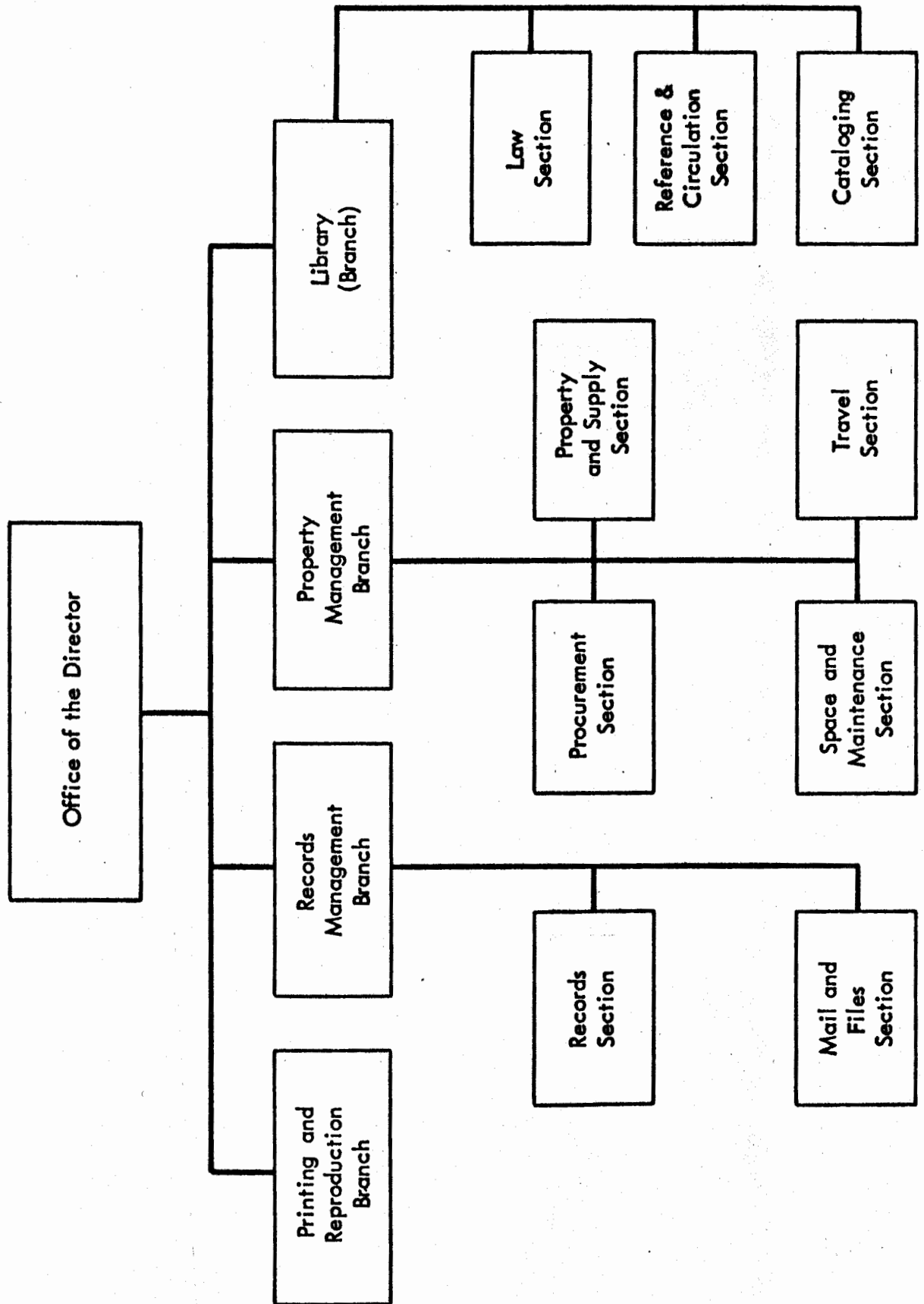


DIVISION OF GENERAL SERVICES



1. **THE PRINTING AND REPRODUCTION BRANCH** is responsible for furnishing prompt, economical, and effective printing, reproduction and addressograph mailing services, and for the design, format, numbering and conformance of operational forms for the Office of the Administrator, including the Urban Renewal Administration and the Community Facilities Administration. The Branch is responsible for initiation of procurement and supervision of out-side services to augment its internal facilities; liaison for the Office of the Administrator with constituents of the Housing and Home Finance Agency, other Government agencies, and private firms; and HHFA liaison with the Congressional Joint Committee on Printing. The Branch is headed by the Printing Officer (Director of the Branch), who is responsible to the Director, Division of General Services, for planning and coordinating the work of the Branch, for providing integrated and effective printing and reproduction services to implement housing programs and activities, and for supervising the internal operations of the Branch. In the absence of the Printing Officer, the Assistant Printing Officer shall act for him.
2. **SERVICES PROVIDED**
 - a. **Consultation.** Informal discussion with program personnel and requesting offices prior to submission of requisitions is encouraged. This is for the purpose of benefiting Agency programs with professional advice regarding printing and reproduction at an early stage so that economy of production can be effected and personnel untrained in printing production will not spend time developing ideas into products that would need redesign, re-clearance, and reconsideration before they could be used. The Printing Officer, on request, will conduct these informal discussions, estimate approximate costs, and determine how much time and effort will be required to produce the finished product, time limitations, and when a requisition should be prepared for formal clearance.
 - b. **Publications.** Publications not requiring illustration are handled by the Printing and Reproduction Branch where type size, layout, selection of paper, ink color, and other physical considerations are determined. A dummy is prepared in sufficient detail to indicate to the printer the form and appearance of the finished product.
 - c. **Organization Charts.** From rough data, sketches, and verbal instructions, the mechanical composition of organization charts is done in the Branch and the charts are sent to the requesting office for approval.
 - d. **Printing and Duplicating.** All types of printed and duplicated materials are produced or provided by the Printing and Reproduction Branch. Method, type and place of reproduction are determined by the Printing Officer. The

Branch also maintains a Thermo-Fax and a Xerox copying machine to provide offices of the Office of the Administrator with quick service for a limited number of copies. The Thermo-Fax machine is available on a self-service basis; qualified employees of the Printing and Reproduction Branch will provide copying service on the Xerox copying machine. Form H-20, Requisition for Graphics and Reproduction Services, must be submitted in duplicate if the total number of Xerox copies requested is more than five. Requisitions requiring 15 or more copies must receive budget clearance prior to being processed; such copies will be made by multilith reproduction and not Xerox.

e. Forms Design and Control. Forms used by the Office of the Administrator are designed and controlled as to format, numbering, and conformance in the Printing and Reproduction Branch.

f. Distribution of publications of the Agency, the Manual series releases, and other printed materials is effected by the Distribution Center, Property Management Branch. Upon request, bulk distributions may be made direct by the Federal Home Loan Bank Board, the Federal Prison Industries, Inc., or the Contract Printer.

g. Machine Composition. Galleys of machine and type composition are obtained outside the Branch as determined by the Printing Officer. The Vari-Typer and IBM proportional spacing machines in the Printing and Reproduction Branch are used for forms composition, for internal printed materials, and for supplementing art work.

3. CONTROL AND PROCESSING OF SERVICE REQUESTS

a. Control Desk. Incoming requisitions and correspondence are received and time stamped at the Control Desk.

b. Receipt of Requests

(1) Requests for services are received on Form H-20, Requisition for Graphics and Reproduction Services, in an original and one copy. (See Exhibit 1.) When Form H-20 covers both graphics and reproduction and only one copy is received, the Printing and Reproduction Branch will make such additional copies as are required for its purposes.

(2) Requisitions for Reprints of Nongovernmental Publications.

Form H-20 requisitions for the reprint of copyrighted material which cannot be purchased will be brought to the attention of the Printing Officer, who will make sure that permission to use the copyrighted material is obtained from the copyright proprietor or that permission to use noncopyrighted material is not needed. If permission is needed, the requisitioning office will be asked to obtain it. Exhibit 2 shows a form of letter which may be used. A signed letter of permission or a statement on the requisition indicating that permission has been granted will become a part of the background file in the Printing and Reproduction Branch.

c. Approvals. Requests for service must be approved by the Division of Budget and Management unless blanket clearances have been arranged. Requisitions received under blanket clearance may be accepted directly but will be checked for conformance to terms of the original waiver of clearance from the Division of Budget and Management. Requisitions for a printed or duplicated publication prepared for use of distribution outside the HHFA must be cleared in accordance with the provisions of Section 1-12, Volume III, of the OA Manual Series. The Printing Officer or his delegated Assistant have authority to approve requisitions for the Branch.

d. Assigning the Control Number. The original and one copy of Form H-20, Requisition for Graphics and Reproduction Services, are time stamped at the Control Desk, where, upon approval by the Printing Officer or his delegate, a control number is assigned. A new series of control numbers starts at the beginning of each fiscal year.

e. Control Register and Scheduling. The control number is posted on Form H-16, Control Register, with notes from Form H-20, Requisition for Graphics and Reproduction Services. (See Exhibit 3.) Postings on the Control Register are kept up to date to reflect the progress of work. If the job presents no problem of method, delivery date, outside contract performance or procurement of materials, entries about routing and production can be made on Form H-16, Control Register, when the number is posted.

On jobs handled within the Printing and Reproduction Branch, the original Form H-20 is held in the pending file. The copy stays with the job and upon completion of the finished product the reverse of the Form H-20 is stamped and filled out:

Run By _____

Collated By _____

Date _____

Time _____

Disposition

Mail _____ date

Phone _____ time

The original and copy of Form H-20 with a copy of the printed material are kept in the Printing and Reproduction Branch files.

On jobs processed at plants outside the Printing and Reproduction Branch, the original of the Form H-20, Requisition for Graphics and Reproduction Services, is held in the pending file until the job is completed.

All jobs to be processed outside the OA Plant are coded for accounting purposes.

The originals of the Forms H-20 for jobs processed inside and outside the Branch are filed by control number.

f. Withdrawals. When a requisition is withdrawn or a job removed from production, the control number is not used again and the line entry on Form H-16 shows the action taken. If a withdrawn requisition is resubmitted, a new control number is assigned.

g. Lamination of Identification Cards. The Printing and Reproduction Branch arranges for lamination of "regular" ID cards and Civilian Defense Cards. Details about requisitioning, preparing, and controlling the issuance of identification cards may be found in the Internal Operating Procedure for the Property and Supply Section.

h. Press Releases. Press release requisitions are accepted directly from the Division of Information under blanket clearance obtained from the Division of Budget and Management. Press releases require speed and precision in production and careful timing for release to the Congress and to the public. The addressograph facilities of the Federal Home Loan Bank Board Printing Plant and the Printing and Reproduction Branch are used for press releases. A partial distribution of such releases is made by the FHLBB. The distribution to the Congress, Press Associations, and to the Agency is effected through the facilities of the Mail and Files Section, Records Management Branch.

i. Forms

(1) Design and Preparation. Requests for the design of new forms or revisions of existing forms are received on Form H-20, Requisition for Graphics and Reproduction Services, approved by the Division of Budget and Management. After determination of method of reproduction, the requisition is forwarded to the Forms Technician who plans and develops a rough draft and submits the draft to the requesting office for consideration. The Forms Technician prepares the final form and clears it through the requesting office for final approval.

(2) Upon final approval, the Forms Technician completes Form H-15, Form Control Card, and establishes a jacket for filing current and future variations of the form and information about its use and revisions. (See Exhibit 4.) The jacket contains an approved reproduced copy of the original form and revisions as well as five sample copies of the initial reproduction and each revision. Form H-15 shall contain a record of reprints and revisions in addition to the initial entry.

(3) The Forms Technician makes a semi-annual survey of those forms not stocked at the Distribution Center, by sending Form H-93, Semi-Annual Form Survey, to the various offices requesting information about the current status of forms for which they are responsible. (See Exhibit 5.)

j. Publications - Distribution Control

(1) When an H-20 requests printing of a publication, one copy of the H-20 and a copy of the requisition sent to the Contract Printer are forwarded to the Distribution Center, Property Management Branch, as notification of anticipated delivery.

(2) The finished product - publications, informational material, manual releases, forms, et cetera - are delivered to the Distribution Center, Property Management Branch. Before distribution of the finished product, copies are sent to the Printing and Reproduction Branch for review and approval of correctness of format and content. Upon receipt of a stamped approved copy from the Printing and Reproduction Branch, the Distribution Center makes distribution in accordance with instructions noted on the H-20.

(3) Addressographing and Mailing Lists. So far as possible, addressographing is done by imprinting addresses directly on press releases and other materials that can be adapted to the "self-mailer" technique. These mailing lists are maintained: (a) the Manual release list by the Contract Printer; (b) the press release list and the "M-9" list for mailing most URA releases by the FHLBB; (c) the Urban Renewal Notes list by the Federal Prison Industries, Inc.; and (d) the internal mailing list by the Printing and Reproduction Branch.

4. SERVICES AVAILABLE OUTSIDE THE OA. Services from approved sources may be obtained outside the Printing and Reproduction Branch. They are used to augment services to meet peak loads and pressing deadlines or to take advantage of facilities that are not available within the OA.

a. The Federal Home Loan Bank Board Printing Plant.

(1) Service Agreement. The facilities of the FHLBB Printing Plant are given first consideration for use when the Printing Officer determines that any of the services listed below, which cannot be performed for one reason or another in the Printing and Reproduction Branch, is needed. An agreement with the FHLBB is made annually through a letter of understanding from the Director, Division of General Services, to the Secretary of the Board expressing a desire to obtain services for the coming fiscal year. The letter contains the estimated dollar volume for the year and a termination clause, and is cleared through the Division of Budget and Management before transmittal. After approval by the FHLBB, a conformed copy of the letter of agreement is sent to the Division of Finance and Accounts with a request to obligate funds. The agreement must be effected in time to have the services and costs included in the annual budget estimates.

Monthly, the FHLBB Printing Plant bills the OA for work performed by sending to the Printing Officer SF-1080, Voucher for Transfer Between Appropriations and/or Funds (Disbursement), to which is attached an

Itemized billing broken down as to labor and materials by codes. Upon approval by the Printing Officer, the original of SF-1080 is sent to the Division of Finance and Accounts for payment; a copy is kept in the Printing and Reproduction Branch file.

A monthly open blanket order covers miscellaneous small reproduction requirements obtained from the FHLBB Printing Plant.

(2) Types of Services Available at the FHLBB

- (a) Photolithographic offset printing using metal plates.
- (b) Photocopying.
- (c) Production, storage, and maintenance of addressograph plates.
- (d) Bulk addressographing.
- (e) Photographic copying.
- (f) Large volume printing wherein economies can be gained by the use of large presses accommodating multiple-page makeup.
- (g) Various bindery operations such as punching, cutting, round cornering, tabbing, et cetera.

(3) Requesting FHLBB Printing Plant Services. Services of this plant are obtained by submitting the copy of the Form H-20, Requisition for Graphics and Reproduction Services, with the material to the FHLBB plant. The original of the Form H-20 is held in the pending file until the completed job is returned; then it is filed by control number in the Printing and Reproduction Branch.

b. Federal Prison Industries, Incorporated. These printing plants can provide the same services as the FHLBB, but because of their locations, they are used only for jobs that are routine, do not have tight deadlines, or cannot be done locally because of heavy workloads at the usual sources. Services of these plants are obtained by preparing Requisition to Federal Prison Industries for Printing and Binding, in an original and four copies. (See Exhibit 6.) The original and copy 2 are sent with the material to the Washington Office of the Federal Prisons Industries, Inc. Copies 3, 4, and 5 are sent to the Division of Finance and Accounts for obligation of funds.

After funds have been obligated, one copy showing funds available is returned to the Printing and Reproduction Branch where it is filed with the original of the Form H-20. The billing procedure for Federal Prison Industries services is the same as for the FHLBB. (See paragraph 4a(1).)

c. Federal Housing Administration. This printing plant can provide the same services as the FHLBB (see paragraph 4a(2)) and is used as an alternate source of printing services. To obtain the services of the FHA plant, FHA Form 612, Printing Request, is prepared in an original and four copies. (See Exhibit 7.) (Form 612 is a five part form - two extra copies must be prepared.) The original (copy 1) and copies 2, 3, and 4 are sent to the FHA plant with the material. Copy 5 and the two extra copies are sent to the Division of Finance and Accounts for obligation of funds and accounting purposes. After funds have been obligated, one copy is returned to the Printing and Reproduction Branch where it is filed with the original of the Form H-20.

Bills from the FHA Printing Plant are processed in the same manner as those from the FHLBB. (See paragraph 4a(1).)

d. Government Printing Office-Field Service Division. The facilities of the GPO Field Service Division are used when the quantity, size or nature of the job is such that performance at the FHLBB Plant would conflict with regulations of the Joint Committee on Printing. Facilities of the GPO Field Service Division are requested by preparing Form GPO 3019, Printing and Reproduction Service Requisition, in an original and five copies. (See Exhibit 8.) The original (copy 1) and copies 2 and 3 are sent with the material to the Government Printing Office, Field Service Division. Copies 4, 5 and 6 are sent to the Division of Finance and Accounts for obligation of funds and accounting purposes. Copy 5 is returned to the Printing and Reproduction Branch after funds have been obligated. Completed work is delivered by the GPO Field Service Division to the Distribution Center, Property Management Branch. Billing for services received from the GPO Field Service Division is done by the (main) GPO as described in paragraph 4e (3) (e) below.

e. Government Printing Office

(1) When Facilities Must Be Used. Orders defined by specific requirements (size and quantity, limitations prescribed by Title 44 of the United States Code, or Regulations of the Joint Committee on Printing) must be obtained from the U. S. Government Printing Office.

(2) Standard Form No. 1, Printing and Binding Requisition

(a) Preparation and Numbering. Upon receipt of a properly executed Form H-20, Requisition for Graphics and Reproduction Services, Standard Form No. 1, Printing and Binding Requisition, is prepared in an original and four copies. (See Exhibit 9.) The Printing Officer signs all copies. The requisitions are numbered in a consecutive series beginning with number 1, followed by the last two digits of the fiscal year. (1-65 was the first number assigned for the fiscal year which began July 1, 1964.) A Printing and Binding Job Control Record is maintained showing the requisition number assigned to the requisition, jacket number assigned by the GPO, and a brief description of the first item on the requisition, and other pertinent data. (See Exhibit 10.)

(b) Distribution of SF-1. Three copies of Standard Form No. 1 showing an estimate of cost are sent to the Division of Finance and Accounts for obligation of funds. The Division of Finance and Accounts returns one copy to the Printing and Reproduction Branch indicating the availability of funds. The material to be processed, with the original SF-1 attached, is then sent to the Government Printing Office. The copy of the SF-1 returned from the Division of Finance and Accounts is attached to the supporting Form H-20 and filed in the individual, serially numbered folder. The other copy of SF-1 is sent to the Distribution Center, Property Management Branch, as notification of anticipated delivery of printed matter since deliveries are made to the Center.

(c) Publications for Sale to the Public. When a printed publication is to be made available for sale to the public through facilities of the Superintendent of Documents, Form SD-68, Memorandum for the Superintendent of Documents in Re Req. No. _____, is prepared in original and two copies. (See Exhibit 11.) The original and one copy of Form SD-68 are sent to the Procurement Section, Superintendent of Documents. The second copy is filed with the copy of SF-1 and the Form H-20.

(3) Action by the Government Printing Office

(a) Schedule of Performance. The GPO sends the OA Printing Officer Form No. 2471, Schedule of Performance, giving the dates of the requested performance and the dates scheduled by the GPO. (See Exhibit 12.) If there is an appreciable variance between the two,

the Printing Officer acts as negotiator between the requisitioning office and the Government Printing Office to effect a schedule acceptable to both parties. GPO Form No. 2471 is filed with the Printing and Binding Requisition.

(b) Estimate of Cost. The Government Printing Office sends the Printing Officer GPO Form No. 2413, Estimate for Printing and Binding, in original and one copy. (See Exhibit 13.) If there is a sizable difference between the estimate and the amount obligated, the Printing Officer finds out why and initiates action to adjust the estimate or advises the Division of Finance and Accounts by memorandum to revise the obligation. The original GPO Form No. 2413 is approved by the Printing Officer and returned to the GPO. The copy is filed with the Printing and Binding Requisition.

(c) Proofs. The Printing Officer arranges the assignment of priorities, scheduling of galley and page proofs, and for the delivery of completed work. Proofreading is the responsibility of the requesting office.

(d) Delivery. GPO Form 2010, Delivery Receipt, in original and one copy, accompanies the finished work to the OA delivery point. (See Exhibit 14.) The Distribution Center, Property Management Branch, signs the delivery receipt and sends copies of the printed material and a copy of GPO Form 2010, Delivery Receipt, to the Printing and Reproduction Branch. The GPO Form 2010 is filed by the Printing and Reproduction Branch in the appropriate folder with an approved copy of the printed material.

(e) Billing by the GPO. Periodically, the GPO bills the Office of the Administrator for work performed by sending GPO Form 400A, United States Government Printing Office Invoice, to the Printing Officer. (See Exhibit 15.) Upon approval, GPO Form 400A is forwarded to the Division of Finance and Accounts for payment.

5. **CONTRACT PRINTING.** The responsibilities of the Printing and Reproduction Branch include liaison with commercial printers under contractual arrangement between the GPO and contract printers. Procedural material, such as the OA Manual Series, is contracted for rather than produced by GPO facilities. The Printing Officer is authorized by the GPO to deal directly with the contractor in accordance with the provisions of the contract negotiated by the GPO. At the beginning of each fiscal year, SF-1 is prepared in the manner described in paragraph 4e (2) above, and in accordance with the terms of negotiated contracts, to establish the account for the fiscal year.

Services of commercial printers are requested by preparing Form GPO 2511A, Memorandum Order and Supplementary Specifications, in an original and eight copies. (See Exhibit 16.) The original (called copy 1) and copy 2 are sent to the Contract Printer with the reproduction copy of manuscript. At the same time, copies 3, 4, 5 and 6 are sent to the GPO. Copies 7, 8 and 9 are kept in the Printing and Reproduction Branch. Completed work is delivered by the Contract Printer to the Distribution Center, Property Management Branch. Billing for services received from the Contract Printer is done by the GPO as described in paragraph 4e (3) (e) above.

6. **COMMERCIAL PROCUREMENT.** Occasionally, it may be necessary to obtain reproduction services other than printing outside the Government. The Printing Officer determines that outside help is needed by considering the program responsibilities of the requisitioning office and the impossibility or economic infeasibility of handling the job internally. Proof of need is made a matter of record in each case. Upon determining that use of commercial facilities is essential and proper, a request on Form H-10, Requisition for Supplies and Equipment, shall be sent to the Director, Division of General Services, for consideration before initiation of procurement action and before consultation with prospective sources of supply. If approval is obtained, the Printing Officer shall assign a member of the Branch to help in the preparation of technical language for the invitations to bid and to monitor production under the contract when it is let.

7. **REPORTS**

- a. Outside. Various reports and transmittals as well as requests for consideration, for example to the Joint Committee on Printing, are prepared by the Printing Officer for the Administrator's signature. These reports are routed through the Director, Division of General Services, and the Assistant Administrator (Administration) for signing.

- b. Internal. The Printing and Reproduction Branch submits a report to the Director, Division of General Services, on the Wednesday before the first and third Monday of each month containing a narrative of its activities and progress during the preceding period. The report is in two parts. The first part is made up of items of such scope and interest that the Director, Division of General Services, might wish to send them on to the Assistant Administrator (Administration); the second part includes detailed information about the work in the Branch, personnel matters, or particular problems, such as necessary overtime or new assignments.

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR						H-20 (2-59)
REQUISITION FOR GRAPHICS AND REPRODUCTION SERVICES						
DESCRIPTION (Title): H-28 - Transmittal Slip				<input checked="" type="checkbox"/> CHECK IF RERUN		
PURPOSES AND USES: Stock				<input type="checkbox"/> CHECK IF FOR EXTERNAL DISTRIBUTION		
MATERIALS ATTACHED Sample				REQUESTING ORGANIZATION Div. of General Services		
				REQUISITION NO. PM-375-59		
				DATE OF REQUEST 5-27-59		
				DATE COMPLETION REQUIRED 6-26-59		
				PERSON TO CONTACT DURING PRODUCTION Mamie Wolf EXTENSION 4424		
				REQUISITIONING OFFICER'S NAME AND TITLE Sam Brown, Director, Br. Property Management SIGNATURE <i>Sam Brown</i>		
DESCRIPTION OF GRAPHICS OR VISUAL AIDS NEEDED						
		SIZE		DIVISION OF BUDGET AND MANAGEMENT		
Publication				APPROVED <i>Sam</i>		
Exhibit				DATE 5/27		
Slides				GRAPHICS AND VISUAL AIDS		
Presentation						
Chart - Map				APPROVED		
Photographs				DATE		
Other (Specify)				Proofs _____ (In) _____ (Out)		
Photo assignment	DATE	TIME	PLACE	Page Proofs _____ (In) _____ (Out)		
Released by Graphics for reproduction _____ (Date) to _____ (Organization)				Final job del. _____		
DESCRIPTION OF PRINTING AND REPRODUCTION SERVICES REQUESTED						
METHOD OF REPRODUCTION	NO. PAGES OF COPY	NO. OF COPIES	STOCK	IMPRINTING	BINDING	PUNCHING
Multilith	1	30,000	WEIGHT per sample att.	<input checked="" type="checkbox"/> ONE SIDE ONLY	ASSEMBLE <input type="checkbox"/> AS PAGED <input type="checkbox"/> IN SETS	<input type="checkbox"/> TOP
Printing			COLOR	<input type="checkbox"/> HEAD TO HEAD	SHEETS PER SET	<input type="checkbox"/> SIDE
Photostat Neg.			PAGE SIZE (in.)	<input type="checkbox"/> HEAD TO FOOT	STAPLE <input type="checkbox"/> CORNER	<input type="checkbox"/> TWO HOLES
Photostat Pos.			FOLD TO (inches)	<input type="checkbox"/> HEAD TO LEFT	PAD <input type="checkbox"/> SIDE <input type="checkbox"/> TOP	<input type="checkbox"/> THREE HOLES
Forms Design					50 SHEETS PER PAD	
Varityping					SETS PER PAD	
Other						
DISTRIBUTION OF MATERIAL						
NAME Basement - Stock Room			LOCATION Clark		NO. OF COPIES all	
ADDITIONAL INSTRUCTIONS (Total of 600 pads)						
					PRINTING AND REPRODUCTION BRANCH APPROVED <i>A. T. Kane</i> DATE	

(Use reverse side if necessary)

FHLSB-Washington, D. C.

HHFA-OA
Division of General Services
August 1964

Internal Operating Procedure
Printing and Reproduction Branch
Exhibit 2

(Request for Permission to Reprint Copyrighted Material)

(Name and Address of Copyright Proprietor)

Dear Sir:

We have been unable to purchase copies of the following copyrighted work. We understand you are the copyright proprietor. Can you tell us where we can get them:

(Title and identification of copyrighted work)

If none can be purchased, we should like to have your consent to the free reprinting by us of not more than _____ copies for (state use, such as "internal distribution to our Regional Offices for staff information").

Publication or republication by the Government of copyrighted material does not abridge or annul the copyright, nor does it authorize any further reproduction of the copyrighted material without your consent.

An addressed envelope is enclosed for your reply.

Very truly yours,

Enclosure

HOUSING AND HOME FINANCE AGENCY
 OFFICE OF THE ADMINISTRATOR

CONTROL REGISTER

2418 to 2446 Sheet No. 2

DATE	REP. NO.	OFFICE	SCHEDULE DATE	COP. MADE	TITLE	NUMBER OF COPIES AND PROGRESS						TOTAL DUE			DRAFT, CORR. CORR. CORR.	DRAFT, CORR. CORR.	FORM NO.
						MULTIPLY	REPRODUCED	PROCESSED	PAGES	REVISIONS	REMOVED	REMOVED	REMOVED	REMOVED			
1-23	2418	2-27	2-23	✓	Memorandum - 1957	1550			1	1550	775	775					
	2419	4-24	1-27	✓	2-77 Review - 14	2325			1	2325	2325						
	2420	6-20	1-23	✓	2-77 Review	15			1	15	15						
	2421	7-26	1-23	✓	2-77 Review	1250			5	1250	375	375					
	2422	7-26	1-24	✓	2-77 Review	1000			2	1000	1000						
	2423	4-24	1-24	✓	2-77 Review - 12/23/57	775			3	775	155	155					
	2424	4-24	1-24	✓	2-77 Review	775			5	775	2325	2325					
	2425	5-20	1-24	✓	2-77 Review 404	2446			1	2446	2446						
	2426	5-20	2-14	✓	2-77 Review	34				34	34						

HHFA-OA
 Division of General Services
 August 1964

Internal Operating Procedure
 Printing and Reproduction Branch
 Exhibit 4

<small>H-25 (2/59)</small> HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR FORM CONTROL CARD			
N- 620 FORM NO:	DATE 6-53	<input checked="" type="checkbox"/> REVISED 6-55 DATE: 7-53	<input type="checkbox"/> DISCONTINUED <input type="checkbox"/> OBSOLETE PER: DATE:
	CHANGED TO: DATE:	PROCESS <input type="checkbox"/> PRINT <input checked="" type="checkbox"/> REPORT <input type="checkbox"/> MICROGRAPH	SOURCE <input type="checkbox"/> GA _____ <input type="checkbox"/> GPO _____ <input type="checkbox"/> OTHER _____
TITLE: Summary of Recommended Allocation		(Rev. as of 7-53 - 2,000) (As of 2/16/54 rerun - 2,000) (Rev. as of 6-55 - 7,500) As of 9-59 rerun 1000 cc As of 5-60 rerun 1000 cc As of 4-61 rerun 1000 cc	
ORIGIN: DIVISION: URA BRANCH: Exec. Off. INDIVIDUAL: Del Vecchietti - 5061			

HHFA-OA
Division of General Services
August 1964

Internal Operating Procedure
Printing and Reproduction Branch
Exhibit 5

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

8-99
(3-64)

TO:
FROM: Printing and Reproduction Branch
SUBJECT: Semi-Annual Form Survey

The forms listed below originated in your office according to our Forms Control records. Will you please check the current status of each form in the appropriate column and return this memorandum to the Printing and Reproduction Branch.

FORM NO.	TITLE	ACTIVE	OBSOLETE	BEING CON-SIDERED FOR REVISION

PH-200-1000000, D. C.

REQUISITION TO
 FEDERAL PRISON INDUSTRIES
 FOR
 PRINTING AND BINDING

Req. No. 936

FROM: Printing & Reproduction Br., HOUSING & HOME FINANCE AGENCY Date: 4-26-64, 19 64

Please cause to be furnished the following work to be delivered to:

Mr. A. T. Kane
 Housing and Home Finance Agency
 Office of the Administrator
 1626 K Street, N. W.
 Room 211
 Washington 25, D. C.

NO. COPIES	FORM NO.	TITLE
17,500		Urban Renewal Notes (March-April Issue)

Charged to appropriation 8610100, Salaries & Expenses PROCEED WITH WORK BUT FURNISH ESTIMATE IMMEDIATELY

GENERAL INSTRUCTIONS: Type Art Work & Camera copy furnished States Ink Black

Numbered to in Ink Paper Vellum-finish Offset Book paper white - 100 lbs.

FOLLOW SAMPLE
 Note: All copies to be printed with penalty indicia.

BLANK FORMS	BLANK BOOKS	PRINTED BOOKS AND PAMPHLETS
Size <u> </u>	Size of leaf <u> </u>	Size type page <u> </u>
Folded <u> </u>	Number of leaves <u> </u>	Bind type <u> </u> (for <u> </u> weeks)
Ruled <u> </u>	Ruled <u> </u>	Size trimmed page <u> </u>
Gathered <u> </u>	Paged <u> </u>	Trimmed <u>4-1/4</u> x <u>10-1/4</u> interleaved
Wire stitched <u> </u>	Indexed <u> </u>	Folded <u> </u> Sewed <u> </u>
Gummed <u> </u>	Index tags <u> </u>	Wire stitched <u> </u> Punched <u> </u>
Tablets <u> </u> sheets each	Perforated <u> </u>	Edged <u> </u> Headbands <u> </u>
Pads <u> </u> sheets each	Binding <u> </u>	Paper covers <u> </u>
Perforated <u> </u>		Binding <u> </u>
Crimped <u> </u> Scored <u> </u>	Patent backs <u> </u>	Titles <u> </u>
Punched <u> </u>	Philadelphia guards <u> </u>	Names <u> </u> Cased <u> </u>
Eyetailed <u> </u> Edged <u> </u>	Canvas cover <u> </u> Edged <u> </u>	Illustrations: Lithos <u> </u> half-tones <u> </u>
Guide cards <u> </u> Weight of lip <u> </u>	Titles: back <u> </u> Side <u> </u>	Line cuts <u> </u> Total <u> </u>
Wrap or tie <u> </u> Pkgs. of <u> </u>	Gold <u> </u> Ink <u> </u>	

Proof Send proof to

Signed A. T. Kane Printing Officer, Office of the Administrator
 Housing & Home Finance Agency

U. S. GOVERNMENT PRINTING OFFICE: 1963-591-025

FHA FORM NO. 672 Rev. 10/63 **DO NOT REMOVE CARBON - PLEASE TYPE**

FEDERAL HOUSING ADMINISTRATION		PRINTING REQUEST		INSTRUCTIONS- Use to request any service from Printing Management except photocopy (use FHA 2699). Complete form by typewriter. Forward copies 1 through 4 to Printing Management. Retain copy 5. Forward requests requiring Commissioner's Office approval to the Management Division before submission to Printing.		DO NOT USE	
1. Originating Office (Division and Section) HHFA-OA, Div. of Gen. Ser. Printing & Reproduction Br.		2. Office Code and Reproduction No. 325 242-53		3. Requisition Date 7-1-64		4. Date Delivery Requested ASAP	
5. Contact for Additional Information (Name and Phone Number of Initiating Officer) Alfred Zwiezer Code 000 - Ext. 0000		6. Type of Service Requested (Specify if other than Printing) <input checked="" type="checkbox"/> PRINTING <input type="checkbox"/>		7. Pages of Copy Submitted 118		8. No. of Copies Required (if any)	
9. Exact Title or Description (Submit sample on all Reprints) FHA Manual Imprints		10. Form or Publ. No.		11. Report (No change) <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> One Time Use <input type="checkbox"/> May be Reprinted <input type="checkbox"/>		13. Paper Size <input type="checkbox"/> 3 1/2 X 8 <input type="checkbox"/> 5 1/2 X 8 <input checked="" type="checkbox"/> 6 X 9 <input type="checkbox"/> 7 X 8 <input type="checkbox"/> 8 X 10 1/2 <input type="checkbox"/> 8 1/2 X 11 <input type="checkbox"/> 8 1/2 X 14 <input type="checkbox"/> 10 1/2 X 16 <input type="checkbox"/> 11 X 17 Fold To Size	
		12. Quantity to be Printed 750		15. Paper Stock (Kind, weight, color or sample) Sulphite, white, Sub 40 Black Ink			
14. Distribution (Number of Copies, Address, Location) 750 - Alfred Zwiezer Housing & Home Finance Agency Office of the Administrator 1626 K St., N. W. - Room 102N Washington, D. C. 20410		16. Type of Operation <input checked="" type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot <input type="checkbox"/> See Attached Dummy <input type="checkbox"/> As Indicated <input checked="" type="checkbox"/> One-side only		18. Striping (If other than below indicate under Item 17) <input type="checkbox"/> Upper Left <input type="checkbox"/> Saddle <input checked="" type="checkbox"/> Side		19. Punching (Indicate under Item 17) <input type="checkbox"/> 3 Ring <input type="checkbox"/> Accu-Punch <input type="checkbox"/> Accu-Post	
17. Special Instructions or Additional Information Please wrap each individual set suitable. Original and sample are enclosed herewith. Please return original and negatives to A. J. Matello, 1626 K St., upon completion of job.		20. Punching Sheets to Pad _____ Sets to Pad _____		21. Signature and Title of Requesting Officer <i>Alfred Zwiezer</i> Printing Officer		22. Miscellaneous Clearances	
I certify that this work is necessary to the conduct of the official business of the Federal Housing Administration		23. Commissioner's Clearance Only (Management Division, if appropriate)		24. Records Mgmt. Clearance		25. Printing Mgmt. Clearance	
BELOW THIS LINE FOR PRINTING MANAGEMENT USE ONLY							
Date Completed		Negatives Line _____ Half-tone _____		Image Size		Type of Plate	
Time and Date Received		Furching (Additional Instructions)		FOR PLANT FOREMAN'S USE ONLY		Press Assignment	
<input type="checkbox"/> FHA PLANT <input type="checkbox"/> GPO <input type="checkbox"/> GPO FIELD PLANT (GSO)		Date Completed and Initials of Supervisor Camera _____ Plate _____ Press _____ Bindery _____ Other (Specify) _____		No. of Originals		<input type="checkbox"/> 1250	
				<input type="checkbox"/> Photo <input type="checkbox"/> Puff-blast <input type="checkbox"/> Screen		<input type="checkbox"/> 14 X 20 Sheets <input type="checkbox"/> 17 X 22 <input type="checkbox"/> 20 X 26 Sheets	
				Sheet		Run Size _____ X _____	
						Fold Size _____ X _____	
						Trim Size _____ X _____	
Part 1 - Printing Management (Processing Copy)							
Part 2 - Printing Management (Control Copy)							
Part 3 - Printing Management (FHA Printing Plant Copy)							
Part 4 - Management Division Copy							
Part 5 - Originating Office Copy							

HHFA-OA
 Division of General Services
 August 1964

Internal Operating Procedure
 Printing and Reproduction Branch
 Exhibit 8

PRINTING AND REPRODUCTION SERVICE REQUISITION
 To the PUBLIC PRINTER — Please cover to be furnished the following work by the U. S. Government Printing Office, Field Service Division

DO NOT WRITE IN THIS SPACE FOR U. S. G. USE

JACKET NO. ESTIMATED COST SCHEDULED DELIVERY DATE

AGENCY: Department of Defense
 OFFICE: Detaching and Home Division Army
 ADDRESS: Office of the Administrator
 CONTACT: 1626 A Street, N.W.
 CITY: Washington, D.C.
 STATE: D.C.
 ZIP: 20315

PERSONNEL: J. S. Jones
 TITLE: Col. 167
 PHONE: 211

DELIVERY DATE: April 25, 1964
 DELIVERED: May 7, 1964

QUANTITY: 75,000
 UNIT: 10's
 COLOR: white
 FINISH: none

PHOTOREPRODUCTION SPECIFICATIONS
 TYPE: 1
 SIZE: 8 1/2 x 10 1/2
 PROCESS: 1
 FINISH: none

PROCESSED BY: J. S. Jones
 ADDRESS: 1626 A Street, N.W.
 CITY: Washington, D.C.
 STATE: D.C.
 ZIP: 20315

1
 (white)

2
 (yellow copy)

3
 (blue copy)

4
 (green copy)

5
 (pink copy)

6
 (white copy)

PRINTING AND BINDING REQUISITION

To the PUBLIC PRINTER—Please ensure to be furnished the following work:

Request No. (Assigned at GPO) 92-61
Appropriation No. 92-61

From Department or Government Establishment (Division or office) Housing and Home Finance Agency, Office of the Administrator
Authorized by (Name) _____ Date April 25, 1961

Appropriation Characteristic 8610100 Salaries & Expenses, Off. of the Administrator, Housing and Home Finance Agency, 1961
Authorized by (Signature) _____

TITLE A Guide to Federal Aids for Housing and Community Facilities
Request No. 1

QUANTITY (State of finished product) 7,000
FINISHED PRODUCT (Check one) Standard Special Blank Space Padded Flat Folded Other (Specify)

THIS ORDER NEEDS (Department) _____ Request No. _____ Label No. _____ Strip with Reg. No. _____ CLASSIFICATION _____

PAPER STOCK AND INK

BEST TYPE (Do not use GPO property number) _____ FIRST CHOICE (Stock, color, and leaf weight) M. F. White, 60 lbs. SECOND CHOICE (If any) (Stock, color, and leaf weight) _____ COLOR OF INK Black

COVER _____ OTHER (Specify) _____

COMPOSITION—ILLUSTRATIONS

BEST TYPE (Do not use GPO property number) 10 pt. loaded Display TYPE (Stock) Stylis
TYPE PAGE WIDTH (No. of cols.) (Column width) 26½ 1 TYPE PAGE DEPTH (From glue bottom, center, or side fold) h) side folio (bottom)

BRIDGE FORM (Bridge color of characters; Space between horizontal lines) _____
 No bridge Bridge Other (Specify)

MARKERS (Mark or Left Right Top Bottom) _____ PICK UP: Photos Regs. Nos. From Request No. Reg. No. _____

ILLUSTRATIONS (Illustrations) (Color) (Black and White) (Color) _____ MARK PLATES (Color) _____

NO. OF PAGES 16

NO. OF LINES PER PAGE _____

NO. OF COLUMNS _____

NO. OF LINE FEEDS _____

NO. OF FEEDS _____

NO. OF FEEDS _____

PRESS AND BINDERY SPECIFICATIONS

PRINTING (Color) (Black and White) (Color) _____
Color of ink _____

PAPER COVERS _____
Color of cover _____

SOLE LEAF _____
Color of leaf _____

NO. OF LEAFS _____

NO. OF PAGES _____

NO. OF LINES PER PAGE _____

NO. OF COLUMNS _____

NO. OF LINE FEEDS _____

NO. OF FEEDS _____

PROOFS AND DELIVERY

REQUESTED PROOF DATE May 3, 1961 PROOFS WANTED (Color) _____ (Black and White) _____
SEND PROOF TO— Will read at GPO -
Call Mr. Kane, Code 167, Ext. 3068

REQUESTED DELIVERY DATE May 8, 1961 PACKAGING _____
Quantity _____

DELIVER TO: A. T. Kane, Room 603, Normandy Building, 1626 K St., N. W.

