

## OFFICE OF ADMINISTRATIVE SERVICES

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The Office of Administrative Services (OAS) performs the following services for DoC operating units:

In accordance with the General Services Administration Herbert Clark Hoover Building (GSA/HCHB) Building Delegation agreement, manage, operate and maintain the HCHB; provide facility services for its occupants and other OS staff offices in the National Capital Region; and provide space management and interior office refurbishment management services for the building and its DOC tenants.

Operate a multi-media management organization; establish policy, standards, and procedures for the development, production, and procurement or distribution of materials through printing, binding, and related services for the HCHB; and, serve as the HCHB liaison with the Joint Committee on Printing and the Government Printing Office (GPO).

Establish policy and procedures for mail management and provide nationwide mail services.

Establish policy and procedures for the acquisition, management, and disposal of personal property, including motor vehicle fleets; serve as the liaison with the General Services Administration (GSA) on all government-wide personal property management services for the OS and the Office of the Inspector General (OIG).

Develop, issue, and oversee the implementation of policies and procedures for the administration of the Departments travel program and provide travel services ; provide shipment of employees' household goods under permanent change of duty station and freight shipments; manage the disbursement of convenience checks; processes passport/visa applications for HCHB personnel; and provide oversight and implementation of the Department's eTravel initiatives.

Establish policy and procedures for the acquisition, management, and disposal of real property and serve as liaison with the GSA on all government-wide real property programs. Oversee major real property projects and coordinate Department-wide facilities requirements.

Develop, implement, and oversee the Department's energy management, historic preservation, sustainability, transportation and environmental stewardship programs. Develop Department-wide policies for achieving environmental compliance and energy conservation requirements.

The project descriptions that follow and the *Department Organization Order 20-1*, offer further insight on services provided by and the responsibilities of OAS.

### MANAGEMENT OFFICIALS

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**LIST OF PROJECTS:**

|   |         |     |
|---|---------|-----|
| Multimedia Division                                   | 0110000 | WCF |
| Electronic Travel Services                            | 0119000 | WCF |
| Mail Services Division                                | 0120000 | WCF |
| Travel Management Division                            | 0121000 | WCF |
| Office of Commerce Services                           | 0122000 | WCF |
| Personal Property Management Division                 | 0125000 | WCF |
| OAS Immediate Office                                  | 0129000 | WCF |
| Space Management Division                             | 0138000 | WCF |
| Office of Sustainable Energy & Environmental Programs | 0147000 | WCF |
| Office of Space and Building Management               | 0148000 | WCF |
| HCHB Joint Use Space                                  | 0150000 | WCF |
| Reimbursable Alterations                              | 0166000 | WCF |
| Office of Real Property Programs                      | 0172000 | WCF |
| Transportation Division                               | 0173000 | WCF |
| Facilities Services Division                          | 0178000 | WCF |
| Building Management Division                          | 0180000 | WCF |
| GSA Space Rent  | 7200000 | A&R |
| Pepco & Overtime Utilities                            | 7201000 | A&R |
| Steam   | 7202000 | A&R |
| Water   | 7204000 | A&R |
| Council of Economic Advisors                          | 7918000 | A&R |

## WORKING CAPITAL FUND (WCF) PROJECTS

### MULTIMEDIA DIVISION PROJECT 0110000

**Description of Service:** In-house government staff performs the following services for HCHB. Departmental tenants: conducts pre-planning requirements analysis for large publication projects; performs contract administration for purchase card procurement; establishes delivery schedules based on customer requirements; performs off-site document inspections prior to final contractor publishing; writes specifications for new term contracts; and, monitors and evaluates current contracts for modifications. In addition, this project establishes and maintains the Department's open requisitions for printing and graphics services contracts. This project provides in-house production work for customers in the following areas: electronic formatting for documents and publications; electronic forms processing; web design; on demand publishing; high speed copying; and, in-house art design. In addition, performs management analysis; maintains and tracks requisitions/SF-1's in a job tracking system; and, prepares reports and billing documents. All work is performed, in-house, by Government employees or on-site contractors.

