

**The original documents are located in Box 37, folder “Transition Reports (1977) –General Services Administration” of the John Marsh Files at the Gerald R. Ford Presidential Library.**

### **Copyright Notice**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald R. Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

---

An  
Executive  
Brief

1976

---



General  
Services  
Administration

GENERAL SERVICES ADMINISTRATION

AN EXECUTIVE BRIEF

TABLE OF CONTENTS

<u>CHAPTER</u>	<u>SUBJECT</u>
i	INTRODUCTION
I	A BRIEF HISTORY OF GSA
II	SUMMARY OF AGENCY MISSIONS
III	PRINCIPAL STATUTORY AUTHORITIES OF GSA
IV	ORGANIZATION AND FUNCTIONS OF GSA
V	DELEGATIONS OF AUTHORITY
VI	FINANCIAL MANAGEMENT

## INTRODUCTION

The General Services Administration (GSA) is an independent agency in the Executive Branch of the Government having responsibility for the performance of a wide range of policymaking, regulatory, and service functions.

As a major policy maker, GSA formulates and prescribes a variety of Government-wide policies relating to procurement and contracting, transportation procurement and management, and automated data processing management.

GSA is also responsible for the Government-wide civil emergency preparedness program which involves the coordination and development of policy and plans relating to the emergency availability of resources, such as manpower, materials, industrial capacity, transportation and communications; civil defense policy; emergency organization of Government; emergency stabilization of the civilian economy; rehabilitation after enemy attack; continuity of Federal, State, and local governments; administration and coordination of the National Defense Executive Reserve Program; and the determination of policies and plans for the strategic stockpiles.

As a regulatory agency, GSA issues the Federal Procurement Regulations (FPR) and the Federal Property Management Regulations (FPMR). These regulations provide comprehensive coverage of policies and procedures governing purchasing and contracting and policies, procedures, and delegations of authority pertaining to the management of property, records, and other programs administered by GSA.

In its performance of services, GSA administers the Government-wide ADP resources management program, operates the Federal Telecommunications System and the Federal Data Processing Centers; maintains a Government-wide supply system and administers the Government-wide transportation management, motor equipment, and public utilities programs; manages the bulk of the Nation's emergency defense supplies; and administers a program for the utilization and disposal of most of the Government excess and surplus supplies and equipment, as well as the repair and rehabilitation of in-use personal property.

The agency is also responsible for the design, building or leasing, operation, protection, repair and alteration, and maintenance of most of the Federal buildings in the Nation, as well as the management of excess and surplus Government real property. In its archives and records program, the agency performs a wide range of functions relating to the management, preservation, publication, and disposition of valuable records of the Federal Government.



## CHAPTER I

### A BRIEF HISTORY OF GSA

#### Background

In the early days of the Republic there was no systematic and efficient means for providing essential services to the Government. Procurement and supply functions were performed by the Treasury with the Secretary exercising a very tight control by personally approving all requisitions no matter how insignificant the item ordered. This procedure understandably bogged down as Government grew with the result that the Government agencies became increasingly independent in procurement and supply matters. They continued to rely, however, on the Treasury for some items.

The Government's space needs were originally provided by an independent commission which had to sell lots in the city of Washington to finance its endeavors. Later, the space function was transferred to the Interior Department and finally to the Public Buildings Administration in the Federal Works Agency. During most of the country's history, however, the construction of public buildings outside the Washington area was the responsibility of the Treasury.

There was very little concern about the protection and management of the Government's records in the early years. Some of the nation's permanently valuable records were often stored under deteriorating conditions. In 1934 the National Archives was established as an independent organization to resolve this problem.

#### 1933 - 1948

#### Presidential and Congressional recognition of the problems

The creation of the General Services Administration was the result of many years of combined effort by the Executive and Legislative Branches of Government. As early as 1933, President Roosevelt requested legislation for the improvement of the Government's property management. During the early 1940's, considerable attention was devoted to problems in the Government's system of property management, but resolution of these problems became bogged down as the war effort mounted.

In 1948, President Truman highlighted the major problems in the Government's property management system in a proposal submitted to the 80th Congress. He emphasized the obsolescence of legislation and the lack of central leadership and direction necessary to coordinate the complex activities concerned with the procurement, use, and disposal of Government property. Several bills were introduced in the Congress as a result of the President's proposal, but no legislation resulted.

1949

First Hoover Commission recommends action

In February of 1949, the first Hoover Commission on Organization of the Executive Branch issued its reports. These identified three major internal activities of the Federal Government which suffered from lack of central direction. They were supply, records management, and the operation and maintenance of public buildings. The Commission recommended that these three activities be placed in an Office of General Services under a director appointed by the President and that this Office be given authority to prescribe regulations governing the conduct of these activities by other agencies.

Enactment of the Federal Property and Administrative Services Act of 1949

Legislation designed to implement the Hoover Commission recommendations was introduced in the Congress in early 1949 and culminated in the enactment of the Federal Property and Administrative Services Act (Public Law 152) which was signed into law by President Truman on June 30, 1949.

The Act established the General Services Administration as an independent agency to be headed by an Administrator of General Services appointed by and responsible to the President. It transferred to the new Administrator of General Services the functions, personnel, and records of three independent agencies--the National Archives Establishment, the Federal Works Agency which included the Public Buildings Administration, and the War Assets Administration--and the Bureau of Federal Supply from the Treasury Department. The Bureau of Federal Supply included the Office of Contract Settlement and the functions performed by the Bureau under delegation of authority from the Secretary of the Treasury in connection with the stockpiling under the Strategic and Critical Materials Stock Piling Act.

Some of the functions of the Federal Works Agency, such as the Bureau of Public Roads, were not directly related to property management. During fiscal year 1950, the President, by reorganization plans, transferred all such functions to other executive agencies.

The Act also established the following basic policy to guide GSA and other Federal agencies in the acquisition, management, and disposal of Government property and records:

"Sec. 2. It is the intent of the Congress in enacting this legislation to provide for the Government an economical and efficient system for (a) the procurement and supply of personal property and nonpersonal services, including related functions such as contracting, inspection, storage, issue, specifications, property identification and classification, transportation and traffic management, management of public utility services, repairing and converting, establishment of inventory levels, establishment of forms and procedures, and representation before Federal and State regulatory bodies; (b) the utilization of available property; (c) the disposal of surplus property; and (d) records management."

#### Amending legislation and Executive orders

Since its original enactment, more than 60 laws have explicitly amended the Federal Property and Administrative Services Act of 1949. Several of the amendments have been of major importance because they have strengthened, expanded, and clarified GSA's functional responsibilities. Others have authorized specific actions to be taken in connection with real and personal property management. Other functional responsibilities have been transferred to the Administrator by reorganization plans and Executive orders. The most important legislation, reorganization plans, and Executive orders are summarized below.

Space and buildings

Centralized responsibilities for leasing general-purpose space and the assignment and reassignment of the space to Federal agencies were given to GSA by the President's Reorganization Plan No. 18 of 1950. This plan also transferred all functions with respect to the operation, maintenance, and custody of the office buildings owned by the Government and of office buildings or parts thereof acquired by lease, with certain specific exceptions, to the Administrator of General Services.

Defense production

In Executive orders delegating functions under the Defense Production Act of 1950, as amended, the President assigned to GSA additional responsibilities to assist in the purchase of metals, minerals, and other materials for Government use or resale, for installing additional equipment in industrial facilities, and for guaranteeing private loans to defense contractors.

Buildings, utility services, records and records centers, General Supply Fund

GSA's responsibilities with respect to the operation, maintenance, security, repair, and renovation of buildings and the provision of public utility services were extended by Public Law 754, approved September 5, 1950. In addition, this amendment authorized the establishment and operation of records centers and provided increased authority over the creation, maintenance, and disposal of records. It also made possible expansion of the general supply fund allowing a large increase in the number of items stocked by GSA for issue to Federal agencies, thereby eliminating the need for multiple independent purchases at higher prices by the various agencies.

State papers

Reorganization Plan No. 20 of 1950, transferred from the Secretary of State to the Administrator of General Services a number of functions relating to: the receipt and preservation of the original copies of bills, orders, resolutions, and votes; the publication of acts and joint resolutions in slip form and the compilation, editing, and publication of the

United States Statutes at Large; the certification and publication of amendments to the Constitution of the United States; and certificates of appointment of the electors of the President and Vice President and the certification of the votes of such electors for President and Vice President.

#### Buildings Management and General Supply Funds

Public Law 522, approved July 12, 1952, established a buildings management fund to be operated on a revolving basis. This law also authorized GSA to include in the General Supply Fund the value of inventories of personal property transferred to GSA from other agencies.

#### Defense materials procurement function

Most of the residual functions of the Defense Materials Procurement Agency were transferred to GSA by Executive Order 10480, dated August 14, 1953, as amended. The additional responsibilities transferred to GSA included the development of the Government's expansion programs for metals, minerals, and certain other materials.

#### Motor pools and transportation

GSA was given responsibility for the creation and operation of motor vehicle pools and systems for the transportation of Government personnel and property within specific areas, by Public Law 766, approved September 1, 1954. In addition, this amendment gave the Administrator of General Services control over the movement of furniture and furnishings of any executive agency's components being moved from one GSA-controlled building to another. It also changed the original basic policy by the insertion of the following text: "establishment of pools or systems for transportation of Government personnel and property by motor vehicle within specific areas."

#### Presidential materials and libraries

The Administrator of General Services was authorized to accept for deposit the papers and other historical materials of any President or former President of the United States and to establish Presidential libraries, by Public Law 373, approved August 12, 1955.

## Clarification of the Public Buildings Act

The Public Buildings Act of 1959, Public Law 86-249, approved September 9, 1959, increased and clarified GSA's authority for the orderly planning, construction, alteration, and acquisition of public buildings for the Federal Government.

1960 - 1969

## Federal Telecommunications System

In 1961, the Federal Telecommunications System (FTS) was established in GSA to serve civil agencies of the Government on a day-to-day basis and to provide engineering features of value during an emergency. This action was the culmination of extensive planning by what was then called the Office of Civil and Defense Mobilization. The FTS is an integral part of the National Communications System (NCS), the objective of which is to provide necessary communications for the Federal Government under all conditions ranging from a normal situation to national emergency and international crises, including nuclear attack. The development and operation of the NCS is subject to the policy direction of the Director of Telecommunications Policy who also serves as Special Assistant to the President for telecommunications.

## Space

Executive Order 11035, dated July 9, 1962, authorized the Administrator to initiate and maintain plans and programs for the effective and efficient acquisition and utilization of federally-owned and leased office space. In exercising this authority the Administrator was directed to issue standards and criteria for the use of such office space and to periodically undertake surveys of space requirements and to formulate programs to meet the essential office space requirements of executive agencies.

## Presidential transition

The Presidential Transition Act of 1963, Public Law 88-277, approved March 7, 1964, authorized the Administrator to provide, upon request, to each President-elect and each Vice President-elect, for use in connection with their assumption of official duties, necessary services and facilities including: suitable office space appropriately equipped

with furniture, furnishings, office machines and equipment, and office supplies; payment of the compensation of members of office staffs, expenses for consultants, travel and subsistence allowances; and communications services. This Act also authorized the Administrator to provide, upon request, the same general services to each former President and Vice President, for a period of 6 months from the date of their term of office, for use in connection with the winding up of affairs of their offices.

#### Historical grants

Public Law 88-383, approved July 28, 1964, further amended the Federal Property and Administrative Services Act of 1949, by authorizing an annual appropriation which together with donated funds, may be used to make grants for the collection, reproduction, and publication of documentary source material significant to the history of the United States.

Public Law 93-536, approved December 22, 1974, extended GSA's authority to award grants to State and local recipients engaged in records preservation programs.

#### Automatic data processing equipment

On October 30, 1965, Public Law 89-306, commonly known as the Brooks Bill, was enacted amending the Federal Property and Administrative Services Act. This law authorized and directed the Administrator to coordinate and provide for the economic and efficient purchase, lease, and maintenance of automatic data processing equipment by Federal agencies. This included the authority to transfer equipment among agencies and the authority to establish and operate equipment pools and data processing centers for the use of two or more agencies when necessary for efficient and effective utilization. The establishment of an automatic data processing fund was also authorized.

### 1970 - 1973

#### New concept for financing space

Prior to 1972, GSA obtained funds for the management and financing of Federal Buildings through the appropriation process. The Public Buildings Amendments of 1972, Public Law 92-313, June 16, 1972,

provided a new approach by establishing the Federal Buildings Fund. For the first time in history, individual Government agencies were required to pay for the office space they use through a user charge equivalent to commercial rent. These monies were deposited in a revolving fund to take care of GSA's building, financing, and management needs. The fund became operative on July 1, 1974.

#### Emergency Preparedness functions received

In an effort to further improve Federal management, the President by Executive Order 11725, July 1, 1973, delegated to GSA many of the functions of the Office of Emergency Preparedness. These included functions relating to civil defense, emergency preparedness planning, continuity of civil government, resources planning and analysis, and strategic materials stockpile planning. The "reorganized GSA," the President said, "should make a significant contribution toward cutting red tape and achieving more economical, effective, and responsible Federal Government." The Office of Preparedness was established in the Office of the Administrator to direct this program.

On June 29, 1975, the Office of Preparedness was redesignated and established by the Administrator as the Federal Preparedness Agency. At the same time, the Mathematics and Computation Laboratory and the Western Virginia Area Office of the Corps of Engineers, Department of the Army, were transferred to the Federal Preparedness Agency of GSA.

1974 - 1976

#### Presidential Recordings and Materials

In December 1974, Congress enacted the Presidential Recordings and Materials Preservation Act (P. L. 93-526, 44 U.S.C. 2107 note) which required the Administrator of General Services to receive, retain, or make reasonable efforts to obtain, complete possession and control of all papers, documents, memorandums, transcripts, and other objects and materials which constitute the Presidential historical materials of the Nixon Administration. The Administrator also is required to promulgate regulations for public access to the Nixon documents, tape recordings, and other Presidential materials.

### Transportation Audit

The General Accounting Office Act, P. L. 93-604, January 2, 1975, transferred the transportation audit function of GAO to GSA. The transfer was effective October 12, 1975.

### Donation of Surplus Personal Property

Public Law 94-519, October 17, 1976, greatly expanded the program for donation of Federal surplus personal property to States and local government for public's purposes, transferring certain functions from HEW and consolidating them in GSA.

### Multi-Use of Federal Buildings

The Public Buildings Cooperative Use Act, P. L. 94-541, approved October 18, 1976, significantly revised GSA's leasing authority, requiring all leased buildings to be accessible to the physically handicapped and permitting commercial and cultural activities in Federal buildings at established rentals. That act also required consultation by GSA with the Council on Historical Preservation with an aim to maximum utilization of historically and architecturally significant buildings.

### Records Management Amendments

The Federal Records Management Amendments of 1976, P. L. 94-575, amended Chapters 29 and 31 of title 44, United States Code to expand the authority of the Administrator to provide guidance and assistance to Federal agencies with respect to creation, maintenance, use, and disposition of records of Federal agencies. The Administrator also is authorized to inspect the records or records management practices and programs of any Federal agency solely for the purpose of making recommendation for the improvement of records management practices and programs.



## CHAPTER II

### SUMMARY OF AGENCY MISSIONS

As a major policymaker, the General Services Administration provides guidance and direction to Federal agencies in a number of management fields. The President has also delegated to GSA many of the Government-wide preparedness functions previously performed by the Office of Emergency Preparedness.

GSA also provides a wide variety of basic services to other Government agencies pursuant to the Federal Property and Administrative Services Act of 1949, as amended; the Public Buildings Act of 1959, as amended; and other applicable law.

As a central property management agency, GSA gives policy direction and guidance to Federal agencies and is responsible for providing for the Government an efficient and economical system for property management and related services.

#### Regulations

Federal Procurement Regulations (FPR) and Federal Property Management Regulations (FPMR) issued by the Administrator have Government-wide applicability.

FPR's providing new and revised procurement policies and procedures, contract forms and clauses are published as Chapter 1, in Title 41; Public Contracts and Property Management, Code of Federal Regulations (CFR). These regulations provide comprehensive coverage of purchasing and contracting policies and procedures pertaining to personal property and nonpersonal services from other than Federal sources. Except for standard Government forms and clauses, Federal Specifications and Standards, or as directed by the President, Congress, or other authority, the FPR's are not mandatory on the Department of Defense. However, cooperative arrangements with DOD assures uniformity and consistency in procurement between the civilian and military activities of the Government.

The FPMR's are also issued in codified form in Title 41, CFR, as Chapter 101. They prescribe policies, procedures, and delegations of authority pertaining to the management of property, records, and other programs administered by GSA, except for procurement and contract matters covered in the FPR's.

#### Emergency Preparedness

Pursuant to the Defense Production Act of 1950 and numerous Executive orders, GSA, exercising authority delegated by the President, develops plans and programs in the areas of civil defense, emergency preparedness planning, continuity of civil government, resources planning and analysis, and strategic materials stockpile planning with the overall mission to insure that the civilian sector will be prepared to meet a wide range of potential emergencies.

#### Public Buildings

Providing space for housing the Federal Government's operations is a basic responsibility of GSA. This responsibility is carried out through its management of existing Federal buildings, by a construction program for new Federal buildings, and by leasing buildings from private landlords. GSA's space mission is to provide efficient, economical, and interesting work environments for Federal offices.

Requirements for new buildings or modernization of existing buildings provided by GSA are determined through comprehensive studies of communities in which Federal activities are concentrated. Sites for new buildings are selected that will best meet agency operating requirements and are convenient to the public. At the same time, consideration is given to the need for development and redevelopment of areas, the development of new communities, the environmental factors involved in the selection of a specific site, and the impact a selection will have on improving social and economic conditions in the area. Public buildings are constructed or altered so as to combine architectural beauty with practical utility.

In its construction program, GSA is committed to a goal of building with excellence. Its aim is to construct buildings that are functional, economical, distinguished in design, and that will insure maximum comfort, health, safety, and aesthetic value. There is also an emphasis on the fine arts. The agency is also firmly committed to energy conservation, environmental enrichment, and the removal of architectural barriers in its construction as well as in its operating programs.

Beautification of the grounds surrounding Federal buildings and a continuing repair and improvement program serve to maintain the value of the public's investment in these structures. About 55 percent of GSA personnel are engaged in the provision of general purpose office and related space and its operation, maintenance, and protection.

GSA does not provide for the total space needs of all Federal activities. For example, the Veterans Administration constructs its own hospitals. The Corps of Engineers constructs military facilities; the Department of the Interior constructs water pollution control facilities and facilities required by the Bureau of Reclamation; and the U. S. Postal Service constructs mail handling facilities and acquires post office buildings and facilities on a long-term basis.

### Supply

GSA develops and maintains, jointly with the Department of Defense and the civilian agencies, a national supply system under which supplies and equipment are procured and distributed to Federal agencies. Operationally, GSA procures and distributes supplies through (1) the Federal

Supply Schedules under which agencies order items directly from contractors at favorable prices secured through GSA's indefinite quantity term contracts; (2) supply distribution facilities, self-service stores, and similar service facilities; and (3) direct delivery arrangements whereby items are shipped directly from the supplier to the customer agency. Quality control programs and Federal Specifications and Standards are designed to ensure the high quality of products delivered by GSA contractors.

In administering its supply programs, GSA has an active business counseling program to assist entrepreneurs of any size in their dealings with the Federal Government. As the largest buyer of common-use commercial-type goods and services, GSA is committed to providing assistance to minority businessmen--Blacks, Spanish surnamed Americans, American Indians, and other economically disadvantaged persons--in the solution of technical and managerial business problems and in funding business opportunities.

GSA also provides supply support to DOD, the Agency for International Development, and the Peace Corps on a worldwide basis.

#### Common Services

GSA provides common services such as cleaning, safety and fire protection, repairs, guard services, cafeterias, vending machines and stands, health units, information desks, telephone facilities, travel services, auditoriums and conference rooms, hearing rooms, data processing centers, credit union space, libraries, printing and duplicating plants, mailrooms, self-service supply stores, and many additional facilities shared by the Federal occupants of public buildings.

#### Transportation and Utilities

GSA operates 100 motor pools serving Federal agencies in 50 states, the District of Columbia, and Puerto Rico. The cost of operating motor pools is reimbursed by the using agencies. The pools include passenger-carrying sedans, station wagons, buses, trucks of various types, trailers, school buses, and ambulances.

GSA also negotiates rate reductions and other travel benefits with private transportation carriers on behalf of Government agencies, maintains a central library of transportation rates and tariffs to assist Federal agencies in the movement of property and personnel, and represents the interests of the Government as a user in proceedings before Federal and State regulatory bodies relating to transportation.

Assistance is rendered by GSA to a steadily increasing number of agencies in the procurement, management, utilization, conservation, and cost reduction of utility services and facilities, including electric, gas, steam, water, and sewerage. GSA is responsible for representing the Government as a customer in utility rate cases before Federal, State, and local regulatory bodies.

### Archives and Records

Among the most valuable properties of the Federal Government are the records of our national life preserved for posterity in the National Archives. These records are made available to historians and other scholars, Government officials and members of the public throughout the nation, increasingly in microfilmed form. In addition to the holdings in the National Archives Building and the Washington National Records Center (WNRC) archives are now housed in regional archive branches located in 11 of the regional records centers. The primary purpose of GSA's 15 records centers, however, is to handle the records holdings of Federal agencies which are not yet eligible for disposal but are not active enough to warrant continued maintenance in high-cost office space and filing equipment. Presidential papers and related historical materials are housed in six Presidential libraries--Herbert Hoover, Franklin D. Roosevelt, Harry S. Truman, Dwight D. Eisenhower, John F. Kennedy, and Lyndon B. Johnson.

Technical assistance is furnished by NARS to agencies requesting aid in solving specific paperwork problems. Most technical assistance projects are designed to achieve a speedup in paperwork processing, better quality of documentation, and reduced costs. Paperwork surveys, systems advice, training workshops, and symposiums are among the devices used to upgrade the ability of individual agencies to cope with their mounting paperwork problems.

The daily publication of the Federal Register and the Weekly Compilation of Presidential Documents constitutes a running portrayal of executive action for those people who must be continuously informed. The Public Papers of the Presidents, published annually in bound volumes, constitutes a more permanent source of reference to Presidential state papers.

Public documents which have had a national security classification are made available to the public through NARS declassification review program, and research and publication are fostered by grants and allocations of the National Historical Publications and Records Commission to universities, historical societies, other nonprofit organizations, and Government agencies.

### Property Management and Disposal

Two of GSA's services are involved in the conduct of programs for the reutilization of excess real and personal property. The Public Buildings Service conducts programs relating to real property, while the Federal Supply Service conducts programs relating to personal property. In both instances, the purpose of the reutilization program is to keep property already owned by the Government in productive use throughout its useful life. For example, personal property is repaired and rehabilitated whenever economically feasible.

Property which has outlived its need in the Federal system is disposed of as surplus by sale or donation as authorized by law. GSA handles the majority of disposals of surplus real and personal property for all Federal agencies except the Department of Defense which disposes of its own surplus personal property.

GSA manages the Government's stockpiles of strategic and critical materials for use in times of emergencies. Rotation of stockpiled commodities is necessary in some instances to ensure their continued usability. Because the needed quantity of various items fluctuates, GSA is continuously engaged in the disposal of many items into the domestic and world markets in a manner prescribed by law to protect the United States against avoidable loss and to protect producers, processors, and consumers against avoidable disruption of their usual markets. Other responsibilities include support of the DOD civil defense programs.

## Automated Data and Telecommunications

The Federal Telecommunications System (FTS), established in February 1963 and operated by GSA, is designed to meet both the day-to-day and emergency communication needs of Federal agencies for voice, teletype, data, radio, and other services as economically as possible. The voice intercity network of the FTS permits direct dialing to most major areas of Government activity throughout the United States including Alaska, Hawaii, and Puerto Rico. Included in the FTS are switchboard facilities, both manual and automatic, operated either by GSA or by other agencies pursuant to GSA-prescribed guidelines. A Government-wide switchboard consolidation and modernization program has been a key element in the improvement of voice network services and reduction of costs through the automation of local service (Centrex) and the consolidation of small local agency switchboards.

The teletype/data portion of the FTS, the Advanced Record System (ARS), was implemented in December 1966, and provides for automatic storage and forward capability of data and teletype messages; speed and code conversion; automatic error detection and unattended service; continued operation in the event of emergency by alternate routing of traffic; and enables civilian agencies to automatically transmit messages to military systems and systems operated by common carriers, such as TWX and TELEX. The ARS provides service on a nationwide basis, including Hawaii and Puerto Rico, and Alaska.

GSA has central responsibility for managing the Government's automatic data processing equipment under fiscal control of the Office of Management and Budget. Procurement contracts are entered into for both purchase and rental of ADP equipment, and arrangements are fostered among Federal agencies for sharing. In addition, GSA provides centralized data processing services on a reimbursable basis through the operation of 12 Federal Data Processing Centers. Under arrangements with the Department of the Air Force, simulation services also are provided to Federal agencies at the Federal ADP Simulation Center in Alexandria, Virginia.

Business Services, Small Business, Public Information  
and Consumer Product Information

Business Service Centers maintained in each regional office and in Philadelphia, Houston, and Los Angeles provide businessmen with information, counseling, and procurement assistance in an effort to assure that qualified business firms receive a fair proportion of contracts for property and services. Special efforts are made to acquaint small businessmen, as well as firms in labor surplus and redevelopment areas, with Government buying programs and practices and to assist them to participate in supplying the Government's needs.

