

DEPARTMENTAL REGULATION		Number: 1615-001
SUBJECT: Submission of SF-146, Changes in Telephone Listings	DATE: November 13, 1981	
	OPI: O&F, RDD	

1 PURPOSE

This Regulation sets forth the requirement contained in GSA's Federal Property Regulations (41 CFR 101-37.304) for agencies to submit Standard Form 146, Changes in Telephone Listings, to GSA to enable its Regional Directory Office to furnish accurate personnel locator information on USDA employees to the public. Agencies shall also furnish a copy of the Standard Form 146 to the AMLS and Telephone Directory Section in the Reproduction and Distribution Division to enable this office to maintain a data base from which the alphabetical listing portion of the USDA Departmental Telephone Directory is prepared.

2 POLICY

USDA agencies are responsible for submitting SF-146's to GSA and AMLS whenever an employee leaves the agency, enters the agency, or changes his/her office telephone number, location or name. Agencies are responsible for submitting these changes as soon as possible after they occur so that:

- (1) GSA's information operators can provide accurate personnel locator information to the public; and
- (2) the telephone directory data base maintained by AMLS is current and complete.

3 ABBREVIATIONS

AMLS - Automated Mailing List System and Telephone Directory Section,
RDD, O&F

GSA - General Services Administration

O&F - Office of Operations and Finance

RDD - Reproduction and Distribution Division

USDA - United States Department of Agriculture

4 RESPONSIBILITIES

a GSA's Regional Directory Office is responsible for:

- (1) Maintaining a data base on all USDA employees located in the Washington Metropolitan Area. Their operators provide personnel locator information to the public from the list maintained by GSA.
- (2) Disseminating information to USDA on current policy and procedures for completing the SF-146.
- (3) Providing USDA with a printout of all USDA employees, by agency, which is used to update the GSA personnel locator data base.

b AMLS is responsible for:

- (1) Serving as USDA's liaison with GSA on all matters relating to submission of SF-146's.
- (2) Receiving and forwarding all SF-146's from USDA agencies to GSA and disseminating information received from GSA to USDA agencies.

c USDA Agencies are responsible for:

- (1) Preparing SF-146's for all employee changes in location, name, telephone number, and forwarding them to AMLS for review and processing.
- (2) Designating, in writing to AMLS, an agency directory contact who will serve as the agency's liaison with AMLS on all matters relating to processing SF-146's.
- (3) Reviewing printouts generated by GSA, and forwarded through AMLS, in order to update the GSA telephone locator.

5 FORMS

Standard Form 146 (Rev. 11-76), Changes in Telephone Listings can be obtained by submitting Form AD-14, Request for Supplies, Forms, and/or Publications (Rev. 11/76) to the Landover Warehouse.

6 SUBMISSION OF STANDARD FORM 146

a Agency telephone directory contacts (listed in the USDA Alphabetical Telephone Directory) shall be responsible for submitting an original and one copy of the SF-146 to AMLS at the address shown below within one pay period, whenever any of the following changes occur:

- (1) A new employee enters the agency;
- (2) An employee changes their work location, telephone number, or name; or
- (3) An employee leaves the agency.

The agency contact shall forward the original and one (1) copy to:

AMLS and Telephone Directory Section

Room 0064, South Building

Stop 209

The original SF-146 will be forwarded by AMLS to GSA. The copy of the SF-146 will be retained by AMLS for record purposes.

b A copy of the SF-146 should be retained by the agency telephone directory contact for his/her records.

7 INSTRUCTIONS FOR COMPLETING THE SF-146

See Appendix A

Appendix A

Instructions For Completing SF-146*

(1) To add: Place an "X" in the "Add" column and enter the name, agency division symbols, location (room number and building), telephone number, and agency bureau code.

(2) To drop: Place an "X" in the "Drop" column and enter only name, telephone number, and agency bureau code.

(3) To change: Place an "X" in the "Drop" column and enter employee's name, telephone number and agency bureau code. Then place an "X" in the "Add" column and type the data to appear in the next-publication.

(4) All listings must be in alphabetical sequence.

(5) Do not punctuate.

(6) Do not use Mr., Mrs., Miss, or Ms.

(7) In the column marked "Agency Division Symbols" use all capital letters with dashes between agency and division.

(8) In the column marked "Location" use authorized abbreviations shown in the

latest edition of USDA Departmental Telephone Directory.

(9) The current date, title, signature, and telephone number of the official authorized to approve the change must appear on each SF-146.

(10) If there are questions concerning your agency bureau code, please contact AMLS.

*These are GSA instructions and cannot be changed by USDA.