Quantity of Product in Package 100

Signature: _____
Title: _____
Date: _____

Printed Form No. 1—Revised June 1959
Budget Project No. 44-7005

Printing & Publications
Officer

HHFA-OA
 Division of General Services
 August 1964

Internal Operating Procedure
 Printing and Reproduction Branch
 Exhibit 12

G. P. O. Form No. 2471
SCHEDULE OF PERFORMANCE

Joblet No. **592384**
 Date **APR 20 1961**
 Department **HHFA** Req. No. **144-61**

Operations	Date of Requested Performance by Dept.	Schedule Assigned by G. P. O.
1. Galley proof to be submitted by G. P. O.		
2. Galley proof to be held by Department (exclusive or submit an amount)	No. of days	
3. Page proof to be submitted by G. P. O.		
4. Page proof to be held by Department (exclusive or submit an amount)	No. of days	
5. Revised (galley, page) proof to be submitted by G. P. O.		
6. Revised (galley, page) proof to be held by Department (exclusive or submit an amount)	No. of days	
7. Finished work to be (shipped) part (submit) (delivered at destination) complete (submit)	5/5/61	

Request for Department made by **WJB** Title **4/24**
 Approved as corrected for G. P. O. by **WJB** Title **4/24**
 12-34212-5 (Date)

HHFA-OA
Division of General Services
August 1964

Internal Operating Procedure
Printing and Reproduction Branch
Exhibit 13

Date <u>9-12-60</u>	ESTIMATE FOR PRINTING AND BIDDING	Order No. <u>36368</u>
Quantity <u>12,500</u>	U. S. GOVERNMENT PRINTING OFFICE	Req. No. <u>31-61</u>
No. of Pages _____	BUREAU OF PLANNING SERVICES, WASHINGTON, D. C.	Department <u>Planning and Manpower Act</u>
In accordance with Title 44, Sec. 117, U. S. Code, the following is an estimate by principal items:		Bureau <u>Office of the Administrator</u>
(1) Printing and binding	\$ <u>41.00</u>	Form No. <u>2</u>
(2) Paper stock	\$ <u>10.00</u>	Title <u>I/2, Montford, New York</u>
(3) Outside purchase	\$ _____	Appropriation <u>663000 etc</u>
TOTAL ESTIMATE	\$ <u>51.00</u>	
DUPLICATE		
DUPLICATE		

I hereby certify that I have examined and approved above estimate, and you are authorized to proceed with the work called for.

(DUPLICATE)
(pink copy)

HHFA-OA
Division of General Services
August 1964

Internal Operating Procedure
Printing and Reproduction Branch
Exhibit 14

Jacket No. 585686 U. S. GOVERNMENT PRINTING OFFICE
DELIVERY RECEIPT
Dept. Req. 122-61 Date 3-6-61 Section 1M No. 349503
To: H. H. F. A.
J. Brown 1626-12 St.
Rm 101 (Stockroom)

QUANTITY	DESCRIPTION OR TITLE	NUMBER PACKAGES	NUMBER CARTONS	NUMBER SACKS
<u>2400</u>	<u>Info. for Applicants.</u>		<u>9</u>	

COMPLETE DELIVERY
Messenger: Rec'd all 3-9-61 W Sumpter (Signature of person receiving)
GPO Form 2010 12-5022-2

SPECIAL

UNITED STATES
 GOVERNMENT PRINTING OFFICE
 INVOICE

From Approved By
 COMPTROLLER GENERAL, U. S.
 SEPTEMBER 27, 1957

April 24, 1961 152

U. S. HOUSING AND HOME FINANCE AGENCY-ADM. DATE R. P. O. BILL NO.

(DEPARTMENT, BUREAU, OR INDEPENDENT ESTABLISHMENT)

Payment authorized by check, to read "PAY TO THE PUBLIC PRINTER", is requested. Send check to Public Printer, ATTENTION: Comptroller. APPROVED TO BE COVERED BY CHECKS GOVERNMENT PRINTING OFFICE INVOLVING FUND

QUANTITY AND DESCRIPTION	U. S. G. JACKET NO.	QUANTITY OR INDENTIFICATION NO.	AMOUNT	
500 425 500 425 500 425 425 975 2625 2625 975 100 200 2000 12000 1000 3000 1000	MNL. RELEASES JUL/58 PRT. ORD. NOS. - 1 2 3 4 5 6 7 8 9 10 11 IBM TABLES VOL. 786 OF MNL. SER. ADVIS. BILL. AB-1 H FORM 6161 H FORM 242 H FORM 685 H FORM 229	480372 862511 862513 862670 862856 862858 862860 862859	1-61 <i>+ billing complete</i> 213 200 230 222 224 227 225	222.85 ✓ 167.70 ✓ 83.76 ✓ 61.97 ✓ 128.64 ✓ 175.88 ✓ 127.11 ✓ 129.00 ✓ 208.48 ✓ 355.96 ✓ 449.67 ✓ 90.81 ✓ 79.52 ✓ 87.34 ✓ 60.31 ✓ 5.87 ✓ 11.91 ✓ 14.57 ✓
TOTAL			2460.95	

MEMORANDUM INVOICE

*All Billing Complete
 Wm. Hill
 11/14/58*

HHFA-OA
 Division of General Services
 August 1964

Internal Operating Procedure
 Printing and Reproduction Branch
 Exhibit 16

U. S. GOVERNMENT PRINTING OFFICE: 1953-645000

U. S. GOVERNMENT PRINTING OFFICE

MEMORANDUM ORDER SUPPLEMENTARY SPECIFICATIONS

Program No. **Manual Releases** Date **July 1, 1964**

You are hereby authorized to manufacture and ship the following-described work in accordance with the purchase order and specifications indicated.

TITLE Urban Renewal Manual Secs. 14-4-1, 17-64		DEPT. HHFA-OA	REQ. NO. 1-65	GPO JACKET 702679	GPO PURCHASE ORDER 49619	PRINTING ORDER NO. 1-65
CONTRACTOR JUDD & DETWEILER		NUMBER COPIES *8,350	NUMBER OF TEXT PAGE 4	COVER PRINTS PAGES 0 0 0 0	OFFSET XX	LETTER-PAGES
FURNISHED BY GPO		HAND-SCRIPT	HALFTONE COPY	LINE COPY	NEGATIVES	OTHER
PERFORMANCE BY CONTRACTOR		PRINT. & BIND.	COMPO. SETTING	PHOTO-ENGRAVING	OTHER	
PROPERTY NO. (TEXT)		PROP. NO. (COVER)	PROP. NO. (STOCKS)	DATE OF PRINT XX	PROOF (THIRD GPO) TO: Kenneth Jones	PROOF DATE
SHEETS ALLOWED		SHEETS ALLOWED	STOCKS ALLOWED	QUANTITY	DESTINATION	
				Proofs - 1626 K Street, N. W.		
				*6,300 collated (Sales Copies) Jacket No. 72230		
				delivered to Supt. of Docs. Rec. and Storing		
				Unit - 6th Floor - Bldg. #1. 2,050 copies		
				deliver to Distribution Center, 1536 U St., N.W.		
ADDITIONAL INSTRUCTIONS: Hold type 30 days and kill. Collate and staple 1,750 copies for dept. for distribution to Code M-9. 300 copies to be uncollated and banded in separate sheets		PURCHASE OBLIGATION		ESTIMATE		
PRINTING OFFICER				BY Assistant Director of Purchases for Printing Procurement.		
				FOR DANIEL H. CAMPBELL, Director of Purchases.		

Original—To Contractor.

- 2nd Copy—To Contractor confirming or initiating stock issue. (If furnished by GPO) FOR DANIEL H. CAMPBELL, Director of Purchases.
- 3rd Copy—To Div. of Accounts, GPO. FOR DANIEL H. CAMPBELL, Director of Purchases.
- 4th Copy—To Div. of Accounts, GPO. FOR DANIEL H. CAMPBELL, Director of Purchases.
- 5th Copy—To Printing Procurement Section (file). GPO. FOR DANIEL H. CAMPBELL, Director of Purchases.
- 6th Copy—To Printing Procurement, GPO. FOR DANIEL H. CAMPBELL, Director of Purchases.
- 7th Copy—Department's Production Control. FOR DANIEL H. CAMPBELL, Director of Purchases.
- 8th Copy—Department's Distribution Control. FOR DANIEL H. CAMPBELL, Director of Purchases.
- 9th Copy—Originating Department's File. FOR DANIEL H. CAMPBELL, Director of Purchases.

1. THE LIBRARY is responsible for providing library service for the Central and Regional Offices, and to outside agencies and individuals who require information or publications in the social, economic, technical, and legal aspects of housing and community planning. Its functions include the development of Library resources; cataloging; reference; circulation; the compilation, editing and publishing of "Housing and Planning References" and other bibliographies and publications; organizing, filing and maintaining the collections; and the distribution of certain law sets. It is divided into three sections - Cataloging, Law, and Reference and Circulation. A description of the functions and procedures of each Section will be found within these operating procedures. Those performed in the Office of the Librarian are discussed in this Library Branch procedure.

2. THE LIBRARIAN operates under the general direction of the Director, Division of General Services. The Librarian is responsible for the administration of the Library: determining policy, staffing, selecting and developing key personnel, planning of work and physical arrangements, organizing, coordinating, appraising, reviewing, directing, and reporting on its work. The Librarian represents the Library in its overall relationships with other parts of the Agency, and represents the Agency in professional library matters with outside organizations. The Librarian confers with Agency personnel on their library requirements; consults with constituent agency librarians (Federal Housing Administration and Public Housing Administration) on mutual problems, cooperative arrangements, and the avoidance of needless duplication; and is responsible for the major correspondence carried on by the Library. The Librarian makes general policy and procedure determinations and recommendations for the Regional Office libraries; formulated the "Initiating and Operating Procedures for Regional Office Book and Periodical Collections" (see Exhibit 1); and renders technical assistance to Local Planning Agencies and others in establishing and administering libraries.

3. DEVELOPMENT OF THE LIBRARY COLLECTIONS
 - a. Book Selection
 - (1) Books, periodicals, and other material for the Library collection, and basic books for the Regional Office libraries are evaluated and

selected from reviews, periodicals, newspapers, specialized reading lists, books, catalogs, publishers' and dealers' announcements, and other sources. Suggestions from, and discussions with, specialists within the Agency are also helpful. In the light of knowledge of Agency activities and programs, the Library attempts to anticipate need by acquiring publications in advance, and calling items and recorded developments to the attention of concerned Agency personnel.

(2) The Librarian is responsible for initiating and controlling the procurement of publications required by offices. Requests for such material should be made to the Librarian regardless of whether the publication is believed to be obtainable without cost, and regardless of other procurement means available to the requesting employee. Recommendations for purchased additions to the Library collection, even those that will file in an office, and requests for periodical subscriptions and renewals should be submitted to the Library by memorandum with a brief statement of justification by a qualified staff member. The Librarian will review such recommendations for approval.

Library records are searched prior to ordering to eliminate duplication. These and other bibliographic sources are checked for complete citations and to obtain ordering information.

b. Ordering

(1) Publications to be Purchased

(a) Requisitions - Central Office. Form H-10, Requisition for Supplies and Equipment, is prepared by the Library in original and three copies. As full order information as possible is noted, including date, publisher, source, price, its citation on the Federal Supply Schedule, if any. Requisitions are signed by the Librarian. Three copies of the requisition are sent to the Procurement Section, Property Management Branch. The Library keeps one copy of the requisition and the justifying memorandum, if any.

Orders for publications written by Agency personnel should be accompanied by a memorandum from the Director of Information. This should state that the employee has received no remuneration for the publication and that the Government has no proprietary

interest in it as it was not written on official time. (Section 2-5-3 of Manual Volume III.)

Orders for publications, generally from the Office of International Housing, that are to be charged to the Agency for International Development should bear this statement: (AID-Point IV).

Orders for foreign publications should bear this statement:
"Corresponding articles, materials or supplies are not mined, produced or manufactured in the United States in reasonably available commercial quantities and of a satisfactory quality."

Requests or requisitions concerned with Library matters which may be inadvertently sent direct to the Procurement Section by a requesting office shall be routed to the Librarian for approval. This includes newspapers and some reporting services mailed by the publisher direct to the reader.

Renewal of Periodical Subscription forms are sent to periodical recipients for justification of renewal prior to the expiration of subscriptions. (See Exhibit 2.) A carbon is kept in the Library until the return of the original.

(b) Requisitions - Regional Offices. Following the procedure noted above, the Library may order basic books it deems needed in Regional Offices. In addition, Regional Offices may order publications in accordance with Manual Volume V, Book II, Section 6-1.

The Librarian reviews, sometimes amends, furnishes required acquisition information, and approves from the Library aspect, requisitions for publications ordered by the Regional Offices. The Chief, Law Section, generally reviews those for law books. A copy of the requisition is made for record, or a card made and filed in the Regional Office Union Catalog. In cases where the Library can provide the material or where the publications are not considered essential, the requisition is returned to the Property Management Branch with an explanation. That Branch has final responsibility for approval of purchase from a fiscal standpoint.

(c) Purchase Orders. Three copies of each purchase order prepared by the Procurement Section for material to be shipped to the Library

are sent to the Library. Purchase orders for periodicals are receipted immediately, and marked "release for payment only." Upon arrival of shipment, copies of the book orders are receipted and forwarded to the Property and Supply Section and to the Division of Finance and Accounts, respectively. The Library keeps one copy stapled to its requisition and justification.

(2) Publications Obtained Free. Where possible, telephone requests are made. Sometimes it is necessary to write a letter. Generally, however, Form H-43, Request for Publication, is used. (See Exhibit 3.) The first copy of this multiple copy snap-out form (H-43A) is signed by the Librarian and inserted with a second copy (H-43B) and a self-addressed "Postage and Fees Paid" indicia label in a 3 x 5 window envelope. (See Exhibit 4.) The remaining copy is filed alphabetically by author, in the order card file, pending arrival of the publication. For telephone orders, a 3 x 5 slip is filed in the order file; for letters, a carbon of the letter.

c. Receipt of Material. Ordered law books, pocket parts, and advance sheets are forwarded to the Law Section. See paragraph 2c of the Law Section procedure. Law periodicals are handled as in paragraph 3c(3) below.

(1) Ordered Non-Periodical Publications. When publications are received, the purchase order is receipted or the order card is removed from the file. A note to whom the publication is to be charged, generally taken from the requisition or the free order card, is attached to the publication. These are then put aside for the Librarian for review. Purchased items are given priority.

(2) Gift Non-Periodical Publications. These are checked against the free order file and then put aside for the Librarian for review. HHFA and United Nations publications are immediately set aside.

(3) Periodicals. If received for the first time, periodicals are handled as in paragraph 3c(1) or paragraph 3c(2) above. Periodicals that have been received regularly are entered in special records. (See paragraph 4 below.)

(4) Stamping

(a) Non-Periodicals are stamped with a Library ownership and date stamp on the cover, or the inside of the cover, if a hard cover; on the title page; p. 13; and inside the back cover.

(Prior to 1959 law books had been stamped on p. 41)

Books purchased for the Regional Office libraries are stamped with the respective Regional Office stamp.

(b) Periodicals are stamped on the cover. Law periodicals receive an additional stamp in the upper left corner: Law.

(5) Review. The Librarian reviews incoming publications and periodicals received for the first time, for determination as to retention, disposition, assignment in Library (general collection, law, et cetera), possible Regional Office use, and which Agency personnel would be interested in seeing them, in addition to those who have ordered them. A reader interest file is maintained to facilitate this.

(6) Publications other than periodicals and law supplements are then sent to the Cataloging Section for action.

(7) Vertical File. For certain ephemeral material, the Librarian assigns a Vertical File subject heading and sends it to be filed in the uncataloged vertical files instead of to the Cataloging Section. A record of Vertical File subject headings is maintained for this purpose.

d. Weeding. Important in the development and usefulness of special collections is the culling of out-of-scope, insignificant, superseded and transitory publications. Lack of space is also a consideration. Original careful screening is done as described in paragraph 3c(5) above. Holdings policies are determined for many items and recorded on the shelf lists and Kardex. These indicate, for example: "Keep latest edition only" or "Keep for six months" and provide for automatic removal. Some out-of-date material is kept permanently if it has historic or research consequence. At intervals the uncataloged vertical file and some other collections are reviewed for possible weeding. Withdrawn items of any value are generally not discarded, but forwarded to the Library of Congress Gift and Exchange or to the United States Book Exchange. "Withdrawn" is marked in shelf list for general books and in the law shelf list for law books. Periodical or pocket part visible file records are marked "withdrawn" for those types of publications.

4. PERIODICAL PROCESSING AND ROUTING

a. Periodical. For our purposes, a periodical is any publication that appears in successive numbers at intervals more frequently than semi-annually. Daily newspapers are not included as these are delivered direct to readers to expedite handling.

b. Serial Card Records (Kardex) are the record of the receipt and routing of periodicals. The Cataloging Section establishes the entry for a periodical received for the first time. New issues of periodicals are recorded on visible index serial card records (Kardex) with different cards used for weeklies and monthlies. The periodicals are generally recorded by date received with a check (✓) to denote each additional copy. A separate card is used for each periodical title. (See Exhibits 5 and 6.) These cards are filed alphabetically by title or name of issuing body in the Kardex file. Internal review notes, permanent file notes and holdings decisions are noted on the cards, where applicable. Bound volumes are noted by a "B" in red in the "SER" column. Signals are used to keep check on the current receipt of periodicals. The Procurement Section is asked to claim missing issues of subscription periodicals and the Library order assistant claims free ones.

c. Routing. Periodicals are routed to key administrative and professional staff as initiated or approved by the Librarian. Of approximately 650 periodicals received, about 350 are routed.

(1) Routing Card. These are inserted in the Kardex pockets. The dates and copy number of a journal to be routed are noted. (See Exhibit 7.) Upon return of the journal the date is crossed through.

(2) Periodical Routing Slips. Forms H-30 and H-30B (see Exhibit 8 and Exhibit 9) are pretyped showing name of journal, number of pretyped copies to prepare (nine for weeklies, six for others), copy number if more than one, and routing for each copy. These are filed in pockets following the Kardex card for the journal. After completion of the routing, the slip is removed, the issue number crossed through on the routing card, and the journal sent to be shelved in either the general or law collections. If after this, the periodical goes out on regular circulation, it is charged in the usual manner. (See the procedure in paragraph 4b of the Reference and Circulation Section.)

(3) Persons to Whom Periodicals are Routed. An alphabetical card file is maintained of Agency personnel to whom periodicals are routed. This lists their room numbers and the periodicals that are sent to them. (See Exhibit 10.) As room numbers change or personnel resign, appropriate changes are then made on the Periodical Routing Slips.

d. List of Periodicals. The Library publishes "Periodicals Currently Received and Index by Subjects" which is revised about once a year. (See Exhibit 11.) This is distributed on the "Housing and Planning References" mailing list, to new professional and administrative employees and to others as requested.

5. HOUSING AND PLANNING REFERENCES

a. Description. This is a bi-monthly bibliography and index of selected publications in the housing and community planning fields. (See Exhibit 12.) It includes those acquired in the OA and constituent agency libraries (Federal Housing Administration and Public Housing Administration) during the period. Significant periodical articles are also indexed. The Library is responsible for compiling, editing and publishing it; and determining and controlling the distribution list.

b. Source Materials. Copy is provided from the carbons of the catalog cards prepared by the Cataloging Sections of the three libraries. Additional copy results from the review of periodicals by the professional staffs. Articles selected by them for possible inclusion are entered on Form H-18, Housing and Planning References Card. (See Exhibit 13.) Determination as to whether or not to index an article is based on its length, significance and relationship to the housing and planning fields. Almost always indexed are articles and speeches by Agency personnel and their positions indicated.

c. Editing or Review

(1) Selection. The Librarian selects from the carbons the catalog cards and the Form H-18s submitted, items for inclusion in "Housing and Planning References". Consideration is given to worth and to pertinence to subjects covered by the bibliography. This coverage is narrower than that of the library collections. Restricted items such as those marked "For Agency Use Only" are omitted.

(2) Initial Editing. After the review as to whether or not to include an item, it is edited for completeness, deletions, clarity, bibliographic form. The entry is checked for possible duplication under another form or subject in the current or previous issues. The same item from more than one library is consolidated and both call numbers shown. The principal subject for each is determined, necessary cross references made from other appropriate subjects and the card filed.

(3) Subject Headings. The Librarian, in consultation with the librarians of the constituent agencies, formulates the standardized subject heading list used, with appropriate regular cross references from headings not used. New headings are adopted, discarded, or altered as new fields of interest arise, emphasis shifts or terminology changes. The professional staffs of the three libraries are sent the changes, on cards.

d. Typing and Proof Editing. Typing and proof editing of the typed copy is performed by other staff members. They are typed on a special form. (See Exhibit 14.) Detailed instructions on these functions have been prepared: "Housing and Planning References Procedure for Typist and for Preparation of Final Copy by Proofreader - Editor". (See Exhibit 15.)

e. Indexing. A table of subject contents and various indexes are prepared for Agency authors, Agency publications and geographic areas. Detailed instructions are in the "Procedure for Typist and for Preparation of Final Copy by Proofreader - Editor", noted above. (See Exhibit 15.)

f. Reproduction and mailing of "Housing and Planning References" are the responsibility of the Printing and Reproduction Branch. Form H-20, Requisition for Graphics and Reproduction Services, is prepared in original and three carbons. Three copies are sent to the Printing and Reproduction Branch.

g. Distribution of "Housing and Planning References" is to Agency and Regional Office professional and administrative personnel, and to outside organizations at their request and at the discretion of the Librarian. The Library maintains the internal "Ref" and the external "A-7" distribution lists. About 1500 copies are sent once a year to the outside distribution list. (See Exhibit 16.) The Printing and Reproduction Branch plate addresses and mail these.

6. REPORTS

a. Semi-Monthly Report. The Library submits a report to the Director, Division of General Services, on the Thursday before the first and third Monday of each month. It contains a narrative and statistical summary of activities for the period, comments, problems, and plans. The statistical information is submitted on Form H-63, Library Statistics, for a three-month period. (See Exhibit 17.) It is compiled from each Section's identical statistics sheets, which they in turn summarize from those kept by each staff member who records applicable figures. (See Exhibit 18.) Current statistics are entered in red on the copy sent to the Division Director.

b. Other reports, expositions, publications, procedures and justifications are prepared as needed. Generally upon request, the Librarian writes professional articles and monographs for publication.

**INITIATING AND OPERATING PROCEDURES FOR
REGIONAL OFFICE BOOK AND PERIODICAL
COLLECTIONS**

**Housing and Home Finance Agency
Office of the Administrator**

Prepared by

**Housing and Home Finance Agency
Office of the Administrator
Division of General Services
Library Branch
Washington 25, D. C.**

April 1962

H-76 (5-60)

UNITED STATES GOVERNMENT

HOUSING AND HOME FINANCE AGENCY

Memorandum

TO : Mr. Czarnecki
829 Laf.

FROM : Mrs. Elsa S. Freeman
Librarian, 103 Normandy

SUBJECT: Renewal of Periodical Subscriptions

DATE: February 12, 1963

Our subscriptions to the magazines listed below will soon expire. If you feel that the publications are necessary to your work, please sign and return this memorandum without delay in order to forestall lapsing of important subscriptions.

House and Home
Monthly
1 2-yr. sub. \$6.80

The above periodicals are important in carrying out the assigned duties of this office. Please renew them.

Signed _____

Title _____

★ U. S. GOVERNMENT PRINTING OFFICE: 1959-484891

HOUSING AND HOME FINANCE AGENCY
Office of the Administrator
Washington 25, D.C.

H-43A
(2-58)

REQUEST FOR PUBLICATION

Kindly send the title listed below for the work of this Agency. The enclosed self addressed label will carry the material through the mail postage free. Please return the enclosed transmittal slip either with the publication or, if the material is not available, checked to indicate its status. If there is a charge for the publication do not send it without further authorization. Thank you for your courtesy in this matter.

Connecticut Department of
Public Works
Housing Division
Hartford, Conn.

Librarian

(Mrs) S. F. [unclear]

AUTHOR Connecticut Department of Public Works.
Housing Division.

TITLE Combined quarterly and annual fiscal report.

SERIES _____ **PAGING** _____

EDITION _____

PUBLISHER _____

RECOMMENDED BY _____ **REQUEST DATE** 1-4-59

REVIEWED IN
PAIS - 1-25-59
(white)

RECOMMENDED BY _____ **REQUEST DATE** 1-4-59

REVIEWED IN
PAIS - 1-25-59
(pink copy)

RECOMMENDED BY _____ **REQUEST DATE** 1-4-59

REVIEWED IN
PAIS - 1-25-59

ORDER RECORD

(white copy)

HHFA-OA
Division of General Services
February 1963

Internal Operating Procedure
Library Branch
Exhibit 4

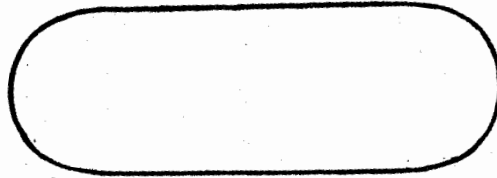
HOUSING AND HOME FINANCE AGENCY

OFFICE OF THE ADMINISTRATOR

WASHINGTON 25, D. C.

OFFICIAL BUSINESS

**PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300.**



HHFA-OA
 Division of General Services
 February 1963

Internal Operating Procedure
 Library Branch
 Exhibit 5

TITLE Bond Outlook													FREQUENCY weekly		DAY DUE				
PUBLISHER OR AGENT Standard and Poor's Bond Investments													SUBSCRIP. DATE X		TITLE PAGE INDEX				
ADDRESS 345 Hudson Street													NOS. PER VOL.						
BOUND New York, New York													VOLS. PER YEAR						
PREPARED													IN BINDERY						
YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.			
1963		1	5	2															
		2	12	9															
		3	19																
		4	26																
		5																	
		1																	
		2																	
		3																	
		4																	
		5																	
		1																	
		2																	
		3																	
		4																	
		5																	
INC.	TITLE Bond Outlook-1963-																		
NEWINGTON HAND										CAT NO. 1-2007.1							RP 20041		
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC								

(buff card)

HHFA-OA
 Division of General Services
 February 1963

Internal Operating Procedure
 Library Branch
 Exhibit 6

TITLE Manufactured Homes (The magazine of pre-fabrication)														FREQUENCY		DATE DUE	
PUBLISHER OR AGENT Home Manufacturers Association										SUBSCRIP. DATE Free				TITLE PAGE			
ADDRESS 1117 Barr Building										NOS. PER VOL.				INDEX			
BOUND Washington 6, D. C.										VOLS. PER YEAR							
PREPARED Freeman to review										IN BINDERY RACK				Send only 1 copy to shelves			
YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T. P.	I.	
1960	B	1	1/27	3/5	3/24	4/9	5/27	6/25	7/24	9/1	9/23	10/28	12/7	12/23			
1961	B	2	1/19	2/19	5/2	4/4	6/18	6/28	7/13	8/18	9/11	10/21	12/29	12/29			
1962		3	1/25	2/15	3/13	4/14	5/11	6/9	7/10	8/10	9/13	10/11	11/14	12/8			
1963		4	1/22														
INC. TITLE Manufactured Homes - KP 20040																	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			

(buff card)

HHFA-OA
 Division of General Services
 February 1963

Internal Operating Procedure
 Library Branch
 Exhibit 7

1	2	3	4	1	2	3	4	1	2	3	4	1
PERSON	SENT	DUE	PAGE	PERSON	SENT	DUE	PAGE	PERSON	SENT	DUE	PAGE	PERSI
MANUFACTURED HOMES												
1962	Oct	10/10										
	Nov	12/3										
	Dec	1/4										
1963	Jan	2/12										

HHFA-OA FORM H-39 (7-50) PERIODICAL ROUTING RECORD

(buff form)

<small>H-90 (6-66)</small> HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR LIBRARY PERIODICAL ROUTING SLIP		
Date routed KENTUCKY CITY BULLETIN		
ROUTE TO	ROOM	BLDG.
1. Eilers	027	L&C
2. von Storch	025	"
3. Carroll	"	"
4. Roberts	"	"
5. Spangler	"	"
6. Palchal	029	"
7. Gernlinski	"	"
8. McLaughlin	029	"
9. Perrin	705	N
10. Diamond	407	FI
11. Young	905	N
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
LIBRARY	103	N

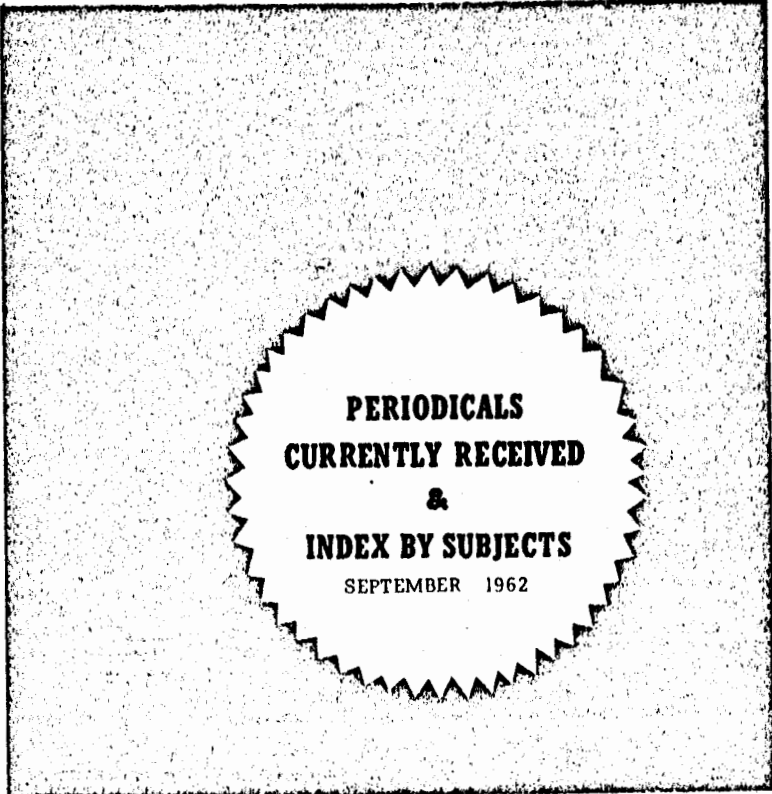
H-30B (8-62)		
HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR LIBRARY		
(6) PERIODICAL ROUTING SLIP		
Florida Planning		
ROUTE TO	ROOM	BLDG.
1. von Storch	825	Lef.
2. Carroll	"	"
3. Roberts	"	"
4. Sponsler	"	"
5. Reichel	829	"
6. Czarniecki	"	"
7. McLaughlin	859	"
8.		
9.		
LIBRARY	103	N
FHLBB-Washington, D. C.		

(pink form)

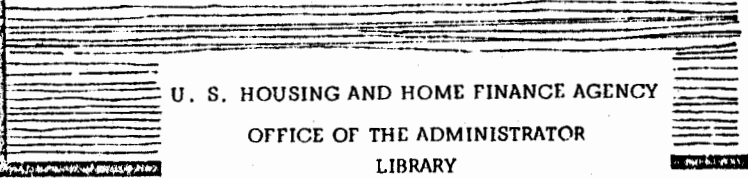
JONES 803 N

AIA Journal
Architectural Forum
Business in Brief
Congress. Quarterly

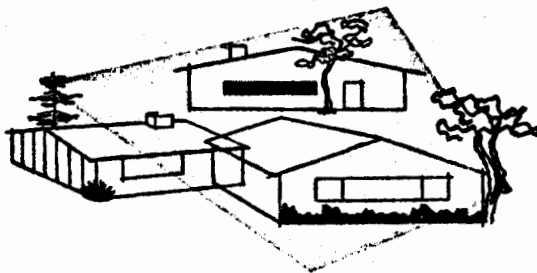
NAHB Jour. of Home Bldg.
NAHRO's Wash. Dispatch
Population Bull.



