

# GENERAL SERVICES ADMINISTRATION

## 2012 FAIR ACT INVENTORY

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**GENERAL SERVICES ADMINISTRATION**

**2012 FAIR ACT INVENTORY**

**ANNUAL MANAGEMENT REPORT**

The U.S. General Services Administration's (GSA's) Federal Activities Inventory Reform (FAIR) Act Inventory process is driven by the goal of developing accurate, complete, understandable, and supportable inventories of the GSA's functions. It is our belief that we have met that goal.

**INVENTORY PROCESS:**

The GSA Competitive Sourcing Team develops the GSA FAIR Act Inventory annually. The team is lead by the Office of Acquisition Policy (OAP), and consists of representatives of all areas and business lines within GSA. Those team members, in turn, assemble the necessary resources within their respective organizations to develop ground-up component inventories. Those component inventories reflect their unique business lines in a manner consistent with the overarching guidelines of the FAIR Act Inventory, OAP and GSA management. The resulting component inventories are reviewed, reconciled and consolidated into a GSA FAIR Act Inventory. Although some turnover is inevitable, the core of this working group has remained virtually unchanged during the most recent FAIR Act Inventory cycles.

After review by GSA's most senior management and staff, GSA's Administrator is briefed on the process and results of the FAIR Act Inventory. The Administrator is the final level of review, performed in consultation with senior executive representatives from the various business lines and staff office at GSA before submission to OMB.

Please note in GSA's Fiscal Year (FY) 2012 submissions the following:

- GSA's total workforce decreased by a total of 176 Full-Time Equivalents (FTE's). There was also a modest shift in the Commercial vs. Inherently Governmental make up of the workforce. The FY 2012 inventory included 4,364 (35%) Commercial FTE and 8,212 (65%) Inherently Governmental FTE. The FY 2011 inventory also had a 35% Commercial vs. 65% Inherently Governmental.
- GSA continues to use a web-based inventory process created in-house. Continued use of the tool has streamlined the data collection and reporting processes, as well as providing OAP with a more efficient reports and analysis tool.

GSA has not received any challenges to the GSA FAIR Act Inventory since the Inventory was last reported for FY 2011.

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**GLOSSARY OF GSA ORGANIZATION CODES**

Federal Acquisition Service

FAS

General Management & Administration Staff Offices

GM&A

Public Buildings Service

PBS

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**SUBMITTING CHALLENGES AND APPEALS**

The following information specifies the requirements for the timely submission of challenges and appeals, and for GSA's responses to them:

**Date of Receipt:**

For purposes of determining the date challenges, appeals and other time sensitive materials were submitted to GSA, **the date of submission is the date and time of their receipt by the agency contact in GSA's Office of Acquisition Policy** (name, location and mailing address specified in "Part E"). Materials must be received by 4:00 PM Eastern Standard Time (EST) to be considered as received that day. Materials received in that office after 4:00 PM Eastern Standard Time (EST) on a business day of the Federal Government will be recorded as received the next business day of the Federal Government.

**When Time Periods Begin and End:**

In all cases, reference to "days" or "working days" mean working days of the Federal Government.

The 30 working day time period for an interested party to file a challenge to GSA's inventory begins on the first working day after the notice of availability of that inventory is published in the Federal Register, and ends 29 working days later.

The 28 working day time period for GSA to send a response to a challenge begins the day after that challenge is received in the office of the Agency contact (See "Part E"), and ends 27 working days later.

The 10 working day time period for an interested party to send an appeal of an adverse response to challenge begins the first working day after the challenger's receipt of that adverse response at the address provided by the challenger, and ends 9 working days later.

The 10 working day time period for GSA to send a response to an appeal of an adverse decision begins the first working day after the date of receipt of the appeal in the office of the Agency contact (see "Part E"), and ends 9 working days later.

**General Services Administration**

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**CONTACT INFORMATION**

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