

**AGENCY CONSOLIDATED REQUIREMENTS FOR GSA REGULATIONS AND OTHER EXTERNAL ISSUANCES**  
(Submit in duplicate)

<b>AGENCY</b>	NAME OF AGENCY	DATE OF REQUEST
	LIAISON OFFICER (Signature and title of official GSA is to contact regarding this request)	TELEPHONE NO.
	DESIGNATED ALTERNATE	CODE NO.
	ADDRESS	
<b>SUBMIT REQUEST TO:</b>	<b>GENERAL SERVICES ADMINISTRATION PRINTING AND FORMS DIVISION (CAP) 1800 F STREET, NW WASHINGTON DC 20405-0002</b>	<b>TYPE OF REQUEST</b> <input type="checkbox"/> NEW (Total agency requirements) <input type="checkbox"/> REVISED (Supersedes previous request) <input type="checkbox"/> CHANGE OF MAILING ADDRESS <input type="checkbox"/> OTHER (See remarks)

GSA TEL. NO. **(202) 501-2693**

It is requested that GSA send to this agency the number of copies of GSA regulations and other external issuances as indicated below. All copies as they become available are to be sent to:

<b>AGENCY MAILING ADDRESS</b>  <i>(Include 9-digit zip code)</i>		<b>IMPORTANT</b> Agencies must indicate here the complete mailing address of their Headquarters Distribution Office where GSA is to send all issuances requested.
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**AGENCY REQUIREMENTS**

TITLE OF THE REGULATION*	NO. OF COPIES REQUIRED	GSA MAILING LIST CODE
<b>FEDERAL MANAGEMENT REGULATION (FMR)</b> <i>(Distributed in its entirety)</i>		

**FEDERAL PROPERTY MANAGEMENT REGULATIONS**

DISTRIBUTION BY SUBCHAPTERS	A	GENERAL		
	B	MANAGEMENT AND USE OF INFORMATION AND RECORDS		
	C	DEFENSE MATERIALS [Reserved]		
	D	PUBLIC BUILDINGS AND SPACE		
	E	SUPPLY AND PROCUREMENT		
	F	MANAGEMENT AND USE OF TELECOMMUNICATIONS RESOURCES		
	G	AVIATION, TRANSPORTATION AND MOTOR VEHICLES		
	H	UTILIZATION AND DISPOSAL		

\* GSA distribution includes the requested regulation and related bulletins and notices.

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## CONTENT OF GSA's REGULATIONS

The **FEDERAL MANAGEMENT REGULATION (FMR)** contains policies and regulatory requirements on the management of real and personal property and administrative services.

Subchapter A - GENERAL contains a description of the FMR system, material common to all subchapters, and material not coming within the scope of any other subchapter such as advisory committee management and nondiscrimination in Federal financial assistance.

Subchapter B - PERSONAL PROPERTY contains information on disposition of personal property, transfer of excess personal property, management of aircraft, and management of motor vehicles.

Subchapter C - REAL PROPERTY contains information on pricing policy for occupancy in GSA space, real estate acquisition, facility management, design and construction, assignment and utilization of space, disposal of real property, utility services, and annual real property inventories. *(This listing is not all-inclusive of subchapter contents).*

Subchapter D - TRANSPORTATION contains information on transportation and traffic management.

Subchapter E - TRAVEL MANAGEMENT [Reserved].

Subchapter F - TELECOMMUNICATIONS contains information on telecommunications resources and network registration services.

Subchapter G - ADMINISTRATIVE PROGRAMS contains information on mail management, creation and use of records, standard and optional forms and interagency reports.

Subchapters H through Z (Reserved).

**FEDERAL PROPERTY MANAGEMENT REGULATIONS (FPMR)** concerns the management of federal property and records. This series includes all GSA regulatory material, records management, Standard and Optional forms, and interagency reports.

Subchapter A - GENERAL includes description of FPMR System; regulatory material not coming within the scope of any other subchapter; and material common to all subchapters. All persons receiving one or more of the other subchapters should also receive subchapter A.

SUBCHAPTER B - MANAGEMENT AND USE OF INFORMATION AND RECORDS contains material dealing with Federal agencies records, standard and optional forms, and interagency reports management program.

Subchapter C - DEFENSE MATERIALS {Reserved}.

Subchapter D - PUBLIC BUILDINGS AND SPACE includes material dealing with the construction and alteration of public buildings, the acquisition of real property, the management of buildings and grounds and the assignment and utilization of space.

Subchapter E - SUPPLY AND PROCUREMENT includes material dealing with inventory management, storage and distribution, specifications and standards, the Federal Catalog Systems, inspection and quality control, and procurement sources and programs other than by contract. Material dealing with procurement sources and programs by contract is included in the FAR.

SUBCHAPTER F - MANAGEMENT AND USE OF TELECOMMUNICATIONS RESOURCES contains material dealing with the mandatory FTS long distance network, long distance telephone services, local telecommunications service, and network registration services.

Subchapter G - AVIATION, TRANSPORTATION AND MOTOR VEHICLES includes material dealing with Aviation administration and coordination, transportation and traffic, management of motor vehicles, and the Interagency motor vehicle pools.

Subchapter H - UTILIZATION AND DISPOSAL includes material dealing with utilization, rehabilitation, donations and sales of personal property and the utilization and disposal of excess real property.

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REMARKS