**PERIODICALS
CURRENTLY RECEIVED
&
INDEX BY SUBJECTS**
SEPTEMBER 1962



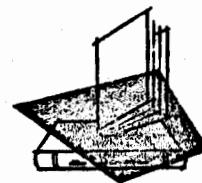
U. S. HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR
LIBRARY
WASHINGTON 25, D. C.



NUMBER 112
NOVEMBER/DECEMBER 1962

Housing and Planning References

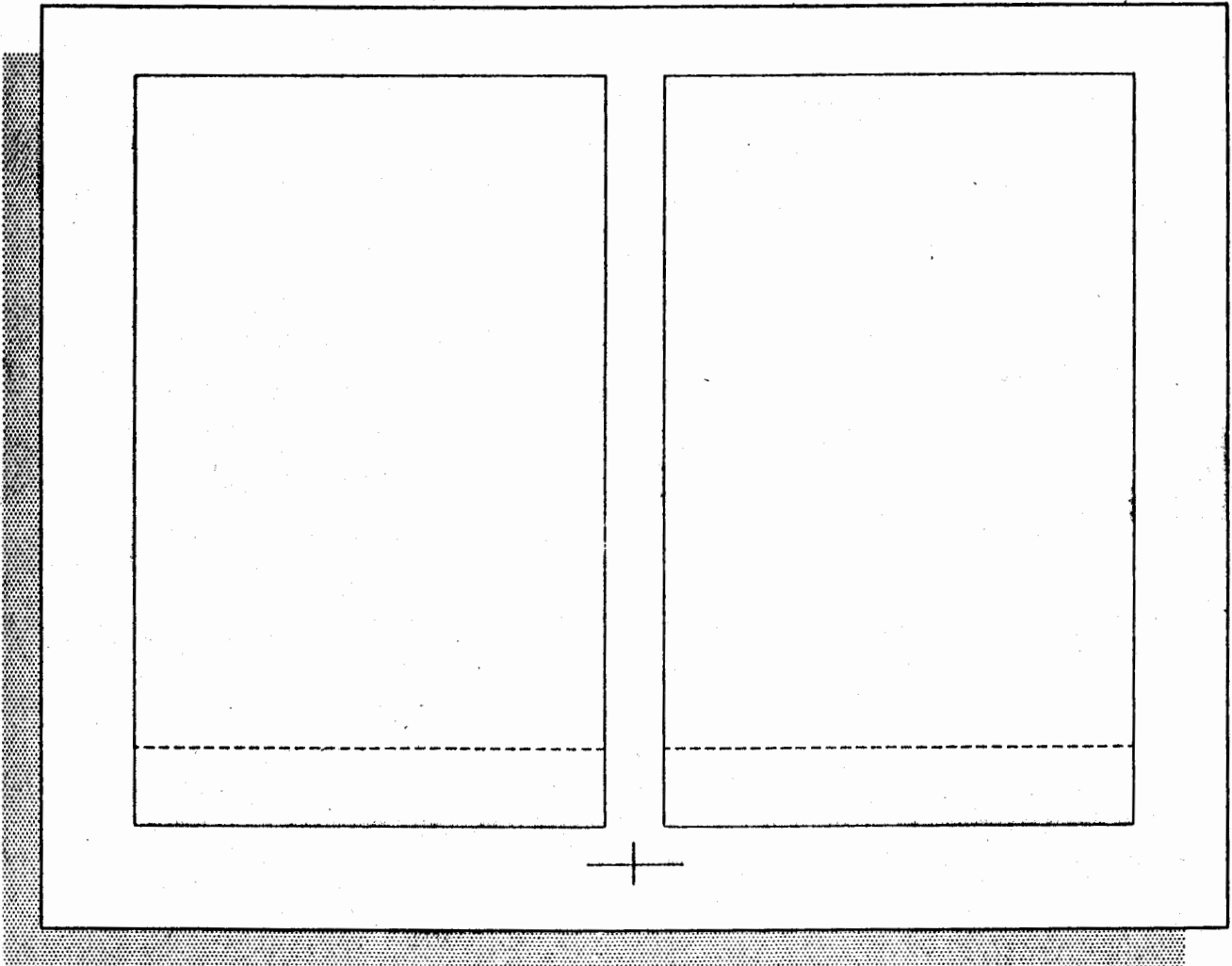
HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR LIBRARY
WASHINGTON 25, D. C.



HHFA-OA
Division of General Services
February 1963

Internal Operating Procedure
Library Branch
Exhibit 13

AUTHOR Browne, Alan K.	
TITLE Financing mass rapid transit: The California experience.	
MAGAZINE Traffic Quarterly	
PAGING (Inclusive) 45-56	DATE Jan. 1963
ANNOTATION	
HHFA-OA LIBRARY HOUSING AND PLANNING REFERENCES CARD	
H-18 (2-62)	



HOUSING AND PLANNING REFERENCES

Procedure for Typist
and for
Preparation of Final Copy by Proofreader-Editor

U.S. Housing and Home Finance Agency
Office of the Administrator
Library
Washington 25, D.C.
1963

In accordance with the Requirements of the Federal Printing and Binding Regulations, we are making the annual revision of the Housing and Home Finance Agency mailing lists that are used to disseminate the publication: *Housing and Planning References*. If you wish to continue to receive *Housing and Planning References*, please fill in and return the attached card. Names of individuals who do not return the card within 30 days will be removed from the mailing list.

BE SURE TO AFFIX POSTAGE TO RETURN CARD.

(Detach here)

STAMP

Housing and Home Finance Agency
Office of the Administrator Library
Washington 25, D. C.

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR
WASHINGTON 25, D. C.
OFFICIAL NUMBER

HOUSING AND HOME FINANCE AGENCY
POSTAGE AND FEES PAID

POLL CARD

H-113
(6-62)

YOUR PRESENT PLATE READS AS FOLLOWS

INDICATE ANY CHANGE OF ADDRESS:

HOUSING AND HOME FINANCE AGENCY
 OFFICE OF THE ADMINISTRATOR

H-69
 (4-61)

LIBRARY STATISTICS

Date:	1-3/1-16 1963	1-17/1-30 1963				
REFERENCE:						
Quick	527	551				
Extensive	105	111				
Readers in Library	253	214				
CIRCULATION:						
Books and pamphlets	880	444				
Periodicals routed	765	930				
Borrowed from outside sources	35	57				
TOTAL	1680	1431				
BIBLIOGRAPHY:						
Housing and Planning References:						
Indexed by OA	210	221				
Items in issue	568	-				
Other bibliographies - items	63	14				
ORDER:						
Titles searched prior to ordering	39	26				
Purchase	14	22				
Free	26	27				
ACQUISITIONS:						
Books and pamphlets	578	813				
Serials	716	1418				
TOTAL	1294	2231				
CATALOGING:						
VF subject headings assigned	-	6				
Publications cataloged	279	197				
Cards typed	842	1772				
Cards filed	653	1828				
MAINTENANCE:						
Overdue notices and telephone recalls	150	206				
Filing and shelving	*4064	*4179				
Typing (if not counted above)	523	600				
	2 hrs. v.o.t. -Ref. 48 hrs. Sec. Pool. *Includes Periodical Shifting	*Includes shifting. 3 hrs. v.o.t. Ref.-9 hrs. v.o.t Acq. 80 hrs. Sec. Pool.				

HOUSING AND HOME FINANCE AGENCY
 OFFICE OF THE ADMINISTRATOR

Freeman

H-69
 (2-61)

LIBRARY STATISTICS

Date: Jan. 31, 1963 - Feb. 13, 1963							
REFERENCE:							
Quick							
Extensive							
Readers in Library							
CIRCULATION:							
Books and pamphlets							
Periodicals routed							
Borrowed from outside sources							
TOTAL							
BIBLIOGRAPHY:							
Housing and Planning References:							
Indexed by OA							
Items in issue							
Other bibliographies - Items							
ORDER:							
Titles searched prior to ordering							
Purchase							
Free							
ACQUISITIONS:							
Books and pamphlets							
Serials							
TOTAL							
CATALOGING:							
VF subject headings assigned							
Publications cataloged							
Cards typed							
Cards filed							
MAINTENANCE:							
Overdue notices and telephone recalls							
Filing and shelving							
Typing (if not counted above)							
	10 hrs. voluntary overtime - Adm.						

1. THE CATALOGING SECTION is responsible for the technical processing and systematic organization of the Library materials, so that they may be identified and located under different approaches. This includes descriptive cataloging, recataloging, subject cataloging and classification, preparation and reproduction of cards, filing into the general and law catalogs, organization, editing, and maintenance of the card catalogs, general shelf list, the preparation of materials for the shelves, and services to Regional Office Libraries including: typing headings, placing pockets in books, making charge cards and keeping them current on changes. It develops and keeps current a basic subject heading list, an authority heading file, a geographic index to the subjects assigned in the card catalog, and a decimal classification schedule. Publications compiled in Cataloging Section include: "Subject Headings Used in Catalog of the HHFA Library" (see Exhibit 1); "Alphabetic Key to the Subject Classification of Books"; "Geographic Names and Classification Numbers of U.S. Housing and Home Finance Agency"; and "Method of Assigning Classification Book Numbers." Under the direction of the Librarian, the Chief, Cataloging Section, is responsible for the organization, procedures, and production of the Section, and the direction, training, and supervision of its personnel. The Chief, Cataloging Section, correlates the work with other Sections in the Library.
2. DESCRIPTIVE CATALOGING is the process of identifying and describing the publications in the Library.
 - a. Periodicals. For our purposes, a periodical is any publication that appears in successive numbers at intervals more frequently than semi-annually. At this time periodicals are not fully cataloged nor cards for them put in the card catalogs. For a new periodical, the Cataloging Section performs the descriptive cataloging only, and the information is typed on the Periodical Kardex record. (See the procedure in paragraph 4a of the Library Branch.)
 - b. Searching
 - (1) The material to be cataloged is searched in either the law or general card catalog and preliminary files, to note if the same title and edition is already in the Library or if the individual author or corporate heading is established (has been used). If another edition of the same title is located, or if a series is cataloged with the same classification number, the call number of the other edition or series is noted.
 - (2) Descriptive items which can be readily ascertained from the

title page of the publication are checked on the piece, and other pertinent information such as notes, series, subject, or added entries are indicated by the searcher or cataloger on a catalog form. (See Exhibit 2.)

(3) If added copy, call number is noted and copy added to the shelf list card. Generally only one copy of each publication is kept. Two copies of Agency publications and those noted as additional copies for retention are kept. Latest edition only of local building codes is kept. Surplus publications are sent to Regional Office Libraries, the United States Book Exchange, or the Library of Congress.

(4) When necessary, uncataloged files are searched for earlier issues of a serial or for duplicates.

c. Cataloging. If the publication has not been cataloged, the main or author entry card is prepared in order to present an integrated description of the piece being cataloged. The descriptive cataloging for the general and law collections is based on the Library of Congress "Rules for Descriptive Cataloging" and American Library Association "Rules for Author and Title Entries." Basic tools such as the "Cumulative Book Index"; "Publishers Trade List Annual"; "Government Organization Manual"; the card catalogs of the Library of Congress and others are often consulted before establishing the author entry (personal, corporate bodies, etc.). A cataloger types the main card showing author, title, place, publisher, date, number of pages, and other bibliographical notation, such as series, drop notes, subtitles, etc. Information for the main or author card is typed on a 3 x 5 fanfold in triplicate form. (See Exhibit 3.) The original slips serve as temporary catalog cards until permanent cards are substituted. One carbon copy is used for "Housing and Planning References" and the second for a temporary shelf list card. Indication for number of cards and sets of cards with tracings to be typed is noted on temporary master card. Additional sets of cards are needed if they have been requested for both the general and law catalogs; also if cards are to be sent to Regional Office Libraries. In order to keep the catalogs consistent, recataloging or revision of catalog or temporary cards to conform to current cataloging practice is sometimes necessary. The cataloger determines the need for and makes history cards, cross references, series cards and others if needed for further dissemination or information. (See Exhibit 4.)

- d. Shelf Lists. There is a general shelf list and a legal one. These are card records (duplicate of the main card) organized by subject and filed by classification number (general) or category (law) in the order that the books appear on the shelves. Each is stamped "S.L." (shelf list). The shelf lists are the most complete record of the non-periodical holdings of the respective collections. They are not public catalogs, but designed for internal use. They are by-products and also tools of descriptive cataloging and classification. Number of copies of a given publication and holdings decisions are recorded on the shelf lists. (See Exhibit 5.) It also shows the type of books in a given class. Other than furnishing the card for a new title, the Cataloging Section does not maintain or make entries in the law shelf list. (See the Law Section procedure.)
3. **SUBJECT CATALOGING**. The purpose of subject cataloging is to make the material readily available by bringing it under the most logical subject headings. Each publication is analyzed for its subject content and carefully examined to determine the specific subjects covered and to select the terminology for the subject headings which best indicate the publication's contents. In order to secure uniformity, subject headings are assigned if possible from a prepared list. The published "Subject Headings Used in Catalog of the HHFA Library" (see Exhibit 1) demands a continuous process of expanding, standardizing, and developing of headings to accommodate new or highly technical material and to keep abreast of new fields of interest and constantly evolving terminology. Appropriate subject cross references are made and filed in the card catalog. (See Exhibit 6.) The Library of Congress "Subject Headings"; "Public Affairs Information Service"; "Index to Legal Periodicals"; "Law Library Journal"; and similar sources are consulted before assigning a new subject heading.
4. **CLASSIFICATION** provides the numerical or category order for shelving and arranging publications according to subject or form. The law books are not assigned classification numbers, but symbols, according to a prearranged category order. (See the Law Section procedure.) The Library uses the U.K. Ministry of Works Library "Abridged Universal Decimal Classification Schedule," supplemented with the "Dewey Decimal Classification," in maintaining a key for use in subject classification. This decimal classification schedule or key is carefully and continuously maintained, revised, supplemented and modified to fit our specialized

needs. The cataloger determines the proper classification and assigns the call number which gives each book its individual place on the shelf. To indicate location of unusual material, the following symbols are used at head of classification number: VF (Vertical file); Ref. (Reference); FOLIO. In order to prevent the assignment of duplicate call numbers, a temporary carbon copy of the main card, with the classification number added, is filed into the shelf list and remains until a permanent card is substituted. The first lines of the call number relate to the subject classification of the book and geographic designation, if any, followed by the book number which relates to the particular book. The initial letter (not an article) is usually taken from the main entry as shown on the author card. This is followed by figures to represent a name or the author in accordance with a special key as listed in "Method of Assigning Classification Book Numbers."

5. CARD PREPARATION AND FILING

a. Periodical Card Records. See the procedure in paragraph 2a. above.

b. Typing and Reproducing Catalog Cards. From the author card (temporary catalog slip) information is typed for reproduction on a prerun cataloging form. (See Exhibit 7.) After the information is typed for reproduction, the preliminary catalog card is kept in an interim file as a record of the publication until the processed cards arrive. Once a month, one week before the end of the month, a requisition, Form H-20, for the reproduction of cards for the following month is sent to the Printing and Reproduction Branch. Fifteen cards are reproduced for regular use and thirty cards (indicated on reproduction sheet) for those where Regional Offices are supplied.

c. Preparation and Sorting of Cards. Tracings are typed on the permanent reproduced cards when they are returned. (See Exhibit 8.) This makes it possible to have a card or cards by author, title, joint authors, various subjects, or other tracings as indicated. If necessary, additional tracings are made for other catalogs, including Regional Office Libraries. They are then sorted for proper assignment: HHFA general and/or law catalogs, Regional Office Libraries, Library of Congress, and Inter-American Housing Center, Bogota, Colombia. S.L. (shelf list) is stamped on all cards for filing into general and law shelf lists. (See Exhibit 5.) The temporary master card is matched with the permanent shelf list card and pertinent information is transferred to the card.

d. Card Filing and Maintenance of Card Catalogs. Catalog cards are filed

alphabetically in the catalogs under author(s), title(s), and subject(s). One card stamped with S.L. is filed in the general shelf list by the call number. Filing rules for the public catalogs are based on the American Library Association "Rules for Filing Catalog Cards," and adapted to the specialized needs of the Library. (See Exhibit 9.) Principal rules for filing into the card catalogs are posted near the card catalog for guidance of readers and staff. Appropriate guide cards and labels are made to facilitate the use of the catalogs.

e. Card Distribution. One copy of the main entry card for each newly cataloged item is sent to the Inter-American Housing Center in Bogota, Colombia. One copy of the main entry card for all materials published in cooperation with the Urban Planning Assistance Program, unpublished theses at American universities prepared by foreign participants, sponsored by Office of International Housing, and any other material published or sponsored by this Agency is sent to the Library of Congress Union Catalog Division. DHHF, the symbol assigned by the Union Catalog Division, is stamped on all cards sent to the Library of Congress. If indicated on master temporary slip, this Section provides an author card or complete set of cards with appropriate heading typed on each and arranges them for sending to Regional Office Libraries. A union catalog with holdings and number of cards sent to each Region is maintained in the Section. Regional Offices are notified of changes in cataloging (recataloging, new or changed subject headings or classification, and any other additional information if necessary).

6. PUBLICATION PROCESSING

a. Labeling. To expedite labeling for the general collection, a pressure sensitive book number label that can be put in a typewriter is used to show classification number on the material for shelving. The label is affixed to the back of each book 1-1/2 inches from the bottom of the spine of the book or the top left corner of pamphlet or unbound reports after they are cataloged. (See Exhibit 10.) A coat of liquid plastic is often put over the label to prevent it from becoming detached. No label is put on legal material.

b. Book Preparation

(1) Where needed, books are prepared for circulation and shelving, binding, mending, and devising protective coverings.

(2) Complicated loose-leaf material is interfiled and the addenda, corrigenda, and necessary substitutions are made for material in process of cataloging, or where necessary, the call number is furnished to the circulation assistant.

(3) Pockets are put in books for Regional Offices.

(4) Charge cards are typed for Regional Office books.

7. **CATALOGING INSTRUMENTS.** The Cataloging Section is responsible for the following cataloging instruments that were devised or specifically adapted for this Library: the subject heading list, the geographic index of headings used, the decimal classification schedule, the authority headings file, and the card catalog filing rules. These are compiled, developed, standardized, expanded, adapted, or codified for ever changing needs.



SUBJECT HEADINGS

USED IN CATALOG OF THE HHFA LIBRARY

U. S. Housing and Home Finance Agency
Office of the Administrator Library
Washington 25, D. C.

Cataloging Form
H.H.F.A. OA., Library

1. Call number 352
(759)
F56
2. Author *Florida University. Public
Administration Clearing Service.*
3. Title X
4. Edition
5. Place X
6. Publisher
7. Year X
8. Paging *24p.*
9. Series *(Its Civic information
series no. 29)*
10. Notes
Bibliography: p. 22-24.
11. Tracings
 1. *Local government - Florida.*
 2. *Metropolitan areas - Florida.*
 - I. *Kantor, Harry. (series)*

FANFOLD IN TRIPLICATE FORM

728.1

C65d U.S. Congress. Senate. Committee on Banking and Currency.
Discussion of Federal housing programs. Hearings before a subcommittee of the Committee on Banking and Currency, United States Senate, Eighty-fourth Congress, first session, on a roundtable conference on current problems with respect to housing programs administered by FHA, VA, and PHA and including slum clearance and urban redevelopment. May 5, 9, and June 17, 1955. Washington, Govt. Print. Off., 1955.
108p.
1. Housing Administration.

- 2. U.S. Federal Housing
- 3. Federal housing programs.

F... including slum clearance and urban redevelopment. May 5, 9, and June 17, 1955. Washington, Govt. Print. Off., 1955.
108p.
1. Housing Administration.

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- 3. Federal housing programs.

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108p.
1. Housing Administration.

- 2. U.S. Federal Housing
- 3. Federal housing programs.

HISTORY CARD

U.S. Federal Home Loan Bank Board.

Created June 27, 1934 as the Federal Home Loan Bank Board. July 1, 1939 grouped with other agencies to form Federal Loan Agency. February 24, 1942 functions transferred to Federal Home Loan Bank Administration under the National Housing Agency. July 27, 1947 abolished and functions transferred to newly established Home Loan Bank Board, a constituent agency of the Housing and Home Finance Agency. In 1955 the name Home Loan Bank Board was changed to Federal Home Loan Bank Board and made an independent agency in the Executive Branch.

cf. United States Government organization manual, 1955/56.

SHELF LIST CARD

Classification Number

Open Entry Card

600.15

Book Number → G26 Georgia. State Engineering Experiment Station.
Report, *no. 6, 7,*
1958, 59,
Atlanta,
2v.
Title varies: 1955-
For complete information see shelf list.

Holdings → *2c. no. 6, 1958.*

1. Industrial research. 2. Universities
and colleges.

S. L. ← Shelf List

Main Entry Card

600.15
G26 Georgia. State Engineering Experiment Station.
Report,
Atlanta,
v.
For complete information see shelf list.
1. Industrial research. 2. Universities
and colleges.

HHFA-OA
Division of General Services
February 1963

Internal Operating Procedure
Cataloging Section
Exhibit 6

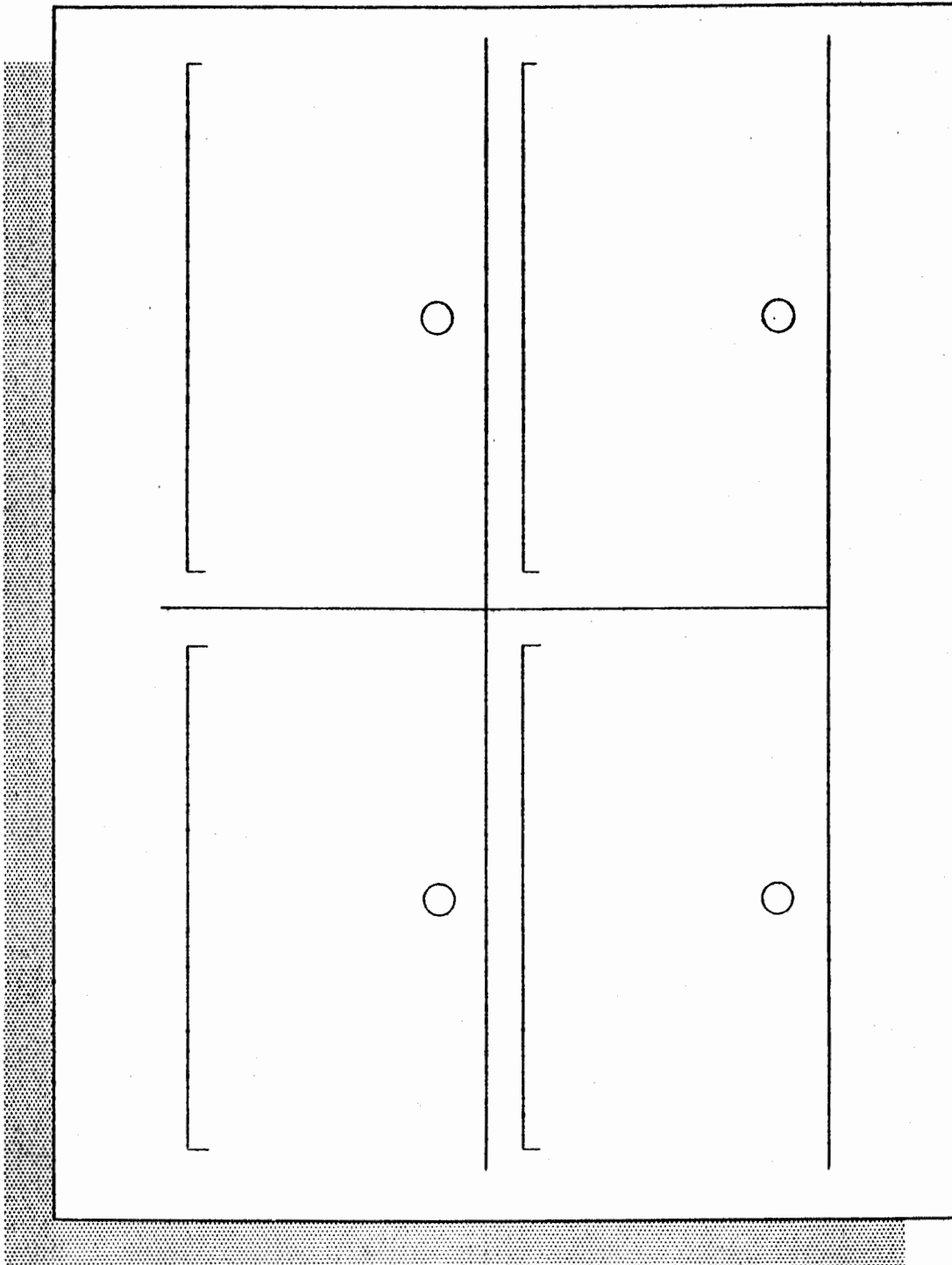
SUBJECT CROSS REFERENCES

See Reference

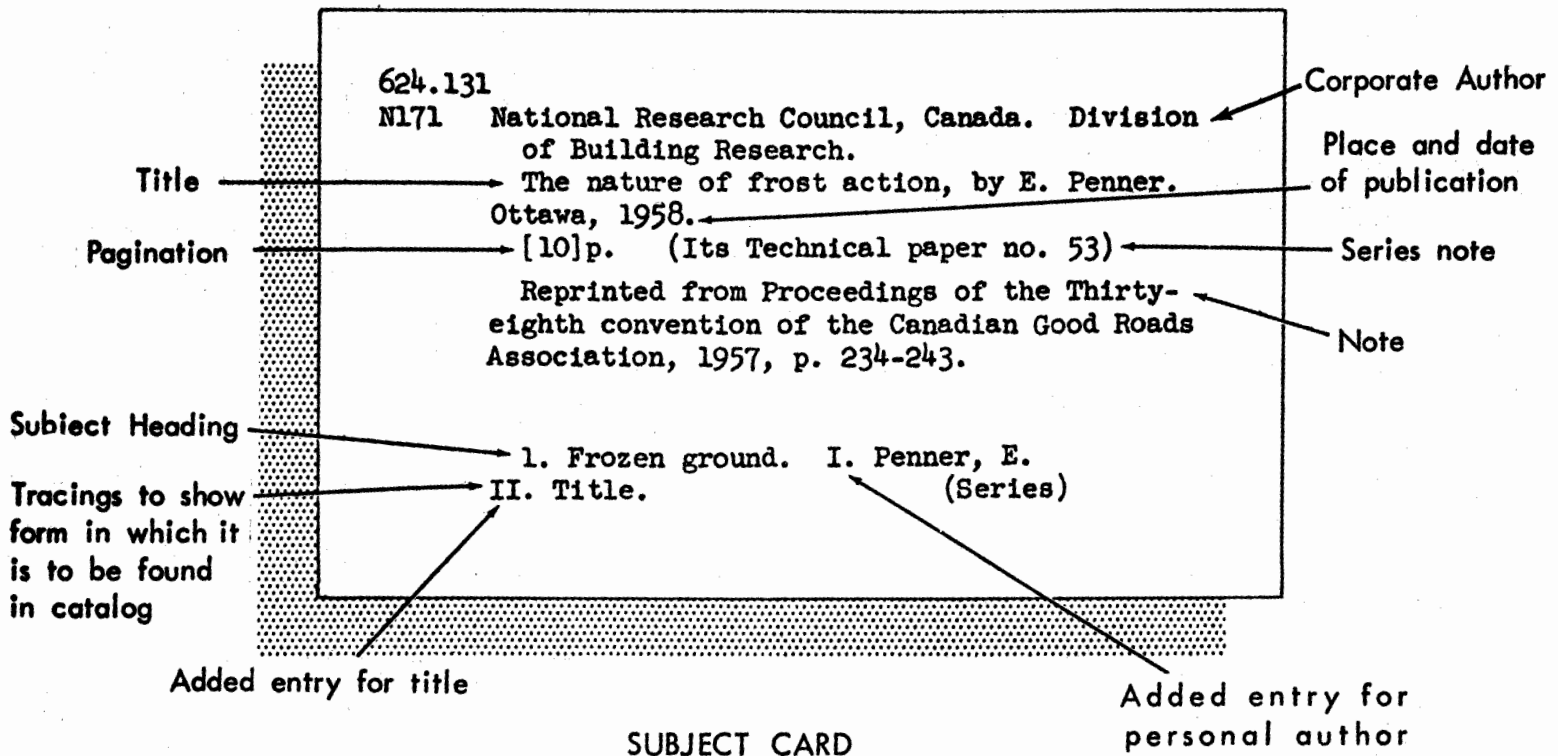
Comprehensive plan see Master plan

See also Reference

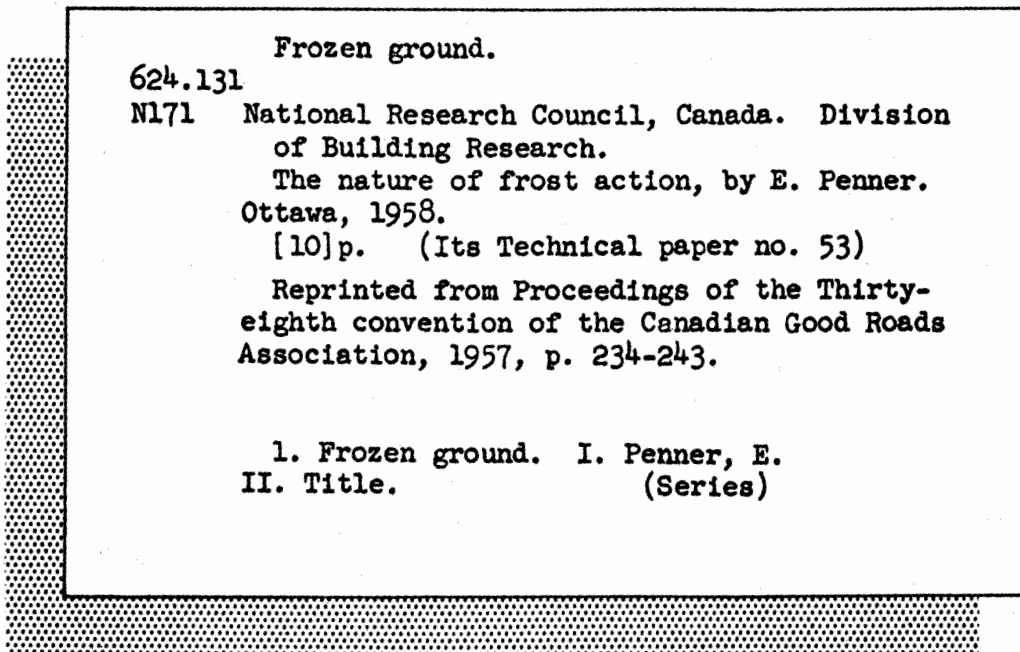
Land acquisition
sa Eminent domain



MAIN ENTRY CARD



SUBJECT CARD



ADDED ENTRY CARDS
Personal Author Card

624.131 Penner, E
N171 National Research Council, Canada. Division
of Building Research.
The nature of frost action, by E. Penner.
Ottawa, 1958.
[10]p. (Its Technical paper no. 53)
Reprinted from Proceedings of the Thirty-
eighth convention of the Canadian Good Roads
Association, 1957, p. 234-243.

1. Frozen ground. I. Penner, E.
II. Title. (Series)

Title Card

624.131 The nature of frost action.
N171 National Research Council, Canada. Division
of Building Research.
The nature of frost action, by E. Penner.
Ottawa, 1958.
[10]p. (Its Technical paper no. 53)
Reprinted from Proceedings of the Thirty-
eighth convention of the Canadian Good Roads
Association, 1957, p. 234-243.

1. Frozen ground. I. Penner, E.
II. Title. (Series)

ABC's of urban renewal.

711.585

S21 Sears, Roebuck & Co. Urban Renewal Division.

ACTION

see

Accidents.

699.81

F22c U.S. Federal Fire Council

Adequate living accomodation for the aging.

728.1

699.81

A37 U.S. Dept. of Agriculture.

690.22

A51 Alaman, A

Impermeabilidad de muros de ladrilloal agua de

LAW

T

American Bar Association.

1962 report of the Committee on Condemnation

Apportionment.

LAW

Apportionment - Statistics.

LAW

T

National Municipal League.

Architecture.

720.2

C65 Colonial Williamsburg Williamsburg Va.

Automation.

538.56

Automation.

538.56

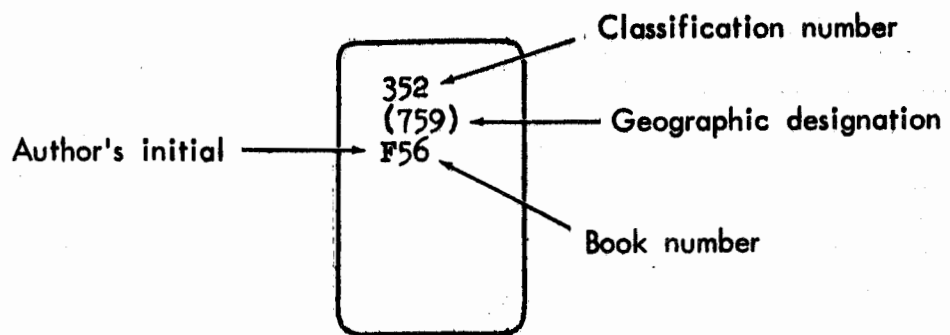
H21 U.S. Dept. of Health, Education, and Welfare.

Guide for the analysis and improvement of
data processing. [Washington] U.S. Dept. of
Health, Education, and Welfare, Office of Manage-
ment Policy, 1961.

[56]p. (General Administration, A16-10-1)

1. Automation. 2. Documentation.

LABELING



1. THE LAW SECTION is responsible for providing library service in the legal aspects of housing and community planning to the Agency and Regional Office attorneys and to outside agencies and individuals requiring such services. This includes law acquisitions, processing, reference, book circulation, stack maintenance, and distribution of certain sets. Under the direction of the Librarian, the Chief, Law Section, is responsible for the organization, procedures, and work of the Section, and the direction, training, and supervision of its personnel. Non-form letter correspondence is reviewed by the Librarian. The Section Chief correlates the work of the Section with that of the other Library Sections. As needed, the law librarian substitutes in general reference in the Reference and Circulation Section.

2. DEVELOPMENT OF THE LAW COLLECTION
 - a. Book Selection. The Chief, Law Section, selects and makes recommendations to the Librarian for new and revised law publications. To this end, and to keep abreast of current legal developments, the Chief, Law Section, scans legal periodicals, bibliographies, reading lists, books, catalogs, publishers' and dealers' announcements, and other sources. The collection is reviewed continually to keep state statutes, codes, session laws, municipal charters, ordinances and codes, the digests, reports, reporter systems, encyclopedias, Federal legislation, and other continuations up to date. Conferences with, and suggestions from, Agency attorneys are also helpful.

 - b. Ordering. See the procedure in paragraph 3b of the Library Branch. However, generally the Chief, Law Section, initiates the order or requisitions for law continuations. In the requisition number assigned, (L) follows the Library number. Copies of these requisitions and purchase orders are filed in the Law Section. The Chief, Law Section, also reviews Regional Office requisitions for law books, if possible furnishes the material, or provides adequate purchase information. A file is maintained of these requisitions or a card made and filed in the Regional Office Union Catalog.

 - c. Receipt of Material. The procedure is the same as prescribed in paragraph 3c of the Library Branch with the following exception: legal purchased material is delivered by the Library mail desk to the Law Section direct, except for periodicals. These are handled in the same manner as the general periodicals.

3. PERIODICAL PROCESSING AND ROUTING. See the procedure in paragraph 4 of the Library Branch.
4. LAW POCKET PARTS, SUPPLEMENTS AND ADVANCE SHEETS are entered in the law visible record continuation file to indicate which have been received. (See Exhibit 1.) These parts are then filed with the corresponding law book.
5. CATALOGING. The Cataloging Section performs the cataloging. See its procedure. The following exceptions apply to law books:
 - a. Law Symbols: No classification numbers are assigned. However the following symbols are used on the catalog cards:
 - T - Treatises. These include monographs, commentaries, textbooks, legal institutional and historical works, case books, Restatements by American Law Institute.
 - US - US Statutes at Large, US Revised Statutes, Congressional Legislation, treaties and international agreements, US Code, US Code Annotated, US Code Congressional and Administrative News, Slip laws, US Constitution, Code of Federal Regulations, Federal Register.
 - N - National Reporter System and Shepard's Citations.
 - S - State Statutes, revisions, compilations, codes and session laws, special publications on the state.
 - E - Encyclopedias, including Corpus Juris, Corpus Juris Secundum, Ruling Case Law, American Jurisprudence.
 - R - Reference, including law dictionaries, directories, Martindale-Hubbell.
 - FA - Administrative Agency opinions, decisions, digest and/or reports, include Attorney General Opinions, Comptroller General Decisions, Court of Claims Reports; etc.
 - M - Municipal charters, codes, ordinances.

b. Shelf List:

New shelf list cards are provided by the Cataloging Section. The Law Section is responsible for filing into and maintaining the law shelf list. It is filed by category and then alphabetically within the categories in the same order that the books are arranged on the shelves. The Law Section fills in Form H-304 (See Exhibit 2.) for newly received volumes on older titles that are continuations. As added volumes in the series are received, the volume and identifying numbers are added to Form H-304 or to the newer shelf cards.

c. Processing:

No call number labels are placed on law books but the symbol is indicated. Card pockets are pasted in on the verso of the book cover. On these are typed the briefest citation to the book but volume and identifying number are always included. (See Exhibit 3.) A Law Book Card, Form H-86, is also typed and inserted in the pocket. (See Exhibit 4.)

