



GSA Office of Governmentwide Policy

Transportation Management Program Review Tool

Section 1: Mandates

Questions 1 – 13

Directions and Strong/Weak Criteria

Please complete Sections A-C and E, where necessary. GSA will evaluate responses to each question and assess agency compliance as strong or weak based upon your responses to the mandatory policy requirement questions.

Section A: Check “YES” if your agency has a documented policy that addresses the question.

Section B: Check “YES” if your agency has a narrative indicating that a proactive procedure is in place to check or address adherence to the policy. A policy is considered **proactive** if it “controls a situation by causing something to happen rather than waiting to respond to it after it happens”.

Section C: Agency provides evidence of compliance using narrative, hyperlinks and/or attachments.

Section D: GSA provides agency with an interim response (if necessary) and assessment at this point.

Section E: Agency provides follow-up response when prior response was considered weak by GSA.

Section F: GSA provides agency with final response including assessment of strong or weak and an explanation.

Mandates - Q1

Ref: 41CFR102-117.100

A. Do you have documented agency policy requiring that standard business rules are considered before your agency acquires transportation or related services? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary) STRONG WEAK		
E. Agency follow-up reply (if necessary)		
F. GSA final response STRONG WEAK		

Mandates – Q2

Ref: 41CFR102-117

A. Do you have documented agency policy ensuring that the required shipping process is used to ship freight? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary) STRONG WEAK		
E. Agency follow-up reply (if necessary)		
F. GSA final response STRONG WEAK		

Mandates – Q3

Ref: 41CFR102-117.180

A. Do you have documented agency policy requiring that your agency uses a bill of lading for domestic land or air shipments? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q4

Ref: 41CFR102-117.230

A. Do you have documented agency policy requiring that you compare costs of a contract or rate tender with the commuted rate system before choosing shipping method to be used? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q5

Ref: 41CFR102-117.315

A.	Do you have documented agency policy requiring that your agency notify GSA monthly of suspensions or debarments of Transportation Service Providers (TSPs)?	YES	NO
B.	Is adherence to the policy proactively checked or addressed?	YES	NO
C.	For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D.	GSA interim response (if necessary)	STRONG	WEAK
E.	Agency follow-up reply (if necessary)		
F.	GSA final response	STRONG	WEAK

Mandates – Q6

Ref: 41CFR102-118.55

A.	Do you have documented agency policy establishing administrative procedures for payment of freight, household goods, or other transportation services?	YES	NO
B.	Is adherence to the policy proactively checked or addressed?	YES	NO
C.	For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D.	GSA interim response (if necessary)	STRONG	WEAK
E.	Agency follow-up reply (if necessary)		
F.	GSA final response	STRONG	WEAK

Mandates – Q7

Ref: 41CFR102-118.70

A. Do you have documented agency policy requiring that all payments are made via electronic funds transfer? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary) STRONG WEAK		
E. Agency follow-up reply (if necessary)		
F. GSA final response STRONG WEAK		

Mandates – Q8

Ref: 41CFR102-118.115

A. Do you have documented agency policy phasing out use of the Optional Forms 1103 and 1203 for domestic shipments? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary) STRONG WEAK		
E. Agency follow-up reply (if necessary)		
F. GSA final response STRONG WEAK		

Mandates – Q9

Ref: 41CFR102-118.120

A. Do you have documented agency policy eliminating the use of GTRs, and adopting commercial practices to the maximum extent?		
YES	NO	
B. Is adherence to the policy proactively checked or addressed?		
YES	NO	
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)		
STRONG	WEAK	
E. Agency follow-up reply (if necessary)		
F. GSA final response		
STRONG	WEAK	

Mandates – Q10

Ref: 41CFR102-118.270

A. Do you have documented agency policy establishing a GSA-approved prepayment audit program?		
YES	NO	
B. Is adherence to the policy proactively checked or addressed?		
YES	NO	
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)		
STRONG	WEAK	
E. Agency follow-up reply (if necessary)		
F. GSA final response		
STRONG	WEAK	

Mandates - Q11

Ref: 41CFR102-118.405

A. Do you have documented agency policy requiring prepayment audited transportation bills be forwarded to GSA for post payment audit? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q12

