

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 4420.2

6-13-75

**SUBJECT: PREPARATION AND SUBMISSION OF SUPPLY ACTIVITY REPORT (GSA FORM 1473)
AND SUPPLEMENTAL SUPPLY MANAGEMENT INFORMATION**

1. PURPOSE. This order prescribes procedures for preparing and submitting the Supply Activity Report (GSA Form 1473, Rev. April 1973) and establishes reporting requirements for supplemental supply management information.
2. BACKGROUND
 - a. The General Services Administration (GSA) in accordance with Federal Property Management Regulation (FPMR) Subchapter E, Part 101-25, requires all Executive Agencies except the Department of Defense to submit reports on GSA Form 1473, Supply Activity Report, for each fiscal year. FPMR 101-25 includes instructions for preparation of the GSA Form 1473.
 - b. This order provides additional instructions to ensure standard preparation of the report throughout the Department of Transportation (DOT). Where the FPMR provides adequate reporting instructions, information will not be repeated in this order.
 - c. While the Supply Activity Report is a requirement established by the FPMR, the report information is utilized by the Office of the Secretary (OST) to analyze and monitor effectiveness of all Departmental supply management operations. However, the Supply Activity Report does not provide sufficient information for the OST monitorship; therefore, supplemental supply management information is required and shall be reported in conjunction with the Supply Activity Report. This supplemental information is for the exclusive use of OST and will not be forwarded to GSA.
3. INSTRUCTIONS. For detailed instructions for preparation and submission of GSA Form 1473 and reporting of supplemental supply management information, see Attachments 1 and 2.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of
Installations
and Logistics

4. REPORTING REQUIREMENTS. The GSA Form 1473 and Supplemental Supply Management Information are required on an annual basis to cover a fiscal year's activity. Reports are to be submitted to the OST Office of Installations and Logistics, Attn: TAD-64, within 60 days after the end of each fiscal year.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF GSA FORM 1473

1. REPORTING REQUIREMENTS

a. A GSA 1473 report shall be prepared and submitted by each organizational unit within DOT which maintains an account for or a record of items received, stored and issued from warehouses, depots, stockrooms, or other types of storage facilities when the on-hand inventory of such items meets the specified reporting value for any one of the classifications defined below. However, if a reporting activity has inventory in more than one of these three classifications, it need report on only those classifications which meet the specified reporting value. For the purpose of this report, the term "inventory" does not include property previously issued to or acquired by an organization for use but currently held in temporary storage. For example: NAFEC Project Reserve Inventory; equipment stored in DOT warehouse; USCG District Allowance List Spares; inactive equipment being held for reassignment; and property awaiting disposal.

(1) Operations Inventories - Operations Inventories valued at \$20,000 or more shall be reported. Operations Inventories include both Normal Operating Items and Reserve Items as defined below, exclusive of Exchange and Repair items:

(a) Normal Operating Items - These are recurring demand items (material, spares, or equipment items) held in inventory for use in normal day-to-day operations.

(b) Reserve Items - These are items (also referred to as Insurance Items) with no normal recurring demand but which are held in inventory for contingency purposes or to meet emergency requirements.

(2) Construction Inventories - Construction Inventories valued at \$200,000 or more shall be reported. Construction inventories include supplies, materials and equipment procured against a bill of materials for construction projects and held for future issue from a distribution point. This is to include material held for establishment or modification of facilities or equipment and commonly referred to as Project Material within DOT.

- (3) Exchange and Repair Inventories (E&R) - Exchange and Repair Inventories (including both serviceable and unserviceable items) valued at \$20,000 or more shall be reported. E&R items are items determined to be reparable and which are normally rotated through a cycle of inventory, issue for use, repair and return to inventory.
- b. FPMR 101-25 permits reporting of inventories on the 1473 Report by agency commodity groupings used for internal operating, accounting or budgeting purposes in lieu of reporting by Federal Supply Groups. All DOT centralized inventory activities; i.e., FAA Aeronautical Center Depot, USCG Ships ICP, USCG Brooklyn Supply Center, and USCG Aircraft Repair and Supply Center, are required to report inventories subdivided by major commodity groupings used in internal operations. Groupings include Avionics, Aeronautical, Ships, Electronics, General, Commissary, Administrative, Clothing, Ordnance, etc. Other DOT elements submitting 1473 reports should report inventories broken down by commodity groupings to the extent these groupings are used in internal operations. Where DOT activities (other than centralized inventory activities) do not subdivide inventories into commodity groupings, then total values should be reported in the left column headed "Total" on the first page of the GSA Form 1473. (Commodity Group numbers can be listed on the GSA Form 1473 in lieu of names of the commodities. Where numbers are used a cross-reference of the number to commodity name should be included in the remarks section on the back side of the GSA Form 1473.)
- c. Each reporting element shall submit their annual report to their administration's headquarters office. (The Transportation Systems Center shall submit reports directly to TAD-64.)
- d. Each administration's headquarters office shall:
- (1) Collect reports from individual reporting elements;
 - (2) Review all reports to assure correctness prior to forwarding to TAD-64;
 - (3) Prepare a package consisting of an original and two (2) copies of each report (Note: Consolidated administration reports are not required);
 - (4) Forward the report package to OST, Attn: TAD-64, within 60 days after the end of each fiscal year; and
 - (5) Make necessary arrangements for obtaining copies of GSA Form 1473 to support administration-wide needs as prescribed in FPMR 101-25.4902.