GSA operates Federal Information Centers where the public can obtain answers to basic questions about Government activities and accurate and rapid referrals to the appropriate places in Government where requests for more detailed information can be fulfilled. As of August 1976 there were 37 Federal Information Centers around the country.

The Consumer Product Information Coordinating Center, in cooperation with the White House Office of Consumer Affairs, compiles and distributes the free Consumer Product Information Index. The Index is a selected list of consumer product publications produced by the Federal Government.

Other Services

Supporting the full range of Government-wide regulatory and operational property management programs outlined above are the issuance of advisory and informational publications to all Federal agencies; the provision of onsite assistance to agencies to improve their internal property management systems and practices; and the conduct of interagency training courses on property management techniques and requirements. In addition, printing and reproduction services are provided to Federal agencies by 26 GSA-operated centralized printing and duplicating plants on a reimbursable basis.

GSA also provides legal and administrative support services to Presidential commissions and other small organizations thus avoiding the establishment of full-time staffs by these small organizations.

#### Internal Staff Support

Within GSA, agency missions receive central legal services and general administration staff support, including management studies, financial management, audits, investigations, personnel management, and other administrative services.

III - PRINCIPAL STATU-  
TORY AUTHORITIES  
OF GSA

## CHAPTER III

### PRINCIPAL STATUTORY AUTHORITIES OF GSA

#### Basic Authority

The Federal Property and Administrative Services Act of 1949 created the General Services Administration. The Act has since been modified by more than 60 clarifying and strengthening amendments.

The purpose of the Act is to provide for the Government an economical and efficient system for:

- (1) The procurement and supply of personal property and non-personal services.
- (2) Transportation and traffic management.
- (3) The establishment of motor vehicle pools or systems.
- (4) The management of public utility services.
- (5) Representation of the Government's interest as a consumer of transportation and utility services in proceedings before Federal and State regulatory bodies.
- (6) The utilization of available property.
- (7) The disposal of surplus property.
- (8) Records management.

Responsibilities of GSA under the Act also include:

- (1) Operation and maintenance of Government-owned and leased buildings.
- (2) Operation of a Federal Telecommunications System.
- (3) Administration of the National Archives of the United States, including management and operation of the Presidential Libraries.

The Act provides for the following funds:

- (1) The General Supply Fund, for the procurement of personal property and nonpersonal services for the use of Federal agencies, and for the establishment, maintenance, and operation of motor vehicle pools or systems.
- (2) The Federal Telecommunications Fund, for the operation of the Federal Telecommunications System.
- (3) The Automatic Data Processing Fund, for the procurement of automatic data processing equipment and related services.
- (4) The Federal Buildings Fund, to finance real property management and related activities.

The Act also prescribes procurement procedures to be followed by Executive agencies, except for the Department of Defense, the Coast Guard, and the National Aeronautics and Space Administration.

#### Public Buildings

The Public Buildings Act of 1959, as amended, provides authority, limitations, and procedures concerning the acquisition of sites for public buildings and the construction, repair, and alteration of public buildings by GSA.

The Act specifically provides that no public building shall be constructed except by the Administrator of General Services; the authority to construct may, however, be delegated to another agency if the Administrator determines that the delegation will promote efficiency and economy.

Subject to certain exceptions, a "public building" is any building which is generally suitable for office or storage space, or both, for the use of one or more Federal agencies.

## Emergency Preparedness

Implementation of the President's Reorganization Plan No. 1 of 1973 by Executive Order 11725, dated June 29, 1973, resulted in the delegation of authority by the President to the Administrator of General Services to carry out certain responsibilities of the former Office of Emergency Preparedness relating to the continuity of civil government operations in the event of major military attack and to resource mobilization, including the management of national security stockpiles. Under the reorganization plan, policy guidance in both of these areas is provided by the National Security Council. Economic considerations relating to stockpile changes are coordinated by the Council on Economic Policy.

The authorities delegated to the Administrator by the President in Executive Order 11725 stem from the following laws:

1. The Federal Civil Defense Act of 1950;
2. The Defense Housing and Community Facilities Act of 1951;
3. The Defense Production Act of 1950, as amended;
4. The National Security Act of 1947, as amended;
5. The Strategic and Critical Materials Act, the Supplemental Stockpile and the Buy American Act.

Emergency preparedness functions under a number of previously issued Executive Orders were also transferred to GSA as a result of Reorganization Plan No. 1 of 1973. A listing of these Executive Orders is contained in Executive Order 11725.

## Strategic and Critical Materials

GSA has responsibilities under three Acts with respect to strategic and critical minerals, metals, and other materials:

(1) Under the Strategic and Critical Materials Stock Piling Act, GSA is authorized to acquire strategic and critical materials for the national stockpile and to provide for their storage, security, maintenance, upgrading, and rotation. The types of materials and the quantities are determined by the Federal Preparedness Agency. Materials in the national stockpile may be made available by the President for purposes of the common defense. Materials no longer needed for national stockpile purposes are disposed of by GSA following enactment of legislation authorizing disposal.

(2) The supplemental stockpile, established by the Agricultural Trade Development and Assistance Act of 1954, consists of materials acquired by the Commodity Credit Corporation through barter and transferred to GSA by CCC. GSA is authorized to maintain these inventories and, following enactment of authorizing legislation, to dispose of materials in the supplemental stockpile which are excess to stockpile requirements.

(3) Under the Defense Production Act of 1950, as amended, GSA is authorized to purchase metals, minerals, and other materials for Government use or resale in order to expand productive capacity and supply for defense purposes, in accordance with programs certified by the Federal Preparedness Agency. GSA is responsible for the management of the Defense Production Act inventory. Disposal of materials no longer needed, as determined by the Federal Preparedness Agency, is carried out by GSA, and does not require Congressional authorization or approval.

## Records and Publications

Chapter 33 of title 44, United States Code, provides for the reporting to GSA of Federal records that do not appear to have sufficient value to warrant their further preservation by the Government, and for the disposal of such records pursuant to authorizations granted by the Administrator.

Under chapter 15, of title 44, United States Code, GSA is responsible for publishing the daily Federal Register, containing Executive orders and agency regulations and notices, and the Code of Federal Regulations, which is a codification of such documents. Special Editions of the Federal Register include the United States Government Organization Manual, the Public Papers of the President, and the Weekly Compilation of Presidential Documents.

Under various statutes, GSA has certain responsibilities in connection with:

- (1) Amendments to the Constitution.
- (2) Certificates of appointment of Presidential and Vice Presidential electors and certificates of their votes.
- (3) Publication of Acts of Congress.
- (4) Receiving and preserving compacts between States.

#### Presidential Transition and Services for Former Presidents

The Presidential Transition Act of 1963 authorizes GSA to provide office space, compensation of office staffs, and related services for each President-elect and each Vice President-elect. Similar services and facilities are authorized to be furnished by GSA to former Presidents and former Vice Presidents for six months after the expiration of their terms of office.

The "Former Presidents Act" of August 25, 1958, authorizes GSA to provide office space, an office staff, and related services, for each former President, commencing six months after he leaves office.

### Appropriation Acts

Annual appropriation acts providing funds for GSA operations contain a number of provisions which expand or limit the authority of GSA. In some cases, similar provisions are included in supplemental appropriation acts.

### Other Laws and Authorities

The text of the above cited laws, as well as other laws and authorities, is contained in the GSA Handbook "Basic Laws and Authorities of the General Services Administration" (CSL P 5000.4C).



**Administrator**  
Deputy Administrator

**Office of the Administrator**

Offices:  
Executive Secretariat  
Information  
Congressional Affairs  
**Audits and Investigations**  
Board of Contract Appeals  
Field Operations  
Planning, Policy and Evaluation

**Office of General Counsel  
General Counsel**

Divisions:  
Contract Compliance  
Preparedness and Policy  
Transportation Audit  
Labor Law  
Administration and Records  
Procurement  
Regulatory Law  
Public Buildings  
Automated Data and  
Telecommunications  
Claims and Litigation

**Ten Regional Administrators**

Offices and Services:  
Public Services  
Regional Counsel  
Administration  
Operating Programs  
Public Buildings  
Automated Data and  
Telecommunications  
National Archives and Records  
Federal Supply

**Office of Administration  
Director**

Offices:  
Centralized Personnel and Equal  
Employment Opportunity  
Budget  
Data Systems  
Finance  
Management Services

**Automated Data and  
Telecommunications  
Service (ADTS)**

**Commissioner**

Offices:  
Executive Director  
Interagency Assistance  
and Standards  
Automated Data Management  
Services  
Telecommunications  
Automated Data Processing  
Management

**Public Buildings Service  
(PBS)**

**Commissioner**

Offices:  
Executive Director  
Project Management  
Buildings Management  
Construction Management  
Federal Protective Service  
Management  
Real Property  
Space Planning and  
Management  
Fine Arts and History

**Federal Supply Service  
(FSS)**

**Commissioner**

Offices:  
Executive Director  
Management Planning  
and Program Analysis  
Customer Service and Support  
Procurement  
Standards and Quality Control  
Supply Distribution  
Personal Property Disposal  
Transportation and Public  
Utilities  
Stockpile Storage  
Centers: Furniture/  
Automotive/Tools/Office  
Supplies and Paper Products

**Federal Preparedness  
Agency (FPA)**

**Director**

Offices:  
Executive Director  
Civil Crisis Preparedness  
Conflict Preparedness  
Stockpile Management  
and Disposal

**National Archives and  
Records Service  
(NARS)**

**Archivist**

Offices:  
Executive Director  
Educational Programs  
Federal Register  
National Archives  
Presidential Libraries  
Records Management  
Federal Records Centers

## CHAPTER IV

### ORGANIZATION AND FUNCTIONS

#### Plan of Organization

General plan. GSA is organized into five services and two staff offices reporting to the Administrator of General Services. The services are: Automated Data and Telecommunications Service, Federal Preparedness Agency, Federal Supply Service, National Archives and Records Service, and Public Buildings Service. The staff offices are the Office of Administration and the Office of General Counsel. The functions of GSA are carried out at three levels of organization: The Central Office, regional offices, and field activities. The functions of the operating services are carried out primarily by the regional and field activities.

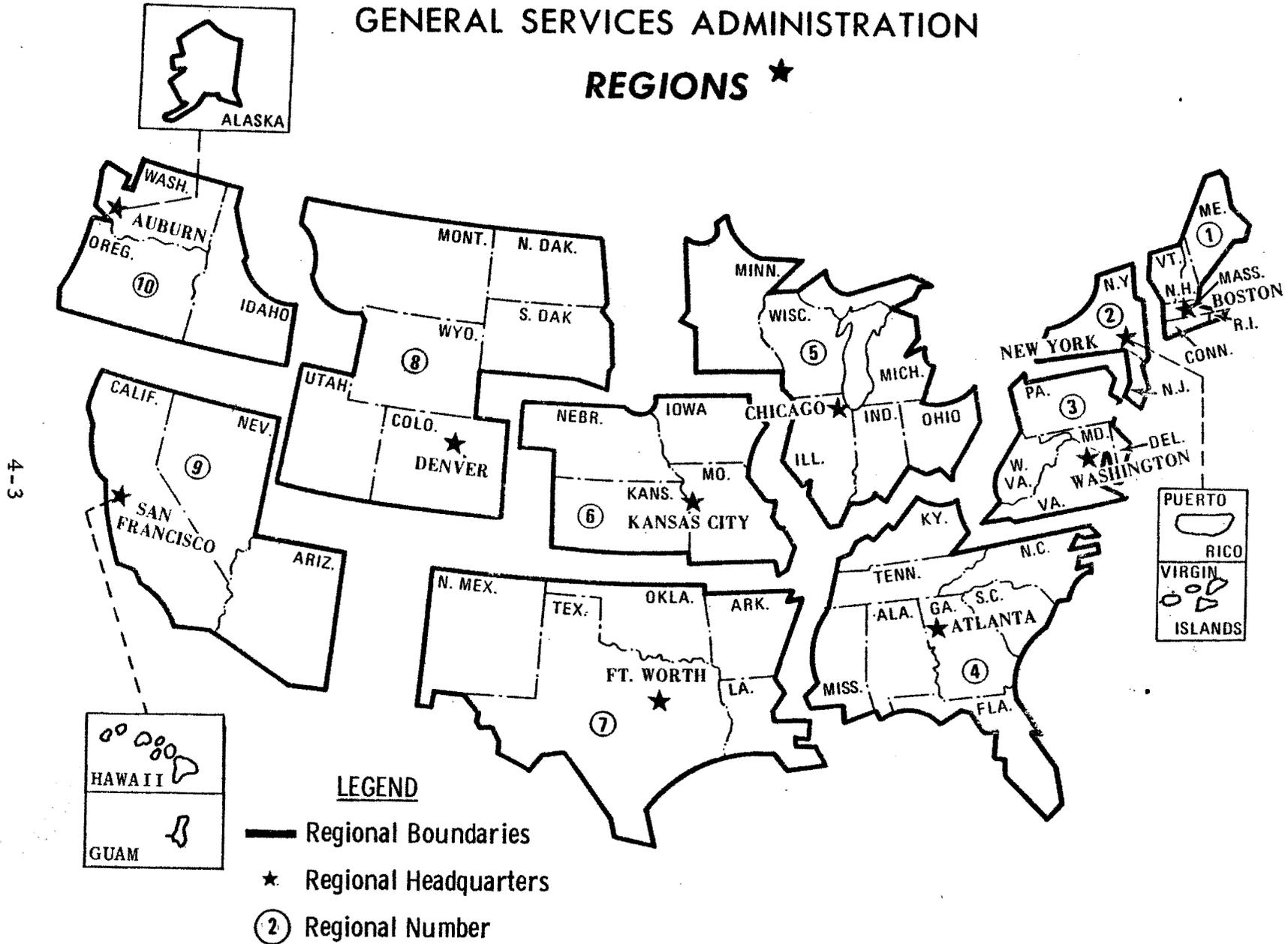
Central Office. Heads of Services and Staff Offices provide advice and assistance and recommend policy to the Administrator in their areas of responsibility. They exercise control over program and staff operations at the regional and field levels and are responsible for developing plans for accomplishment of assigned programs, establishing standards and operating methods, recommending new or revised organization, and monitoring program performance.

