be Accomplished at Meeting to the Immediate Authorized Program of the Agency.") Do not use stock phrases which merely state the conclusion that Agency programs will be advanced, rather than the facts upon which that conclusion is based. If the person attending will speak or participate in a panel discussion, state the subject on which he will speak.

Attendance at National Conventions or Conventions Outside Regional Boundaries

Attendance at national conventions or national meetings of outside organizations, and of meetings or conventions held outside the Regional boundaries except as specifically authorized under "Attendance at Regional Conventions" above, must be administratively approved, in advance, by the Deputy Administrator. No employee shall commit himself formally or informally to attend or participate in such conventions or meetings before securing the approval of the Deputy Administrator. The policy criteria set forth above for attendance at Regional conventions will apply in the review and approval of attendance at other conventions.

Approval for attendance at conventions requiring Central Office approval shall be requested on Form H-67, *Request for Authorization to Attend Meeting* (Exhibit C), which the Regional Administrator shall submit in duplicate to the Deputy Administrator. Unless special circumstances are shown to justify an exception, Form H-67 must be submitted not less than twenty days before the requested travel will begin.

Upon approval by the Deputy Administrator, Form H-67 will be returned to the Regional Office. Upon receipt of an approved Form

H-67, the Regional Office will prepare Form H-25 under the normal procedure specified under "Travel Authorization Procedure," above.

Travel to Attend Training Sessions

Travel for the purpose of authorized training under the Government Employees Training Act shall be approved only after the training itself has been approved on Form H-830, *Request and Authorization for Training*. For regulations governing the approval of training, see Section 2-9-1.

In certain cases it may be desirable to have Regional Office employees attend national or regional conventions for training purposes, as distinct from attending as representatives of the Agency. In such cases approval shall be requested on Form H-830, under the procedures in Section 2-9-1. However, if the employee will be appearing as a representative of the Agency in any portion of the conference or meeting, authorization for attendance must be obtained and Form H-830 will not be used.

Details Between Regions

The Regional Administrator may authorize or approve official travel performed by an employee under his administrative jurisdiction in going to and returning from another Region on an official detail. Such action shall be taken only after receipt of approval of the detail by the Director of Personnel. Costs of the travel shall be paid initially by the Region from which the employee is detailed.

Official travel performed by an employee so detailed during and in connection with his assignment under such detail shall be authorized or approved by the Regional Administrator to whose jurisdiction he has been detailed, and whose office shall bear the cost of such travel.

Transfers of Official Station ¹

When, in the interests of the Government, an employee is transferred from one official station to another, for permanent duty, the travel expenses of the employee and the expenses of transportation of his immediate family and household goods and personal effects (including packing, crating, temporary storage, drayage, and unpacking) may be authorized for payment from Government funds (see Section 2-3-3).

The legal and regulatory requirements governing travel by dependents of employees and the shipment of household goods and effects are detailed and complex. Employees authorized to travel to a new official station at Government expense should consult the Director, Administrative Branch in advance of making shipment or performing travel, since failure to ascertain and observe these requirements may result in serious financial loss to the employee.

¹ Also see Section 2-3-3, "Transfers of Federal Employees at Government Expense."

Transfers Between Regions

The office originating Standard Form 52, *Request for Personnel Action*, recommending a permanent change of official station shall complete and submit it to the Central Office with a request for authorization of travel and expenses on Form H-25, *Travel Order—Request and Authorization*. Any special provisions, such as the names, ages, relationship, and modes of travel of dependents to be moved and the approximate weight of household effects to be shipped shall be entered under Item 11 on Form H-25. The requesting officer will sign in Item 16.

If the recommended transfer is to be approved and travel and transportation expenses are allowable, the Director of Personnel will sign Item 17 of the Form H-25 and forward it, with the necessary journal information, to the Division of General Services of the Central Office for issuance of the travel authorization.

Transfers Within the Region—GS-13 and above

The procedure for completing and processing Form H-25 outlined under "Transfers Between Regions" above should be followed for all employees in GS grades GS-13 and above.

New Employees Recruited from Another Federal Agency**Recruitments Between Regions**

When an employee is recruited from another Government agency and it is determined that he is eligible for transfer at Government expense, the office originating the Standard Form 52, *Request for Personnel Action*, shall complete and submit a request for authorization of travel and expenses on Form H-25, *Travel Order—Request and Authorization*.

Since the personnel action and the request for authorization of travel and expenses must be approved at the same time, Form H-25 should accompany Standard Form 52 or be forwarded as soon as possible after submission of that form.

The procedures for completing and processing Form H-25 outlined under "Transfers Between Regions" above should be followed.

Within Regional Boundaries—GS-13 and Above

The procedure for completing and processing Form H-25 outlined under "Transfers Between Regions" above should be followed when the action involves employees at the GS grades GS-13 and above level.

Appointments to Positions Involving Manpower Shortage

Appointees to positions for which the Civil Service Commission determines there is a manpower shortage are entitled to expenses of (1) travel, (2) transportation of their immediate families, and (3) transportation of their household goods and personal effects, all from their

places of actual residence at time of selection for appointment or for promotion to their first permanent duty stations, and (4) advance of funds for these purposes. (Section 7 of the Administrative Expenses Act of August 2, 1946, as amended by Public Law 86-587 approved July 5, 1960.)

The procedures for completing and processing Form H-25 outlined under "Transfers Between Regions" above should be followed for appointments to these positions regardless of grade.

Reimbursement of Actual Subsistence Expenses

Employees are expected to travel on a per diem basis unless prior authorization for travel on an actual expense basis has been obtained on the basis of the criteria set forth in Section 4-4. However, reimbursement for actual expenses based on these criteria may be approved subsequent to travel when unusual and unanticipated circumstances arising during a trip require an employee to incur subsistence costs in excess of his authorized per diem.

Travel orders proposing travel on an actual subsistence expense basis shall be processed as prescribed in this Section, be approved by the Regional Administrator, and be forwarded to the Division of General Services. The Division of General Services will review the justification for travel on an actual expense basis to determine whether the criteria outlined above have been met and submit the order to the Administrator for action.

When prior authorization has not been obtained, the employee may claim reimbursement for actual expenses on his travel voucher. The voucher shall contain a justification for the expenses incurred, be approved by the Regional Administrator, and be submitted to the Division of General Services. The Division of General Services will review the justification to determine whether the criteria outlined above have been met and submit the voucher to the Administrator for action.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR				H-25 (9-58)
TRAVEL ORDER - REQUEST AND AUTHORIZATION				Date July 1, 1961
<small>(Submit to Travel Section at least five working days in advance of proposed travel)</small>				
1. NAME Roger Mack	2. OFFICIAL STATION Chicago, Illinois	3. BOOK # BLDG.	4. STATUS OF TRAVELER: <input checked="" type="checkbox"/> EMPLOYER <input type="checkbox"/> OTHER	
5. TITLE Chief, Engineering Staff	6. DIVISION OR OFFICE Community Facilities	7. PHONE 606		
8. ITINERARY <small>(Include place of departure, all stopovers or places to be visited, and place of return)</small> FROM: Chicago, Illinois to Juniper Lake, Illinois				
AND RETURN TO: Chicago, Illinois				
9. PURPOSE OF TRAVEL: To determine progress of construction of dormitory at Juniper College, College Housing Project Numbers Ill.-30-CH-12.				
10. MODE OF TRAVEL: <input checked="" type="checkbox"/> A. Common carrier except extra fare. <input type="checkbox"/> B. Privately-owned automobile on a mileage basis at a rate of _____ per mile: <input type="checkbox"/> 1. Limited to not exceed the cost of travel by common carrier including per diem. <input type="checkbox"/> 2. Provided it has been administratively determined in advance that because of the nature of your duties travel by private conveyance is necessary and more advantageous to the Government than the use of common carrier. <input type="checkbox"/> 3. Travel wholly within limits of official station. <input type="checkbox"/> C. Other (Specify)				
11. REMARKS:				
12. EFFECTIVE ON OR ABOUT: July 7, 1961		16. SIGNATURE <i>John P. Jones</i> John P. Jones, CFA Director		
13. TERMINATING ON OR ABOUT: July 9, 1961		17. SIGNATURE <i>Dennis R. Meyer</i> Dennis R. Meyer, Regional Administrator		
14. NUMBER OF DAYS IN TRAVEL STATUS: 3 days		15. PROGRAM: College Housing		
<small>DO NOT WRITE BELOW THIS LINE - FOR USE BY TRAVEL SECTION AND AUTHORIZING OFFICER</small>				
TRAVEL ORDER NO.	DATE	ESTIMATED COST \$	APPROPRIATION SYMBOL	
PER DIEM RATE	MILEAGE	HOUSEHOLD EFFECTS \$		
MODE OF TRAVEL IS AUTHORIZED AS INDICATED IN ITEM 10.				
You are hereby authorized to travel at Government expense, to be paid from available appropriations, in accordance with Standardized Government Travel Regulations as amended, Regulations of the Administrator, and the conditions noted on this order.				
<small>(TITLE OF AUTHORIZING OFFICER)</small>		<small>(SIGNATURE)</small>		
THE NUMBER AND DATE ON THIS ORDER MUST BE REFERRED TO ON YOUR VOUCHER				
TRAVELER'S COPY				(white)
ISSUING OFFICE COPY				(yellow copy)
ACCOUNTS COPY				(blue copy)
AUDIT COPY				(pink copy)
SERVICE, DIVISION OR OFFICE COPY				(green copy)

EXHIBIT B

INSTRUCTIONS FOR PREPARATION

For each request or amendment, the initiating office shall complete questions 1 through 15 of Form H-25, as shown below. The form will be prepared in five copies and shall be sent to the recommending officer, except the "Service, Division or Office Copy" which may be retained for the initiating office's files. The recommending officer shall sign the travel request, if he concurs, and forward four copies to the appropriate authorizing official. The following instructions are numbered to correspond with the numbered entries on the form:

1. **Name:** Enter the traveler's name exactly as it appears on his appointment action, or letter of agreement.
2. **Official Station:** Enter city and state, and regional number if located in a Regional Office.
3. **Room and Bldg.:** Identify room and building where request is initiated.
4. **Status of Traveler:** If the traveler is an OA, URA, CFA or HHFA Regional employee, enter an "X" in the first block. If the traveler is an employee of another agency on reimbursable detail, or if he is an advisor or consultant, enter an "X" in the block marked "Other".
5. **Title:** If the traveler is an OA, URA, CFA or HHFA Regional employee, or is on reimbursable detail, enter his position title exactly as it appears on his appointment action, or in the letter of agreement covering his detail. If the traveler is an advisor or consultant, enter the appropriate title; e.g., Member, Advisory Committee on Housing for the Elderly; Consultant W.O.C.; or Consultant W.A.E.
6. **Division of Office:** Identify the division or other organizational unit which the traveler serves.
7. **Phone:** Enter the telephone extension of the office which initiates the request.
8. **Itinerary:** After the word "From", enter the name of the city where travel will begin, and after "And Return To", the city where travel will end. If an individual trip order is requested, show the name of each city to which the traveler will go for the purpose of performing official duty. (The names of cities at which he will stop merely for the purpose of making transportation connections need not be shown.) If a general travel order is requested, describe the area in which the traveler will be required to travel for the purpose of performing official duty on a recurring basis.
9. **Purpose of Travel:** Enter a concise statement of the purpose of the travel. A general purpose statement, such as "For the conduct of official business" is not sufficient.
10. **Modes of Travel:** Enter an "X" in the main lettered block(s) indicating particular mode of transportation the traveler will be required to use.
 If travel by privately owned automobile on a mileage basis is requested:
 1. Enter an "X" in this sub-block if this mode of travel is requested for the personal convenience of the traveler.
 2. Enter an "X" in this sub-block if it has been predetermined that this mode of travel will be more advantageous to the Government.
 If the use of a Government-owned motor vehicle is required for travel to points outside the employee's official station, enter an "X" in the main block lettered "C" and specify "Government-owned vehicle" in the space following "Other".
11. **Remarks:** This space is provided for any unusual circumstances requiring an explanation, such as: traveler's per diem rate where a lesser amount will cover the subsistence expense; any unusual expenses to be incurred; if individual transportation requests are needed; and, if travel is incident to a change of official station, an explanation of the special provisions requested and/or transportation of dependents and household effects. (List name, age and relationship of dependents, their mode of travel and approximate weight of household effects to be shipped.) This space is also provided for stating the nature of an amending request, such as "This amends Travel Order No. _____ dated _____, to include (additional cities, delete cities, or extended detail)."
12. **Effective on or about:** Enter the date travel is to begin.
13. **Termination on or about:** Enter the date on which traveler is to return.
14. **Number of days in travel status:** Enter the maximum number of days for which per diem will be claimed.
15. **Program:** Indicate the program chargeable. If more than one program is represented, show the estimated percentage of time which will be devoted to each; e.g., College Housing - 40%, Public Facility Loans - 60%
16. **Signature:** The official who requests that the travel be performed shall sign here.
17. **Signature:** The official authorized to recommend that the travel be performed shall sign here.

I — THINGS TO REMEMBER AND MAINTAIN A RECORD OF

Reverse of Service, Division or Office Copy

Use Standard Form 1169, United States of America Transportation Request, wherever possible for all official common carrier travel and keep a record of the cost of service and accommodations received.
 Keep a record of the departure time, all stopovers or places visited, date and time of return, and in the case of a privately owned automobile, the distance between points visited.
 Obtain receipts and attach them to your voucher for all items of expenditure of more than \$5.00.
 Follow exactly your travel order shown on the face of this form.
 Familiarize yourself with the provisions of the Standardized Government Travel Regulations.

Reverse of Traveler's Copy

II — SOME ITEMS OF EXPENDITURE REQUIRING JUSTIFICATION

Extra-fare plane or train, excess baggage; use of superior accommodations; use of a parlor car seat when the continuous rail journey is less than 7 hrs. duration; and rental of a commercial motor vehicle.

EXHIBIT C

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

H-67
(2-55)

Date October 1, 1961

REQUEST FOR AUTHORIZATION TO ATTEND MEETING

TO THE FOLLOWING IN ORDER INDICATED:			
1	Deputy Administrator (Agency Approval)	SIGNATURE <i>John J. Doe</i>	DATE: 10-9-61
2	General Services Branch (Travel Section) (Issuance Authorization)		
Authorization is requested for the following-named employee(s) to attend a meeting called by the Agency or Organization named, and for the purpose indicated below.			
3. NAME AND POSITION		2. OFFICIAL STATION	5. ESTIMATED EXPENSE 1
			TRANSPORTATION PER DIEM
A.	Walter C. Scott	Chicago, Illinois	\$38.70 \$64.00
B.	Regional Director of Urban Renewal		
C.			
D.			
1/Unit if to be paid by sponsoring organization.		TOTAL	\$38.70 64.00
4. AGENCY OR ORGANIZATION CALLING MEETING National Association of City Managers			5. OPENING DATE October 22, 1961
6. MEETING TO BE HELD AT - Detroit, Michigan			7. DURATION OF MEETING October 25, 1961
8. PURPOSE OF MEETING OR OF ATTENDANCE AT MEETING - Include statement explaining how work of the Office of the Administrator requires or benefits from attendance; and degree and nature of participation of employee(s).			
Nature of Meeting: Annual Conference of National Association of City Managers.			
Status of Staff Representative: Invited speaker and panel participant.			
Purpose of Attendance: To speak on "Procedures Used in Starting an Urban Renewal Program" before a concurrent session on Planning for Better Cities, which will be attended by more than 600 city and county managers.			
Relationship of Work to be Accomplished at Meeting to the Immediate Authorized Program of the Agency: Since the Urban Renewal Program is nationwide, as authorized by Congress, and cities throughout the nation will be represented, attendance will help to advance the understanding by the city managers of the procedures in initiating urban renewal programs.			
REQUESTING OFFICIAL			
SIGNATURE: <i>Dennis R. Meyer</i>		TITLE: Regional Administrator	DATE: October 1, 1961

GSA, Washington, D. C.

Section 2

TRAVEL REQUEST AND AUTHORIZATION

Travel at Government expense must be (1) recommended by an officer authorized herein to make such recommendations and (2) authorized or approved in writing by the Administrator or by an officer to whom such authority has been expressly delegated by the Administrator.

RECOMMENDING OFFICERS

Regional Administrators and their designees are authorized to recommend the performance of travel at Government expense by employees under their supervision.

AUTHORIZING OFFICERS

Regional Administrators have been delegated authority (1) to authorize or approve official travel when necessary in connection with Regional activities by employees (except themselves) under their administrative jurisdiction, except travel on an actual subsistence expense basis, and (2) to authorize or approve expenses of employees in GS grades through and including GS-12 and their immediate families on transfer within the Region from one official station to another for permanent duty. In accordance with the provisions of this Section, this authority shall not be utilized to authorize travel to national conventions or meetings.¹

Regional Administrators have been authorized to redelegate this authority.

PRIOR RECOMMENDATION AND AUTHORIZATION REQUIREMENTS

Travel at Government expense must be officially recommended and authorized prior to its performance unless an emergency or unusual circumstance prevents such action. If travel is performed for official purposes without prior recommendation and authorization, reimbursement of the expenses incurred may be made only if the traveler justifies the trip in terms of the advantage to the Government.

The Government Travel Regulations also provide that travelers may be reimbursed for certain items of travel expenses, such as excess baggage charges, charges for the hire of special conveyances, and charges for extra-fare trains or planes, when such items have been expressly authorized or administratively approved.

Accordingly, all claims for unauthorized trip expenses or for items of expense requiring specific authority shall contain a statement (or be accompanied by a memorandum attached to and made part of the claim), explaining the official circumstances which occasioned the expenditure and justifying it in terms of the official need or advantage to the Government.

¹ See "Attendance at National Conventions and Conventions Outside Regional Boundaries" on Page 3 and "Reimbursement of Actual Subsistence Expenses" on Page 7 of this Section.

Each claim requesting reimbursement of unauthorized expenses not covered by prior authorization shall be transmitted to the Administrative Branch for consideration. An authorizing officer will indicate his approval or disapproval of the claim or items in question prior to transmitting the claim to the fiscal unit for settlement. If payment is disapproved, the traveler shall be notified through the issuance of a Form H-209, *Administrative Difference Statement*, which sets forth the facts.

TRAVEL AUTHORIZATION PROCEDURE

Travel is normally authorized on an individual trip basis.

General travel authorizations may be issued, on an annual basis, to employees who are required to travel frequently and on short notice. General travel authorizations shall specify the geographical area in which travel may be performed and shall be issued only when travel is so frequent that the issuance of individual authorizations would cause an unreasonable administrative burden. General travel authorizations will not be issued automatically on the basis of title or organizational positions nor shall they include authorization to attend conventions.

Securing Travel Authorization

Travel authorizations shall be requested on Form H-25, *Travel Order—Request and Authorization* (Exhibits A and B).

Form H-25 shall be (1) prepared in the traveler's unit; (2) signed by the requesting official; (3) signed by a designated recommending officer under Item 17 as required under "Recommending Officers" above; and (4) forwarded to the Administrative Branch. In those cases involving transfers and recruitments within a Region and for which the Regional Administrator has approval authority, Item 17 shall be signed by the Regional Administrator or his designee.

Regulations prescribing the modes of travel and accommodations authorized and travel expenses allowable are covered in Sections 4-3 and 4-4, respectively.

The Administrative Branch shall review the request, and, if in order, assign a number indicating the type of authorization to be issued. The following numbering system shall be used: SPECIAL AUTHORIZATIONS—use consecutive numbers starting with 1 for each fiscal year; GENERAL AUTHORIZATIONS—use consecutive numbers starting with 1 for each fiscal year, prefixed by a zero; e.g., 01, 02, 03; AMENDMENTS—use the original authorization number suffixed by small letters, starting with a; e.g., 1a, 1b, 1c, 2a, 2b, 2c.

The travel authorization shall be completed and submitted to an authorizing officer for signature.

Copies of the approved travel authorization shall be distributed as follows:

Original—returned to the traveler as evidence of his authority to perform the travel.

All copies—retained by the Administrative Branch.

Amendments to Travel Authorizations

Travel authorizations may be amended if it is necessary to extend the time specified in the original authorization, or to modify the itinerary, mode of travel, or other condition specified therein.

A request for an amendment shall be prepared on Form H-25 and shall restate all of the conditions of the original order with the necessary changes. The additional authority required shall be specified in Item 11 of the form; for example, "This amends Travel Order No. _____, dated _____, for the purpose of extending the period of travel as indicated in Item 13."

TRAVEL REQUIRING SPECIAL JUSTIFICATION AND AUTHORIZATION**Travel of Regional Administrators**

The General Services Branch will issue each Regional Administrator an annual general travel authorization covering travel within his Region and adjoining states, and, when directed, to and from Washington, D. C.

Authorization for attendance by Regional Administrators at conventions requires prior approval in accordance with the procedure outlined below under "Attendance at National Conventions."

Travel to Washington, D. C.

Regional Administrators shall not authorize or approve travel by Regional staff to Washington unless such travel has been requested or approved in advance by the head of an OA division; the Executive Officer, Community Facilities Administration; the Director, Administrative Management Branch, Urban Renewal Administration; or their superior officers.

Attendance at National Conventions and Conventions Outside Regional Boundaries¹

Attendance at national conventions or national meetings of outside organizations, and of meetings or conventions held outside the Regional boundaries, except as specifically authorized below, must be administratively approved, in advance, by the Deputy Administrator. No employee shall commit himself formally or informally to attend or participate in such conventions or meetings before securing the approval of the Deputy Administrator. The policy criteria set forth below for attendance at Regional conventions will apply in the review and approval of attendance at other conventions.

Approval for attendance at conventions requiring Central Office approval shall be requested on Form H-67, *Request for Authorization to Attend Meeting* (Exhibit C), which the Regional Administrator shall submit in duplicate to the Deputy Administrator. Form H-25, *Travel Order—Request and Authorization*, shall accompany the Form H-67. Unless special circumstances are shown to justify an exception, Form H-67 must be submitted not less than twenty days before the requested travel will begin.

¹ The terms "convention" and "meeting" as used in this release include meetings or conventions of outside organizations, associations, and societies. Meetings or conferences of HHFA Regional Office staff with other Federal officials or with State or local officials on matters directly related to the administration of Agency programs are not included in the restrictions on convention and meeting attendance set forth in this release.

If the Deputy Administrator approves the request, he will send Form H-67, together with Form H-25, to the Travel Unit, General Services Branch. The General Services Branch will return the approved travel authorization to the Regional Office.

Attendance at Regional Conventions

Regional Administrators may authorize or approve travel by Regional Office employees (except themselves) to Regional or Statewide conventions and meetings within the Regional boundaries or, in cases where a Regional convention affecting all or part of the jurisdiction of an HHFA Regional Office is held outside the HHFA Regional boundary, to an adjoining Region in which such conventions may be held. Authorization shall be given for each trip. Regional Administrators shall not authorize attendance at national conventions or meetings of national organizations, even though such conventions or meetings may be held within the Regional boundaries or in the Regional headquarters city. Authorizations to attend such national assemblages shall be secured from the Central Office in accordance with the procedure outlined above.

Attendance at conventions shall be restricted to that absolutely essential in the conduct of the Agency's business. Regional Administrators shall themselves review each request for convention attendance for the purpose of holding such attendance to a minimum. Where attendance is requested for the purpose of observing rather than actively speaking or otherwise participating in explanations of Agency programs, consideration should be given to alternative ways of securing the information to be gathered through such attendance. Attendance at the same convention by more than one Regional Office staff member shall be screened with especial care, even where active participation by more than one has been requested; attendance at a single convention by more than two Regional Office staff members should rarely be authorized.

There are listed below several requirements of policy, law, and regulation which should be observed by travelers, authorizing and approving officials, and Directors, Administrative Management, in connection with authorizing travel to conventions and preparing and reviewing travel vouchers. Directors, Administrative Management, should familiarize themselves with applicable statutes, regulations and decisions of the Comptroller General in this area.

- (1) Travel for the purpose of attending conventions or other meetings of outside organizations shall be approved only for the purpose of giving or acquiring information relating to the work of the Agency, and only where such attendance is in the interest of the Government and will further Agency programs. Statutory prohibitions exist prohibiting the expenditure of funds for expenses of attending meetings or conventions of societies or associations, unless express authorization is provided in appropriations. This authorization has been given the Administrator in the Independent Offices Appropriation Act, which appropriates funds for salaries and expenses including, among other things, "expenses of attendance at meetings of organizations concerned with the work of the agency * * *."

- (2) It is especially important that the criteria specified above be clearly demonstrated in the case of attendance at a meeting or convention on Agency business by an employee who is a member of the particular society or association, to avoid any possible implication that the primary benefits of attendance will accrue to the individual as a member of the society or association, rather than to the Agency.
- (3) In accordance with the Government Employees Training Act, expenses of travel are allowable for expenses of attendance at meetings which are concerned with the functions or activities for which an appropriation is made or which will contribute to improved conduct, supervision, or management of those functions or activities.
- (4) Registration fees may be considered as reimbursable expense when such fees are required to be paid as a part of the cost of attending meetings and conventions and such attendance is for the purposes stated in paragraph (1), above. No authority exists, however, for the payment from Regional Office funds for dues or fees to societies or associations for any other purposes. Nor may payments be made for the cost of meals or entertainment.

Receipts for any registration fees reimbursable under the above criteria should be obtained by employees and attached to the pertinent travel voucher. The voucher should bear a statement justifying payment of such fees under these criteria including the statement that the registration fee did not cover the cost of membership, meals, or entertainment.

In preparing Form H-25, *Travel Order—Request and Authorization*, for travel to attend meetings and conventions, show under Item 9, "Purpose of Travel" and Item 11, "Remarks":

- (1) The nature of the meeting, including the name of the association or society and the subject or categories of subjects to be discussed at the meeting.
- (2) The purpose of attendance, indicating clearly the manner in which Agency programs will be advanced by attendance and the specific types of information relating to the work of the Agency which will be given or acquired. This should be stated specifically (see Exhibit C under "Purpose of Attendance" and "Relationship of Work to be Accomplished at Meeting to the Immediate Authorized Program of the Agency"). Do not use stock phrases which merely state the conclusion that Agency programs will be advanced, rather than the facts upon which that conclusion can be verified. If the person attending will speak or participate in a panel discussion, state the subject on which he will speak.

Details Between Regions

The Regional Administrator may authorize or approve official travel performed by an employee under his administrative jurisdiction in going to and returning from another Region on an official detail. Such

action shall be taken only after receipt of approval of the detail by the Director of Personnel. Costs of the travel shall be paid initially by the Region from which the employee is detailed.

Official travel performed by an employee so detailed during and in connection with his assignment under such detail shall be authorized or approved by the Regional Administrator to whose jurisdiction he has been detailed, and whose office shall bear the cost of such travel.

Transfers of Official Station ¹

When, in the interests of the Government, an employee is transferred from one official station to another, for permanent duty, the travel expenses of the employee and the expenses of transportation of his immediate family and household goods and personal effects (including packing, crating, temporary storage, drayage, and unpacking) may be authorized for payment from Government funds (see Section 2-3-3).

The legal and regulatory requirements governing travel by dependents of employees and the shipment of household goods and effects are detailed and complex. Employees authorized to travel to a new official station at Government expense should consult the Director, Administrative Management in advance of making shipment or performing travel, since failure to ascertain and observe these requirements may result in serious financial loss to the employee.

Transfers Between Regions

The office originating Standard Form 52, *Request for Personnel Action*, recommending a permanent change of official station shall complete and submit it to the Central Office with a request for authorization of travel and expenses on Form H-25, *Travel Order—Request and Authorization*. Any special provisions, such as the names, ages, relationship, and modes of travel of dependents to be moved and the approximate weight of household effects to be shipped shall be entered under Item 11 on Form H-25. The requesting officer will sign in Item 16.

If the recommended transfer is to be approved and travel and transportation expenses are allowable, the Director of Personnel will sign Item 17 of the Form H-25 and forward it, with the necessary journal information, to the General Services Branch of the Central Office for issuance of the travel authorization.

Transfers Within the Region—GS-13 and above

The procedure for completing and processing Form H-25 outlined under "Transfers Between Regions" above should be followed for all employees in GS grades GS-13 and above.

New Employees Recruited from Another Federal Agency

Recruitments Between Regions

When an employee is recruited from another Government agency and it is determined that he is eligible for transfer at Government expense, the office originating the Standard Form 52, *Request for Personnel Action*, shall complete and submit a request for authoriza-

¹ Also see Section 2-3-3, "Transfers of Federal Employees at Government Expense."

tion of travel and expenses on Form H-25, *Travel Order—Request and Authorization*.

Since the personnel action and the request for authorization of travel and expenses must be approved at the same time, Form H-25 should accompany Standard Form 52 or be forwarded as soon as possible after submission of that form.

The procedures for completing and processing Form H-25 outlined under "Transfers Between Regions" above should be followed.

Recruitments Within the Region—GS-13 and Above

The procedure for completing and processing Form H-25 outlined under "Transfers Between Regions" above should be followed when the action involves employees at the GS grades GS-13 and above level.

REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES

Employees are expected to travel on a per diem basis unless prior authorization for travel on an actual expense basis has been obtained on the basis of the criteria set forth in Section 4-4. However, reimbursement for actual expenses based on these criteria may be approved subsequent to travel when unusual and unanticipated circumstances arising during a trip require an employee to incur subsistence costs in excess of his authorized per diem.

Travel orders proposing travel on an actual subsistence expense basis shall be processed as prescribed in this Section, be approved by the Regional Administrator, and be forwarded to the General Services Branch. The General Services Branch will review the justification for travel on an actual expense basis to determine whether the criteria outlined above have been met and submit the order to the Administrator for action.

When prior authorization has not been obtained, the employee may claim reimbursement for actual expenses on his travel voucher. The voucher shall contain a justification for the expenses incurred, be approved by the Regional Administrator, and be submitted to the General Services Branch. The General Services Branch will review the justification to determine whether the criteria outlined above have been met and submit the voucher to the Administrator for action.

Section 3

MODES OF TRAVEL AND ACCOMMODATIONS AUTHORIZED

Standardized Government Travel Regulations contemplate use by the traveler of the most advantageous form of transportation for the trip involved. Round trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be used.¹

STANDARD FIRST CLASS TRANSPORTATION

Rail

One seat in a sleeping or parlor car is allowable for a continuous rail trip of more than two hours within the continental United States. A seat for a trip of two hours or less may be authorized in writing by the official authorizing the travel when circumstances make the use of a seat essential.

A standard lower berth is allowed when night travel is involved but superior accommodations may be used on the basis of a statement by the traveler on his voucher that, at the time the reservation was made, a lower berth was not available and that the accommodation used was the lowest available accommodation superior to a lower berth.

Air

It is the policy of the HHFA that persons who use commercial air carriers for transportation on official business should use less-than-first-class accommodations, instead of those designated 'first-class', with due regard to efficient conduct of Agency business and the travelers' convenience, safety and comfort. In view of this policy the use of first-class accommodations should be limited to the following instances:²

- (1) Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations.
- (2) Space is not available in less-than-first-class accommodations in time to carry out the purpose of the travel.
- (3) An authorizing officer authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.
- (4) An authorizing officer authorizes or approves the use of first-class accommodations for flights within or between foreign areas because less

¹ See SGTR, sec. 3.9.

² See SGTR, sec. 3.6.

costly accommodations do not provide adequate standards of sanitation, health or comfort.

Most domestic air carriers have a confirmed ticket pickup plan under which passengers are required to purchase tickets for confirmed space within a specified time limit or the reserved space will be automatically canceled.

It is the responsibility of travelers to keep themselves informed of the provisions of the confirmed ticket pickup plan of the airline being used.

Use of Domestic Airlines

Employees shall use American air carriers for overseas travel between the United States and a foreign country or between foreign countries, except in certain instances where their use would not be feasible or economical, or where payment for the transportation can be made in currencies of certain foreign countries listed in Appendix I (Revised) to the Standardized Government Travel Regulations issued by revisions to Bureau of the Budget Circular No. A-7, Revised.

Bus

Travel by bus is commonly cheaper than travel by rail or air and should be used when it does not add excessively to travel time.

Ship

Instructions about travel by ship are in sections 3.6 and 12.11 of the Standardized Government Travel Regulations.

EXTRA-FARE TRANSPORTATION

Extra-fare transportation is travel in trains or airplanes for which the carrier makes an extra charge above normal first-class fares in consideration of superior service or comfort.

No special approval or authorization is required when the cost of travel by extra-fare train or airplane, taking per diem and salary into consideration, does not exceed the cost of travel by regular-fare transportation. Per diem savings are determined by deducting the amount of per diem incurred by extra-fare transportation from the amount that would be payable if regular-fare transportation were used. Salary savings are computed, on the basis of daily salary, for the hours of duty the traveler is enabled to be at his official station, through the use of extra-fare transportation, during which he would have had to be away from his official station if regular-fare transportation were used. Less than a two-hour saving in any one day may not be claimed.

Use of extra-fare transportation at excess cost to the Government should be approved and authorized, in advance, on Form H-25, *Travel Order—Request and Authorization*. When such approval and authorization is not secured in advance, the traveler will be held personally liable for the excess cost unless the need for the use of extra-fare transportation is fully justified and approval obtained from the authorizing official.

TRAVEL BY GOVERNMENT-OWNED OR RENTED AUTOMOBILE

Occasionally, employees are authorized on Form H-25, *Travel Order—Request and Authorization*, to travel by Government-owned automobiles, or by vehicles rented in lieu thereof. In these instances, the use of such automobiles shall be restricted to the execution of the official business indicated in the authorized Form H-25. As used in this procedure, a Government-owned or rented automobile shall mean a vehicle obtained from a General Services Administration motor pool facility, whether it be a General Services Administration motor pool vehicle, or a vehicle furnished by the General Services Administration from a commercial rental agency, and trip ticket shall mean GSA Form 312, *Daily Motor Vehicle Trip Ticket*, or the rental agency document indicating terms and conditions of the rental agreement.

Upon completion of travel performed by this mode of transportation, employees shall secure a completed copy of the trip ticket which is furnished when the automobile is returned to the General Services Administration Motor Pool or rental agency. The trip ticket will show the beginning and ending speedometer readings. Employees who do not expect to submit a claim for reimbursement (*Travel Voucher*, S.F. 1012) of expenses incident to such travel shall forward the applicable trip ticket immediately to the Administrative Division. Employees submitting *Travel Vouchers* shall attach the copy of the trip ticket thereto and shall include the following information on their vouchers:

- (1) A description of the automobile; such as, the make and model and the license number.
- (2) The beginning and ending speedometer readings and the starting and ending time and date between each point of travel.
- (3) The beginning and ending speedometer readings and the starting and ending time and date(s) for travel performed in and around the place(s) of destination.

