

**RD&T Leadership Council Action Item: (F.a.5.) Federal Express Usage**

Updated 7/19/00

**Council Champion/Project Lead:** Paula Ewen/Georgia Curtis

- (1) TITLE: Federal Express Usage
- (2) DESCRIPTION OF INITIATIVE: This initiative is to provide guidance and instructions on the appropriateness of using Federal Express over the normal mail service, and to establish controls to eliminate improper usage of Federal Express.
- (3) IMPORTANT/SIGNIFICANCE OF INITIATIVE: A commitment was made to reduce Federal Express usage by 25 percent over last year's reported expense. In an effort to control and insure the proper use of Federal Express, each outgoing shipment is recorded on log sheets and reviewed by HRRM on a monthly basis.
- (4) PRODUCT/OUTPUT: RD&T Guidelines, instructions, and log sheets.
- (5) CUSTOMER: RD&T employees and contract staff.
- (6) PARTNERS: Director's secretaries and Leadership.
- (7) COSTS: No direct expenses anticipated beyond professional and administrative support staff time.
- (8) SCHEDULE:

Tasks	Month/Year:	10/99	1/00	4/00	7/00	9/00
1. Record each outgoing shipment (daily)		XXXX	XXXX	XXXX	XXXX	XXXX
2. Review log sheets (monthly)		XXXX	XXXX	XXXX	XXXX	XXXX
3. Obtain Expense Report from Federal Express		XXXX	XXXX	XXXX	XXXX	XXXX
4. Report Federal Express expenses to Leadership				XXXX		XXXX