Regional Offices. Regional offices are located in Boston, New York, Washington, D. C., Atlanta, Chicago, Kansas City, (Mo.), Fort Worth, Denver, San Francisco, and Auburn (Wash.). Each regional office is headed by a Regional Administrator who is responsible to the Administrator for the overall direction and administration of the regional office, and for the total performance of GSA programs and activities within the region. In some instances, regional offices are assigned nationwide or interregional jurisdiction for a specific program.

The organization of each regional office generally parallels that of Central Office. The geographical composition of each region is shown on page 4-3.

Field Activities. Field activities are established as organizational elements of regional offices throughout the United States to provide a specific service for a given location or geographical area. Field activities are headed by a Manager who receives direction and control from the Regional Commissioner responsible for his program activity. Field activities are generally limited to the performance of a particular function or service and are established upon the need for such function or service at a specific location. Organizational structure of field activities is tailored to the requirements of the individual activity.

# GENERAL SERVICES ADMINISTRATION REGIONS ★



4-3

\* GSA's regional organization generally conforms to the standard Federal region structure.

## Control of Organization

The Administrator may regroup, transfer, and distribute functions within GSA as he deems appropriate to provide for the effective accomplishment of functions vested in him. In carrying out this responsibility, the Administrator approves the establishment or disestablishment of the organizational structure of the Central Office and regional offices of GSA down through the division level.

The Director of Administration approves the organizational structure of the Central Office and regional offices of GSA below division level. He is also responsible for activation of organizational changes at division level or above as approved by the Administrator, reviewing and coordinating organizational proposals and functional descriptions to assure compliance with policies established by the Administrator, preparing proposals and descriptions which affect more than one service or staff office, and for promulgation of organizational structure and functional distribution. He also renders consulting and advisory services on organizational matters to key officials throughout GSA. He maintains the official file on organization.

Program officials are responsible for developing proposed new or revised organizations as deemed appropriate to carry out assigned responsibilities in the Central Office and regional offices.

All proposals for new organizational structure, changes to existing structure, or changes in functional responsibilities are submitted by the Head of the Service or Staff Office concerned to the Director of Administration. This official is responsible for the review and evaluation of these proposals and recommends their approval or disapproval to the Administrator for organization at division level or above. He may approve proposals affecting organization below division level. He may, when he deems it appropriate, request a formal organizational study. This official also provides staff assistance in the development of organizational proposals on the request of responsible agency officials.

The Director of Administration annually submits descriptions of GSA organization for publication in the Federal Register and the United States Government Manual. He also submits to the Advisory Committee on Intergovernmental Relations (ACIR) any proposed changes in organization that would have a significant and nationwide impact on State and local governments.

## FUNCTIONS

### OFFICE OF THE ADMINISTRATOR

The immediate office of the Administrator is composed of the Administrator, the Deputy Administrator and their staffs; the Office of the Executive Secretariat; the GSA Board of Contract Appeals; the Office of Audits and Investigations; the Office of Planning, Policy, and Evaluation; the Office of Congressional Affairs; the Office of Public Affairs; and the Office of Systems Acquisition.

The Administrator. The Administrator of General Services, appointed by the President, by and with the advice and consent of the Senate, directs the execution of all functions assigned to GSA.

Deputy Administrator. This official serves as deputy to the Administrator and assists the Administrator in the direction of the execution of all functions assigned to GSA. The Deputy Administrator serves as Acting Administrator of General Services during the Administrator's absence or disability.

### Office of the Executive Secretariat

This Office coordinates and controls the flow of written communications to and from the Office of the Administrator, reviews all correspondence for signature of the Administrator and Deputy Administrator, maintains the Administrator's official files, and provides administrative support services for the Office of the Administrator.

### GSA Board of Contract Appeals

The General Services Administration Board of Contract Appeals is composed of a Chief Administrative Judge and five Administrative Judges, all of whom are attorneys with extensive background in the field of Government contracts.

This Board, the Government's second largest, considers approximately 300 contract appeals a year, more than any other civilian agency tribunal. These appeals may range from a claim for a minimal dollar amount over the sales of surplus property to claims involving millions of dollars in large construction contracts. The Board enjoys a reputation for fairly and expeditiously resolving appeals brought before it by contractors who furnish a variety of goods and services to the Government.

The Board's offices and hearing rooms are located in Washington, D. C. However, to provide a speedy and economical remedy for contractors, particularly those in the small business category, the Board will hold hearings anywhere in the United States upon request.

The Board hears not only appeals arising out of GSA contracts, but has also been designated to hear appeals for the Department of the Treasury, Consumer Product Safety Commission, Federal Communications Commission, the Commission on Civil Rights, the Department of Housing and Urban Development, the Pennsylvania Avenue Development Corporation, and the Overseas Private Investment Corporation.

In addition, the Board decides other matters referred to it by the Administrator of GSA, which have included cases arising under the Randolph-Sheppard Act as well as proposed debarments of contractors.

#### Office of Audits and Investigations

The Office of Audits and Investigations plans, directs, coordinates, and performs all audit and investigations services in GSA including internal audits of all GSA activities, external contract audits at contractor facilities, and overall GSA investigation and personnel and document security programs. Internal audits are conducted in accordance with standards prescribed by the General Accounting Office (GAO) and provide for reviews of financial operations and compliance with applicable laws and regulations; evaluations of management's use of resources and the economy and effectiveness of operations; and determinations as to the extent that desired program results are achieved. The internal audit program involves cyclical reviews of agency organization and functions as well as unscheduled, one-time, quick response reviews requested by GSA officials. The contract audit service to contracting officials includes surveys of contractor's accounting systems and audits of preaward proposals, progress payments, price reductions, claims, terminations, and costs incurred under cost type contracts. The Office is the initial point of contact in GSA for all GAO audit matters and coordinates with services and staff offices in the preparation of all GSA replies to GAO inquiries and reports and other related matters except law.

The Office investigates complaints regarding fraud, collusion, bribery, conflict of interest, and violations of Federal statutes pertaining to other criminal activities by GSA employees. Investigations of complaints of discrimination by GSA employees are also

conducted. The Office investigates labor law violations and complaints concerning contingent fees and contractor responsibilities. The agency's program for maintenance of the Debarred Bidders List and the Review List of Bidders is administered by the Office. The Office is responsible for the implementation of Executive orders and other directives pertaining to personnel, document, and industrial security for application to GSA security matters. The Office determines that employment or retention in employment is consistent with national security.

#### Office of Planning, Policy, and Evaluation

This Office advises and assists the Administrator in formulating agency policy and in determining the aims, objectives, and goals of GSA; develops and maintains a short- and long-range agency planning system; and develops an agencywide system for evaluating GSA's programs and activities.

#### Office of Congressional Affairs

This Office serves as legislative advisor to the Administrator and supervises and maintains agency liaison with all Members of Congress and congressional committees.

Specific legislative responsibilities include: Development and advocacy of GSA's legislative program; preparation of legislative reports on GSA's views concerning all bills (including drafts) which affect GSA's functions and responsibilities; coordination with the Office of Management and Budget and other agencies on reports submitted to congressional committees; and provision of witnesses, preparation of testimony, and consultation with committee staff for congressional hearings.

Liaison activities of the Office include: Representation of the Administrator with other executive agencies, and within GSA for all matters of congressional relations; coordination and approval of correspondence with Members of Congress; communications with Members and committees on agency information of specific interest to them; response to congressional inquiries; and supervision of agency contact with all Members, their staffs, and congressional committees.

### Office of Public Affairs

This Office directs and administers the information, consumer affairs, and public services programs in GSA. Through its information program, the Office advises and assists agency officials on all matters affecting GSA's relations with the public and news media. It also administers the Freedom of Information Act (FIA) in GSA, including the preparation of procedures, maintenance of records, and preparation of the necessary FIA reports.

The Office includes the Consumer Product Information Coordinating Center which is responsible for encouraging Federal agencies to develop and release practical information for consumers. The Center publishes and distributes a quarterly Consumer Information Index listing selected Federal publications of interest to consumers.

The Office is also responsible for the establishment and operation of Federal Information Centers throughout the country which provide information to the public on all Federal programs. The Office also provides overall direction to GSA's business services program.

### Office of Systems Acquisition

The Deputy Administrator has been designated the agency Acquisition Executive. The Office of Systems Acquisition reports to the Acquisition Executive, and is responsible for working with Heads of Services and Staff Offices in developing policies, guidelines, and procedures for the acquisition and management of major systems within GSA in accordance with Office of Management and Budget Circular A-109.

## OFFICE OF ADMINISTRATION

The Director of Administration plans for and administers GSA-wide programs for financial management, personnel management, equal employment opportunity, internal automatic data processing, and administrative management services.

### Office of Finance

The Office of Finance is responsible for the accounting and financial reporting activities of GSA. It designs, develops, maintains, and operates GSA's Accounting and Financial Reporting System as well as implementing the Joint Financial Management Improvement Program. In addition, Finance (1) makes payments for all vendor invoices, direct delivery items, and recurring bills for rents, utilities, and other maintenance services; (2) handles the bills for and deposits of all collections for motor pools, operating and administrative supplies shipped to other agencies, telephone and teletype services, space for housing agencies, surplus equipment sales, printing and publications work, and miscellaneous small job order items; (3) payrolls the agency's employees every 2 weeks; (4) accounts for all funds and other assets under the control of the agency and all liabilities incurred by each service and staff office of the agency; (5) administers a mortgage portfolio of over 1,000 mortgages; (6) evaluates contracts to minimize financial risk and protect the Government's interest by insurance and/or bonds where required either by law or circumstances; and (7) develops, directs, and implements policies and procedures for the establishment, maintenance, and reporting of a worldwide inventory of real property owned by and leased to the Federal Government.

### Office of Budget

The Office of Budget provides detailed guidance and instructions, technical counsel, and staff assistance to GSA operating officials in the development of program plans for their activities, and for the preparation, consolidation, final review and modification, and publication of all budget estimates. The Office of Budget also speaks for and represents GSA in defense of estimates, apportionments, etc., before the Office of Management and Budget and the Appropriations Committees of the Congress.

The Office provides GSA with internal fund controls and related budgetary guidance and procedures for over 30 appropriations and fund accounts. Operating officials are responsible for the planning and performance of activities under their supervision within such controls.

#### Office of Personnel

The Office of Personnel plans, organizes, directs, coordinates, and controls the personnel management programs of the General Services Administration. These programs relate to all phases of personnel management, including manpower planning, staffing, career management, placement, promotion, utilization of personnel, position classification, position design and structuring, pay administration, employee appraisal, incentive awards, standards of conduct, disciplinary actions, employee health and insurance, retirement, labor-management relations, grievances and appeals, and internal and external training. Special employment programs, such as those for the educationally and economically disadvantaged, are supported as part of the comprehensive personnel management program of the agency. The Office is also responsible for GSA's equal employment opportunity program. The Director of Personnel serves as the GSA Director of Equal Employment Opportunity.

#### Office of Data Systems

The Office formulates agency policies governing the provision and management within GSA of the design, programming, test, implementation, and maintenance of ADP systems, and administers the acquisition, operation, inventory control, and maintenance of ADP equipment. The Office also provides ADP systems design and programming and related support for all GSA services and staff offices and Presidential commissions.

#### Office of Management Services

This Office performs centralized management services for all activities within GSA. The principal activities of this Office include (1) provision of office furniture and machines within GSA and for authorized congressional district offices, and such other administrative services as supplies, space, telecommunications, mail, travel, library services, and the direction of an emergency preparedness program; (2) provision of administrative support to approximately

40 commissions and small agencies; (3) conduct of agencywide or other major management studies, coordination of systems development activities for the agency and reappraisal of existing systems, and conduct of the organization and delegation of authority program, manpower productivity program, and the management improvement and cost reduction program; (4) planning, directing, and coordinating the forms, directives, reports, and records management programs within GSA; (5) providing Federal Executive Board (FEB) secretariat services for the FEB Program within GSA; (6) coordinating of committee management activities of GSA; and (7) maintaining liaison with the Office of Management and Budget on management activities.