6. REFERENCE. The procedure is the same as prescribed in paragraph 2 of the Reference and Circulation Section with the emphasis throughout on law in the inquiries and special knowledge, skills, resources, and tools used to furnish the information. The Law Section has on reference a Union List of the Legislative Histories prepared by Federal agencies. The Law Section furnishes the information on HHFA legislative histories to the publisher: The Law Librarians' Society of Washington, D. C.
7. BIBLIOGRAPHY. The procedure is the same as prescribed in the Reference and Circulation Section with again the slant toward the specialized law knowledge and tools required. For "Housing and Planning References," the Law Section indexes articles in the periodicals it reviews. It also assists in the editing of the typed copy.
8. CIRCULATION
- a. Origin of Requests. The procedure is the same as prescribed in the Reference and Circulation Section.
- b. Charging. The Law Book Card, Form H-86, is removed from the card pocket, the reader's name, the date the book is loaned and, where necessary,

office and telephone number are written on this card. (See Exhibit 5.) At the end of the day, the cards are counted and filed alphabetically by author in the Law Section charge file. A card is made for a law periodical the first time it circulates regularly.

c. Library Charge Slip. The procedure is the same as prescribed in the Reference and Circulation Section. Generally, when the attorneys charge the books themselves, a Library Charge Slip is not attached.

d. Rush Handling. The procedure is the same as prescribed in the Reference and Circulation Section.

e. Interlibrary Loans. The procedure is the same as prescribed in the Reference and Circulation Section.

f. Loan Period. The procedure is the same as prescribed in the Reference and Circulation Section, but law books are generally loaned for two weeks.

g. Overdue Notices. The procedure is the same as prescribed in the Reference and Circulation Section.

h. Return of Material. The charge card is removed from the charge file and reinserted in the card pocket or clipped inside the back cover of a law periodical. The material is examined and loose and torn pages mended; it is then shelved.

9. SHELVING AND STACK MAINTENANCE

a. Shelving. The law books are arranged in groups with respect to each other in that order which convenience of use and physical limitations require. The arrangement of the law books is on a chart displayed in the Reading Room. They are arranged as follows:

Treatises are arranged alphabetically by the author. (Symbol "T".)

The symbol "US" material is arranged in numerical order by volume within each category. (Legislative Histories are prepared by and filed in the Legislative Reference Section of the Office of General Counsel.

The National Reporter System is in alphabetical arrangement by regional groups and in numerical order within the regional groups. Shepard's Citations are filed immediately after applicable region. (Symbol "N".)

The State material is arranged in alphabetical order by state, including special publications on the state, filed immediately after the state laws. (Symbol "S".)

For a checklist of the statutes and codes of each state, see "Law Library Journal" for February and August of each year.

The encyclopedias (Symbol "E".)

The Law Dictionaries are reference and are arranged together (Symbol "R".) Also in the reference area are the Law Directories: Martindale-Hubbell, Legal Register for District of Columbia, Congressional Staff Directory, Congressional Directory, and other miscellaneous legal directories.

Administrative Agencies opinions, decisions, digest and/or reports are grouped together for convenience. (Symbol "FA".)

Municipal charters, codes and ordinances are filed together. (Symbol "M".)

The Foreign Law material is filed in cabinets and marked VF.

The legal periodicals are arranged in a straight alphabet according to their titles. While the different sets are arranged alphabetically, the volumes of any set are in chronological order according to the volume numbers.


- b. Stack Maintenance. The procedure is the same as prescribed in the Reference and Circulation Section.

10. **DISTRIBUTION**. Upon receipt from the Government Printing Office, the Law Section takes its copies, and then distributes to OA and constituent units and agencies the following publications: Code of Federal Regulations, International Treaties, Statutes-at-Large, and the U.S. Code and annual supplements. The Decisions of the Comptroller General and the U.S. Code Annotated are also requisitioned as required and distributed by the Law Section.

Atlantic reporter												T-P & INDEX												
												IN BINDERY												
YEAR	BD. VOL.	SUPPLEMENT			YEAR	BD. VOL.	SUPPLEMENT			YEAR	BD. VOL.	SUPPLEMENT												
		MO.	VOL.	NO.			MO.	VOL.	NO.			MO.	VOL.	NO.										
		1st series y. 1-200					142	///																
		2d series 1-125					143	///																
							144	///																
							145	///																
							146																	
												JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COPIES

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

H-200
(1960) Atlantic reporter CONTINUATION CARD Advance sheets

Class No.	Author Federal Supplement	18
	Title	
	Place	Publisher
		Date
		Price
	Recommended by	
L. C. No.		(Over)
H-304 (2-50)	HOUSING AND HOME FINANCE AGENCY, Office of the Administrator	16-61180-1

Vol.	Ident. No. <small>Accession No.</small>	Source Ordered	Order No.	Date Certified	Cost
202	13340				
203	13400				
204	13423				
205	13470				

16-61180-1 GPO

H-86 (3-58)
HOUSING AND HOME FINANCE AGENCY
Office of the Administrator - Library
WASHINGTON 25, D.C.
LAW BOOK CARD

Virginia. Laws, statutes, etc.
Vol. 7 Titles 45-54
8224

DATE	ISSUED TO

Virginia.
Vol. 7
8224

1. THE REFERENCE AND CIRCULATION SECTION provides comprehensive information and research services by locating, selecting, assembling, and organizing material from the Library's specialized, non-legal collections or from outside sources to answer inquiries and help solve problems. It circulates the general collection books, periodicals, reports, pamphlets, films, and slides in response to requests, or on the Library's initiative to Agency personnel who would be interested in the publications. It serves Office of the Administrator personnel in Washington and the Regional Offices direct and through their libraries, and Federal Housing Administration and Public Housing Administration personnel via their libraries. It also serves outside organizations, firms, and individuals seeking data in the housing and community planning fields. Legal reference and circulation services are provided by the Law Section. As needed, however, the Reference and Circulation personnel assist or substitute in the Law Section.

The Reference and Circulation Section is responsible for shelving and stack maintenance, including the binding and weeding, of the general collections. It is also responsible for the receipt, allocation, and distribution of all mail received in the Library.

Under the direction of the Librarian, the Chief, Reference and Circulation Section, is responsible for the organization, procedures, and work of the Section and the direction, training, and supervision of its personnel. Non-form letter correspondence is reviewed by the Librarian. The Chief, Reference and Circulation Section, correlates the work of the Section with those of the Branch and the other Sections of the Library, and acts for the Librarian, as required.

2. REFERENCE. Requests are received in person, by telephone, memorandum or letter. Facts, knowledge, recorded experience, ideas, and opinions are located to help in carrying out the Agency's and outside related programs. Problems presented vary in difficulty from those which can be answered by brief consultation of reference and bibliographic tools, to elusive and involved questions which require extended searching in many sources in and out of the Library, and the furnishing of extensive background materials.
 - a. Record of Inquiries. Inquiries, whether verbal or written, generally are recorded on Form H-31, Request for Library Service, or attached thereto. (See Exhibit 1.) Also recorded on H-31 are the actions taken by the reference librarians showing the reference and bibliographic sources consulted, material collected, libraries or institutions contacted and the answer or conclusions reached, if not obvious.

- b. Letters. When the inquiry requires a letter or memorandum in reply, Form H-31 is not filled out unless the action taken to obtain the information and formulate the answer needs to be recorded for further use or to indicate the extent of the search. Otherwise, the incoming and outgoing letters in the Library Correspondence File serve as a record of the inquiry.
- c. Place Marker. Pertinent pages in assembled material are marked with Form H-31, Place Marker. (See Exhibit 2.)
- d. Attention Notes. The reference staff continues on the alert for material in subject areas or projects Agency staff are engaged in, and upon discovery, forwards these with appropriate notes or place markers to interested personnel. With the Librarian, and the law librarian, it maintains a reader interest file so that any article or development significant to Agency personnel is called to their attention.
- e. Book Selection. The reference staff recommends, searches, and justifies for purchase or free order any titles which they think would be valuable additions to the existing collections; special attention is given to new reference publications.
- f. Retention of Reference Books. The reference staff recommends the length of the retention period on yearbooks, directories, indexes, and other publications that file in the reference collection.

3. BIBLIOGRAPHY

- a. Lists of Publications in subject fields are compiled. These are usually selected, annotated, and may be brief or extensive. They are prepared as need arises or upon request. (See Exhibit 3.) Requests for comprehensive bibliographic service are approved by the Librarian and, if needed, by the Director, Division of General Services.
- b. Housing and Planning References. The Reference Section assists in the production of "Housing and Planning References" by indexing articles in the periodicals it reviews, by assisting in the editing of the typed copy prior to reproduction, and by preparing the indexes. The reference staff suggests new or revised subject headings, and "see" or "see also" references to be used in this Library bimonthly publication. See Library Branch procedure Item 5 "Housing and Planning References" for full description.

4. CIRCULATION

- a. Origin of Requests. Requests originate from readers in the Library, by telephone, memorandum or letter requesting specific items, by reader selection from "Housing and Planning References," as a result of answering a reference inquiry, or at the suggestion of the Library staff who believe that a publication would be of assistance to Agency staff. Loans are made to Regional Offices, generally via their libraries. Publications are lent to any serious research worker in or outside the Government at the discretion of the Librarian, the Chief, Reference and Circulation Section, or the Law Section. When possible, loans are made via the individual's library rather than direct. Out-of-town loans are made only to institutions.
- b. Charging. A charge card is prepared for each publication at the time it is loaned. (See Exhibit 4.) The clipped holes indicate due date and initial of borrower's name. Material loaned for continued office use is designated as an indefinite loan. (See Exhibit 5.) This charge card is typed because it remains in the charge file as long as the material is retained by the borrower. All charge cards are filed alphabetically by the main entry. There are two files; one for current loans; the other for indefinite loans.
- c. Library Charge Slip. After filling out the appropriate spaces on Form H-74, the charger attaches this form to each piece of material which is being borrowed. (See Exhibit 6.) Exceptions are made to this rule only for multiple items with a single main entry, such as a number of issues of a periodical or when the borrower indicates that multiple charge slips are unnecessary.
- d. Rush Handling. Material is sent to Agency personnel by regular interoffice mail unless a request for quicker service is made. Form H-33, Request for Special Messenger Service, is prepared; the material is then handled by the Mail and Files Section, Records Management Branch.
- e. Interlibrary Loans. The Library has borrowing privileges with Constituent Agency libraries, other government, university and special libraries, and they in turn borrow from us. Publications obtained from these sources must be handled according to the standard Interlibrary Loan Code. The librarians, because of their knowledge of research resources, make the determination from which libraries to request books. Sometimes borrowing from such sources as Executive Library Service requires special handling. Rush handling and pick up service are used when necessary.

- (1) Loans from Constituent Agency Libraries are requested by telephone and charged on the regular charge card with the lending library's name clearly indicated.
- (2) Loans from Library of Congress. Form H-45A, Request for Interlibrary Loan, is used to request material from the Library of Congress. (See Exhibit 7.) Copies A and B of this multiple copy snap-out form are sent to the Library of Congress. Copy C is used to request renewal, if it is necessary to retain the borrowed material beyond the original loan period. Copies D and E and a self-addressed envelope are enclosed when the borrowed material is returned to the Library of Congress. Copy F serves as a progress record of the entire transaction and as the charge record and is filed until the IBM return card which the Library of Congress returns as a receipt in place of Copy E is received. These return receipts are retained for two years.
- (3) Loans from Local Libraries. Form H-46A, Request for Interlibrary Loan, is used. (See Exhibit 8.) Copy A is sent to request material; Copy B is used for renewal; Copies C and D with a self-addressed envelope are enclosed when borrowed material is returned; Copy E is the progress record and charge. Copy E is kept only until the lending library acknowledges receipt of its material on Copy D. Receipts are retained for two years. Preprinted envelopes are used for Library of Congress and for acknowledgment to us. (See Exhibit 9.)
- (4) Loans from Out-of-Town Libraries. Form H-46A is used for these transactions. If the material requested is a thesis, this must be so indicated. When the request is sent, the lending library is asked to use the enclosed self-addressed frank. However, this does not pay for insuring or certifying which lending institutions sometimes consider necessary. They must then be reimbursed. They are requested not to send publications "Express Collect" since there is no provision for paying this type of shipment. Prior to mailing the request, it is explained to the Procurement Section in the event there are any transportation or other charges incurred. These are determined when the borrowed material is received in the mailroom.
- (5) Interlibrary Loan Statistics. These statistics, like the others, are counted and recorded on the Library Statistics sheet. (See Exhibit 18 under Library Branch.) Statistics on the number of non-law publications loaned direct to the Office of the Administrator personnel by Constituent Agency libraries are obtained from the latter by the circulation assistant at the end of each report period. They are included in the total figure under "borrowed from outside sources." Law loans are not counted as the FHA Library is compensated for serving OA attorneys.

f. Loan Periods. Generally material is loaned for one month. Inter-library loans (unless out of the city) and recent periodicals are loaned for two weeks. Books on which reserves have been placed and display copies of periodicals are loaned for one week or less, depending on the length of time the periodical remains on the display rack. Reference books are loaned for brief periods at the discretion of the Chief, Reference and Circulation Section.

Publications which are not in demand may be renewed twice. If they are needed beyond ninety days, the charge is given to the Chief, Reference and Circulation Section to determine if the material is actually in the office to which it is charged. If it is still needed, the loan may be further extended or changed to Indefinite Loan.

g. Overdue Notices. Any material kept beyond the loan period is followed up by a reminder on a preprinted form. (See Exhibit 10.) Each Friday, Library shelves are checked before the memorandum is typed. When the memorandum is typed, the charge is stamped in the upper right corner to indicate the notice was sent.

(1) Second Overdue Notice. If there has been no reply a Second Notice is sent. The words "Second Notice" are typed following the words on the subject line of the Overdue Notice form. Charges which require a Third Notice are given to a reference librarian for appropriate action. The reference librarian may change the charge to indefinite loan if need is indicated by borrower. If material is lost, replacement or payment is requested.

(2) Reserves on Overdue Material. Charges on overdue material on which reserves have been placed are recalled by the Circulation Assistant by telephone in place of a typewritten Second Overdue Notice. The charge is then re-notched to be checked the following week in order that a follow-up can be made, if necessary, by a reference librarian.

h. Indefinite Loan Confirmation. Once a year a Confirmation of Indefinite Loan preprinted form is sent to borrowers. (See Exhibit 11.)

i. Return of Material. The charge card is removed and destroyed. Returned material is examined and loose or torn pages are mended. The publication is placed on the truck for shelving.

j. Films and Slides. The Library is responsible for the circulation of the slides and films prepared under contract for the Agency, and outside ones that have been acquired. A form letter is used to answer requests. (See Exhibit 12.) It either accompanies the requested film or slides or explains

why they are not being shipped. A carbon of the letter is kept for the Library. Included with the film "Magdalen Street" is a request in duplicate to acquire information about audience reaction. (See Exhibit 13.) One copy is retained in the Library and one is sent to Urban Renewal Administration. Each time any film is returned, it is inspected by the Records Management Branch at the Publications Depot.

k. Circulation of Unpublished Research Reports. The Library is responsible for circulating the final unpublished reports received under contract during the existence of the Division of Housing Research. Also the reports resulting from grants made by Urban Planning Assistance Program, Demonstration Grant Program, Community Renewal Program, and Mass Transportation Demonstration Program.

l. Distribution of Publications Issued by the Library. Requests for issues of "Housing and Planning References", "Subject Headings Used in Catalog of HHFA Library", "Periodicals Current Received", "Relocation in "Urban Areas", "Selected Reading for Housing Interns", and other bibliographies compiled in the Library are filled by the Circulation Assistant who types the envelopes and encloses a slip indicating this is being sent in response to their request. When so indicated by the Librarian, a note on letterhead is enclosed with "Housing and Planning References" asking if the addressee wishes to be added to our regular mailing list. Requests for regular distribution are handled in the Librarian's Office.

5. **SHELVING AND STACK MAINTENANCE.** Books, periodicals, pamphlets, films, and clippings have to be maintained in an organized manner at all times for efficient functioning of the Library.

a. Book Shelving entails putting them in their proper numerical order on the shelf by the decimal classification system used. Reference books are shelved in the reference room; they are marked with an R above the call number. FOLIO material is so marked and is filed on special shelves in the catalog room.

b. The Pamphlet Files consist of numbered ones and those designated for filing by a written subject heading and are marked VF (Vertical Files). The numbered ones are filed numerically, separate from the books. The unnumbered ones are filed first into eight major subject and geographic categories, then alphabetically within these categories.

- c. The Periodicals are arranged on the shelves alphabetically by title (certain issuing bodies are the exception to this rule), and then by date after each title. The filing order follows that of the Kardex. Keeping the publications in order and current means eliminating older issues or duplicate copies according to written determinations recorded on the Kardex or shelf list and on the shelves or binders. When a periodical changes its name a "dummy" is made for the former title and all the periodicals are filed under the new title. Periodicals too flimsy to stand upright are punched and filed into ring binders or placed in boxes. The ends of the shelves, boxes and binders must be labeled. Films are kept in a separate metal cabinet. As shelves become filled, a general shift must be planned and effectuated. An attempt is made to accommodate the most material for the longest period possible and to utilize all the space to its utmost.
- d. Addenda, Corrigenda, and Loose-Leaf Items must be kept currently filed. This means recognizing this material as it is received, counting, stamping, locating the binders by call number, searching the catalog if it is not already on a separate listing which is kept at the desk of the shelver. When the binder is located, the written corrections are made, as directed, or the new material is inserted, plus the detailed filing instructions, and obsolete material is discarded. The shelver checks to see that the correct number of copies are received. If there is a shortage, she asks for additional copies, if Agency publications. If not issued by the Agency the shelver calls the discrepancy to the attention of the Chief, Reference and Circulation Section, who determines if additional copies should be maintained and the missing items requested.
6. **BINDING.** About every two years, the materials which are to be bound, usually periodicals, are selected by the Librarian or Chief, Reference and Circulation Section. They are assembled and collated for binding, after first clearing with the Librarian and the Director, Division of General Services, on the availability of funds.
- a. Assembly of Material. Issues to be bound are collected and arranged in the order in which they are to be bound. Missing issues are claimed or obtained from other sources; indexes are included if available. Indexes are placed in the back of the volume, table of contents in the front. The size of each volume is determined by the thickness of the periodical, the frequency of issue, and the volume numbers designated by the publisher.

Color, end papers, and lettering are determined from previous binding instructions for earlier issues of the same title. These are in a folder labeled "Binding Requisitions" in the Library general file cabinet.

b. Preparation. Each separate book to be bound is tied; two copies of Standard Form 1-a, "Binding Instructions" are attached. These indicate the style of binding, materials, lettering, color, etc. A charge card to the Bindery is made out for each volume, specifying the issues to be included in that binding.

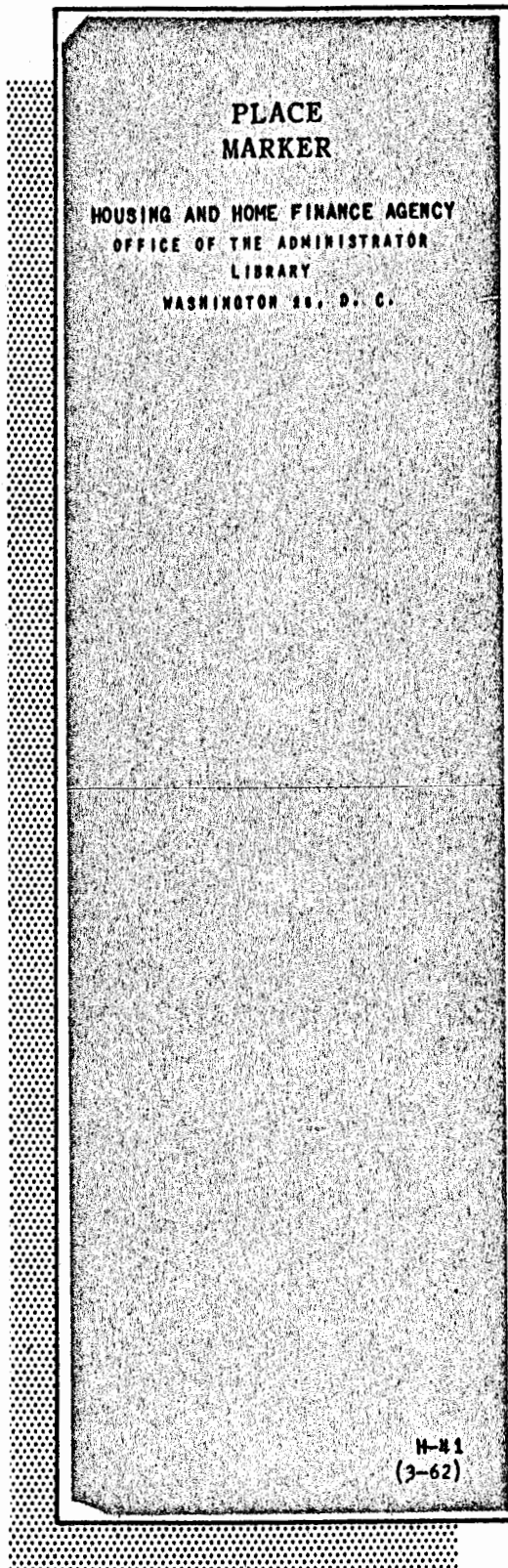
c. Dispatch. The requisition Form H-20, Requisition for Graphics and Reproduction Services, is made out in triplicate. Fastened to each copy is a separate list of the items to be bound, indicating: name of periodical, color and number of binding cloth to be used, inclusive dates and volume number for each separate book to be bound. The Library requisition number put on this form is in sequence with the last previous binding requisition number (see "Binding Requisitions" folder for numbering sequence and for completion of forms.) The Dept. requisition number is obtained from the Director, Printing and Reproduction Branch. Two copies of the requisition are forwarded with the material; the third is retained in the Library.

d. Receipt of Bound Material. When bound volumes are returned to the Library, the list attached to the requisition is checked to insure that all items have been returned, and lettering on each volume is verified against the "Binding Instructions." Charge slips for each volume are then canceled.

Bound volumes of periodicals are recorded on the Kardex card for that title as follows:

- (1) In the column headed "Ser." the letter "B" in red, for the year indicated.
- (2) In the column headed "Vol." the volume number or numbers in red, for the year indicated.
- (3) At the top of the card, after the word "Bound", a red check indicates that this periodical is bound. If any extra unbound copies are also retained, the notation "+1" is made after the red check. Unbound extra copies for some titles are kept for the last five years.

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR LIBRARY						H-91 (2-58)
REQUEST FOR LIBRARY SERVICE						
REQUESTER <i>John Coe</i>						
OFFICE <i>Office of Program Policy</i>						
TELEPHONE <i>3227</i>	ROOM <i>411 N</i>	REQUEST TAKEN BY <i>CA</i>	DATE <i>1/10/63</i>	TRANS. TO, DATE	DATE COMPLETED <i>1/11/63</i>	
<p><i>Any information on establishing and managing housing clinics.</i></p> <p><i>There are several kinds. He was interested in the type that is conducted for people in deteriorating areas to help these people to learn where to go for help with their housing problems, to explain to them their rights as tenants and to suggest ways for improving their housing situation.</i></p> <p><i>checked catalog - Housing clinics, church and social problems, sociology, slums, Urban renewal.</i></p> <p><i>Mag Pl. Ref ^{nos.} 102-112 - P.O.d.S. 1959 - to date</i></p> <p><i>Journal of Housing Studies.</i></p> <p><i>Used 711.585 711.585 Borrowed from</i></p> <p><i>711.585 M45 (76815) Lib. of Cong.</i></p> <p><i>(771) 1960 T25 Ehle, John.</i></p> <p><i>R23 Shepherd of the street.</i></p> <p><i>Sloane. 1960</i></p>						



(buff card)

SELECTED READING

for

HOUSING INTERNS

prepared by
the U. S. HOUSING AND
HOME FINANCE AGENCY,
Office of the Administrator,
Library
Washington 25, D. C.

revised, June 1960

D57488C

S	MAIN ENTRY	Teare, William		MON	WED	FRI
Z				WEEK A		
I				MON	WED	FRI
Z				WEEK B		
V	TITLE	A housing program		MON	WED	FRI
X		for the Panama		WEEK C		
W		Canal		MON	WED	FRI
V				WEEK D		
J	CALL NUMBER	728.1		MON	WED	FRI
T		(862)		WEEK E		
S				MON	WED	FRI
R	DATE	T-21		WEEK F		
O	BORROWER	James Smith		MON	WED	FRI
L	ROOM	801 Laf	EXT. 2244	WEEK G		
O	DATE CHARGED	11/3/62	DATE DUE 12/1/62	MON	WED	FRI
Z				WEEK H		
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B				MON	WED	FRI
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UNDEF. LOAN

01729C

MAIN ENTRY	MON	WED	FRI
Gerletti.	WEEK A		
TITLE	MON	WED	FRI
Successful supervision	WEEK B		
CALL NUMBER	MON	WED	FRI
658.3	WEEK C		
027	MON	WED	FRI
Cal.	WEEK D		
DATE	MON	WED	FRI
BORROWER	MON	WED	FRI
Mr. James Smith	WEEK E		
ROOM	MON	WED	FRI
801 Laf.	WEEK F		
EXT.	MON	WED	FRI
2244	WEEK G		
DATE CHARGED	MON	WED	FRI
11/3/58	WEEK H		
DATE DUE	MON	WED	FRI
Indef.	WEEK I		
INDEF. LOAN	MON	WED	FRI

01729C

(buff card)

TO:	<i>James Smith</i>
ROOM AND BUILDING:	<i>801 Sef</i>
DUE:	<i>12/1/62</i>
H-74 (10-61)	
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<input checked="" type="checkbox"/>	YOUR REQUEST
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<input type="checkbox"/>	BORROWED FROM _____
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This publication is charged to you. It is not to be reloaned without notifying the Library.	
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15070 ☆ U. S. GOVERNMENT PRINTING OFFICE: 1962-655091

REQUEST FOR INTERLIBRARY LOAN

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Library of Congress

DATE OF REQUEST
January 9, 63

May we borrow for official use the publication listed below? We understand that it is subject to immediate recall if needed before end of loan period.

Chatters, Carl H.
Local government debt administration.
Prentice - Hall, 1939.
528p.
(waiting list)

LIBRARIAN
(Signature) S.F. *memoranda*

H-45A (8-62) (white) HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON 25, D. C. STOP 98

H-45B (8-62) (white copy) HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON 25, D. C. STOP 98

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BORROWER
John Cole

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REQUEST FOR INTERLIBRARY LOAN

Library
Bureau of the Budget

DATE OF REQUEST

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Bach, G.L.
Economics: an introduction to analysis and policy. 2d ed. Prentice-Hall, 1957.
(waiting list)

LIBRARIAN
Miss S.F. [unclear]

H-46A
(12-58)

(white)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR
WASHINGTON 25, D. C.

STOP 98

H-46B
(12-58)

(blue copy)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR
WASHINGTON 25, D. C.

STOP 98

H-46C
(12-58)

(pink copy)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR
WASHINGTON 25, D. C.

STOP 98

H-46D
(12-58)

(yellow copy)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR
WASHINGTON 25, D. C.

STOP 98

BORROWER

John Coe

H-46E
(12-58)

(white)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR
WASHINGTON 25, D. C.

STOP 98

<p>HOUSING AND HOME FINANCE AGENCY PROGRAM NATIONAL OFFICES WASHINGTON, D. C. OFFICIAL BUSINESS</p>	<p>PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE \$300</p>
<p>HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON 25, D. C. OFFICIAL BUSINESS</p>	<p>POSTAGE AND FEES PAID HOUSING AND HOME FINANCE AGENCY</p>
<p>20</p>	<p>HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR LIBRARY 1626 K STREET, N. W. WASHINGTON 25, D. C. STOP 98</p>

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<p>HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON 25, D. C. OFFICIAL BUSINESS</p>	<p>POSTAGE AND FEES PAID HOUSING AND HOME FINANCE AGENCY</p>
<p>20</p>	<p>LIBRARY OF CONGRESS LOAN DIVISION STOP 303</p>

H-96 (3-62)

UNITED STATES GOVERNMENT

Memorandum

HOUSING AND HOME FINANCE AGENCY

TO : Mr. John Coe
708N

DATE: Jan. 3, 1963

FROM : The Library, Room 103 Normandy

SUBJECT: OVERDUE BOOKS, PERIODICALS

The publications listed below are overdue and should be returned to the Library, unless you have further need for them.

Material checked Not Renewable has other requests waiting or has been borrowed from another library.

Please return or renew books on or prior to date due, as this will make them more available to all, and save the sending of notices.

<u>Publication</u>	<u>Date Borrowed</u>	<u>Date Due</u>	<u>Not Renewable</u>	<u>Please Renew</u>
Fortune, May 1958	Dec. 14 '62	Dec. 28 '62		

(blue form)

H-96 (9-60)

UNITED STATES GOVERNMENT

Memorandum

HOUSING AND HOME FINANCE AGENCY

TO : Mr. John Coe
708N

DATE: Jan. 3, 1963

FROM : OA Library, 103 N.

SUBJECT: Confirmation of Indefinite Loan

Listed below is material charged to you on indefinite loan. If it is not used regularly by your office, we should appreciate its return to the Library.

If you wish to continue to retain this material in your office, please sign and return this memorandum.

Beyer, Glenn
Housing: a factual analysis



Federal Housing Administration
Public Housing Administration
Federal National Mortgage Association
Community Facilities Administration
Urban Renewal Administration

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR • WASHINGTON 25, D. C.

January 9, 1963

LIBRARY

Mr. Marion Hyatt,
Executive Director
Opalika Housing Authority
P.O. Box 786
Opalika, Alabama

Dear Mr. Hyatt:

Your request for the film checked has been received.

- Toward a Uniform Plumbing Code.
- New Techniques for House Construction.
- Pre-engineered Housing.
- Joe Doe - Small Home Builder.
- Safe Water in the Home.
- Magdalen Street

The following action has been taken:

- We are shipping the film under separate cover. Because of numerous requests, please return immediately after showing.
- The film will be shipped for the time you requested.
- All available copies are on loan at the present time. We shall ship to you as soon as one is returned.

Sincerely yours,

(Mrs.) *Eliza S. Freeman*
Librarian

PLEASE COMPLETE THESE FORMS IN DUPLICATE AND RETURN WITH FILM



HOUSING AND HOME FINANCE AGENCY

OFFICE OF THE ADMINISTRATOR

WASHINGTON 25, D. C.

LIBRARY

Federal Housing Administration
Public Housing Administration
Federal National Mortgage Association
Community Facilities Administration
Urban Renewal Administration

Film: Magdalen Street

Dates _____

ORGANIZATION AND CITY	NO. OF SHOWINGS	SHOWN TO WHAT GROUP	NO. OF VIEWERS	AUDIENCE REACTION

1. THE PROPERTY MANAGEMENT BRANCH, composed of four sections, is responsible for the procurement and control of administrative supplies, equipment, and non-personal services, and for the establishment and maintenance of property records that meet fiscal accounting requirements. The Branch plans and directs the space management program for the Central and Regional Offices, and authorizes or approves travel for the Central Office personnel and the HHFA Regional Administrators. The Branch is headed by a Director who is responsible to the Director, Division of General Services, for providing staff advice and coordinating the work of the Branch, for developing procedures for the operations of the Branch, and for initiating and recommending operating policy. The Director of the Branch represents the Housing and Home Finance Agency as the principal Agency member of the Federal Fire Council and is liaison officer between the Agency and the General Services Administration in the review and re-examination of Government utility services. He also serves as the Housing and Home Finance Agency representative of the Federal Building Service, District of Columbia Civil Defense Plan.

A brief description of the function of each of the four Sections in the Property Management Branch is at the beginning of the internal operating procedure for each Section.

2. REPORTS. The Branch is responsible for preparation of the following reports:
 - a. Semi-Monthly. The Sections of the Property Management Branch make semi-monthly reports to the Director of the Branch on the Thursday before the first and third Monday of each month. These reports summarize accomplishments during the reporting period, outline plans for accomplishing forthcoming assignments, and point out any other items of interest significant to the Division. Based on these reports, the Director of the Property Management Branch sends a report on the following day to the Director, Division of General Services. This report is in two parts: (1) items suggested for inclusion in the Director's semi-monthly report to the Assistant Administrator (Administration); and (2) items presented in sufficient detail to keep the Director fully informed of operations within the Branch.

b. Periodic

(1) Reports Prepared by the Procurement Section

<u>Title</u>	<u>Form & Frequency</u>	<u>Date of Submission</u>	<u>Reference</u>
Report on Procurement by Civilian Executive Agencies	SF-37 Semi-annually	Within 30 days after the close of the semi-annual period	GSA Regulation 1-II-212.02
Estimates for Departmental Envelopes	Letter-Annually	Usually in December for the forthcoming fiscal year	Annual letter from GSA

(2) Reports Prepared by the Property and Supply Section

<u>Title</u>	<u>Form & Frequency</u>	<u>Date of Submission</u>	<u>Reference</u>
Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property	SF-121 Quarterly	Within the first month after the close of the quarter	GSA Regulations 1-III-307.01 1-IV-306.01
Supply Activity Report	GSA-1473 Annually	By September 15 of each year	GSA Regulation 1-II-102.00
Acquisition and Use of Limousines and Heavy Sedans in Executive Agencies	Letter - Annually	By September 30 of each year	Bureau of the Budget Circular No. A-22

(3) Reports Prepared by the Space and Maintenance Section

<u>Title</u>	<u>Form & Frequency</u>	<u>Date of Submission</u>	<u>Reference</u>
Agency Space Report (for District of Columbia and Adjac- ent Areas)	SF-111 Quarterly	Within 10 days after the close of the quarter	GSA Regulation 2-II-503.00
Agency Space Summarization (for District of Columbia and Adjacent Areas)	SF-111A Quarterly	Within 10 days after the close of the quarter	GSA Regulation 2-II-503.00
Report of Space Use by Building (outside the District of Columbia) (Space not assigned nor controlled by GSA)	SF-123 Annually	By October 10 of each year	GSA Regulation 2-II-503.00
Notice of Anticipated Space Changes	GSA Forms 1357, 1357A, and 1357B Annually	By September 1 of each year	GSA Regulation 2-II-202.00
Annual Report of Real Property Leased to the United States	GSA Form 1166A and GSA Form 1209A Annually	By October 1 of each year	GSA Regulation 2-XI-202.00

1. THE PROCUREMENT SECTION is responsible for the purchase of supplies, equipment, and services used in the administrative operations of the Central Office. This includes developing specifications, analyzing bids, and making awards. It includes preparing contracts, finding sources of supply, and signing purchase orders. The Section is responsible also for the approval of the purchase of services and restricted items of equipment for the HHFA Regional Offices as explained in Volume V, 6-1, and for the review of copies of regional orders and contracts to determine compliance with good procurement practices.

2. REQUESTS TO PURCHASE. Supplies are purchased for stock upon receipt of Form H-4, Purchase Record Card, from the Property and Supply Section indicating that replenishment of stock is required. (See Exhibit 1.) Form H-10, Requisition for Supplies and Equipment, covering supplies and equipment not stocked is received by the control desk of the Property and Supply Section and referred to the Procurement Section for purchase action. (See Exhibit 2.)

3. SOURCES OF SUPPLY. The following sources of supply are screened:
 - a. Excess Property. A listing of personal property excess to Government Agencies is issued periodically by the General Services Administration. The possibility of substituting or adapting items available from this source for items requested should be carefully explored.

 - b. Federal Supply Schedules. The General Services Administration executes term contracts which have been entered into on an indefinite quantity basis. These contracts are published in the Federal Supply Schedules.
 - (1) Mandatory Contracts. The individual schedules indicate whether or not a contract is mandatory. If the contract is mandatory, purchase from another source without General Services Administration clearance is prohibited.

 - (2) Nonmandatory Contracts. Even though a schedule may not be mandatory, it should be used whenever purchase can be made more economically than in the open market.