This information and the copy of the appropriate trip ticket will enable the Administrative Division to (1) establish the liability to the General Services Administration for the use of the vehicle, (2) cross-check the mileage readings on the trip ticket with those on the related *Travel Voucher* and (3) account for the use of Government-owned or rented vehicles by employees in travel status.

TRAVEL BY PRIVATELY-OWNED AUTOMOBILE OR AIRPLANE

Employees may be authorized to travel by privately-owned automobile or airplane upon a finding by the official authorizing the travel that such transportation is more advantageous to the Government than transportation by common carrier. Such a finding may take into account the more expeditious transaction of Government business, economies resulting from transporting two or more Government employees to a common destination, and similar factors. No finding of advantage is

required if reimbursement is limited in the travel authorization to the cost of the travel, including per diem, had it been performed by common carrier.

The Regional Administrator is authorized to fix a rate of reimbursement for travel in a privately-owned automobile calculated to cover the actual costs of operation, but not more than 8¢ per mile within the continental limits of the United States (12¢ per mile in Alaska, Guam, Hawaii, Puerto Rico, and the Virgin Islands); nor more than 12¢ per mile in a privately-owned airplane.

In addition to the per mile rate for automobile travel, the traveler may claim actual ferry fares, automobile parking fees, and bridge, road, and tunnel tolls. All other expenses of the operator are covered in the mileage rate.

The traveler must show on his voucher covering travel in a privately-owned airplane the take off and landing times. Mileage for the use of the privately-owned airplane shall be determined by multiplying the actual elapsed time in the air by the rated cruising speed of the particular airplane. Any unusual conditions or circumstances which influence elapsed time in the air shall be explained.

USE OF GOVERNMENT TRANSPORTATION REQUESTS

Travelers may either (1) pay cash for official passenger transportation in amounts of \$15 or less, plus Federal transportation tax, and obtain reimbursement from the Government for such cash payment (receipts for such cash payments are not required); or (2) use United States of America Transportation Requests for official passenger transportation in amounts exceeding \$1. Cash payments should ordinarily be made when the amounts involved are \$1 or less, plus Federal transportation tax (receipts on such cash payments are not required).¹

Transportation requests shall not be used to procure taxicab, airport limousine, intra-city transit, or so-called "drive-your-self" type or other for-hire automobile services, or as payment for toll road or toll bridge charges.

On request, the Director, Administrative Division, will issue sufficient United States of America Transportation Requests to complete the travel authorized by individual trip authorizations. Books of transportation requests may be issued to employees whose duties require frequent travel.

When transportation requests are issued individually, the issuing officer is responsible for maintaining accountability for them. Requests that are not used because of cancellation of travel, change of route, or other reasons, shall be marked "VOID" and returned to the issuing officer promptly.

When books of transportation requests are issued, the issuing officer will obtain a receipt from the traveler on Form H-206, *Receipt for U.S. Government Transportation Requests*. When the employee to

¹ See SGTR, sec. 4.2.

whom a book of transportation requests has been issued has used all the requests in the book or has no further use for any remaining requests or leaves the Agency, the book and any unused transportation requests must be returned promptly to the issuing officer. Final salary checks cannot be released to employees leaving the Agency until all unused transportation requests issued to them have been returned.

Section 4

TRAVEL EXPENSES

Employees in travel status are authorized a per diem in lieu of subsistence and other personal expenses involved in travel.¹

PER DIEM FOR TRAVEL WITHIN THE CONTINENTAL UNITED STATES

For travel within the continental limits of the United States, the Regional Administrator is authorized to fix a rate of per diem in lieu of subsistence. The maximum rate of per diem is fixed by law at \$16 per day; however, the rate set shall be less than the maximum whenever consistent with the actual expenses of subsistence.

Regional Administrators shall establish, subject to Central Office approval, regulations fixing the per diem rates for travel by employees under their jurisdiction. Per diem rates so established shall not exceed those which would be fixed under the following criteria:

- (1) \$14 per diem for recurrent travel to or within an assigned area or group of localities within the regional boundaries, except where a higher rate is justified and approved by the Regional Administrator or his designee, or where the travel is performed in an area designated by the Regional Administrator as a high cost area.
- (2) \$12 per diem for continuous duty in excess of 30 days at any one temporary duty station, except where a higher rate is approved by the Regional Administrator or his designee in unusual cases where the necessary expenses of the traveler will exceed \$12 per day.
- (3) \$16 per diem for all other travel.

When lodgings or meals are furnished (either directly or indirectly through payment of registration or other fees) by the Government, the Regional Administrator shall reduce the rate normally paid for that portion of the travel period. Generally, the per diem rate will be reduced 35 per cent for each night's lodging and 15 per cent for each meal.

For travel wholly within a calendar day, no per diem will be allowed when departure is after 7:30 a.m. and return is before 7:00 p.m.

The maximum rate of per diem shall be fixed at \$8 when travel does not require overnight lodgings.

¹ See SGTR, sec. 6.

PER DIEM FOR TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

For travel outside the continental limits of the United States, the rates of per diem are established in Appendix I of the Standardized Government Travel Regulations issued by the Bureau of the Budget under Circular No. A-7, as amended, and in the Standardized Regulations (Government Civilians, Foreign Areas) issued by the Department of State. The rates of per diem set by these agencies are maximum and shall be lowered whenever consistent with the actual expenses of subsistence.

The per diem rate shall be reduced not less than one-quarter for continuous duty in excess of 30 days at any one temporary duty station, except where a higher rate is approved by the Regional Administrator in unusual cases where the necessary expenses of the traveler will exceed the reduced amount.

When lodgings or meals are furnished (either directly or indirectly through payment of registration or other fees) by the Government, the per diem rate shall be reduced for that portion of the travel period. Generally, the per diem rate will be reduced 35 per cent for each night's lodging and 15 per cent for each meal.

For travel wholly within a calendar day (1) no per diem will be allowed when departure is after 7:30 a.m. and return is before 7:00 p.m., and (2) the lower per diem rate will apply in travel between localities having different per diem rates or in travel between a locality and the United States.

The maximum rate of per diem shall be fixed at not more than one-half the maximum established per diem rate when travel does not require overnight lodgings.

PER DIEM FOR PERSONS SERVING WITHOUT COMPENSATION

Persons serving without compensation may be allowed not to exceed \$16 per day in lieu of subsistence for each day or fraction thereof in excess of 3 hours while en route and at their place of service or employment. Travel authorizations covering the travel of persons serving without compensation will be issued by the Division of General Services of the Central Office.

TAXICAB FARES

Taxicab fares, not in excess of \$6, plus tips, from common carrier or other terminal to either place of abode or place of business, or from either place of abode or place of business to common carrier or other terminal may be claimed. Tips of 10¢ are allowable where the fare is \$1 or less, or 10 per cent of the fare, increased to the next multiple of 5¢ where the fare exceeds \$1.

In lieu of the usual taxicab fares allowed a traveler going from either his place of abode or place of business to a terminal or from a terminal to either his place of abode or place of business, payment at 10¢ a mile will be allowed for the round-trip mileage of a privately

owned automobile used by a traveler provided (1) the amount does not exceed the usual taxicab fare, plus allowable tip, for a one-way trip between such applicable points and further provided (2) the amount for the round-trip mileage of the privately owned automobile used by the traveler instead of a taxicab does not exceed \$6.

The limitation of \$6 does not apply when the use of a taxicab would qualify for approval as a special conveyance under sec. 3.4, Standardized Government Travel Regulations.

OTHER TRAVEL EXPENSES

Travelers may be reimbursed for necessary expenses of travel which are not personal, and which are not therefore covered by per diem in lieu of subsistence.

Receipts in support of claims for expenses other than for subsistence are required, when practicable, for items in excess of \$5.

REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES

The Travel Expense Act of 1949, as amended, authorizes reimbursement for actual subsistence expenses when due to the unusual circumstances of a travel assignment the maximum per diem allowance would be much less than the amount required to meet necessary subsistence costs. The maximum amount is (a) for travel within the continental United States, \$30; and (b) for travel elsewhere, the sum of the maximum per diem allowance officially authorized for the locality in which the travel is performed plus \$10.

Travel on an actual subsistence expense basis will be restricted to those instances where necessary subsistence costs are unusually high. Hotel accommodations constitute the major part of subsistence expenses. Therefore, travel on an actual expense basis will be authorized or approved only when it is established by the traveler that (1) he has no alternative but to incur hotel costs which would absorb all or practically all of his maximum per diem allowance, and (2) other reasonably necessary actual subsistence expenses would result in total costs exceeding the per diem allowance by not less than 25 percent.

Actual subsistence expenses may be authorized or approved for amounts not more than those stipulated above or any fraction thereof while in travel status. Reimbursement is in any event limited to the amount of the subsistence expenses actually incurred. The reimbursement voucher must itemize the amounts spent daily for (1) lodging, (2) meals, and (3) other subsistence expenses. Any amount in excess of \$5 must be itemized separately and receipts must be obtained whenever practicable for items costing more than \$5 (other than meals and tips). In all cases, receipts must be obtained for lodging.

The procedure followed in authorizing or approving travel on an actual subsistence expense basis is outlined in Section 4-2 of this Volume.

LEAVE STATUS DURING TRAVEL

Occasionally employees may be authorized for their convenience to take leave of absence during a period of travel; conversely, an employee on leave may be ordered to temporary duty and travel status during a period of leave, and thereafter return to leave status or to his regular post of duty.¹

The general principle governing payment of travel costs and per diem in lieu of subsistence in such cases is that the employee should neither gain nor lose by reason of the circumstances. However, whenever possible in such cases, the traveler should consult the Director, Administrative Branch, in advance to assure that he will observe the requirements which are applicable in the circumstances and thus avoid inadvertent personal loss.

¹ See SGTR, sec. 6.

Part 4. Travel and Transportation

Section 5

TRAVEL ADVANCES

Standards and procedures for the advance of funds for official travel and employee transfer expenses and for recovery of such advances are prescribed in Section 13 of the Standardized Government Travel Regulations and Executive Order 9805, dated November 25, 1946, as amended. The provisions of the cited regulations, as implemented by 7 GAO 5310 and 5320, are included herein, together with related administrative policies.

RESPONSIBILITY FOR MAKING AND ASSURING RECOVERY OF ADVANCES

Regional Administrators are authorized to approve advances of funds and to take such action as is required to assure that funds so advanced are recovered. Such authority may be redelegated by the Regional Administrators.

Functional responsibility for making advances of funds for official travel and employee transfer expenses and for assuring recovery of such advances should be placed in the Administrative Branch.

ELIGIBILITY FOR AND PURPOSE OF ADVANCES

Any employee who is authorized to perform official travel at government expense, or to incur expenses incident to a transfer from one official station to another, is eligible to receive an advance of funds (subject to the limitations set forth in his travel authorization and as provided below under the heading Computation and Approval of Travel Advances) to defray the anticipated out-of-pocket costs which he otherwise would be required to bear from personal funds pending reimbursement of such expense.

SECURITY REQUIRED FOR ADVANCES

In accordance with the governing regulations, the amount of an employee's salary earned but not yet paid, accrued annual leave, and the amount of his credit in the Civil Service Retirement and Disability Fund, are available as security for travel advances. However, if an employee requests an advance, the amount of which is in excess of the security so provided, a surety bond or other security sufficient to fully protect the Government's interest shall be obtained. The Comptroller General has ruled that the cost of surety bonds obtained for this purpose shall be borne by the Government.

APPLICATIONS FOR TRAVEL ADVANCES

In all cases where an employee desires an advance of funds, he shall execute Standard Form 1038-Revised, *Application and Account for Advance of Funds*. The number and date of the *Travel Order*, Form H-25, authorizing the travel, or travel and transfer expenses, for which the advance is requested and the amount applied for shall be shown on the application, which shall be signed by the employee. In those cases where a surety bond is required, the name of the surety and the

date of execution of the bond, shall be noted on the application. If the employee desires to have the check mailed to him, he shall indicate the mailing address on the application; otherwise, it will be assumed that the employee desires to have the check delivered to him at his office through the messenger service. The signed application shall be submitted to the Administrative Branch.

PROCESSING OF TRAVEL ADVANCES

After approval of the application, a Standard Form 1166, *Voucher and Schedule of Payments*, shall be prepared, certified and submitted to the Treasury Regional Office for issuance of a check. As prescribed in 7 GAO 5320.20, the words "Travel Advance per Authorization No. _____ dated _____" shall be shown in the Bureau Voucher No. column of S.F. 1166. For the processing, numbering and filing of Vouchers and Schedules of Payments, reference should be made to Section 7-1-5, Volume V.

COMPUTATION AND APPROVAL OF TRAVEL ADVANCES

Each application for an advance of funds (S.F. 1038-Rev.) will be reviewed in the Administrative Branch, and determination made as to the appropriate amount for approval, in light of the applicant's *Travel Order* and the limitations established by regulations and administrative policy, as follows:

- (1) The amount of the advance shall be based on the estimated per diem and/or mileage allowances and incidental expenses for which the employee will be entitled to reimbursement under his travel authorization, taking into consideration the probable duration of the travel and the time that will elapse before receipt and payment of his *Travel Voucher*, Standard Form 1012-Revised. In case a transfer of official station is involved, there may be included in the advance that part of the estimated cost of shipment of the employee's household goods and personal effects for which the Office of the Administrator will be responsible, such amount to be determined by the General Services Branch. The cost of transportation to be procured by or for the employee on *United States of America Transportation Requests* may not be included in computing the total amount of advance, although an allowance may be made for the estimated cost of necessary taxi fares and incidental expenses allowable under the Standardized Government Travel Regulations, as amended, if it appears that the employee will incur such expenses.
- (2) An advance to an employee holding an individual trip order

shall not be approved in an amount which exceeds the estimated costs of travel for the period authorized in the order.

- (3) An advance to an employee holding a blanket travel order shall not be approved in an amount which exceeds the estimated expenses for which the employee will claim reimbursement on his next periodic *Travel Voucher*.

Emergency Travel Advances

Emergency travel advances, which are limited to a maximum of \$50, will be approved for payment in cash from Imprest Funds only in those instances where travel orders are received too late to permit processing a *Voucher and Schedule of Payments* through the Treasury Regional Office for issuance of a check prior to departure of the traveler. In such cases, the employee-applicant shall prepare a *Travel Voucher* (S.F. 1012) as illustrated in Exhibit A or B, as appropriate. This shall state that payment is required from Imprest Funds. The original and one copy shall be submitted to the Administrative Branch, together with the signed *Application and Account for Advance of Funds* (S.F. 1038). An Authorized Certifying Officer must indicate approval of the amount to be disbursed by signing in the space provided on the form.

The employee-applicant shall present the approved original *Travel Voucher* and one copy to the Cashier in the Administrative Branch and shall acknowledge receipt of payment by signing in the space provided on the form. If the *Travel Voucher* is not presented in person by the applicant, the Cashier may make payment to a representative of the applicant, provided the applicant has executed the receipt for payment prior to such presentation.

RECOVERY OR REPAYMENT OF TRAVEL ADVANCES

Amounts advanced to employees for travel, or travel and transfer expenses will be repaid or will be recovered promptly when the need for such advances has ceased, in accordance with the following standards:

- (1) An amount advanced for the expenses of a particular trip authorized by an individual trip order will be recovered immediately upon conclusion of the travel and the submission of the employee's *Travel Voucher* claiming reimbursement for the related travel expenses.
- (2) An amount advanced for transfer expenses will be recovered upon conclusion of the shipment of the employee's household goods and personal effects and the submission of his *Travel Voucher* claiming reimbursement for the authorized transfer expenses.
- (3) An employee who is in a more or less continuous travel status may be permitted to retain a travel advance as long as it is anticipated that the official travel required of him will justify

the amount of the advance. Accordingly, an advance to an employee to whom a blanket travel order has been issued, or to whom frequent individual trip orders are issued, may be continued without recovery until submission of the employee's final *Travel Voucher*, provided such travel order evidence of the need for continuous travel is on file in the Administrative Branch and the employee is submitting periodic *Travel Vouchers*.

- (4) If a trip for which an advance was made is cancelled or indefinitely postponed, as evidenced by a notice of cancellation of the travel order or advice of postponement of the authorized travel, the amount of the advance shall be repaid promptly by the employee.
- (5) If an employee to whom an advance was made is separated for any reason, prompt administrative action shall be taken to assure recovery by withholding the employee's final salary payment until he is cleared of the indebtedness, in accordance with the provisions of Section 2-4-3.

Recoveries of travel advances will usually be made in connection with settlement of the related *Travel Voucher*, by deducting the amount of the advance from the amount otherwise payable as reimbursement to the employee. If the advance exceeds the amount of the voucher, the difference shall be repaid promptly by the employee.

EXHIBIT A

STANDARD FORM NO. 1012
7 GAO 5300
1012-105

TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT HOUSING AND HOME FINANCE AGENCY, Office of the Administrator				VOUCHER NO.		
PAYEE'S NAME John G. Jones				PAID BY		
ADDRESS (Give organizational unit, office or division, and actual location.)						
OFFICIAL DUTY STATION			RESIDENCE			
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 2/20/ TO (DATE) 2/21/		TRAVEL ADVANCE		CHECK NO.		
APPLICABLE TRAVEL AUTHORIZATION(S) NO 0287 DATE 7/3/		Outstanding \$ 1500.00		CASH PAYMENT RECEIVED		
		Amount to be applied 1500.00				
		Balance to remain outstanding \$ 0.00		(DATE) (SIGNATURE OF PAYEE)		
TRANSPORTATION REQUESTS ISSUED						
TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE CLASS OF SERVICE AND ACCOMMODATIONS*	DATE ISSUED	POINTS OF TRAVEL FROM- TO-	
EMERGENCY TRAVEL ADVANCE						
Payment from Imprest Fund is required for advance under travel authorization:						
Outstanding				\$	1500.00	
Additional				\$	00.00	
Total Outstanding				\$	1500.00	
** Certified correct. Payment or credit has not been received.						
(Not required)				AMOUNT 1500.00	Dollars	Cts
(Date) (Signature of Payee)				XX	XX	
APPROVED (Supervisory and other approvals when required)				DIFFERENCES:		
(Not required)						
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)		Total verified correct for charge to appropriation(s)				
Certified correct and proper for payment:				Applied to travel advance (appropriation symbol)		
(Date) (Authorized Certifying Officer)				NET TO TRAVELER 1500.00		
ACCOUNTING CLASSIFICATION (Appropriation symbol must be shown; other classification optional)						

* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat
** FRAUDULENT CLAIM—Fabrication of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 387—id. 1001).

EXHIBIT B

STANDARD FORM NO. 1012
7 GAO 5300
1012-105

TRAVEL VOUCHER

DEPARTMENT, BUREAU, OR ESTABLISHMENT HOUSING AND HOME FINANCE AGENCY, Office of the Administrator		VOUCHER NO.
PAYEE'S NAME James R. Smith		PAID BY
WORKING ADDRESS (Give organizational unit, office or division, and actual location.)		
OFFICIAL DUTY STATION	RESIDENCE	
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 2/26/ TO (DATE) 2/27/		TRAVEL ADVANCE Outstanding
APPLICABLE TRAVEL AUTHORIZATION(S) NO 488 DATE 2/23/		CHECK NO.
Amount to be applied		CASH PAYMENT RECEIVED
Balance to remain outstanding		(DATE) (SIGNATURE OF PAYEE)

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE CLASS OF SERVICE AND ACCOMMODATIONS*	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
			EMERGENCY TRAVEL ADVANCE			
			Payment from Imprest Fund is required for advance under travel authorization:			
			Outstanding		None	
			New		XX.XX	
			Total Outstanding		\$ XX.XX	

** Certified correct Payment or credit has not been received

(Date)	(Not required)	AMOUNT \$ 00.00	Dollars	Cts
	(Signature of Payee)	→	XX	XX
APPROVED (Supervisory and other approvals when required)		DIFFERENCES		
(Not required)				
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY	VOUCHER NO.	D.O. SYMBOL	DATE (MONTH-YEAR)	Total verified correct for charge to appropriation(s)
Certified correct and proper for payment:				Applied to travel advance (appropriation symbol)
(Date)	(Authorized Certifying Officer)	NET TO TRAVELER	→	

ACCOUNTING CLASSIFICATION (Appropriation symbol must be shown, other classification optional)

* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.
** FRAUDULENT CLAIM - Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, *id.* 1001).

Section 6

SUBMISSION OF TRAVEL VOUCHERS

Vouchers for the reimbursement of travel expenses shall be submitted to the Administrative Division on S.F. 1012, *Travel Voucher*, in original and two copies. S.F. 1012a is used for the copies.

TIME OF SUBMISSION

Employees making occasional trips shall submit vouchers promptly on the completion of travel.

Employees traveling frequently or continuously shall submit a single cumulative voucher each month, or as soon after the end of the month as they return to their headquarters.

ADMINISTRATIVE APPROVAL OF TRAVEL VOUCHERS

In all cases, S.F. 1012 shall be signed by the traveler and approved by the official who gave administrative approval for the travel. The use of first-class accommodations for commercial air travel if not included on the travel authorization shall be specifically justified on S.F. 1012 to insure compliance with the policy set forth in Section 3 of Part 4. Also any unusual claims or charges not covered in the travel authorization shall be fully explained on the voucher or in attachments to it, and the voucher presented to the authorizing official for approval prior to payment.

Section 7

REIMBURSEMENTS FOR TAXICAB FARES

Government employees may be reimbursed for taxicab fares incurred while on official business within their official station. It is the policy of the Office of the Administrator that employees may use taxicabs in lieu of public transportation only when their use can be justified as advantageous to the Government. Reimbursement may be allowed for actual fares plus tips to 10 cents, where the fares are \$1 or less, or 10 percent of the fare increased to the next multiple of 5 cents when fares exceed \$1.

APPROVING OFFICIALS

The Regional Administrator, or his designees, shall submit to the Cashier, Administrative Branch, a completed *Authorization and Signature Card* for each employee in his organization who has been authorized to approve the use of taxicabs. Form H-242 will be adapted for this purpose. Use of a taxicab cannot be justified as advantageous to the Government when Government transportation is available.

PROCEDURE FOR OBTAINING REIMBURSEMENT

Each employee who uses a taxicab on official business shall keep a record of the date or dates of such use, places of departure and destination, fares, and tips, on S.F. 1164-Revised, *Claim for Reimbursement for Expenditures on Official Business* (Exhibit A). If the fare claimed for any one trip exceeds the charge for one person, the number and names of the additional persons accompanying the claimant shall be shown following the applicable fare. Once each month the claimant shall date and sign the form in the space provided therefor, certifying that the claim is correct and proper, and present it to the approving official, who certifies that the travel was advantageous to the Government by dating, signing and inserting the total amount claimed in the space provided for his signature. If the claimant is an Authorizing Officer or the designee of an Authorizing Officer, he shall sign in both of these spaces. The claim shall then be presented to the Cashier. If the claim is presented in person by the claimant, he shall acknowledge receipt of payment by signing in the Payment Received block, lower right-hand corner of the form. However, if the claim is presented by a representative of the claimant, the person actually receiving the cash shall sign in this space.

EXHIBIT A

Standard Form No 1164
7 GAO 5100
1164-204

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

Voucher No. _____

Agency HOUSING AND HOME FINANCE AGENCY

Name of claimant John B. Smith

Address _____

PAID BY

Type of expenditure: (Check)					
(a) Local Travel: * <input checked="" type="checkbox"/>			(b) Telephone or Telegraph: <input type="checkbox"/>		
(Indicate on lines below, by using applicable letter, the type of expenditure)					
DATE	FROM	TO	FARE OR TOLLS	TIP	TOTAL
			\$	\$	\$
	Enter the place at which the taxicab was boarded and the destination		Enter amount of fare, tip and total amount paid		
TOTALS			\$	\$	\$

Miscellaneous expenditures: (Specify in detail)

TOTALS \$

I certify that this claim is correct and proper and that payment or credit has not been received. <u>4/30/</u> <u>John B. Smith</u> (Date) (Signature of claimant)	Approved, as advantageous to the Government, for \$ _____ <u>4/30</u> <u>Richard C. Roe</u> (Date) (Approving Officer)
ACCOUNTING CLASSIFICATION	Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment in the amount of \$ _____ _____ (Date) (Authorized Certifying Officer)
Paid by check No. _____	Payment received: 5/21/ <u>5/21/</u> <u>John B. Smith</u> (Date) (Signature)

* If fare claimed exceed charge for one person, the number of additional persons accompanying claimant will be shown following applicable fare. If private automobile is used, indicate speedometer readings at beginning and end of trip, under columns "From" and "To," respectively.

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Part 5. Communications

Section 1

HANDLING OF CLASSIFIED DEFENSE INFORMATION

Executive Order No. 10501¹ provides for the protection of official information affecting the national defense against unauthorized disclosure. This Section prescribes procedures, pursuant to Executive Order No. 10501, for the handling and protection of such information in the field service of the Office of the Administrator.

REGIONAL RESPONSIBILITY

Regional Representatives are responsible for the administration of these instructions within their respective jurisdictions.

REGIONAL DOCUMENT SECURITY OFFICER

Each Regional Representative shall designate himself or some other employee under his supervision as Regional Document Security Officer. The Regional Document Security Officer shall be responsible for assisting the Regional Representative in the administration of this Section and for carrying out, under his direction, the functions specifically assigned to the Document Security Officer herein. The person designated as Regional Document Security Officer shall have been cleared for access to classified defense material. A copy of each such designation shall be furnished the OA Document Security Officer.

CLASSIFICATION CATEGORIES

Information which in the interest of the national defense must be protected against unauthorized disclosure will be classified in one of three categories—*Top Secret*, *Secret*, or *Confidential*—as defined below. No other designation is authorized for classification purposes, except as expressly provided by statute.²

- (1) *Top Secret*. Except as may be expressly provided by statute, the use of the classification *Top Secret* shall be authorized, by appropriate authority, only for defense information or material which requires the highest degree of protection. The *Top Secret* classification shall be applied only to that information or material the defense aspect of which is paramount, and the unauthorized disclosure of which could result in exceptionally grave damage to the nation such as leading to a definite break in diplomatic relations affecting the defense of the United States, an armed attack against the United States or its allies, a war, or the compromise of military or defense

¹ 18 F.R. 7049.

² The former *Restricted* classification has been eliminated. This should not be confused with the term "Restricted Data" as defined in the Atomic Energy Act of August 1, 1946, as amended, the handling of which is not affected by Executive Order No. 10501.

plans, or intelligence operations, or scientific or technological developments vital to the national defense.

- (2) *Secret*. Except as may be expressly provided by statute, the use of the classification *Secret* shall be authorized, by appropriate authority, only for defense information or material the unauthorized disclosure of which could result in serious damage to the nation, such as by jeopardizing the international relations of the United States, endangering the effectiveness of a program or policy of vital importance to the national defense, or compromising important military or defense plans, scientific or technological developments important to national defense, or information revealing important intelligence operations.
- (3) *Confidential*. Except as may be expressly provided by statute, the use of the classification *Confidential* shall be authorized, by appropriate authority, only for defense information or material the unauthorized disclosure of which could be prejudicial to the defense interests of the nation.

AUTHORITY TO CLASSIFY

The Housing and Home Finance Agency is not authorized to originate the classification of official information. Such authority is limited by Executive Order No. 10501 to agencies which, because of their national defense responsibilities, have been specifically designated for this purpose by the President. When, however, information made available to the HHFA has been originally classified by another agency, the classification assigned such information shall be maintained by the HHFA.

Should a field service employee originate information or material appearing to require classification under one of the definitions given above, he shall protect it according to the procedure prescribed for that category of classified defense information into which it is believed to fall and shall transmit it immediately to the Regional Document Security Officer. When the department or agency which has a direct official interest in the information has a local installation which has authority to classify defense material, the Regional Document Security Officer shall refer the matter to that installation for appropriate action. When this is not possible, the Regional Document Security Officer shall obtain the advice of the OA Document Security Officer, who will resolve the question of classification with the department or agency which has both the authority to classify the material and a direct official interest in the information it contains.

DISSEMINATION OF CLASSIFIED INFORMATION

Each employee is individually responsible for the maintenance of security and proper handling of classified information in accordance with the instructions in this Section, no matter how the information was obtained.

No employee shall knowingly accept *Confidential* or *Secret* information unless he occupies a position which has been designated as sensitive

in accordance with the procedures established in Section 2-1-2. No employee shall knowingly accept *Top Secret* information unless he occupies a position which has been designated as sensitive in accordance with the procedures established in Section 2-1-2 and, in addition, has been specifically authorized by the Administrator to have access to such material and has been so advised by memorandum from the Personnel Security Officer.

No employee shall divulge classified information to another Agency employee until he has verified by reference to the list of sensitive positions or by contacting the Regional Document Security Officer that the recipient has been cleared for security purposes, and then only when the employee to whom the information is to be given requires access to such information in connection with his assigned official duties. When the Regional Document Security Officer is unable to determine locally whether an Agency employee has been cleared for security purposes, he shall request advice of the OA Document Security Officer.

Dissemination To Other Federal Agencies

Classified information shall not be disseminated to executive agencies of the Government outside the HHFA, except to the agency originating the classification of such information, without the consent of the originating agency. The Regional Document Security Officer is responsible for securing such consent through the OA Document Security Officer. No employee shall transmit classified information to executive agencies of the Government outside the HHFA, except to the agency originating the classification of such information without written evidence from the OA Document Security Officer that consent has been given.

Dissemination Outside the Executive Branch

Classified information shall not be disseminated outside the executive branch of the Government without the consent of the agency originating the classification of such information, even though the person or agency to which dissemination of such information is proposed to be made may have been solely or partly responsible for its production. The Regional Document Security Officer is responsible for securing such consent through the OA Document Security Officer.

The information shall be transmitted by letter, which shall be cleared by the Regional Document Security Officer, the OA Document Security Officer, signed by the Administrator, and transmitted through the OA Archivist. It shall specify the assigned classification, the use to which the information may be put, and the method to be used in returning any classified documents. The following notation shall be placed on the material and in the transmittal letter:

This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

Conferences

Classified information or material acquired in conference with em-

ployees from other agencies shall not be transmitted within the HHFA except in accordance with the regulations covering the dissemination of classified information.

When the OA sponsors a conference at which classified information may be discussed or distributed, a list of the participants shall be forwarded in advance of the meeting to the Regional Document Security Officer, who will secure information concerning the right of the participants to discuss or receive such information. When such information cannot be obtained locally, the Regional Document Security Officer shall obtain advice from the OA Document Security Officer. Specific approval of the Regional Document Security Officer shall also be obtained if the participants are to retain classified documents. In such cases the Regional Document Security Officer is responsible for securing clearances specified in this Section for the dissemination of such material and, if necessary, for its reproduction. The OA employee responsible for the conference shall, immediately after the conference, furnish the Regional Document Security Officer with an accurate control record listing the document, the classification, the number of copies distributed, and the names of persons permitted to retain it.

Telephone Conversations and Telegrams

Classified information shall not be discussed in telephone conversations or transmitted by electrical means.

Loss or Subjection to Compromise

Any person who has knowledge of the loss or possible subjection to compromise of classified information shall promptly report the circumstances to the Regional Document Security Officer, who shall take appropriate action, including notification to the OA Document Security Officer.

Reproduction of Classified Material

No employee shall reproduce any classified material for any purpose without written approval of the Regional Document Security Officer, which approval shall limit the number of copies to be made and specify the purposes for which they may be used.

Before approval is given for the reproduction of *Secret* or *Top Secret* material, the Regional Document Security Officer shall obtain the written consent of the originating office, when the material has been originally classified by a local installation of another agency, or the OA Document Security Officer.

ACCOUNTABILITY FOR CLASSIFIED MATERIAL

Receipt of Classified Material

Classified material received in the Regional Office shall be delivered unopened to the Regional Document Security Officer. When classified material is delivered from another agency direct to an employee other than the Regional Document Security Officer, the inner envelope bearing the classification marking shall be left unopened, reinserted in the

outer envelope and delivered by hand to the Regional Document Security Officer. A statement signed by the receiver, giving the time and circumstances of receipt, shall be endorsed on the inner envelope.

The Regional Document Security Officer is responsible for maintaining accountability and control of classified material while it is in the Region. Documents and the related attachments shall be numbered for identification, and each page and each copy shall be numbered in sequence. Form H-1a, *Mail Control*, shall be used to record the assigned number of the document, the classification, a brief description of the material, including attachments, the number of copies, and the distribution to be made. A copy of Form H-1a, shall be attached to each distribution, and a pending copy retained by the Regional Document Security Officer. An employee receiving classified material from the Regional Document Security Officer shall return a signed copy of Form H-1a to the Regional Document Security Officer as a receipt for the material.

Top Secret documents received in the Regional Office shall be delivered by the Regional Document Security Officer to the Regional Representative, who thereafter will be responsible for control of the material including a record of the names of all who have access to it.

Transfer of Classified Material

Classified material rerouted within the Region or transferred from one office to another shall in all cases be safehanded through the Regional Document Security Officer in order that the accountability records may be maintained.

Transmission of Classified Material Outside the Office of the Administrator or to OA Field Offices

Classified material, including any copies of such material, transmitted outside the Regional Office shall in all cases be transmitted through the Regional Document Security Officer in order that the security clearance of the addressee may be verified, accountability records maintained, and compliance with the regulations relating to the handling of classified material insured.

Classified material, enclosed in unsealed, opaque inner and outer covers, shall be delivered to the Regional Document Security Officer by an employee authorized to have access to such material. The inner cover shall be a wrapper or envelope plainly marked with the assigned classification and address. The outer cover shall be addressed with no indication of the classification of its contents. Form H-19, *Request for Special Mailing*, with the "Registered" block checked, shall be attached if postal dispatch is recommended. A return receipt shall be requested when classified material is dispatched by registered mail. Form H-33, *Special Messenger Service Card*, shall be attached if delivery by personal contact or authorized security messenger is recommended. In either instance, Form H-1a, identifying the addressor, the addressee, and the document, but containing no classified information, shall be prepared. A copy of this form shall be attached to the inner

envelope, which copy will be signed by the authorized recipient and returned to the Regional Document Security Officer.

Classified material transmitted to the Central Office shall be addressed to the person for whom it is intended, Attention: OA Archivist. The Archivist will verify the security clearance of the addressee before delivering the material.