2. REPORT HEADING INFORMATION

- a. Department or Agency - Each reporting element should enter "DOT".
- b. Bureau (or other) - Enter name of administration and specific reporting activity. Examples: FAA, Aeronautical Center Depot or USCG, Aircraft Repair and Supply Center.
- c. Location - Enter city and state of reporting activity.
- d. Agency Contact Official's Name - Enter name of person, at the reporting unit level, cognizant of information being reported. Enter telephone number as required.
- e. Report Date - Enter the last day of the fiscal year and the calendar year.

3. GENERAL

- a. Inventory values shall be reported to the nearest thousand. Do not use commas or decimals.
- b. Line item information shall be reported in Part I "Inventory" of the GSA Form 1473. Line item information should be extracted from supply records.
- c. Dollar values should be obtained from the applicable financial management accounts, where available, rather than from supply records.

4. LINE ITEM ENTRIES. Line entries on the GSA 1473 Report are to be made as follows:

a. PART I - INVENTORY

(1) On-Hand

- (a) Operations - Line items and value of operating inventories (as defined in 1.a. of this Attachment) shall be reported when the value of Normal Operating inventory and Reserves collectively equate to \$20,000 or more.

1 Normal Operating - The reported value of Normal Operating inventory should be expanded to include the increment of inventory identified as "Long Supply".

- 2 Reserves (Insurance) - Report as applicable.
 - 3 Long Supply - No entry should be made for Long Supply. Long Supply levels should be included as part of Normal Operating inventory as indicated above.
- (b) Construction (Project) - Line items and value of Construction inventory (as defined in l.a. of this Attachment) shall be reported when on-hand value at the end of the fiscal year is \$200,000 or more.
- (c) Exchange and Repair - Line items and value of both serviceable and unserviceable Exchange and Repair inventory items (as defined in l.a. of this Attachment) shall be reported when on-hand value at the end of the fiscal year is \$20,000 or more. Reported figures shall include both Active and Reserve (Insurance) E&R inventory.
- (2) Issues - Issues shall be reported as set forth in FPMR 101-25. Value of exchange and repair issues shall encompass only serviceable items issued to using organizations and shall not include value of items transferred from an unserviceable account to a serviceable account or the release of unserviceable items to repair facilities.
- (3) Months of Issue in Inventory (Operations) - See FPMR 101-25
- (4) Items Having No Issues in Last 12 Months - See FPMR 101-25
- b. PART II - ACQUISITIONS. All DOT reporting elements shall report acquisitions on the basis of accruals.
- (1) Inventory
 - (a) Excess - The "Excess" heading of this column should be crossed out and replaced with the following new heading "DOT Sources". The revised column "DOT Sources" shall be used for reporting of acquisitions from other DOT Sources. (Examples: Value of material acquired by an FAA Aircraft Maintenance Base from the FAA Aeronautical Center Depot; acquisitions by a Coast Guard Air Station from the Coast Guard Aircraft Repair and Supply Center; or acquisitions by a Coast Guard Air Station from the FAA Aeronautical Center Depot.)

- (b) Other Government Sources - Value of acquisitions from GSA, VA, DSA or other Government sources shall be included. Where a reporting activity processes a governmental requisition through an administration central processing point for direct-ship from source (Example: FAA Depot or CG ICP/RPP), the reporting activity should report the value of material acquired. These acquisition values should also be reported as "Direct Delivery" in the 1473 Reports submitted by the administrations' central processing points. Also the value of acquisitions made through GSA under the "Improved Federal Supply Schedule Program" shall be included. Value of acquisitions obtained directly from commercial sources under the Federal Supply Schedule Program should be included under (c) below.
- (c) Commercial Sources - Values of acquisitions from any commercial sources should be included. Also as indicated above, value of acquisitions obtained directly from commercial sources under the Federal Supply Schedule Program should be included.
- (2) Direct Delivery - All notes under "Inventory" above apply to reporting of "Direct Delivery". Reporting Activities shall report all acquisitions of expendable supplies (object class 26) and nonexpendable equipment (object class 31) for direct delivery to the user during the year. Central Processing Points shall report, as direct delivery, the value of materials and equipment acquired for using activities as direct ship from Government sources or commercial sources.
- c. PART III - STORAGE OPERATIONS. As defined in FPMR 101-25, warehouse or depot storage space applies to only the DOT activities as listed below. All other DOT reporting activities should report total storage space under the "Storerroom" column. Any activities required to report warehouse or depot space should also report storeroom space if applicable. The following activities are the only DOT elements required to report warehouse or depot storage space:

FAA Aeronautical Center Depot
CG Brooklyn Supply Center
CG Aircraft Repair and Supply Center
CG Ships Inventory Control Point

d. PART IV - STAFFING. See FPMR 101-25

e. PART V - ITEM IDENTIFICATION

- (1) Within DOT, Part V is applicable only to elements that formally participate in the Federal Cataloging System. The following DOT activities are required to complete Part V:

FAA Aeronautical Center Depot
FAA, National Aviation Facilities Experimental Center
CG Brooklyn Supply Center
CG Aircraft Repair and Supply Center
CG Ships Inventory Control Point
Transportation Systems Center
The Alaska Railroad

- (2) Following are the reporting requirements for Part V:

- (a) Enter only the number of items reported in Part I - "Inventory" for which National Stock Numbers (NSN's) have been assigned and the reporting activity has been registered as a user in the Defense Logistics Services Center (DLSC) cataloging files.
- (b) Include only those items which, according to Federal Cataloging policy (see FPMR 101-30) are eligible for National Stock Number assignment but currently have local stock numbers assigned or have NSN's assigned but the reporting activity has not been registered as a user of such NSN's at DLSC.
- (c) Enter the number of items reported on line 2 for which National Stock Numbers have been requested from DLSC or GSA.

SUPPLEMENTAL SUPPLY MANAGEMENT INFORMATION

1. Information included in the GSA Supply Activity Report is not sufficient to permit OST to remain currently informed of the magnitude and effectiveness of major DOT supply operations. Therefore, the information listed below is required to assure a continual flow of property and supply management data.
2. Supplemental supply management information shall be reported only by the following DOT operating elements:
 - FAA Aeronautical Center Depot
 - CG Brooklyn Supply Center
 - CG Aircraft Repair & Supply Center
 - CG Ships Inventory Control Point
3. The information shall be submitted in a letter report format and attached to the GSA 1473 Report each reporting period.
4. The information should cover the preceding fiscal year's activity.
5. An original and one copy of the information is required.
6. Following is the information to be reported:

REQUIRED INFORMATION

1. Line Items Issued - Report number of line item issues from each of the following categories of inventory:
 - a. Normal Operating Inventory
 - b. Reserves (Insurance)
 - c. Construction (Project)
 - d. Exchange & Repair:
 - (1) To Using Organizations
 - (2) To Repair Facilities
2. Line Items Received - Report the number of line item receipts into inventory from sources external to the reporting activity:

<u>Inventory Classifications</u>	<u>Sources</u>				
	<u>DOT</u>	<u>GSA</u>	<u>DSA</u>	<u>Other DOD</u>	<u>Commercial</u>
a. Operating Inventories					
b. Reserves (Insurance)					
c. Construction (Project)					
d. Exchange & Repair:					
(1) New Items					
(2) Returns (for Repairs)					

3. Inventory Effectiveness - Report the information shown below to provide a measure of the effectiveness of the inventory system.

	<u>Operating Inventories</u>	<u>Exchange & Repair Inventories</u>
a. Line Item Requisitions received for issue from inventory	_____	_____
b. Line Item Requisitions satisfied upon receipt from inventory on-hand (Include partial fills)	_____	_____
c. Percentage of Effectiveness (Line b ÷ Line a x 100)		

4. Direct Fill Requisitions - Report the number and dollar value of requisitions received from intra-agency activities and processed to other governmental sources (i.e., DSA, GSA, Other DOD, etc.) for supply action and direct ship to the requisitioner:

- a. Line Items Processed
- b. Dollar Value Processed

5. Exchange and Repair (E&R)

a. Report the number of items and dollar value of E&R items in on-hand inventory at the end of the fiscal year broken out by serviceable and unserviceable:

	<u>Serviceable</u>	<u>Unserviceable</u>
(1) Number of Items		
(2) On-Hand Value		

- b. Report the dollar value of unserviceable E&R items returned from using organizations and the dollar value of new items received:
 - (1) Value of Unserviceable E&R Returns
 - (2) Value of New E&R Items Received

- c. Report the number of serviceable E&R items in inventory having no issues in last 12 months and the on-hand value of these items:
 - (1) Number of Items
 - (2) On-Hand Value

- d. Report the value of unserviceable E&R items repaired and returned to serviceable inventory.

- e. If the Exchange and Repair Inventory/Issues reported in Part I of the 1473 report includes items coded as Reserve (Insurance), report the following information on such Reserve E&R items:
 - (1) Value of Inventory
 - (2) Value of Issues Past Year