(3) Small Requirements Provision. Each Federal Supply Schedule contains a provision that ordering offices are not obligated to purchase and no contractor is obligated to furnish any requirement totaling \$50 or less. Such requirements may be ordered, however, subject to acceptance by the contractor.

(4) Federal Supply Schedule Contract Clearance. There may be times when supplies, materials or equipment covered by mandatory Federal Supply Schedule Contracts will not meet requirements. Nevertheless, if the required item is of the same type, or of a type for which an item under contract may reasonably be substituted, it is necessary to obtain a clearance from the General Services Administration before purchasing in the open market. Requests for clearance must be in writing and give a description of the item required and an explanation why the item under contract will not do. The clearance date and clearance number must be shown on all carbon copies of the purchase order. (See the purchase order procedure in paragraph 6 below.)

(5) Deliveries of Substandard Items. When a delivery of substandard items is reported, the General Services Administration Regional Office shall be notified and requested to inspect. The contractor shall be notified in writing of any shipment rejected and requested to furnish items meeting specifications and remove substandard items at his expense.

- c. General Services Administration Stores Stock. The General Services Administration publishes an illustrated Stores Stock Catalog listing items available from its stock. Instructions for ordering are in the catalog. Items in GSA Stores Stock are ordered on Form H-35, Purchase Order. (See the purchase order procedure in paragraph 6 below.) Purchase of articles listed in this catalog is mandatory except:

When orders are for \$25 or less in value.

When products are required to satisfy public exigency and time and circumstances will not permit clearance.

For small local purchases if imprest funds are used. (See paragraph 3i for information about imprest fund purchases.)

When suitable Government-owned used, excess, or surplus property can be secured.

- (1) General Services Administration Stores Stock Clearance. There may be times when supplies, materials or equipment in the General Services Administration Stores Stock Catalog will not meet requirements. Nevertheless, if the required item is of the same type, or of a type for which an item in the catalog may reasonably be substituted, it is necessary to obtain clearance from the General Services Administration before purchasing in the open market. Requests for clearance must be in writing to the General Services Administration Regional Office and explain fully why the item in stores stock will not meet the need. The clearance date and clearance number must be shown on all carbon copies of the purchase order.

- (2) Out of Stock Items at General Services Administration Regional Offices
 - (a) When submitting purchase orders for stores stock items, the General Services Administration may be requested to cancel any or all items not available by an instruction on the purchase order to "Cancel Out of Stock Items" or "Cancel the Following Lines if Out of Stock. . . ." The instruction should be based upon a determination that the items are urgently needed and are available locally, or that the overall cost to the Government will be reduced. In such cases, out of stock items will be canceled and may be purchased without further clearance from the General Services Administration. In all other cases, a back order will be established for each out of stock item and notification given by the General Services Administration of the approximate date when shipment will be made. A determination should be made as to whether the shipping date will be satisfactory and accept the back order; whether to request a suitable substitute item; or whether to request cancellation of the back order. General Services Administration Regional Offices will approve the cancellation or advise of any other action taken. A reply from the General Services Administration Regional Office must be received before purchasing in the open market.

 - (b) Standard forms, Blind-made items, Federal Prison Industries items, and furniture items which are temporarily out of stock will be back ordered in all cases. Notification of the expected delivery date will be furnished by the General Services Administration.

(3) Reporting Discrepancies. Discrepancies in shipments which involve an expenditure of \$5 or less shall not be reported. All other discrepancies shall be reported to the General Services Administration Regional Office within 48 hours after delivery.

d. GSA Interagency Retail Stores. The General Services Administration operates interagency retail stores. This source should be used whenever need will not permit delivery from the regular GSA Stores Stock or whenever it is administratively determined to be advantageous to the Agency to do so. Form H-10, Requisition for Supplies and Equipment, is required to obtain items from these retail stores. Charges are applied against a blanket purchase order issued for the fiscal year.

e. Government Printing Office

(1) The Government Printing Office publishes catalogs of various types of blank paper, envelopes, ink, glues and miscellaneous supplies which it stocks. This source is mandatory. Request for clearance to purchase items in the catalog, or items such as paper or blank envelopes which are not in the catalog, must be in writing and the waiver date and waiver number of the Government Printing Office must be shown on all carbon copies of the purchase order. Request for clearance is usually by letter.

(2) Visible file cards containing special printing, preprinted stencils, paper plates, and other items classified as "Printing" in the Regulations of the Joint Committee on Printing cannot be purchased without first obtaining waiver from the Public Printer. A copy of the incoming Form H-10, Requisition for Supplies and Equipment, is sent to the Printing and Reproduction Branch with a request that waiver be obtained. The waiver date and waiver number must be shown on all carbon copies of the purchase order.

f. Federal Prison Industries, Inc.

(1) A Schedule of Products is published by the Federal Prison Industries, Inc., giving complete descriptions and prices of items for sale. It is mandatory to purchase at not to exceed current market prices items of the Industries which meet requirements and are available. Orders for less than carload lots of common use items listed in Schedule A (brushes, brooms or canvas goods) shall be ordered from General Services Administration Stores Stock. Orders for other than

common use items (such as steel shelving or correspondence trucks) listed in the Schedule of Products shall be prepared as shown on Page B of the Introductory Section of the Schedule. Orders for these items shall be sent in duplicate to the U. S. Department of Justice, Federal Prison Industries, Inc., Washington 25, D. C.

(2) When the required items cannot be furnished, the Federal Prison Industries, Inc., will issue a formal clearance. The clearance date and clearance number must be shown on all carbon copies of the purchase order. The clearance itself must be attached to the Finance and Accounts Copy of the purchase order for attachment to the initial voucher.

(3) No clearance is required for the purchase from other sources of products produced by the Federal Prison Industries, Inc., under these conditions:

- (a) When immediate delivery or performance is required by the public exigency.
- (b) When suitable used or surplus property can be obtained.
- (c) When products are bought and used outside the continental limits of the United States and Alaska.
- (d) When requirements are for unlisted items costing \$100 or less, except for canvas items and certain castings.

g. Blind-Made Products

(1) Blind-made products are listed in the Schedule of Blind-Made Products. Blind-made items which are carried in General Services Administration Stores Stock are included in the Stores Stock Catalog and are so identified on the price list in the Schedule of Blind-Made Products.

(2) Purchase orders for less than carload lots of blind-made items carried in General Services Administration Stores Stock shall be submitted to the General Services Administration Regional Office. Blind-made items not carried in GSA Stores Stock shall be listed on separate purchase orders.

(3) Clearance to purchase in the open market any item(s) in the Schedule of Blind-made Products that totals \$25 or less is not needed provided the item(s) is not listed in the General Services Administration Stores Stock Catalog.

h. Open Market Purchases. If the required item is not available from any of the above sources and the amount is not sufficient to require the solicitation of competitive bids and award of contract (open market purchases are limited by statute to \$2500), purchase may be made in the open market.

(1) Competition. Reasonable competition shall be obtained consistent with the purchase involved. The number of sources of supply solicited in effecting competition will depend on the knowledge of the availability and the cost of the required item. Normally, three or more written quotations should be solicited when the total cost is estimated to be \$500 or more. However, the following factors should be considered in making a determination in connection with any open market purchase:

- (a) The nature of the article or service to be procured, whether highly competitive and readily available in several makes or brands, or relatively noncompetitive.
- (b) Information gathered in recent purchases of the same or a similar item.
- (c) The urgency of need of the article or service.
- (d) The estimated cost of the article or service.
- (e) Knowledge of special dealers' prices.

(2) Extent of Inquiry. The number of quotations to be solicited shall be determined in accordance with paragraphs 1(a) through 1(e) above. Solicitations shall not be limited to suppliers of well-known and widely distributed makes or brands nor shall quotations be solicited purely on a selective personal preference basis. The classified telephone directory, Ayer's Directory, Thomas Register, or file of prospective bidders (SF-129, Bidders' Mailing List Application) in the Procurement Section may be used to find possible suppliers.

(3) Method of Inquiry

(a) Price inquiries may be oral (by personal contact or telephone), or by telegram, letter, or use of price inquiry form. Reasonable coverage of the market for small purchases does not ordinarily necessitate going outside the Metropolitan trade area.

(b) Generally solicitations by telephone or personal contact should be made for items of small dollar value, and when the items are few enough in number to make this method more economical. The Purchasing Agent shall determine in each instance whether oral solicitation (rather than written) is in the Government's interest.

(c) Written solicitations may be made by letter, telegram, or use of price inquiry form. Written inquiries should be restricted to situations where other methods are impractical, for example, when the proposed purchase consists of many items, is of sizable dollar value, or requires specifications that are difficult to explain verbally. All written quotations shall become a part of the purchase order file.

i. Imprest Fund Purchases

(1) This method should be used when vendors are reluctant to honor small purchase orders, when vendors are not equipped to bill agencies for purchases in accordance with normal business practices, and when provisions for local credit arrangements and monthly billings by vendors are impractical. Types of procurement for which imprest funds would be suitable are:

- (a) Emergency, fill-in, occasional, or special purchases of articles or services.
- (b) Bus or street car tokens.
- (c) Repairs to equipment.
- (d) Generally, small purchases not requiring or justifying procurement by a more detailed method.

(2) The maximum dollar amount of articles or services purchased under imprest funds from one vendor at one time shall not exceed \$50. Imprest funds may be used to make payments for articles or services obtained from mandatory contracts or mandatory sources of supply.

j. Purchases of Foreign Materials - Buy American Act

(1) The Buy American Act of March 3, 1933 (41 USC 10a-10d) provides 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 except, pursuant to Executive Order 10582 issued December 17, 1954, (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.

(2) 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 commercial quantities and of a satisfactory quality.

(3) The Director, Division of General Services, the Director, Property Management Branch, and the Executive Officer, Division of General Services, are authorized to certify to the nonavailability of articles, materials or supplies not mined, produced or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

(4) 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 reasonably available commercial quantities and of a satisfactory quality.

(Signature)

(5) When purchasing against contracts of other departments, such as Federal Supply Schedule Contracts, et cetera, necessary determinations and certifications will be made by the heads of those respective departments except as otherwise indicated in some Federal Supply Schedule Multiple Award Contracts.

(6) When purchasing machines of foreign origin under Federal Supply Schedule Multiple Award Contracts, the General Services Administration has determined that there are no comparable machines and/or equipment manufactured domestically. (This determination is based on the fact that there are no specifications or standards for use in comparing the various machines and/or equipment.) However, where two or more makes of machines and/or equipment listed in the schedule will meet the requirements for a particular job and both foreign and domestic equipment are involved, the price differentials required by Executive Order 10582 shall be applied. The purchase order file will be so documented.

4. **PROCUREMENT FORMS.** When the method of purchase has been determined, the procurement clerk prepares the appropriate purchase form:
 - a. Form H-35, Purchase Order.
 - b. Form H-10, Imprest Fund Order.
 - c. Standard Form 33, Invitation, Bid and Award (Supply Contract).
 - d. Standard Form 1143, Advertising Order.

5. **REGISTERS.** The Procurement Section maintains these registers: Purchase Order, Imprest Fund, Tax Exemption Certificate, Invitation, and Contract. The Purchase Order, Imprest Fund and Tax Exemption Certificate Registers are loose leaf lined pages punched for a three-ring binder. Entries are typed. (The sheets are removed from the Purchase Order and Imprest Fund Registers at the end of each fiscal year and bound together with an Acco fastener for permanent filing.) The Invitation and Contract Registers are in bound form and entries are handwritten. The numbering system and information entered in each register are described below:
 - a. Purchase Order Register. A purchase order number consists of a

serial number, the letters "OA" and the last two digits of the fiscal year. For example: 1-OA-61 was the first purchase order number assigned in the fiscal year which began July 1, 1960. The register lists the serial number, date of the purchase order, name of the vendor, the first item on the order or a brief description of the items ordered, and the requisitioning office.

- b. Imprest Fund Register. An imprest fund order number consists of the letters "IF", a serial number, and the last two digits of the fiscal year. For example: IF-1-61 was the first imprest fund order number assigned in the fiscal year which began July 1, 1960. The register lists the serial number, date of the imprest fund order, name of the vendor, a description of the items ordered, and the requisitioning office.
- c. Invitation Register. An invitation number consists of the letter "H", a serial number, and the last two digits of the fiscal year. For example: H-1-61 was the first invitation number assigned in the fiscal year which began July 1, 1960. The register lists the invitation number, date issued, and the items to be purchased.
- d. Contract Register. A contract number consists of the letter "H" and the serial number of the contract. Contract numbers continue in one series indefinitely regardless of the fiscal year. The register lists the contract serial number, number of the invitation to bid, the contractor's name and the date of award.
- e. The Tax Exemption Certificate Register. The register lists the tax exemption book number, serial number of the certificates, office to which issued, date of issue, and the date the book cover is returned. (See paragraph 12 for instructions about certificate accountability record.)

6. PROCUREMENT BY PURCHASE ORDER, FORM H-35

- a. Whenever the expenditure of Government funds is contemplated for the procurement of supplies, equipment, and services, Form H-35, Purchase Order, is prepared for the signature of the Purchasing Agent or the Director, Property Management Branch, Division of General Services. (See Exhibit 3.) Purchase orders may be amended or cancelled by the issuance of a new purchase order, using the same number suffixed by the

word (amendment # ___) or (cancellation). A cancelled purchase order number is not assigned to any other purchase. The purchase order is coded by objective classification in accordance with Bureau of the Budget Circular No. A-12 dated July 22, 1960.

b. When a purchase order requires issuance of a U. S. Government Bill of Lading by another Government agency to move a shipment, the following statement is typed or stamped on the purchase order:

"Upon shipment, Seller will please forward memorandum copy of U. S. Government Bill of Lading to the Housing and Home Finance Agency, Office of the Administrator, Division of Finance and Accounts, Washington 25, D. C., for encumbrance purposes."

(An estimated cost for transportation only shall be shown under the above note on all carbon copies. This estimate is not to be included in the total on the purchase order.)

c. After the purchase order is signed, it is referred to the Property and Supply Section for review of the objective classification, the initials of the Property Management Officer, and return.

d. When the purchase order is returned from the Property and Supply Section, the Finance and Accounts Copy, the Voucher Examination Copy, and the Issuing Office Copy are sent to the Division of Finance and Accounts for certification of funds. The Division of Finance and Accounts keeps its copy and the Voucher Examination Copy and returns the Issuing Office Copy to the Procurement Section. When the Issuing Office Copy is signed to indicate availability of funds, the following distribution is made:

- (1) Original. To the vendor with blank copies of SF-1034 and SF-1034a, Public Voucher for Purchases and Services Other than Personal. Blank vouchers need not accompany orders on other Government Agencies.

An inquiry as to whether the vendor employs 500 persons or less should accompany orders for open market purchases if the information is not already on file. The information is needed for the semi-annual Report on Procurement by Executive Agencies to the General Services Administration under GSA Regulations, 1-II-212.00.

- (2) Issuing Office Copy. For the numerical purchase order file.
- (3) Purchase Record Copy. For the alphabetical vendor reference file.
- (4) Finance and Accounts Copy and Commodity File Copy stamped "Voucher Examination". Kept by the Division of Finance and Accounts when funds are certified.
- (5) Consignee's Copy, Receipt Copy, and Property Records Copy. To the consignee. The Receipt Copy and Property Records Copy are signed and returned by the consignee upon receipt and acceptance of the goods, the Receipt Copy to the Division of Finance and Accounts, the Property Records Copy to the Property Management Branch.
- (6) Federal Supply Service Copy. Sent with the original to the Federal Supply Service (or the Federal Prison Industries, Inc.). (See paragraph 3f above.)

This copy is also used for such miscellaneous purposes as: statistical data on subscriptions to newspapers and periodicals; to identify purchases made pursuant to Executive Orders, such as anti-recession; information copy to the Space and Maintenance Section when telephone, space, or machine repairs are involved; to accompany the original purchase order to the Government Printing Office; and to other government agencies when excess equipment is needed.

When this copy is not needed, it should be destroyed.

e. Each Form H-35 requires the entry of a "Method of Purchase" in the upper left corner of the form. The following paragraphs correspond to the methods of purchase and define the 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 in paragraph 3c above.)

- (3) Surplus Property Transfer. Requests for transfer of surplus property from the General Services Administration or from any other agency.
- (4) Advertising (R.S. 3709). Purchases made from commercial sources after advertising pursuant to Section 3709 of the Revised Statutes or any similar law.
- (5) Other Exemptions from R.S. 3709. Purchases made from commercial sources without advertising for bids, when exempted from the advertising requirements of Section 3709 of the Revised Statutes; these include small purchases, exigency purchases, et cetera.
- (6) Miscellaneous. Purchase orders issued to the General Services Administration which are not covered by methods (2) or (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), (2), (3), (4), and (5).

7. PROCUREMENT OF NEWSPAPER ADVERTISING

a. The Director, Division of General Services, the Director, Property Management Branch, and the Executive Officer, Division of General Services, have authority to authorize the publication of advertising; however, the administrative duties involved in preparing the advertising order are hereby assigned to the Purchasing Agent.

b. 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.

c. Preparation of Advertising Order

- (1) Advertising orders consist of Standard Form No. 1143 (Original) and five copies of Standard Form No. 1143a (Memorandum) and Standard Form No. 1144 (Original) and Standard Form No. 1144a

(Memorandum). (These forms are printed back to back.)

(2) Whenever procurement of newspaper advertising is required, an advertising order is prepared for the signature of the Director, Division of General Services, the Director, Property Management Branch, or the Executive Officer, Division of General Services. (See Exhibit 4.) A number is assigned from the Purchase Order Register in the same sequence as purchase orders. The advertising order shall show in the box in the upper right corner of the form the date and number of instrument delegating authority to advertise, which is OA Manual, Vol. II, Section 5-15-23 dated May 15, 1959. (24 Federal Register 443.)

(3) After the advertising order is signed, three carbon copies of Standard Form 1143a are sent to the Division of Finance and Accounts for certification of funds. One copy is signed to indicate availability of funds and returned to the Procurement Section. The following distribution is then made:

- (a) Original SF-1143 and one copy of SF-1143a. To the newspaper selected for the advertising with a copy of the advertisement.
- (b) SF-1143a marked "Funds Available". For the numerical purchase order file.
- (c) SF-1143a. For the alphabetical vendor reference file.
- (d) SF-1143a, Finance and Accounts Copy and Copy stamped "Voucher Examination". Kept by the Division of Finance and Accounts when funds are certified.

8. RECEIPT OF SUPPLIES AND EQUIPMENT

a. Normally, supplies and equipment are ordered for delivery to the Central Office stockroom. When received, items are counted and inspected and if in order, the Property Management Officer or his designee signs and dates the receiving report spaces of the Receipt Copy and Property Records Copy of the purchase order. (See paragraph 6d(5) above for distribution.)

b. Books are ordered for delivery to the Library. Subscriptions, after approval by the Librarian, may be ordered for delivery to the Library or the requisitioning office, as determined by the Librarian.

9. IMPREST FUND ORDERS

a. When purchase should be made from imprest funds, Form H-10, Requisition for Supplies and Equipment, in original and one copy is given to the purchasing clerk. (See Exhibit 5.) The clerk indicates on the requisition the name and address of the vendor from whom purchase is to be made and the price quoted by the vendor. The following statement is typed or stamped on the requisition and returned to the Purchasing Agent for dated signature on the original and copy:

"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

b. A signed copy of the order is returned to the requisitioning office for submission to the Cashier in support of payment from imprest funds and procurement by the requisitioning office. The other copy of the Imprest Fund Order is kept and filed numerically by the purchasing clerk in a file marked "Imprest Fund Orders, Fiscal Year ____."

10. CONTRACTS

a. When Required. Contracts are required to purchase supplies and services under the following conditions:

- (1) When the total cost of the item or service exceeds \$2,500.
- (2) When it is known that more than one delivery by a single vendor

will be required and the contemplated expenditure for the fiscal year exceeds the open market limitation.

b. Parceling. Requests exceeding the dollar limitation for open market procurement shall not be divided into smaller groupings so that procurement by purchase order can be accomplished when a contract would be required to procure the total amount requested.

c. Preparation. When procurement by contract is required, the Procurement Section drafts an Invitation to Bid describing the items or services required. The invitation is made up from information received from the requisitioning office. The draft is sent to the requisitioning office for approval of the specifications. Upon return of the draft signed by the requisitioning office, the procurement clerk assigns a serial number to the invitation from the register. Standard Form 33, Invitation, Bid and Award, is prepared for circulation to prospective bidders. (See Exhibit 6.) A copy of each invitation and a list of the prospective bidders to whom invitations were sent are kept in the Procurement Section. In setting the date for the bid opening, a reasonable time, usually at least seven working days, should be allowed for submission of bids.

d. Award

(1) At the designated time for bid opening, the Director, Property Management Branch, Division of General Services, or the Purchasing Agent and at least one clerk open the bids and make an abstract of them. The Purchasing Agent analyzes the bids and informs the Director, Property Management Branch, Division of General Services, of the bidder meeting specifications and submitting the lowest bid. After the Director, Property Management Branch, Division of General Services, has indicated approval on the abstract of bids, the award section of Standard Form 33, Invitation, Bid and Award, is prepared for signature with the date of acceptance and the items accepted.

(2) For each award made, Standard Form 1036, Statement and Certificate of Award, or other appropriate document, is prepared in triplicate for signature of the Purchasing Agent or the Director, Property Management Branch, Division of General Services. This form indicates the method of advertising and the nature of the award: whether to the low bidder and if not, the reason for making award to

other than the low bidder. (See Exhibit 7.)

(3) All bids received and the bid envelopes are kept in the event of controversy about the time of receipt or the award.

e. Unnumbered Contracts. When the contract totals less than \$20,000 and payment is to be made by a single remittance, the contract is not numbered.

f. Numbered Contracts. When the contract totals \$20,000 or more or when more than one payment will be made under it, the contract is numbered.

g. Distribution of Contract Copies:

- (1) Original ribbon copy and one conformed copy to the Division of Finance and Accounts with the original and one copy of SF-1036.
- (2) One copy signed by both parties to the contract, to the contractor with a purchase order or letter.
- (3) One conformed copy to the consignee.
- (4) One conformed copy with a copy of SF-1036 attached to the Issuing Office Copy of the purchase order to the purchase order file.
- (5) One copy to the Procurement Section contract file.

h. Receiving Reports for Contract Purchases. A purchase order is issued to provide receiving reports for supplies and services purchased under contract except contracts for rent, utilities or miscellaneous building maintenance services.

11. REGIONAL REQUESTS - APPROVAL OF PURCHASE

a. Regional requests for restricted items of property are sent to the Central Office for authority to purchase (Volume V of the Field Service Manual, 6-1). These requests are reviewed by the Procurement Section

for determination of need and sent to the Director, Property Management Branch, Division of General Services, for signature. A copy of the request which shows approval or disapproval of purchase is signed by the Director, Property Management Branch, and sent to the requisitioning Regional Office. Original regional requests are kept in the Procurement Section and bear a carbon impression which shows whether purchase was approved or disapproved.

b. Purchase orders are generally not issued by the Central Office for items to be delivered to the field. There are times, however, when it may be to the advantage of the U. S. Government to make a consolidated purchase. When it is, purchase will be made on a consolidated basis and the Regional Offices will be advised.

12. TAX EXEMPTION CERTIFICATE ACCOUNTABILITY. GAO Manual, Title 7, Standardized Fiscal Procedures, requires that an accountability record be kept of tax exemption certificates. These certificates are issued upon request to HHFA Regional Offices and the Division of Finance and Accounts of the Central Office. They are sent to the Regional Offices with a memorandum by registered mail. The numbers of the certificates, the date and the name of the requesting office are entered in the appropriate column of the Tax Exemption Certificate Register. When all certificates in a book have been used, the book cover is returned, the numbers checked off the register in red, and the date the cover is received is entered in the proper register column. When a quantity of covers have been accumulated, they are sent with a memorandum to the Records Management Branch for disposition.

13. CREDIT CARDS - GASOLINE AND OIL

a. Credit cards for purchasing gasoline and oil are furnished by contractors on the Federal Supply Schedules. Gulf Oil Corporation credit cards are issued on an indefinite time basis whereas Esso Standard Oil Company cards are issued on a fiscal year basis. Esso Standard Oil Company automatically sends new cards at the beginning of each fiscal year unless the Agency requests a change in the number of cards to be furnished.

b. A record is kept by the Procurement Section of the total number of

credit cards received, the name of the person to whom each card is issued, date of issue, and the date the card is returned.

14. HOUSEHOLD MOVES OUTSIDE THE CONTINENTAL UNITED STATES ON U. S. GOVERNMENT BILL OF LADING. When an employee is transferred or newly appointed to a position outside the continental United States, the Government may arrange for the movement of his household effects to his new duty station. The Travel Section will send the original and one carbon of Form H-25, Travel Order-Request and Authorization, to the Procurement Section in these cases. The original Form H-25 will be sent to the employee with a letter asking when the household effects will be available for pickup; where they are located, and if in storage, request for a letter of authorization for release; and destination. When this information is received, the carrier is selected by the U. S. Government. Nationwide carriers are represented in all major cities and usually have representatives in other locations. When movement on a U. S. Government Bill of Lading is indicated, a reputable carrier is contacted and Standard Form No. 1103, U. S. Government Bill of Lading, is issued. (See Exhibit 8.) Ordinarily lift van service is used for these moves. The U. S. Government Bill of Lading should indicate that shipment is subject to applicable Military Rate Tariffs. These moves ordinarily involve shipments to or from Puerto Rico and the Military Rate Tariff for Puerto Rico is No. 9.

HHFA-OA
Division of General Services
April 1961

Internal Operating Procedure
Procurement Section
Exhibit 1

PURCHASE RECORD CARD

HHFA-OA
H-4
(10-56)

DESCRIPTION: Ribbon, time stamp, Stromberg

each (Unit) 7510-285-3023 (Stock Number)

REQUESTED		ORDERED						RECEIVED	
DATE	QUANTITY	PURCHASE ORDER NO.	DATE	SOURCE OF SUPPLY	QUANTITY	UNIT PRICE	TOTAL PRICE	DATE	QUANTITY
2-2-61	6	1150-0A-61	2-3-61	A	6	*1.00	*6.00	2-16-61	6
3-30-61	6								

A. Federal Supply Service
B.
C.

FSLBB-Washington, D. C.

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		REQUISITION FOR SUPPLIES AND EQUIPMENT		H-10 (2-59) 2387-61	
				REQUISITION NO. URA-234-61	
				DATE March 20, 1961	
DELIVER TO			FOR SERVICES USE ONLY		
NAME John James	EXT. 4987	APPROPRIATION	POSTED BY		
BUILDING Lafayette	ROOM NO. 869	P.O. NO.	FILLED BY		
DIVISION AND BRANCH Urban Renewal Administration		P.O. DATE	B.O. NO.		
ITEM NO. (Catalog or Form)	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
	Desk, flat top, executive, 66" long	1	each		
<p><u>JUSTIFICATION</u></p> <p>The above desk is for a new employee reporting for duty April 3, 1961.</p>					
<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="font-size: 1.2em; font-weight: bold; margin: 0;">AUTHORIZED</p> <p>BY <i>Jack James</i></p> <p>DATE <i>3-23-61</i></p> </div>					
I certify that the supplies and/or equipment requisitioned above have been received			APPROVED BY: <i>Helen B. Call</i>		
(DATE) _____ (RECEIVING EMPLOYEE) _____			Helen B. Call Administrative Clerk		

U. S. GOVERNMENT PRINTING OFFICE: 1959-O-101842

PURCHASE ORDER

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

Order No. 1200-04-61
 Date March 23, 1961

METHOD OF PURCHASE
 INDICATE METHOD BY NUMBER:
 1 Federal Supply Schedule
 2 Federal Supply Service Book
 3 Primary Contract
 4 Advertisement in U.S. News
 5 Other Procurement from U.S. News
 6 Manufacturer

1

Point of Issue
 Washington 25, D. C.

Appropriation Symbol and Title
 8610100. Salaries and Expenses
 Office of the Administrator
 Housing and Home Finance Agency, 1961

Revision No. URA-234-61
 Attachment
 Chg: Staff

To
 Lycoming Furniture Industries, Inc.
 1201 West Third Street
 Williamsport, Pennsylvania

Contract No. GS-006-18958
 Ship Via

Quantity and Destination:
 a Housing and Home Finance Agency
 b Office of the Administrator
 c Basement, Normandy Building
 d 1626 K Street, N. W.
 e Washington 25, D. C.

Time for Delivery 1-120 days
 Gov't Est. No. Discount Terms of 15-20 days

QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	each	\$208.87	\$ 208.87
TOTAL			\$ 208.87

F.O.B. Point Destination
 7110-262-6693 Index #15

ASTERISK OR OTHERWISE
 Desk, flat top, walnut, type I, executive, style A, chamfered corners, 66" long, 40" wide, 30" high

INSTRUCTIONS TO VENDORS
 To receive payment submit a public voucher (U. S. Standard Forms 1094 and 1094a) 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, Div. of Finance & Accounts, Washington 25, D. C.

Signature *Catherine L. True*
 Name Catherine L. True
 Title Purchasing Agent

VENDOR'S COPY (WHITE)
ISSUING OFFICE COPY (YELLOW COPY)
FINANCE AND ACCOUNTS COPY (BLUE COPY)
PURCHASE RECORD COPY (GOLD COPY)
RECEIPT COPY (PINK COPY)
PROPERTY RECORDS COPY (BUFF COPY)
COMMODITY FILE COPY (WHITE COPY)
Voucher Examination
CONSIGNEE'S COPY (WHITE COPY)
FEDERAL SUPPLY SERVICE COPY (GREEN COPY)

Standard Form No. 1140—Revised
Form prescribed by
Comptroller General, U. S.
January 8, 1951
Gen. Reg. No. 100—Rev., Supp. No. 1

ADVERTISING ORDER

No. 1235-OA-61

U. S. Housing and Home Finance Agency, Office of the Administrator March 3, 1961
Washington 25, D. C.

The Publisher of The Enquirer
Hoboken, New Jersey

AUTHORITY TO ADVERTISE
May 15, 1959
Date Vol. II, Sec 5-15-23
No. Of Manuscript

Sir:

You are hereby authorized to publish the enclosed advertisement relating to Notice of Foreclosure
Frank and Sue Green, Lot 91, Wakeview Acres Subdivision, Hoboken, New Jersey
to be set solid, without paragraphing, and without any display in the heading unless otherwise expressly
authorized in the specifications attached to the advertisement, in the _____ edition of your paper,
4 times, prior to _____ or on March 16, 17, 23 and 24, 1961
(Give date on which publication is desired)

provided your rates are not in excess of the commercial rates charged to private individuals, with the usual discounts.

Respectfully,

INSTRUMENT OF ASSIGNMENT

Date _____, 19____

No. _____

C. W. Long
Title Director
Property Management Branch

INSTRUCTIONS TO PUBLISHERS

Extreme care should be exercised to insure that the specifications for advertising to be set other than solid be definite, clear, and specific since no allowance will be made for paragraphing or for display or leaded or prominent headings, unless specifically ordered, or for additional space required by the use of type other than that specified. Specifications for advertising other than solid will accompany the advertisement copy submitted to the publisher with the advertising order and copies of both documents will be transmitted to the General Accounting Office with the voucher. The following is a sample of solid line advertisement set up in accordance with the usual Government requirements.

TREASURY DEPARTMENT, Office of the
Supervising Architect, Washington, D. C., May 16,
1913.—Sealed proposals will be received at this office
until 3 o'clock p. m. on the 20th day of June, 1913,
and then opened, for an electric vault-protection
system in the United States post office at Indian-
apolis, Ind., in accordance with the specification,
copies of which may be had at this office or at the
office of the custodian at the discretion of the Super-
vising Architect, O. Wandersoth, Supervising Archi-
tect.

Your bill for this service should be rendered upon the voucher form printed on the reverse hereof immediately after the last insertion of the advertisement. The voucher, together with a marked copy of each issue of the paper containing the advertisement, should be addressed to _____

If copies of the publication are not available, it will be satisfactory if an affidavit of publication is furnished in lieu thereof.

IMPORTANT

Charges for advertising when a cut, matrix, stereotype, or electrotpe is furnished will be based on actual space used and no allowance will be made for shrinkage.

In no case shall an advertisement extend beyond the date and edition herein named for publication.

U. S. GOVERNMENT PRINTING OFFICE 16-51870-6

allowance will be made for shrinkage.

In no case shall an advertisement extend beyond the date and edition herein named for publication.

U. S. GOVERNMENT PRINTING OFFICE 16-51870-6

(YELLOW)

Standard Form No. 1144-Rev'd
 Form provided by
 Comptroller General, U. S.
 GSA, January 9, 1958, GPO, Wash. D. C.
 (Revised March 8, 1959)

PUBLIC VOUCHER FOR ADVERTISING

D. O. Vou. No.
 Bur. Vou. No.

U. S.
 (Department or establishment, bureau or office)

Voucher prepared at
 (Give date and place)

THE UNITED STATES, Dr., To
 (Name of publication)

Address
 (Publisher or proprietor or his representative)

To publication of attached advertisement in the above-named publication, as authorized by the attached Advertising Order, on

	AMOUNT	
	Dollars	Cts.
(Here paste advertisement clipped from publication, including upper and lower rules, on each copy of voucher)		
LINES RATES (..... line): /counted } LINES for first insertion (Value of type) (Number) (space) at per line \$..... subsequent insertions of /counted } LINES each at (Number) (space) per line \$.....		
OTHER RATES (.....-point per) (Size of type) (inch, square, word, or folio) (Number of inches, squares, words, or folios) for first insertion at per \$..... subsequent insertions of (Number of inches, squares, words, or folios) each at per \$..... (inch, square, word, or folio)		
I certify that the above account is correct and just and that payment has not been received. Date Payee Amount For Title Amount due Differences		
I certify that the above attached advertisement appeared in the publication on (Give date advertisement was published) and that the account as stated is correct and proper for payment. Date Approved for \$..... (Authorized Certifying Officer) (Signature or Initials)		
ACCOUNTING CLASSIFICATION (Appropriation Symbol must be shown; other classification optional)		
(Appropriation Symbol and Title)		
Paid by Check No., dated 19....., for \$..... (on Treasurer of the United States in favor of payee named above.)		
<small>* Line out words not applicable. * Should be signed in the name of the person, firm, or corporation given in the heading, and when in the name of a firm or corporation the capacity of the person signing must appear after "Title." Example: "The Washington Leader Co., per John Smith, Treasurer." If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$....." and over his official title.</small>		
(Appropriation Symbol and Title) (Estimated cost to be filled on carbon copies only)		
Paid by Check No., dated 19....., for \$..... (on Treasurer of the United States in favor of payee named above.)		
<small>* Line out words not applicable. * Should be signed in the name of the person, firm, or corporation given in the heading, and when in the name of a firm or corporation the capacity of the person signing must appear after "Title." Example: "The Washington Leader Co., per John Smith, Treasurer." If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$....." and over his official title.</small>		

(YELLOW)

HHFA-OA
 Division of General Services
 April 1961

Internal Operating Procedure
 Procurement Section
 Exhibit 5

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		REQUISITION FOR SUPPLIES AND EQUIPMENT		H-10 (2-59)		2350-61	
				REQUISITION NO. F&A-123-61		DATE March 16, 1961	
DELIVER TO				FOR SERVICES USE ONLY			
NAME Alice Smith		EXT. 6187	APPROPRIATION		POSTED BY		
BUILDING Normandy		ROOM NO. 1012	P.O. NO. IF-333-61		FILLED BY		
DIVISION AND BRANCH Division of Finance and Accounts			P.O. DATE March 17, 1961		B.O. NO.		
ITEM NO. (Catalog or Form)	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT		
	Repair Government-owned Parker pen. Will not hold ink.				\$1.00		
	Fountain Pen Hospital 987 Lee Street, N.W. Washington, D. C.						
<p>TO CASHIER</p> <p>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.</p> <p>Date <u>3-17-61</u> <u>Catherine L. True</u> Signature</p>							
I certify that the supplies and/or equipment requisitioned above have been received				APPROVED BY: <u>Marjorie White</u> Marjorie White			
				TITLE Administrative Clerk			
(DATE)		(RECEIVING EMPLOYEE)					

AUTHORIZED
 BY Jack James
 DATE 3-17-61

Standard Form 88 (Oct. 1957 Edition) Prescribed by General Services Administration Regulation 1-11-208.00	INVITATION, BID, AND AWARD (SUPPLY CONTRACT)	CONTRACT NO. ORDER NO. (if any)	PAGE NO. 1	NUMBER OF PAGES	
ISSUED BY Housing and Home Finance Agency Office of the Administrator		ADDRESS 1626 K Street, N. W. Washington 25, D. C.			
INVITATION FOR BIDS					
DATE ISSUED February 27, 1961		INVITATION NO. H-100-61			
Sealed bids in _____, subject to (1) the Terms and Conditions of the Invitation for Bids, (2) the accompanying Schedule, (3) General Provisions (Standard Form 32, Oct. 1957 edition), which are incorporated herein by reference, and (4) such other contract provisions and specifications as are attached or incorporated by reference in the Schedule, will be received at the above office until <u>3</u> o'clock <u>P</u> m., <u>Eastern Std.</u> Time, <u>March 23, 1961</u> (date) and at that time publicly opened, for furnishing the supplies or services described in the accompanying Schedule, for delivery f. o. b. <u>1626 K Street, N. W., Washington 25, D. C.</u> General information and instructions to bidders are contained in the terms and conditions on the reverse hereof.					
SCHEDULE					
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY (No. of units)	UNIT	UNIT PRICE	AMOUNT
	Furnish the Housing and Home Finance Agency, Office of the Administrator the following items:				
1.	BINDERS, loose leaf, sheet size 9" x 6", one inch capacity. Flexible covers, dark blue, (Mult-o-ring or equal). Quote price delivered, Washington, D. C.	2460	each	\$ _____	\$ _____
BID					
DATE OF BID					
In compliance with the above, the undersigned offers and agrees, if this Bid be accepted within _____ calendar days (60 calendar days unless a different period be inserted by the bidder) from the date of opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point(s) within the time specified in the Schedule. Discounts will be allowed for prompt payment as follows: _____ percent, 10 calendar days; _____ percent, 20 calendar days; _____ percent, 30 calendar days.					
BIDDER REPRESENTS: (Check appropriate boxes) (1) That he <input type="checkbox"/> is, <input type="checkbox"/> is not, a small business concern. (See definition on reverse hereof.) If bidder is a small business concern and is not the manufacturer of the supplies bid upon, he also represents that all supplies to be furnished hereunder <input type="checkbox"/> will, <input type="checkbox"/> will not, be manufactured or produced by a small business concern in the United States, its Territories, its possessions, or the Commonwealth of Puerto Rico. (2) That he is a <input type="checkbox"/> regular dealer in, <input type="checkbox"/> manufacturer of, the supplies bid upon. (3) (a) That he <input type="checkbox"/> has, <input type="checkbox"/> has not, employed or retained any company or person (other than a full-time bona fide employee working solely for the bidder) to solicit or secure this contract, and (b) that he <input type="checkbox"/> has, <input type="checkbox"/> has not, paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the bidder) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract; and agrees to furnish information relating to (a) and (b) above as requested by the Contracting Officer. (For interpretation of the representation, including the term "bona fide employee," see Code of Federal Regulations, Title 41, Part 150.) (4) He operates as an <input type="checkbox"/> individual, <input type="checkbox"/> partnership, <input type="checkbox"/> corporation, incorporated in the State of _____					
NAME AND ADDRESS OF BIDDER (Street, city, zone, and State. Type or print)		SIGNATURE OF PERSON AUTHORIZED TO SIGN BID			
		TYPE OR PRINT SIGNER'S NAME AND TITLE			
AWARD					
ACCEPTED AS TO ITEMS NUMBERED		AMOUNT		DATE OF AWARD	
		\$ _____			
SUBMIT INVOICE FOR PAYMENT TO		UNITED STATES OF AMERICA			
		BY _____ Contracting Officer.			
PAYMENT WILL BE MADE BY		ACCOUNTING AND APPROPRIATION DATA			

Award will be made on this Form, or on Standard Form 26, or by other official written notice. 16-60883-4

Standard Form No. 1036—Revised
 Form prescribed by
 Comptroller General, U. S.
 September 18, 1960
 (Gen. Reg. No. 61, Supp. No. 12)

**STATEMENT AND CERTIFICATE
 OF AWARD**

No. _____
 (Contract)
 Date _____

Housing and Home Finance Agency, Office of the Administrator, Washington 25, D. C.
 (Department or establishment) (Bureau or office) (Location)

METHOD OF OR ABSENCE OF ADVERTISING
 METHOD OF ADVERTISING

FOR USE BY G. A. O. ONLY			
Indexed	Card	Reviewed	Date

1. By advertising in newspapers. Yes No
 2. (a) By advertising in circular letters sent to 8 dealers.
 (b) And by notices posted in public places. Yes No
 (If notices were not posted in addition to advertising by circular letters sent to dealers, explanation of such omission must be made below.)