## OFFICE OF GENERAL COUNSEL

The Office of General Counsel is responsible for all legal activities within GSA. This responsibility involves providing legal counsel to the Administrator, Deputy Administrator, and other officials of GSA, the drafting of all legislation proposed by GSA, furnishing legal advice required in connection with reports on legislation proposed by other agencies, the performance of external liaison on legal matters with other Federal agencies, and for assisting the Administrator and Deputy Administrator in coordinating the programs and objectives of the Services and Staff Offices.

Administration and Records Division. This Division provides all legal services in connection with functions performed by the Office of Administration and the National Archives and Records Service.

Automated Data and Telecommunications Division. This Division performs legal services in connection with the planning, coordinating, and operating of ADP and telecommunications programs by the Automated Data and Telecommunications Service.

Contract Compliance Division. This Division plans, develops, and administers all GSA contract compliance activities. In accomplishing this, liaison is maintained with the Office of Federal Contract Compliance, Department of Labor, for guidance that relates to the compliance posture of contractors for whom GSA has been designated as the compliance agency. GSA is one of several Federal agencies having contract compliance responsibilities for assigned industries. The 28 standard industrial codes assigned to GSA include such industries as lumber and wood products, furniture, paper products, communications, gas, electricity, and motion pictures. In addition, EEO compliance in all GSA construction contracts comes under the purview of the contract compliance activity.

Claims and Litigation Division. This Division performs legal services in connection with claims against the Government with the collection, compromise, closing, and referral of claims.

Labor Law Division. This Division provides legal services in connection with labor-management relations matters and maintains liaison with other Government agencies and departments on legal aspects of labor-management relations.

Preparedness and Policy Division. This Division performs all legal services for the Federal Preparedness Agency, the Office of Federal Management Policy, and the Office of Stockpile Disposal.

Procurement Division. This Division provides all legal services in connection with the functions performed by the Federal Supply Service.

Public Buildings Division. This Division provides all legal services relating to the functions performed by the Public Buildings Service.

Regulatory Law Division. This Division performs all legal services in connection with the representation of the executive agencies in proceedings before Federal, State, and local regulatory bodies involving transportation, telecommunications, and other public utility services.

Transportation Audit Division. This Division provides legal advice for GSA's transportation audit of payments for domestic and international movement of Government property and personnel by all modes of transportation. The transportation audit responsibilities were transferred to GSA from the General Accounting Office October 12, 1975.

## FEDERAL PREPAREDNESS AGENCY

The Federal Preparedness Agency develops policies and directs programs throughout the Federal Government relating to civil defense, continuity of civil government, resource planning and analysis, and strategic materials stockpile planning. The Federal Preparedness Agency also coordinates preparedness planning with State and local governments.

### Office of Civil Crisis Preparedness

This Office identifies and evaluates current and possible threats to the United States economy by dangerous and costly dependence on outside sources for materials and develops contingency plans to meet such situations. The Office also develops and recommends concepts, plans, and systems for managing the Nation's critical resources in a range of civil crisis contingencies.

### Office of Conflict Preparedness

This Office directs and coordinates the preparation and implementation of policies, plans, and programs to meet approved objectives for general war and controlled conflict preparedness.

### Office of Research, Development, and Program Coordination

This Office directs and coordinates a technical and scientific work program and provides leadership and guidance in the development of an analytical base for broad non-military defense policy.

### Office of Stockpile Disposal

Under the program for the national stockpile of strategic and critical materials, certain commodities or quantities which are not required under the levels established for use in event of a national emergency are disposed of through sale by the Central Office staff. No sales of these type materials are made in the regional offices. Sales of gold on behalf of Treasury are also handled by the Office of Stockpile Disposal.

For a number of years, the stockpile disposal program has been one of the Federal Government's most successful revenue producers having marketed excess materials valued in excess of \$7 billion. Even so, many years were required to dispel Congress' and industries' distrust of the disposal program. The developed efforts required to effect disposal legislation, consult with industry, and the actual offering for sale of materials are understood by industry and Congress as operational functions of the disposal office and apart from GSA's overall policy considerations and/or responsibilities.

Sales of excess materials improve the budgetary and balance-of-payments positions of the United States and, under some circumstances, contribute to market stability and maintenance of employment and production. Under certain market conditions, on the other hand, they might depress prices, contribute to unemployment, endanger business enterprises, undermine the objectives of our foreign aid program, and jeopardize our relationships with friendly foreign producing nations, many of which are underdeveloped countries which are receiving significant aid from the United States.

Disposals are made on a nonexclusive, nondiscriminatory basis to all potential buyers and all segments of the related industry. The Government is, however, willing to consider any representation made to it that there are special circumstances justifying exception in a particular case. The materials are sold by the method deemed best in the circumstances after taking into consideration standard practices in the industry. This may include sealed bids, auctions, negotiations, or sale on some other basis.

Although market conditions and the impact of disposals are under constant surveillance at all stages of the disposal program, every reasonable effort is made to carry out a long-term disposal plan as formally announced and put into effect. The adoption of a long-range disposal plan lets producers and consumers know that over a specified period of time the U. S. Government will dispose of specific quantities of a material. In effect, the U. S. Government becomes a "producer" of that material. Other producers can then make their exploration, development, research, and investment plans in anticipation of these disposals.

The administration of stockpile disposal is a highly complex program involving constant coordination and contacts with other Federal agencies, users and producers of metallurgical and agricultural commodities, trade associations, the Congress, and the White House.

## AUTOMATED DATA AND TELECOMMUNICATIONS SERVICE

The Automated Data and Telecommunications Service is responsible for administering the Government-wide ADP resources management program, for operating the Federal Telecommunications System, and for developing Government-wide policies and procedures for effective procurement and utilization of automatic data processing and communications equipment and services.

### Office of Automated Data Management Services

This Office develops procurement policy and procedures which are designed to result in the most efficient and the most economical possible acquisition of ADPE, software, maintenance services, supplies, and related items. It also reviews and analyzes agency requests for ADP procurement assistance and assists in the selection and implementation of the best alternatives.

### Office of Telecommunications

This Office is responsible for planning and coordinating the development, design, establishment, and operation of the communications programs for Federal civilian agencies, and for the operation of the Federal Telecommunications System.

The Federal Telecommunications System is a comprehensive system composed of two basic elements, the voice network and the data/record network. The voice network provides Federal employees with an easy and inexpensive telephone network, including both local and intercity service. The data/record network provides a data and record transmission system capable of transmitting teletype messages as well as data and magnetic tapes.

Office of Agency Assistance, Planning, and Policy

In addition to developing and coordinating all planning, policies, procedures, regulations, and publications governing the management of Government-wide ADP and telecommunications activities, this Office maintains liaison with the Office of Management and Budget and other Federal agencies. It maintains a Government-wide ADP and telecommunications management information system; sells GSA ADP and telecommunications services to other Federal agencies; and promotes the use of FDPC's, sharing, and joint utilization of ADP and telecommunications equipment, software, time, facilities, and services within and among executive agencies.

## FEDERAL SUPPLY SERVICE

The Federal Supply Service is responsible for determining supply requirements; for procurement of personal property and nonpersonal services; for developing regulations covering supply management, including procurement not covered by or susceptible to coverage under the Federal Procurement Regulations System; for developing Federal standard purchase specifications; for standardization of commodities purchased by the Federal Government; for the planning, development, and administration of the Federal Procurement Regulations; for the cataloging of items of supply procured by civil agencies; for the inspection, storage, and issue of personal property; for development of Government-wide policies and regulations governing the procurement and utilization of transportation and public utilities services in the executive agencies; for developing a travel and transportation expense regulatory system for civilian employees and officers of the United States; for development of regulations for the identification of motor vehicles; for assigning, regulating, or performing the operation of interagency motor pools and motor transport systems; for assisting in the improvement of transportation and traffic practices of executive agencies and assurance of conformity with applicable statutes and GSA policies; for the audit of all transportation bills paid by the U. S. Government; and for providing printing and publications service for GSA and other Government agencies on a reimbursable basis.

The Federal Supply Service is responsible for acquiring, storing, and otherwise managing inventories of strategic and critical materials essential to the military and industrial requirements of the United States in times of national emergency. It also supports the Department of Defense (DOD) in the operation and management of civil defense emergency programs. Except for the utilization and redistribution of ADP equipment and related resources, for which the Automated Data and Telecommunications Service is responsible, FSS promotes maximum utilization of excess personal property by executive agencies, transfers excess personal property among agencies, provides for maintenance, repair, rehabilitation, and reclamation of in-use and excess personal property, and disposes of surplus personal property no longer needed by the Federal Government, except surplus personal property of the Department of Defense.

## Office of Procurement

The Office of Procurement is responsible for developing and implementing policies and procedures governing purchasing, contracting, inventory management, and the National Commodity Centers. The objective is to provide "common use" articles of the quality required, on a timely basis, at the point of use, and at the lowest overall cost.

In discharging the procurement responsibility, important socioeconomic considerations are recognized, including equal employment opportunity, small business and surplus labor area considerations, preference for firms hiring the disadvantaged, the Buy-American Act, and gold flow.

Items are made available to Federal Government activities through the following methods of supply:

1. Purchase of definite quantities for direct shipment to using agencies (Non-Stores Program).
2. Indefinite quantity requirement contracts for delivery direct to using agencies (Federal Supply Schedule Program). Over 4-1/2 million items are available from FSS schedules.
3. Procurement for storage and issue (Stores Program). About 35,000 items are available through the Stores Program.

The diversity and volume of FSS procurements necessitates a sophisticated system for managing inventories. In addition to its procurement responsibilities, the Office of Procurement also monitors and provides program direction for nationwide inventory management operations. Management and control is maintained on nearly 35,000 Stock Catalog items similar to that found in any large merchandiser, such as Sears Roebuck and Company. The objective is to provide maximum customer service with the minimum inventory while maintaining total operating costs at the lowest possible level. High volume items with wide demand are stocked in all 10 regions. Items with low demand, or items subject to deterioration are stocked in selected regions only, or in a single "key" depot.

#### Office of Standards and Quality Control

The Office of Standards and Quality Control, with the assistance of industry and other Federal agencies, develops Federal Specifications which contain precise descriptions of the technical requirements for the makeup, performance, and quality of materials, products, and services procured by the Government. Some Federal Specifications are originated by other agencies that have primary interest in the product covered. For example, those relating to agricultural products are prepared by the Department of Agriculture. Specifications developed by other agencies are coordinated by GSA and assigned Federal Specification numbers if they are applicable to two or more agencies, at least one of which is a civil agency.

Federal Standards are also issued to identify the specific type of product best suited to the Government's requirements and to achieve the highest practical degree of uniformity, considering commercial availability, quality, and other factors. By adopting such standards, the Government reduces the number of types, sizes, colors, and varieties of items it procures, establishes uniform test methods for quality determination, and sets up standard practices, such as those for packaging and marking.

The Quality Control Division in each regional office performs quality control in manufacturers plants or, upon receipt of material, in FSS warehouses to insure that each supplier consistently furnishes high-quality products to Government users.

### Office of Supply Distribution

A major mission of the Federal Supply Service entails the furnishing of supply distribution support, on a wholesale basis, on approximately 35,000 items to military and civilian agencies worldwide. This stock line encompasses a wide range of commodities, varying from special use to commercial in nature. Among these are office furniture and supplies, firefighting equipment and related items, electrical and janitorial equipment, paints, hardware commodities, paper products, and a significant number of essential military support items. To store and distribute these commodities, FSS maintains a nationwide system of storage and distribution facilities at 20 locations. In addition, a fuel yard operation is located in Washington, D. C.

In addition to the wholesale programs, FSS operates an extensive export operation to package, pack, and containerize shipments for transportation overseas. In-house capability is supplemented by contract assistance.

### Office of Customer Service and Support

The Office of Customer Service and Support directs and coordinates the implementation of supply support programs for the Federal agencies to eliminate overlap and duplication in procurement and supply functions. In this endeavor, the Office makes supply management agreements with the civil agencies and the Department of Defense and maintains close liaison with these agencies on all supply management matters.

In its continuing effort to improve the FSS supply management program, the Office plans and directs managerial and operational programs designed to ensure effective logistic support to Federal activities throughout the world and serves as the focal point for monitoring FSS effectiveness and responsiveness to Federal agency requirements. Its worldwide customer service program involves extensive customer market research; marketing; logistics data management; order processing and control; interagency common service facilities; the FSS Self-Service Store Program which is a retail level distribution system with 68 stores; and the GSA printing and distribution program which includes the management and operation of 26 printing and duplicating plants.