**Basis of Charge:** This billing algorithm is based on percentage of prior year usage.

### ELECTRONIC TRAVEL SERVICES PROJECT 0119000

**Description of Service:** E-Gov Travel Service 2.0 (ETS2) is an end-to-end travel management service that will automate and consolidate DOC's TDY and local travel process in a customer-centric, user friendly, secure Web-based environment. ETS2 supports the Federal Enterprise Architecture, National Information Exchange Model and the concept of secure software service solutions. ETS2 will include all aspects of official Federal business travel, including travel planning, authorization, reservations, ticketing, fulfillment, expense reimbursement, and travel management reporting. Reimbursement will include the option for split disbursement whereas a designated amount will automatically be sent to the traveler's government travel charge card account and the remainder to the traveler's personal financial account. Initial comprehensive training for users, administrators, and approvers on the ETS2 application will be included within the implementation process.

**Basis of Charge:** The billing algorithm is based on the number of travelers in each bureau.

### MAIL SERVICES DIVISION PROJECT 0120000

**Description of Service:** Provides mail services, policies and procedures to the operating units within the HCHB. Included are screening of incoming mail for security purposes, delivery of

incoming USPS, FedEx, UPS and other expedited services, interoffice and messenger mail from the operating units located outside the HCHB; pickup and processing of outgoing mail; provision of special mail accountability services (registered mail, certified mail, and express mail); distribution of newspapers; management of the courier service center for the receipt, tracking, and delivery of materials delivered by courier to HCHB; and, internal and DoC-wide distribution of publications and materials (Congressional materials, Code of Federal Regulations). This project also serves as the Contracting Officer's Representative to monitor the HCHB mail services contractor.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Costs for providing mail/messenger and related services, and shipping & receiving are allocated to operating units based on HCHB population. (2) Metered mail, FedEx and UPS are manually billed to operating units based on actual usage.

#### **TRAVEL MANAGEMENT DIVISION PROJECT 0121000**

**Description of Service:** This office provides operational travel services to include travel policies and procedures for the Department of Commerce and its Bureaus; serves as Program Manager for travel charge card services; processes passport/visa applications for HCHB personnel; provides for the shipment of household goods for employees in a Permanent Change of duty Station (PCS) status; provides required reporting to GSA and OMB; manages conference pre-approval processing for the Department, and post-approval conference reporting.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Costs are allocated to operating units based on percentage of bureaus on-board nationwide population. (2) Costs for HCHB services to operating units based on HCHB population.

#### **OFFICE OF COMMERCE SERVICES PROJECT 0122000**

**Description of Service:** Provides for the overall management, Departmental policy and oversight of OAS' administrative programs, including transportation, personal property, mail management, multimedia, e-Travel, travel, and transit benefits services. In addition, this project provides support for Department automated systems for personal property and fleet management (Sunflower). In addition maintains oversight of the Personal Property Management Manual, Publishing and Printing Management Manual, Department of Commerce Mail Management Manual, Travel Management Handbook, Travel Card Handbook, and Fleet Management Handbook. Provides policy, oversight, and clearance for the establishment and use of seals, emblems, and logos; provides liaison services with GSA, USPS and FedEx in providing a nationwide mail management program; and, serves as the DoC liaison with the Office of Management and Budget, the Joint Committee on Printing, and the Government Printing Office regarding Departmental publication matters. OCS serves as the liaison with GSA, JP Morgan & Chase, and other vendors.

**Basis of Charge:** Costs are allocated to the operating units based on the underlying algorithms of the programs this project manages. (0104, 0110, 0119, 0120, 0121, 0125, and 0173)

## PERSONAL PROPERTY MANAGEMENT DIVISION PROJECT 0125000

**Description of Service:** Coordinates DoC implementation of Government-wide programs for acquiring managing utilizing and disposing of personal property through the Sunflower system; advises and assists HCHB tenants regarding personal property management; and, coordinates the submission of special and recurring reports. This project provides property tracking accountability services for all bureaus currently utilizing the Sunflower System. In addition, controls, reports on, and authorizes in consultation with the Office of Inspector General (OIG), the disposal of gifts to Departmental employees by foreign governments.

**Basis of Charge:** This billing algorithm consists of two parts: (1) Personal property operations costs are allocated to the Department based on inventory size. (2) Excess property operating costs are allocated to operating units based on HCHB population.

