

MEMORANDUM

TO: Executive Committee for Logistics

SUBJECT: Annual Logistics Reporting Requirements

**FROM: Terrence J. Tychan, Deputy Assistant Secretary
Grants and Acquisition Management**

The purpose of this memo is to remind you of the requirement to submit annual logistics reports to this office. These reports are an integral part of logistics management, and provide the Department with indicators of the status, of your logistics program.

As you may know, GSA is pursuing a number of initiatives to improve the Federal Property Management Program. Pending the outcome of those initiatives, GSA has continued suspension of the reports (Precious Metals Reclamation, Utilization and Disposal of Excess and Surplus Personal Property, Exchange/Sale of Personal Property). See also Temporary Regulation H concerning this. This action will also allow GSA to collaborate with the Federal community in determining which of the reports might be eliminated, consolidated, or simplified. Since this is GSA's intent, we will not require submission of these reports pending the outcome of their improvement efforts.

The attached list identifies the current remaining required reports and the due dates. Please make a special effort to submit the reports on time.

Also to minimize reporting burden, GSA has identified an existing report (i.e., Property Furnished To Non-Federal Recipients Report) to satisfy the reporting requirements of E.O. 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century. Therefore, be sure to include any direct transfers under the E.O. or to other Stevenson-Wydler Technology Innovation Act donees.

Please submit the reports electronically or by hardcopy to the Logistics Policy Staff, room 517D, Hubert H. Humphrey Building.

Attachment

External Reports

<u>Report Title</u>	<u>Reference</u>	<u>Departmental</u>	<u>Due Date</u>
Property Furnished to Non-Federal Recipients	101-43.4701(c)		December 15
Motor Vehicle Data for Domestic/Foreign Fleet	101-38.9		December 1
Senior Federal Official Travel Report	101-37.408		May 1/Nov 1
Contract/Rental/Charter Aircraft Cost and Utilization	101-37.507(e)		December 15
Motor Vehicle Expenditure Report¹	OMB Circular A-11		Late August
Alternative Fueled Vehicle Report²	OMB Circular A-11		Late August

Internal Reports

Inventory of Accountable Personal Property	103-27.5303		November 15
Logistics Best Practices	103-1.5201		Nov 30, 1998 Report³

¹Submission of this report depends on the instructions in OMB Circular A-11

²Submission of this report depends on the instructions in OMB Circular A-11.

³The Logistics Best Practices Report (formerly called the Logistics Initiatives Report) has been changed to a biyearly report. The next report is due 11/30/98