CUSTODY AND SAFEKEEPING OF CLASSIFIED MATERIAL

The possession and use of classified material shall be limited to those places where the Regional Document Security Officer determines that secure storage and protection therefor, meeting the standards prescribed below, are available.

The Regional Document Security Officer shall check facilities used for the storage of classified material each work day and shall personally ascertain, or shall assure himself that when he is not present some other employee who is authorized to have access to classified material will ascertain, that the storage facilities are properly secured at the close of business.

Use of Classified Material

Daily operations should be performed in a manner which will encourage security practices to become routine. The Regional Document Security Officer shall make frequent spot-checks to insure that security practices are being routinely followed.

Office rooms where classified documents are in use shall not be left unattended by persons cleared for access to classified material at any time during the working day unless all classified material is locked in proper storage facilities.

Classified documents shall not be exposed in a manner which would permit casual reading by a visitor. Visitors shall not be left alone with classified documents even for a brief interval. This precaution applies equally when repairmen, the gar force, or other service employees enter an office.

In the event of a fire alarm, air-raid alarm, or upon the announcement of another similar emergency, employees shall immediately store classified material in the proper storage facilities and securely lock them before leaving the office.

Classified documents shall be returned to storage before the close of business each day. The Regional Document Security Officer shall be responsible for examining such material when it is returned to insure that all material described on Form H-1a thereon is accounted for.

Non-record material which might reveal classified information, such as shorthand notes, preliminary drafts, and used carbon paper, shall be safe-guarded in the same manner as other classified material pending disposition. (See the heading "Disposition of Classified Material")

Storage Facilities

Whenever classified material is not under the personal supervision of an employee authorized to have access to it, whether during or outside working hours, it shall be protected in proper storage facilities.

Top Secret material shall be stored in a locked metal three-tumbler combination lock safe or file safe. *Secret* and *Confidential* material shall be stored in the manner authorized for *Top Secret* material, or in a metal file cabinet equipped with a steel lock-bar and an approved three-tumbler combination dial-type padlock from which the manufacturer's identification numbers have been obliterated.

The Regional Document Security Officer shall designate two persons in each Regional Office who, in addition to the Regional Document Security Officer, shall be the only persons having knowledge of the combination to security storage facilities. Combinations shall be committed to memory and not written. The name, home address, and home telephone number of each person knowing the combination to a storage facility for classified material shall be posted on the front of the facility.

"Open" and "Closed" signs shall be placed in the handle of the top drawer of each storage facility for classified material as a visual warning to responsible employees to lock it at the end of the day or during unguarded periods during the regular working day.

Changes of Lock Combinations

Combinations on locks of storage facilities for classified material shall be changed whenever such equipment is placed in use after procurement from the manufacturer or other sources, whenever a person knowing the combination is transferred from the office to which the equipment is assigned, whenever the combination has been subjected to compromise, and at least once every year. Requests for changing lock combinations shall be made to the Regional Document Security Officer.

Area and Other Field Offices

When it is necessary that classified documents be used or stored in an area or other field office, the head of that office, or a person designated by him, shall be responsible for maintaining subaccountability records on such material and for performing the duties assigned the Regional Document Security Officer in this subsection, entitled "custody and safekeeping of classified material"; but this person shall not perform the duties assigned the Regional Document Security Officer in the other subsections of this Section, except as they relate to the transmission of classified material to the Regional Office. The person so designated must have been cleared for access to classified defense information.

Inspections

The Regional Document Security Officer shall make periodic inspections of the adequacy of storage facilities for classified material.

Where Public Buildings Service guards are on duty they shall be advised of the location of storage facilities for classified material. PBS

guards routinely inspect such facilities during the course of their regular building inspections after working hours. If such a facility is found to be unlocked, the building guard will call one of the persons listed as having access to it, and that person shall return to the building at once to inventory the contents of the storage facility and properly secure it. In addition, the guard will make a report to the Regional Document Security Officer.

CLASSIFICATION

Although the Housing and Home Finance Agency is not authorized to assign an initial classification to defense material or information, it is necessary that OA employees know and apply the following rules in the handling, transmittal, and protection of such material or information.

Documents in General

Documents shall be classified according to their own content and not necessarily according to their relationship to other documents. Reference to classified material which do not reveal classified defense information shall not be classified.

Physically Connected Documents

The classification of a file or group of physically connected documents shall be at least as high as that of the most highly classified document therein. Documents separated from the file or group shall be handled in accordance with their individual defense classification.

Multiple Classification

A document, product, or substance shall bear a classification at least as high as that of its highest classified component. The document, product, or substance shall bear only one over-all classification, notwithstanding that pages, paragraphs, sections, or components thereof bear different classifications.

Transmittal Letters

A letter transmitting defense information shall be classified at least as high as its highest classified enclosure.

Information Originated by a Foreign Government or Organization

Defense information of a classified nature furnished to the United States by a foreign government or international organization shall be assigned, by proper authority, a classification which will assure a degree of protection equivalent to or greater than that required by the government or international organization which furnished the information.

Marking of Classified Material

Classified material shall be marked as follows:

- (1) *Bound Documents*: The assigned defense classification on bound documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, shall

be conspicuously marked or stamped on the outside of the front cover, on the title page, on the first page, on the back page and on the outside of the back cover. In each case the markings shall be applied to the top and bottom of the page or cover.

- (2) *Unbound Documents*: The assigned defense classification on unbound documents, such as letters, memoranda, reports, telegrams, and other similar documents, the pages of which are not permanently and securely fastened together, shall be conspicuously marked or stamped at the top and bottom of each page, in such manner that the marking will be clearly visible when the pages are clipped or stapled together.
- (3) *Charts, Maps, and Drawings*: Classified charts, maps, and drawings shall carry the defense classification marking under the legend, title block, or scale in such manner that it will be reproduced on all copies made therefrom. Such classification shall also be marked at the top and bottom in each instance.
- (4) *Photographs, Films and Recordings*: Classified photographs, films, and recordings, and their containers, shall be conspicuously and appropriately marked with the assigned defense classification.
- (5) *Products or Substances*: The assigned defense classification shall be conspicuously marked on classified products or substances, if possible, and on their containers, if possible, or, if the article or container cannot be marked, written notification of such classification shall be furnished to recipients of such products or substances.
- (6) *Reproductions*: All copies or reproductions of classified material shall be appropriately marked or stamped in the same manner as the original thereof.
- (7) *Unclassified Material*: Normally, unclassified material shall not be marked or stamped *Unclassified* unless it is essential to convey to a recipient of such material that it has been examined specifically with a view to imposing a defense classification and has been determined not to require such classification.
- (8) *Material Furnished Persons not in the Executive Branch of the Government*: When classified material affecting the national defense is furnished authorized persons, in or out of Federal service, other than those in the executive branch, the notation indicated on page 3, in addition to the assigned classification marking, shall whenever practicable be placed on the material, on its container, or on the written notification of its assigned classification.

RECLASSIFICATION OF CLASSIFIED MATERIAL

Whenever an employee believes that classified material in his possession is classified too highly, or is not sufficiently protected by the

assigned classification, he shall bring the matter to the attention of the Regional Document Security Officer.

The Regional Document Security Officer shall be responsible for the continuing review of classified material in order to preserve the effectiveness and integrity of the classification system and to eliminate accumulation of classified material which no longer requires protection in the interest of the national security.

The consent of the originating agency is necessary before classified material may be declassified, downgraded, or upgraded. Requests for reclassification shall be made to the Regional Document Security Officer, who shall refer the request to the OA Document Security Officer. However, when the material was originally classified by a local installation of another agency, the Regional Document Security Officer shall obtain such consent, in writing, and shall advise the OA Document Security Officer.

Change or Removal of Classification

Whenever classified material is declassified, downgraded, or upgraded, the material shall be marked or stamped on the first or the last page to show the change in classification, the date and authority for the action and the identity of the person or organizational unit taking the action. In addition, a line shall be drawn through the old classification markings, and the new classification marking (if any) substituted therefor. All addressees to whom the Office of the Administrator may have transmitted the material shall be notified of any change thus effected in classification.

Extracts and Paraphrases

Extracts from or paraphrases of classified documents shall not be downgraded or declassified without the consent of the originating agency. Such consent shall be obtained by the Regional Document Security Officer, through the OA Document Security Officer.

Classified Telegrams

Classified messages which have been transmitted by telegraph or other electrical means shall not be referred to, disseminated, extracted from, paraphrased, downgraded, or declassified without the consent of the originating agency. Such consent shall be obtained by the Regional Document Security Officer, through the OA Document Security Officer.

DISPOSITION OF CLASSIFIED MATERIAL

When classified documents, including copies, become inactive they shall be reported to the OA Archivist with recommendations for their disposition. Official record material may not be destroyed except with the permission of the Archivist of the United States and the Congress. The OA Archivist is responsible for obtaining this authorization through established procedures.

Non-record classified material, consisting of shorthand notes, preliminary drafts, used carbon paper, and other material of similar

temporary nature shall be torn and stored in heavy opaque envelopes. Partially filled envelopes shall be stored in proper storage facilities overnight. Filled envelopes shall be delivered to the Regional Document Security Officer, who shall personally attend to their destruction by burning in such a manner as to protect the material from compromise or disclosure.

ORIENTATION, INSPECTION, AND REVIEW

The Regional Document Security Officer shall be responsible for providing orientation and indoctrination for all employees who handle classified information, to assure that they are thoroughly familiar with the policies and procedures set forth in this Section. In addition, supervisors shall be responsible for assuring that all employees, whether or not their positions require that they handle classified material, read and familiarize themselves with the provisions of this Section.

The Regional Document Security Officer shall periodically conduct such inspections of the places where classified materials are used and stored as are necessary to assure compliance with this Section. The Regional Document Security Officer shall investigate all violations of these regulations and shall recommend corrective action, including disciplinary action when appropriate, to the Regional Representative.

CLASSIFIED MATERIAL RELATING TO PERSONNEL SECURITY

The OA Personnel Security Officer is responsible for the handling of all classified material relating to the personnel security program. The functions of the OA Document Security Officer and the OA Archivist described in this Section are performed, with respect to such material, by the OA Personnel Security Officer.

In the event that classified material relating to the personnel security program is received in the Regional Office, however, the Regional Document Security Officer will see that it is handled and safeguarded in accordance with the provisions of this Section, with the following exceptions:

- (1) Matters which, in accordance with the provisions of this Section, are referred to the OA Document Security Officer will, with respect to classified material relating to the personnel security program, be referred to the OA Personnel Security Officer.
- (2) Classified material relating to the personnel security program transmitted to the Central Office will be addressed directly to the OA Personnel Security Officer.

Partially regulated... government... by means of...

...and... the... and... of...

The... of... and... in...

...of... to... in...

In the... of... to...

The... of... in...

...of... in...

Section 2

MAIL AND POSTAGE ACCOUNTABILITY

This Section prescribes procedures for effective handling of mail in HHFA Regional Offices and contains instructions for the submission of postage accountability reports.

Register of Incoming Negotiable Mail

To provide a record of the receipt of such items as stamps, currency, checks, money orders, bids, and registered, certified, and insured material, each office shall maintain a register on Form H-56, *Incoming Negotiable and Registered Mail* (Exhibit A). Each time any one of these items is received, a notation shall be made on the register of the date the material is received, by whom it was sent, to whom it is addressed, and other identifying information such as the amount and number. If Transportation Requests, Tax Exemption Certificates, gasoline credit cards, and the like are received, proper notation shall be made indicating the number of such documents received. Each entry on the Form H-56 shall be initialed by the clerk receiving the mail. (See Section 3-1-7 for additional instructions for the handling of money, checks, etc.)

Dispatch of Mail

Mail shall be dispatched by the most economical and practical means serving the interests of the Agency. Mail shall be dispatched as regular mail unless the sender has prepared Form H-19, *Request for Special Mailing* (Exhibit B), indicating that a special type of service is more expedient. Air mail shall be used when speed is essential and when material will reach its destination earlier than if sent by regular mail. Air mail shall not be used when the addressee is less than 200 miles away. Central Office mail and mail for field offices not reached by overnight mail service shall be sent by air mail without preparation of Form H-19. Such mail shall be accumulated by the mail room, placed in a large envelope, and dispatched by air mail.

Employees should not request a more costly special service when a cheaper service will provide the same protection. For example, the fee for certified mail is one-half as much as for registered mail and provides the protection of a receipt for important mail of a non-negotiable character. Special services, such as air mail, special delivery, registered, certified, etc., must be stamped or otherwise indicated on the address side of the parcel.

Employees should not use a large envelope when a small one will do. Postage on large envelopes is computed at three times the rate of smaller size envelopes. Also, the envelopes and contents may become damaged or lost by shifting during handling.

Use of Postage and Fees Paid Envelopes

Official mail shall be dispatched in Government envelopes or wrappers bearing the words "Postage and Fees Paid, Housing and Home Finance Agency" in the upper right corner of the address side, and the Agency name, Office of the Regional Administrator, address, and the words "Official Business" in the upper left corner. The indicia permits the dispatch of mail of all classes and the use of special mail services. The official mailing indicia envelopes shall be used only for mailings which pertain exclusively to official business of the United States Government.

Self-addressed Postage and Fees Paid envelopes may be enclosed in letters to the public requesting official information for Agency use when the addressee is not obligated to furnish it to the Government. Reply envelopes may not be furnished to bidders or contractors, or to enable agencies, institutions, or others to forward reports and information which they are required by law to submit.

Official Address

Mail for the Office of the Administrator or an HHFA constituent unit in Washington shall bear the official address shown below :

Housing and Home Finance Agency
(type Office of the Administrator

or

Community Facilities Administration

or

Urban Renewal Administration)
1626 K Street N.W.
Washington, D.C. 20410

Dispatch of Security Classified Material

Procedures for the handling of security classified material and information are in Section 5-1.

Postal Zip Code Numbers

The postal zip code number shall be shown on all envelopes and wrappers. On outgoing mail the ZIP code of the addressee shall be included on the last line of the address following the city and State.

Postage Accountability Reports

At the end of each quarter, the Central Office will reimburse the Post Office Department for the amount of postage used by Regional Offices

(including the field offices) and the Washington office. To determine our postage costs, Regional Offices shall be required to keep an accurate record for two bi-weekly periods each year of the amount of postage used. During the first ten work days in April and October only, the clerk dispatching the mail shall fill in the amount of postage daily on Form H-19. Part I, Postage Accountability, of Form H-97, *Daily Workload of Official Mailings* (Exhibit C), shall be used to record the number and amounts of postage represented by the number and value of small and large envelopes, and special mailings and parcel post from Forms H-19. Postage shall be computed as follows:

<i>Type of Mail</i>	<i>Postage</i>
Envelopes—Small (not over 4½" x 10⅔")	.05 each
Envelopes—Large (over 4½" x 10⅔")	.15 each
Post Cards	.04 each
Mail over four pounds	Fourth Class Rate
Special mail services	Current Postal Rate

All forms H-19 shall be retained for six months as proof of dispatch and then destroyed.

At the close of business each day during the reporting period, the mail clerk shall total the amounts on Form H-97 for each type of mailing and enter the sums in the appropriate columns on Form H-89, *Record of Official Mailings* (Exhibit D). At the end of the two-week period the columns of the Form H-89 shall be totaled.

Field Reports

On the first business day following the two-week reporting period, area and field offices shall send Form H-89, *Record of Official Mailings*, to the appropriate Regional Office.

Regional Office Reports

Upon receipt of the figures for the reporting period from the field offices, the Regional Director of Administration shall prepare a memorandum, Subject: Postage Accountability Report (Exhibit E), showing the total value of postage represented by official mailings from HHFA offices. The memorandum report shall be sent to the Director, Division of General Services, by the end of the reporting month.

Daily Workload Report

While Part I, Postage Accountability, of Form H-97, *Daily Workload of Official Mailings*, will be used during the biweekly periods only, Part II, Daily Workload, may be used each work day during the year to keep a tally of the number of pieces of outgoing communications

processed. If the Regional Director of Administration requires, this report may be maintained for budget purposes. All columns (except STOP MAIL which is limited to the Washington Area) should be tallied and cumulative totals for the month shown in the appropriate spaces on a blank form.

Postage Due

The "Postage and Fees Paid" single reimbursement procedures for all official mailings is intended to include payment for postage due on official incoming mail. The Post Office will deliver postage due mail to Regional Offices without collecting for the amount due. Our Agency has agreed to reimburse the Post Office Department in amounts equivalent to postage and fees due on mail for which the Post Office Department does not receive compensation. Accordingly, during the reporting periods, the amount of postage due shall be included in the "Special Mailings" column on Form H-89, *Record of Official Mailings*.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR									
INCOMING NEGOTIABLE AND REGISTERED MAIL									
DATE RECEIVED	FROM	TO	VALUE OF STAMPS	NO. OF CHECKS OR MONEY ORDER	BID NO.	REGISTRY NO.	CERTIFIED NO.	INSURED NO.	RECEIVED BY
4/4/65	John P. Hayes Miami, Fla.	Reg. Adv.		1 \$15.00					RB
4/4/65	H.F.E.A. - Free BTRB - 401B-3186 TRC - H/46 65851-60	None				443190			RB
4/5/65	Locking Bus. Kilbuck D.C.	J. Smith			H-112				J.C.
4/4/65	Joe Morse Augusta, Ga.	Reg. Adv.	.10						J.C.
4/4/65	John Green	Reg. Adv.		100 out enclosed					RB
4/4/65	H.F.E.A. - Smith Dist. Comptroller Bank H-22 - Apr. H-526 thru H-550					433221			RB
4/29/65	U.R.P. - Green	U.R. Reg. Adv.					13502		RB
4/29/65	A. B. Wick, Co. Atlanta, Ga.	None						856	J.C.

PHIB Washington, D. C.

EXHIBIT B

HOUSING AND HOME FINANCE AGENCY. OFFICE OF THE ADMINISTRATOR		H-19 (7-55)
REQUEST FOR SPECIAL MAILING		
<input checked="" type="checkbox"/> Air Mail <input type="checkbox"/> Air Parcel Post <input type="checkbox"/> Air Express <input type="checkbox"/> Certified Mail <input checked="" type="checkbox"/> Spec. Delivery <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt <input type="checkbox"/> Parcel Post <input type="checkbox"/> Foreign Postage <input type="checkbox"/> Freight and Express	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> AMT. OF POSTAGE \$ _____ </div>	<div style="text-align: right; font-weight: bold; font-size: 1.2em;">DISPATCHED</div> <div style="text-align: right;"> DATE: <u>3-23-65</u> </div>
ADDRESSEE:	Lane	Seattle, Wash.
	LAST NAME	CITY STATE
REQUESTED BY:	Roe	Gen. Serv. Prop. Mgt.
	LAST NAME	DIV. BRANCH

EXHIBIT C

H-97
(1-61)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

April 1, 1965

DAILY WORKLOAD REPORT OF OFFICIAL MAILINGS

PART I - POSTAGE ACCOUNTABILITY										PART II - DAILY WORKLOAD				
FIRST CLASS MAIL				THIRD CLASS MAIL ^{1/}		SPECIAL MAILINGS ^{1/} (From Form R-15)		STOP MAIL ^{2/}	CARBON COPIES	TELEGRAPHIC MESSAGES	PERSONAL MAIL			
ENVELOPES	POST CARDS	PARCEL POST	ENVELOPES	VALUE	PARCEL POST	VALUE								
(Small)	(Large)	NUMBER USED	NUMBER USED	VALUE	NUMBER USED	VALUE	ALL MAILINGS ^{1/}							
6	4	2		1.07		.50	31	25	3	5	3			
4				1.03		.08	2	1	1		4			
18						.58	24	17						
							20							
							18							
							30							
							115	53	5		18			
TOTAL NUMBER	31	2			2	4								
TOTAL VALUE	1.55	.30		3.10	1.24									

^{1/} Total amount of all mail shipments (include interoffice and total number of pieces from RMD 1).

^{2/} Washington Office only.

FPM: Washington, D. C.

EXHIBIT D

H-89 (1-59)

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR						MONTH AND YEAR April 1965	
RECORD OF OFFICIAL MAILINGS						REGION OR OFFICE REGION I	
						LOCATION New York, N.Y.	
DAY OF MONTH	ENVELOPES		POST CARDS	PARCEL POST	SPECIAL MAILINGS (Air, Registered, Certified, Special Delivery)	TOTAL VALUE	CLERK'S NAME
	SMALL	LARGE					
1	1.55	.30		2.10	1.24	5.19	<i>R. Doe</i>
2	.80	.15			.16	1.11	<i>R. Doe</i>
3							
4							
5	1.05	.45			.30	1.80	<i>R. Doe</i>
6	1.65	.15			1.08	2.88	<i>C. Doe</i>
7	.35	.30			1.38	2.03	<i>R. Doe</i>
8	1.05	.45		3.15	.24	4.89	<i>C. Doe</i>
9	.40	.75				1.15	<i>C. Doe</i>
10							
11							
12	.40	.15			.16	.71	<i>R. Doe</i>
13	1.30	.45				1.75	<i>R. Doe</i>
14	2.05	.15		1.05	.08	3.33	<i>R. Doe</i>
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTAL	10.60	3.30		6.30	4.64	24.84	VERIFIED BY <i>J.M. Smith</i>

EXHIBIT E

H-96 (8-62)

UNITED STATES GOVERNMENT

HOUSING AND HOME FINANCE AGENCY

Memorandum

TO : Thomas Roe, Director, Division of
General Services, OA

DATE: April 26, 1965

FROM : Richard I. Doe, Administrative Division, Region III

SUBJECT: Postage Accountability Report, April 1 through April 14, 1965

The following postage was used during the above period:

Envelopes - Small	\$ _____
Envelopes - Large	_____
Post Cards	_____
Parcel Post	_____
Special Mailings	=====
	\$ _____

Regional Director of Administration

Section 3**TELEGRAPHIC MESSAGES**

This Section prescribes uniform methods and procedures for the use, processing, and control of telegraphic messages.

Regional Administrators shall require employees under their supervision to familiarize themselves with this Section. Secretarial employees should refer also to the HHFA Correspondence Handbook.

The term "telegraphic message" as used in this Section means all written messages transmitted by wire or radio and includes teletypes, telegrams, cablegrams, and radiograms.

These procedures do not apply to the transmission of confidential or higher classified material, which shall not be transmitted by wire communication except as authorized in Section 5-1.

GENERAL CONDITIONS

The use of telegraphic messages shall be limited to urgent official business which cannot be handled satisfactorily by the use of the fastest mail service.

The General Accounting Office has ruled that the following types of telegrams are not official business:

- (1) Telegrams sent to make or confirm hotel reservations for the personal use of a traveler, when the traveler is to receive per diem in lieu of subsistence expense. Telegrams reserving meeting rooms for conferences, to be conducted at Government expense, and telegrams concerning reservations for transportation may be considered official business.
- (2) Messages of condolences upon death.
- (3) Acceptances or rejections of invitations to speak at other than Government-sponsored meetings.

Regional Administrators shall restrict to appropriate employees the authority to originate or sign telegraphic messages.

Particular attention is directed to the necessity for immediate response to telegraphic messages, except when otherwise indicated in the message text.

TRANSMISSION SERVICES

Telegraphic messages shall be dispatched by teletype or commercial telegraph, according to the following criteria.

Teletype

The teletypewriter system operated by the Public Buildings Service, General Services Administration, shall be used for the transmission of official messages to points within the Agency, and to other Federal agencies. The Public Buildings Service has receiving and sending stations in all cities in which there are HHFA Regional Offices and will provide service for the pick-up and delivery of messages. Wire messages to cities not served directly by the PBS Communications System will

be transmitted by the Public Buildings Service to their nearest station for refile with, and delivery by, Western Union. This combination of services should be used when it is more economical than use of direct commercial facilities.

The PBS Communications System transmits messages in the order received, taking into consideration any special handling or delivery instructions. All messages are handled on a "straight" basis; no traffic is routed on a "deferred" basis. Messages which are filed too late for delivery on the same day are transmitted when received, to be ready at destination for delivery at opening time on the following business day. Unless otherwise instructed, teletype messages directed to Federal agencies received for dispatch Friday afternoon too late for transmission before the close of the business day, shall be sent to the addressee by regular-special delivery or air mail-special delivery. Teletype messages for refile may be designated "straight", "day letter", or "night letter," and will be refiled accordingly with Western Union at the appropriate refile point. In the absence of contrary instructions, messages will be transmitted "straight" throughout.

Commercial Telegraph

Western Union telegraph services shall be used for the transmission of all other official telegraphic messages which cannot be transmitted through the teletype facilities of the Public Buildings Service.

The following classes of service are available for the transmission of Western Union telegrams to points within the United States:

- (1) *Full Rate Telegram* (STRAIGHT). The fastest service. The minimum charge for each rate zone is on the basis of 15 words; additional charges are made on the basis of each word over 15. Average transmission time—1 hour.
- (2) *Day Letter* (DL). A slightly deferred service at reduced cost subordinated only to full rate telegrams. The minimum charge to each rate zone is on the basis of 50 words, with an additional charge for each group of five words or less over 50. Average transmission time—2 hours.
- (3) *Night Letter* (NL). An overnight service. Messages are accepted during the day or night up to 2 a.m. for delivery the following business day. The minimum charge to each rate zone is on the basis of 50 words, with an additional charge for each group of five words over 50.

The originator shall indicate the class of service (STRAIGHT, DL, NL) in the "Precedence" block on Standard Form 14, *Telegraphic Message*, basing his judgment on the content of the message, the number of words, the location of the addressee, the time of dispatch, closing time of receiving office, time zone, and transmission time. Unless otherwise instructed the Mail Room will send all messages which are addressed to State and municipal bodies, organizations, institutions, and firms, by night letter (or appropriate mail service, if the next day is a non-work day) when the transmission time as a straight message is insufficient to permit receipt before the close of the business day.

PREPARATION OF MESSAGE, STANDARD FORM 14

Telegraphic messages shall be prepared on Standard Form No. 14, Rev. March 15, 1957 (Exhibits A and B). Yellow tissue shall be used for basic file copy requirements. White tissue shall be used for informational copies, when needed.

Telegraphic Message form shall be completed as follows:

Name of Agency. For teletypes and telegrams type "HOUSING AND HOME FINANCE AGENCY" and "OFFICE OF THE ADMINISTRATOR" in this space to facilitate billing.

Precedence. For telegrams use this space to indicate the class of service, e.g., Full Rate (STRAIGHT), Day Letter (DL), Night Letter (NL). Leave blank for teletypes except those for refile, in which case indicate the class of service as in a telegram. (The precedence system is not used for normal operations. It has been planned for use in the event of a national emergency.)

Security Classification. Leave blank. See Section 5-1 for instructions for transmission of classified wire communications.

Accounting Classification. For teletypes and telegrams type the city in which the Regional Office is located. For "Collect" telegrams type only COLLECT in this space.

Type of Message. Check appropriate box.

Single. Message with only one addressee.

Book. Message with two or more addressees. Address a book message intended for All Field Engineers "TO ALL FIELD ENGINEERS." Prepare only one set of file copies. If a book telegram is directed to more persons than can be conveniently listed on the telegram form, address the telegram "TO ATTACHED LIST." List on a separate sheet of paper the names and addresses of the persons to whom the message is to be sent and attach to telegram form and to the official file copies.

Multi-Address. Message with two or more addressees; used only when one or more of the addressees needs to know the other recipients. Names and addresses are typed on the form, preceding the message.

Message to be Transmitted. Flush with the left-hand margin and one space from the top, single-space the name and address of the person for whom the message is intended. In addressing messages to the Central Office, include only the name of the addressee and HHFA, WASHINGTON, D. C. (See Exhibit A.) In addressing messages to field offices and when using commercial facilities include the street address also. (See Exhibit B.) When it is necessary to include an attention line place it between the addressee's name and the street address.

Body of Message. Begin body of message two spaces below the last line of address. Use block style, beginning the first line of each paragraph at the left-hand margin. Double-space and type in capital letters. If more than one page is needed, use additional copies of SF 14. Type

the name of the official who will sign the message two spaces below the last line of the body of the message. On messages to the Central Office or other field offices, type the name of the signer only, unless he is acting for another, in which case he should be identified by acting title. On messages to other than Agency personnel, add a single identification phrase below and flush with the signature.

Page No., and No. of Pages. Fill in only when message is two or more pages.

Name and Title of Originator (Type). Leave blank. This information will appear in the identification line on the official file copies.

Originator's Tel. No. Leave blank.

Date and Time Prepared. Leave blank. The date shall be shown in the identification line on the file copies.

Signature. Signature of official whose name is typed above. The signer must be authorized to sign telegraphic communications.

Security Classification. See above.

Carbon Copy Distribution. Note carbon copy distribution on carbon copies only, by typing the abbreviation "cc" followed by a colon and an alphabetical listing by last name and room number of persons who are to receive carbon copies.

DISPATCH

All telegraphic messages shall be forwarded to the Mail Room where they will be stamped with the time and date (Communications Unit Block). The original of SF 14 shall then be sent to the PBS Communications station or to Western Union.

When necessary, the Regional Office may request the local Western Union office to install a "Call Box" to summon messenger service for dispatch of telegrams.

BILLING

For Teletype and Refile Service

Each month the General Services Administration will bill the Regional Office on GSA Form 742, *Invoice for Teletypewriter Service*. A completed Form R3-342, *Agency Teletypewriter Word Volume Record—By Originating City*, will be forwarded with the invoice form.

The invoice will cover intra-system service charges, based upon a flat rate established by the proration of the distributable system cost over the word volume handled on the system, and commercial telegraph charges based upon a flat rate established by the proration of the costs of commercial telegraph tolls incurred for delivery to local and off-system points, over the word volume so handled.

For Direct Telegrams

The Western Union Telegraph Company will bill the Regional Office monthly for all telegraph service furnished, other than refile transmissions described above.

CHARGEABLE WORDS IN TELEGRAMS

Simplicity and clarity of expression shall be strictly observed. Unnecessary words shall be eliminated; code words and accepted initials of obvious meaning shall be used when appropriate.


The following basic rules shall be observed in the preparation of telegraphic messages: Avoid grammatical niceties in the text such as "please," "thank you," "Mr." Such words are appropriate in a letter but are costly in telegrams.

Punctuate sentences the same as in a letter. Do not use words such as "STOP," "COMMA," "PERIOD," in lieu of punctuation marks.

Omit articles "a," "an," and "the" and use coined words such as RETEL, URTEL, URLET, and abbreviations such as HHFA, GSA, FHA, to eliminate excess words in messages.

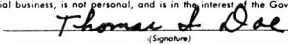
Use a single phrase after the signature, such as HOUSING AND HOME FINANCE AGENCY, since a charge is made for such further identification as a title or the name of the organizational unit.

EXHIBIT A

NAME OF AGENCY HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		PRECEDENCE ACTION: INFO:		CLASSIFICATION <small>STANDARD FORM 14, REV. MARCH 15, 1957 GSA REGULATION 2.101-203.04</small>		
ACCOUNTING CLASSIFICATION SAN FRANCISCO CALIF		TYPE OF MESSAGE <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTI-ADDRESS				
THIS BLOCK FOR USE OF COMMUNICATIONS UNIT				TELEGRAPHIC MESSAGE OFFICIAL BUSINESS U. S. GOVERNMENT		
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)				THIS COL. FOR AGENCY USE		
START MESSAGE ADDRESS HERE	JOHN M DOE HHFA WASHINGTON DC EXAMPLE OF NEW STANDARD FORM 14, TELEGRAPHIC MESSAGE. HHFA DOES NOT REQUIRE INFORMATION REQUESTED IN EACH BOX. READ AND FOLLOW INSTRUCTIONS CAREFULLY FOR ACCURATE AND FAST TRANSMISSION. SEE EXHIBIT B FOR EXAMPLE MESSAGE TO CITY NOT SERVED DIRECTLY BY PBS COMMUNICATIONS SYSTEM FOR REFILE WITH AND DELIVERY BY WESTERN UNION. <div style="text-align: center;">RICHARD ROE</div>				DO NOT TYPE MESSAGE BEYOND THIS LINE	
	(Example of format to be used for teletype messages to Central Office from Regions)					
NAME AND TITLE OF ORIGINATOR (Type)		ORIGINATOR'S TEL. NO.		DATE AND TIME PREPARED		
I certify that this message is official business, is not personal, and is in the interest of the Government.				SECURITY CLASSIFICATION		
 <small>(Signature)</small>				PAGE NO. NO. OF PAGES		

GPO 1957 O-7-423359

EXHIBIT B

NAME OF AGENCY HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		PRECEDENCE ACTION: NL INFO:		TELETYPE
ACCOUNTING CLASSIFICATION CHICAGO ILL		TYPE OF MESSAGE <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTI-ADDRESS		
THIS BLOCK FOR USE OF COMMUNICATIONS UNIT			CLASSIFICATION STANDARD FORM 14 REV. MARCH 15, 1957 GSA REGULATION 2:1X-203.04	
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)				THIS COL. FOR AGENCY USE
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">START MESSAGE ADDRESS HERE</div> <div style="flex-grow: 1;"> <p>JOHN BROWN HOUSING AND HOME FINANCE AGENCY 1124 POST OFFICE BUILDING ST PAUL MINN</p> <p>EXAMPLE OF TELETYPE MESSAGE TO CITY NOT SERVED BY PBS COMMUNICATIONS SYSTEM FOR REFILE WITH AND DELIVERY BY WESTERN UNION. INCLUDE AGENCY IDENTIFICATION, STREET ADDRESS, CITY AND STATE WHEN ADDRESSING MESSAGES TO FIELD LOCATIONS.</p> <p style="text-align: center;">THOMAS I DOE</p> <p style="text-align: center;">(Example of format to be used for commercial telegrams or teletypes for refile)</p> </div> <div style="writing-mode: vertical-rl; font-size: small;">DO NOT TYPE MESSAGE BEYOND THIS LINE</div> </div>				
NAME AND TITLE OF ORIGINATOR (Typed)		ORIGINATOR'S TEL. NO.	DATE AND TIME PREPARED	
I certify that this message is official business, is not personal, and is in the interest of the Government.			SECURITY CLASSIFICATION	
<div style="text-align: center;">  (Signature) </div>			PAGE NO. NO. OF PAGES	

GPO 1957 O-7-823399

Section 4

LONG DISTANCE TELEPHONE CALLS

POLICY

Long distance telephone calls shall be limited to urgent official business which cannot be transacted successfully by less expensive means. Calls should be limited to a few minutes whenever possible. Before placing a long distance call, thought should be given to the substance of the conversation and reference materials should be assembled.