ABSENCE OF ADVERTISING

Without advertising in accordance with _____
 (Cite law pursuant to which contract was negotiated and the applicable section and paragraph thereof. If contract was negotiated under a public exigency which would not admit of the delay incident to advertising, or because of it being impracticable to secure competition, state below or on the reverse hereof, the circumstances requiring negotiation.)

AWARD OF CONTRACT

- A. To lowest bidder as to price (Expenditures) Yes No
 B. To highest bidder as to price (Receipts) Yes No

CERTIFICATE

I CERTIFY that the foregoing statement is true and correct; that the written findings required by law to be submitted with the contract in case of negotiation, upon a determination by the agency head or other authorized official that such method of contracting is necessary, are attached thereto; that the total number of bids received is 6, and that where lower bids (expenditure contracts) or higher bids (receipt contracts) as to price were received, a statement of reasons for their rejection, together with an abstract of bids received, including all lower than that accepted in case of expenditure contracts and all higher in case of receipt contracts, is given below or on the reverse hereof or on a separate sheet attached hereto; that the articles or services covered by the agreement (expenditure) are necessary for the public service; and that the prices charged are just and reasonable.

Catherine L. True

Catherine L. True

(Signature of contracting officer)

Purchasing Agent

(Title)

NOTE.—This statement and certificate will be used to support all agreements, both formal contracts and less formal agreements of whatever character, involving the expenditure or receipt of public funds. It must be executed and signed by the contracting officer (unless the award is made by or is subject to approval by an officer other than the contracting officer, when execution and signature may be made by such officer).

1. THE PROPERTY AND SUPPLY SECTION is under the administration of the Property and Supply Officer who is responsible for assisting in determining policy, staffing, selecting and developing personnel, planning work, and reporting on the work of the Section. The Property and Supply Officer confers with Agency personnel on their equipment and supply requirements. He makes recommendations on the service the Section provides to the Regional Offices and renders technical assistance to others who may have questions or problems in this phase of administrative operations. The Property and Supply Officer is responsible for prescribing the system of inventory control and accountability for personal property in the Central Office and HHFA Regional Offices, and for the maintenance of the system in the Central Office.

The Distribution Center is under the general direction of the Property and Supply Officer. The functions of the Distribution Center include the receipt, stocking, issue and utilization of office equipment, administrative office supplies including printed forms, Agency publications, manuals, procedural releases, and instructional materials, for distribution to Central and Regional Offices, and dissemination to the general public.

As used in this procedure, the Property and Supply Officer means also the person acting for him.

2. PERSONAL PROPERTY, for purposes of inventory control and accountability and in keeping with Bureau of the Budget Circular No. A-12, is divided into Supplies and Equipment.
 - a. 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 26 (Supplies and Materials) funds, such as desk trays, inexpensive pen sets, ash trays, calendar stands, and telephone list finders. Supplies also include printed forms, releases, and publications.
 - b. Equipment includes all 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. Equipment is divided into capital and non-capital equipment.

(1) Capital equipment includes all items listed on Form H-54 (Rev. 3-59), Physical Inventory Report of Capital Property. (See Exhibit 1.) This list may be revised as necessary by the Division of General Services to add items or to eliminate items. (Items of capital equipment, such as portable typewriters, cameras, et cetera, are identified as items of individual property.)

(2) Non-capital equipment is any item of equipment not included under paragraph 2b(1) above.

3. PROCESSING REQUISITIONS. When Form H-10, Requisition for Supplies and Equipment (see Exhibit 2), is received in the Property Management Branch:
- a. A Property Management serial number is assigned in the block in the upper right corner of the form, consisting of consecutive numbers and the last two digits of the fiscal year, viz: 1-65. A new series of numbers begins July 1 of each year.
 - b. The requisition is recorded in the requisition control book by Property Management serial number, a brief description of the items requested, identification of the division or office initiating the request, and date of entry.
 - c. The requisition is examined to assure that necessary information has been included, such as item or form numbers, description, delivery instructions, and quantities required.
 - d. If all items on one requisition are carried in stock, the requisition is forwarded to the Distribution Center for action as described in paragraph 4. The triplicate copy is placed in the completed file.
 - e. If all items on one requisition are non-stock, the triplicate copy is noted as to date and Section or person the requisition is forwarded to for action. The triplicate copy is placed in the completed file.
 - f. If the items on one requisition are a combination of items in stock and items requiring other action, items requiring other action are identified and the appropriate Section is notified. The requisition with the remaining stock items is then forwarded to the Distribution Center for handling. The file copy of the requisition is marked to show how the request was handled.

4. DISTRIBUTION CENTER ACTION

a. Maintaining Stock Control Cards

(1) A separate Form H-5, Stock Control Card (see Exhibit 3), is maintained for each supply item stocked showing (a) stock number, (b) description, (c) unit of issue, (d) maximum and minimum stock levels, and (e) where appropriate, the approximate unit cost.

(2) Maximum and minimum levels are established to adequately conform to operating needs.

(3) Actions increasing the stock balance are posted in red; decreasing the stock balance in blue; and quantities on order in green.

b. Receipt of stock items is posted on Form H-5, Stock Control Card:

(1) Acquisition reference in the Req. No. column.

(2) Date stock items were received in the Date column.

(3) Received in the Issued To column.

(4) Quantity received in the Quantity column.

(5) New total in the Balance column.

After posting has been completed, appropriate notation is made on the acquisition document.

c. Issuing Office Supplies and Printed Forms

(1) When Form H-10, Requisition for Supplies and Equipment, covers stock items, it is reviewed for completeness of item identification and description, such as form and item numbers, titles, and delivery instructions. Quantities requested are reviewed to determine whether they are reasonable. Items controlled on Form H-5, Stock Control Card, are posted, as follows:

(a) Property Management requisition number in the Req. No. column.

(b) Date of posting in the Date column.

-
- (c) Name of the division or office submitting the requisition in the Issued To column.
 - (d) Quantity issued in the Quantity column.
 - (e) New total in the Balance column.
- (2) If Form H-5 indicates that the quantity on hand is insufficient to fill the request, "BO" is noted opposite the item on the requisition and Form H-11, Back Order, is prepared.
- (3) When posting of all items on a requisition has been completed, the original requisition is sent to the stock clerk for assembling and delivery of the items. The copy of the requisition is filed by Property Management serial number in a pending file.
- (4) When the items have been delivered and the original receipted requisition returned, it is filed by Property Management serial number in a folder marked "Requisition - FY _____ Complete" and the pending file copy is destroyed.
- d. Issuing Publications
- (1) When Form H-68, Requisition for Publications (see Exhibit 4), is received, information from the approved requisition is posted on Form H-5, Stock Control Card, the order is filled, and the publication is delivered to the ordering office with a copy of the requisition. Action taken is noted on the original and it is kept in the completed file. If the publication is to be sent to other than the requesting office, action taken is noted on the copy and it is returned to the requesting office. If the items on a requisition for publications are a combination of items in stock and items requiring other action, the items are identified and the appropriate section, agency, constituent or person is notified. Action taken is noted on the file copy.
- (2) Frequently no stock replenishment of HHFA publications is planned after exhaustion of the initial supply. In such case, a copy of Form H-68, appropriately noted, is returned to the requesting office and the original is noted in the same manner and filed. When stocks of publications requested are exhausted and are to be replenished, Form H-11, Back Order, is sent to the

requesting office indicating that the order will be filled when stock is replenished. The Back Order number is noted opposite the item on Form H-68.

(3) When a telephone request for a publication is received, a dummy Form H-68 is prepared and the request is handled the same as though the requesting office had submitted the requisition. (There may be cases where the return of the copy mentioned above would not be appropriate.)

(4) Regulations published by the Joint Committee on Printing provide that no person connected with any department shall furnish to any private individual or private organization any publication for free distribution in lots to exceed 50 copies, unless the cost is less than \$50, without prior approval of the Committee. Requisitions for free distribution which exceed the above quantity and cost must carry a statement of justification, giving the name of the person or organization requesting the publication. The requisition is referred to the Printing and Reproduction Branch for action.

e. Issuing Administrative Releases and Manuals. When Form H-174, Requisition for Administrative Releases (see Exhibit 5), is received and reviewed, appropriate posting from the approved requisition is made to the records and the requested material is sent to the requesting office with a copy of Form H-174. The original requisition is noted as to action taken and then filed. If the request involves a change in distribution, the distribution list is revised, and the original request noted as to action taken and then filed in the completed file. The copy may be destroyed.

f. Back Ordering

(1) When a requisition is received for a stock item on which the stock is temporarily depleted, Form H-11, Back Order, is prepared transcribing required information from the original requisition. (See Exhibit 6.) A separate Form H-11 is prepared for each item back ordered. (Should Form H-10, Requisition for Supplies and Equipment, or Form H-68, Requisition for Publications, list only one item, the requisition itself may be held until stock replenishment is accomplished in lieu of preparing a back order.) An identifying number consisting of a single serial number and the

last two digits of the fiscal year is assigned to each Form H-11. A new series of numbers begins July 1 of each year. The Back Order serial number is noted opposite the item on the requisition. (One identifying series of numbers is used for supplies and printed forms; another for publications.)

(2) Form H-11, Back Order, is prepared in triplicate. The original (Receipt) and triplicate (Property Management Record) copy are kept in the Back Order file and the duplicate (Notice to Requisitioning Office) copy is sent to the requisitioning office.

(3) As replenishment items are received, the Back Order file is checked to see if any items received are on back order. When an item listed on back order is received, appropriate posting is made to Form H-5, Stock Control Card, and the original order is filled and delivered. The triplicate copy is kept until the receipted back order is returned and then destroyed. The receipted back order for office supplies and printed forms is attached to the original requisition on which it was based. The receipted copy for publications is placed in a completed file.

g. Submitting Requests for Stock Replenishment

(1) When the issue of an office supply item reduces the balance in stock to or below the established minimum stock level, Form H-4, Purchase Record Card, indicating the quantity of the item necessary for replenishment, is sent to the Procurement Section for processing (see Exhibit 7). After delivery of each item, proper notation is made in the "Received" column on Form H-4.

(2) When the issue of a printed blank form reduces the stock balance to the reordering point (normally a 60-to-90 day supply), a replenishment memorandum notice is sent from the Distribution Center to the office that initiated the printed blank form indicating that the supply level has reached the reordering point. The initiating office determines whether the form meets agency requirements or whether revision is necessary.

(a) When revision is not required, the memorandum is marked and returned to the Distribution Center for action. Form H-20, Requisition for Graphics and Reproduction Services (see Exhibit 8), is prepared to request supply replenishment. The requisition is routed to the Printing and Reproduction Branch through the Division of Budget and Management.

(b) When revision is required, the initiating office executes Form H-20 requesting revision through normal staffing channels. The Distribution Center is informed through the replenishment memorandum of the proposed revision and will conserve present stocks or request an interim supply to insure adequacy of stock until the revised stock is received. (The initiating office usually furnishes a courtesy copy of Form H-20 to the Distribution Center when a form is revised or a new one ordered for stock.)

(3) When the issue of a publication reduces the stock to a minimum level, a replenishment memorandum indicating that the publication requires reordering or imposition of a limitation to conserve the present stock is sent to the office of origin. If additional stock is required, the replenishment memorandum advising that the office of origin will put through a Form H-20 for such a supply is returned to the Distribution Center. When revision is required, the Distribution Center will be notified by return of the memorandum annotated to this extent with an estimate of the date the revised publication will be available. (In most cases the office of origin furnishes a courtesy copy of Form H-20 to the Distribution Center when a publication is revised or reordered, or a new one is ordered for stock.)

h. Returning Items

(1) Offices returning excess items notify the Property and Supply Section to make arrangements for their return.

(2) Usable items returned to stock are posted to Form H-5, Stock Control Card, if the item is recorded on Form H-5, as follows:

- (a) No entry in the Req. No. column.
- (b) Date in the Date column.
- (c) Return to stock in the Issued To column.
- (d) Quantity returned to stock in the Quantity column.
- (e) New total in the Balance column.

(3) Furniture and equipment returned is screened for reissue, rehabilitation, or for excess and disposal action.

i. Annual Physical Inventory. Once a year an inventory of expendable office supplies, printed blank forms, and publications is taken. The inventory is examined by the Property and Supply Officer and returned to the Distribution Center for adjustment of the stock control cards.

j. Recording Inventory Shortage and Overage

(1) When common office supply items in stock are damaged, destroyed, or discovered short upon inventory, Form H-27, Report of Survey, is prepared listing the items and quantities. (See Exhibit 9.) The form is signed by the Property and Supply Officer and sent to the Director, Property Management Branch, for consideration and approval. When the form is returned approved, the Report of Survey is posted to the stock control card, as follows:

- (a) Date Report of Survey was prepared in the Date column.
- (b) Report of Survey in the Issued To column.
- (c) Quantity damaged, destroyed, or short in the Quantity column.
- (d) The new total in the Balance column.

The Form H-27 procedure is not required for minor adjustments in the inventory record in connection with day-to-day operations of the Distribution Center for common office supply items nor is it required at any time for printed forms, publications, and releases unless the quantities involved are excessive.

(2) When common office supply items are discovered over upon inventory, Form H-10, Requisition for Supplies and Equipment, is prepared listing the items and quantities with the notation "Inventory Adjustment-Overage." (See Exhibit 10.) The form is signed by the Property and Supply Officer and posted to the stock control card, as follows:

- (a) The date the form is prepared in the Date column.

- (b) Inventory overage in the Issued To column.
- (c) Quantity over in the Quantity column.
- (d) The new total in the Balance column.

Form H-10 is filed in the inventory adjustment file.

k. Receipt of Items

(1) Items ordered for the Office of the Administrator are received at the Distribution Center except special items which may be delivered direct to the ordering office.

(2) Materials are inspected when received and if in order the inspecting employee receipts, dates, and initials the receiving document and sends it with the pending notice copy to the appropriate control clerk (supplies, forms, publications, equipment). (When partial shipments are received, the pending notice copy is kept until the delivery is completed.)

(3) If discrepancies occur, the inspecting employee makes a notation on the shipping document and on the pending notice copy of the acquisition document, and the ordering office is notified of these differences.

l. Completing Purchase Orders and GSA Multiline Requisitions

(1) Purchase Orders. A file is maintained of pending Form H-35, Purchase Order (the Receipt, Property Records, and Consignee copies) for items to be delivered to the Distribution Center. When the receipted shipping document is received indicating that delivery has been completed, the receiving report section of the Receipt and Property Records copies of the purchase order is filled in. When the required posting is completed, the Receipt copy is sent to the Division of Finance and Accounts; the Property Records copy is returned to the Property Management Branch and filed by purchase order number; the Consignee copy may be kept for reference purposes. All shipping documents are sent to the Procurement Section for filing.

(2) GSA Multiline Requisitions. Three copies of each pending GSA Multiline requisition, GSA Form 1348-4, are kept for items to be delivered to the Distribution Center. (Multiline requisitions cover all items listed in the GSA-Federal Supply Service Stores Stock Catalog.) When the receipted shipping document is received indicating that delivery has been made, two copies of GSA Form 1348-4 are marked to show receipt and delivery date. After posting, one receipted copy is sent to the Division of Finance and Accounts; the second receipted copy is returned to the Property Management Branch and filed by multiline requisition number; the third copy may be kept for reference purposes. All shipping documents are sent to the Procurement Section for filing.

(3) Partial Deliveries. When partial deliveries are received, the acquisition document is noted and the partial delivery document is sent to the Procurement Section. When final delivery has been completed, the acquisition copies are processed as prescribed in paragraphs 41(1) and 41(2) above.

m. Filing Requisitions. As the request is filled in the Distribution Center, each line item is checked off the requisitioning document. When all items have been assembled, the order is delivered or forwarded to the requisitioning office and the receiving certification on Form H-10 is completed. The receipted copy is filed in the completed requisition file. (The receipting process is not required on publications or releases but final action taken is noted on the original request.)

n. Initial Distribution of Forms and Publications. Initial distribution of forms and publications is usually made in accordance with instructions on Form H-20 but distribution notices may be received by other means.

(1) Single page forms or publications normally will be wrapped, labeled and dispatched by parcel post to Regions I, II, III, and IV, and by airmail to Regions V, VI, and VII. Details of distribution are noted on the H-20, H-68, H-174 or other document before filing it. (If the quantity of the single page item seems excessive, only a token supply is sent by parcel post and airmail. The remainder will be sent by less expensive means.)

(2) Multi-page forms or publications normally will be broken down into two shipments: Token quantities will be sent by parcel post to Regions I, II, III, and IV, and by airmail to Regions V, VI, and VII; the balance of the bulk shipment may then be sent by freight under U. S. Government Bill of Lading.

(3) Miscellaneous Instructions. Shipments are recorded in the control book indicating method, receiving points, date of dispatch, et cetera. On initial distributions, each package or carton will be stamped "Initial Distribution" on the outside. Form H-28, Transmittal Slip, will be sent with the initial shipment. (See Exhibit 11.)

5. EQUIPMENT

a. Non-Capital Equipment

(1) Non-capitalized items of equipment are not set up in the capitalized property account nor are such items subject to the group record control prescribed below for capitalized equipment. However, the Property and Supply Officer issues that adequate measures are taken to safeguard this property against loss, damage, or excessive accumulation. Non-capitalized equipment is not included in the annual equipment inventory.

(2) Non-capital items may be identified with agency 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.

(3) Books are considered in the non-capitalized category and accordingly are not set up in the property accounts. However, a record of books acquired is maintained, and the Property Records copies of purchase orders covering books is filed in a separate file. All books purchased by the Central Office are controlled and issued by the OA Library.

b. Capital Equipment

(1) Identification of Capital Equipment. When capital equipment is received it is identified by an HHFA decalcomania (this excludes

items upon which application of a decalcomania is obviously not practicable). To facilitate examination of HHFA property for identification purposes, decalcomanias are placed in a uniform fashion on the more common items.

(2) Records of Capital Equipment

(a) Receipt or disposition of capital equipment, whether the transaction is partial or complete, is recorded promptly on Form H-91, Property Group Control Card, by group classification. (See Exhibit 12.) Items on Form H-91 are confined to the items listed on Form H-54.

(b) Receipt or disposition of capital equipment, whether the transaction is partial or complete, is also recorded promptly on Form H-90, Property Recapitulation Card. (See Exhibit 13.) The total valuation of Form H-90 must be in agreement with the combined totals of all Property Group Control Cards at all times.

(c) In addition to the Property Group Control Cards for office machines, an individual record on Form H-2, Machine Record Card, showing date acquired, acquisition reference, serial number, cost, maintenance data, and other information is maintained for each serially numbered capitalized machine. After preparation the H-2 is forwarded to the Space and Maintenance Section for maintenance purposes. (See Exhibit 14.) Upon disposal of a capitalized machine, the appropriate Form H-2 is removed from the active file.

(3) Actions Affecting Records of Capital Equipment

(a) Actions increasing the property account, such as acquisitions, adjustment of prices, or corrections, are posted in blue on Form H-90 and Form H-91. Actions decreasing the property account are posted in red.

(b) Items except serially numbered machines are removed from the property account on an average-cost basis. Serially numbered machines are removed from the property account at the acquisition cost shown on Form H-2, Machine Record Card.

- (4) Personal Charge Record of Capital Equipment. A signed Form H-26, Receipt for Property, is secured from individuals having possession of capital equipment such as portable typewriters and cameras. (See Exhibit 15.) The signed receipts are filed in a locked cabinet. On separation, each employee must account for any property charged to him and be cleared of indebtedness before he may receive his final salary payment.
- (5) Annual Inventory of Capital Equipment
- (a) Capitalized property located in the Central Office is inventoried each year as of June 30 by the Property and Supply Section. The inventory is by count and inspection, and is taken by one or more teams, each team consisting of not less than two persons. The inventory includes the following information:
- (1) Location (building and room numbers).
 - (2) Division or operating unit where property is assigned.
 - (3) Brief description of property.
 - (4) Quantity of items (other than capitalized machines which must be listed individually by serial number).
- (b) As the inventory is taken, condition of the property is noted as to damage, abuse, or other circumstances suggesting the need for further attention and action in the interests of effective property management.
- (c) The total quantities of all physical inventories taken, together with those received from field locations under the jurisdiction of the Central Office, are consolidated and recorded on Form H-54, Physical Inventory Report of Capital Property, and then reconciled with the quantities shown on the Property Group Control Cards. After reconciliation of the quantities, the "Total Valuation" column on Form H-54 is completed. The totals of Form H-54 and Form H-90, and the total of all Forms H-91 must agree upon final reconciliation.
- (d) Form H-54 is prepared in duplicate and both copies are signed by the Property and Supply Officer. The original is retained and the copy sent to the Director, Division of General Services, through the Director, Property Management Branch, for information.

(6) Financial Accountability for Capital Equipment. The total inventory value of capital equipment in the Central Office, including capitalized items in field locations under the jurisdiction of the Central Office, is set up in the General Ledger accounts. Reconciliation of the capitalized property account valuation between the Division of General Services and the Division of Finance and Accounts is on a physical basis as of June 30 of each year, and on a records basis as of September 30, December 31, and March 31. Changes in physical accounting, such as property disposed of, surveyed or sold, are reported to the Division of Finance and Accounts within a reasonable length of time after final disposal action.

(7) Reports of Survey. Upon determination that capitalized equipment has become lost, damaged, unserviceable, or stolen, Form H-27, Report of Survey, is processed and the property records are adjusted in accordance with the finally approved Report of Survey. (See Exhibit 16.) The survey action procedure may also be applied to non-capitalized property whenever the Property and Supply Officer believes such action necessary.

6. U. S. GOVERNMENT BILLS OF LADING

a. Normally, Railway Express and air carriers are used for freight shipments only when these methods are advantageous by reason of such things as: special handling requirements, difficult areas to reach, where the slower movement of freight or parcel post will sacrifice some real advantage, etc.

b. When shipment is made on Standard Form No. 1103, U. S. Government Bill of Lading, the stock clerk assembles, packs, and weighs the items to be shipped. (See Exhibit 17.) A bill of lading is prepared showing weights and number of cartons, and appropriate entries are made in the control register. The carrier is notified to pick up the shipment.

c. Distribution of Copies of U. S. Government Bill of Lading. Three copies of Standard Form No. 1103a are sent to the Division of Finance and Accounts for obligation of funds. One copy is returned. Standard Forms Nos. 1103, 1103a (one memorandum copy), 1104, 1105, and 1106 are furnished to the originating carrier. The agent for the carrier signs all five copies of the bill of lading, returns Standard Form No. 1103a

(memorandum copy) to the consignor and retains Standard Forms Nos. 1103 (original), 1104 (shipping order), and 1105 and 1106 (freight waybills). In some cases, Standard Form No. 1103 (original) is returned to the consignor for forwarding to the consignee.

d. Lost U. S. Government Bill of Lading. When notified that a U. S. Government Bill of Lading has been lost by the carrier or consignee, the Property and Supply Officer prepares Standard Form No. 1108, Certificate in Lieu of Lost Bill of Lading, in quadruplicate. The original is usually sent to the consignee, two copies are sent to the Division of Finance and Accounts, and one copy is retained.

e. Receiving Goods on Bills of Lading. The Property and Supply Officer receipts U. S. Government and commercial bills of lading covering items received by the Central Office. When items are sold f.o.b. plant and shipped on a commercial bill of lading or when property such as an exhibit is returned from a non-Federal agency on a commercial bill of lading, the Property and Supply Officer converts the commercial bill to a U. S. Government Bill of Lading by attaching a properly executed U. S. Government Bill of Lading to the commercial receipt.

f. Reporting Loss or Damage Evident at Time of Delivery. When inspection of a shipment received discloses that loss, damage, or shrinkage has occurred enroute, the delivering carrier shall be notified of this condition by completing the notice in the space provided on the reverse of Standard Forms Nos. 1103 or 1108. This notice is signed before surrender of the U. S. Government Bill of Lading to the carrier.

g. Reporting Concealed Loss or Damage Discovered After Accomplishment

(1) When loss or damage is discovered after the U. S. Government Bill of Lading has been certified and surrendered, the delivering carrier is notified immediately and shipment is held by the consignee in the condition in which it arrived so that the carrier's agent can make proper inspection and tally. Such inspection and tally and all pertinent information are reported on the carrier's standard form for reporting loss or damage discovered after delivery of freight.

(2) Should the carrier's agent be unable to make an inspection, it is probable that the consignee will be required to execute the

Inspection Report Form or Carrier's Concealed Damage Form (furnished by the agent of the carrier) and the consignee's inspection will be accepted as a substitute for the carrier's inspection. Either form when completed is sent in addition to and in support of the written claim. Claims are made on the agent of the delivering carrier at destination or direct to the carrier's freight claim agent.

7. IDENTIFICATION CARDS

a. Issuance. Upon receipt of a completed and properly approved Form H-52, Requisition for Identification Card (see Exhibit 18), an ID card number is assigned to the requisition and the following entries are made in a card control register:

- (1) Card number.
- (2) Name of employee.
- (3) Division.
- (4) Date sent to the Division of Graphics and Visual Aids for processing.

When the receipted Form H-52 is returned by the requesting employee, the receipt entry on the register is completed and the requisition placed in an alphabetical file.

b. Cancellation. The photograph is removed from the original request when an ID card is to be cancelled. The requisition is filed in the Cancelled Identification Requisition File. The card and picture are destroyed and the register completed to show the cancellation date.

8. MOTOR VEHICLE OPERATOR PERMITS

a. Issuance. When an approved request for a Standard Form 46, U. S. Government Motor Vehicle Operator's Identification Card (see Exhibit 19), is received, the following entries are recorded in the control register:

- (1) Permit number.
- (2) Employee's name.
- (3) Date issued.
- (4) State license.

Standard Form 46 is prepared and sent to the Director, Division of General Services, for signature. The card is then forwarded to the requesting office.

b. Cancellation. When Standard Form 46 is returned for cancellation, appropriate notation is made in the control register.

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		ORGANIZATIONAL UNIT Housing & Home Finance Agency Office of the Administrator	
PHYSICAL INVENTORY REPORT OF CAPITAL PROPERTY		LOCATION (City and State) Washington, D. C. 20410	
		FOR PERIOD ENDING June 30, 1964	
DESCRIPTION	TOTAL QUANTITY	TOTAL VALUATION	
<i>FURNITURE:</i>			
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.....			
Cabinet, filing, letter or legal, 5-drawer, metal.....	10	500.00	
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	

PHYSICAL INVENTORY REPORT OF CAPITAL PROPERTY

ORGANIZATIONAL UNIT	LOCATION (City and State)	FOR PERIOD ENDING	TOTAL QUANTITY	TOTAL VALUATION
HHFA-OA	Washington, D. C. 20410	June 30, 1964		
DESCRIPTION				
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).....			16	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	420.00
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.....			2	2,400.50
Automotive.....				
Binding.....				
Bookkeeping.....			2	1,400.00
Calculating - non-printing.....			1	550.00
Calculating - printing.....				
Camera.....				
Cleaning, vacuum.....				

PHYSICAL INVENTORY REPORT OF CAPITAL PROPERTY		
ORGANIZATIONAL UNIT HHFA-OA	LOCATION (City and State) Washington, D. C. 20410	FOR PERIOD ENDING June 30, 1964
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.....		
Mimeograph.....	1	740.00
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	830.00
Transit instrument.....		
Typewriter, electric.....	4	1,700.82
Typewriter, manual.....	12	1,800.00
Typewriter, portable.....	1	70.00
Varigraph, lettering.....		
Varityper.....		
Water cooler.....		
		\$ 18,106.12

I certify that this report represents an actual count of property on hand.

SIGNATURE <i>Donald Foxhall</i>	NAME AND TITLE Donald Foxhall Property and Supply Officer	DATE 8-21-64
------------------------------------	---	-----------------

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		REQUISITION FOR SUPPLIES AND EQUIPMENT		H-16 (9-64)							
				1291-65							
				REQUISITION NO.							
				45-65							
				DATE							
				October 12, 1964							
DELIVER TO				FOR SERVICES USE ONLY							
NAME	EXT.	APPROPRIATION	POSTED BY								
Mary Jones	5099										
BUILDING	ROOM NO.	P. O. NO.	FILLED BY								
Normandy	318										
DIVISION AND BRANCH		P. O. DATE	B. O. NO.								
Division of Personnel, Placement											
ITEM NO. (Catalog or Form)	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT						
✓ H-106	Telephone Reference Inquiry	100	Each								
✓ H-242	Authorization and Signature Card	50	Each								
		<table border="1"> <tr> <td colspan="2" style="text-align: center;">AUTHORIZED</td> </tr> <tr> <td>BY</td> <td><i>B. J. Small</i></td> </tr> <tr> <td>DATE</td> <td><i>10-13-64</i></td> </tr> </table>				AUTHORIZED		BY	<i>B. J. Small</i>	DATE	<i>10-13-64</i>
AUTHORIZED											
BY	<i>B. J. Small</i>										
DATE	<i>10-13-64</i>										
I certify that the supplies and/or equipment requisitioned above have been received		REQUESTED BY: <i>Mary Jones</i> Mary Jones									
10-15-64 <i>Mary Jones</i> (DATE) (RECEIVING EMPLOYEE)		TITLE Secretary									

HHFA-OA
 Division of General Services
 June 1965

Internal Operating Procedure
 Property and Supply Section
 Exhibit 3

STOCK No.		DESCRIPTION		UNIT	MAXIMUM	MINIMUM				
#65		DICTIONARY, abridged		each	40	10				
REQ. NO.	DATE	ISSUED TO	QUANTITY	BALANCE	REQ. NO.	DATE	ISSUED TO	QUANTITY	BALANCE	
25-0A-65	8-7-64	Received	40	40						
659-65	9-17-64	Finance								
715-65	9-24-64	Credit								

H-5 (9-49)

STOCK CONTROL CARD-ISSUANCE \$4.20

H-68
(10-58)


HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

REQUISITION FOR PUBLICATIONS
(Submit in duplicate)

DELIVER THIS FORM PROMPTLY TO: Return DUPLICATE to Requesting Office.
ORIGINAL will be retained in Printing
and Reproduction Branch.

1. Printing & Reproduction Branch		P & R BRANCH USE ONLY	
2. ORDER BY: <i>Mary Smith</i>		DATE RECEIVED	DATE ORDER FILLED
Name: <u>Mary Smith</u>	(Signature)	BACK ORDERED:	
Title: <u>Administrative Asst., Division of Personnel</u>		FILLED BY:	
ROOM: <u>305</u>	BLDG.: <u>Normandy</u>		
PHONE: <u>4463</u>	DATE: <u>10-21-64</u>		
TITLE OF PUBLICATION <u>HHFA Intern Training Program</u>			
NUMBER OF COPIES <u>25</u>	DELIVERY METHOD: <input type="checkbox"/> MAIL <input type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> MESSENGER <input type="checkbox"/> RUN-STOP		
SEND TO:			

H-17A
(1-61)

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR					DIVISION OF GENERAL SERVICES USE ONLY		
REQUISITION FOR ADMINISTRATIVE RELEASES (Submit in duplicate)							
1. Division of General Services, Office of the Administrator							
2. Ordered By:					DATE RECEIVED	DATE FILLED	
Catherine Bradley Placement Officer Room 305, Normandy Building					BACK ORDERED		
					FILLED BY		
REQUISITIONING OFFICER (Signature and Title)				DATE			
 Mary South, Administrative Ass't. Division of Personnel				10-21-64			
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			0	1	Catherine Bradley, Rm. 305, Normandy Building		
VOLUME IV							
VOLUME V BOOK I							
VOLUME V BOOK II							
VOLUME VI							
VOLUME VII							
URBAN RENEWAL MANUAL: I.P.A. LETTERS							
REGIONAL CIRCULARS							
STAFF MEMORANDUMS							
REMARKS:							

HHFA-OA
 Division of General Services
 June 1965

Internal Operating Procedure
 Property and Supply Section
 Exhibit 6

M-11 (5-50) HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		DELIVER TO Jane Walker	EXT. 5190	BACK ORDER NO. 39-65
		BUILDING Clark	ROOM NO. 433	REQUISITION NO. 28-65
		DIVISION AND BRANCH Community Property Branch		REQUISITION DATE 10-9-64
BACK ORDER				
The following listed items which were ordered on the above cited requisition are temporarily out of stock, but will be delivered to you immediately upon replenishment. It will not be necessary to place another requisition for them.				
ITEM NO. (Catalog or Form)	DESCRIPTION	QUANTITY	UNITY OF ISSUE	
188	Perforator, 3-hole, adjustable	1	each	
I certify that the supplies and/or equipment listed above have been received. 10/26/64 (DATE) <i>Jane Walker</i> (RECEIVING EMPLOYEE)		FILLED BY _____ POSTED BY _____		

Receipt

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR				H-20 (2-59)		
REQUISITION FOR GRAPHICS AND REPRODUCTION SERVICES						
DESCRIPTION (Title): H-181 Statement of Compliance			<input checked="" type="checkbox"/> CHECK IF REBUR			
PURPOSES AND USES: Stock			<input type="checkbox"/> CHECK IF FOR EXTERNAL DISTRIBUTION			
MATERIALS ATTACHED Copy of H-181			REQUESTING ORGANIZATION Div. of General Services			
			REQUISITION NO. EM-131-65			
			DATE OF REQUEST October 12, 1964			
			DATE COMPLETION REQUIRED October 26, 1964			
			PERSON TO CONTACT DURING PRODUCTION K. A. Smith			
			EXTENSION 3467			
DESCRIPTION OF GRAPHICS OR VISUAL AIDS NEEDED			REQUISITIONING OFFICER'S NAME AND TITLE <i>Donald Foxhall</i> Donald Foxhall Property & Supply Officer			
			DIVISION OF BUDGET AND MANAGEMENT			
			APPROVED			
			DATE			
			GRAPHICS AND VISUAL AIDS			
			APPROVED			
			DATE			
Photo assignment			DATE	TIME		
			PLACE			
Released by Graphics for reproduction			(Date)	to (Organization)		
			Proofs	(In) (Out)		
			Page Proofs	(In) (Out)		
			Final job del.			
DESCRIPTION OF PRINTING AND REPRODUCTION SERVICES REQUESTED						
METHOD OF REPRODUCTION	NO. PAGES OF COPY	NO. OF COPIES	STOCK	IMPRINTING	BINDING	PUNCHING
Multilith	1	20,000	WEIGHT	<input checked="" type="checkbox"/> ONE SIDE ONLY	<input type="checkbox"/> AS PAGED	<input type="checkbox"/> TOP
Printing			COLOR	<input type="checkbox"/> HEAD TO HEAD	<input type="checkbox"/> IN SETS	<input type="checkbox"/> SIDE
Photostat Neg.			White	<input type="checkbox"/> HEAD TO FOOT	SHEETS PER SET	<input type="checkbox"/> TWO HOLES
Photostat Pos.			PAGE SIZE (IN.)	<input type="checkbox"/> HEAD TO LEFT	STAPLE	<input type="checkbox"/> THREE HOLES
Forms Design			8 X 10 1/2		CORNER	
Variotyping			FOLD TO (inches)		SIDE	
Other					TRP	
DISTRIBUTION OF MATERIAL						
NAME			LOCATION		NO. OF COPIES	
Distribution Center			1536 "U" Street, N.W., Washington, D.C.		All	
ADDITIONAL INSTRUCTIONS					PRINTING AND REPRODUCTION BRANCH	
Please identify each package with form number. Wrap 1,000 sheets per package.					APPROVED	
					DATE	

(Use reverse side if necessary)

PH-20-Washington, D. C.