## OAS IMMEDIATE OFFICE PROJECT 0129000

**Description of Service:** This project provides administrative and executive support and liaison services to the Office of Administrative Services in the areas of human resource management. This project also performs management effectiveness and quality control reviews; OAS training coordination, and employee awards oversight. In addition, this project provides administrative oversight, policy development, analysis, and studies of OAS administered programs.

**Basis of Charge:** Costs are allocated to the operating units based on the underlying algorithms of the programs this project manages (0104, 0110, 0119, 0120, 0121, 0122, 0125, 0138, 0147, 0148, 0150, 0166, 0172, 0173, 0178 and 0180).

## SPACE MANAGEMENT DIVISION PROJECT 0138000

**Description of Service:** This project provides the full range of space management services to the Department of Commerce offices. These services include design, cost estimates, schedules, space planning, construction, and procurement of reimbursable contractual services to include carpet, furniture, furnishings and draperies. In addition, the project monitors and oversees the assignment of space in order to generate accurate occupancy data used to authorize financial reimbursements to the General Services Administration for spaces occupied at the HCHB.

**Basis of Charge:** Costs are allocated to operating units based on HCHB population.

## OFFICE OF SUSTAINABLE ENERGY & ENVIRONMENTAL PROGRAMS PROJECT 0147000

**Description of Service:** This project coordinates DoC implementation and oversight of Federal mandates for facility energy conservation and environmental stewardship. Specifically, this project provides Department-wide policy and guidance aligned with Federal statutes, Executive Orders, and other applicable regulations; provides technical advice and assistance to DoC Operating Units; develops procedures to implement DoC environmental and facility energy policies;; manages DoC programs for facility energy conservation and environmental stewardship;; coordinates the assimilation and submission of special and annually recurring energy and environmental reports and awards programs; coordinates the assimilation and submission of the Office of Management and Budget (OMB) annual and mid-year Scorecards; serves as the Secretary's subject matter expert on facility energy and environmental stewardship program matters; and, serves as lead liaison with matters involving the OMB, the Office of the Federal Environmental Executive (OFEE), GSA, Government Accountability Office (GAO), OIG, other Department of Commerce Office of the Secretary Directors, the Environmental Protection Agency (EPA), US Army Corps of Engineers (USACE), and Department of Energy (DOE), and any other Federal agencies and national laboratories on energy and environmental program matters.

**Basis of Charge:** The costs are allocated based on nationwide on-board population.

## OFFICE OF SPACE AND BUILDING MANAGEMENT PROJECT 0148000

**Description of Service:** Provides oversight of building and facility services provided to HCHB tenants and visitors through the Space Management Division (0138), the Facilities Services Division (0178) and the Building Management Division (0180) projects. Oversees the facility operations of the Child Care Center located in the HCHB, as well as each of the utility projects, Pepco (7201000), Steam (7201000) and Water (7204000). Provide oversight to the Joint Use Space (0150000) and the Reimbursable Alterations (0166000) projects.

**Basis of Charge:** Costs are allocated to operating units based on HCHB population.

## JOINT USE SPACE - HCHB PROJECT 0150000

**Description of Service:** Provide for the maintenance and improvement of Joint Use Space. Joint Use Space is defined as space that can be occupied by Federal agency personnel with associated amenities that are available for common use. The HCHB areas designated as Joint Use Space include: Commerce Occupational Health Organization (COHO), Auditorium, conference rooms, DoC Credit Union, cafeteria, ADTRAV, Randolph-Sheppard vending stands, DoC Child Care Center, office supply store, and vacant space.

**Basis of Charge:** Costs are allocated to operating units based on HCHB population.

### REIMBURSABLE ALTERATIONS PROJECT 0166000

**Description of Service:** This project provides reimbursable renovation and alteration services (other than maintenance) performed by contractors and/or in-house craftsmen.

**Basis of Charge:** Operating units are billed all cost(s) of the reimbursable services, materials and man-hours required to complete the requested jobs. The project is manually billed based on actual usages.