The Office also develops and recommends basic policies under which GSA participates with the Department of Defense and other agencies in the National Supply System. The basis for this system was established in December 1964, with the signing of a GSA/DOD agreement governing supply management relationships between the two agencies. The concept of this system is that common-use, commercial-type items used by Federal agencies should be managed by a single commodity manager (GSA or DSA), with items peculiar to specific agency programs or weapon systems being managed by the agency responsible for such programs or systems.

Under the National Supply System concept, FSS has developed a number of GSA/DSA agreements and arrangements covering such phases of supply as the cross servicing of shelf-life items; utilization of long supply stocks; procurement support for Army and Air Force overseas requisitioners for GSA managed items; and responsibility for management of mobilization reserves and industrial mobilization planning for items assigned to GSA.

Through special arrangements, FSS provides agencies with procurement and supply support services when such agencies do not have an established supply organization or when they desire to take advantage of FSS skills and nationwide facilities. Substantial procurement and supply support is given to the Agency for International Development (AID), to Alaskan agencies of the Department of the Interior, and to the Department of Transportation.

#### Office of Transportation and Public Utilities

This Office is responsible for the transportation and traffic management, operation and maintenance of motor equipment, and public utilities management functions of the agency to meet the requirements of Federal agencies.

The principal activities in the transportation area are: (1) maintaining a library of transportation information for the use of Government agencies; (2) representing the Government in negotiations of rates or contracts with the transportation industry; (3) representing the Government's interest as a consumer in proceedings before transportation regulatory boards; (4) prescribing regulations concerning civilian travel and the various allowances connected with the relocation of

civilian employees; (5) assisting agencies to efficiently procure and use transportation services on their own; (6) conducting audits of all transportation bills paid by the U. S. Government; (7) processing and settling of transportation claims by and against the U. S. Government, including the collection from carriers and forwarders of any overcharges for transportation services furnished for the account of the U. S. Government; and (8) issuing and maintaining the regulations covering the use of the U. S. Government Bill of Lading, the U. S. Government Transportation Request, and other procurement forms for transportation services.

In the motor equipment program this Office operates the nationwide Interagency Motor Pool System. There are over 73,000 Government vehicles in 100 GSA pools across the country. Vehicles are made available to other agencies on an assignment or a dispatch basis. A pool is established when a feasibility study in a specific area shows that a consolidation of the various agencies' vehicles will be more efficient and economical than each agency maintaining its own fleet.

In addition to the centralized pool service, agencies are counseled on the management of their own motor vehicle fleets. Proper fleet management by each agency is extremely important in reducing the total Government-wide fleet costs.

This Office also issues Government-wide standards covering the procurement, use, and conservation of public utility services such as electricity, gas, and water. It represents the interest of the Government as a consumer of utilities. It reviews public utility rate schedules, negotiates rates and contracts with utility suppliers, and provides technical testimony in proceedings before regulatory boards.

#### Office of Personal Property Disposal

This Office administers the personal property utilization and disposal program. It provides a means for transferring property between Government agencies, donation to eligible institutions, sale of property surplus to the needs of the Government, and rehabilitation of property to extend its useful life.

A Government-wide system has been provided by FSS for making transfers of personal property between agencies on a continuous basis to ensure maximum utilization. Personal property which is transferred can be anything from electronic equipment, furniture, office machines, construction machinery, machine tools, to airplanes and vessels. Federal agencies use such property in their authorized program activities which involve industrial production programs, research and development projects, as well as programs designed to enhance and promote the economy and welfare of the country.

If there is no requirement within the Federal Government for excess property, it is determined by GSA to be surplus. A nationwide system has been provided to make such surplus property available for donation for educational, public health, civil defense, and public airport purposes prior to any offering of the property for sale to the public. When donation requests are approved by GSA, the property is allocated for educational, public health, and civil defense purposes by the Department of Health, Education, and Welfare and for public airport purposes by the Federal Aviation Administration.

The sale of Government-owned personal property is subject to disposal under regulations issued by GSA. Personal property which becomes surplus to the needs of the Federal Government and is not donated for health, education, welfare, or airports is sold either as items which have use as an entity or for its scrap content, depending upon the nature and condition of such property. FSS conducts the sale of personal property of most of the civilian agencies of the Government.

The program for the maintenance, repair, rehabilitation, and reclamation of Government personal property, administered by FSS, is designed to extend the useful life of Government-owned personal property. Services are provided either by contract with small business establishments or by use of Government facilities.

#### Office of Property Management

This organization directs all property management activities for the National Stockpile which consists of strategic and critical materials, including metals, minerals, ores, and agricultural commodities, for which specific procurement and upgrading objectives have been set by the Federal Preparedness Agency. Overall management of the National Stockpile of Strategic and Critical Materials is provided, including the protection and maintenance of facilities and containers which house the materials as well as the materials themselves.

Since the National Stockpile includes some perishable commodities, such as rubber, FSS is responsible for their rotation to prevent loss and to maintain the quality level required for their use.

Based on the provisions of Public Law 90-469, dated August 8, 1968, FSS operates the Government-owned William Langer Jewel Bearing Plant at Rolla, North Dakota, under a cost-plus-fixed fee management operating contract with the Bulova Watch Company, Inc. The plant produces jewel bearings for sale, at prices fixed by the Government, to the national stockpile and to contractors of the Department of Defense and other Government agencies. The operation is financed through a revolving fund. The plant was established to provide a domestic source for jewel bearings used in defense items in order to eliminate dependency upon foreign sources of supply during a national emergency. It is the only facility in the United States having the capability to mass produce jewel bearings of all types.

In further support of DOD civil defense activities, FSS prescribes technical and managerial operating standards and techniques for the receipt, storage, maintenance, and distribution of civil defense engineering, chemical/biological, and radiological equipment.

#### FSS Commodity Centers

Although the commodity center concept is not new or unique, it is a break from the traditional basis of organization. Three commodity centers have been established in FSS, with a fourth planned. Contracting, inventory management, specifications and standards development, and technical support responsibilities for major commodity groups are centralized in the commodity centers. The centers, which are all separate organizational elements, are:

1. National Automotive Center;
2. National Furniture Center;
3. National Tools Center; and
4. National Office Supplies and Paper Products Center (Planned).

## NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives and Records Service (NARS) is responsible for promoting improved management and disposal practices for current records in Federal agencies and for selecting, preserving, and servicing the permanently valuable noncurrent records of the Federal Government. The Service also publishes the laws, constitutional amendments, Presidential documents, and administrative regulations having general applicability and legal effect and provides for the preservation, publication, and administration of the historical materials in Presidential libraries operated by GSA.

### National Historical Publications and Records Commission

Working with public and private institutions, the National Historical Publications and Records Commission (formerly the National Historical Publications Commission) encourages, through financial assistance and other means, the collection, preservation, and publication of documents significant in U.S. history.

The Commission was established by Act of Congress to make plans, estimates, and recommendations for historical works and collections of sources it considers appropriate for printing or otherwise recording at public expense. The Commission recently acquired new records responsibility under Public Law 93-536 and the Commission membership was expanded, but its overall responsibilities remain the same. Membership on the Commission consists of the Archivist of the United States who is Chairman; the Librarian of Congress; one Senator appointed by the President of the Senate; one Representative appointed by the Speaker; one member of the judicial branch appointed by the Chief Justice; one representative each from the Departments of State and Defense appointed by the heads of those departments; two members appointed by the American Historical Association, the Organization of American Historians, the Society of American Archivists, the American Association for State and Local History; and two other members outstanding in the fields of social or physical sciences appointed by the President.

### Nixon Presidential Materials Staff

The Staff carries out the responsibilities assigned to the Administrator under Title 1 of the Presidential Recordings and Materials Preservation Act (Public Law 93-526). The Staff takes possession of, provides administrative controls over, preserves, protects, and provides access to the

Presidential historical materials of the Nixon Administration. These activities require close coordination with the Counsel to the President, the Watergate Special Prosecutor, the Department of Justice, other Federal agencies, former President Richard M. Nixon and/or his designated agent, and other parties who are properly entitled to access to the materials.

#### National Audiovisual Center

The Center acts as a central clearinghouse for the general public for information about all federally produced audiovisual materials and also as a central sales and distribution point for these materials. The Center also maintains a common data base designed to provide specific information to Federal agencies about completed audiovisual materials. This common data base will help reduce duplication of effort in Federal audiovisual activities.

#### Office of Educational Programs

This Office develops and implements programs to promote and publicize NARS and its educational and cultural services to universities and colleges, research institutions, foundations, other archival establishments, information media, and individual scholars. The office plans and prepares exhibits of documents and other archival and museum materials and prepares, publishes, and distributes NARS publications including Prologue: The Journal of the National Archives.

#### Office of Federal Records Centers

The Office of Federal Records Centers directs a nationwide program for economical storage of Federal agencies' noncurrent records which are not yet eligible for disposal or active enough to be retained in costly agency office space and filing equipment. The centers provide prompt reference services on the records and dispose of them when they are no longer needed. The office also assists Federal agencies in their development and disposition schedules and inspects, evaluates, and reports on the operation of agencies' retention and disposition programs.

The 15 centers hold over 12 million cubic feet of records, nearly 40 percent of all Government records in existence. Each year the centers dispose of almost as many records as are accessioned, but there is an annual net increase of accessions over disposals of .4 to .5 million cubic feet.

About 14 million reference services are provided each year by the centers, primarily to other Federal agencies, normally within 24 hours after the inquiry is received. Of these, the National Personnel Records Center provides 2.3 million reference services annually on records of former servicemen and civilian personnel, primarily to the Department of Defense, the Veterans Administration, the Civil Service Commission, and other agencies, although a substantial number are provided to veterans and former employees.

### Office of the Federal Register

The Office of the Federal Register receives, makes available for public inspection, and publishes in the daily Federal Register, Presidential proclamations and Executive orders, and Federal administrative regulations, orders, and notices affecting a class of the public or describing organization, practice, and procedure.

The Office also prepares the following publications:

Code of Federal Regulations, a codification of all regulatory documents.

United States Government Manual, which is, perhaps, every official's most basic Federal directory.

Weekly Compilation of Presidential Documents, containing current White House releases.

Public Papers of the Presidents of the United States, containing the text of most of the public messages and statements of the President.

United States Statutes at Large, containing all constitutional amendments and acts of Congress which previously were published by the Office in slip form.

Annual compendium of rules and notices required under the Privacy Act of 1974.

The Office helps agencies with their rulemaking and rule-drafting activities. Besides answering their questions, the Office offers classroom training workshop experience, and published guidelines for agencies' personnel responsible for preparing copy that is sent to the Office of the Federal Register. On request from Federal officials or the public, the Office checks its indexes and other finding aids to provide citations to laws, regulations, and other documents published by the Office.

The Office is responsible, also, for the certification of constitutional amendments, Presidential electors, and electoral votes cast for President and Vice President.

### Office of the National Archives

The Office of the National Archives selects, preserves, and services the permanently valuable Federal records that document the history and functions of the Federal Government. Records which have been acquired are systematically arranged, and described in published finding aids.

The holdings of the National Archives are extensive and date from colonial times to the present. They include correspondence, reports, orders, maps, still pictures, motion pictures, sound recordings, and magnetic tape. Records of all executive agencies are included, as are records of the Congress, the Judiciary, the Confederate States of America, and, on microfilm, records of the pre-1945 German government.

In addition to the "Charters of Freedom" (the Declaration of Independence, Constitution, the Bill of Rights), there are over 1.2 million cubic feet of archives in Washington, D. C. and another 190,000 cubic feet in 11 Regional Archives throughout the United States.

The end result of virtually all archival activity is to make the records available for research. Over 1,300,000 reference services are performed annually. Archivists answer oral and written inquiries, furnish records to researchers, provide reproductions of records to researchers, and lend records to Federal agencies. Since 1940 the National Archives has been microfilming, as a form of publication, selected records having high research value. Copies of microfilm so produced are made available for sale at moderate cost to researchers and educational institutions and are available for loan through the 11 regional archives branches.

In addition to its preservation, description, and reference service activities, the Office of the National Archives is responsible for a program of records declassification under the provisions of Executive Order 11652, dated March 8, 1972.

Annually, about a million visitors come to the National Archives to view the Charters of Freedom and other documents on exhibit. There are two exhibit areas: one in the rotunda displaying documents relating to the three charters and a circular gallery with changing exhibits of documents relating to important themes in the history of the Nation.

#### Office of Presidential Libraries

Presidential Libraries preserve and service the papers and other historical materials relating to U.S. Presidents. The six existing libraries and their locations are:

Herbert Hoover - West Branch, Iowa.  
Franklin D. Roosevelt - Hyde Park, New York.  
Harry S. Truman - Independence, Missouri.  
Dwight D. Eisenhower - Abilene, Kansas.  
John F. Kennedy, Waltham, Massachusetts (in the Federal Records Center).  
Lyndon B. Johnson - Austin, Texas.

