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MAY 28 1975

Mr. R. G. Marquardt  
State Director  
Washington State Headquarters  
Selective Service System  
19415 Pacific Highway South  
Seattle, Washington 98188

Dear Mr. Marquardt:

As part of a nationwide review of energy conservation measures taken at Federal installations, we have reviewed Washington State Headquarters (WSH) Selective Service System efforts to reduce energy use. Energy conservation has been a national concern since mid-1973, when a Federal energy conservation program was initiated. President Ford reaffirmed this commitment in October 1974 when he announced the fiscal year 1975 conservation goal and called for continued energy conservation efforts at all Federal facilities.

The purpose of our review of the WSH energy conservation program was to determine the energy conservation results achieved. This letter presents the results of our review.

Your office has taken a number of actions to reduce energy consumption, including:

- thermostats have been turned down to 68 degrees for heating and raised to 78 degrees for cooling.
- lighting has been reduced and lights are turned off when they are not required.
- office machines are turned off when not in use.
- efforts have been made to keep employees aware of the need for energy conservation.

In addition, motor vehicle mileage has been reduced. WSH records show that GSA vehicle mileage decreased 19,300 miles or 33 percent in fiscal year 1974 and 13,000 miles or 43 percent in the first half of fiscal year 1975 from the fiscal year 1973 baseline.

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This reduction in mileage for assigned GSA vehicles has been accompanied by a 40 percent decrease in the number of GSA vehicles assigned and a 58 percent decline in WSH staffing. WSH has not adjusted its fiscal year baseline mileage to reflect program changes affecting travel requirements. We were unable to determine what the change in travel requirements has been.

Also, privately owned vehicles have been used for official travel to supplement GSA vehicle travel. However, WSH has not accumulated privately owned vehicle mileage for the baseline or subsequent years. We were unable to determine the amount of this mileage because neither summary data or travel vouchers are maintained by WSH.

Federal energy conservation regulations have required agencies to reduce vehicle mileage by 15 percent--including agency owned, GSA motor pool, rented or leased, and privately owned vehicles. The regulations provide the percent reduction achieved is to be measured against fiscal year 1973 mileage adjusted for changes in numbers of GSA vehicles assigned and for changes in program requirements affecting vehicle use.

Without isolating the effects of the reductions in staff and the number of GSA vehicles assigned and without monitoring privately owned vehicle travel, WSH cannot realistically evaluate its progress towards achieving mileage reduction goals. Accordingly, we recommend that WSH establish:

- an appropriate mileage baseline for all vehicles used for official travel with adjustments for significant mission and/or staffing changes.
- procedures to compile all vehicle mileage, including privately owned vehicle mileage, driven in performing current official travel.

We would appreciate your comments as to the action taken on this matter. We appreciate the cooperation and assistance provided by your staff.

Sincerely yours,

Philip A. Bernstein

Philip A. Bernstein  
Regional Manager

cc: Director, LCD - Fred J. Shafer  
Assistant Director, LCD - Charles R. Comfort  
Chief, Distribution Section, OAPS ✓