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GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

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GSA BULLETIN FPMR A-19
GENERAL

*This will be done
by 1/30/68
Records campaign will
come up in the Fall
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TO : Heads of Federal Agencies

SUBJECT: Operation Cleanup

1. Purpose. This bulletin provides information relating to the continuation of "Operation Cleanup" campaigns to be conducted periodically throughout the Government.
2. Expiration date. This bulletin contains instructions of a continuing nature and will remain in effect until canceled.
3. Background. The President's memorandum of September 16, 1966, to the heads of departments and agencies on the subject of cost reduction in procurement, supply, and property management, directs heads of Federal agencies to initiate a "house-cleaning" campaign that will produce a review of equipment which has been assigned to individuals or to organizations within the agencies. It also requires that all items of equipment and supplies not being used effectively be returned to stock or placed in pools from which they can be assigned as needed, and to release as excess those items which are not needed. The first "Operation Cleanup" campaign was conducted in November 1966, and the success of that effort justifies establishment of a similar program on a continuing basis. To ensure that future campaigns incorporate procedures and techniques considered desirable by the various agencies involved, the campaigns are to be conducted based on recommendations of the Inter-agency Committee for Improvement of Procurement and Management of Property.
4. Applicability. The provisions of this bulletin are applicable to Federal agencies in all GSA-operated, federally owned and leased buildings.
5. Conduct of campaigns. A nationwide campaign will be conducted in February 1968. Thereafter, these campaigns will be conducted bi-annually except in the Washington, D. C., area where annual campaigns will be held. "Operation Cleanup" campaigns are designed to provide a positive and expeditious program for identifying idle and unneeded

property and supplies and placing such material in use where it is most needed. These campaigns will be accomplished through the formation of teams consisting of agency and GSA representatives who will perform a "walk through" of buildings under GSA control. To expedite each campaign, agencies are requested during the month of January to identify and tag unneeded property, arrange for reassignment within the owning agency, and determine excess any unneeded property not re-assigned. The team, during their February "walk through" inspection, will further identify any other unneeded items and arrange for immediate removal to staging locations provided by GSA.

6. Agency responsibility. Each Federal department and agency is requested to publicize "Operation Cleanup" throughout headquarters and field activities.

a. Agencies in GSA-operated buildings. Agencies in GSA-operated buildings should designate representatives to work with GSA representatives and buildings managers to carry out the activities required during a campaign. Representatives designated should have the authority to determine when property is not required and to authorize release of such property to GSA for return to stock or for processing as excess. Necessary authority for the release of property should be granted prior to the beginning of each campaign.

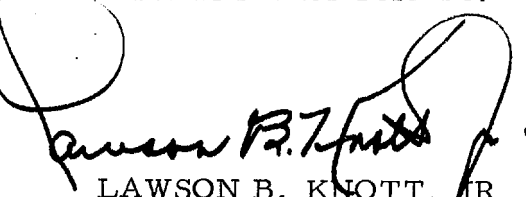
b. Agencies in other than GSA-operated space. Agencies in other than GSA-operated buildings are urged to conduct internally developed and controlled campaigns conforming to the schedule for agencies in GSA-operated buildings. In this connection, to expedite return of unneeded materials, appropriate authority should be given to local representatives to identify, report, or release such material as provided in a, above.

7. Procedures. Details concerning "Operation Cleanup," including a schedule for the agency-GSA team "walk through" of buildings operated by GSA, designation of GSA property staging locations, plans for physical movement of materials designated as unneeded by agencies, and procedures for documentation of excess, will be supplied by the GSA Regional Administrator.

a. GSA stock items. Bulk quantities of new, unused GSA stock items in original containers may be returned to GSA supply depots and owning agencies will be credited in accordance with FPMR 101-26.312.

b. Unneeded material other than GSA stock items. Equipment, supplies, and materials other than GSA stock items referred to in a, above, should be reported as excess property to GSA during the month of February for redistribution in accordance with FPMR 101-43.311, and should be identified as resulting from the "Operation Cleanup" campaign.

c. Documentation. GSA will advise agencies, as necessary, in the preparation and processing of accountable documentation to expedite the movement of unneeded materials. Arrangements will be made by GSA, when required, to remove items which are identified for release.



LAWSON B. KNOTT, JR.
Administrator of General Services