Each Library maintains manuscripts, books, and other materials relating to the President and his administration; papers of associates of the President; transcripts of interviews with his associates; and related museum materials. Unlike the holdings of the National Archives, the materials held by the Presidential Libraries are not Government records, but are received as donations from private individuals. The solicitation of papers and other materials is, therefore, a major function in each Presidential Library.

Each Library except Kennedy maintains a museum and exhibits objects relating to the life and career of the President. In addition, each Presidential Library maintains a collection of published materials by or about the President and his associates. An increasingly important feature in the Presidential Library system is the oral history program,

which attempts to preserve the personal knowledge of presidential associates that may not appear in the official records or personal papers of the President or his associates. In this program NARS personnel carry out carefully structured interviews with presidential associates. The interviews are tape recorded and transcribed.

In total, the libraries hold over 109 million manuscript pages, and 300,000 printed volumes and other items. Over 1.3 million people visit the libraries' museums each year. Annual reference services furnished to researchers include nearly 400,000 manuscripts delivered to researchers in the library research rooms, and 164,000 reference services.

#### Office of Records Management

The Office plans and directs nationwide programs for improving Federal paperwork practices. This includes the development and administration of policies, regulations, methods, and procedures relative to standards for more efficient and effective management and use of forms, letters, reports, directives, and other paperwork. The Office also conducts studies, surveys, and workshops relating to paperwork in Federal agencies and makes recommendations for improvement in paperwork programs.

OMB Circular No. A-40, May 3, 1973, assigned to GSA the responsibility for issuing Government-wide procedures relating to the management of Federal reporting. The Office of Records Management develops these procedures for issuance by the Administrator.

Executive Order 11769, February 20, 1974, assigned to GSA the responsibility for preparation for the President's consideration of the annual report to the Congress on advisory committees as required by the Federal Advisory Committee Act. This responsibility is carried out by the Office of Records Management.

The Office is also responsible for planning and directing the Government-wide standard and optional forms program, and serves as approval authority for issuance of new and revised standard and optional forms.

## PUBLIC BUILDINGS SERVICE

The Public Buildings Service is responsible for the design, construction, management, maintenance, operation, alteration, extension, remodeling, preservation, repair, improvement, protection, and control of buildings, both federally owned and leased, in which are provided housing accommodations for Government activities. PBS has responsibility for 236 million square feet of space in approximately 10,000 Federal buildings. It also has responsibility for the acquisition, utilization, custody, and accountability for GSA real property and related personal property, and for GSA's safety program. The Service is also responsible for the development of Government-wide policies and regulations and for directing programs relating to the utilization and disposal of excess and surplus real property.

PBS is also responsible for the implementation of Executive Order 11593 within GSA. This order provides for the location, inventory, restoration, and relocation of federally commissioned works of art and the publication of guides and studies relative thereto; for performing research and preparing information, guides, and studies on historic Federal Government buildings; and for coordinating, evaluating, and making recommendations with respect to the adequacy and appropriateness of design from a cultural, artistic, and utilization standpoint of such things as publications, signs and symbols, and exhibits.

In addition, PBS is responsible for coordinating GSA's activities towards improving the environment. The Service works closely with the services and staff offices in developing programs on paper recycling, construction noise abatement and control, Legacy of Parks, cultural and historic preservation, and purchasing specifications. Environmental safeguards are included in all GSA activities, as required by the National Environmental Policy Act of 1969.

### Office of Buildings Management

This Office plans, directs, and coordinates on a nationwide basis PBS programs and activities relating to the management, operation, and maintenance of public buildings and related real and personal property; the maintenance of excess GSA real property; the alteration of Federal buildings, and the administration of GSA's safety and accident prevention, fire prevention, and assigned civil defense activities.

The Office of Buildings Management is also responsible for the administration and execution of the repair and improvement program. The purpose of this program is to bring federally owned buildings under the jurisdiction of GSA up to useful standards for efficient working conditions.

Besides providing economical and efficient work space, the repair and improvement program has responsibility to our national heritage in maintaining public buildings which have acquired historical or monumental significance.

#### Office of Construction Management

Federal buildings must meet the highest standards of design excellence and economy of operation. Equally important, the design and construction process must be carried out as efficiently and quickly as possible. These two goals are always before the Office of Construction Management--the administration, policy and management arm for the largest part of PBS's nationwide program for the design, construction, and alteration of Federal buildings.

The Office plans, directs, and coordinates nationwide Federal building design and construction programs. Contracts are made, as necessary, for architectural, engineering, and construction services.

#### Office of Space Planning and Management

The Office of Space Planning and Management plans, directs, coordinates, and carries out a Government-wide program which includes: (a) evaluating alternatives for satisfying Federal space needs; (b) acquiring necessary space to meet such needs; (c) assigning and attaining the maximum utilization of space; (d) issuing related policy guides and standards for the guidance of GSA and other agencies; (e) acquiring sites for new Federal buildings; and (f) managing Federal building sites pending their need for Federal construction.

Recent Acts of Congress and administrative directives of the President relating to protection of the environment, intergovernmental cooperation, and consideration of social and economic factors in providing building facilities for the Government, have extended GSA's horizons regarding concern for the community in which public buildings are planned as well as the welfare of the community's people. An important new factor, therefore, in the initial planning for public buildings is consideration of the impact a building will have on the community and

its people, and also the effect a building will have on improving social and economic conditions in the area. This new function is carried out in coordination with the Federal agencies having responsibility for socio-economic programs and State and local governments and planning bodies.

#### Office of Federal Protective Service Management

This Office is responsible for the programs and activities related to the physical protection of all personnel and real and personal property located in areas under the jurisdiction of GSA. PBS employs more than 3,400 Federal Protective Officers, U.S. special policemen, and guards to carry out this program. The program has expanded rapidly as the threat from demonstrations, protests, thefts, bombings, and other actions has increased in and near GSA controlled buildings and property.

#### Office of Real Property

This Office is responsible for the economic and efficient utilization of excess real property and the disposal of surplus federally owned real property. It is also responsible for continually surveying the real property holdings of Federal agencies to determine whether Federal properties are not utilized, underutilized, or not being put to optimum use by the Federal agencies accountable for such properties. In addition, it establishes Government-wide policies, procedures, and standards promulgated through the Federal Property Management Regulations governing the identification of unneeded Federal real property, disposals by GSA, and disposals by other agencies authorized under the regulations. Disposals include practically all types of property ranging from waste land, worth only a few dollars an acre, to industrial complexes worth millions of dollars, and property located in all of the States of the United States, the District of Columbia, the Virgin Islands, and Puerto Rico.

GSA is responsible for promoting the maximum Federal utilization of excess real property and its transfer among the Federal agencies to eliminate expenditures for additional property when suitable property is already owned by the Federal Government. Property which is no longer required for Federal purposes may be transferred to eligible local governmental units and nonprofit institutions for non-Federal purposes at monetary discounts of up to 100 percent. Such public uses include public park and recreation, historic monument, public airport, health or education, highway, and wildlife conservation.

Property which is not needed for further Federal purposes and which is not transferred for non-Federal public purposes is generally offered for sale by GSA through competitive bidding. Such sales benefit the locality by placing the property in productive use and returning it to the tax rolls and provide the taxpayers on a nationwide basis a monetary return which is applied to their benefit.

The Legacy of Parks Program evolved from the President's message to Congress on Environmental Quality dated February 10, 1970. Simultaneously with his message, the President issued Executive Order No. 11508 (superseded by E.O. 11724 on 6/25/73) directing the Administrator of GSA to institute an immediate and continuing survey of all Federal real property holdings to determine if they are not utilized, are underutilized, or are not being put to their optimum use. Special emphasis is placed on identifying properties that can appropriately be converted to parks and recreation areas, or sold, so that proceeds are made available to provide additional park and recreation lands. Proceeds from the sale of surplus real properties are placed in a "Land and Water Conservation Fund" which is available for this purpose. Surveys conducted under this program contain recommendations to accountable agencies that specific landholdings should be reported to GSA as excess properties or should be retained in their present use.

Pursuant to the National Environmental Policy Act of 1969, whenever a proposed disposal of Federal real property is considered to significantly affect the quality of the human environment, a detailed statement outlining the environmental impact of the proposed action must be prepared and submitted to the Council on Environmental Quality established by the Act. The environmental statement contains an analysis as to any relevant environmental factors that relate to the future use of the particular property being disposed. The probable impact of the proposed disposal action is also evaluated.



## CHAPTER V

### DELEGATION OF AUTHORITY

All authority lodged in GSA is vested in the Administrator of General Services. He is authorized to delegate and to authorize successive redelegation of any authority transferred to or vested in him by the Federal Property and Administrative Services Act of 1949, as amended, to any official of GSA and to the head of any other Federal agency except for: (1) the authority to issue regulations on matters of policy having application to executive agencies; (2) the authority to regroup, transfer, and distribute functions within GSA; and (3) administrative determinations and decisions required by the Act to be made only by the Administrator. The Administrator may not delegate authority to the head of another executive agency except with the consent of that agency, or upon the direction of the President.

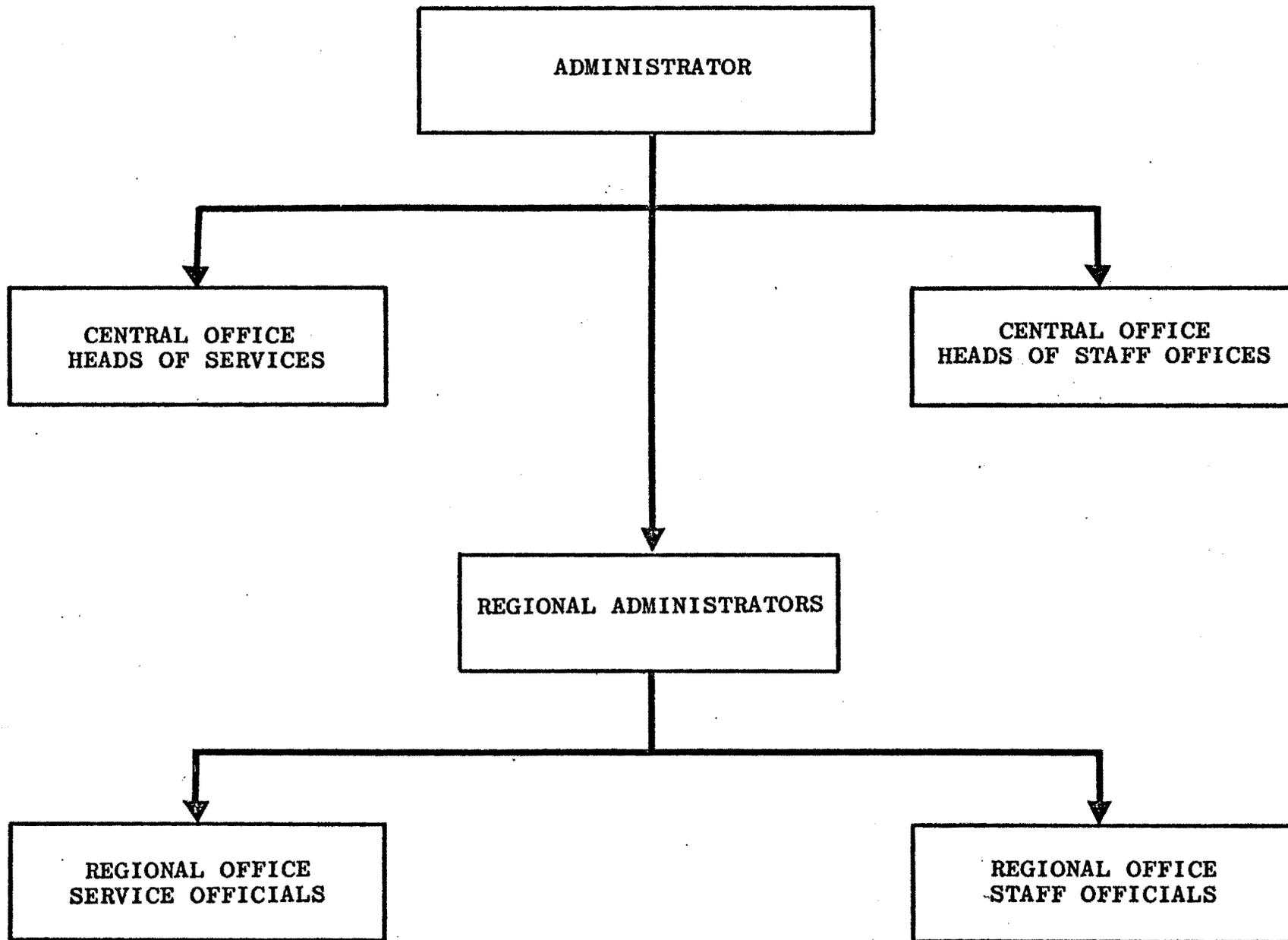
#### Internal GSA Delegations

As indicated in the following chart, the Administrator delegates common and program authorities simultaneously to the Heads of Services and Staff Offices and to Regional Administrators. Each of these officials, in turn, redelegates authority to subordinates, except in those cases where a limitation on the redelegation of this authority has been imposed. Each of these officials also establishes such administrative limitations on the exercise of delegated authority as may be deemed to be in the best interest of GSA. Officials other than Heads of Services and Staff Offices and Regional Administrators may not redelegate authority. All internal delegations of authority are published in the GSA Delegations of Authority Manual.