HOUSING AND HOME FINANCE AGENCY <small>OFFICE OF THE ADMINISTRATOR</small> REPORT OF SURVEY		<small>H-27 (3-59)</small> DATE June 30, 1964 ORGANIZATIONAL UNIT HHFA-OA - Distribution Center LOCATION (City and State) Washington, D. C.	
The following described property is reported for survey. It is <input checked="" type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> UNSERVICABLE			
LINE ITEM	DESCRIPTION	QUANTITY	PROPERTY RECORDS VALUE
77	Fasteners, paper, 2" capacity	32 boxes	8.32
88	Folders, manila, letter size	14 boxes	13.58
94	Index, telephone list finder	10 each	5.90
145	Paper, carbon, 8x11	53 boxes	27.56
221	Ribbon, typewriter, medium inked, black, Royal	34 each	7.82
229	Shears, 9"	21 pair	18.27
TOTAL			\$ 81.45
<small>EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY</small> Upon completion of the annual physical inventory of expendable supplies as of June 30, 1964, the above listed quantities could not be located. Precautions were exercised in safeguarding items stored in the HHFA-OA Distribution Center. Strict attention was also given to the filling of supply requisitions; the handling, storage, and maintenance of stock on hand in order to hold breakage and spoilage to a minimum. Total overages for period covered by this report (copy attached).....\$ 165.90 Total valuation of supplies issued during fiscal year 1964.....\$10,307.15			
I certify that the information given above is true to the best of my knowledge and belief.			
<small>SIGNATURE OF PERSON RESPONSIBLE FOR PROPERTY</small> <i>Joe Smith</i>		<small>TITLE</small> General Supply Assistant	

(Over)

RECOMMENDATION OF ACCOUNTABLE OFFICER		
<p>AVAILABLE EVIDENCE AND TESTIMONY HAVE BEEN EXAMINED AND IT IS BELIEVED THAT proper attention was given to the handling and safeguarding of all items in the Distribution Center. It is noted that the shortage listed is less than 1% of total supplies issued during the past fiscal year. Such a shortage is small for an operation of this nature when all normal spoilage and breakage hazards are considered.</p>		
<p>IT IS RECOMMENDED THAT personnel involved be relieved from responsibility and that the Property and Supply Section adjust its records accordingly.</p>		
DATE	SIGNATURE	TITLE
8-24-64	<i>Donald Foxhall</i>	Property and Supply Officer
REPORT OF SURVEY BOARD		
FINDINGS AND RECOMMENDATIONS		
DATE	SIGNATURE - CHAIRMAN	
DATE	SIGNATURE	
DATE	SIGNATURE	
DECISION OF REVIEWING OFFICER		
APPROVED FOR		
DATE	SIGNATURE	TITLE
8-25-64	<i>Sam Brown</i>	Director, Property Management Branch
FISCAL OFFICER'S CERTIFICATE		
<p><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.</p> <p><input type="checkbox"/> I certify that the necessary entries have been made to adjust the accounting records.</p>		
DATE	SIGNATURE	TITLE
PROPERTY OFFICER'S CERTIFICATE		
<p>I certify that the above decision has been carried out and that the necessary entries have been made to adjust the property records.</p>		
DATE	SIGNATURE	TITLE

REQUISITION FOR SUPPLIES AND EQUIPMENT		H-10 (9-62)			
HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		REQUISITION NO.			
		DATE June 30, 1964			
XXXXXXXXXX		FOR SERVICES USE ONLY			
NAME	EXT.	APPROPRIATION	POSTED BY		
Inventory Adjustment-Overage per June 30, 1964					
BUILDING	ROOM NO.	P. O. NO.	FILLED BY		
Clark					
DIVISION AND BRANCH		P. O. DATE	B. O. NO.		
Div. of General Services - Prop. Mgmt. Branch					
ITEM NO. (Outline or Form)	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
7	Binder, canvas, 3-ring, 2" capacity	40	each	.98	39.20
62	Cushion, chair, executive	16	each	1.95	31.20
65	Dictionary, abridged	5	each	4.20	21.00
111	Machine, stapling, standard	6	each	1.25	7.50
154	Paper, bond, white, 8x10 1/2	18	pkg.	.90	16.20
187	Perforator, 2-hole, non-adjustable	8	each	1.10	8.80
274	Tray, desk, legal size	24	each	1.75	42.00
<u>TOTAL OVERAGE</u>					\$165.90
I certify that the supplies and/or equipment requisitioned above have been received		REQUESTED BY:			
(DATE)		<i>Donald Foxhall</i>			
(RECEIVING EMPLOYEE)		TITLE Property and Supply Officer			

HHFA-OA
Division of General Services
June 1965

Internal Operating Procedure
Property and Supply Section
Exhibit 11

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR				H-28 (8-61)
TRANSMITTAL SLIP				
ROUTE TO:	NAME	ROOM	BUILDING	
1.	Regional Administrator			
2.	Region I			
3.	New York, New York			
4.	Attn: Regional Director of Administration			
5.				
6.				

Action
 Approval
 Signature
 Surname
 Your information
Prepare reply for signature of

REMARKS:
~~Airmailed~~/Parcel Post to you 100 copies
of ~~XXXX~~/publication Home Improvement Program
Balance of 400 copies, if any will be
forwarded by:
 Parcel Post
 With your requisition no. I-83-65
 Freight service

Donald Foxhall
FROM (Name) Donald Foxhall DATE 9-24-64
Division of General Services

FPI ERO-4.2.62-9237

HHFA-OA
 Division of General Services
 June 1965

Internal Operating Procedure
 Property and Supply Section
 Exhibit 13

CARD NO. 1

DATE	REFERENCE DOCUMENT	CHECK IF PARTIAL	VALUE OF ITEMS REC'D/RELEASED	TOTAL VALUE	REMARKS
6-30-64	Inventory (blue entry)			18,096.12	
7-17-64	P.O. 20-0A-65 (blue entry)		214.00	18,310.12	
7-24-64	P.O. 50-0A-65 (blue entry)		850.00	19,160.12	
8-3-64	P.O. 76-0A-65 (blue entry)		48.00	19,208.12	
8-12-64	P.O. 97-0A-65 (blue entry)		500.00	19,708.12	
9-15-64	P.O. 1-0A-65 (red entry)		680.00	19,128.12	
9-28-64	P.O. 60-0A-65 (blue entry)		2.00	19,130.12	Correction
12-10-64	P.O. 415-0A-65 (blue entry)		297.00	19,427.12	
2-11-65	P.O. 357-0A-65 (blue entry)		719.45	20,146.57	

Enter Increases in Blue
 Enter Decreases in Red

PROPERTY RECAPITULATION CARD
 (Total Valuation of 09 Capitalized Items)

H-90
(3-59)

HHFA-OA
 Division of General Services
 June 1965

Internal Operating Procedure
 Property and Supply Section
 Exhibit 14 (front)

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR								H-2 (3-59)
MACHINE RECORD CARD								
Date acquired: <u>4-14-64</u>		<input checked="" type="checkbox"/> New <input type="checkbox"/> Used		Type size: <u>Elite</u>		Carriage width: <u>16"</u>		
Acqui. ref.: <u>P.O. 1262-OA-64</u>		Cost: <u>\$408.00</u>		Model: <u>Electric</u>		Column capacity:		
LOCATION								
DATE	ROOM NO.	BUILDING	DIVISION OR OFFICE	DATE	ROOM NO.	BUILDING	DIVISION OR OFFICE	
<u>4-14-64</u>	<u>300</u>	<u>Clark</u>	<u>Personnel</u>					
KIND: <u>Typewriter</u>		MAKE: <u>IBM</u>		SERIAL NO.: <u>592633</u>				
(Over)								

H-26
(4-50)

HOUSING AND HOME FINANCE AGENCY
OFFICE OF THE ADMINISTRATOR

RECEIPT FOR PROPERTY

The following property for which I am personally responsible has been received:

COMPLETE DESCRIPTION

Typewriter, portable, Serial No. B1300902, with case

John Doe
Placement Officer
(SIGNATURE)

NAME John Doe
ROOM NO. 427 Clark Bldg.
DATE September 29, 1964

H-27
(3-59)

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR		DATE September 29, 1964	
REPORT OF SURVEY		ORGANIZATIONAL UNIT HHFA-OA	
		LOCATION (City and State) Washington, D. C.	
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 September 24, 1964, 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 <i>Joe Smith</i>		TITLE General Supply Assistant	

(Over)

RECOMMENDATION OF ACCOUNTABLE OFFICER		
<p>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.</p>		
<p>IT IS RECOMMENDED THAT the property personnel 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.</p>		
DATE	SIGNATURE	TITLE
9-30-64	<i>Donald Foxhall</i>	Property and Supply Officer
REPORT OF SURVEY BOARD		
<p>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.</p>		
DATE	SIGNATURE - CHAIRMAN	
10-9-64	George Brown <i>George Brown</i>	
DATE	SIGNATURE	
10-9-64	William A. White <i>William A. White</i>	
DATE	SIGNATURE	
10-9-64	Harry H. Green <i>Harry H. Green</i>	
DECISION OF REVIEWING OFFICER		
<p>APPROVED FOR action as recommended by the Survey Board above.</p>		
DATE	SIGNATURE	TITLE
10-14-64	<i>Walter A. Reed</i>	Director, Division of General Services
FISCAL OFFICER'S CERTIFICATE		
<p><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.</p> <p><input type="checkbox"/> I certify that the necessary entries have been made to adjust the accounting records.</p>		
DATE	SIGNATURE	TITLE
PROPERTY OFFICER'S CERTIFICATE		
<p>I certify that the above decision has been carried out and that the necessary entries have been made to adjust the property records.</p>		
DATE	SIGNATURE	TITLE

Standard Form No. 1103 5 GAO 3000 1103-108-15		U.S. GOVERNMENT BILL OF LADING ORIGINAL		BL. NO. C -2508069	
TRANSPORTATION COMPANY TENDERED TO → Roadway Express, Inc.		TRAFFIC CONTROL NO.			
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., INCL. ORDERED FURNISHED MARKED CAPACITY DATE DATE B/L ISSUED ORDERED FURNISHED ORDERED FURNISHED FURNISHED	
FOR CAR INITIALS AND NO. KIND				FURNISH THIS INFORMATION IN CASE OF CARLOAD OR TRUCKLOAD SHIPMENTS ONLY. IF EXTRA SERVICES ARE ORDERED SEE ADMINISTRATIVE DIRECTIONS NO. 2 ON REVERSE	
TRUCK NO.		FROM		10-12-64	
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) → Washington, D. C. FULL NAME OF SHIPPER Housing and Home Finance Agency Office of the Administrator		MARKS	
CONSIGNEE (NAME AND MAILING ADDRESS) Housing and Home Finance Agency Office of the Regional Administrator 346 Broadway		DESTINATION New York, New York		VIA (ROUTE SHIPMENT ONLY WHEN SOME SUBSTANTIAL INTEREST OF THE GOVERNMENT IS SERVED THEREBY) CHARGES TO BE BILLED TO (DEPARTMENT OR ESTABLISHMENT, BUREAU OR SERVICE AND LOCATION) HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR Div. of Finance & Accounts, Washington, D.C.	
SEAL NOS.		FOR CARRIER'S USE ONLY WAYBILL NO. FREIGHT BILL NO.		APPROPRIATION CHARGEABLE 8630100 Salaries & Expenses, HHFA-OA, 1965 CONTRACTORS WILL RETURN UNUSED OR CANCELED BILLS OF LADING TO GOVERNMENT OFFICE FROM WHICH RECEIVED.	
APPLIED BY:		PACKAGES 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	
6		Ctns Printed Forms		Approx. 305 lbs.	
		(INSIDE DELIVERY REQUESTED)			
IF THIS SHIPMENT FULLY LOADS THE CAR OR TRUCK USED, CHECK <input type="checkbox"/> YES		THE NON-DISCRIMINATION CLAUSES CONTAINED IN SECTION 301 OF EXECUTIVE ORDER 10925, AS AMENDED, RELATIVE TO EQUAL EMPLOYMENT OPPORTUNITY FOR ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, OR NATIONAL ORIGIN, AND THE IMPLEMENTING RULES AND REGULATIONS OF THE PRESIDENT'S COMMITTEE ON EQUAL EMPLOYMENT OPPORTUNITY ARE INCORPORATED HEREIN.		TARIFF OR SPECIAL RATE AUTHORITIES (C/L - T/L OR VOL. ONLY)	
CARRIER FURNISHED <input type="checkbox"/> PICK UP- <input type="checkbox"/> TRAP CAR- SERVICE AT ORIGIN INITIALS OF SHIPPER'S AGENT		NAME OF TRANSPORTATION COMPANY COMPANY → DATE OF RECEIPT OF SHIPMENT		CERTIFICATE OF ISSUING OFFICER I CERTIFY THAT THIS SHIPMENT IS MADE PURSUANT TO THE TERMS OF CONTRACT OR PURCHASE ORDER NO. _____ DATED _____ OR OTHER AUTHORITY FOR SHIPMENT, F.O.B. POINT NAMED IN CONTRACT Reg. 1284-65 (1-31-65) ISSUING OFFICE: HOUSING & HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR Washington, D. C. SIGNATURE OF ISSUING OFFICER: Donald J. Fohell DATE 10-12-64 TITLE Property and Supply Officer	
INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES HE RECEIVED THE ORIGINAL BILL OF LADING. <input type="checkbox"/> YES (INDICATE BY CHECK)		SIGNATURE OF AGENT PER			
CONSIGNEE'S CERTIFICATE OF DELIVERY—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT I CERTIFY THAT I HAVE THIS DAY _____ RECEIVED FROM _____ AT _____ (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 <input type="checkbox"/> DELIVERY- <input type="checkbox"/> TRAP CAR-SERVICE AT DESTINATION.			
(GROSS WEIGHT IN BOTH WORDS AND FIGURES) _____ POUNDS* *SHOW ALSO CUBIC MEASUREMENTS FOR SHIPMENTS VIA AIR, TRUCK OR WATER CARRIER, IN CASES WHERE REQUIRED.		(SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT)			

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR				H-82 (8-62)
REQUISITION FOR IDENTIFICATION CARD				
NAME OF EMPLOYEE Joseph M. Peabody		DATE OF REQUEST September 30, 1964		PHOTOGRAPH
OFFICIAL STATION Washington, D. C.		DIVISION OR OFFICE Compliance		
BUSINESS ADDRESS (Bldg. and Room No.) Edgewater - Room 1484		BUSINESS TELEPHONE ext. 4449		
DATE OF BIRTH 1-7-11	WEIGHT 198	HEIGHT 6'	TYPE OF APPOINTMENT <input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> INTERMITTENT	
COLOR OF HAIR Gray	COLOR OF EYES Green	SEX Male		
JUSTIFICATION: To be used in connection with official duties - particularly required for inspection of certain field installations.				
SIGNATURE OF EMPLOYEE <i>Joseph M. Peabody</i>		SIGNATURE OF REQUESTING OFFICER <i>Samuel Jervy</i>		
TITLE Investigator		TITLE Director		
APPROVAL OF ISSUANCE				
SIGNATURE OF AUTHORIZING OFFICER <i>Albert A. Rich</i>		CARD SERIAL NUMBER # 143 MKT 10-5-64	DATE CARD ISSUED	DATE CARD CANCELED
TITLE OF AUTHORIZING OFFICER Director, Division of General Services				
RECEIPT FOR IDENTIFICATION CARD				
I acknowledge receipt of the identification card numbered as shown above and bearing my photograph and signature. I understand that the card shall be returned to the issuing officer upon his request or upon the termination of my employment.				
SIGNATURE OF EMPLOYEE <i>Joseph M. Peabody</i>			DATE RECEIVED 10-9-64	
<small>FH 111, Washington, D. C.</small>				

(front)

U. S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD					
NAME OF OPERATOR				CARD NO.	235
Ralph W. Smith				DATE ISSUED	10-14-64
				DATE EXPIRES	10-13-67
SEX	DATE OF BIRTH	COLOR OF HAIR	COLOR OF EYES	HEIGHT	WEIGHT
M	2-25-22	Brown	Blue	6'2"	180
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		
<i>Allen A. Reed</i>			Director		
NAME AND LOCATION OF ISSUING UNIT					
Housing and Home Finance Agency, OA, Washington, D. C.					
NOT TRANSFERABLE	SIGNATURE OF OPERATOR (Not valid until signed)				
Card must be carried at all times when operating Government vehicles.	<i>Ralph W. Smith</i>				
	TITLE OF POSITION				
	Project Engineer				

Standard Form 46 (Dec. 1955) USCSC—Ch. 930 F.P.M. 46-103

(back)

RESTRICTIONS		
QUALIFIED TO OPERATE		
TYPE VEHICLE AND/OR EQUIPMENT	CAPACITY	QUALIFYING OFFICIAL
Passenger		H. Cassidy
OTHER RECORDS (OPTIONAL)		

GPO : 1963 O—679289

1. THE SPACE AND MAINTENANCE SECTION is primarily responsible for the planning, acquisition, allocation, and utilization of space. This involves planning all phases of space management and keeping records of space occupied by and assigned to the Central Office and HHFA Regional and Field Offices; coordinating Central Office moves; initiating work orders for building maintenance; making periodic inspections of buildings occupied by HHFA employees; servicing machine equipment repair calls; issuing building passes; and arranging for issuance of official parking permits.
2. SPACE
 - a. Space for the Central Office and HHFA Regional and Field Offices within the continental limits of the United States is acquired through the Public Buildings Service of the General Services Administration. Requirements are submitted to the Public Buildings Service on Standard Form 81, Request for Space, in accordance with GSA Regulations 2-II-301.00. (See Exhibit 1.)
 - b. Space made available by the Public Buildings Service is surveyed for adequacy of light, ventilation, location, usability, and general condition to determine if it is acceptable for the purpose intended. The survey should develop information for negotiations with PBS on any needed alterations and renovations.
 - c. Requests from operating officials for more space or relocation of offices are investigated. Total space available, space needs for special requirements, proposed increases or decreases in staff, and present space use are determining factors for recommendations made or action taken.
 - d. The Space and Maintenance Section prepares and maintains space and equipment diagrams, layouts, and allotment records of Central Office and HHFA Regional Office space. The diagrams and layouts show the exact square footage and location of space occupied by significant organizational entity. The allotment records show the number of personnel in the space and the space use (files, storage, office or conference).
 - e. Quarterly reports based on allotment records are prepared and sent to the PBS in accordance with GSA Regulations 2-II-503.00 on Standard Form 111, Agency Space Report, and Standard Form 111A, Agency Space Summarization. The summarization is signed by the Director, Property Management Branch. (See Exhibits 2 and 3.)

f. Space in the United States possessions or territories is acquired under standard leasing procedures. Information about preparation of a lease is obtained by the Space and Maintenance Section and turned over to the Procurement Section for the actual preparation of the lease and execution by the Director, Property Management Branch.

3. MOVES

a. When a move has been approved by the Director, Property Management Branch, including the approval of relocation and the setting up of additional space, the specific details of the move are developed and coordinated. The final layout chart showing location of furniture, equipment, and personnel to occupy the space is discussed with the Administrative Officer of the Division concerned. Requests for new or additional equipment are given to the Property and Supply Section for processing. This equipment is shown on the space layout charts and delivered to its location during the course of the move.

b. The Public Buildings Service is contacted to determine when the move can be made and to request necessary boxes, laborers, and trucks. Boxes, chalk, and moving tags are furnished to the Administrative Officer of the Division concerned in time to allow for identifying furniture and equipment to be moved and for proper packing. Prior to the actual move, furniture and equipment are inspected to determine that:

- (1) All objects which could be damaged or lost have been removed from desks and tables and placed in boxes.
- (2) Boxes have been packed to allow for stacking without damage to contents.
- (3) All boxes, furniture, and equipment have been properly labeled for the move.

c. The moving of telephones involved in space changes is described under telephone service.

4. TELEPHONE SERVICE

a. The Space and Maintenance Section acts as liaison between officials of

the telephone company and the Central Office. It is the responsibility of this Section to develop and maintain the most efficient and economical telephone service available for the Central Office.

b. When a request for additional telephone service is received, a survey is made to determine need for additional service taking into consideration present facilities, number of personnel, and workload of the office. Unusual requirements are submitted to the Director, Property Management Branch, for approval prior to preparation of the telephone order.

c. A memorandum agreement between the Office of the Administrator and the Federal Housing Administration was entered into on August 11, 1955, covering telephone service. To obtain a change in telephone service, Standard Form 145, Order for Telephone Service, is prepared in original and seven copies. (See Exhibit 4.) The original and six copies are sent to the Telephone Section of the Federal Housing Administration in accordance with the terms of the memorandum agreement. One copy is kept in the Space and Maintenance Section. Space layouts indicating telephone service changes are prepared for the telephone company covering requests for new or expanded facilities or the relocation of existing facilities, as required.

5. TELEPHONE DIRECTORY

a. Administrative Officers in the Central Office report new employees in their Divisions on Form H-94, Telephone Directory Control Card, to the Space and Maintenance Section. (See Exhibit 5.) This Section keeps a visible index listing alphabetically the names, division, location and telephone extensions of all Central Office personnel. Changes are sent periodically to the Telephone Section of the Federal Housing Administration on Standard Form 146, Changes in Telephone Listings. (See Exhibit 6.)

b. A telephone directory listing all Central Office employees is prepared periodically. When numerous changes have occurred, a new directory is issued. The directory includes:

- (1) General information on long distance calls, an explanation of symbols used in the directory, and building abbreviations.

(2) An alphabetical listing of all employees indicating:

- (a) Name (surname first).
- (b) Division or office in which employed (use abbreviations and capital letters).
- (c) Telephone number.
- (d) Room number and building.

A sample listing of the alphabetical directory listing of employees is as follows:

Smith John P ADMIN3025103N

The names of sections, branches and services will not be included.

(3) A classified index indicating each organization unit, the person in charge, and the location and extension. Normally, the classified index will include Branch Heads and above. A draft of the proposed classified index is routed for clearance by the Division of Personnel, the Division of Budget and Management, and the Director, Division of General Services.

(4) A service index indicating the service available, telephone extension number, and location.

(5) A governmental interdepartmental dial code listing.

c. To assure that listings are current, a survey of the directory listings is made once each six months. To assist in the survey, the Administrative Officer of each Division is requested to submit a complete list of personnel in his division, including the room number and telephone extension of each person.

6. BUILDING MAINTENANCE. Upon receipt of a complaint concerning building or utility services, the appropriate building manager or engineer is notified by telephone or memorandum. Minor adjustments or repairs can be made by an employee of the Space and Maintenance Section. When more

extensive repairs are required, GSA Form 1354, Job Order, or memorandum if appropriate, is prepared and submitted to the Public Buildings Service, General Services Administration. (See Exhibit 7.)

7. FURNITURE AND EQUIPMENT MAINTENANCE

a. Upon receipt of a report that an item of furniture or equipment requires maintenance or repair, an inspection is made to determine the most economical and expeditious way to effect the maintenance or repair. Minor repairs may be made by an employee of the Space and Maintenance Section.

b. When furniture repairs are determined to be necessary, estimates are obtained and a requisition is given to the Procurement Section for processing. If the work is to be done in the PBS repair shop, the furniture is picked up, delivered to the shop, and returned from the shop to the office or warehouse. The Property and Supply Section is notified of pick ups and deliveries.

c. Requests for the repair of office machines are referred by telephone call to the manufacturer of the machine concerned or other repair service. The request should include the model, serial number, nature of trouble, location, and the name of the operator of the machine. The Procurement Section will process a purchase order to cover the work. A property pass must be obtained from the Property and Supply Section for equipment to be taken out of the building and a receipt obtained from the repair service which picks up the machine. The Property and Supply Section is notified of deliveries from the repair shop.

d. Requisitions for minor repairs of classes of items having need for continuing repair are sent to the Procurement Section at the beginning of each fiscal year for blanket ordering and encumbrance of funds. A separate requisition is prepared for each major repair at the time the need occurs.

8. JOB ORDERS

a. Each request on Form GSA 1354, Job Order, is recorded in a register maintained by the Space and Maintenance Section. The register is a bound book clearly lettered, having these columns:

- (1) Job Order number (numbered consecutively, beginning with 1 for

the first job order of each fiscal year).

- (2) Date job order prepared.
- (3) Brief description of work to be done.
- (4) Account chargeable.
- (5) Estimated cost.
- (6) Date work completed.
- (7) Remarks as required.

b. GSA Form 1354, Job Order, is prepared in original and six copies for all requests for repairs and alterations to buildings. (See Exhibit 7.) A number is assigned from the job order register and entered in the "Agency No." space on the form. Since GSA Form 1354 is padded in sets of five copies only, two copies (any color) of another set must be used. An estimate of the cost of the job based on previous similar jobs should be made.

c. The original and all copies of GSA Form 1354 are sent to the Division of Finance and Accounts for certification of funds. Finance and Accounts keeps the last two copies and returns the original and four to the Space and Maintenance Section.

d. One original white and the pink, blue, and yellow copies are sent to the appropriate building manager of the Public Buildings Service. The fifth (green) copy is kept in the job order file.

9. MACHINE RECORD CARD. Form H-2, Machine Record Card, is maintained on all serially numbered machines in the Central Office. (See Exhibit 8.) When machines are transferred from one Division to another, the change in location is shown on the face of the card. When a machine is repaired, the date, purchase order number, nature of repair, and cost are recorded on the back of the card. This record provides a location file and a quick method of determining whether repair or replacement is justified.

10. BUILDING PASSES

a. GSA Form 15, Night, Sunday, and Holiday Pass, is issued on request to new employees of the Central Office as they enter on duty. (See Exhibit 9.) Passes are signed by the Director, Property Management Branch, and countersigned by the Captain of the Guard of the building concerned. All passes are assigned consecutive numbers and recorded numerically for control purposes. An alphabetical card file for cross reference use is also maintained. Requests for passes to replace those lost, stolen or destroyed shall be by memorandum signed by the Administrative Officer of the Division concerned.

b. New passes are issued to all Central Office personnel once each calendar year and old passes are recalled and destroyed. Passes generally shall be valid from January 1 through December 31 of each year.

11. DISTRICT OF COLUMBIA OFFICIAL PARKING PERMITS

a. Requests for District of Columbia official parking permits should be by memorandum with detailed justification and the name, title and Division of the applicant. An application for official parking permit covering each request approved by the Director, Division of General Services is prepared. Applications and a letter of transmittal, both prepared for the signature of the Assistant Administrator (Administration), are then addressed to the Department of Vehicles and Traffic of the District of Columbia. If the application is approved by the Department of Vehicles and Traffic, a permit will be issued and forwarded to the Administrative Officer of the Division concerned through the Space and Maintenance Section. A record is kept of permits issued giving the name, title, and organizational unit of each applicant and the date of approval of the Department of Vehicles and Traffic of the District of Columbia.

b. Permits expire June 30 of each year and justification must be resubmitted for renewal. When an application is denied, the Administrative Officer of the Division concerned is notified by memorandum.

12. SAFETY PRECAUTIONS

a. Inspections. In the course of regular work of space surveys and office moves, alignment and placement of office furniture are considered in relation

to safety of personnel and property, and other safety aspects of space management are observed. Dangerous situations are reported promptly by calling the General Services Administration or issuing a work order, or by requesting Divisional staff to take appropriate action. Particular attention is paid to such hazards as stair well lighting, overloading of electric wiring, accumulations of waste, and blocking of passageways. Conditions caused by weather are anticipated and steps are taken to prevent accidents.

b. Use of Electrical Appliances. A request in writing must be made to the General Services Administration for the installation and use of electrical appliances, such as hot plates and coffee makers. The request must describe the appliance and its intended use and be approved by the Director, Property Management Branch. The GSA building manager will inform the Space and Maintenance Section of approval or disapproval of the request. All installations must be made under the direction of the GSA and conform to the safety and installation requirements of GSA Regulations.

13. **CONFERENCE ROOMS.** All requests for the use of conference facilities shall be made through the Space and Maintenance Section. A daily and hourly record is kept indicating: (a) date the request is received; (b) name and telephone extension of the requesting official; (c) nature of the conference; (d) number of persons to be in attendance; and (e) exact time the conference begins and ends. When it is found that conference facilities under the jurisdiction of the Central Office are not available and rent free facilities of other agencies cannot be obtained, the request is referred to the Procurement Section to secure paid space.

STANDARD FORM 81 REVISED JUNE 1961 PRESCRIBED BY GENERAL SERVICES ADMINISTRATION GSA REG. 2-11-591-09		1. DATE OF REQUEST March 1, 1960	2. AGENCY REQUEST NUMBER HHFA-OA-1
REQUEST FOR SPACE			
Submit this form in triplicate to the office of General Services Administration having jurisdiction over the area in which the requested space is located.			
<i>Check applicable box below</i>			
<input type="checkbox"/> IF NO GOVERNMENT-CONTROLLED SPACE IS AVAILABLE, REQUESTING AGENCY WILL ACQUIRE NEEDED SPACE UNDER ITS ACQUISITION AUTHORITY. <input checked="" type="checkbox"/> IF NO GOVERNMENT-CONTROLLED SPACE IS AVAILABLE, REQUESTING AGENCY WISHES GSA TO PROCEED WITH ACQUISITION OF REQUESTED SPACE.			
7. TO: Mr. John J. Jones Chief, Acquisition and Disposal Division Public Buildings Service General Services Administration Washington 25, D. C.			
8. ARE FUNDS AVAILABLE FOR REIMBURSEMENT FOR RENT AND/OR SERVICES? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	10. TERM OF OCCUPANCY FROM: Immediate 1960 TO: <input checked="" type="checkbox"/> INDEFINITE <input type="checkbox"/> 19	11. TYPE OF SPACE DESIRED <input checked="" type="checkbox"/> GENERAL PURPOSE <input type="checkbox"/> SPECIAL PURPOSE <input type="checkbox"/> LAND	
9. TYPE OF REQUEST (Check one) <input checked="" type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> SUPPLEMENTARY AGREEMENT	12. EMPLOYEES TO OCCUPY SPACE	13. SPACE DETAILS	
	NUMBER	DO NOT USE THIS SPACE	SQUARE FEET
A. Office Employees:			A. Office 4,500
Group 1; GS-1--GS-6		10	B. Files
Group 2; GS-7--GS-11		10	C. Storage or Warehouse
Group 3; GS-12 and above		20	D. Other (Explain in Remarks)
Total in Office Space			Total 4,500
B. Nonoffice Employees			E. Land required (State in square feet or acres)
Total All Employees		40	
14. FACILITIES NEEDED AND SPECIAL REQUIREMENTS (Furnish detailed information; attach additional sheet if necessary) Usual electric; hot and cold running water, cooled drinking water; window washing monthly; janitorial service; toilet facilities; window shades and/or venetian blinds, re-decorating at 18-month intervals; freight and passenger elevator service; directory service in lobby.		15. JUSTIFICATION FOR SPACE REQUESTED (Continue on reverse if necessary) Necessary for additional personnel for new functions of Public Facilities Loans, 3rd Advance Planning and College Housing Loans and expansion of six other programs already in existence.	
16. REMARKS (Continue on reverse if necessary) The 4,500 square feet may be provided in two blocks of 2,700 and 1,800 square feet.			
17. I certify that the space requested above is necessary for the proper functioning of the agency named			
NAME OF AUTHORIZED REQUESTING OFFICIAL (Typed) W. S. Rogers		SIGNATURE OF AUTHORIZED REQUESTING OFFICIAL <i>W. S. Rogers</i>	
TITLE Director Division of General Services			
ACTION BY GENERAL SERVICES ADMINISTRATION			
<input type="checkbox"/> SPACE OFFERED FOR REVIEW (See attached statement or report) <input checked="" type="checkbox"/> NO GOVERNMENT-CONTROLLED SPACE AVAILABLE. AGENCY MAY PROCEED WITH ACQUISITION UNDER ITS ACQUISITION AUTHORITY. <input type="checkbox"/> NO GOVERNMENT-CONTROLLED SPACE IS AVAILABLE. GSA IS PROCEEDING TO ACQUIRE SPACE REQUESTED.		NAME OF AUTHORIZED OFFICIAL (Typed) George F. Brown TITLE Chief, Assignment & Utilization Branch DATE March 9, 1960 SIGNATURE OF AUTHORIZED OFFICIAL <i>George F. Brown</i>	

STANDARD FORM NO. 111
 APRIL 1948 EDITION
 PRESCRIBED BY
 GENERAL SERVICES ADMINISTRATION
 REAL PROPERTY MANAGEMENT
 REGULATION NO. 2

AGENCY SPACE REPORT
 (For District of Columbia and Adjacent Areas)

NOTE: ¹ See reverse side for instructions.
² Explain deviation from previous report.

DEPARTMENT OF AGENCY				Housing and Home Finance Agency	
BUREAU				Office of the Administrator	
DATE OF REPORT				April 1, 1961	

BUILDING (1)	CODE NO. (2)	PREVIOUS REPORT FOR REPORT FOR 2nd Qtr FY 1961		PRESENT REPORT FOR REPORT FOR 3rd Qtr FY 1961		REMARKS (7)
		Area (3)	Personnel (4)	Area (5)	Personnel (6)	
Normandy Building	1	26,985	230	27,380	234	Code 10 space consists of mailroom, publication room, corridors, toilets and closets.
	2A	2,520	14	1,989	12	
	4A	432	2	450	2	
	6C	658		700		
	10	2,574	25	2,900	28	
Total		33,169	271	33,419	276	
Lafayette Building	1	24,886	237	24,886	237	Code 10 space consists of toilets, closets and mailroom.
	2A	235	2	235	2	
	6C	1,800		1,800		
	10	1,889	2	1,889	2	
Total		28,810	241	28,810	241	
GRAND TOTAL		61,979	512	62,229	517	

STANDARD FORM NO. 111A
 APRIL 1948 EDITION
 PRESCRIBED BY
 GENERAL SERVICES ADMINISTRATION
 REAL PROPERTY MANAGEMENT
 REGULATION NO. 3

DATE OF REPORT
April 1, 1961
FOR MONTH ENDING
3rd Quarter FY 1961

AGENCY SPACE SUMMARIZATION
 (FOR DISTRICT OF COLUMBIA AND ADJACENT AREAS)

To: GENERAL SERVICES ADMINISTRATION, PUBLIC BUILDINGS SERVICE, REGION 3, WASHINGTON 25, D. C.

There is transmitted herewith space utilization data for this Agency.

The table immediately below is a summarization, for the entire Agency, of the information on the attached Standard Form No. 111.

CODE	TYPE	AREA	PERSONNEL	SQ. FT. PER PERSON
1.	OFFICE	52,266	471	110.97
2.	FILES	2,224	14	
a.	Active	(2,224)	(14)	
b.	Inactive	()	()	
3.	STORAGE			
4.	SPECIAL EQUIPMENT	450	2	
a.	Reproduction	(450)	(2)	
b.	Laboratories	()	()	
5.	CONCESSIONS			
6.	SPECIAL AREAS	2,500		
a.	Libraries	()	()	
b.	Exhibit Space	()	()	
c.	Meeting Rooms	(2,500)	()	
d.	Auditoriums	()	()	
7.	BUILDING MAINTENANCE			
8.	GARAGES			
9.	ASSIGNED VACANT SPACE		*****	
10.*	ALL OTHER SPACE	4,789	30	

REMARKS

Change in space due to Agency survey and reassignment of space.

* SPECIFY USE UNDER REMARKS

ITEMS 1-10 INCLUSIVE	AREA	PERSONNEL	OVERALL SQ. FT. PER PERSON
	62,229	517	120.37

DEPARTMENT OR AGENCY
 Housing & Home Finance Agency
 Office of the Administrator

TITLE
 Director
 Property Management Branch

SIGNATURE
Ralph H. Smith

STANDARD FORM 145 APRIL 1953 GENERAL SERVICES ADMINISTRATION REGULATION Z-1X-203.00		ORDER FOR TELEPHONE SERVICE			1. ORDER NO. 25-OA-60	2. DATE 3-1-60	DO NOT USE THIS SPACE ORDER NO.				
3. TO General Services Administration					4. FROM Housing and Home Finance Agency Office of the Administrator						
5. OFFICE FOR WHICH THE FOLLOWING TELEPHONE SERVICE IS REQUIRED FOR OFFICIAL USE (Organizational Use)											
Urban Renewal Administration											
CONNECT					DISCONNECT						
MAIN EXTENSION NO.	C O N T R O L S	ASSOCIATED EQUIPMENT			BUILDING AND ROOM NO.	MAIN EXTENSION NO.	C O N T R O L S	ASSOCIATED EQUIPMENT			BUILDING AND ROOM NO.
		NO.	TYPE	PICKUP MAIN EXTS.				NO.	TYPE	PICKUP MAIN EXTS.	
3456	1	2	3P	3457 Com*1	Lafayette 1171	3456	1	2	3P	3457 Com*1	Lafayette 1173
		2	H					2	H		
		1	LH					1	LH		
		1	Com*1					1	Com*1		
New 6543 (Brown)	0				1185						
7. REMARKS											
8. APPROPRIATION					9. IS FURNITURE MOVING FORCE TO BE USED?		10. WILL THIS ORDER REQUIRE A CHANGE IN DIRECTORY LISTING? (If "Yes," attach Standard Form 146, showing changes desired)				
					<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
11. INSTALLER SEE B. H. Howard				A. ROOM NO. 876 Laf		12. SIGNATURE AND TITLE OF REQUISITIONING OFFICER <i>Ralph W. Smith</i> Ralph W. Smith Director, Prop. Mgmt. Br.			A. ROOM NO. 876 Laf		
				B. EXTENSION NO. 6311					B. EXTENSION NO. 6123		
13. DATE SERVICE DESIRED 3-12-60				14. AGENCY TELEPHONE NO. Ex. 3-4160		15. SIGNATURE AND TITLE OF AUTHORIZING OFFICER <i>John S. DeFore</i> John S. DeFore, Deputy Director General Services Division, FHA					
DISTRIBUTION OF COPIES											

HHFA-OA
Division of General Services
April 1961

Internal Operating Procedure
Space and Maintenance Section
Exhibit 5

ROOM AND BLDG.	TELEPHONE NO.	DATE AND ACTION
1342-Lafayette	5478	2-7-60

HHFA-OA TELEPHONE DIRECTORY CONTROL CARD H-98
(7-59)

BUCKLEY DORIS K. HHFA-OA
Surname *Given Name* *Initial* *Agency*

ORGANIZATIONAL DESIGNATION (DIVISION, BRANCH OR SECTION AND TITLE)
Administration, Finance - Clerk-Stenographer

(salmon copy)

Standard Form 146 April 1958 GENERAL SERVICES ADMINISTRATION Regulation 2-IX-203.00		146-102		DO NOT USE THIS SPACE		
CHANGES IN TELEPHONE LISTINGS				APPROPRIATE ACTION BY--	INITIALS	DATE
<small>INSTRUCTIONS.—This form is to be used for furnishing telephone listing information and/or requesting telephone directory changes. When used in connection with GSA-operated joint switchboards, submit original only to the appropriate Regional Public Buildings Service representative. For other uses, submit in accordance with agency procedure. Attach to Standard Form 145, Order for Telephone Service, when changes result from service ordered on that form or furnish separately when changes in listings only are required.</small>						
ACTION	LISTING *	AGENCY AND DIVISION (In #/initial)	LOCATION		EXTENSION NO. **	
			ROOM	BUILDING		
DROP	Adams, Ann B.	Compliance	251	NADA - 2000 K St. NW	7644	
ADD						
DROP	Bryan, John C.	Admin.	230	Normandy	5324	
ADD		Admin.	351	Normandy	4683	
DROP	Charles, Joseph L.	OPP	643	Normandy	3875	
ADD						
DROP						
ADD						
DROP						
ADD						
DROP						
ADD						
DROP						
ADD						
DROP						
ADD						
DROP						
ADD						
DROP						
ADD						
REMARKS						
<small>AUTHORIZED BY (Signature)</small> <i>Ralph W. Smith</i>				<small>TITLE</small> Director, Property Management Branch		
				<small>DATE</small> March 1, 1960		<small>TELEPHONE NO.</small> Ex. 3-4160
<small>*When individual name is listed use last name, first name, and middle initial. **If a group of numbers in rotary is involved, list only the first number of the group.</small>						

GENERAL SERVICES ADMINISTRATION — PUBLIC BUILDINGS SERVICE		1. AGENCY NO.		Chg: Staff	
JOB ORDER		15		PBS JOB ORDER	
2. DEPARTMENT OR AGENCY Housing & Home Finance Agency Office of the Administrator		3. DATE OF ORDER 3-1-60		ESTIMATED COST \$20.00	
4. SEND BILL TO 1251 Lafayette Building Div. of Finance and Accounts		5. APPROPRIATION 8600100, S&E, HHFA, OA, 1960		PBS APPROVAL (Signature)	
6. CONTACT (Name) B. H. Howard		7. BUILDING AND ROOM Lafayette 921		8. TELEPHONE 5231	
9. SIGNATURE OF ORDERING OFFICER <i>Ralph H. Smith</i>		10. TITLE Director		DATE APPROVED	
11. DESCRIPTION AND LOCATION OF WORK				MATERIAL USED <input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>For the removal of four electrical outlets in room 1020 Normandy Building.</p> <h1 style="font-size: 4em; margin: 0;">WORK SAFELY</h1>		SHOPS			
		ACTUAL JOB COST			
		LABOR			
		MATERIALS			
		TOTAL			
		DATE COMPLETED			
		FOREMAN (Signature)			

(Instructions for preparation on reverse of green copy)

GSA FORM 1334—JANUARY 1959
(Formerly GSA Form 134)

1. GSA COPY (white)
2. GSA SHOP COPY (pink)
3. GSA SHOP COPY (blue)
4. GSA FISCAL COPY (yellow)
5. ORDERING OFFICE COPY (green)

INSTRUCTIONS

Made in quintuple; green copy retained and white, yellow, blue, and pink copies forwarded to group superintendent or chief of office requested to do work.
Green copy and last carbon only should be removed, other carbons being left in so that remainder of data can be filled in at receiving office.

HHFA-OA
Division of General Services
April, 1961

Internal Operating Procedure
Space and Maintenance Section
Exhibit 9

THE UNITED STATES OF AMERICA 720
GENERAL SERVICES ADMINISTRATION—PUBLIC BUILDINGS SERVICE
NIGHT, SUNDAY, AND HOLIDAY PASS

DATE *March 1, 1961*

PASS *Marian E. Young* an
employee of *Housing & Home Finance Agency*
Office of the *Administrator*
Normandy building.

This pass is good until *December 31, 1961*

Director *Ralph W. Smith* (NAME)
Property Management Branch
(FOR BUILDINGS MANAGEMENT DIVISION) GSA FORM 15
JULY 1956

G. B. Allen (TITLE)

16-73054-1 GPO

Marion E. Young
(SIGNATURE OF EMPLOYEE)

1. THE TRAVEL SECTION, guided by the Standardized Government Travel Regulations, Comptroller General's Decisions, Executive Orders, and administrative policies and procedures, is responsible for assisting personnel of the Central and HHFA Regional Offices with matters concerned with official travel at Government expense. This procedure supplements the procedures on travel and transportation in the Manual series.
2. REQUEST AND AUTHORIZATION
 - a. Requests for travel at Government expense are made on Form H-25, Travel Order-Request and Authorization. (See Exhibit 1.) This form is issued for (1) travel from a permanent duty station by an employee on official business to a designated temporary post of duty and return, and (2) travel in connection with the permanent change of official station of an employee. The request portion of the form must be signed by an official authorized to recommend travel.
 - b. Central Office Authority. Under current authorization, division heads and their designees may recommend requests for travel. The Assistant Administrator, Office of Administration; the Director, Division of General Services; the Director, Property Management Branch; and the Executive Officer, Division of General Services, are authorized to authorize or approve travel on a per diem basis at Government expense by personnel of the Central Office and HHFA Regional Offices.
 - c. HHFA Regional Office Authority
 - (1) Under current authorization, each HHFA Regional Administrator may authorize or approve except on an actual subsistence expense basis:
 - (a) Official travel necessary in connection with Regional activities by employees (except himself) under or detailed to his administrative jurisdiction;
 - (b) Travel expenses of new appointees, or of employees on transfer from one official station to another (including transfer from one department to another) for permanent duty, to or in positions up to and including General Schedule grade GS-12 under his administrative jurisdiction, and transportation expenses of the family, household goods, and personal effects of such an appointee or employee; and

(c) Travel expenses of employees in positions up to and including General Schedule grade GS-12 under his administrative jurisdiction en route to or from a detail to another Region. (Volume II, Manual Series, 5-15-17.)

(2) HHFA Regional Administrators may not authorize or approve travel by Regional staff to Washington, D. C., unless such travel has been requested or recommended in advance by the head of an OA division; the Director, Administrative Management Division, CFA; the Director, Division of Administrative Management, URA, or their superior officers.

(3) An HHFA Regional Administrator may authorize or approve travel by Regional Office employees (except himself) to Regional or Statewide conventions and meetings when the Regional convention or meeting affects all or part of the jurisdiction of his Region. (Volume V, Manual Series, 4-2.)

3. KINDS OF TRAVEL

a. Trip or Blanket. Generally, two types of travel orders may be issued depending upon the circumstances: (1) orders issued on a specific trip basis, or (2) orders issued covering general travel within stated areas during a specified period of time.

b. Outside the United States. Travel performed outside the continental limits of the United States and chargeable to OA funds is governed by the provisions of the Standardized Government Travel Regulations, and Bureau of the Budget Circulars, and Department of State Standardized Regulations (Government Civilians, Foreign Areas).

c. Conventions and Meetings. Attendance at national conventions and meetings must be approved in advance by the Deputy Administrator on Form H-67, Request for Authorization to Attend Meeting. (See Exhibit 2.) When approved, this form shall accompany Form H-25, Travel Order-Request and Authorization, and become a part of the traveler's folder in the records of the Travel Section. Regional Office travel for purposes of attendance at Regional conventions and meetings does not require Central Office authorization. Attendance at National conferences, however, requires approval by the Deputy Administrator on Form H-67 Request for Authorization to Attend Meeting. The original and one duplicate of each approved Form H-67 is referred to the Travel Section for (1) dispatch of the original to the Regional Office concerned, and (2) retention of the duplicate for statistical purposes.

d. Change of Duty Station. After travel to effect transfers of personnel between official stations has been recommended by the Director, Division of Personnel, the authorization block of Form H-25, Travel Order-Request and Authorization, is completed by the Travel Section and signed by the Director, Division of General Services; Director, Property Management Branch; or the Executive Officer, Division of General Services. The Travel Section is responsible for advising the traveler of the conditions governing his transfer, in accordance with applicable provisions, such as Public Law 600, 79th Congress, as amended, and Bureau of the Budget Circular No. A-56. When the travel order covers transportation of household effects involving a U. S. Government Bill of Lading, the original (Traveler's Copy) of the order shall be turned over to the Procurement Section for transmittal to the traveler with instructions relating to preparations for shipment.

4. ISSUANCE OF AUTHORIZATION

a. Numbering the Travel Order

(1) The Travel Section shall carefully review Form H-25, Travel Order-Request and Authorization, for accuracy and completeness, and determine if it meets the necessary requirements. The review shall include verification of the traveler's name, official station, title, and division or office, with Standard Form 50, Notification of Personnel Action. Should it be necessary to return a request because of omission of necessary information, an explanation shall be furnished to the requisitioning official.

(2) If the travel request meets the necessary requirements, the Travel Section assigns a travel order number which indicates the type of authorization to be issued: special, general, or amendment. The numbering of travel orders shall be as follows:

- (a) Special - consecutive numbers starting with number 1 for each fiscal year.
- (b) General - same as special except prefixed by zero.
- (c) Amendment - same as special or general except suffixed by small letter, a, b, c, d, et cetera.

(3) When Form H-25, Travel Order-Request and Authorization, is received properly signed, it is considered a request. When it has been processed by the Travel Section and signed by the authorizing official, it becomes a travel order.

b. Log Book Record of the Travel Order

(1) The Travel Section keeps a record of all travel orders issued by type (special, general, or amendment) showing:

- (a) Travel order number.
- (b) Name of traveler.
- (c) Date of entry.

(2) When the travel order has been processed and distribution made, the following additional information is entered in the log book record before the Issuing Office Copy of the travel order is filed:

- (a) Room number or other address of the person to whom the Traveler's Copy (original signed copy) was sent.
- (b) Date the Traveler's Copy was sent to him.

c. Processing the Travel Order-Request. The Travel Section considers the mode of travel, per diem allowance, mileage allowance, and estimated cost in accordance with the following criteria:

(1) Mode of Travel. Travel may be authorized by rail, water, air or other common carrier as defined in the Standardized Government Travel Regulations. Travel on an extra-fare train that can be justified on the basis of savings to the Government (usually salary and per diem) may be approved without other justification. It is Agency policy 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 Government 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:

- (a) Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations.

- (b) Space is not available in less-than-first-class accommodations in time to carry out the purpose of the travel.
- (c) 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.
- (d) An authorizing officer authorizes or approves the use of first-class accommodations for flights within or between foreign areas because available less costly accommodations do not provide adequate standards of sanitation, health or comfort.

The use of special conveyance may also be authorized under certain circumstances. Ordinarily, however, the use of a special conveyance will not be authorized prior to travel but may be approved upon submission by the traveler of his voucher. If the mode of travel authorized differs from that requested, special notation must be made on the order to indicate the change.

(2) Per Diem Allowance

- (a) Normally, except in instances of recurrent travel (see Volume V, Manual Series, 4-4), the rate of per diem for travel wholly within the United States, except Alaska and Hawaii, shall be \$16. This rate shall be reduced to \$12 for continuous (uninterrupted) duty in excess of 30 days at any one temporary duty station, except where a higher rate is approved by the Assistant Administrator (Administration) or an authorized official of the Division of General Services in unusual cases where the necessary expenses of the traveler will exceed \$12 a day.
- (b) When lodging and/or meals are furnished by the Government (either directly or indirectly through payment of registration, tuition, or other fees), the rate of per diem authorized shall usually be noted as subject to reduction by 35 per cent for each night's lodging and 15 per cent for each meal.
- (c) For travel beyond the continental limits of the United States, per diem will be governed by the Standardized Government Travel Regulations, Bureau of the Budget Circular No. A-7, as amended, and Department of State Regulations (Government Civilians, Foreign Areas).

(d) 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.

(e) Within the continental United States, the maximum rate of per diem shall be fixed at \$8 when travel does not require overnight lodgings; and outside the continental United States, the maximum rate of per diem shall be fixed at not more than one-half the maximum established per diem when travel does not require overnight lodgings.

- (3) Mileage Allowance. When justified by the requirements of travel to be performed, a mileage rate of not to exceed eight cents (8¢) a mile for use of privately owned automobiles may be allowed travelers on official business (not to exceed 12¢ in Alaska, Guam, Hawaii, Puerto Rico, and the Virgin Islands). When travel by privately owned automobile is requested, Item B under Block 10 of Form H-25, Travel Order-Request and Authorization, must be completed by checking one or more of the provisions therein.
- (4) Estimated Cost. It is necessary to estimate the cost of all authorized travel in order to provide the Division of Finance and Accounts with information necessary to obligate funds and to maintain accounting records of expenditures chargeable to travel allotments of the various divisions and offices. In furnishing this cost information, the Travel Section must be familiar with the various phases of routing, scheduling, use of passenger tariffs, through routes, joint rates, combination of fares and round trips (where applicable) to arrive at a reasonably accurate estimate of the trip.

d. Completing and Distributing the Travel Order. To complete the travel order, the Travel Section fills in the following information:

- (1) Travel order number.
- (2) Date of the travel order.
- (3) The rate of per diem.
- (4) Mileage rate, if applicable.
- (5) Appropriation symbol.
- (6) Mode of travel authorized.

(7) Estimated cost of travel expenses including special provisions for travel of dependents and shipment of household goods and personal effects, when applicable.

(8) Title of the authorizing officer.

When the travel order has been completed, including signature by the authorizing official, the Accounts Copy and Audit Copy of the order are sent to the Division of Finance and Accounts. The Travel Section keeps the Issuing Office Copy for its file and sends the original (Traveler's Copy) to the traveler. Final action by the Travel Section is the clearance of the order in the log book record and filing of the Issuing Office Copy in a folder labeled with the traveler's name. These folders are filed alphabetically.

5. **CANCELLATIONS.** The Travel Section is responsible for initiating memorandum requests to the Division of Finance and Accounts to liquidate funds obligated for travel authorized under special or general authorizations which are cancelled. The memorandum request may be based on written or verbal notification to the Travel Section by the requesting official.

6. **ITINERARIES AND RESERVATIONS.** The Travel Section assists in planning and scheduling itineraries, if requested, to find the most practicable and economical routing. Reservation service is also provided for travelers. Requests for reservation service may be written or verbal.

a. Planning Itineraries. The Travel Section plans itineraries of any nature through the use of the Official Railway Guide, the Official Airline Guide, and through knowledge of the geographical location of various cities and the mode of travel into each location.

b. Contacts. The Travel Section establishes and maintains good working relationships with travel representatives of common carriers to assure that reservations may be obtained promptly in emergencies and to obtain adequate attention to requests for official travel.

c. Advisory Service. The Travel Section renders technical and general advisory service to improve the traveler's understanding of Standardized Government Travel Regulations and HHFA policies and procedures and compliance with them.

d. Ticket Service. To the extent that facilities will permit, the Travel Section shall cooperate in arranging for the pickup and delivery of tickets to the traveler.

7. INSTRUCTIONS FOR PREPARING FORM H-59, TRAVEL RESERVATION WORK SHEET.

This form is completed in duplicate when reservations are requested. (See Exhibit 3.) The original is sent with the tickets to the traveler and the copy is kept in the Travel Section file. The information necessary to complete the form is as follows:

- a. Traveler. Name of traveler or travelers.
 - b. Room and Phone. Traveler's room number and telephone number. (Also traveler's home telephone number if air reservations are requested.)
 - c. Requested by, Room and Phone. Name of person making the request with his office room number and office telephone number.
 - d. Date and Time. Date and time the Travel Section received the request.
 - e. Service. Office, Division, or Branch where the traveler is employed.
 - f. Date, Departure and Arrival. Complete itinerary, including the date, city, and time of departure; and city and time of arrival.
 - g. Air or Rail. Train or flight number; pullman car number and pullman accommodation (using the following initials: L-Lower berth; U-Upper berth; S-Seat; DRM-Duplex roomette; RM-Roomette; BR-Bedroom; CP-Compartment; DR-Drawing room). To distinguish between the type of accommodations requested and those obtained, the original symbol shall be deleted by a diagonal line and the new symbol entered thereunder.
 - h. Carrier. Abbreviation of the carrier for each portion of the itinerary and the telephone number of the originating carrier.
 - i. T/L. Enter in this column the time limit for securing the tickets.
 - j. Remarks. This column is reserved for special instructions, reference notations, or remarks for the record or to the traveler.
 - k. Checked by. To be initialed by the person responsible for checking the tickets to be delivered to the traveler.
8. ISSUANCE OF TRANSPORTATION REQUESTS. Travelers are held strictly accountable for all transportation requests issued to them.

a. Individual transportation requests are issued upon the request of travelers for the performance of official travel. The Travel Section normally will issue transportation requests to only those travelers holding special trip orders. Under no circumstances will requests be issued in blank to travelers to be signed by them as Issuing Officer.

b. Books of transportation requests are issued by the Division of Finance and Accounts to employees whose duties require frequent travel.

9. **GUIDE FOR THE PREPARATION OF U.S.A. TRANSPORTATION REQUESTS.**
In preparing Standard Form No. 1169, United States of America Transportation Request, careful attention should be given to all instructions. (See Title 5, Section 2020, GAO Policy and Procedures Manual.) The information to be inserted in the spaces provided on the transportation request (see Exhibit 4) is as follows:

- (1) Enter the date on which the request is exchanged for a ticket.
- (2) This space must show "Housing and Home Finance Agency, Office of the Administrator" and the address of the Central Office or Regional Office to which the carrier is to direct its bill for payment.
- (3) Enter the name of the carrier which is to honor the request. If transportation involves more than one carrier line, enter the name of the initiating carrier only.
- (4) Enter the officially identified name of the class of service desired, as follows:

Rail travel: First, second, or coach.

Air travel: Jet first, first prop, jet coach, prop tourist, or thrift.

Steamship: First, second, cabin, or tourist.

Bus: Coach, special, or charter.

If mixed classes of transportation or accommodations are required, indicate the word "mixed" and clearly identify the specific accommodations required.

- (5) Enter the name of the type of transportation to be used, as follows:

Rail, air, steamship, or bus.
- (6) Enter the name of the city and state or point from which transportation is to be furnished.
- (7) Enter the name of the city and state or point to which transportation is to be furnished. If ROUND-TRIP transportation is desired, enter the words "and return" after the name of the destination city and state. When applicable the return limit should be indicated; for example, "return limit 30 days."
- (8) Enter the initials of each carrier and the abbreviated name of each connecting junction point via which the ticket is to be issued. (If the connecting junction point is an official stop-over then the T/R shall show the stopover at each point authorized.)
- (9) Enter the name of the person for whom service is to be furnished.
- (10) Enter "no" if transportation is being furnished for the traveler only. If transportation is being requested for the traveler and others, as in the case of an official transfer of an employee and his dependents, enter the numerical figure to cover the additional number of persons excluding the traveler. (If additional travelers are included, enter each name on the T/R. If transportation of children is involved, enter their names and dates of birth on the reverse of the request.)
- (11) Enter the exact quantity and type of accommodations to be furnished, such as coach, lower berth, parlor car seat, roomette, stateroom, etc., using abbreviations as specified under paragraph 7g. Exact accommodations as well as the points between those they cover must be clearly indicated. When steamship transportation is being requested, enter on the reverse of the request, if known, the name of vessel, sailing date, and the number of the assigned stateroom, bed, or berth. Since, except for sky sleeper or other special air berth accommodations, air transportation requires no special accommodations or service charge, a horizontal line should be inserted in this space as well as the space following "to."

-
- (12) Enter the names of the cities and states between which the accommodations are to be furnished, even though such cities are the same as the points of origin and destination shown as items (6) and (7). If ROUND-TRIP accommodations are desired, enter the words "and return" after the name of the destination city and state. If more than one type of accommodation is being requested, indicate the points between which each type will be used, using the space on the back of the request.
- (13) If there is no authorization to transport excess baggage, a horizontal line should be entered in the spaces on this line. If there is an authorization to transport excess baggage, enter the exact weight of the excess baggage or, if the exact weight is not known, the maximum authorized excess weight, and show the names of the cities and states between which the baggage is to be transported.
- (14) Enter the name of the city and state where the transportation request is issued and the date of issuance.
- (15) and (16) The authorizing issuing officer (or issuing officer-traveler) shall enter his signature and official title in these spaces.
- (17) and (18) The authorized traveler shall enter his signature and official title in these spaces.
10. TRAVEL EXPENSE VOUCHER. Regulations require that each person who performs official travel at Government expense shall account for such travel through the submission of a Travel Voucher.
- a. Preparation of the Voucher. Travel Vouchers must be prepared in an original and two memorandum copies of Standard Form No. 1012, Revised (original) and Standard Form No. 1012a, Revised (memorandum). (See Exhibit 5.) The original and first memorandum copy shall be submitted to the Division of Finance and Accounts. The second memorandum copy shall be kept by the traveler for record purposes.
- b. Entries on the Travel Voucher shall be made by typewriter with carbon duplicates and shall be in chronological sequence. Signature shall be in ink or indelible pencil and shall conform to the traveler's name as it appears on his Travel Authorization.

HOUSING AND HOME FINANCE AGENCY OFFICE OF THE ADMINISTRATOR				H-25 (9-63)
TRAVEL ORDER - REQUEST AND AUTHORIZATION			Date October 1, 1964	
<i>(Submit to Travel Section at least five working days in advance of proposed travel)</i>				
1. NAME Walter Scott	2. OFFICIAL STATION Washington, D. C.	3. ROOM & BLDG. 603-FI	4. STATUS OF TRAVELER: <input checked="" type="checkbox"/> EMPLOYEE <input type="checkbox"/> OTHER	
5. TITLE Assistant Director College Housing Branch	6. DIVISION OR OFFICE CFA	7. PHONE 1012		
8. ITINERARY <i>(Include place of departure, all stopovers or places to be visited, and place of return)</i> FROM: Washington, D. C. to Ann Arbor, Michigan				
AND RETURN TO: Washington, D. C.				
9. PURPOSE OF TRAVEL: To attend meeting of the Annual Conference of Association of College and University Housing Officers in Ann Arbor.				
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 <i>(Specify)</i>				
11. REMARKS: H-67 on file in Division of General Services				
12. EFFECTIVE ON OR ABOUT: October 15, 1964		16. SIGNATURE <i>John Jones</i> John Jones, Director, College Housing Branch		
13. TERMINATING ON OR ABOUT: October 18, 1964		17. SIGNATURE <i>Joseph Brown</i> Joseph Brown, Director, Adm. Management Div.		
14. NUMBER OF DAYS IN TRAVEL STATUS: 3 days		18. PROGRAM: College Housing		
DO NOT WRITE BELOW THIS LINE -- FOR USE BY TRAVEL SECTION AND AUTHORIZING OFFICER				
TRAVEL ORDER NO. 315	DATE 10/8/64	ESTIMATED COST \$	APPROPRIATION SYMBOL 8640100 S&E HHFA-CA 1964	
PER DIEM RATE \$16.00	MILEAGE	HOUSEHOLD EFFECTS \$		
MODE OF TRAVEL IS AUTHORIZED AS INDICATED IN ITEM 10. A				
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.				
Director, Property Management Branch <small>(TITLE OF AUTHORIZING OFFICER)</small>		<i>William Johnson</i> William Johnson <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)

HOUSING AND HOME FINANCE AGENCY
 OFFICE OF THE ADMINISTRATOR

H-67
 (6-60)

Date: October 1, 1964

REQUEST FOR AUTHORIZATION TO ATTEND MEETING

TO THE FOLLOWING IN ORDER INDICATED:			
1	Deputy Administrator <i>(Agency Approval)</i>	SIGNATURE <i>John White</i>	DATE: 10-9-64
2	Division of General Services <i>(Issuance Authorization)</i> (Travel Section)		
<i>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.</i>			
1. NAME AND POSITION		2. OFFICIAL STATION	3. ESTIMATED EXPENSE
			TRANSPORTATION PER DIEM
A.	Charles Johnson	Washington, D.C.	\$322.60 \$64.00
B.	Deputy Commissioner, CFA		
C.			
D.			
		TOTAL	\$ 322.60 \$64.00
4. AGENCY OR ORGANIZATION CALLING MEETING		5. OPENING DATE	
National Association of Home Builders		October 22, 1964	
6. MEETING TO BE HELD AT -		7. DURATION OF MEETING	
San Francisco, California		October 23, 1964	
8. PURPOSE OF MEETING OR OF ATTENDANCE AT MEETING - <i>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).</i>			
<p>Nature of Meeting: Annual Meeting of National Association of Home Builders.</p> <p>Status of Staff Representative: To represent HHFA.</p> <p>Purpose of Attendance: To acquaint the Home Building and Manufacturing Industry with the programs of the Community Facilities Administration.</p> <p>Relationship of Work to be Accomplished at Meeting to the Immediate Authorized Program of the Agency: Since the Community Facilities Administration program is nationwide and representatives of many cities throughout the nation will be attending, this is an opportunity to explain the role of the U. S. Government in providing assistance to cities through CFA programs.</p>			
REQUESTING OFFICIAL			
SIGNATURE: <i>Arthur Anderson</i>	TITLE: CFA Commissioner	DATE: October 1, 1964	

HHFA-OA
 Division of General Services
 January 1965

Internal Operating Procedure
 Travel Section
 Exhibit 3

DATE		DEPARTURE		ARRIVAL		AIR OR RAIL			CARRIER	T/L
		From	Time	To	Time	No.	Car	Space		
10/14	(DULLES) WASH, D.C.	6 ⁰⁰ _P		SAN FRAN	8 ²⁵ _P	63	-	OK	TW	10/19 5 ⁰⁰ _P
10/19	SAN FRAN	9 ¹⁵ _A		(DULLES) WASH, D.C.	5 ⁰⁵ _P	50	-	OK	UA	
REMARKS									CHECKED BY <i>DMB</i>	

TRAVEL RESERVATION WORK SHEET

FHLBB-Washington, D. C.

Year of the (1) 19	BILL TO (2) Housing & Home Finance Agency, OA Washington, D. C. 20410 (3)	A6,687,067 ACCOMMOD. AMOUNT	TRANSP. AMOUNT 5166 "INVOICE" 72 ACCOMMOD. AMOUNT
The (4) <i>Company is requested</i> to furnish (5) <i>transformation at lowest rate from</i> (FIRST, COACH, MIXED, CHARTER, ETC.) (7) <i>no</i> to (8)		CARRIER'S CODE (6) BILL NUMBER (6) TRANSP. AMOUNT ACCOMMOD. AMOUNT	
(SHOW CARRIERS AND JUNCTION POINTS AND WHERE MIXED CLASS SERVICE IS TO BE FURNISHED SPECIFY SUCH BETWEEN THE RESPECTIVE POINTS)			
from (12) <i>and (10) others with (11) accommodations</i> to transport not over (13) <i>mi. of excess baggage from (13) with authorization</i> I CERTIFY THAT I HAVE RECEIVED THE TRANSPORTATION SERVICE ON TICKETS REQUESTED EXCEPT AS STATED ON REVERSE SIDE.		(IF ROUND TRIP SERVICE REQUIRED WRITE "AND RETURN") (13) (LOWER BERTH, P.C. SEAT, ETC.) (11) PLACE OF ISSUE (14) <i>to (13)</i> I CERTIFY THAT THE TRANSPORTATION REQUESTED IS FOR OFFICIAL BUSINESS.	
TRAVELER'S SIGNATURE TITLE		ISSUING OFFICER'S SIGNATURE (15) TITLE (16)	
FOR CARRIERS USE ONLY			
TICKET FORM NUMBERS	AGENT'S VALUE	AUDITOR'S VALUE	
TRANSP.	ACCOMMOD.	TRANSP.	ACCOMMOD.
S A M P L E			
			TOTALS

The United States of America
Transportation Request
 NOT TRANSFERABLE
 PENALTY FOR FRAUDULENT USE
 DO NOT FOLD, SPINDLE OR MUTILATE

STANDARD FORM NO. 1169

5 GAO 2000

(This space may be used to further identify services required)

S A M P L E

CONDITIONS

1. The United States Government will not be responsible for any charges in excess of those applicable for transportation and/or accommodations of the type, class or character specified in this request. Accordingly, if transportation and/or accommodations costing more than those authorized on the face of this request are furnished, the additional cost must be paid by the traveler at the time transportation and/or accommodations are obtained and not billed against the Government. When circumstances require the issuance of transportation and/or accommodations of a different type or lesser value than specified in this request, the traveler should record in the space above actual services furnished, the reason for the change and sign the statement.
2. This request must be signed in the spaces provided for "ISSUING OFFICER'S SIGNATURE" and "TRAVELER'S SIGNATURE" even where the issuing officer and the traveler are one and the same person.
3. Requests showing erasures or alterations not validated by initials of the issuing officer should not be honored.

INSTRUCTIONS

1. Money must not be furnished in exchange for transportation requests nor may transportation requests be passed through banks for collection.
2. 5 GAO 2000 issued by the Comptroller General of the United States, contains detailed billing instructions. Copies may be obtained from the Superintendent of Documents, Washington 25, D. C.

RESERVED FOR STAMP OR

TICKET AGENT

STANDARD FORM NO. 1012 7 GAO 5309 1012-106		TRAVEL VOUCHER				
DEPARTMENT, BUREAU, OR ESTABLISHMENT Housing and Home Finance Agency - OA					VOUCHER NO.	
PAYEE'S NAME Paul Morris					PAID BY	
MAILING ADDRESS 1626 K Street, N. W. Room 519 Washington, D. C. 20410						
OFFICIAL DUTY STATION Washington, D. C.		RESIDENCE Washington, D. C.				
FOR TRAVEL AND OTHER EXPENSES FROM (DATE) 10/14/64 TO (DATE) 10/19/64		TRAVEL ADVANCE Outstanding None		CHECK NO.		
APPLICABLE TRAVEL AUTHORIZATION(S) NO. 218 DATE 10/1/64		Amount to be applied ----		CASH PAYMENT RECEIVED: _____ (DATE)		
		Balance to remain outstanding None		(SIGNATURE OF PAYEE)		
TRANSPORTATION REQUESTS ISSUED						
TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
A3 840 383	\$274.50	TW	Jet Coach Air	10/12	Washington, D. C.	San Francisco, Calif. and return
** Certified correct. Payment or credit has not been received. 10/20/64 (Date) _____ (Signature of Payee)					AMOUNT CLAIMED	Dollars
					→	97
APPROVED (Supervisory and other approvals when required)					DIFFERENCES:	
Philip Brown						
NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY			Total verified correct for charge to appropriation(s)			
VOUCHER NO. _____ D.O. SYMBOL _____ DATE (MONTH-YEAR) _____			Applied to travel advance (appropriation symbol)			
Certified correct and proper for payment:					NET TO TRAVELER →	
(Date) _____ (Authorized Certifying Officer)						
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; SPS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat. ** FRAUDULENT CLAIM - Falsification of an item on 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).						

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Internal Operating Procedure
Travel Section
Exhibit 5 (back)

HHFA-OA
Division of General Services
January 1965

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

DEPARTURE FROM OFFICIAL STATION (DATE)	(HOUR)	TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD (LOCATION)	(DATE OF ARRIVAL)
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DATE	NATURE OF EXPENSE	AUTHORIZED MILEAGE RATE		AMOUNT CLAIMED		
		SPEEDOMETER READINGS	NO. OF MILES	MILEAGE	SUBSISTENCE	OTHER
October 14	Taxi - residence to airline terminal (1.75 + .20 tip)					1 95
	Limousine to Dulles Airport (scheduled departure 5:00 p.m.)					2 50
	Left Dulles via TW 6:00 p.m. EST					
	Arrived San Francisco, Calif. 8:25 p.m. PST					
	Limousine - airport to airline terminal					1 25
	Taxi - airline terminal to hotel (\$.90 + .10 tip)					1 00
15-18	Official business - San Francisco Regional Office					
19	Taxi - hotel to airline terminal (\$.90 + .10 tip)					1 00
	Limousine - airline terminal to airport					1 25
	Left San Francisco, Calif. 9:15 a.m. PST UA					
	Arrived Washington, D. C. (Dulles Airport) 5:05 p.m. EST					
	Limousine - airport to airline terminal					2 50
	Taxi - airline terminal to residence (\$1.75 + .20 tip)					1 95
	Per diem: 5 1/2 days @ \$16.00					84 00

Grand total to face of voucher
(Subtotals to be carried forward if necessary)

\$97.40 84 00 13 95