### OFFICE OF REAL PROPERTY PROGRAMS PROJECT 0172000

**Description of Service:** This project coordinates DoC implementation of Government-wide programs for the acquisition, management, utilization and disposal of real property; provides technical advice and assistance to DoC operating units; develops policies and procedures to implement DoC real property programs and initiatives; develop and manage the DOC Real Property Asset Management Plan as required by Executive Order (“EO”) 13327, “Federal Real Property Asset Management.” This project serves as nationwide data manager for the Federal Real Property Management System; and coordinates the submission of special and recurring reports in all areas of responsibility.

**Basis of Charge:** This billing algorithm is based on nationwide on-board population.

### TRANSPORTATION DIVISION PROJECT 0173000

**Description of Services:** Provides fleet management services for the Department of Commerce. This includes writing policy and procedures for all fleet management operations within the Department; providing guidance to bureau fleet managers; monitoring and reporting all potential fraud, misuse, or abuse of the fleet credit card; and managing the DOC Fleet Management System. This project is also responsible for managing the parking program in/around HCHB and provides driver services to the Deputy Secretary and senior level officials within the Office of the Secretary.

**Basis of Charge:** This billing algorithm is two part: the first part based on the number of vehicles owned or leased by each Bureau; costs associated with the driver is charged to the Office of the Secretary.

### FACILITY SERVICES DIVISION PROJECT 0178000

**Description of Service:** This Division provides services for custodial services, landscaping, pest control, and trash removal. In addition, this project provides conference room scheduling, coordination of special events held in the HCHB lobby and auditorium; and audiovisual and

support for the HCHB occupants and distinguished visitors. These services are provided by in-house personnel and/or thru contracts.

**Basis of Charge:** The billing algorithm is based on HCHB Population including PTO.

#### **BUILDING MANAGEMENT DIVISION PROJECT 0180000**

**Description of Service:** This Division provides services for operating and maintaining the HCHB. The accounts covers supplies and labor costs for the maintenance of electrical systems, HVAC, plumbing, carpentry, and elevators throughout the HCHB. These services are provided by in-house personnel and/or thru contracts. The building management account also covers, safety materials, and uniform allowances. Routine, emergency and recurring repair projects in the HCHB are charged to this project.

**Basis of Charge:** The billing algorithm is based on HCHB Population including PTO

### **ADVANCES & REIMBURSEMENTS (A&R) PROJECTS**

#### **GSA SPACE RENT PROJECT 7200000**

**Description of Charge:** The General Services Administration bills agencies “Space Rent” in accordance with P.L. 92-313. GSA bills the Office of the Secretary monthly for rental of the Herbert C. Hoover Building and other selected locations (Washington, D.C.; Sunrise, FL; Gaithersburg, MD; and Norfolk, VA). This project has been established to provide a central billing mechanism for GSA to collect charges incurred by DoC bureaus for space occupied at various locations. In addition, this project provides car-pool parking at local garages for HCHB occupants.

**Basis of Charge - Manual:** Costs for space rent are billed to each bureau based on proportion of space occupied versus total square footage in the HCHB and other Commerce facilities. Costs for car-pool parking are billed to each bureau based on actual usage (# of spaces).

#### **PEPCO & OVERTIME UTILITIES PROJECT 7201000**

**Description of Service:** This project consists of HCHB electricity payments, in addition, this project charges HCHB organizational units and offices for additional utility costs (i.e., electricity, steam or cooling) furnished outside the GSA-funded, standard hours of Monday through Friday, 8:00 A.M. to 5:00 P.M.

**Basis of Charge :**( 1) Costs for electricity are billed based on square footage for overtime utilities;

(2) Operating units are billed based on actual requested usage for utility services above the GSA standard as prescribed by GSA formulas.

**STEAM PROJECT 7202000**

**Description of Service:** This project is used for monitoring and managing HCHB steam consumption which is provided by GSA.

**Basis of Charge:** Costs for steam are billed based on square footage.

**WATER PROJECT 7204000**

**Description of Service:** This project is used for monitoring and managing HCHB water consumption which is provided by GSA.

**Basis of Charge:** Costs for water are billed based on square footage.

**COUNCIL OF ECONOMIC ADVISORS PROJECT 7918000**

**Description of Service:** Printing costs are collected for graphics services only on the economic indicator charts provided monthly by the White House.

**Basis of Charge - Automatic Monthly:** All costs are billed to Census.