Personal long distance calls shall not be made from official telephones and charged to the Government. If an emergency necessitates the placing of such a call, the employee must request the operator to charge the call to his residence telephone number.

By delegation of authority from the Administrator, the Regional Administrator is authorized to make and approve long distance telephone calls and may authorize employees under his supervision to make and approve such calls.

Authorization and Signature Card

Form H-242, *Authorization and Signature Card*, adapted as illustrated by Exhibit A, should be executed by each officer and employee who is either (1) authorized both to make official long distance telephone calls and to approve calls made by others or (2) authorized to make long distance telephone calls on official business subject to the approval of an authorizing officer. These signature cards shall be retained on file in the Administrative Division.

FEDERAL TELECOMMUNICATIONS SYSTEM CALLS

The General Services Administration operates the Federal Telecommunications System (FTS) covering over 426 cities in the 48 contiguous States. This System provides facilities for long distance telephone communications by Departments and Agencies of the Government at more economical cost than present commercial rates. Whenever possible the FTS shall be used for making long distance calls.

The General Services Administration has issued the FTS Users Guide and Supplement. They should be studied by personnel who place or authorize others to place long distance telephone calls.

COMMERCIAL CALLS

The term commercial call as used hereinafter means any long distance telephone call made through the use of facilities other than those of the

Federal Telecommunications System (FTS) and includes all incoming collect calls accepted and all calls to or from Alaska, Hawaii, or Puerto Rico or any other point outside the continental United States.

Long distance calls shall not be placed through commercial lines (if covered by FTS) unless a demonstrable emergency condition exists.

Reporting of Long Distance Commercial Calls

All official long distance commercial calls shall be reported daily on Form H-200.19, *Record of Long Distance Commercial Calls* (see Exhibit B). The report shall be certified by the employee authorized to make the call and shall be signed by the authorizing officer or his designee. When the person making the call is authorized both to make and to approve the long distance commercial call, only one signature is required on Form H-200.19. The report shall be submitted to the Administrative Division not later than the close of business of the day following the day on which the call was made.

HOUSING AND HOME FINANCE AGENCY

H-200.19
(8-64)

RECORD OF LONG DISTANCE COMMERCIAL CALLS

TO: Division of Finance and Accounts (Central Office)

*Extension _____

 Administrative Division (Regional Offices)

Date calls made _____, 19____

TYPE OF CALL **	NAME OF PERSON CALLED OR CALLING	PLACE CALLED OR ORIGIN OF COLLECT CALL	TIME CALL PLACED OR ACCEPTED	TIME CONSUMED (minutes)	PROGRAM CHARGEABLE

Constituent Unit _____ Organizational Unit _____

I certify that in the interest of the HHFA it was necessary to use the telephone for the above official long distance commercial call(s) and that a demonstrable emergency existed which prevented use of FTS.

(Signature and title of individual making calls or accepting collect calls)_____
(Signature and title of Authorizing Officer or Designee)

- * Insert office extension charged for calls placed and for collect calls accepted.
 ** Insert applicable symbol as shown below:

IC - Incoming collect call accepted DD - Direct dialing
 OP - Call placed through Operator

EXHIBIT B

Long Distance Telephone Calls

8/27/64

Section 5

INDISPENSABLE OPERATING RECORDS

This Section prescribes procedures for the selection and protection of vital operating records for the Agency's emergency preparedness program.

Each Regional Office is responsible for establishing and maintaining a reasonably current file of essential records at an approved relocation site so as to assure continuity of operations during and after an emergency resulting from enemy action. The Agency will rely upon the availability of these records, combined with augmenting records constituting the Central Office vital operating records in order to carry out its essential functions.

Basically, the records will be of two types :

- (1) Emergency operating records vital to the essential functions of HHFA for the duration of a national emergency, including attack upon the United States.
- (2) Records essential to the preservation of legal rights of individuals and the Government.

The records in the first group cover all aspects of housing and community facilities and include :

Emergency Plans Book for Housing and Community Facilities—including the following :

Emergency authorities : Executive Order 11004 ;
Chapter 15, HOUSING, of the National Plan ;
Chapter 15, HOUSING, of the Civil Defense
Guide ; Prepositioned Order of the
Administrator.

Continuity of Government : Succession Orders,
Relocation procedures ; DEFCON ; Emergency
Organization ;

Resource Management : damage assessment and
resource evaluation ; Central management of
resources ; Example of a State Plan for
Resource Management ; claimancy and
distribution procedures.

Operating Guides—for the use of tents and trailers; repair, conversion, construction, and management of emergency housing; the provision of community facilities related to housing; and establishment of a local emergency housing service.

Water Systems Maps—Data on existing water facilities and capacities.

Manuals, Handbooks, Directives—Agency's Manual series, operating procedures, policy documents; applicable emergency directives from control agencies, such as Treasury, CSC.

Personnel—List of all key regional personnel by name, title, home address, and telephone number. List should include URA, CFA, and PHA field employees, and those in FHA State and district offices; alerting pattern; executive reservists.

Other—Current LPA and LHA directories and project directories for all constituent programs, local directories; copies of current standard and Agency forms.

Some of the records in this group will be classified. It is the responsibility of the Regional Administrator, through the Civil Defense Specialist, to see that the transportation, accountability of, and safe-keeping facilities for these records are according to the standards required by Executive Order No. 10501, as amended, and as described in Section 5-1, Handling of Classified Defense Information.

The records in the second group are more readily identified. The majority of the records listed in this procedure seem to fall into this category, but conceivably the information on many of them would be essential to the Agency in carrying out its work during an emergency effected by enemy action.

The microfilming of certain documents and providing extra copies of others have been determined to be the most feasible and economical methods for the preservation of vital records.

RECORDS TO BE MICROFILMED

The following records shall be microfilmed as soon as possible after the close of each fiscal quarter, except retirement records and active CFA project control cards which shall be filmed annually showing status as of December 31:

General Ledgers	Microfilm quarterly
Subsidiary Ledgers (see text)	Microfilm quarterly
Individual Pay Cards (SF-1127)	Microfilm quarterly
Individual Retirement Record Cards (CSC Form 2806 or SF- 2806)	Microfilm annually as of the close of the calendar year
Active Project Control Cards— CFA	Microfilm annually as of the close of the calendar year

Subsidiary Ledgers

Subsidiary Ledgers shall include the following, with similar forms which may be devised for new programs or operations :

Form No.	Title	Program or Activity
H-200.8	<i>Project Advance Record, General Neighborhood Renewal Plan Advance Record, and Feasibility Survey Advance Record</i>	Slum Clearance and Urban Renewal
H-200.9	<i>Project Capital Grant Record, and Relocation Grant Record</i>	Slum Clearance and Urban Renewal
H-200.10	<i>Project Temporary Loan Record</i>	Slum Clearance and Urban Renewal
H-200.16	<i>Project Record</i>	Advance for Public Works Planning
H-200.20	<i>Project Planning Grant Record</i>	Urban Planning Assistance
H-200.20	<i>Community Renewal Grant Record, and Demonstration Grant Record</i>	Slum Clearance and Urban Renewal
H-200.54	<i>Grant Record</i>	Area Redevelopment
H-200.57	<i>Project Grant Record</i>	Accelerated Public Works Program
H-200.61	<i>Loan Record</i>	College Housing
H-213	<i>Loan Record</i>	Public Facility Loans, Senior Citizens Housing Loan, and Area Redevelopment
S.F. 1015	<i>Allotment Ledger, and Distribution by Object Class Account</i>	Salaries and Expenses
S.F. 1015	<i>Project Allotment Ledger, Regional Allotment Ledger—Non-administrative Staff Expenses, and Project Ledger—Nonadministrative Staff Expenses</i>	Federal School Construction
S.F. 1038	<i>Application and Account for Advance of Funds</i>	Salaries and Expenses (outstanding travel advances)

MICROFILMING ARRANGEMENTS

If it is possible, Regional Offices shall make arrangements to utilize the microfilm equipment of other Government agencies in the locality. The General Services Administration can furnish information regarding the location of such equipment. Where there are no Federal microfilm facilities available, arrangements should be made with a commercial microfilming company to utilize its customer service program whereby documents are taken to the contractor and filmed on 16-mm film. A

Regional Office employee shall remain with the records until the job is completed and then return them to the Regional Office. Two copies of the film shall be procured from the microfilming company. They can be positive and negative copies or two negatives, whichever process is more economical. One copy shall be forwarded to the Central Office and the other placed in the Regional relocation file.

PREPARATION OF RECORDS FOR MICROFILMING

Staples, signals, clips and other type fasteners shall be removed, and torn or damaged documents repaired before records are filmed. Records shall be microfilmed in the order in which they are maintained in the file.

Reel Numbering

Each reel shall be numbered with a three-part number to indicate the numerical designation of the Region, the numerical sequence of the quarter, and the fiscal year. When more than one reel is required they shall be numbered serially by placing the number in parentheses after the fiscal year. For example, the number for Region III to assign to the second reel for the third quarter of fiscal year 1965, ending March 31, 1965, will be III-3-65(2).

Targets

Targets are cards containing identifying and explanatory information which are filmed in appropriate position on the reel and become a permanent part of the microfilm reel. They provide finding media for reference to the filmed records. Examples of targets which shall be used in connection with the microfilming of indispensable operating records are at the end of this Section. They may be obtained by requisition from the Division of General Services, Records Management Branch.

Starting Targets

Starting targets identify the contents of the roll of film and are microfilmed as the first document on each reel. (See Exhibit A). They shall indicate the reel number, Agency name, Regional Office designation and location, type of records and period covered.

Title Targets

Title target shall be prepared to introduce each series of records and shall identify the type of records and explain the file arrangement. Exhibits B, C, D, and E are examples of title targets.

Flash Targets

A flash target is used to indicate the beginning point at which a desired group of records may be found. (See Exhibit F.) It is a specially designed target which is photographed several times before a file division to facilitate locating a particular group of records.

Certificate of Authenticity

This certificate, signed by the Regional Director of Administration, authenticates that the images on the reel are microphotographs of the official (or legally acceptable) records. (See Exhibit G.) It shows the names or numbers of the first and last images, the Agency identification and the type of records. This certificate will be the next to the last image on the reel.

Operator's Certificate

An operator's certificate shall be filmed as the last image on the film of the records of each Region. (See Exhibit H.) The certificate shall be signed by the machine operator, who certifies that all the records microfilmed are the same as those delivered to him and under conditions meeting the requirements of the National Bureau of Standards.

Identification of Credit Figures

Red figures appearing on the fiscal documents cannot be distinguished from black ones when microfilmed. All credit figures shall be identified by stamping in black ink the letters "CR" next to such figures.

INSPECTION AND PROOFING

After microfilming has been completed, the film shall be examined to ascertain that the original documents have been properly and clearly filmed without omissions, distortions, or other inferior images. The original documents of defective images shall be rephotographed and the corrected images inserted as retakes.

RETAKE TARGET

In order to support the authenticity of the rephotographed records, a "Start of Retake" target (Exhibit I) shall be microfilmed immediately preceding the documents to be rephotographed and spliced on the roll directly after the operator's certificate. A hole shall be punched through the defective images to indicate that the original documents have been microfilmed again and appear as retakes.

RETAKE CERTIFICATE

A combination retake certificate and end of retake target shall be filmed immediately after the last document in the retake section to certify the authenticity of the preceding documents and signal the end of the retake section. (See Exhibit J.)

INDEXES

Indexes for material microfilmed in the Regional Offices will be prepared in the Central Office.

TRANSMISSION TO CENTRAL OFFICE

One copy of the completed film shall be forwarded to the Central Office, Division of General Services, Attention: Records Management Branch. The Records Management Branch will combine the films from all Regions; therefore it is imperative that the microfilming process be completed as soon after the close of each quarter as practicable.

FILING

When the Regional Office reel containing the records for the latest quarter is filed in the Regional relocation file, all previous reels shall be destroyed with the exception of the second quarter reel which contains the individual retirement record cards and the project control cards for the calendar year. This material cannot be destroyed until it is replaced with subsequent film of individual retirement records and control cards.

DUPLICATE INDISPENSABLE OPERATING RECORDS

In order to permit the reconstruction of microfilmed records on as current a basis as is reasonably practical, and to provide broader supplementary information, duplicate originals of the documents listed below shall be assembled for filing at the relocation site bi-weekly for items (1) through (4), and quarterly for item (5). Any other material which the Regional Document Security Officer thinks essential for use under circumstances for which the file is maintained shall be included.

- (1) An extra certified copy of S.F. 1130, *Time and Attendance Report*, for each employee. Destroy the previous Time and Attendance Report with each replacement of a biweekly S.F. 1130. **EXCEPTION:** Retain each employee's S.F. 1130 for the first pay period in the calendar year for the entire year, and until replaced with the certified copy of the Time and Attendance Report for the first pay period of the following calendar year.
- (2) The quintuplicate copy of each Certificate of Deposit. It shall be conformed to the accomplished triplicate when such copy is returned from the Federal Reserve Bank. When the subsidiary ledgers are microfilmed at the close of the quarter and the film placed in the relocation file, the Certificates of Deposit recorded in the filmed ledgers shall be removed from the file and destroyed.
- (3) The Disbursing Officer's copy of the *Pay Roll Change Slip*, SF-1126b (after it has served its purpose). When the pay cards are microfilmed at the close of the quarter and the film placed in the relocation file, the change slips shall be removed from the file and destroyed.
- (4) The quadruplicate copy of each
 - SF-1166, *Voucher and Schedule of Payments*
 - SF-1081, *Voucher and Schedule of Withdrawals and Credits*

SF-1097, *Voucher and Schedule to Effect Correction of Errors*

SF-1098, *Schedule of Cancelled Checks*

SF-1151, *Appropriation Transfer Authorization*

GSA-789, *Statement, Voucher and Schedule of Withdrawals and Credits* prepared at the same time as the original set, conformed to the accomplished copy. When the subsidiary ledgers are microfilmed at the close of the quarter and the film placed in the relocation file, those copies of the vouchers, schedules, and transfer authorizations recorded in the filmed ledgers shall be removed from the file and destroyed.

- (5) Roster of retired Regional employees willing to be reemployed in the event of a civil defense emergency.

Servicing of Indispensable Operating Records at Relocation Site

A representative of the Agency shall make a trip to the site bi-weekly, on scheduled dates, to keep the relocation file up-to-date. The Regional Administrator shall arrange to have this responsibility shared equally, on a rotating basis, by all constituents of the Agency. Each constituent shall designate a representative to perform this function at specified intervals; thus each representative would make the trip to the relocation site only once every eight weeks. On the day before each scheduled date for the trip, each constituent shall deliver its accumulated material, properly identified by Agency name and date, to the appropriate representative scheduled to make the trip. Each constituent representative shall be responsible only for filing the material of his own agency. Other constituents' material shall be placed, intact, in a designated store file for eventual filing by the appropriate representative.

If a Post Office is located close to the relocation site, the Regional Office and each constituent may procure Post Office boxes to which the indispensable records are mailed (excluding classified records), at the required intervals. If this method of transmitting material is employed, the file can be serviced once each month instead of bi-weekly. In order to avoid excessive accumulations, each representative would be furnished with keys (or combinations) to the boxes and be required to remove the material and store it at the site, as instructed in the preceding paragraph.

The Director, Division of General Services, shall be furnished with the names of the Agency representatives responsible for servicing the indispensable operating files.

Vital Records Protection Status Reports

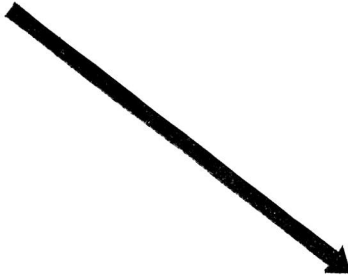
Annually, as of June 30, HHFA is required to submit VITAL RECORDS PROTECTION STATUS REPORT, GSA Forms 2034, 2035, to the National Archives and Records Service. PART I (Exhibit K) shall be used in reporting on emergency operating records and PART II

(Exhibit L) for rights and interests records. Regional Offices shall submit both PARTS I and II of the report in quadruplicate, filling in all information requested. If records appear to fall into both emergency operating and the rights and interests categories they shall be listed in both PARTS I and II of the report and be cross-referenced.

The completed forms shall be classified CONFIDENTIAL and the original and three copies dispatched by registered mail (see Section 5-1) to the Records Management Branch, Division of General Services, by the 5th of July. A special report shall be submitted whenever there is a change in the location of the records or a significant change occurs in the status or type of records protected. Only that portion of the report form applicable to the changes need be filled out.

EXHIBIT A

STARTING TARGET



REEL NO. I-3-65 (1)

HOUSING & HOME FINANCE AGENCY

REGION I NEW YORK, N. Y.

ACCOUNTING RECORDS

JANUARY 1, 1965 THROUGH MARCH 31, 1965

EXHIBIT B

GENERAL LEDGERS

EXHIBIT C

**FORM H-200.9
PROJECT CAPITAL GRANT RECORD
ARRANGED ALPHABETICALLY BY STATE
NUMERICALLY BY PROJECT**

EXHIBIT D

INDIVIDUAL PAY CARDS SF-1127

ARRANGED ALPHABETICALLY
BY NAME OF EMPLOYEE

EXHIBIT E

CSC FORM 2806
INDIVIDUAL RETIREMENT RECORDS
CALENDAR YEAR 1964
ARRANGED ALPHABETICALLY
BY NAME OF EMPLOYEE

EXHIBIT F

FLASH
NO.
1

FLASH
NO.
2

3/1/65

Indispensable Operating Records

EXHIBIT G

CERTIFICATION

THIS IS TO CERTIFY THAT THE MICROPHOTOGRAPHS APPEARING ON THIS REEL ARE ACCURATE AND COMPLETE REPRODUCTIONS OF THE OFFICIAL ACCOUNTING RECORDS OF ALL PROGRAMS OF THE HOUSING AND HOME FINANCE AGENCY, REGION VI, MAINTAINED IN THE ADMINISTRATIVE DIVISION, THROUGH March 31, 1965.

April 12, 1965
Date

Richard Roe
Regional Director of Administration

San Francisco, California
City and State

5-5

EXHIBIT H

OPERATOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THE MICROPHOTOGRAPHS APPEARING ON THIS REEL
STARTING WITH General Ledger - 102 Funds with D. C. AND
ENDING WITH SF-1127 Pay Cards, through Kzar ARE
ACCURATE AND COMPLETE REPRODUCTIONS OF THE OFFICIAL RECORDS OF
REGION NO. IV, OF THE HOUSING AND HOME FINANCE AGENCY,
CHICAGO, ILLINOIS
(City and State)
AS DELIVERED IN THE REGULAR COURSE OF BUSINESS FOR PHOTOGRAPHING.

IT IS FURTHER CERTIFIED THAT THE MICROPHOTOGRAPHIC PROCESSES WERE
ACCOMPLISHED IN A MANNER AND ON FILM WHICH MEETS WITH THE REQUIREMENTS
OF THE NATIONAL BUREAU OF STANDARDS FOR PERMANENT MICROPHOTOGRAPHIC
COPY.

April 15, 1965
Date

John Doe
Camera Operator

EXHIBIT I

START OF RETAKE

THE IMAGES APPEARING BETWEEN THIS POINT AND THE "END OF
RETAKE" ARE TRUE COPIES OF RECORDS, MICROPHOTOGRAPHS
OF WHICH WERE MISSING OR PROVED UNSATISFACTORY ON IN-
SPECTION OF THE ORIGINAL MICROFILM REEL.

NOTES

1. The following are the names of the authors of the papers in this volume:

INDEX

THE UNIVERSITY OF CHICAGO PRESS
530 N. Dearborn St., Chicago, Ill. 60610
U.S.A. and Canada
100 Brook Hill Drive, West Nyack, N.Y. 10994
U.S.A. and Canada
100 Brook Hill Drive, West Nyack, N.Y. 10994
U.S.A. and Canada

EXHIBIT J

III-3-65(2)
Reel Number

Atlanta, Ga.
City and State

RETAKE CERTIFICATE

I HEREBY CERTIFY THAT THE MICROPHOTOGRAPHS APPEARING BETWEEN "START OF RETAKE" AND THIS "RETAKE CERTIFICATE" ARE TRUE COPIES OF THE RECORDS WHICH WERE MISSING OR PROVED UNSATISFACTORY ON INSPECTION OF THE ORIGINAL MICROFILM REEL NO. III-3-65(1) AND ARE SPPLICED TO THE ORIGINAL REEL.

IT IS FURTHER CERTIFIED THAT THE MICROPHOTOGRAPHIC PROCESSES ARE ACCOMPLISHED IN A MANNER AND ON FILM WHICH MEETS WITH REQUIREMENTS OF THE NATIONAL BUREAU OF STANDARDS FOR PERMANENT MICROPHOTOGRAPHIC COPY.

April 12, 1965
Date

John Doe
Camera Operator

END OF RETAKE

EXHIBIT K

(CLASSIFIED STAMP)

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE VITAL RECORDS PROTECTION STATUS REPORT (PART I - EMERGENCY OPERATING RECORDS)		1. PROGRAM STATUS AS OF (Month, day, year)	
INSTRUCTIONS Please submit this report in duplicate to the address shown below. A separate report shall be prepared for each individually-operated vital records program.			
TO: <div style="margin-left: 40px;"> General Services Administration National Archives and Records Service Office of Federal Records Centers Washington, D.C. 20408 </div>			
2. DEPARTMENT OR AGENCY		3. BUREAU, SERVICE OR OFFICE	
4. REPORT COVERS <input type="checkbox"/> a. TOTAL ORGANIZATION <input type="checkbox"/> b. HEADQUARTERS ONLY <input type="checkbox"/> c. REGIONAL OR FIELD OFFICE			
5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)			
PROGRAM STATUS-			
DESCRIPTION		PHASE (Check)	
		COMPLETE (1)	INCOMPLETE (2)
a. DEFINITIVE PLANS PREPARED, REPRODUCED AND DISTRIBUTED TO KEY PERSONNEL			
b. RECORDS SELECTED			
c. RECORDS POSITIONED AT LOCATION(S)			
d. APPROPRIATE EQUIPMENT AVAILABLE AT LOCATION(S)			
7. REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS (Give brief explanation for each item checked incomplete in item 6)			
8. PROGRAM REVIEWED <input type="checkbox"/> a. ANNUALLY <input type="checkbox"/> b. SEMIANNUALLY <input type="checkbox"/> c. OTHER (Specify)			
9. LOCATION(S) OF PROTECTED RECORDS			
a. CITY, STATE AND ZIP CODE		d. STREET ADDRESS	c. ROOM NO.

GSA DC 64-17756
(CLASSIFIED STAMP)
GSA FORM JUN 64 2034

EXHIBIT K (Page 2)

(CLASSIFIED STAMP)

10. DESCRIPTION OF RECORDS AT LOCATION(S)	
FILE RECORD SERIES, DOCUMENT, OR PUBLICATION TITLE (Example: Quarterly reports - Available supplies of product X; Roster of technicians qualified for emergency water testing)	RECORDING MEDIUM (Paper, microfilm, punch-cards, etc.)

11. REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE	NAME AND TITLE (Please print)
BRANCH OR SECTION	TELEPHONE NO. (Or code) AND EXT.

(CLASSIFIED STAMP)

EXHIBIT L

(CLASSIFIED STAMP)

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE		1. PROGRAM STATUS AS OF (Month, day, year)
VITAL RECORDS PROTECTION STATUS REPORT (PART II - RIGHTS AND INTERESTS RECORDS)		
INSTRUCTIONS Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same organizational elements for which GSA Form 2034, dealing with emergency operating records, was completed.		
TO: General Services Administration National Archives and Records Service Office of Federal Records Centers Washington, D.C. 20408		
2. DEPARTMENT OR AGENCY		3. BUREAU, SERVICE OR OFFICE
4. REPORT COVERS		
<input type="checkbox"/> a. TOTAL ORGANIZATION <input type="checkbox"/> b. HEADQUARTERS ONLY <input type="checkbox"/> c. REGIONAL OR FIELD OFFICE		
5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)		
6. PROGRAM FOR SELECTING AND PROTECTING RIGHTS AND INTERESTS RECORDS HAS BEEN INITIATED		
<input type="checkbox"/> a. YES (See items 7 and 8) <input type="checkbox"/> b. NO (See item 9)		
7. PRESENT STATUS OF PROGRAM MEASURED IN TERMS OF OVERALL PROGRAM OBJECTIVES (Complete only if item 6 checked "Yes")		
8. LOCATION(S) OF PROTECTED RECORDS (Complete only if item 6 checked "Yes")		
a. CITY, STATE AND ZIP CODE	b. STREET ADDRESS	c. ROOM NO.
9. REASON FOR LACK OF PROGRAM (Complete only if item 6 checked "No")		
10. TARGET DATE FOR STARTING PROGRAM (If item 6 was checked "No" and target date not established, enter "None")		

GSA DC 64 17757

(CLASSIFIED STAMP)

GSA FORM JUN 64 2035

(C L A S S I F I E D S T A M P)	
BRANCH OR SECTION	
TELEPHONE NO. (Or code) AND EXT.	
SIGNATURE	
NAME AND TITLE (Please print)	
REPORTED BY (Official immediately responsible for Vital Records Program)	
11. DESCRIPTION OF RECORDS AT LOCATION(S) FILE RECORD SERIES, DOCUMENT OR PUBLICATION TITLE (Examples: Claim folders - property damage - settled cases; Research reports + designation - unpublished) RECORDING MEDIUM (Paper, microfilm, punch-cards, etc.)	
(C L A S S I F I E D S T A M P)	

Section 6

MONITORING OF TELEPHONE CALLS

The use of devices which record telephone conversations is prohibited by the Federal Communications Commission unless the device transmits an audible warning that the call is being recorded. As a matter of policy, no telephone recording devices of any kind, either mechanical or electronic, will be installed or used by the Housing and Home Finance Agency.

No employee of the Agency shall intercept a telephone conversation without the consent of the parties involved except in connection with investigations related to the National security. No interception shall be undertaken or continued without submitting a justification to the Administrator and through his office obtaining the approval of the Attorney General.

Secretarial assistants may, without making complete or partial verbatim transcripts, take notes of telephone calls for the purpose of setting up appointments and meetings, obtaining letters, reports, documents or other data needed for reference during the call or subsequent thereto, and performing other usual secretarial duties.



Section 1

PROCUREMENT OF SUPPLIES, EQUIPMENT, AND SERVICES

This Section prescribes procedures for the procurement of supplies, equipment, and services by HHFA Regional Offices. Insofar as is administratively feasible, field procurement functions will be performed at the Regional Office level. Certain supplies, equipment, and services, however, must necessarily be procured on a basis of centralized control. They are listed in this procedure as restricted items.

Supplies, equipment, and services for the Field Service shall be procured by authorized officers of the Regional Offices in accordance with regulations of the General Services Administration and the policies and limitations established in this Section.

UTILIZATION OF EXCESS PROPERTY

Prior to procurement or other acquisition of property, careful consideration shall be given to utilization of known usable excess property of a similar type, including the possibility of substitution or adaptation of excess items not identical with requested items, whether the excess items are unused, rehabilitated, or in used condition.

PROCUREMENT OF RESTRICTED ITEMS

Non-Stock Items

The restricted items listed below shall be requisitioned from the Office of Administration, Division of General Services, of the Central Office. Form H-10, *Requisition for Supplies and Equipment*, shall be submitted in triplicate, bearing the signature of the authorized Regional procurement official, with necessary explanation of need. Whenever a purchase of a restricted item is approved, a copy of Form H-10 showing approval will be returned by the Division of General Services to the Regional Office as authority for the issuance of an order. Such orders shall bear on all carbon copies a reference to the approval given by the Division of General Services.

- (1) All newspapers, magazines, and periodicals (except paper bound Decisions of the Comptroller General and publications available from the Superintendent of Documents).
- (2) Books (except additions to existing sets of Decisions of the Comptroller General, volumes costing \$3 or less, and items available from the Superintendent of Documents).
- (3) Cameras.

- (4) Filing Systems—FSC Class 7110—Group 74 (Rex Rotary, Diebold, visible files such as Virginia line by Acme, Kardex, open shelf, et cetera).
- (5) Furniture, Executive Class “A,” and other than standard not available under Federal Supply Schedules or from GSA Stores Depots.
- (6) Devices—FSC Class 6645 (time stamps, et cetera).
- (7) Office machines: calculators, dictating and transcribing, duplicating, photocopying, electric typewriters, and composing machines.
- (8) Printing, except as authorized below.
- (9) Projectors.
- (10) Recorders, tape or wire.
- (11) Rugs and carpets.

Stock Items

The following restricted items shall be requisitioned from the Division of General Services in accordance with the procedures outlined below:

- (1) Envelopes, printed and blank white.
- (2) Forms, Series H and CFA.
- (3) Forms, Standard, if required in 30 percent or less of GSA unit of issue.
- (4) Letterheads.
- (5) Printing and binding, other than as authorized below.

PURCHASE OF GSA STORES STOCK ITEMS

HHFA Regional Offices shall procure stock items listed in the GSA Stores Stock Catalog from the servicing GSA Regional Office or GSA Stores Depot. Orders should be submitted on a planned periodic basis so far as possible. When GSA Stores items are not available immediately, requirements may be purchased locally provided the cost does not exceed \$25.00. (See GSA Reg. 1-II-302.00.)

The GSA Stores Depot should be promptly notified when the stores stock is unacceptable, so that the matter may be resolved with the supplier, to the benefit of all Government agencies.

PURCHASE FROM THE FEDERAL SUPPLY SCHEDULE

The Federal Supply Schedule consists of schedules, or lists of term contracts, entered into on an indefinite quantity basis by the General Services Administration.

Purchase from these schedules is indicated as mandatory, or not mandatory, in the heading of the first page of each schedule. Although the use of a particular schedule may not be indicated as mandatory,

this source should be used whenever purchase from the schedule is more economical than purchase in the open market. (See the Purchase Order procedure below.)

OPEN MARKET PURCHASES

When articles or services are not listed in the Federal Supply Schedules and are not available from stocks of the servicing GSA Regional Office or GSA Stores Depot, purchases may be made in the open market in an amount not to exceed \$200.00 per purchase order. In the interest of economy, the market shall be canvassed to secure reasonable competition when the total cost is expected to be \$50.00 or more, and the purchase order placed with the lowest qualified bidder. The number of sources of supply solicited in effecting competition will depend on knowledge of the availability and cost of the required item. Piecemeal purchases to avoid the \$200.00 limitation shall not be made.

PURCHASE OF REPRODUCTION SERVICES

Photostats, blueprints, ozalids, mimeographing, and reproduction by direct image may be ordered from the Government Printing Office Field-Service Offices, or by authorized field plants of other Government agencies, listed in the Government Printing and Binding Regulations, provided the expenditure does not exceed \$200.00. Such items may also be ordered, within the \$200.00 limitation, from commercial sources when the services of a GPO plant or authorized plants of other Government agencies are not available, and provided such items are not "printing" as defined in paragraph 6 of the Printing and Binding Regulations. Expenditures in excess of this amount and all "printing" must be approved in advance by the Division of General Services. Reproduction machines in the Regional Offices shall be utilized to the maximum extent to provide needed services within the offices.

Procurement Of Forms And Stationery

HHFA Regional Offices are furnished copies of the Forms and Stationery Catalog, which lists forms, envelopes, letterheads, and labels stocked by the Property Management Branch, Division of General Services. Forms, envelopes, letterheads, and labels listed in the Forms and Stationery Catalog, and other printed items peculiar to Regional needs, such as overprinted Standard Forms, shall be requisitioned from the Central Office by the submission of Form H-10.

Standard Forms and other Government-wide forms, except those which require overprinting, shall be secured through the facilities of the Federal Supply Service as outlined in GSA Reg. 1-II-302.03.

HHFA Regional Office requirements for Standard Forms shall be secured by submitting a Purchase Order to the servicing GSA Regional Office or GSA Stores Depot. These forms are considered items of supply, rather than printing.

Standard Forms listed in the Stores Stock Catalog are required to be ordered in minimum quantities, as indicated by the GSA Unit of Issue, and in multiples thereof. Central Office records indicate that in many cases the minimum quantities specified by the catalog are in excess of quantities normally requisitioned by Regional Offices. In such instances, where the quantity needed is 30 percent or less of the specified unit of issue, Regional Offices may submit requisitions to the Central Office for items listed in the Forms and Stationery Catalog.

Normally, requisitions to the Central Office for printed forms and stationery listed in the Forms and Stationery Catalog should be limited to a three-to-six-month supply. Limited-use items may be ordered in larger quantities if desired. Requests from operating personnel which appear to be unreasonable should be returned to the initiating office for an explanation.

PURCHASES OF FOREIGN MATERIALS—BUY AMERICAN ACT

The Buy American Act (41 USC 10a-10d) provides generally that only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States, shall be acquired for public use in the United States unless the Administrator determines, pursuant to Executive Order 10582, December 17, 1954 (19 F.R. 8723), (a) the price of like materials of domestic origin is unreasonable, or (b) the purchase of like materials of domestic origin is inconsistent with the public interest. (See Volume II, Section 4-2-1, for additional material on this Act and pertinent citations from the Executive order.)

Determination That Items Are Not Mined, Produced or Manufactured in the United States

The Buy American Act does not apply if the items to be used, or the articles, materials, or supplies from which they are manufactured are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available quantities and of a satisfactory quality.

Regional Administrators are authorized by delegation of authority under Volume II, Sec. 5-15-9, to determine that particular articles, materials or supplies . . . are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

In making the required determination, there shall be considered whether similar domestic articles, materials and/or supplies will adequately serve program needs. The determination should be in the form of a statement of fact certified on the carbon copies of the procurement document as follows:

“Corresponding articles, materials or supplies are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

(Signature)”

When purchasing against contracts of other departments, such as Federal Supply Schedule Contracts, necessary determinations and certifications generally will have been made by the heads of those respective departments.

PROCUREMENT OF ADVERTISING

Authority to authorize the publication in newspapers of advertising has been delegated to certain Regional Office officials. (See Volume II, Sec. 5-15-23.)

Although this basic authority may not be redelegated, the administrative duties involved in accomplishing advertising may be assigned to subordinate officials in accordance with the provisions of 7 GAO 5220.10 (GAO Policy and Procedures Manual).

Selection of Advertising Medium

In placing official advertising in newspapers, no favoritism shall be shown to any publication, and there shall be no discrimination with respect to any publication because of its editorial attitude. The sole consideration governing the placement of advertising shall be the adequacy of the medium for the accomplishment of the purpose of the advertising.

Advertising Orders

Standard Form 1143, Revised, *Advertising Order*, shall be used to procure the publication of advertising which has been administratively approved by an official to whom such authority has been delegated. Standard Form 1143, Revised, may be signed by that official or by an employee to whom authority to place the advertising order has been assigned. Reference to assignments of authority to place advertising orders, including the date and number of the instrument by which the assignment was made, will be entered on Standard Form 1143 in the box provided for this purpose, to the left of the signature. This is in addition to the reference to the basic delegation of authority required in the box in the upper right-hand corner of the form.

Vouchers

Publisher's vouchers shall be submitted on Standard Form 1144, Revised, and Standard Form 1144a, Revised, as prescribed by 7 GAO 5230, and the "Instruction to Publishers" listed on Standard Form 1143, Revised.

PURCHASE OF SERVICES

Services listed below may be procured by Regional Offices without prior approval, provided the estimated cost of the entire individual obligation does not exceed \$200.00. Such services may be procured in the open market only when they cannot be obtained from existing Government-owned or operated facilities or from Federal Supply Schedule repair service contracts:

- (1) Local drayage.
- (2) Moves within the same building.
- (3) Repair of typewriters, office machines and furniture.
- (4) Automobile repairs caused by normal wear and deterioration. Preventive maintenance will be exercised continually to reduce the frequency and cost of such repairs. Purchase orders for automobile repairs or tires shall be itemized, and shall identify by tag number the automobile for which procured.

RENTAL OF MOTOR VEHICLES

Motor vehicles for official purposes may be obtained from motor pools of the General Services Administration. No current statutory authority exists which permits rental directly from a commercial source. This absence of authority, however, does not prohibit rental of a vehicle by an employee incident to completion of an official travel assignment.

PURCHASE OF STENOGRAPHIC REPORTING SERVICE

If a Regional Office does not have stenographic reporting personnel available, such service may be procured under existing contracts, or on the open market, if the estimated cost for a single report does not exceed \$100.00. Expenditures estimated to exceed \$100.00 must be approved in advance by the Division of General Services.

RECURRING SERVICES

When there is a recurring need for supplies or services, regardless of the number of payments to be made, such supplies or services may be procured by the issuance of a blanket purchase order, provided the overall amount involved does not exceed the open market limitation within the fiscal year and provided further that such purchase is not limited or restricted elsewhere in this Volume. A blanket purchase order shall be issued on a monthly, quarterly, or fiscal year basis for such recurring service and should provide that invoices be presented monthly. Contracts need not be executed for public utility services, regardless of the amount or the number of payments to be made, when the utility company rates are fixed by government regulatory action.

CONTRACTS

Contracts shall be numbered in consecutive order regardless of the fiscal year. The serial number shall be prefixed by the Agency symbol

H, followed by the Regional Series in parentheses (e.g. H(202)-1 for the first contract made by Region II). The following Regional symbols shall be used:

- H(102)—Region I
- H(202)—Region II
- H(302)—Region III
- H(402)—Region IV
- H(502)—Region V
- H(602)—Region VI
- H(702)—Region VII

PREPARATION AND ROUTING OF PURCHASE AND SUPPLY ACQUISITION DOCUMENTS

Intra-Regional Regulations

Form H-10 shall be used by Regional Offices and offices reporting through Regional Offices for requesting supplies, equipment, forms, stationery, and services. Each Form H-10 submitted by a requisitioning office shall be numbered with a two-part number to indicate numerical sequence and the fiscal year. For example, the first request issued during the fiscal year 1963 by a subordinate office will be 1-63; the tenth request will be 10-63; etc. Requisition numbers will be entered by the requisitioning office and used for reference purposes in tracing requisitions.

The requisitioning office will retain a carbon copy of each requisition and will forward the original and 1 copy to the authorized Regional procurement official, who will return one copy with an indication of the purchase order number, or as a packing list if the requisition is filled from available stock.

Requisitioning from Central Office

Form H-10 will also be used for requisitioning restricted items, letterheads, envelopes, labels, and administrative forms from the Division of General Services. (See Exhibit A.)

Requisitions must be submitted through an authorized Regional procurement official and shall be transmitted to the Office of Administration, Division of General Services, in an original and two copies. The original shall be signed by an authorized Regional procurement official. All such Forms H-10 shall be numbered serially in a separate series indicating Region and fiscal year. For example: III-1-63 would be the first requisition for Region III during fiscal year 1963.

Copies of HHFA publications normally in demand, other than legislative material, are stocked in the Division of General Services, Printing and Reproduction Branch, and may be obtained by the submission, in duplicate, of Form H-68, *Requisition for Publications*. (See Exhibit B.)

Legislative material is distributed by the Office of General Counsel, Legislative Reference Service.

Procurement by Purchase Order, Form H-35

Form H-35 shall be issued whenever the expenditure of Government funds is contemplated for the procurement of supplies, equipment, and services.

A register shall be maintained in which purchase orders shall be listed according to the numbering sequence in which they are issued. The register shall consist of four columns and shall show (1) serial number; (2) date of purchase order; (3) name of vendor; and (4) brief description of first item on purchase order. One additional column may be provided and used to show requisitioning office, if desired.

Form H-35 (Exhibit C) shall be signed by authorized Regional procurement officials to purchase non-restricted supplies or services. Purchase orders shall be numbered consecutively starting with number 1 at the beginning of each fiscal year. A purchase order number should consist of the Region in Roman numerals, the serial number, and the last two digits of the fiscal year. For example, III-1-63 would be the first number for Region III in fiscal year 1963.

Purchase orders may be amended or canceled by the issuance of a new purchase order, using the same number suffixed by amendment #_____ or cancellation. (See Exhibit D.) A canceled purchase order number shall not be assigned to any other purchase. The action to be taken shall be shown in the space marked Articles or Services.

All blocks of the purchase order shall be filled in, including point of issue, allotment code, delivery time, discount terms, and address of office where payment will be made. Confirming purchase orders shall show the date the supplies were delivered or the services performed. The following distribution of purchase orders is recommended:

- (1) Vendor's Copy (original), to the vendor.
- (2) Issuing Office Copy (yellow), kept by the Regional procurement official for the numerical purchase order file.
- (3) Finance and Accounts Copy (blue), to the Regional Fiscal Office.
- (4) Purchase Record Copy (orange), kept by the Regional procurement official for the alphabetical vendor reference file.
- (5) Receipt Copy (pink), to the consignee for accomplishment upon receipt of goods and forwarding to the Regional Administrative Branch.
- (6) Property Records Copy (buff), same distribution as Receipt Copy above.
- (7) Commodity File Copy (white), to the Division of General Services as soon as the purchase order is issued.
- (8) Consignee's Copy (white), to the consignee for his files.

- (9) Federal Supply Service Copy (green). (No longer required by FSS but may be used when purchase order is required in duplicate, such as orders to Federal Prisons or to some agency for excess property.)

Each Form H-35 requires the entry of a Method of Purchase in the upper left-hand corner of the form. The following paragraphs define entries to be made:

- (1) *Federal Supply Schedule*. Purchases made under Federal Supply Schedule Contracts. Do not include purchases made under the Schedule of Blind-Made Products.
- (2) *Federal Supply Service Stock*. Used in the purchase of stores stock from the Federal Supply Service. (See Purchase of GSA Stores Stock Items above.)
- (3) *Surplus Property Transfer*. Requests for transfer or surplus property from the General Services Administration, or from any other agency.
- (4) *Advertising (Rev. Stats. § 3709 41 U.S.C. 5)*. Purchases made from commercial sources after advertising pursuant to Rev. Stat. § 3709 or similar law.
- (5) *Exemptions from Rev. Stat. § 3709*. Purchases made from commercial sources without advertising for bids, when exempted from the advertising requirements of Rev. Stat. § 3709.
- (6) *Miscellaneous*. Purchase orders issued to the General Services Administration which are not covered by method 3; purchases from Federal Prison Industries, Inc.; purchases from the Schedule of Blind-Made products; purchases against contracts by another agency and any other purchases not covered by Methods, 1, 3, 4, and 5.

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		REQUISITION FOR SUPPLIES AND EQUIPMENT				H-10 (2-59)	REQUISITION NO. III-15-63
						DATE January 22, 1963	
DELIVER TO			FOR SERVICES USE ONLY				
NAME John Doe	EXT.	APPROPRIATION	POSTED BY				
BUILDING	ROOM NO.	P.O. NO.	FILLED BY				
DIVISION AND BRANCH Regional Office III, Atlanta, Georgia		P.O. DATE	B.O. NO.				
ITEM NO. (Catalog or Form)	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT		
Form H-28	Transmittal Slip	30	pad				
Form H-674	Guide Form of Contract Documents for Site Preparation	75	each				
L-1F	Labels, ORA, 3x5, with indicia	10	pad				
I certify that the supplies and/or equipment requisitioned above have been received			APPROVED BY:				
_____ (DATE)			_____ TITLE Regional Director of Administration				
_____ (RECEIVING EMPLOYEE)							

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EXHIBIT B

H-68
(10-58)HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

REQUISITION FOR PUBLICATIONS

(Submit in duplicate)

DELIVER THIS FORM PROMPTLY TO:		<i>Return DUPLICATE to Requesting Office. ORIGINAL will be retained in Printing and Reproduction Branch.</i>	
1. Printing & Reproduction Branch			
2. ORDERED BY:		P & R BRANCH USE ONLY	
Name _____ (Signature)		DATE RECEIVED	DATE ORDER FILLED
Title <u>Reg. Dir. of Admin.</u>			
ROOM	BLDG.	BACK ORDERED:	
323	989 Market St S.F. 3, Cal.		
PHONE	DATE	FILLED BY:	
6184	Feb. 7, 1963		
TITLE OF PUBLICATION			
<u>FACT SHEETS</u>			
Public Facility Loans			
Federal Programs for Senior Citizens			
The Urban Renewal Program			
NUMBER OF COPIES		DELIVERY METHOD:	
50 each		<input checked="" type="checkbox"/> MAIL <input type="checkbox"/> SPECIAL <input type="checkbox"/> MESSENGER <input type="checkbox"/> RUN-STOP	
SEND TO: Region VI Housing and Home Finance Agency Office of the Regional Administrator Room 323, 989 Market Street San Francisco, California			

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EXHIBIT C

METHOD OF PURCHASE <small>INDICATE METHOD BY NUMBER</small> 1. Federal Supply Schedule 2. Federal Supply Service Stock 3. Surplus Property Transfer 4. Advertising (R.S. #3709) 5. Other Exemptions from K. S. #3709 6. Miscellaneous	H 35 (9/38) PURCHASE ORDER HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR	# This number must appear on all packages and papers relating to this order. Order No. I-74-63 (Amend. #1) Date January 24, 1963				
↓ 1	Point of Issue New York, New York					
Requisition No. I-19-63 Allotment 31.1	Appropriation Symbol and Title 8630100. Salaries and Expenses Office of the Administrator Housing and Home Finance Agency, 1963					
To Remington-Rand Division of Sperry Rand Corporation 2121 Wisconsin Avenue, N. W. Washington 7, D. C.	Consignee and Destination S Housing and Home Finance Agency H Region I - Room 906 P 346 Broadway T New York 13, New York					
Invitation No.	Contract No. GS-00S-76787	Time for Delivery 1-90 days	Discount Terms Net			
F.O.B. Point	Destination	Ship Via	Gov't B/L No.			
ITEM NO.	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
	Refer to purchase order I-74-63 dated January 22, 1963 for one adding machine and amend to increase the cost from \$170.55 to \$194.00. Balance of the order remains the same. Amount to be increased - \$13.45					
INSTRUCTIONS TO VENDORS				NEW	TOTAL	\$ 195.37
To receive payment submit a public voucher (U. S. Standard Forms 1034 and 1034a) or two copies of your invoice. Sign only one copy of your invoice. Payment will be made by: Housing and Home Finance Agency, Office of the Administrator.				Signature Name John Doe Title Regional Director of Administration		
VENDOR'S COPY						

EXHIBIT D

METHOD OF PURCHASE <small>INDICATE METHOD BY NUMBER</small> 1. Federal Supply Schedule 2. Federal Supply Service Stock 3. Surplus Property Transfer 4. Advertising (R.S. #3709) 5. Other Exemptions from K. S. #3709 6. Miscellaneous		K-33 (9/58)	PURCHASE ORDER HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			This number must appear on all packages and papers relating to this order. Order No. I-34-63	
		↓ 1	Point of Issue New York, New York			Date January 22, 1963	
Requisition No. I-19-63 Allotment 21.1		Appropriation Symbol and Title 8630100. Salaries and Expenses Office of the Administrator Housing and Home Finance Agency, 1963					
To Remington-Rand S Division of Sperry Rand Corporation L 2121 Wisconsin Avenue, N. W. E Washington 7, D. C. R			Consignee and Destination S Housing and Home Finance Agency H Region I - Room 906 P 346 Broadway T New York 13, New York O				
Invitation No.		Contract No. 63-008-36237		Time for Delivery 1-90 days		Discount Terms Net	
F.O.B. Point Destination			Ship Via		Gov't. B/L No.		
ITEM NO.	ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
50-23-2(f) Index #54	Machine, adding, electric, Remington-Rand, Model 40801-10, lists and totals 8 columns	1	each	\$170.55	\$ 170.55		
	Federal Excise Tax	1	each	11.37	11.37		
					TOTAL \$ 181.92		
INSTRUCTIONS TO VENDORS To receive payment submit a public voucher (U. S. Standard Forms 1034 and 1034a) or two copies of your invoice. Sign only one copy of your invoice. Payment will be made by: Housing and Home Finance Agency, Office of the Administrator.				Signature Name John Doe Title Regional Director of Administration			
VENDOR'S COPY							

Section 2

PERSONAL PROPERTY MANAGEMENT

This Section prescribes procedures for the personal property management function in HHFA Regional Offices and in offices reporting to HHFA Regional Offices.

All employees are responsible for the proper care, use, and protection of Government-owned personal property.

The Regional Administrator is responsible and accountable for Government-owned property within the custody of the Region.

The Regional Director, Administrative Management, is responsible to the Regional Administrator for directing activities pertaining to the establishment of personal property procedures and for the installation and maintenance of personal property accountability records. This responsibility includes the designation of property officers or property custodians to prepare and maintain property records, identify and inventory property, and reconcile approved physical inventories with the General Ledger accounts.

Regional Office staff members whose duties include some phase of responsibility for personal property management should keep informed of applicable regulations of the General Services Administration in addition to the instructions in this Section.

DEFINITION OF PERSONAL PROPERTY

Personal property is property of any kind or any interest therein, except real property and records of the Federal Government. Personal property is divided into *Supplies* and *Equipment*.

Supplies include all commodities which are:

- (1) Essentially consumed or expended within one year after put into use, or
- (2) Converted in the process of construction or manufacture, or
- (3) Used to form a minor part of equipment or fixed property, or
- (4) Of little monetary value and normally purchased from 08 (Supplies and Materials) funds, such as desk trays, inexpensive pen sets, ash trays, calendar stands, and telephone list finders.

Equipment includes:

- (1) Personal property of a more or less durable nature which may be expected to have a period of service of a year or more after put into use without material impairment of its physical condition. It excludes items which are used to form a minor part of equipment. For purposes of this procedure, equipment is further divided into Capital and Non-Capital Equipment.
- (2) *Capital Equipment* includes all items listed on Form H-54 (Rev. 3-59), *Physical Inventory Report of Capital Property*. (See

Exhibit A.) This list may be revised by the Division of General Services as necessary to add items or to eliminate items.

- (3) *Non-Capital Equipment* is any item of equipment not included under (2) above.

RECORDS OF EXPENDABLE SUPPLIES

Supplies are considered expended on receipt of a signature on the acquisition document or a statement that they were consumed during normal operations. Recordkeeping, as prescribed below for capital equipment, does not apply to supplies. However, an inventory control should be maintained for any concentration of supply items in excess of normal cupboard stocks held for issue to offices reporting to the Regional Office.

The Regional Director, Administrative Management, shall be responsible for seeing that supply items are adequately protected against fire, theft, deterioration, and misuse.

NON-CAPITAL EQUIPMENT

Identification of Non-Capital Items

Non-capital items may be identified with decalcomanias but this is not mandatory. Identification serves a useful purpose in instances where office space is occupied by others in addition to HHFA employees.

Books acquired shall be identified as HHFA property by stamping "HHFA" on the inside front and back covers and on Page 13. A record of books on hand should be maintained in the Regional Office.

Records of Non-Capital Items

Items of equipment which are not included on Form H-54 (Rev. 3-59), *Physical Inventory Report of Capital Property*, will not be set up in the property accounts or General Ledger accounts, and will not be subject to the group recordkeeping and control prescribed for capital equipment. However, the Regional Director, Administrative Management, shall insure that adequate measures are taken to safeguard this property against loss, damage, or excess accumulation. Items of this kind shall not be included in the annual equipment inventory but the Regional Director, Administrative Management, should institute records and internal inventories as appear necessary.

CAPITAL EQUIPMENT

Identification of Capital Equipment

Items of capital equipment shall be identified by an HHFA decalcomania except items upon which application of a decalcomania is not practicable. Unnumbered decalcomanias should be used on machines; numbered decalcomanias should be used on other items until the present supply of numbered decalcomanias is exhausted, when unnumbered decalcomanias will be used.

To facilitate examination of HHFA property for identification pur-

poses, decalcomanias shall be placed in a uniform fashion. On the more common items they shall be placed as follows:

Bookcase sections—upper right front.

Desks—front of right leg approximately three inches from top of desk.

Filing cabinets—upper right front corner.

Supply cabinets—upper right front corner.

Swivel and arm chairs—back of chair, center of seat.

Tables—front of right leg approximately three inches from top of table.

Typist chairs—rear of upper back rest.

Typist stands—front of right leg approximately three inches from top.

Decalcomanias may be affixed in more practicable locations on leather upholstered and executive Class "A" equipment. On equipment not listed above, decalcomanias shall be applied in the most appropriate location. Additional decalcomanias will be furnished as needed upon request to the Division of General Services.

Records of Capital Equipment

Form H-91, *Property Group Control Card*. Receipt or disposition of capital equipment, whether the transaction is partial or complete, shall be recorded promptly on Form H-91 by group classification. (See Exhibit B.) Items on *Property Group Control Cards* shall be confined to the items listed on Form H-54 (Rev. 3-59), *Physical Inventory Report of Capital Property*, without deviation from the group description shown on Form H-54.

Form H-91 shall be maintained in a visible pocket-type file, similar to book styles available under the Federal Supply Schedule. Each group item shall be identified with a $\frac{5}{8}$ " title insert in each pocket.

Form H-90, *Property Recapitulation Card*. Receipt or disposition of capital equipment, whether the transaction is partial or complete, shall be recorded promptly on Form H-90. (See Exhibit C.) The total valuation of the *Property Recapitulation Card* must be in agreement with the combined totals of all *Property Group Control Cards* at all times.

Form H-90 is designed for use in a ring-type binder, although it may be maintained otherwise if desired.

Form H-2, *Machine Record Card*. In addition to the *Property Group Control Cards* for office machines, an individual record on Form H-2 showing date acquired, acquisition reference, serial number, cost, maintenance data, and other information shall be maintained for each serially numbered capitalized machine. (See Exhibit D.)

Form H-2 shall be maintained in a visible pocket-type file similar to book styles available under the Federal Supply Schedule. Each machine card shall be identified with a $\frac{5}{8}$ " title insert in each pocket.

Actions Affecting Records of Capital Equipment

Actions increasing the property account, such as acquisitions, adjustment of prices, or corrections, shall be posted in blue on Form

H-90 and Form H-91. Actions decreasing the property account shall be posted in red.

Items except serially numbered machines shall be removed from the property account on an average-cost basis.

Serially numbered machines shall be removed from the property account at the acquisition cost shown on Form H-2, *Machine Record Card*.

Personal Charge Record of Capital Equipment

A signed Form H-26, *Receipt for Property*, shall be secured from individuals having possession of capital equipment such as portable typewriters, cameras, and other items determined by the Regional Director, Administrative Management, to require personal charge. (See Exhibit E.) On separation, each employee must account for property charged to him and be cleared of indebtedness under the procedure in Volume V, Section 2-4-3, before he may receive his final salary payment.

Inventory of Capital Equipment

Annual physical inventories shall be taken by each Regional Office and each office reporting to a Regional Office as of June 30 of each year and at such other times as may be prescribed by the Regional Director, Administrative Management, or the Central Office Division of General Services. Form H-54 (Rev. 3-59), *Physical Inventory Report of Capital Property*, shall be used for this purpose. Only items of capital equipment shall be included in the inventory report. (See Exhibit A.)

Offices reporting to a Regional Office shall prepare Form H-54 in an original and 2 copies. The original and 1 copy shall be sent to the Regional Office and a copy retained in the preparing office. The Total Valuation column on Form H-54 will not be filled in on reports made by offices reporting to a Regional Office.

Regional Offices shall prepare a consolidated inventory report on Form H-54 in an original and 1 copy. The inventory report shall be signed by the Regional Director, Administrative Management.

In addition to the inventory report, Regional Offices shall prepare a summary of selected machines by age group on Form H-92 (see Exhibit F; only the machines shown in the exhibit shall be reported) and a summary of acquisition and disposition actions. (See the paragraph on Financial Accountability for Capital Equipment.)

The original consolidated inventory report, a copy of the inventory report of each office reporting to a Regional Office, the summary of selected machines and the summary of property actions shall be forwarded in time to reach the Central Office Division of General Services by August 1 of each year. A copy of each report shall be retained in the Regional Office.

Discovery of Capital Equipment During Inventory

Normally, careful regard for custody of property and prompt record posting will prevent discrepancies between a physical inventory and the accountability record. However, an item discovered which is in addition to capital equipment reflected in the accountability records may be added to Form H-90 and Form H-91, and a notation made in the Reference Document column "Discovered by Inventory." The

record in support of addition of the item shall include a statement disclosing investigation made to determine former ownership and shall be in sufficient detail to facilitate future custody or disposal. A copy of the statement shall be sent to the Central Office Division of General Services. The statement need only refer to the appropriate *Report of Survey* in instances where property is located which had been removed from the records by survey action because of failure to locate the property when taking a prior physical inventory.

Financial Accountability for Capital Equipment

The total inventory value of capital equipment in the Regional Office and in offices reporting to the Regional Office is set up in the General Ledger accounts. The procedure for maintaining financial accountability of capital equipment is in Section 7-3-2 of Volume V.

Documents reflecting property transactions which increase or decrease the value of capital equipment shall be routed through the appropriate office for fiscal accounting postings.

The physical accountability records shall be reconciled with the financial accountability records at the end of each calendar quarter. As of June 30, a capital equipment summary of acquisition and disposition actions during the reporting year shall be prepared in an original and 2 copies. (See Exhibit G). The summary shall begin with the previous year's capital inventory valuation and end with the valuation shown on Form H-54 (Rev. 3-59), *Physical Inventory Report of Capital Property*, for the current June 30 period. The original summary shall be sent (with Form H-54) to the Central Office Division of General Services, a copy (without Form H-54) to the Central Office Division of Finance and Accounts, and a copy retained in the Regional Office.

ACQUISITION OF PERSONAL PROPERTY

Transfers Within the Agency

Capitalized property may be transferred between offices within the Regional jurisdiction on approval of the Regional Director, Administrative Management, but prior approval must be obtained from the Central Office Division of General Services before transfer of items between Regions.

In transfers between Regions, the releasing Regional Office shall prepare Form H-55, *Property Transfer Report*, in an original and 5 copies. (See Exhibit H.) These forms should be numbered in a consecutive series by the releasing Regional Office. The original and 2 copies of Form H-55 shall be sent to the receiving Regional Office where the original and 1 copy will be receipted and returned to the releasing Regional Office. The receipted copy will be forwarded to the Central Office Division of General Services by the releasing Regional Office and the receipted original retained.

In transfers between the Regional Office and the Central Office, the same transfer procedure shall be followed except that 2 copies of Form H-55 shall be sent to the Central Office Division of Finance and Accounts to support Form H-219, *Inter Office Transfer Voucher*.

The above instructions on transfers apply also to non-capitalized property transfers except that no fiscal reporting actions are necessary.

Capital Property Acquired Without Cost

When capital property is acquired without cost, a value shall be placed on the items for accountability purposes. When the present value of the property is not shown on the acquisition document, the approximate cost of a similar item from the General Services Administration or from a local source may be used.

DISPOSITION OF PERSONAL PROPERTY

Disposition of property is usually accomplished by:

- (1) Reporting and release of excess property to a disposal agency;
- (2) Transfer;
- (3) Sale;
- (4) Property survey.

Before disposal, transfer, or loan of excess property, the Regional Director, Administrative Management, shall send a listing of items considered to be excess to the Central Office Division of General Services for approval. Upon receipt of approval for action, the property shall be disposed of under the procedures in this Section and in the Regulations of the General Services Administration.

Most excess property will be disposed of through reporting to the General Services Administration, or by the Regional Office after clearance by the General Services Administration following reporting. Some exceptions to this method, however, are explained in the following paragraphs.

Reports to the General Services Administration of excess personal property shall be made on Standard Form 120, *Report of Excess Personal Property*, and Standard Form 120a, *Continuation Sheet*, and shall be prepared in a sufficient number of copies to provide for distribution to the appropriate General Services Administration Regional Office and 1 copy to the Central Office Division of General Services.

Under GSA Regulations, some personal property which has been determined to be excess may be disposed of through transfer at fair value to other Government agencies without reporting to the General Services Administration. Transfers without exchange of funds are limited to intra-agency transfers; transactions where the fair value of equipment transferred, at one time, from one location, is less than \$100; and to those transfers requiring prior GSA approval under GSA Regulations.

Unserviceable property shall be subjected to *Report of Survey* action, more fully described below.

Items having a salvage value shall be disposed of by sale in accordance with applicable GSA Regulations. The results of such sales shall be filed with the *Report of Survey*.

Items having no sale value shall be broken up or destroyed by burning. The destruction of the surveyed property shall be witnessed by a responsible employee, who shall certify as to the method of destruction. A copy of the certification shall be sent to the Regional Office for information and notation in the property records of capital equipment.

(Since no financial accountability is maintained for non-capitalized property, an estimated acquisition cost may be placed on such property whenever a disposal document calls for this information.)

Sets of books having an original acquisition cost of less than \$500 per line item, determined by the Regional Director, Administrative Management, to be obsolete or superseded, and having no Regional usefulness, may, after reasonable local inquiry discloses the books are not needed by other agencies, be discarded as scrap without prior approval of the Central Office Division of General Services.

Regional Office employees shall not purchase, either directly or indirectly, Agency property being sold as Government surplus.

REPORTS OF SURVEY

Upon determination that capital equipment has become lost, damaged, unserviceable or stolen, the property custodian or property officer shall initiate Form H-27, *Report of Survey*, for review of the circumstances, determination of cause of the occurrence, and information and recommendations necessary to permit a final decision to be made as to appropriate action in the matter. (See Exhibit I.) This form, completed as to initial statements of facts, shall be referred by the Regional Director, Administrative Management, to the Regional Property Survey Board.

The Regional Property Survey Board shall be constituted of three members appointed in writing by the Regional Administrator. One member shall be appointed to act as Chairman of the Board. Regional property officers, custodians, or others accountable or responsible for the property in question shall not be designated as members of the Board. The Board shall act upon the *Report of Survey* as a fact-finding and advisory body with responsibility for making a complete investigation and recommendations to provide a sound basis for final decision by the approving authority. Members shall be individually responsible for exercise of independent judgment and complete exploration of the pertinent facts. Special care shall be taken in fixing responsibility for the occurrence and in recommending disposition of the property. Whenever possible, findings shall be supported by personal inspection of property, certified statements in writing by responsible employees or witnesses, and other evidence of fact. Supporting written statements shall be attached to and constitute a part of the Board's report. The actual condition of unserviceable property will be attested through personal inspection by the Board or by written certificate of a responsible employee. Findings of unserviceability shall include an estimate as to salvage value, and Board recommendations shall include suggested disposition or destruction of the property. The Regional Property Survey Board shall enter on the *Report of Survey* form a complete and detailed statement of findings made, the basis for each finding, and finally, the recommendations of the Board as to actions appropriate to conclude the matter.

The Regional Director, Administrative Management, shall review the *Report of Survey* to insure compliance with this procedure, particularly as to complete exploration and report by the Board. The report shall then be sent to the Regional Administrator for completion of the space

marked "Decision of Reviewing Officer." After approval action by the Regional Administrator, the fiscal and property officers' certificates on the Report shall be completed, and a copy of the report sent to the Central Office Division of General Services.

Capitalized property determined to be lost by reason of theft shall be immediately reported by the responsible property custodian or property officer to the appropriate local law enforcement authority, and if not found after appropriate investigation and period of time, a *Report of Survey* shall be initiated and processed. No recommendation shall be made by the Regional Property Survey Board until a conclusive report is obtained from the local law enforcement authority.

The above survey action procedure covers capitalized property but it may be applied to other personal property when the Regional Director, Administrative Management, believes such action is necessary.

EXHIBIT A

Page 1 of 2 H-55
(3-59)

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR PHYSICAL INVENTORY REPORT OF CAPITAL PROPERTY	ORGANIZATIONAL UNIT Region I LOCATION (City and State) New York, New York FOR PERIOD ENDING June 30, 1959	
DESCRIPTION	TOTAL QUANTITY	TOTAL VALUATION
FURNITURE:		
Bookcase (cabinet or credenza type).....	2	\$ 249.80
Cabinet, filing, letter or legal, 2-drawer, wood.....		
Cabinet, filing, letter or legal, 2-drawer, metal.....		
Cabinet, filing, letter or legal, 3-drawer, wood.....		
Cabinet, filing, letter or legal, 3-drawer, metal.....		
Cabinet, filing, letter or legal, 4-drawer, wood.....		
Cabinet, filing, letter or legal, 4-drawer, metal.....		
Cabinet, filing, letter or legal, 5-drawer, wood.....	10	500.00
Cabinet, filing, letter or legal, 5-drawer, metal.....		
Cabinet, filing, letter or legal, insulated, with combination lock...		
Cabinet, filing, letter or legal, insulated, with key lock.....		
Cabinet, map and plan, vertical type.....		
Cabinet, map and plan, tub type.....		
Cabinet, microfilm.....		
Cabinet, supply.....	2	84.00
Cabinet, telephone, "A".....		
Cabinet, visible, 5 to 13 trays.....		
Cabinet, visible, 14 or more trays.....		
Chair, folding.....		
Chair, straight leg, wood.....	23	460.00
Chair, straight leg, metal.....		
Chair, straight leg, "A".....		
Chair, swivel, wood.....	16	480.00
Chair, swivel, metal.....		
Chair, swivel, "A".....		
Chair, typist, wood.....		
Chair, typist, metal.....	15	250.00
Chair, typist, "A".....		
Chair, lounge, "A".....		
Costumer, wood.....		
Costumer, metal.....		
Costumer, "A".....	6	135.00

EXHIBIT A (Page 2)

Page 2 of 3

4-58
(3-55)

PHYSICAL INVENTORY REPORT OF CAPITAL PROPERTY		
ORGANIZATIONAL UNIT Region I	LOCATION (City and State) New York, New York	FOR PERIOD ENDING June 30, 1959
DESCRIPTION	TOTAL QUANTITY	TOTAL VALUATION
Desk, typewriter, wood.....	15	\$ 1,580.00
Desk, typewriter, metal.....		
Desk, typewriter, "A".....		
Desk, flat top, wood.....	16	1,440.00
Desk, flat top, metal.....		
Desk, flat top, "A".....		
Rack, clothing.....		
Safe, office, door type.....		
Section, bookcase, wood (glass door type only).....	18	420.00
Section, bookcase, metal (glass door type only).....		
Section, map and plan, wood.....		
Section, map and plan, metal.....		
Sofa, upholstered, two and three seat.....		
Stand, telephone, all types including "A".....		
Stand, typewriter, all types including drop-leaf.....		
Table, office, wood, approximately 36" thru 48".....		
Table, office, metal, approximately 36" thru 48".....		
Table, office, "A", approximately 36" thru 48".....		
Table, office, wood, approximately 60" thru 72".....	8	400.00
Table, office, metal, approximately 60" thru 72".....		
Table, office, "A", approximately 60" thru 72".....		
Table, office, wood, approximately 84" and over.....		
Table, office, metal, approximately 84" and over.....		
Table, office, "A", approximately 84" and over.....		
Table, drafting.....	1	96.00
MACHINES:		
Adding.....	4	1,600.00
Addressograph.....		
Air Conditioning.....		
Automotive.....	2	2,400.50
Binding.....		
Bookkeeping.....		
Calculating - non-printing.....	2	1,400.00
Calculating - printing.....	1	550.00
Camera.....		
Cleaning, vacuum.....		

EXHIBIT A (Page 3)

Page 3 of 3 H-54
(3-59)

PHYSICAL INVENTORY REPORT OF CAPITAL PROPERTY			
ORGANIZATIONAL UNIT	LOCATION (City and State)	FOR PERIOD ENDING	
Region I	New York, New York	June 30, 1959	
DESCRIPTION	TOTAL QUANTITY	TOTAL VALUATION	
Collating, electric.....		\$	
Composing, photographic.....			
Compressor, air.....			
Contact printing.....			
Copying, photographic.....			
Cutawl.....			
Dehumidifier.....			
Dictating.....	2	900.00	
Dictating-Transcribing (combination).....			
Ditto, liquid process.....			
Drying.....			
Embossing.....			
Enlarger, photographic.....			
Fan, electric.....			
File, rotary, electric.....			
Generator, industrial.....			
Hygrothermograph.....			
Letter Opening, electric.....			
Leveling instrument.....			
Microfilm.....	1	740.00	
Mimeograph.....			
Mounting press.....			
Offset press.....			
Postage (sealing).....			
Projector, photographic.....			
Print washing.....			
Refrigerating.....			
Scale, weighing, electric.....			
Splicing, film, electric.....			
Stamp, time, electric.....			
Stapling, electric.....			
Tapes shooting.....			
Transcribing.....	2	840.00	
Transit instrument.....			
Typewriter, electric.....	4	1,700.82	
Typewriter, manual.....	12	1,800.00	
Typewriter, portable.....	1	70.00	
Vartigraph, lettering.....			
Vartyper.....			
Water cooler.....			
		\$18,096.12	

I certify that this report represents an actual count of property on hand.

SIGNATURE <i>Richard P. Roe</i>	NAME AND TITLE Richard R. Roe Director, Administrative Management	DATE 7-21-59
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H-26
(4-50)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

NAME John Doe

ROOM NO. 427 - Bond Building

DATE March 19, 1959

RECEIPT FOR PROPERTY

The following property for which I am personally responsible has been received:

COMPLETE DESCRIPTION

Typewriter, portable, serial No. B1300902, with case


Site Representative
(SIGNATURE)

HL99, Washington, D. C.

6-2

EXHIBIT E

Personal Property Management

4/22/59

EXHIBIT F

H-92
(4-59)

HOUSING AND HOME FINANCE AGENCY
Office of the Regional Administrator
Region I

Summary of selected machines on hand by age group for period ending June 30, 1959.

Kind of Machine	(Number of years)												Total		
	1	2	3	4	5	6	7	8	9	10	11	12		Over 12	
Automobile				1											1
Adding															
Calculating			2			1				2					5
Print-Calculating															
Typewriter, elec.															
Typewriter, non-elec.		3						5		9					17

*List below each agency-owned vehicle:

<u>Make</u>	<u>Year</u>	<u>License No.</u>	<u>Mileage</u>	<u>Location</u>
Plymouth	1956	HH-824	48,622	Utica, N.Y.

EXHIBIT G

HOUSING AND HOME FINANCE AGENCY
Office of the Regional Administrator
Region I
New York, New York
June 30, 1959

CAPITAL EQUIPMENT SUMMARY

INVENTORY - June 30, 1958.....	\$17,429.00
PLUS ACQUISITIONS:	
P.O. I-242-58.....	\$ 277.05
P.O. I-34-59	87.80
P.O. I-120-59.....	119.05
P.O. I-151-59.....	190.00
* P.O. I-171-59.....	293.02
P.O. I-174-59.....(Partial Delivery).....	71.20
* P.O. I-193-59.....	123.00
	1,161.12
	\$18,590.12
LESS DISPOSITIONS:	
Excess Report I-1-59.....	\$ 200.00
Excess Report I-2-59.....	32.00
P.O. I-151-59.....(Machine Trade-in).....	140.00
PTR I-1-59.....	222.00
	494.00
CAPITAL INVENTORY VALUATION - June 30, 1959.....	\$18,096.12

* Indicates equipment on hand but billing not received.

EXHIBIT H

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR PROPERTY TRANSFER REPORT		H-55 (4-59)		
		DATE November 14, 1958		
		REPORT NUMBER PTR-(I)-2-59		
		PAGE 1 OF 1 PAGES		
FROM		TO		
RELEASING OFFICE Housing and Home Finance Agency, Office of the Regional Administrator, Region I		RECEIVING OFFICE Housing and Home Finance Agency, Office of the Regional Administrator, Region II		
ADDRESS - NUMBER AND STREET 346 Broadway		ADDRESS - NUMBER AND STREET Chestnut and Juniper Streets		
CITY, POSTAL ZONE NUMBER, STATE New York 13, New York		CITY, POSTAL ZONE NUMBER, STATE Philadelphia 7, Pennsylvania		
CUSTODIAN Richard R. Roe, Director, Admin. Mgmt.		CONSIGNEE Roger W. Long, Director, Admin. Mgmt.		
TERMS OR AUTHORITY TRANSFER				
LINE ITEM	DESCRIPTION OF PROPERTY	QUANTITY	UNIT VALUE	TOTAL VALUE
1.	Typewriter, Royal, std., KWC-4181492, 11"	1	\$98.00	\$98.00
				TOTAL \$98.00
SHIPPING INSTRUCTIONS:				
APPROVED	SIGNATURE Richard R. Roe <i>Richard R. Roe</i>	TITLE Director, Administrative Mgmt.	DATE 11-14-58	
RELEASED	SIGNATURE A. B. Dick <i>A. B. Dick</i>	TITLE Property Officer	DATE 11-14-58	
RECEIVED	SIGNATURE Roger W. Long <i>Roger W. Long</i>	TITLE Director, Administrative Mgmt.	DATE 11-27-58	

EXHIBIT I

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		DATE December 16, 1958	
		ORGANIZATIONAL UNIT Region I	
REPORT OF SURVEY		LOCATION (City and State) New York, New York	
The following described property is reported for survey. It is <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input checked="" type="checkbox"/> UNSERVICEABLE			
LINE ITEM	DESCRIPTION	QUANTITY	PROPERTY RECORDS VALUE
1.	Chair, swivel, w/arms, wood, walnut	1	\$24.00
TOTAL			\$24.00
EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY			
<p>On December 8, 1958, while moving this chair and other furniture to our new office location, the chair fell from the loading platform and was damaged as follows: one arm shattered, seat split, and three back slats split or broken. No persons involved were at fault, the fall being due chiefly to faulty flooring on the loading platform.</p>			
I certify that the information given above is true to the best of my knowledge and belief.			
SIGNATURE OF PERSON RESPONSIBLE FOR PROPERTY.		TITLE	
A. B. Dick <i>A. B. Dick</i>		Property Officer	

(Over)

EXHIBIT I (Page 2)

RECOMMENDATION OF ACCOUNTABLE OFFICER		
AVAILABLE EVIDENCE AND TESTIMONY HAVE BEEN EXAMINED AND IT IS BELIEVED THAT no employee or other person involved was negligent, damage being caused by faulty loading platform. The chair has been examined and is damaged as stated. It has been further determined that this chair is now completely unserviceable and beyond successful repair.		
IT IS RECOMMENDED THAT the property custodian and others involved be relieved from responsibility, that this property be destroyed in accordance with prescribed regulations, and that this office be relieved from accountability for same.		
DATE	SIGNATURE	TITLE
Dec. 18, 1958	<i>Richard B. Roe</i>	Director, Administrative Management
REPORT OF SURVEY BOARD		
FINDINGS AND RECOMMENDATIONS This Survey Board has examined the property and other evidence, and has questioned all persons having knowledge of the facts. We find that this chair was broken as stated, through no fault of any person concerned, and that it is unserviceable beyond repair. We recommend destruction per regulations, relief from responsibility and accountability, and adjustments accordingly of property and accounting records.		
DATE	SIGNATURE - CHAIRMAN	
Dec. 29, 1958	George Brown	<i>George Brown</i>
DATE	SIGNATURE	
Dec. 29, 1958	William A. White	<i>William A. White</i>
DATE	SIGNATURE	
Dec. 29, 1958	Harry H. Green	<i>Harry H. Green</i>
DECISION OF REVIEWING OFFICER		
APPROVED FOR Action as recommended by the Survey Board above.		
DATE	SIGNATURE	TITLE
Dec. 31, 1958	<i>Albert G. Pisk</i>	Regional Administrator
FISCAL OFFICER'S CERTIFICATE		
<input type="checkbox"/> I hereby certify that the sum of \$_____ has been billed for the property for which the employee has been held financially responsible, and that immediate steps will be taken toward collection.		
<input type="checkbox"/> I certify that the necessary entries have been made to adjust the accounting records.		
DATE	SIGNATURE	TITLE
PROPERTY OFFICER'S CERTIFICATE		
I certify that the above decision has been carried out and that the necessary entries have been made to adjust the property records.		
DATE	SIGNATURE	TITLE

Section 3

GOVERNMENT-OWNED MOTOR VEHICLES

This Section prescribes regulations and procedures pertaining to Agency-owned motor vehicles assigned to HHFA Regional Offices and to offices reporting through Regional Offices.

ANNUAL MOTOR VEHICLE REPORT

Each Regional Office shall furnish the information shown in Exhibit A, *Data Required from Regional Offices for the Annual Motor Vehicle Report*, to the Division of Administration, General Services Branch, in original only, by August 5 of each year. This report form replaces Standard Forms 82 and 82a, *Annual Motor Vehicle Report*, previously prepared by the Regional Offices.

USE OF MOTOR VEHICLES

The use of motor vehicles shall be confined to official travel. Official travel shall be performed by common carrier in all instances, except in cases where the point to be visited is inaccessible to common carrier or is so infrequently serviced as to result in unwarranted layover, loss of time, and excessive salary and per diem costs.

Public Law 600, 79th Congress, specifically limits the use of motor vehicles to travel for official purposes. This term does not ordinarily include the transportation of an employee between his domicile and place of employment. In unusual circumstances, however, employees engaged in field work may secure an exception to this rule. Requests for exception shall be submitted to the Assistant Administrator (Administration) by the Regional Administrator.

The following information shall be included:

- (1) Name and title of the employee.
- (2) Brief statement of the official duties which make it necessary for the employee to use a motor vehicle for transportation between domicile and place of employment.
- (3) Employee's domicile address.
- (4) Address of place, or places, of employment, and distance from domicile.
- (5) If common carrier service to places of employment is available, explain why the service is considered inadequate.
- (6) If the employee is subject to emergency official travel during other than official hours of duty, explain fully.

The Regional Administrator will be advised by the Assistant Administrator (Administration) as to the approval or disapproval of the request. In the event the request is approved, such approval will automatically expire at the end of one year, or whenever there is a substantive change in the conditions under which it was granted.

PROCUREMENT, MAINTENANCE, AND DISPOSITION OF VEHICLES

Each Regional Office is responsible for the proper operation, maintenance, and protection of vehicles assigned to the Region, and for the preparation of required records in connection with the operation and maintenance of such vehicles.

Procurement, Transfer, and Disposition of Motor Vehicles

Regional Office recommendations for the acquisition, loan, transfer, or disposition of motor vehicles shall be submitted to the Division of Administration, General Services Branch, supported by a complete justification. The Regional Administrator will be advised as to the approval or disapproval of the contemplated action. All new motor vehicles will be procured by the Division of Administration, General Services Branch.

Protection and Maintenance of Vehicles

Motor vehicles shall be stored in fireproof garages whenever possible. The theft or loss of an Agency-owned vehicle or its accessories shall be reported immediately to the local law enforcement authorities and a written report submitted to the Division of Administration, General Services Branch, by the Regional Administrator.

Motor vehicles shall be carefully operated and maintained in order to obtain full value in terms of trouble-free service and maximum mileage. The standard regulations of the General Services Administration shall be observed. Preventative maintenance requirements of the manufacturer shall be followed. Motor vehicles shall be maintained in good mechanical condition and appearance at all times.

MOTOR VEHICLE IDENTIFICATION

Agency-owned vehicles shall be identified in accordance with GSA Regulations, Title 1. Both front doors of each motor vehicle owned by the HHFA shall carry an official shield with the legend "U.S. Government For Official Use Only" and the full name of the Agency. The principal title "Housing and Home Finance Agency" shall be in letters not less than 1 $\frac{1}{4}$ inches high, and the subsidiary title "Office of the Regional Administrator" in letters not less than $\frac{1}{2}$ inch high. The Agency identification shall be painted on; this service may be procured locally. There shall also be mounted on each instrument panel in front of the driver, and as nearly as possible to the center, a "Penalty Notice" decalomania.

Official shield and penalty notice decals may be requisitioned from the Division of Administration, General Services Branch. Decalomanias may not be used for affixing the name of the agency to motor vehicles.

When a vehicle is sold or otherwise disposed of to a non-Government agency, the identifying information shall be removed before the vehicle is released. When a vehicle is transferred to another Government agency, all identifying information except the official shield and penalty notice shall be removed.

RECORDS OF VEHICLES**Titles**

Since Standard Form 97, *Certificate of Release*, is accepted in all States as evidence of Government ownership, it is not necessary to obtain certificates of title except for vehicles stationed in the District of Columbia. When new vehicles are purchased, the Director, General Services Branch, shall retain custody of the bills of sale received from the manufacturer. The Assistant Administrator (Administration) and

the Director, General Services Branch, are authorized to execute Certificates of Release.

License Plates

License plates required for newly acquired vehicles shall be requisitioned from the Division of Administration, General Services Branch. Requisitions shall indicate the location, make, model, year, serial number, motor number, and net cost of each vehicle. Regional Offices shall maintain *Assignment of License Plate*, Form H-44, for each vehicle assigned to the Region (Exhibit B). The use of Government license plates on privately owned cars is strictly prohibited. Whenever plates are to be transferred from one vehicle to another, the prior approval of the Division of Administration, General Services Branch, shall be obtained. The loss or theft of Government license plates shall be reported immediately to the local law enforcement authorities and a report of the loss shall be submitted to the Division of Administration, General Services Branch, along with a requisition for new plates.

Whenever vehicles are transferred between HHFA Regional Offices, the license plates shall remain with the vehicle. Whenever vehicles are otherwise disposed of, the license plates shall be removed and, unless reassigned to another vehicle, shall be forwarded to the Division of Administration, General Services Branch, for subsequent reissue.

Motor Vehicle Operating Reports

Motor Vehicle Operating Report, Form H-42 (Exhibit C), shall be maintained for each vehicle, and daily entries shall be made. Entries may be handwritten but they should be legible. At the end of each month the report shall be certified by the operator, or by the supervisor of a group of operators, and forwarded to the Director, Administrative Management. Offices reporting through Regions shall submit the completed Form H-42 to the Regional Office within five days after the end of the reporting month. Entries from Form H-42 shall be posted to a summary *Motor Vehicle Record*, Form H-60 (Exhibit D), and the operating report filed in a jacket file for the vehicle.

Purchases made by the driver on the basis of courtesy cards issued under Federal Supply Service contracts shall be itemized and the cost recorded on Form H-42. Courtesy card purchases shall be at the Federal Supply Service contract price which is exclusive of Federal tax. Only regular grade gasoline may be purchased on courtesy cards. Premium or high-test gasoline is not covered by Federal Supply Service contracts. Whenever cash is paid by the driver, a receipt shall be secured to support the claim for reimbursement and attached to the *Travel Voucher*, Standard Form 1012.

Motor Vehicle Record

A separate Form H-60 shall be maintained for each motor vehicle for each fiscal year. At the beginning of each year, the heading of the form shall be prepared from the prior year's record. Cost information shall be entered from purchase orders for special repairs, from contracts for storage, etc., and from *Motor Vehicle Operating Report*, Form H-42. Prior to posting, the accuracy of prices shown on Form H-42 shall be checked against vendors' bills.

REPAIRS AND SERVICES

Except in emergencies, and then only to the extent authorized in Section 6-1, employees shall not authorize repairs or services to automobiles without prior approval of the Director, Administrative Management. All record copies of purchase orders issued confirming emergency repairs shall describe the circumstances which necessitated such repairs. Purchases of supplies, parts, materials, and labor shall be made by the Director, Administrative Management, from Federal Supply Schedules or under available special Government contracts. Copies of such schedules and information on contracts shall be kept in the glove compartment of each car at all times.

MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

The Director, Administrative Management, shall issue a *U. S. Government Motor Vehicle Operator's Identification Card* (Exhibit E) to each qualified employee whose duties require driving a Government-owned motor vehicle. The identification card must specifically include the following:

- (1) Each type of Government-owned motor vehicle authorized to be operated by the identification card holder.
- (2) Any restrictions imposed upon the holder.
- (3) Date of expiration (not to exceed three years beyond date of issue and renewable for the same period).

The operator shall have the identification card in his possession while driving a Government-owned vehicle.

Definition of Operator

Since the Regional Offices do not have regular operators as defined by the Civil Service Commission Federal Personnel Manual, for the purpose of these procedures the word "operator" shall mean "incidental operator" and shall apply to any employee who is required to operate a motor vehicle in order to properly carry out his assigned duties.

Qualifications

In order to qualify as an incidental operator, an employee must have a valid State license from the State in which he is domiciled or principally employed; have a safe driving record; meet the physical standards established by the Civil Service Commission; and pass a practical road test. The Regional Administrator, or his designated representative, may waive the road test, when, in his opinion, it is impractical to apply it, and if the employee's competence as an operator has been established by his past driving record.

Whenever a practical road test is required, the Director, Administrative Management, shall contact local offices of other Federal agencies to obtain a qualified examiner to give the test.

Physical Fitness

Applicants for a *U. S. Government Motor Vehicle Operator's Identification Card* must complete Standard Form 47, *Physical Fitness Inquiry for Motor Vehicle Operators* (Exhibit F), before a card can be

issued or renewed. The Regional Administrator, or his designated representative, shall review the form and determine whether a physical examination by a medical officer will be required.

Numbering of Identification Card

The Regional Director of Administration shall number each Standard Form 46 successively, as issued. He shall keep a journal record of each card issued, showing the number, the employee's name, his organizational unit, the date of issuance, expiration, and cancellation.

Filing of Records

The record copy of Standard Form 47 and a copy of each practical road test shall be filed in the employee's official personnel file. The Regional Director of Administration shall forward these documents to the Division of Personnel in cases where the employee's official personnel file is maintained in the Central Office.

Cancellation

The holder of an identification card must surrender it for cancellation for any one of the following reasons:

- (1) If he is terminated, or when a change of duties no longer requires the use of a Government-owned motor vehicle.
- (2) If his State driver's permit is suspended or revoked.
- (3) If he is convicted of operating under the influence of narcotics.
- (4) If he is convicted of leaving the scene of an accident without making himself known.
- (5) If a medical officer finds he fails to meet the required physical standards.

ACCIDENT PREVENTION

Employees operating Government-owned vehicles shall observe all local traffic laws and regulations pertaining to the operation of motor vehicles, and, where not otherwise regulated, they shall exercise all necessary care and precaution. Cars shall not be operated with such mechanical defects as render the car unsafe for operation.

Accident Reports

Procedures for reporting motor vehicle accidents are in Section 6-4.

EXHIBIT A

DATA REQUIRED FROM REGIONAL OFFICES FOR THE ANNUAL MOTOR VEHICLE REPORT (To be submitted by August 5, following the close of the fiscal year)

Fiscal year ending June 30, 195 Region Location

AGENCY VEHICLES

- 1. Vehicles on hand at the end of the fiscal year
2. Number of vehicles on hand beginning of fiscal year
3. Number of vehicles sold or donated during fiscal year
4. Vehicles transferred to other Regions or to the Central Office
5. Vehicles received via transfer from other Regions or from the Central Office
6. Operating expenses, excluding storage expenses for the fiscal year
7. Maintenance expenses, for the fiscal year
8. Gallons of gasoline used during fiscal year
9. Miles operated during fiscal year
10. Storage expenses for fiscal year
11. Vehicle years of operation
12. Accident Damage

GSA MOTOR POOL VEHICLES (When Applicable)

- A. Miles operated during fiscal year
B. Storage expenses for fiscal year
C. Rental and mileage cost
D. Vehicle years of operation

Signature Title Date
1/ See EXHIBIT 2, Appendix A, GSA Reg. I-V-101.04, Page 6, Line 1
2/ See EXHIBIT 2, Appendix A, GSA Reg. I-V-101.04, Page 6, Line 2
3/ See EXHIBIT 2, Appendix A, GSA Reg. I-V-101.04, Page 2, Line 8
4/ See EXHIBIT 2, Appendix A, GSA Reg. I-V-101.04, Page 4, Line 23

H-44 (8-50)		LICENSE NO. HH-494	
HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			
ASSIGNMENT OF LICENSE PLATE			
ORGANIZATIONAL UNIT Region IV Office of the Regional Adm.	OFFICE AND LOCATION Field Station Detroit, Michigan	LOCATION OF VEHICLE(<i>Official station</i>) 100 West Larned Street Detroit, Michigan	
MAKE OF VEHICLE Chevrolet	MODEL 4-Door Sedan	YEAR 1955	
SERIAL NO. 071392	MOTOR NO. 0094823	NET COST \$1,243.00	
REMARKS:			
<small>HMFA-HLRB, Washington, D. C.</small>			

EXHIBIT C
(Front)

H-42 HOUSING AND HOME FINANCE AGENCY (8-50) OFFICE OF THE ADMINISTRATOR		MAKE AND MODEL OF VEHICLE		LICENSE NO.	MONTH AND YEAR		
MOTOR VEHICLE OPERATING REPORT		Pontiac Sedan 1950		HH-630	June 1955		
		LOCATION (Official Station)		SHEET NO. 1			
		Harrisburg, Pa. Field Station		OF 1			
DATE PURCHASED	BILL OR P.O. NO.	NAME OF VENDOR	ITEM PURCHASED OR SERVICE RENDERED	NO. GALS. GAS	NO. QTS. OIL	COST (Est. if not known)	
6-6-55	30216	Star Garage	Gasoline and oil	10	1	3.45	
6-13-55	31223	Star Garage	Gasoline	10		3.05	
6-16-55	231	Oxford Motor Co.	Gasoline and oil	12	5	6.26	
6-20-55	31300	Star Garage	Repair Fuel Pump			7.50	
6-21-55	31305	Star Garage	Gasoline	10		3.05	
6-27-55	31361	Star Garage	Gasoline	8		2.14	
6-30-55		Star Garage	Storage			10.00	
SPEEDOMETER READING BEGINNING OF MONTH		22893	SPEEDOMETER READING END OF MONTH		23783	MONTHLY MILEAGE	890

EXHIBIT D

M-60 HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR			ACQUISITION BY AGENCY:		MAKE, MODEL AND YEAR	LICENSE NO.					
MOTOR VEHICLE RECORD			DATE	COST	Pontiac 1950	HH 630					
			9-2-50	\$1,950.00	4-D Sedan						
CUMULATIVE FROM GOVERNMENT ACQUISITION TO BEGINNING OF CURRENT FISCAL YEAR:			SPEEDOMETER READING	ACQUIRED FROM	SERIAL NO.	MOTOR NO.					
			0002	General Motors Corp.	P6TS-25946	P6TS-25946					
MILEAGE		MAINT. EXPENSES	LOCATION (Official Station)								
15872		\$ 212.60	Harrisburg, Pa. Field Station								
MONTHLY OPERATING DATA											
MONTHLY OPERATING DATA			DATE PURCHASED	BILL OR P.O. NO.	ITEM PURCHASED OR SERVICE RECEIVED	OPERATING EXPENSE	STORAGE EXPENSE	TIRES AND TUBES	MAINTENANCE EXPENSE		
FISCAL YEAR OF RECORD			1955								
MONTHLY OPERATING DATA			DO NOT USE THIS COLUMN								
MONTH	MILES OPERATED	GALLONS OF FUEL USED	DATE PURCHASED	BILL OR P.O. NO.	ITEM PURCHASED OR SERVICE RECEIVED	OPERATING EXPENSE	STORAGE EXPENSE	TIRES AND TUBES	MAINTENANCE EXPENSE		
			7-54		Gasoline and oil	\$ 21.20					
			7-54		Storage		\$ 10.00				
July	693	62	8-54		Gasoline and oil	18.90					
August	695	56	8-54		Storage		10.00				
September	586	54	9-54		Gasoline and oil	19.10					
October	613	55	10-54		Gasoline and oil	19.40					
November	468	42	11-54		Gasoline and oil	16.10					
December	622	65	11-54		Storage		10.00				
January	744	70	12-54		Gasoline and oil	24.10					
February	651	62	1-55		Gasoline and oil	26.50					
March	518	48	2-55		Gasoline and oil	22.40					
April	722	74	3-55		Gasoline and oil	17.80					
May	709	72	4-55		Tire and Tube			\$ 16.40			
June	890	50	4-55		Storage		10.00				
TOTAL	7911	710	5-55		Gasoline and oil	23.20					
DISPOSITION BY AGENCY:			5-55		Storage		10.00				
DATE	PROCEEDS		6-55		Gasoline and oil	18.25					
SOLD OR TRANSFERRED TO			6-55		Repair Fuel Pump				\$ 7.50		
			6-55		Storage		10.00				
SPEEDOMETER READING							TOTAL EXPENSES	\$226.95	\$ 60.00	\$ 16.40	\$ 7.50

(Over)

EXHIBIT E

Front

U. S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD				CARD NO.	
NAME OF OPERATOR				DATE ISSUED	
				DATE EXPIRES	
SEX	DATE OF BIRTH	COLOR OF HAIR	COLOR OF EYES	HEIGHT	WEIGHT
The holder of this card is qualified to operate U. S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the reverse of this card.					
SIGNATURE OF ISSUING OFFICIAL				TITLE	
NAME AND LOCATION OF ISSUING UNIT					
NOT TRANSFERABLE Card must be carried at all times when operating Government vehicles.		SIGNATURE OF OPERATOR (<i>Not valid until signed</i>)			
		TITLE OF POSITION			
Standard Form 46 (December 1955) USCSC—Chapter M-2 F. P. M. 16-72226-1					

Reverse

RESTRICTIONS		
QUALIFIED TO OPERATE		
TYPE VEHICLE AND/OR EQUIPMENT	CAPACITY	QUALIFYING OFFICIAL
OTHER RECORDS (OPTIONAL)		
U. S. GOVERNMENT PRINTING OFFICE 16-72226-1		

EXHIBIT F

Standard Form 47
(December 1955)
U. S. CIVIL SERVICE COMMISSION
Chapter M-2, P. P. M

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

1. LAST NAME—FIRST NAME—MIDDLE NAME		2. DATE OF BIRTH	3. TITLE OF POSITION
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)			5. EMPLOYING AGENCY
6. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)			
YES	NO	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. IF YOUR ANSWER IS 'YES' TO ONE OR MORE OF THE ABOVE QUESTIONS, EXPLAIN FULLY IN THIS SPACE:			
8. (A) DO YOU WEAR GLASSES? <input type="checkbox"/> YES <input type="checkbox"/> NO		(B) DO YOU WEAR CONTACT LENSES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
(C) DO YOU WEAR A HEARING AID? <input type="checkbox"/> YES <input type="checkbox"/> NO			
I certify that my answers above are full and true, and I understand that a false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.			
SIGNATURE		DATE	

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL	
I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:	
<input type="checkbox"/> There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.	
<input type="checkbox"/> On the basis of items checked on this form or other information, this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.	
<input type="checkbox"/> Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:	
SIGNATURE OF DESIGNATED OFFICIAL	DATE

U. S. GOVERNMENT PRINTING OFFICE: 1956—O-371581

Section 4

MOTOR VEHICLE ACCIDENT REPORTS

This Section prescribes the procedure for reporting and investigating accidents involving motor vehicles being operated by employees in the performance of their official duties.

DEFINITIONS

As used in this procedure, *employee* means an HHFA Regional Office employee operating a motor vehicle in the performance of his official duties.

Vehicle or *motor vehicle* means an Agency vehicle or a GSA motor pool system vehicle or a private vehicle authorized to be used for official purposes.

RESPONSIBILITIES OF EMPLOYEES

Employees are expected to familiarize themselves with these procedures so that they will know what their responsibilities are and what to do if a motor vehicle accident occurs. Failure of an employee to report an accident as required by this Section may be cause for suspension or revocation of the employee's authorization to operate a vehicle for official purposes.¹

Making the Initial Report

When an accident occurs, the employee shall immediately notify in person or by telephone or telegram:

- (a) The Regional Director of Administration.
- (b) State, county, or municipal authorities as required by law.
- (c) The chief of the GSA motor pool system assigning the vehicle, when a motor pool vehicle is involved.²
- (d) The rental contractor, when a privately owned vehicle rented by an employee in travel status is involved.

The notification should include the time and place of the accident; the license numbers of the vehicles involved; the names of the persons involved; and the nature of the damage.

The Regional Director of Administration shall send a copy of the preliminary report to the Director, Division of General Services, by air mail.

¹ Federal Personnel Manual, Chapter M-2, and GSA Reg. 1-V-309.00.

² GSA Reg. 1-V-309.00.

Accident Report Forms

A small supply of these forms shall be kept in the glove compartment of each motor vehicle:

Optional Form 26, *Data Bearing Upon Scope of Employment of Motor Vehicle Operator* (Exhibit A)

Standard Form 91, *Operator's Report of Motor Vehicle Accident* (Exhibit B)

Standard Form 94, *Statement of Witness* (Exhibit C)

Standard Form 95, *Claim for Damage or Injury* (Exhibit D)

Report forms shall be submitted in an original only. The additional copies required will be arranged for by the Regional Director of Administration.

Further Actions by Employees

At the time and at the scene of the accident, insofar as possible, the employee shall complete Optional Form 26 and Standard Form 91. The narrative report on Standard Form 91 describing what happened shall be in sufficient detail to give a clear picture of all events relating to the accident.

The employee shall obtain the name, address, and telephone number of each witness. If possible, the employee should have each witness complete Standard Form 94; if not possible, the employee should give each witness copies of Standard Form 94 and request the witnesses to complete and return the form promptly.

The employee shall obtain a copy of the local police investigation report.

He shall send the completed Optional Form 26, Standard Form 91, Standard Form(s) 94, and a copy of the police investigation report to the Regional Director of Administration.

If the employee is incapacitated and unable to make the required reports of the accident, his immediate supervisor shall see that the reports are made.

Claims

Persons requesting information about the procedure for making a claim against the Government for damages arising from a motor vehicle accident may be given copies of Standard Form 95 and advised to send the completed form to the Regional Office. These forms and any supporting papers shall be reviewed by the Regional Director of Administration and forwarded with his comments and recommendations to the Director, Division of General Services.

AGENCY INVESTIGATION AND REPORT

The Regional Director of Administration shall have each accident investigated. Standard Form 91A, *Investigation Report of Motor*

Vehicle Accident (Exhibit E), shall be completed within 48 hours after the accident if there is property damage of \$250 or more or bodily injury. The investigator shall include in a narrative report any pertinent facts developed which cannot be fully reported on Standard Form 91A.

If the accident involves a vehicle assigned from the GSA motor pool system, the Regional Director of Administration shall comply with reporting requirements of the General Services Administration.¹ The General Services Administration may also investigate the accident.

Accidents and claims involving a motor vehicle on assignment from a GSA motor pool system will be settled either by the agency assigned the vehicle or by the General Services Administration, in accordance with GSA Regulation 1-V-309.00.

A copy of Optional Form 26, Standard Form 91, Standard Form 91A, Standard Form 94, the police investigation report, and any other related papers shall be sent to the Director, Division of General Services, with a memorandum outlining contemplated action.

¹ GSA Reg. 1-V-309.00.

EXHIBIT A

OPTIONAL FORM 26 MAY 1962 GSA CIRCULAR NO. 287 5026-101		DATA BEARING UPON SCOPE OF EMPLOYMENT OF MOTOR VEHICLE OPERATOR		
INSTRUCTIONS. This form is to be filled out by the operator at the time and at the scene of the accident, insofar as possible, and attached to the completed Standard Form 91, Operator's Report of Motor Vehicle Accident.				
OPERATOR'S	1. NAME		2. TITLE AND JOB CLASSIFICATION	
	3. AGENCY NAME AND BEGINNING DATE OF DUTY		4. ESTABLISHED WORKING HOURS FROM _____ A.M. TO _____ A.M. P.M. P.M.	
	5. IMMEDIATE SUPERVISOR (Name)		6. SUPERVISOR'S TITLE	
VEHICLE OWNERSHIP	7. VEHICLE IS (Check one only) <input type="checkbox"/> a. GOVERNMENT-OWNED <input type="checkbox"/> b. NOT GOVERNMENT-OWNED (Identification No.) _____ (License No.) _____		8. IF BLOCK 7b IS CHECKED, IS TITLE TO VEHICLE REGISTERED IN OPERATOR'S NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "NO" give details as to how vehicle is titled.</i>	
	9. WAS THIS VEHICLE ASSIGNED TO OPERATOR BY A GSA MOTOR POOL? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "YES" give details and location of the GSA Motor Pool.</i> <i>If "NO" what activity assigned the vehicle?</i>		10. HOW DID OPERATOR RECEIVE AUTHORITY FOR USE OF VEHICLE? <input type="checkbox"/> ORALLY <input type="checkbox"/> WRITTEN AUTHORITY <i>Give details:</i>	
	11. ORIGIN		12. DESTINATION	
	13. EXACT PURPOSE OF TRIP		14. DATE AND TIME TRIP BEGAN	
		15. DATE AND TIME OF ACCIDENT		
DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED	16. HOW DID OPERATOR RECEIVE AUTHORITY FOR TRIP? <input type="checkbox"/> ORALLY <input type="checkbox"/> WRITTEN AUTHORITY <i>Give details:</i>		17. WAS THERE ANY DEVIATION FROM DIRECT ROUTE? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "YES" explain in detail:</i>	
	18. WAS TRIP MADE WITHIN ESTABLISHED WORKING HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "NO" explain.</i>		19. DID OPERATOR WHILE ENROUTE ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THIS TRIP WAS AUTHORIZED? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "YES" explain:</i>	
	20. STATE BELOW FULL DETAILS OF THE AUTHORITY FOR, THE NATURE OF, AND CIRCUMSTANCES SURROUNDING THE TRIP NOT OTHERWISE COVERED ABOVE OR ON THE ACCOMPANYING SF-91. <p style="text-align: right;">(Continue on reverse)</p>			
OPERATOR'S	SIGNATURE		DATE	
The information contained herein is true and correct to the best of my knowledge and belief.				
SUPERVISOR'S	SIGNATURE		DATE	

EXHIBIT B

THIS FORM TO BE FILLED OUT BY THE GOVERNMENT OFFICIAL AT THE SCENE OF THE ACCIDENT, INsofar AS POSSIBLE.

OPERATOR'S REPORT OF MOTOR-VEHICLE ACCIDENT

DEPARTMENT OR AGENCY: Housing and Home Finance Agency

NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED: Richmond Field Office, Richmond, Virginia

DATE OF ACCIDENT: June 20, 1968 TIME OF ACCIDENT: 10:10 a.m.

PLATE AND DAY OF WEEK OF ACCIDENT: VA 6271956

DATE OF REPORT: June 20, 1968

NAME, ADDRESS AND PHONE NUMBER OF DRIVER: John H. Jones, 220 Elm Street, Norfolk, Va.

NAME, ADDRESS AND PHONE NUMBER OF OTHER DRIVER: John H. Jones, 220 Elm Street, Norfolk, Va.

OTHER VEHICLE AND PROPERTY INVOLVED (If involved in this case state date, time, and location of accident): Left front fender, headlight and wheel

OTHER VEHICLE OR PROPERTY DAMAGED (If damaged): None

REPORT MADE BY: Joseph H. Brown DATE: June 20, 1968

HAVE YOU ANSWERED ALL QUESTIONS AS COMPLETELY AS POSSIBLE? 4

U.S. GOVERNMENT PRINTING OFFICE: 1968 O-111361

TELL IN YOUR OWN WORDS HOW ACCIDENT HAPPENED

I was driving south on U. S. Highway #1 at about 20 mph when the traffic light at the intersection of Broad Street turned red. Approximately 70' north of the intersection I applied my brakes. Due to mechanical failure of the brakes on my car I continued at the same rate of speed into the intersection and collided with a car going east on Broad Street (master cylinder broke).