Ref: 41CFR102-117.280

A. Do you have documented agency policy requiring that measures are in place to gauge the performance of your agency’s transportation service providers? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates - Q13

Ref: 41CFR102-118.60

<p>A. Do you have documented agency policy requiring the use of electronic commerce for ordering, receiving bills, and paying for transportation and transportation services to the maximum extent possible? YES NO</p>		
<p>B. Is adherence to the policy proactively checked or addressed? YES NO</p>		
<p>C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain, and cite deviation approval from GSA.</p>		
<p>D. GSA interim response (if necessary) STRONG WEAK</p>		
<p>E. Agency follow-up reply (if necessary)</p>		
<p>F. GSA final response STRONG WEAK</p>		

Section 2: Best Practices

Questions 1 – 2

Directions and Strong/Weak Criteria

Please complete Sections A-C and E, where necessary. GSA will evaluate responses to each question and assess agency compliance as strong or weak based upon your responses to the best practices questions.

Section A: Check “YES” if your agency has a documented policy that addresses the question.

Section B: Check “YES” if your agency has a narrative indicating that a proactive procedure is in place to check or address adherence to the policy. A policy is considered **proactive** if it “controls a situation by causing something to happen rather than waiting to respond to it after it happens”.

Section C: Agency provides evidence of compliance using narrative, hyperlinks, and/or attachments.

Section D: GSA provides agency with an interim response (if necessary) and assessment at this point.

Section E: Agency provides follow-up response when prior response was considered weak by GSA.

Section F: GSA provides agency with final response including assessment of strong or weak and an explanation.

Best Practices – Q1

A.	Has your agency undertaken or considered consolidation of any transportation management functions?	YES	NO
B.	Is adherence to the policy proactively checked or addressed?	YES	NO
C.	For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.		
D.	GSA interim response (if necessary)	STRONG	WEAK
E.	Agency follow-up reply (if necessary)		
F.	GSA final response	STRONG	WEAK

Best Practices – Q2

A.	Does your agency have systems capability to collect, analyze and report transportation data for management and control purposes?	YES	NO
B.	Is adherence to the policy proactively checked or addressed?	YES	NO
C.	For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.		
D.	GSA interim response (if necessary)	STRONG	WEAK
E.	Agency follow-up reply (if necessary)		
F.	GSA final response	STRONG	WEAK

Section 3: GSA Feedback Questions 1 – 7

Directions and Strong/Weak Criteria

Please respond to the below questions by providing us with specific feedback which will help us improve our policy, systems and collaborative efforts.

GSA Feedback – Q1

A. Do GSA’s mechanisms for collecting your agencies information (forms, systems, etc) help your agency respond to mandatory requirements? YES NO

B. If YES, please cite supporting evidence or basis. If NO, please provide specific reasons and any suggestions on ways we can improve.

GSA Feedback-Q2

A. Do GSA’s government-wide reports and agency feedback provide your agency with useful information for managing your program? YES NO

B. If YES, please cite supporting evidence or basis. If NO, please provide specific reasons and any suggestions on ways we can improve.

GSA Feedback – Q3

A. Does compliance with GSA’s regulations help your agency support its mission? YES NO

B. If YES, please cite supporting evidence or basis. If NO, please provide specific reasons and any suggestions on ways we can improve.

GSA Feedback – Q4

A. Do you have an opportunity to provide input into GSA’s policy development and is your input considered? YES NO

B. If YES, please cite supporting evidence or basis. If NO, please provide specific reasons and any suggestions on ways we can improve.

GSA Feedback – Q5

A. Are you involved in our interagency committees or councils? YES NO

B. If YES, please explain how you benefit from involvement. If NO, please provide specific reasons and any suggestions on ways we can improve.

GSA Feedback – Q6

A. Does your agency have a new best practice that you would like to share government-wide? YES NO

B. If YES, please describe the best practice and explain how it has helped your agency.

GSA Feedback – Q7

A. If you have had any corrective actions/recommendations from evaluations (IG, OMB, GAO, internal, etc) within the last 3 years, have you implemented them? YES NO

B. If YES, please describe the best practice and explain how it has helped your agency.

Respondent Name/Title:

Respondent Phone Number/Email:

Respondent Agency: