

OFFICE OF ADMINISTRATIVE SERVICES

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

Maintain the Herbert C. Hoover Building (HCHB), 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 the acquisition, management, and disposal of personal property, including motor vehicle fleets; and, serve as 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 for OS and designated operating units; provide shipment of employees' household goods under permanent change of duty station, freight shipment; manage the disbursement of convenience checks; processes passport/visa applications for HCHB personnel; and, provide oversight and implementation of the Department's eTravel initiative.

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

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. In accordance with the GSA/HCHB Building Delegation agreement, manage the HCHB and provide facility services for its occupants and other OS staff offices in the National Capital Region.

Develop, implement, and oversee the Department's energy management, historic preservation, National Environmental Policy Act (NEPA), 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

MARY PLEFNER, Director

HCHB Room 6316, 482-1200

DOUG ELZNIC, Deputy Director

HCHB Room 6316, 482-1200

MICHAEL RUSTEN, Associate Director, Office of Space and Building Management

HCHB Room 1317, 482-1340

MARILYN STOLL, Associate Director, Office of Commerce Services

HCHB Room 2865, 482-4433

ROBERT TOMIAK, Associate Director, Office of Sustainable Energy & Environment Programs

HCHB Room 1036, 482-6212

ANDREW DURAN, Associate Director, Office of Real Property Programs

HCHB Room 2508, 482-5053

LIST OF PROJECTS:

Publications Procurement	0104000	WCF
Multimedia Division	0110000	WCF
Electronic Travel Systems	0119000	WCF
Mail and Services Division	0120000	WCF
Travel Management Division	0121000	WCF
Office of Commerce Services	0122000	WCF
Personal Property Management Division	0125000	WCF
Management Resource Division	0129000	WCF
Space Management Division	0138000	WCF
Office of Sustainable Energy & Environment Programs	0147000	WCF
Office of Space and Building Management	0148000	WCF
Joint Use Space-HCHB	0150000	WCF
HCHB Operations and Maintenance	0153000	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
Reimbursable - Other Ad Hoc Expenditures	7919000	A&R

WORKING CAPITAL FUND (WCF) PROJECTS

PUBLICATIONS PROCUREMENT PROJECT 0104000

Description of Service: This project funds publication services procured from off-site vendors via OAS credit card procurement and other non-GPO contracts. HCHB self service copy center equipment costs are also funded within this project code.

Basis of Charge: This billing algorithm consists of four parts. (1) All publication work procured via GPO contracts is billed directly to the bureaus by GPO on an actual cost basis. (2) All publication work procured via OAS purchase cards or contracts are paid for out of project 0104000 and are then billed directly back to the operating units on an actual cost basis. (3) All charges, incurred while using the HCHB self-service copy equipment, are billed to the operating units and based on actual usage. (4) All overtime, required to meet emergency customer requirements, is billed directly to the operating units based on actual labor overtime costs.

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 employees and contract management support for Publications Procurement, Project 0104000. 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 (separate from the HCHB Self Service Copy Center); and, in-house art design. In addition, performs management analysis; maintains and tracks requisitions in Production Tracker; 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 consists of two parts: (1) Costs for contract administration for publications services are allocated to operating units based on their percentage of prior year usage. (2) Reimbursable special projects are billed at the actual cost of the service provided and are not included in the prior year activity usage algorithms.

ELECTRONIC TRAVEL SYSTEMS PROJECT 0119000

Description of Service: Electronic Travel system will provide the Department with an automated system that will streamline and facilitate efficient travel services by electronic processing of vouchers to include direct payment to travelers and to traveler's travel card. Electronic Travel services include electronic and on-line booking. Electronic Travel will also provide bureaus with the capability to create travel plan with reservation data, view itinerary and change or cancel reservations, e-mail notifications, and modify financial details. The Electronic Travel office will provide comprehensive training to users, administrators, and approvers.

Basis of Charge: The billing algorithm is base on Department-Wide FTE.

MAIL AND SERVICES DIVISION PROJECT 0120000

Description of Service: Provides mail services to the operating units, HCHB staff offices, and provides policies, procedures, and services to nationwide offices. Included are delivery of incoming USPS, 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 four 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. (3) Other special services are allocated to operating units based on estimated cost(s). (4) Nationwide services are allocated to operating units based on nationwide population.

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; acts as Program Manager for travel charge card services; processes passport/visa applications for HCHB personnel; manages the disbursement of HCHB convenience checks and debit card program; provides for the shipment of household goods for employees in a Permanent Change of duty Station (PCS) status; regulatory reporting to OPM and OMB.

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 management of OAS' administered programs, including transportation services, personal property, mail management services, and support services. In addition, this project provides Departmental policy and oversight for the personal property, mail, printing programs and support for Departmental functional systems in the personal property (Sunflower). In addition maintains the Personal Property Management Manual, Publishing and Printing Management Manual, and Department of Commerce Mail Management Manual. 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. OAS serves as the liaison with GSA, Citibank 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, 0120, 0119, 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 the OS. In addition, controls, reports on, and authorizes in consultation with the OIG, the disposal of gifts to Departmental employees by foreign governments.

Basis of Charge: This billing algorithm consists of four parts: (1) Personal property operations costs are allocated to OS based on inventory size. (2) Excess property operating costs are allocated to operating units based on HCHB population. (3) All other costs are allocated to the OS based on OS HCHB population.

MANAGEMENT RESOURCE DIVISION PROJECT 0129000

Description of Service: This project provides administrative and executive support services to the Office of Administrative Services in the areas of human resource management liaison, budget formulation and execution, acquisition, quality control audits, billing analyses, 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: The billing algorithm consists of two parts: (1) Services provided to OAS offices are allocated based on their percentage of FTE assigned to OAS. (2) All other costs are allocated to operating units based on nationwide, on-board population.

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 & ENVIRONMENT PROGRAMS PROJECT 0147000

Description of Service: This project coordinates DoC implementation of Government-wide programs for the acquiring, managing, utilizing, and disposing of real property; provides technical advice and assistance to DoC operating units; develops procedures to implement DoC real property, environmental, and energy policies; participates in DoC reviews; manages DoC programs for energy, environment, and real property utilization; manages *Building Delegation Program* funding; serves as nationwide data manager for the Federal Real Property Management System; coordinates the submission of special and recurring reports in all areas of responsibility; and, serves as liaison with GSA, EPA, NIST, FEMA, DOE, and other federal agencies and laboratories on program matters.

Basis of Charge: This billing algorithm consists of two parts: (1) Costs are allocated to the HCHB Building tenants for management of the HCHB under the GSA Building Agreement. (2) All other costs are allocated to operating units based on nationwide on-board population.

OFFICE OF SPACE AND BUILDING MANAGEMENT PROJECT 0148000

Description of Service: Provides oversight of building services provided to HCHB tenants and visitors through the *Building Delegation (projects 0178 & 0180)*. 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. Manages the carpool and parking programs for the HCHB. Oversees the facility operations of the Child Care Center located in the HCHB.

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 upkeep 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.

HCHB OPERATIONS & MAINTENANCE PROJECT 0153000

Description of Service: This project is the billing mechanism for the Building Delegation Program. The account covers contract costs for custodial services, landscaping, pest control, trash removal, elevator services, utility services to heat and cool the building, and other closely related services for the upkeep and maintenance of the HCHB.

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.

REAL PROPERTY PROGRAMS 0172000

Description of Service: This project coordinates DoC implementation of Government-wide programs for the acquiring, managing, utilizing and disposing of real property; provide technical advice and assistance to DoC operating units; develops procedures to implement DoC real property. This project serves as nationwide data manager for the Federal Real Property Management System; coordinates the submission of special and recurring reports in all areas of responsibility.

Basis of Charge: Costs are allocated based on nation-wide population.

TRANSPORTATION DIVISION PROJECT 0173000

Description of Services: This division provides fleet management services across DOC. This includes providing policies and guidance to Bureau fleet managers, fraud/misuse of fleet cards, identification and use of a Fleet Management Information System (FMIS) and general oversight of the DOC-wide fleet program. This division also manages the parking program in/around HCHB and the transit benefits program.

Basis of Charge: This billing algorithm consists of (1) costs for providing services to operating units based in HCHB for parking. (2) The transit benefits program provides services to operating units in the HCHB. (3) Fleet management services cover all DOC offices nationwide.

BUILDING DELEGATION PROJECTS 0178000-Facilities Services Division and 0180000-Building Management Division

Description of Service: The *Building Delegation* provides services for operating and maintaining the HCHB. The accounts cover contract costs for custodial services, landscaping, pest control, and trash removal. The building management account covers supplies and labor costs for the maintenance of electrical systems, 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 WCF costs, safety materials, and uniform allowances. Recurring repair projects in the HCHB are charged to these accounts.

Basis of Charge: Funding for the above accounts is billed to Project 0153 and allocated based on HCHB occupancy (square footage).

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; Norfolk, VA; and Springfield, 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; (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 to pay GSA for steam consumption.

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

WATER PROJECT 7204000

Description of Service: This project consists of HCHB water payments.

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 for Project 7918000.

REIMBURSABLE- OTHER PROJECT 7919000

Description of Service: Throughout each fiscal year, the Department incurs obligations and makes commitments for various services performed by both private firms and other government agencies. These projects were established to achieve minimum total costs through utilizing one billing source to private firms, thereby taking advantage of such items as group rates on participating functions and to accommodate various government agencies which prefer one billing at the Department

level.

Basis of Charge: Each bureau's share of the Department's FTE is the basis for billing (7919000 - automatic monthly billing).