

OCFO TICKET

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FEB 28 2001

Ms. Patricia G. Norry
Deputy Executive Director for
Management Services
Nuclear Regulatory Commission
Washington, DC 20555-0001

Dear Ms. Norry:

On October 19, 1998, the President signed the Travel and Transportation Act of 1998 into law. This law requires Federal agencies to establish prepayment audits of all transportation expenses. We, at the General Services Administration (GSA), were tasked with promulgating regulations incorporating this law into the Federal Management Regulation (FMR). Over the past several months, we issued several notices outlining the law's requirements and timeframes. In May 2000, we published the final regulation as FMR 102-118. Implementation was required no later than October 1, 2000.

In 41 CFR Sec. 102-118.325, the new regulation requires that, "Your agency must get approval for your prepayment audit program. The highest level budget or financial official of each agency, such as the Chief Financial Officer, initially approves your agency's prepayment audit program. After internal agency approval, your agency submits the plan in writing to the GSA Audit Division for final approval."

If your agency requests a waiver to the prepayment audit provisions, 41 CFR Sec. 102-118.380 requires that, "Your agency must submit a request for a waiver from the requirement to perform a prepayment in writing" to:

General Services Administration
Office of Transportation and Personal Property (MT)
1800 F Street, NW, Room 1221B
Washington, DC 20405
<http://policyworks.gov/org/main/mt>

Under the regulation, GSA must review each Department or Agency plan for implementation and to certify approval. You have several choices for implementing a prepayment audit system including:

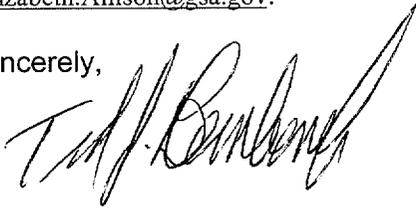
- An in-house prepayment audit
- An approved outside prepayment auditor-contractor
- A GSA-FSS Schedule prepayment auditor-contractor

The implementation of a prepayment audit plan requires that the central authority for the organization submit any completed plans or waiver requests. This is the only way that the universe of agencies responding can be catalogued and ready for any Congressional follow up on the Travel and Transportation Reform Act of 1998. We have received some prepayment audit plans as well as correspondence from components within a Department or Agency.

Please provide a consolidated plan no later than March 15, 2001. Your plan should specify all sub-components of your department/agency that are covered. If you need help with implementation, please contact Ed Davis of my staff at 202-208-7638 or email Ed.Davis@gsa.gov.

FMR 102-117 Transportation Management regulation for Government agencies calls for the retirement of the Government Bill of Lading (GBL) for domestic use by September 30, 2001, it will be replaced by commercial bills of lading and electronic systems. For reporting purposes, we also need to know approximately how many GBL's your agency used in 2000. In your response, please separate the number of GBL's used by domestic and international shipments. If additional assistance is needed, please contact Elizabeth Allison, of my staff at 202-219-1729 or email Elizabeth.Allison@gsa.gov.

Sincerely,



Ted J. Bembenek, Jr.
Director, Transportation Management Policy