TIME AND PLACE: Richmond, Virginia

FROM WHAT PLACE TO WHAT PLACE WERE YOU BOUND: Richmond, Virginia to Petersburg, West Virginia

FOR WHAT PURPOSE: Inspection of a School Construction Project

MAKE: Ford, 1960 TYPE: Sedan

YEAR: 1960

PLATE AND MAKE OF VEHICLE DAMAGED (If damaged): 5015-04

OPERATOR'S NAME: Joseph V. Brown OPERATOR'S DATE OF BIRTH: VA 6372834

OPERATOR'S TITLE: Field Engineer

OPERATOR'S HOME ADDRESS (If known): 320 Main Street, Richmond, Virginia

OPERATOR'S HOME PHONE NUMBER (If known): MA 61515

DATE AND DAY OF WEEK OF ACCIDENT: June 20, 1968

TIME OF ACCIDENT: 10:10 a.m.

PLATE AND DAY OF WEEK OF ACCIDENT: VA 6271956

DATE OF REPORT: June 20, 1968

NAME, ADDRESS AND PHONE NUMBER OF DRIVER: John H. Jones, 220 Elm Street, Norfolk, Va.

NAME, ADDRESS AND PHONE NUMBER OF OTHER DRIVER: John H. Jones, 220 Elm Street, Norfolk, Va.

OTHER VEHICLE AND PROPERTY INVOLVED (If involved in this case state date, time, and location of accident): Left front fender, headlight and wheel

OTHER VEHICLE OR PROPERTY DAMAGED (If damaged): None

REPORT MADE BY: Joseph H. Brown DATE: June 20, 1968

HAVE YOU ANSWERED ALL QUESTIONS AS COMPLETELY AS POSSIBLE? 4

U.S. GOVERNMENT PRINTING OFFICE: 1968 O-111361

EXHIBIT B (Page 2)

PERSONS INJURED A	NAMES None	HOME ADDRESSES None	IF MEDICAL AID REQUIRED, STATE BY NAME NAME OF OTHER DRIVER Normal IF PERSONS OTHER THAN DRIVER ARE INJURED, AS THE CASE OF PASSENGER AND A LIST OF PERSONAL OR PROPERTY DAMAGE, REALTY CONTRIBUTION AND NAME AND ADDRESS OF OTHERS SUFFERING SUCH DAMAGES	DAMAGE WAS PAID BY INSURANCE
OCCURRANCE IN YOUR VEHICLE B	None other than driver		EVENTS AFTER ACCIDENT X	
OTHER VEHICLE OR OTHER PARTY C	Helen Jones 220 Elm Street, Norfolk, Va.		NAME TYPE YEAR OPERATOR'S STATE IDENTIFICATION NUMBER VEHICLE LICENSE NUMBER OPERATED BY OWNER'S ADDRESS (if known) PARTS OF VEHICLE DAMAGED (if known)	
WITNESSES AND POLICE D	Mary Smith 720 Broad St., Richmond, Va.		OTHER PROPERTY DAMAGED (if known)	
THE ACCIDENT E	POLICE OFFICER Pvt. John Smith DIRECTION OF TRAVEL East SIDE OF STREET OR HIGHWAY Right APPROXIMATE SPEED (M.P.H. per hour) 20 CONDITION OF ROADWAY (WET OR Icy, etc.) Dry TYPE OF SURFACE (Concrete, Asph., etc.) Clear	MAKE, NO., REGISTRATION OR TAG NO. #23 #2 OTHER VEHICLE DIRECTION OF TRAVEL East SIDE OF STREET OR HIGHWAY Right APPROXIMATE SPEED (M.P.H. per hour) 15	INDICATE ON THE CHECKS BELOW WHAT HAPPENED 1. Was your vehicle in control until as 1-1 indicated vehicle 2. Did you see the other vehicle before it started to move? 3. Did you see the other vehicle before it started to move? 4. Did you see the other vehicle before it started to move? 5. Did you see the other vehicle before it started to move? 6. Did you see the other vehicle before it started to move? 7. Did you see the other vehicle before it started to move? 8. Did you see the other vehicle before it started to move? 9. Did you see the other vehicle before it started to move? 10. Did you see the other vehicle before it started to move?	SKETCH OF ACCIDENT SCENE

EXHIBIT C

STANDARD FORM 94
Revised June 1953
Bureau of the Budget
Circular 1-4 (Rev.)
(94-102)

STATEMENT OF WITNESS
(Use additional sheets if necessary)

1. DID YOU SEE THE ACCIDENT? _____ 2. WHEN DID IT HAPPEN? (Time and date) _____ 3. WHERE DID IT HAPPEN? (Street location and city) _____

4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED

5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY

8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY

9. IN TRAFFIC CASES STATE APPROXIMATE SPEED (Miles per hour)

GOVERNMENT VEHICLE _____ (a) OTHER VEHICLE _____

10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT

NAME(S)	ADDRESS

11. DATE _____ SIGNATURE _____

12. HOME ADDRESS _____ TELEPHONE NO. _____

13. BUSINESS ADDRESS _____ TELEPHONE NO. _____

14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED.

- Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow
(Example: → 1 ← 2 ← 3)
- Use solid line to show path before accident
Broken line after accident
- Show pedestrian by ○
- Show railroad by + + + + +
- Give names or numbers of streets or highways
- Indicate north by arrow in this circle

The diagram shows a street layout with a central intersection. A horizontal street is crossed by a vertical street. A diagonal street crosses the intersection. A railroad track runs horizontally across the bottom of the diagram. A circle with an arrow pointing up indicates North. A circle with a dot represents a pedestrian. A circle with a cross represents a railroad. Solid lines represent vehicle paths before the accident, and dashed lines represent paths after. An example shows vehicle 1 moving right and vehicle 2 moving left, with a pedestrian crossing the path of vehicle 2.

EXHIBIT D

Standard Form 85
 Revised February 1963
 Bureau of the Budget
 Circular A-5 (Rev. 3)

SUBMIT TO:

CLAIM FOR DAMAGE OR INJURY

(Use additional sheets if necessary) 95-104

Use ink or typewriter. See reverse side for instructions and additional information required.

1. NAME OF CLAIMANT (Please print full name)		2. AGE	3. MARITAL STATUS	AMOUNT OF CLAIM	
4. ADDRESS OF CLAIMANT (Street, city, zone, State)					
5. NAME AND ADDRESS OF SPOUSE, IF ANY				PROPERTY DAMAGE	\$
6. PLACE OF ACCIDENT (Give city or town and State; if outside city limits, indicate mileage or distance to nearest city or town)				PERSONAL INJURY	\$
7. DATE AND DAY OF ACCIDENT		TIME (A.M. or P.M.)		TOTAL	\$
9. DESCRIPTION OF ACCIDENT—STATE BELOW IN DETAIL ALL KNOWN FACTS AND CIRCUMSTANCES ATTENDING THE DAMAGE OR INJURY, IDENTIFYING PERSONS AND PROPERTY INVOLVED AND THE CAUSE THEREOF					

THIS FORM TO BE FILLED IN BY PERSON MAKING A CLAIM FOR DAMAGE OR INJURY

10. PROPERTY DAMAGE	
NAME OF OWNER, IF OTHER THAN CLAIMANT	ADDRESS OF OWNER, IF OTHER THAN CLAIMANT
BRIEFLY DESCRIBE KIND AND LOCATION OF PROPERTY AND NATURE AND EXTENT OF DAMAGE. SEE INSTRUCTIONS ON REVERSE SIDE FOR METHOD OF SUBSTANTIATING CLAIM	

11. PERSONAL INJURY	
STATE NATURE AND EXTENT OF INJURY WHICH FORMS THE BASIS OF THIS CLAIM	

12. WITNESSES	
NAMES	ADDRESSES

<p>CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS</p> <p>Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. (See 62 Stat. 698, 749; 18 U.S.C. 287, 1001.)</p> <p style="text-align: center;">CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM</p> <p>The claimant shall forfeit and pay to the United States the sum of \$2,000, plus double the amount of damages sustained by the United States. (See R.S. §5490, 5498; 51 U.S.C. 281.)</p>	<p>13. I DECLARE UNDER THE PENALTIES OF PERJURY THAT THE AMOUNT OF THIS CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE ACCIDENT ABOVE DESCRIBED. I AGREE TO ACCEPT SAID AMOUNT IN FULL SATISFACTION AND FINAL SETTLEMENT OF THIS CLAIM.</p> <p>SIGNATURE OF CLAIMANT</p> <hr/> <p>DATE OF CLAIM</p>
--	---

NOTE: Signature used above should be used in all future correspondence

EXHIBIT D (Page 2)

NOTICE TO CLAIMANT

In order that your claim for damages may receive proper consideration you are requested to supply the information called for on both sides of this form. All material facts should be stated on this form, as it will be the basis of further action upon your claim. The instructions set forth below should be read carefully before the form is prepared.

INSTRUCTIONS

Claims for damage to or for loss or destruction of property, or for personal injury, must be signed by the owner of the property damaged or lost or the injured person. If, by reason of death, other disability or for reasons deemed satisfactory by the Government, the foregoing requirement cannot be fulfilled, the claim may be filed by a duly authorized agent or other legal representative, provided evidence satisfactory to the Government is submitted with said claim establishing authority to act.

If claimant intends to file claim for both personal injury and property damage, claim for both must be shown in item 8 on this form. Separate claims for personal injury and property damage are not acceptable.

The amount claimed should be substantiated by competent evidence as follows:

(a) In support of claim for personal injury, the claimant should submit a written report by the attending physician, showing the nature and extent of injury, the nature and extent of treatment, the degree of permanent disability, if any, the prognosis, and the period of hospitalization, if indicated, including

itemized bills for medical, hospital, or burial expenses actually incurred.

(b) In support of claims for damage to property which has been or can be economically repaired, the claimant should submit at least two itemized signed statements or estimates by reliable, disinterested concerns, or, if payment has been made, the itemized signed receipts evidencing payment.

(c) In support of claims for damage to property which is not economically repairable, or if the property is lost or destroyed, claimant should submit statements as to the original use of the property, the date of purchase and the use of the property, both before and after the accident. Such statements should be by disinterested witnesses, persons, preferably reputable dealers or mechanics familiar with the type of property damaged, or by two or more competitive bidders, and should be certified as being just and correct.

Any further instructions or information necessary in the preparation of your claim will be furnished, upon request, by the office indicated at the top of the other side of this form.

THIS FORM MUST BE FILLED OUT BY THE CLAIMANT
MAKING A CLAIM FOR DAMAGES TO PROPERTY

INSTRUCTIONS REGARDING INSURANCE COVERAGE

In order that subrogation claims may be adjudicated, it is essential that the claimant provide the following information regarding the insurance coverage of his vehicle:

DO YOU CARRY COLLISION INSURANCE?	IF YES, GIVE NAME AND ADDRESS OF INSURANCE COMPANY AND POLICY NUMBER
<input type="checkbox"/> YES <input type="checkbox"/> NO	

HAVE YOU FILED CLAIM ON YOUR INSURANCE CARRIER IN THIS INSTANCE, AND IF SO, IS IT FULL COVERAGE OR DEDUCTIBLE?	IF DEDUCTIBLE, STATE AMOUNT

IF SUCH CLAIM HAS BEEN FILED, WHAT ACTION HAS YOUR INSURER TAKEN, OR WHAT ACTION DOES IT PROPOSE TO TAKE WITH REFERENCE TO YOUR CLAIM? (If necessary state you ascertain these facts)

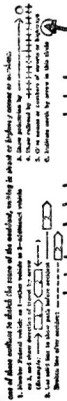
DO YOU CARRY PUBLIC LIABILITY AND PROPERTY DAMAGE COVERAGE?	IF YES, GIVE NAME OF INSURANCE CARRIER
<input type="checkbox"/> YES <input type="checkbox"/> NO	

SIGNATURE OF CLAIMANT

EXHIBIT E (Page 2)

11

24. DIAGRAM OF THIS CHANGE OF DIRECTION



25. CHECK ONE FOR EACH VEHICLE INVOLVED
 1. FRONT 2. REAR 3. LEFT SIDE
 4. LEFT FRONT 5. LEFT REAR 6. RIGHT SIDE
 7. RIGHT FRONT 8. RIGHT REAR 9. REAR
 10. FRONT 11. REAR 12. LEFT SIDE
 13. LEFT FRONT 14. LEFT REAR 15. RIGHT SIDE
 16. RIGHT FRONT 17. RIGHT REAR 18. REAR

26. REPORT TO VEHICLES BY YEAR AND TYPE
Fed driving south on U. S. Highway #1 at approximately 20 mph when about 70' north of the intersection of Broad Street noticed the signal light turn red and applied brakes. Due to mechanical trouble the car continued without slowing into the intersection and struck car #2 that was going east on Broad Street.

28. CHARACTERISTICS OF DAMAGED VEHICLE
Make: 1. FORD 2. CHEVROLET 3. PLYMOUTH 4. BUICK
 5. CHRYSLER 6. DODGE 7. RAMBLER 8. OLDSMOBILE
 9. CADILLAC 10. LINCOLN 11. MERCURY 12. VOLVO
 13. SAAB 14. SUBARU 15. HONDA
 16. MAZDA 17. ISUZU 18. OTHER

29. BASIC CHARACTERISTICS
Year: 1. 1960 2. 1961 3. 1962 4. 1963
 5. 1964 6. 1965 7. 1966 8. 1967
 9. 1968 10. 1969 11. 1970 12. 1971
 13. 1972 14. 1973 15. 1974
 16. 1975 17. 1976 18. 1977
 19. 1978 20. 1979 21. 1980

30. DAMAGE TO VEHICLE
 1. FRONT END 2. REAR END
 3. LEFT SIDE 4. RIGHT SIDE
 5. ENGINE 6. TRANSMISSION
 7. DRIVETRAIN 8. STEERING
 9. SUSPENSION 10. BRAKES
 11. ELECTRICAL 12. OTHER

31. DAMAGE TO PERSONS
 1. DRIVER 2. PASSENGER
 3. OTHER OCCUPANT 4. OTHER PERSON
 5. NONE

32. DAMAGE TO PROPERTY
 1. DAMAGE TO PROPERTY
 2. NO DAMAGE TO PROPERTY

33. DAMAGE TO OTHER VEHICLES
 1. DAMAGE TO OTHER VEHICLES
 2. NO DAMAGE TO OTHER VEHICLES

27. NAME OF INVESTIGATOR: George C. ... DATE: June 21, 1962
PROPERTY OFFICER: ...
STATEMENT OF REPORTER: ...
ADDRESS: ...
CITY: Petersburg, West Virginia
COUNTY: ...
STATE: ...

34. MECHANICAL FAILURE OF BRAKES
Unavoidable accident
No action taken. Investigation revealed accident caused from mechanical defects in car.

35. SIGNATURE OF OFFICER: John ... DATE: June 22, 1962
OFFICE: ...
TITLE: ...

Section 5

U. S. GOVERNMENT BILLS OF LADING

The procedures in this Section explain the issuance of *U. S. Government Bills of Lading* by the Regional Director, Administrative Management, or his designee. They supplement the instructions in 5 GAO 3000 (Revised).

Standard *U. S. Government Bill of Lading* forms should be used for all freight and express shipments. The forms are in sets of nine—*Original*, Standard Form No. 1103; *five Memorandum Copies*, Standard Form No. 1103a; *Shipping Order*, Standard Form No. 1104; *Freight Waybill*, Standard Form No. 1105, and *Carrier's Copy of Freight Waybill*, Standard Form No. 1106.

ACCOUNTABILITY FOR U. S. GOVERNMENT BILLS OF LADING

Appropriate accountability records must be maintained by Regional Offices for the purpose of controlling the stock of printed bills of lading on hand, and for fixing accountability upon the employees responsible for their issuance and use.

SELECTION OF CARRIER

The most economical means of transportation which can meet the requirements should be used. A carrier should be selected after a thorough consideration of the need for expeditious movement, safety, nature of the commodity, convenience, the ability of a particular carrier to best handle the shipment, and any other pertinent factors.

Motor Freight

When use of a motor carrier approved by the Interstate Commerce Commission will result in freight charges lower than the cost for the service by rail carrier, or if truck service is faster, motor freight may be used.

Freight Forwarding Companies

Small transcontinental shipments move faster by use of freight forwarding companies. These companies will pick up at origin and deliver at destination without additional charge.

Railway Express

Shipments should be made by express only when express is more economical than freight, or when slower movement by freight will sacrifice some real advantages to the receiving office.

Air Express

Because air express is more expensive than postal, freight, or rail express service, shipment by air express should be made only when time is the primary consideration. Rates and charges for air express are obtainable from local Railway Express Agency offices or airports.

PREPARATION OF U. S. GOVERNMENT BILLS OF LADING

The following instructions supplement instructions printed on Standard Form No. 1103 covering the preparation of U. S. Government Bills of Lading. (See Exhibit A.)

Name of Initial Transportation Company—Show full name of carrier to which shipment is surrendered at point of origin.

Car-Truck Information—Use only in the case of carload or truckload shipment.

Date B/L Issued—Show date bill of lading was prepared by the Issuing Officer.

Shipping Point—Enter the name of the city and State from which shipment originates.

Full Name of Shipper—If shipment is to be made by a commercial source, enter the name of the contractor or vendor. If shipment is to be made by a Government agency, enter the name of the originating office of the agency.

Marks—Use only if identifying marks are shown on the package, or packages, shipped.

Office to be Billed for Transportation Charges—Enter appropriate Regional Office including address.

Appropriation Chargeable—Insert the appropriation to be charged.

Consignee—The name and address of only one consignee shall appear on a bill of lading. However, the name of a person to be notified of the arrival of the shipment may be included, providing that person is available at the consignee's address.

Destination—Insert the name of the city and State to which the shipment is consigned.

Route—Enter information when appropriate. However, this space is not to be used for less than carload or less than truckload shipments.

Description of Articles Shipped: Number, Kind, Numbers on Packages, Weights, etc.—Articles shall be described fully. Whenever possible, the actual weight of a shipment, or if several packages of different classes comprise a shipment, the separate weight of each class of package, should be determined and shown on the bill of lading.

Pick Up Service at Origin—When pick up or trap car services are furnished by the carrier, the appropriate block should be checked and initialed in the space provided by a person having knowledge of the facts. (In certain instances tariffs covering pick up or delivery service provide for the assessment of charges therefor in addition to line-haul charges. Where such tariff provisions are in effect, and when pick up or delivery service is not performed by the Government or its agent but is performed by the carrier at the request of the shipper or consignee in connection with a less-than-carload or "any quantity" shipment, the Government bill of lading and available copies should be completed to show that pick up or delivery was requested of and furnished by the carrier.)

Name of Transportation Company—Receipt by Carrier—Upon delivery of the property to the carrier for shipment, the bill of lading will be signed and dated by the agent of the initial carrier in the spaces provided for that purpose.

Certificate of Issuing Officer—After the name and location of the issuing office are entered and the date and title of the issuing officer,

the issuing officer should sign the "Certificate of Issuing Officer" whether the bill of lading is to be used by the Government or by a contractor or shipper. Carbon impression signatures are acceptable on copies. When the bill of lading is to be used by a contractor as shipper, the issuing officer must fill in, above his signature, the contract or purchase order number, the date thereof, and the f.o.b. point named in the contract or purchase order. This reference should agree with the shipping point. Unless such data appears on bills of lading, carriers may refuse to accept the shipment from a contractor as shipper. If the issuing officer acts also as shipper, he may use this space to indicate other authority for shipment.

SPECIAL SERVICES

Where special services are ordered incident to the line-haul transportation, the bill of lading shall be appropriately endorsed showing name of carrier upon which the request was made, and the kind and scope of special services ordered. The endorsement shall be signed by or for the person who ordered the services. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.

DISPOSITION OF BILL OF LADING

After the bill of lading is properly prepared by the issuing office, a copy with the estimated shipping cost shown thereon, should be sent promptly to the fiscal unit of the Administrative Branch for obligating purposes. The bill of lading should be surrendered by the shipper to the initial carrier with the memorandum copies, the shipping order, and the two freight waybills. The agent of the initial carrier will receipt the original and all copies. He will keep the shipping order and the two freight waybills and return the original and memorandum copies to the shipper. The shipper will forward the original to the consignee and keep a receipted copy for his files. (He may destroy the memorandum copies held pending carrier's receipt of the shipment.)

When the shipper is a commercial vendor, the issuing officer will send the original bill of lading, the shipping order, two freight waybills, and two memorandum copies to the vendor (three memorandum copies in some cases—see next paragraph). The issuing officer will send one memorandum copy to the fiscal unit of the Administrative Branch and keep one memorandum copy. The vendor will have the carrier's agent receipt the original and all copies. The vendor will send the original to the consignee, keep one memorandum copy, and return one memorandum copy to the issuing officer. (The issuing officer may destroy the memorandum copy held pending carrier's receipt of the shipment.)

ORIGINAL BILL OF LADING RETAINED BY CARRIER

Normally, the original bill of lading will be sent immediately by the shipper to the consignee, as specified above, so that it will be in his possession upon arrival of the shipment at destination. However, there may be instances where the shipment may be expected to arrive at its destination before the bill of lading, as in shipments by air

express, or short distance hauls by truck. In such circumstances, the original bill of lading may be surrendered to the carrier to accompany the shipment, if the carrier agrees; and a receipted memorandum copy should be sent to the consignee promptly after pick up by the carrier. When this procedure is used, the following certificate which appears on the bill of lading:

*Initial Carrier's Agent, by Signature Below,
Certifies He Received The Original Bill
Of Lading Yes (Indicate By Check)*

shall be checked to so indicate by the carrier's agent who signs for the shipment.

CONSIGNEE'S CERTIFICATE OF DELIVERY

The shipper, or issuing officer, should not complete this entry. Upon receipt of the shipment, and after checking it with the bill of lading, the consignee should complete and sign the bill of lading and surrender it to the agent of the delivering carrier. (Care should be exercised to assure that a check mark is placed in the space provided when the carrier furnishes delivery or trap car service at destination.) If at the time of delivery there is evidence of loss or damage, the nature and extent of such loss or damage shall be noted in the space provided on the reverse side of the bill of lading. Loss or damage not evident at the time of delivery should be reported to the local agent of the delivering carrier as soon as possible. In all cases, the consignee must complete the certificate of delivery.

TEMPORARY RECEIPTS

If the bill of lading is not in the hands of the consignee when the shipment arrives, a *Temporary Receipt in Lieu of U. S. Government Bill of Lading*, Standard Form No. 1107, may be temporarily substituted for it. The use of *Temporary Receipts* shall be limited to cases where the receipt of the bill of lading has been delayed and where immediate delivery of the shipment is imperative. Transportation charges will not be paid on *Temporary Receipts*. To insure prompt payment to the carrier, the person responsible for issuing the *Temporary Receipt* should keep a record of such receipts and promptly replace them with the original bills of lading or certificates in lieu of lost bills of lading. Cancelled *Temporary Receipts* shall be filed with the records of the office responsible for their issuance.

CERTIFICATE IN LIEU OF LOST BILL OF LADING

If the original bill of lading cannot be found after diligent effort has been made to locate it, and it is evident that it has been lost or destroyed, a *Certificate in Lieu of Lost U. S. Government Bill of Lading*, Standard Form No. 1108 (Exhibit B), and *Memorandum Copy*, Standard Form No. 1108a, may be used as a basis for settlement of transportation charges. The consignee may issue a *Certificate in Lieu of Lost U. S. Government Bill of Lading*, provided he is an employee of the Housing and Home Finance Agency, and has access to the forms and office records which provide a permanent record of the issuance of such certificates by means of the memorandum copies. The consignee must

also have in his possession a *Memorandum Copy* of the lost original bill of lading, Standard Form 1103a, or the carrier's freight *Waybill*, Standard Form No. 1105, which will enable him to complete the *Certificate in Lieu of Lost U. S. Government Bill of Lading*. If the consignee does not have the proper documents to enable him to prepare such a certificate, he shall refer the matter to the officer who issued the original bill of lading. In such cases, the issuing officer should prepare the certificate and immediately send it to the consignee for execution of the certificate of delivery and release to the destination carrier.

The following certificate, which has been incorporated in the Certificate of Issuing Officer and in the Certificate of Consignee printed on the face of the *Certificate in Lieu of Lost U. S. Government Bill of Lading*, Standard Form No. 1108, must be executed by the consignee or the officer who issues the Certificate in Lieu of Lost Bill of Lading: *Issued in exact conformity with Standard Form No. _____ in my possession.*

In those cases where the consignee issues a *Certificate in Lieu of Lost U. S. Government Bill of Lading*, a copy must be immediately forwarded by him to the issuing officer.

The issuing officer should note the issuance of all certificates in lieu of lost bills of lading issued by consignees, as well as those issued by himself, on the bill of lading accountability record. Memorandum copies of such certificates shall then be forwarded to the fiscal unit of the Administrative Branch for purposes of avoiding duplicate payment for transportation charges involved.

ORIGINAL BILL OF LADING LOCATED

If the original bill of lading is located before settlement is made on the *Certificate in Lieu of Lost U. S. Government Bill of Lading*, it should be substituted for the certificate. The certificate should be marked "*Cancelled—original bill of lading located and delivered to the destination carrier,*" and returned to the office which issued it. If the original bill of lading is located after settlement is made on the *Certificate in Lieu of Lost U. S. Government Bill of Lading*, the original should be appropriately voided and sent to the fiscal unit of the Administrative Branch for ultimate transmission to the General Accounting Office.

CONVERSION OF COMMERCIAL BILLS OF LADING TO GOVERNMENT BILLS OF LADING

Government property should not be shipped on a commercial bill of lading or express receipt unless such procedure is unavoidable. Payment to the carrier of the transportation charges will not be made by the Agency on a commercial document. If a shipment is, of necessity, made on a commercial bill of lading or express receipt, the notation, *to be Converted to a Government Bill of Lading*, must be placed on the original commercial document. The original commercial bill of lading or express receipt should be sent by the shipper to the Government official who authorized the shipment.

The consignee, or other authorized officer, should then prepare a Government bill of lading to cover the shipment, signing as issuing officer. The commercial document upon which the property was shipped

should be securely attached to the Government bill of lading. Both documents should be cross-referenced and sent promptly to the consignee (if the consignee is not the preparing officer) for execution of consignee's certificate of delivery on the Government bill of lading and for surrender to the destination carrier. The signature of the agent of the initial carrier is not required on a converted Government bill of lading.

LOST COMMERCIAL BILLS OF LADING

If a commercial bill of lading or express receipt upon which Government property was shipped is lost or destroyed, but the consignee has the carrier's *Shipping Order* or the Railway Express Agency *Delivery Sheet*, he may convert the commercial document to a Government bill of lading. Regional Office records of the issuance of Government bills of lading converted from commercial documents should be maintained.

CONVERTING PHOTO COPY OF OTHER THAN ORIGINAL COMMERCIAL DOCUMENT

Under the same conditions, the consignee may convert a photostat copy of the carrier's *Shipping Order*, or the Railway Express Agency *Delivery Sheet* to a Government bill of lading, provided that before photostating the commercial document the carrier places thereon a notation as follows: *Photostat Copy of This Document Furnished Consignee on (Date) to be Converted to a Government Bill of Lading.*

CONVERTING CERTIFIED COPY OF OTHER THAN ORIGINAL COMMERCIAL DOCUMENT

A certified true copy of a commercial document furnished by the carrier may likewise be converted to a Government bill of lading by the consignee, provided it carries a carbon impression obtained by typing or otherwise placing on the carrier's *Shipping Order*, or on the Railway Express Agency *Delivery Sheet*, the following statement: *Certified True Copy of This Document Furnished Consignee on (Date) to be Converted to a Government Bill of Lading.*

RELATED VOUCHER FORMS

Public Voucher for Transportation Charges, Standard Form No. 1113 (original), and *Public Voucher for Transportation Charges*, Standard Form No. 1113a (memorandum), will be used by carriers to bill the Government for transportation costs. This voucher form requires only the listing of the symbol, serial number, and amount of each bill of lading. It does not require descriptive details of the service rendered. Carriers will bear the cost of the transportation voucher forms. They may purchase them from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., or may print the forms themselves or have them printed by any association of carriers, provided the exact size, wording and arrangement, as approved by the Comptroller General of the United States, are followed.

REPORTING CONCEALED LOSS OR DAMAGE

If loss or damage is discovered after the bill of lading has been certified and surrendered, the delivering carrier should be notified immediately and shipment held by the consignee in the condition in which it arrived, so that the carrier's agent may make proper inspection.

tion and tally. Such inspection, tally, and other required information is reported on the carrier's standard form for reporting loss or damage discovered after delivery of freight.

When the carrier's agent is unable to make an inspection, the consignee will execute the *Inspection Report Form or Carrier's Concealed Damage Form* furnished by the agent of the carrier. In such case, the consignee's inspection will be accepted as a substitute for the carrier's inspection. Either form when completed is forwarded with a written claim. All claims are made on the destination agent of the delivering carrier or direct to the carrier's freight claim agent, in accordance with the carrier's requirements.

EXHIBIT A

Standard Form No. 1103
5 (7-1-59)
1103-105

U. S. GOVERNMENT BILL OF LADING
ORIGINAL

BL. NO. **A 0015501**

TRANSPORTATION COMPANY **Overland Transport, Inc.** TRAFFIC CONTROL NO.

TENDERED TO **STOP** THIS CAR OR TRUCK AT

	IMPORTANT Regulations permit this original bill of lading to be surrendered to the initial carrier or sent immediately to the consignee. The shipping agency will furnish specific instructions with respect thereto.	CAR-TRUCK LGTH. FT. INCH. ORDERED FURNISHED	MARKED CAPACITY ORDERED FURNISHED	DATE FURNISHED	DATE BL. ISSUED 2-2-60
--	---	--	--------------------------------------	----------------	----------------------------------

FOR CAR INITIALS AND NO. KIND

TRUCK NO.

RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE, SUBJECT TO CONDITIONS NAMED ON THE REVERSE HEREOF. THE PROPERTY HEREINAFTER DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FORWARDED TO DESTINATION BY THE SAID COMPANY AND CONNECTING LINES, THERE TO BE DELIVERED IN LIKE GOOD ORDER AND CONDITION TO SAID CONSIGNEE.

CONSIGNEE (NAME AND MAILING ADDRESS):
**Housing and Home Finance Agency
Office of the Administrator
Room B-103
1626 "K" Street, N.W.**

DESTINATION
Washington, D. C.

VIA (ROUTE SHIPMENT ONLY WHEN SOME SUBSTANTIAL INTEREST OF THE GOVERNMENT IS SERVED THEREBY)

SEAL NOS. **FOR CARRIER'S USE ONLY**
WAYBILL NO. FREIGHT BILL NO.

APPLIED BY:

NO.	KIND	DESCRIPTION OF ARTICLES (USE CARRIER'S CLASSIFICATION OR TARIFF DESCRIPTION IF POSSIBLE, OTHERWISE A CLEAR NONTECHNICAL DESCRIPTION)	NUMBERS ON PACKAGES	WEIGHTS*	FOR USE OF DESTINATION CARRIER ONLY		
					CLASS	RATE	CHARGES DOLLARS CENTS
1	crate	Calculator, Friden, Ser. No. ST10-398762		90 lbs.			

IF THIS SHIPMENT FULLY LOADS THE CAR OR TRUCK USED, CHECK YES

CARRIER FURNISHED PICK UP-- TRAP CAR--
SERVICE AT ORIGIN INITIALS OF SHIPPER'S AGENT **dad**

NAME OF TRANSPORTATION COMPANY **Overland Transport, Inc.**

COMPANY **Overland Transport, Inc.**

DATE OF RECEIPT OF SHIPMENT **2-3-60** INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES HE RECEIVED THE ORIGINAL BILL OF LADING.
 YES (INDICATE BY CHECK)

SIGNATURE OF AGENT **Joseph Smith** PER

CERTIFICATE OF ISSUING OFFICER
I CERTIFY THAT THIS SHIPMENT IS MADE PURSUANT TO THE TERMS OF CONTRACT OR PURCHASE ORDER NO. **PTR-IV-7-60** DATED **1-25-60** OR OTHER AUTHORITY FOR SHIPMENT. F.O.B. POINT NAMED IN CONTRACT

ISSUING OFFICE **HHFA-ORA, Region IV, Chicago, Illinois**

SIGNATURE OF ISSUING OFFICER **Robert J. Diden**
DATE **2-2-60** TITLE **Director, Admin. Management**

CONSIGNEE'S CERTIFICATE OF DELIVERY--CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT
I CERTIFY THAT I HAVE THIS DAY **2-3-60** RECEIVED FROM **Overland Transport, Inc.** AT **Washington, D.C.**
(DATE OF DELIVERY) (NAME OF TRANSPORTATION COMPANY) (ACTUAL POINT OF DELIVERY)

THE PROPERTY DESCRIBED IN THIS BILL OF LADING IN APPARENT GOOD ORDER AND CONDITION, EXCEPT AS NOTED ON REVERSE HEREOF. CARRIER FURNISHED DELIVERY-- TRAP CAR--
SERVICE AT DESTINATION **Ninety (90)** POINTS

H. R. Humbolt
H. R. Humbolt

*SHOW ALSO CUBIC MEASUREMENTS FOR SHIPMENTS VIA AIR, TRUCK OR WATER CARRIER, IN CASES WHERE REQUIRED.

SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT

16-34106-10

EXHIBIT B

Standard Form No. 1108 5 CLAS 909 1108-108		CERTIFICATE IN LIEU OF LOST U.S. GOVERNMENT BILL OF LADING ORIGINAL			No. <u>A 0015501</u> <small>(CHECK NUMBER OF THE ORIGINAL BILL OF LADING)</small>			
TRANSPORTATION COMPANY Overland Transport, Inc.				TRAFFIC CONTROL NO.				
TENDERED TO → STOP THIS CAR OR TRUCK AT		IMPORTANT SEND THIS CERTIFICATE TO THE CONSIGNEE IMMEDIATELY AFTER FULL ACCOMPLISHMENT.		CAR-TRUCK LGTH. FT. INST. ORDERED FURNISHED	MARKED CAPACITY † ORDERED FURNISHED	DATE FURNISHED †		
FOR CAR INITIALS AND NO.				KIND		FURNISH THIS INFORMATION IN CASE OF CARLOAD OR TRUCKLOAD SHIPMENTS ONLY. CL TRANSFERRED TO OR LCL LOADING		
TRUCK NO.				FROM			DATE BILL ISSUED 2-2-60	
RECEIVED BY THE TRANSPORTATION COMPANY NAMED ABOVE, SUBJECT TO CONDITIONS NAMED ON THE REVERSE HEREOF, THE PROPERTY HEREINAFTER DESCRIBED, IN APPARENT GOOD ORDER AND CONDITION (CONTENTS AND VALUE UNKNOWN), TO BE FORWARDED TO DESTINATION BY THE SAID COMPANY AND CONNECTING LINES, THERE TO BE DELIVERED IN LIKE GOOD ORDER AND CONDITION TO SAID CONSIGNEE.				(SHIPPING POINT) → Chicago, Illinois				
CONSIGNEE (NAME AND MAILING ADDRESS) Housing and Home Finance Agency Office of the Administrator Room B-103 1626 "K" Street, N.W. Washington, D. C.				FULL NAME OF SHIPPER Housing and Home Finance Agency, Office of the Regional Administrator - Region IV				
VIA (ROUTE SHIPMENT ONLY WHEN SOME SUBSTANTIAL INTEREST OF THE GOVERNMENT IS SERVED THEREBY)				APPROPRIATION CHARGEABLE 8600100. Salaries and Expenses, Housing and Home Finance Agency, 1960				
SEAL NOS.		FOR CARRIER'S USE ONLY WAYBILL NO. FREIGHT BILL NO.		CONTRACTORS WILL RETURN UNUSED OR CANCELED BILLS OF LADING TO GOVERNMENT OFFICE FROM WHICH RECEIVED.				
APPLIED BY:		DATE		CHARGES TO BE BILLED TO (DEPARTMENT OR ESTABLISHMENT, BUREAU OR SERVICE AND LOCATION) Housing and Home Finance Agency, Office of the Regional Administrator - Region IV 105 West Adams Street, Chicago 3, Illinois				
PACKAGES		DESCRIPTION OF ARTICLES <small>(USE CARRIER'S CLASSIFICATION OR TARIFF DESCRIPTION IF POSSIBLE, OTHERWISE A CLEAR NONTECHNICAL DESCRIPTION)</small>		NUMBERS ON PACKAGES	WEIGHTS*	FOR USE OF DESTINATION CARRIER ONLY CLASS RATE CHARGES INLAND OVERSEAS		
NO. KIND								
1		crate Calculator, Friden, Ser. No. ST10-398762			90 lbs.			
<small>TARIFF OR SPECIAL RATE AUTHORITIES (CL - TL OR VOL. ONLY)</small>								
<small>IF THIS SHIPMENT FULLY LOADS THE CAR OR TRUCK USED, CHECK <input type="checkbox"/> YES</small>								
CARRIER FURNISHED <input checked="" type="checkbox"/> PICK UP- <input type="checkbox"/> TRAP CAR- SERVICE AT ORIGIN. INITIALS OF SHIPPER'S AGENT				CERTIFICATE OF ISSUING OFFICER				
CERTIFICATE OF CONSIGNEE - I HEREBY CERTIFY TO THE RECEIPT OF THE ABOVE DESCRIBED PROPERTY, EXCEPT AS NOTED ON THE REVERSE HEREOF, AND THAT THE ORIGINAL BILL OF LADING INDICATED HAS NOT BEEN RECEIVED, NOR CAN IT BE LOCATED.				I CERTIFY THAT THIS SHIPMENT IS MADE PURSUANT TO THE TERMS OF CONTRACT OR PURCHASE ORDER NO. PTR-IV-7-60 DATED 1-25-60				
CARRIER FURNISHED <input checked="" type="checkbox"/> DELIVERY- <input type="checkbox"/> TRAP CAR-SERVICE AT DESTINATION. ISSUED IN EXACT CONFORMITY WITH STANDARD FORM NO. 1103a IN MY POSSESSION.				OR OTHER AUTHORITY FOR SHIPMENT. F.O.B. POINT NAMED IN CONTRACT				
DATE 3-3-60 SIGN ORIGINAL ONLY H. R. Humboldt (SIGNATURE OF ORIGINATOR)				ISSUING OFFICE HHFA-ORA, Region IV, Chicago, Illinois				
				ISSUED IN EXACT CONFORMITY WITH STANDARD FORM NO. IN MY POSSESSION.				
				SIGNATURE OF ISSUING OFFICER				
				DATE				
CERTIFICATE AND WAIVER BY TRANSPORTATION COMPANY								
THIS IS TO CERTIFY THAT THE ABOVE DESCRIBED BILL OF LADING HAS NEVER BEEN STATED BY THIS COMPANY AND IS NOT IN ITS POSSESSION, NOR CAN SAME BE LOCATED BY IT. UPON SUBSTITUTION OF THIS CERTIFICATE, IT IS AGREED THAT SHOULD THE SAID BILL OF LADING SUBSEQUENTLY COME INTO POSSESSION OF THIS COMPANY IT WILL AT ONCE BE SURRENDERED TO THE PROPER ADMINISTRATIVE OFFICER OF THE UNITED STATES AND NO CLAIM MADE THEREON.								
SIGN ORIGINAL ONLY								
DATE								
<small>(TRANSPORTATION COMPANY) PER (NAME AND TITLE)</small>								
<small>*SHOW ALSO CUBIC MEASUREMENTS FOR SHIPMENTS VIA AIR, TRUCK OR WATER CARRIER, IN CASES WHERE REQUIRED.</small>								

Section 6

TELEPHONE EQUIPMENT—INSTALLATION AND USE

Regional Offices are authorized to arrange for the installation of necessary telephone equipment, subject to the limitations and requirements in the following procedures.

Telephone service shall be used to the extent that it reduces the ultimate cost of efficient administration. This policy contemplates that sufficient and appropriate equipment will be installed and so used as to accomplish that purpose. Installation or use which cannot be justified on this basis is not authorized.

AUTHORIZED EQUIPMENT

Regional Offices may approve the installation of sufficient and appropriate telephone equipment. Key systems, intercommunication systems, buzzer systems, and similar extra-cost equipment should be approved only when absolutely necessary to operations.

RESTRICTED EQUIPMENT AND SERVICES

Commitments involving installation of the following equipment or services shall not be made without prior approval of the Central Office Division of General Services, Property Management Branch:

- (1) Call Directors.
- (2) Speakerphones.
- (3) Key boxes.
- (4) PBX equipment.
- (5) Telephone recording devices of any type.¹
- (6) Telephone answering service.

ORDER FOR TELEPHONE SERVICE

Orders for telephone service do not require prior approval of the Central Office, with the exception of orders which include restricted items listed above. However, a copy of each such order, and of subsequent changes thereto, shall be sent to the Central Office Division of General Services, Property Management Branch, for administrative review and record purposes. The following types of contracts and agreements may be executed:

Through Other Government Facilities

Whenever possible, Regional Offices shall arrange for telephone service to be provided on a reimbursable basis by another Government

¹ See Public Notice 60591 of the Federal Communications Commission.

agency in the same locality, as an adjunct to its own telephone network and switchboard. Complete records of all such reimbursable agreements shall be maintained in Regional Office files.

GSA Contracts

If telephone service cannot be arranged through another Government agency, orders may be placed with the local telephone company under the terms of current Public Utility Schedule telephone service contracts for the area. Printed schedules of such contracts are distributed by the General Services Administration. Each schedule is self explanatory, describing the area covered by the contract, the name and address of the contracting company, the contract number and pertinent procedural and billing instructions. Form H-35, *Purchase Order*, will be used to accomplish final procurement action (see Exhibit C in Section 6-1).

Commercial Contracts

If telephone service cannot be arranged through another Government agency or through Public Utility Schedule Contracts, an agreement on Standard Form 145, *Order for Telephone Service*, may be made with the local telephone company. (GSA Reg. 2-1X-203.00.)

NOTIFICATION OF CHANGE OF REGIONAL OFFICE TELEPHONE NUMBER

Change of Regional Office telephone numbers shall be immediately reported by memorandum to the Central Office Division of General Services, Property Management Branch. Twenty copies of each Regional Office directory shall be sent to the Central Office Division of General Services, Property Management Branch, as soon as the new directories are issued.

TOLL SERVICE

The use of telephones for calls involving toll charges shall be restricted to instances in which the purpose cannot effectively be accomplished by other means; telephone toll calls will be used only when the message is of such urgency that maximum speed of delivery is of paramount importance in the interests of the Government. Payment from Government funds for such purposes is similarly restricted, as stated in 31 U.S.C. 680a:

“No part of any appropriation for any executive department, establishment, or agency shall be used for the payment of long-distance telephone tolls except for the transaction of public business which the interests of the Government require to be so transacted; and all such payments shall be supported by a certificate by the head of the department, establishment, or agency concerned, or such subordinates as he may specially designate, to the effect that the use of the telephone in such instances was necessary in the interest of the Government. (May 10, 1939, ch. 119 p. 4, 53 Stat. 738.)”

Billings for telephone toll charges will be certified accordingly by the Regional Administrator or the Regional Director of Administration.

LISTING IN COMMERCIAL TELEPHONE DIRECTORIES

Regional Office listings in commercial telephone directories shall be as follows:

Housing and Home Finance Agency
HHFA Regional Office, Region I
Office of the Regional Administrator
Community Facilities Operations
Urban Renewal Operations
(Constituent agencies in alphabetical order)

Area Office listings in commercial telephone directories shall be as follows:

Housing and Home Finance Agency
HHFA Region VI, Seattle Area Office

Field Station listings in commercial telephone directories shall be as follows:

Housing and Home Finance Agency
HHFA Region I, Boston Field Station

When circumstances require the listing of more than one telephone number, sub-listings may be added under the above headings.

Section 7

IDENTIFICATION CARDS

Certain employees must show official identification cards to obtain admission to restricted areas or buildings or to identify themselves as official representatives of the Housing and Home Finance Agency. This Section establishes procedures for issuance, use and surrender of identification cards in field offices.

Form H-53, *Identification Card*, has been established as the official identification document for all employees, other than those of the Compliance Division for whom special credentials are issued. Form H-53 carries the employee's name, photograph, signature, and his physical characteristics, and states that the employee so identified is employed in a stated capacity and is engaged on official business. No further implication is intended or authorized, and the use of the card shall be restricted accordingly by the employee.

The extent to which the card is honored by other Government or private agencies depends entirely on the regulations of those agencies. Form H-53 is not intended, and shall not be used, as an official pass to serve in lieu of a building pass or other credentials required and issued to visitors by another agency.

REQUEST FOR ISSUANCE

Issuance of an Identification Card shall be requested on Form H-52, *Requisition for Identification Card*, which shall be prepared by the employee for whom the card is requested. Form H-52 shall be fully executed and shall describe the duties assigned the employee which necessitate issuance of a card.

Requisitions shall be signed by the employee's supervisor as requesting officer, and submitted to the Director, Administrative Management, in original only (original and one copy in the case of employees stationed outside the Regional Office).

ISSUANCE

Regional Administrators are authorized to approve Forms H-52 and issue Identification Cards to employees whose headquarters are within the territorial limits of their Regions.

After approval by the Regional Administrator, the Director, Administrative Management, will arrange for necessary photography, consisting of two identical closeup photographs of the employee (not larger than 1¼" x 1¼") of head and shoulders only, and will complete the Identification Card.

The completed card shall be issued directly to the employee concerned and receipt acknowledged by his personal signature at the bottom of the requisition.

One copy of the photograph shall be stapled to the original requisition, which shall be retained by the Director, Administrative Management, as the record of issue.

The Director, Administrative Management, shall maintain records of identification card issuance and cancellation, including the following:

- (1) A journal record of identification cards issued, showing the card serial number, employee's name and organizational unit, date of issuance and date of cancellation.
- (2) A file of all approved requisitions arranged alphabetically by surnames of employees.

EMPLOYEE RESPONSIBILITY

The employee is personally responsible for the proper use, protection and ultimate return of the card issued to him. If a card is lost, damaged, or defaced, the employee shall immediately advise the Director, Administrative Management, by submitting a new requisition on Form H-52 for a replacement, stating thereon the circumstances of the loss or damage. Damaged cards shall be surrendered upon issuance of a replacement, and then cancelled as prescribed below.

RETURN OF CARD

When the holder of a card is separated or reassigned to duties not requiring a card, he shall surrender his card in accordance with the procedures outlined in Section 2-4-3, "Clearance for Final Salary Payment."

Surrendered cards shall be destroyed by the issuing office, and notation of cancellation recorded on both the identification card journal record and on the face of the requisition.

GSA BUILDING PASSES

GSA Form 15 is required by the General Services Administration for admission into Government buildings after normal closing hours. The Director, Administrative Management, shall obtain these building pass forms from the nearest GSA Office, and shall control issue of them to Regional employees.

Upon separation of the employee, he shall surrender this building pass as prescribed in Section 2-4-3 of this Volume.

Part 6. General Administrative Services

Section 8

ADMINISTRATIVE REAL PROPERTY MANAGEMENT

This Section prescribes responsibilities and general procedures for administrative real property management functions within HHFA Regional Offices, including the planning, acquisition, utilization, and disposal of office space and related facilities.

Regional Offices shall obtain prior approval of the Central Office General Services Branch before negotiating or initiating any changes in current space assignments or agreements.

Subject to the Central Office controls described herein, physical or contractual changes affecting administrative real property shall be negotiated and consummated at the Regional Office level. Regional Office employees to whom these responsibilities are delegated should be familiar with current instructions of the OA and with applicable regulations of the General Services Administration.

PLANNING OFFICE SPACE REQUIREMENTS

In planning space requirements, particular emphasis will be placed upon the need for economy and efficiency through maximum utilization of office space. Careful attention shall be given the standards and limitations set forth in GSA Regulations, Title 2, Real Property Management. It should be noted that these regulations prescribe an average of 90 square feet of Code A space per field service employee as a general planning rule. All Regional space holdings shall be constantly reviewed for the purpose of effecting reductions therein without loss of operating efficiency.

To the utmost degree permitted by circumstances prevailing at the time, space planning and changes shall be directed toward contiguous location of all components of the HHFA.

SPACE ACQUISITION OR CHANGE

Informal negotiations with the General Services Administration for acquisition of new or additional office space, changes in location or rental may be initiated without prior approval from the Central Office General Services Branch.

When informal negotiations have been completed, final commitment will be held in abeyance pending administrative review and approval by the Central Office General Services Branch. For this purpose, data will be submitted by the Regional Office, as follows:

- (1) Location, square footage, and reimbursable rental of present space.
- (2) Number of employees currently assigned and any anticipated increase or reduction in number.
- (3) Location, square footage, and reimbursable rental of any proposed new or additional space.
- (4) Any other reimbursable costs involved in the proposal, including moving partitions, services, etc.

- (5) Complete statement as to necessity for the changes proposed.
- (6) A sketch showing to scale any proposed change in space, and including:
 - (a) Area (square feet) of each room.
 - (b) Layout of major items of furniture and equipment only, such as desks, large tables, cabinets, bookcases, and divans.
 - (c) Occupant's name at each desk.
 - (d) Purpose for which area is to be used. (Use code numbers as employed in Standard Form 123, *Report of Space Use by Building*. Where a room will be used for more than one purpose, indicate the square footage assigned to each code.)

Upon receipt of approval from the Central Office, the Regional Office will prepare and submit Standard Form 81, *Request for Space*, to the General Services Administration. One copy of Standard Form 81, and any related correspondence, shall be submitted to the Central Office General Services Branch.

When GSA Form 65, *Space Assignment Record*, or other reply is received from the General Services Administration, the Regional Office shall furnish a copy promptly to the Central Office General Services Branch.

SPACE UTILIZATION

GSA Regulations, Title 2, Real Property Management, prescribe standards for evaluating maximum space utilization. The Central Office General Services Branch will welcome requests for assistance or advice required in any case.

For the purpose of reviewing periodically effective space utilization, GSA Real Property Management Regulation No. 3 requires that each Regional Office submit semi-annual utilization reports on Standard Form 123; Supplement No. 1 to that regulation defines clearly the scope of space terms as used in Standard Form 123. Promptly upon dispatch of Standard Form 123 to the General Services Administration, a copy will be forwarded to the Central Office General Services Branch.

Servicing, equipment installation, and modification of real property will be approved only to the degree justified by resulting improvement in space utilization, including consideration of the expenditures involved. Services available to field offices occupying buildings managed and under custody of the General Services Administration are described in GSA Regulations, Title 2, Real Property Management.

Alterations, improvements, repairs, maintenance or other services not exceeding a total of \$100.00 in any single instance and not included under the terms of the current occupancy or lease agreement, may be undertaken without prior approval of the Central Office. Requests for approval to negotiate for modifications to real property, including servicing and equipment installations, in excess of the limitations set forth in the preceding sentence shall be submitted in memorandum form by the Regional Office to the Central Office General Services Branch for review and prior approval before action is taken to commit

expenditure of funds. Each such request shall include the following information:

- (1) Description of the proposed alteration, improvement, major repair, etc., including a detailed floor plan, when applicable.
- (2) Total estimated cost.
- (3) Statement as to necessity.

DISPOSAL OF SPACE

Office space or any portion of administrative real property found to be excess to current optimum utilization requirements at any time should be reported promptly in writing by the HHFA Regional Office to the GSA Regional Office serving that area. A copy of that advice and subsequent related correspondence shall be forwarded promptly to the Central Office General Services Branch.

Section 9

DISTRIBUTION OF ADMINISTRATIVE RELEASES

The following administrative releases are distributed through the Central Office Division of General Services:

HHFA Manual (Volumes I through VII)
Urban Renewal Manual; LPA Manual; LPA Letters¹
Regional Circulars
Staff Memorandums

INTERNAL DISTRIBUTION POLICY

Employees should have ready access to the administrative releases they need in connection with their assigned work. However, distribution should be restricted to actual needs in order to minimize costs of printing and maintenance.

Unless other arrangements are made with the Division of General Services distribution to Regional Offices will be made on a bulk basis, for redistribution within the Region. In any event, each Region must have a central point at which the distribution plan is controlled and from which requisitions for changes in the plan shall originate.

Regional Offices shall not stock extra sets of Manual or other releases. When additional distribution is required to meet Regional needs, the Division of General Services will automatically supply the material already issued prior to the date the new distribution becomes effective.

When the distribution of Manual material is decreased, the Regional Office should send the excess binders and material to the Division of General Services for stock. This does not apply to LPA Letters, Regional Circulars, or Staff Memorandums.

The following guides should be used in determining the distribution plan for administrative releases within Regions:

- (1) *Volume I.*—Volume I should usually be maintained on an organizational basis, as a reference available for use by all employees in a particular branch or section. Individual distribution should be made only to employees who use this Volume frequently, such as members of the Legal Branch.
- (2) *Volume II.*—Volume II distribution should be quite restricted, since it has little content of direct interest to Regional staff members. Generally, it will be needed only by the top Regional staff, whose copies can be made available for reference by other employees as the need arises.
- (3) *Volume III.*—Volume III pertains wholly to Central Office administrative functions. Generally, information copies should be

¹ Internal HHFA distribution of the Urban Renewal Manual, LPA Manual, and LPA Letters is handled on the same distribution list.

maintained only in the offices of the Regional Administrator and Regional Director, Administrative Management.

- (4) *Volume IV.*—Volume IV relates to the general supervisory and coordinating activities of Regional Administrators and to OA program activities administered in Regional Offices. It should be available, on an organizational or individual basis, to persons working on those activities.
- (5) *Volume V.*—Volume V should usually be maintained on an organizational basis. Individual distribution may be necessary within the Administrative Branch. Book II of this Volume, which contains only Part 7, Accounting and Fiscal Procedures, will not be included in Volume V distribution unless it is specifically requested.
- (6) *Volumes VI and VII.*—Volumes VI and VII relate to specific programs and should be readily available, on an organizational or individual basis, to persons working on those programs.
- (7) *Urban Renewal Manual; LPA Manual; LPA Letters.*¹—These are companions to Volume VII. Generally each person maintaining Volume VII should also maintain the Urban Renewal Manual, LPA Manual, and LPA Letter series.
- (8) *Regional Circulars.*—Regional Circular distribution is not segregated by subject. Generally, anyone maintaining any Manual material should also maintain the Regional Circular series.
- (9) *Staff Memorandums.*—Staff Memorandums, and the internal instructions issued by Central Office units, such as URA Memorandums, apply wholly to Central Office operations. They are supplied automatically, in limited numbers, to each Regional Office for informational purposes only.

OUTSIDE DISTRIBUTION POLICY

Except for Volume I, the Urban Renewal Manual, and the LPA Manual, administrative releases will not ordinarily be distributed outside the Housing and Home Finance Agency. Requests for outside distribution, except for Volume I, The Urban Renewal Manual, and the LPA Manual, should be forwarded for action and reply to the Management Analysis and Procedures Branch, Division of Budget and Management.

Outside requests for Volume I and the Urban Renewal Manual (including LPA Letters) should be answered with the information that these Volumes are not available for free distribution, but that they can be purchased on a subscription basis from the Superintendent of Documents, Washington 25, D. C.

Outside requests for the LPA Manual should be forwarded with the Regional recommendation to the Urban Renewal Administration.

¹ Internal HHFA distribution of the Urban Renewal Manual, LPA Manual, and LPA Letters is handled on the same distribution list.

REQUISITIONING PROCEDURE

Regional Offices shall use Form H-174, *Requisition for Administrative Releases* (Exhibit A), for requesting changes in the distribution of administrative releases and for ordering separate copies of specific releases.

Form H-174 shall be sent direct to the Central Office Division of General Services, in duplicate. One copy will be returned to the Regional Office when the order is filled.

The column headed *Bulk Distribution* will be used to request changes in bulk distribution to the Regional Office.

The column headed *Direct Distribution to Central Office Addressees and Field Offices* will be used to request changes in distribution addressed to employees or field offices outside the Regional headquarters. Individual distribution will be made only in cases where special arrangements for such distribution have been made between the Central and Regional Offices. In order to avoid excessive changes in the distribution list, it is preferable that these copies be addressed to the field office rather than to individual employees by name.

The column headed *Request for Extra Copies of Specific Releases* will be used to order additional copies of individual releases for Regional use or to replace shortages in the normal distribution.

Form H-174 is stocked by the Division of General Services (see Section 6-1).

EXHIBIT A

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR REQUISITION FOR ADMINISTRATIVE RELEASES (Submit in duplicate)						H-17A (4-59) DIVISION OF GENERAL SERVICES USE ONLY			
1. Division of General Services, Office of the Administrator						DATE RECEIVED		DATE FILLED	
2. Ordered By:						BACK ORDERED			
REQUISITIONING OFFICER (Signature and Title)				DATE		FILLED BY			
TYPE OF RELEASE	BULK DISTRIBUTION		DIRECT DISTRIBUTION TO CENTRAL OFFICE ADDRESSEES AND FIELD OFFICES			REQUEST FOR EXTRA COPIES OF SPECIFIC RELEASES			
	NUMBER OF COPIES NOW RECEIVED	NUMBER OF COPIES REQUESTED	NUMBER OF COPIES NOW RECEIVED	NUMBER OF COPIES REQUESTED	NAME AND ADDRESS TO BE USED ON ADDRESS PLATE	RELEASE NO. AND DATE	NUMBER OF COPIES REQUESTED		
VOLUME I									
VOLUME II									
VOLUME III									
VOLUME IV									
VOLUME V BOOK I									
VOLUME V BOOK II									
VOLUME VI									
VOLUME VII									
LPA AND URBAN RENEWAL MANUALS; LPA LETTERS									
REGIONAL CIRCULARS									
STAFF MEMORANDUMS									
REMARKS:									

FD-503 (Washington, D. C.)

5/8/59

Section 10

DEFENSE OF CIVIL SUITS AGAINST EMPLOYEES ARISING OUT OF THEIR OPERATION OF MOTOR VEHICLES

LEGAL BASIS

Federal law ¹ provides for the defense of a civil suit against a Federal employee or his estate arising out of his operation of any motor vehicle while acting within the scope of his Federal employment. The law applies only to civil actions and proceedings commenced as a result of incidents occurring on or after March 21, 1962.

DELIVERY OF PROCESS AND PLEADINGS

Any employee against whom a civil action or proceeding is brought for damage to property, or for personal injury or death, on account of the employee's operation of a motor vehicle in the scope of his employment (or his personal representative, if the action is brought against his estate) shall immediately deliver all process and pleadings served upon him, or an attested true copy thereof, to the Regional Counsel. In addition, on the day the employee receives such process or pleadings or any prior information regarding the commencement of such a civil action or proceeding, or in no event later than the day after receipt of such process or information, the employee shall advise the Regional Counsel, in person or by telephone or telegraph, and on the receipt date the Regional Counsel shall advise the General Counsel.

The Regional Counsel shall immediately deliver to the General Counsel all process and pleadings served, or an attested true copy thereof.

The General Counsel is designated to receive such process and pleadings ¹ and to furnish the United States Attorney for the district embracing the place wherein the action or proceeding is brought and the Chief of the Torts Section, Civil Division, Department of Justice, information concerning the commencement of the action or proceeding, and copies of all process and pleadings.

The Regional Counsel shall inform the Regional Administrator and the Regional Director of Administration regarding the commencement of such a civil action or proceeding.

AGENCY REPORT BEARING UPON SCOPE OF EMPLOYMENT

At the earliest possible date or within such time as shall be fixed by the United States Attorney upon request, the General Counsel is required to submit to the appropriate United States Attorney, with a

¹ Public Law 87-258 (28 U.S.C. 2679). Implementing Department of Justice regulations are codified under 28 CFR Part 15 (Dept. of Justice Order No. 254-61, dated 11/24/61).

copy to the Chief of the Torts Section, Civil Division, Department of Justice, the agency report containing all data bearing upon the question whether the employee was acting within the scope of his Federal employment at the time of the incident out of which the suit arose. The report should include factual information¹ bearing upon the nature of the employee's duties, his authorized destination, the conveyance authorized, whether he had departed from the route authorized or disobeyed the instructions given him, whether at the time of the incident he was engaged in the furtherance of his own personal interests, and any other relevant data.

The Regional Director of Administration shall initiate the preparation of the agency report described above and, after consultation with the Regional Counsel, shall transmit the report through the Director, Division of General Services, to the General Counsel.

¹ Optional Form 26, *Data Bearing Upon Scope of Employment of Motor Vehicle Operator*, may be used for this purpose. Copies of the form were not available as of date of this printing.

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TRANSMITTAL CHECK LIST

Upon receipt of each transmittal letter, the recipient will place his initials in the blank following the appropriate number. A break in the continuity of transmittal letters received will indicate missing changes.

TL No.	Initials	TL No.	Initials	TL No.	Initials
FS- 1	✓	FS-18	MBH.	FS-35	ZS
FS- 2	MBH	FS-19		FS-36	ZS
FS- 3	MBH	FS-20	MBH	FS-37	ZS 4/6/53
FS- 4	MBH	FS-21	MBH	FS-38	ZS 4/6/53
FS- 5	MBH	FS-22	MBH	FS-39	ZS (5/5/53)
FS- 6	MBH	FS-23	MBH	FS-40	ZS (5/5/53)
FS- 7	MBH	FS-24	MBH	FS-41	ZS 5/27/53
FS- 8	MBH	FS-25	MBH	FS-42	ZS 5/12/53
FS- 9	MBH	FS-26	MBH	FS-43	
FS-10	MBH	FS-26	MBH	FS-44	
FS-11	MBH	FS-28	✓ Z	FS-45	
FS-12	MBH	FS-29	✓ Z	FS-46	
FS-13	MBH	FS-30	✓ Z	FS-47	
FS-14	MBH	FS-31	✓ Z	FS-48	
FS-15	MBH	FS-32	✓ Z	FS-49	ZS 8/27/53
FS-16		FS-33	✓ Z	FS-50	ZS 9/4/53
FS-17	MBH	FS-34	✓ ZS	FS-51	ZS 9/29/53 B.P. 11/1/53

TL No.	Initials	TL No.	Initials	TL No.	Initials
FS-52	K.P. 11/20/53	FS-75	TR-3-7-55	FS-98	TR 12-22-55
FS-53	K.P. 12/4/53	FS-76	TR-3-21-55	FS-99	TR-1-6-56
FS-54	K.P. 12/17/53	FS-77	TR 3-31-55	FS-100	TR-2-3-56
FS-55	K.P. 2/1/54	FS-78	TR-3-15-55	FS-101	TR 4-9-56
FS-56	K.P. 2/1/54	FS-79	TR-3-24-55	FS-102	TR-5-26-56
FS-57	K.P. 2/1/54	FS-80	TR-4-15-55	FS-103	TR-5-26-56
FS-58	K.P. 2/8/54	FS-81	TR-4-18-55	FS-104	TR-5-26-56
FS-59	K.P. 2/8/54	FS-82	TR-4-28-55	FS-105	TR-5-17-56
FS-60	K.P. 4/5/54	FS-83	TR-6-30-55	FS-106	TR 5-18-56
FS-61	K.P. 4/5/54	FS-84	TR-7-1-55	FS-107	TR-5-24-56
FS-62	K.P. 4/8/54	FS-85	TR-7-18-55	FS-108	TR-5-26-56
FS-63	K.P. 4/23/54	FS-86	TR-7-25-55	FS-109	TR-5-25-56
FS-64	K.P. 5/14/54	FS-87	TR-8-3-55	FS-110	TR-9-21-56
FS-65	K.P. 5/30/54	FS-88	TR-8-24-55	FS-111	TR-9-4-56
FS-66	K.P. 7/20/54	FS-98	TR-8-29-55	FS-112	JIM 12-13-52
FS-67	K.P. 8/4/54	FS-90	TR-10-3-55	FS-113	JIM 12-13-52
FS-68	K.P. 9/10/54	FS-91	TR-10-4-55	FS 114	gag 5-22-57
FS-69	K.C. 10/21/54	FS-92	TR-10-20-55	FS-115	gag 5-22-57
FS-70	TR-11/23/54	FS-93	TR-10-28-55	FS-116	gag 6-13-57
FS-71	TR-2/1/55	FS-94	TR-11-22-55	FS-117	gag 6-20-57
FS-72	TR 2/1/55	FS-95	TR-11-23-55	FS-118	gag 6-20-57
FS-73	TR-2/1/55	FS-96	TR 12-1-55	FS-119	Emp 6/24/57
FS-74	TR-3-7-55	FS-97	TR 12-2-55	FS-120	gag 8-19-57

TL No.	Initials	TL No.	Initials	TL No.	Initials
FS-121	gsg 9-6-57	FS-144	Geo 4-6-59	FS-167	MF 8/8/60
FS-122	gsg 10-10-57	FS-145	Geo 4-6-59	FS-168	MF 8/8/60
FS-123	gsg 11-5-57	FS-146	Geo 5-20-59	FS-169	MF 8/8/60
FS-124	gsg 11-25-57	FS-147	Geo 5-20-59	FS-170	MF 8/8/60
FS-125	gsg 1-6-58	FS-148	Geo 5-20-59	FS-171	MF 8/1/60
FS-126	gsg 1-15-58	FS-149	Geo 5/27/59	FS-172	T.R.R. 9-1-60
FS-127	gsg 1-25-58	FS-150	Geo 7/8/59	FS-173	Geo 9/22/60
FS-128	gsg 3-10-58	FS-151	Geo 7/8/59	FS-174	Geo 9/22/60
FS-129	gsg 4-28-58	FS-152	Geo 7/8/59	FS-175	Geo - 10/19/60
FS-130	gsg 6-18-58	FS-153	Geo 7/21/59	FS-176	Geo - 10/19/60
FS-131	gsg 6-18-58	FS-154	Geo 8/2/59	FS-177	Geo - 10/19/60
FS-132	gsg 7-17-58	FS-155	Geo 8/25/59	FS-178	Geo - 10/19/60
FS-133	gsg 7-17-58	FS-156	Geo 9/22/59	FS-179	Geo - 1/5/61
FS-134	gsg 7-25-58	FS-157	Geo 11/17/59	FS-180	Geo - 2/1/61
FS-135	gsg 7-25-58	FS-158	SA 3/30/60	FS-181	Geo - 4/12/61
FS-136	gsg 9-18-58	FS-159	SA "	FS-182	Geo 5/27/61
FS-137	gsg 9-15-58	FS-160	SA "	FS-183	Geo - 6/2/61
FS-138	gsg 9-18-58	FS-161	SA "	FS-184	Geo - 11/1/61
FS-139	gsg 1-9-59	FS-162	SA "	FS-185	Geo - 10/24/61
FS-140	gsg 2/2/59	FS-163	SA "	FS-186	checked gt 2-18-62
FS-141	gsg 2/2/59	FS-164	Geo 5/19/60	FS-187	checked gt. 2-18-62
FS-142	Geo 4/6/59	FS-165	Geo 5/19/60	FS-188	gt. 2-18-62
FS-143	Geo 4/6/59	FS-166	Geo 5/19/60	FS-189	gt 3/29/62

TL No.	Initials	TL No.	Initials	TL No.	Initials
FS-190	qr 2/20/62	FS-213	D.K. 2-7-65	FS-236	
FS-191	qr 5/17/62	FS-214	D.K. 2-7-65	FS-237	
FS-192	st 7-23-62	FS-215	D.K. 2-7-65	FS-238	
FS-193	st 10/2/62	FS-216	D.K. 4-7-65	FS-239	
FS-194	st 11/1/62	FS-217	D.K. 6-24-65	FS-240	
FS-195	st 10/19/62	FS-218	D.K. 6-24-65	FS-241	
FS-196	ig 2/29/63	FS-219	E.P. 8-9-65	FS-242	
FS-197	ig 2/29/63	FS-220	E.P. 8-12-65	FS-243	
FS-198	ig 7/10/63	FS-221	P.C. 10/17/66	FS-244	
FS-199	ig 7/10/63	FS-222		FS-245	
FS-200	ig 8/12/63	FS-223		FS-246	
FS-201	ig 9-11-63	FS-224		FS-247	
FS-202	4-5-20-63	FS-225		FS-248	
FS-203	BQ 10-22-63	FS-226		FS-249	
FS-204	BQ -11-19-63	FS-227		FS-250	
FS-205	BQ 1-9-64	FS-228		FS-251	
FS-206	BQ -3-5-64	FS-229		FS-252	
FS-207	BQ 4-15-64	FS-230		FS-253	
FS-208	BQ 6-18-64	FS-231		FS-254	
FS-209	BQ 6-18-64	FS-232		FS-255	
FS-210	SM 8/14/64	FS-233		FS-256	
FS-211	D.K. 1-26-65	FS-234		FS-257	
FS-212	D.K. 2-7-65	FS-235		FS-258	