#### External Delegations

Delegations of authority to the heads of other Federal agencies are usually issued as temporary regulations in the Federal Property Management Regulations (FPMR) and the Federal Procurement Regulations (FPR). Delegations within these regulations may be general or for a specific one-time purpose and may relate to such matters as procurement and contracting and the management of real and personal property, records, motor equipment, telecommunications, and public utilities. Occasionally individual delegations are used to authorize the head of a Federal agency to accomplish a specific transaction, such as the procurement of a specific item of property, when it has been determined that the delegation should be issued outside the GSA regulations system.

SYSTEM FOR DELEGATING AUTHORITY IN GSA





## CHAPTER VI

### FINANCIAL MANAGEMENT

#### Introduction

The Director of Administration is responsible for the development and execution of GSA's financial management program. This includes the development of overall agency budgetary policies, guidelines, and procedures for budget administration, the formulation of agency policies governing the provision and management of financial services; the establishment and execution of accounting systems, principles, and procedures, and the maintenance of liaison with the Office of Management and Budget, the Department of the Treasury, the General Accounting Office, and various Congressional committees relative to the agency's financial management activities.

The following pages contain statistical data showing GSA's budget authority by appropriation provided in the current appropriations act for fiscal year 1977, a summary of GSA employment, and a comparison of selected operations, fiscal years 1966 with 1975 and 1976.

ANNUAL APPROPRIATIONS ENACTED FOR  
FISCAL YEAR 1977

	<u>FY 1977 Enacted</u> <u>1/</u>
Federal Buildings Fund (Obligational Authority)	(\$1,130,755,000)
Operating Expenses, Disposal of Surplus Real Property	6,205,000
Expenses, Disposal of Surplus Real Property	1,000,000
Operating Expenses, FSS	154,266,000
Operating Expenses, NARS	64,219,000
Records Declassification	1,410,000
Operating Expenses, ADTS	7,475,000
Salaries & Expenses, Federal Preparedness Agency	16,296,000
Salaries & Expenses, General Management and Agency Operations	6,616,000
Indian Trust Accounting	2,702,000
Consumer Information Center	1,073,000
Allowances & Office Staff for Former Presidents	280,000
Expenses, Presidential Transition	3,000,000
Salaries & Expenses, Administrative and Staff Support Services	72,219,000
Refunds under Renegotiation Act	<u>1,000,000</u>
Total Gross Budget Authority	337,761,000
Less Proprietary Receipts	
(current estimates): Stockpile	- 497,000,000
Other (primarily real property receipts)	<u>- 73,000,000</u>
Total Net Budget Authority	<u><u>-\$ 232,239,000</u></u>

1/ Excludes proposed supplementals for pay increases and proposed program supplementals.

GENERAL SERVICES ADMINISTRATION  
PUBLIC BUILDINGS SERVICE

FY 1977 (in 000)

Federal Buildings Fund (obligational authority)	(\$1,130,755)
Operating Expenses, Disposal of Surplus Real Property and Related Personal Property (appropriation)	6,205
Expenses, Disposal of Surplus Real and Related Personal Property - Permanent, indefinite special fund (appropriation)	1,000

The Federal Buildings Fund finances and activities which provide for the management, direction, and coordination of the Government's largest civilian real property operation; long-range and short-range real property planning and program direction; day-to-day facilities operation, maintenance, protection, and repair and alteration; leasing of space; and the acquisition of new facilities through direct Federal construction and purchase contracting, including the acquisition of sites, project design and design review, management and inspection of construction; and the actual construction of facilities. The Public Buildings Amendments of 1972, Public Law 92-313, directs the Administrator of GSA to charge commercially equivalent rates (standard level user charge) for the space and services furnished by GSA. By assessing such rates all programs, projects, and activities will be funded from receipts paid by users of the space and related services.

The program activities established to carry out these functions are: Construction; Alterations and Major Repairs; Purchase Contract Payments; Rental of Space; Real Property Operations; and Program Direction.

When requested by Federal agencies, the Public Buildings Service provides building services which are in excess of those provided for under the Standard Level User Charge. The costs of these services are reimbursed to the Federal Buildings Fund by the requesting agencies.



The Operating Expenses, Disposal of Surplus Real and Related Personal Property appropriation provides for the programs and activities relating to the promotion of maximum utilization by Federal agencies and the transfer among Federal agencies of excess real property. It provides for the disposal of surplus real property by sale, exchange, lease, permit, or transfer to authorized organizations as well as the care and handling of surplus property pending its disposition. The appropriation language authorizes the use of proceeds from real property sales for necessary expenses incurred in the Federal Buildings Fund in carrying out surplus property functions.

The Expenses, Disposal of Surplus Real and Related Personal Property item finances contractual services of appraisers, auctioneers, and brokers familiar with local markets to supplement the regular staff of GSA. This is a permanent, indefinite, special fund, financed by proceeds from disposals, in accordance with law, and requires no Congressional action.

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE

Operating Expenses, FSS - 1977 Appropriation (in 000)    \$154,266

This appropriation provides for expenses related to operating the worldwide supply system through which commodities are sold to Government agencies from depot stocks or by direct delivery from suppliers; management of transportation and public utility services in all civilian agencies; operation of interagency motor vehicle pools; managing and maintaining stockpiles of strategic and critical materials, including arranging for shipment of materials sold from the stockpiles that are no longer needed for the mobilization base; and managing and operating a Government-wide excess personal property program including utilization, donation, and rehabilitation and sale of property. The program activities established to carry out these functions are: Supply Distribution; Procurement; Standards and Quality Control, Transportation and Public Utilities; Customer Service and Support; Property Management; and Personal Property Disposal.

In addition to the direct appropriation, operations of the Federal Supply Service are financed by two revolving funds:

-- The General Supply Fund, which finances on a reimbursable basis a national supply depot system and a system of ordering supplies for direct delivery to agencies, and operations of the interagency motor vehicle pools.

-- The Working Capital Fund which finances centralized printing and duplicating operations, pending reimbursements. There are 13 printing and 13 duplicating plants in operation to meet the needs of GSA and other Government agencies.

Also, a special packing service, required for export shipment is provided on a reimbursable basis to agencies with overseas locations.

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE

<u>1977 Appropriations (in 000)</u>	
Operating Expenses, NARS	\$64,219
Records Declassification	<u>1,410</u>
Total	\$65,629

The OE-NARS appropriation provides for the operation and management of the Government's archives and records, operation of Presidential Libraries, and grants for historical publications.

The Records Management and Centers activity of this appropriation finances expenses related to operating the 14 Regional Records Centers and the National Personnel Records Center, and provides Government-wide leadership in promoting economy and efficiency in paperwork activities as well as providing direct assistance to agencies in simplifying their paperwork management practices.

The Archives and Related Services activity encompasses the functions of the National Archives where permanently valuable records of the Government are housed and serviced; operation of Presidential Libraries; and the Office of the Federal Register which publishes the U. S. Government Organization Manual, the Federal Register, and Presidential documents, including Public Laws.

The National Historical Publications and Records Commission activity provides for grants to Federal, State, and private nonprofit institutions for collecting, reproducing, and publishing source materials significant to the history of the United States.

The Records Declassification appropriation provides for expenses of review and declassifying security classified information thirty or more years old, pursuant to the provisions of Executive Order 11652, dated March 8, 1972.

In addition to the two direct appropriations, operations of the National Archives and Records Service are financed by a trust fund and a gift fund.

-- The National Archives Trust Fund holds and disburses monies received from admission fees to Presidential Library museum rooms and proceeds collected from the sale of copies of publications and reproduction of tax returns for taxpayers.

-- The National Archives Gift Fund receives grants and donations to benefit National Archives' collections and services in accordance with the terms of the donor.

GENERAL SERVICES ADMINISTRATION  
AUTOMATED DATA AND TELECOMMUNICATIONS SERVICE

Operating Expenses, ADTS - 1977 Appropriation  
(in 000)

\$7,475

This appropriation provides for the direction and coordination of a comprehensive Government-wide program for the management, procurement, and utilization of automatic data processing and communications equipment and services, and the overall management of operations designed to provide specialized services to civilian agencies in each of these fields. The program activities established to carry out these functions are: Automated Data Management Services; Telecommunications Services; and Agency Assistance, Planning and Policy.

In addition to the direct appropriation, operations of the Automated Data and Telecommunications Service are financed by two revolving funds:

-- The Federal Telecommunications Fund which finances on a reimbursable basis a telecommunications system for the Federal Government which is operationally compatible with the National Communications System.

-- The Automatic Data Processing Fund which finances on a reimbursable basis a Government-wide ADP operation, including the procurement by lease, purchase, transfer, or otherwise of ADP equipment, maintenance of equipment, and operation of service centers.

GENERAL SERVICES ADMINISTRATION  
FEDERAL PREPAREDNESS AGENCY

1977 Appropriations (in 000)

Salaries and Expenses, Federal Preparedness Agency \$16,296

The Salaries and Expenses, Federal Preparedness Agency, appropriation provides for development and coordination of civil preparedness assumptions, policies, programs and emergency facilities, and development of plans to mobilize human, natural, and industrial resources under all emergency conditions including a nuclear attack on the United States pursuant to Executive Orders 11727 and 11490. The provisions of the Defense production Act of 1950, as amended, are also administered, including those related to allocations and priorities, expansion of production, voluntary agreements, and National Defense Executive Reserve, and the determination, plans, and programs of the strategic and critical materials that should be stockpiled as well as their quality and quantity, procurement, and disposal. The program activities established to carry out these functions are: (1) Civil Crisis Preparedness, (2) Conflict Preparedness, (3) Research, Development, and Program Coordination, (4) Stockpile Acquisition and Disposal and (5) Service Direction.

GENERAL SERVICES ADMINISTRATION  
GENERAL ACTIVITIES

FY 1977 Appropriation (in 000)

Salaries and Expenses, General Management and Agency Operations	\$ 6,616
Indian Trust Accounting	2,702
Allowances, Former Presidents	280
Expenses, Presidential Transition	3,000
Salaries and Expenses, Administrative and Staff Support Services	72,219
Refunds under Renegotiation Act	1,000
Consumer Information Center	<u>1,073</u>
Total	\$86,890

The Salaries and Expenses, General Management and Agency Operations appropriation provides for policy direction and coordination of all GSA programs by the Administrator, his Deputy, and 10 Regional Administrators, and congressional, public affairs, and planning and evaluation staffs, information and counseling to businessmen to promote interest and participation in Federal procurement and property disposal, and agencywide auditing. The program activities established under this appropriation to carry out these functions are: Executive Direction; Business Service Centers, and Audits.

The Indian Trust Accounting appropriation provides for necessary expenses of GSA to comply with the request of the Department of Justice and a directive from the Office of Management and Budget to prepare accounting reports for cases pending before the Indian Claims Commission.

The Allowances, Former Presidents annual appropriation provides for pensions for widows of former Presidents Eisenhower, Truman, and Johnson at \$20,000 each per annum. This appropriation also provides for the pension for former President Nixon as well as office staff and related expenses.

Expenses, Presidential Transition provides for orderly transfer of executive power from former President and Vice President to President-Elect and Vice-President-Elect.

The Salaries and Expenses, Administrative and Staff Support Services appropriation provides for administrative and staff support services on a centralized basis for all GSA programs. These support services include accounting, finance, budgetary administration, organizational and program management appraisal, personnel management, investigations activities, and systems development and design for internal GSA requirements. Legal services support for all of GSA's activities and the Board of Contract Appeals function are also provided.

In addition, reimbursable services are performed by the Office of Administration under Section 601 of the Economy Act to more than 40 independent Commissions, Committees, study groups, and special offices created by the President or the Congress.

The Federal Information Centers program, under the direction of the Deputy Administrator, is financed by reimbursements from approximately 17 benefiting agencies to the Salaries and Expenses, Administrative and Staff Support Services account. The 37 Federal Information Centers, located in major metropolitan areas throughout the country, assist people in finding answers to their questions about the Federal Government. Operated by GSA, in cooperation with the Civil Service Commission, they help over 25,000 people each day find their way through the vast and complex apparatus of the Federal bureaucracy.

Funds appropriated under Refunds Under Renegotiation Act are used to pay the difference between excess profits of contractors engaged in business with the Federal Government as determined by the Renegotiation Board and the U. S. Court of Claims and amounts prepaid by the contractor before filing suit with the Court of Claims.

The Consumer Information Center appropriation provides for the development of relevant and meaningful consumer product information from the major Federal agencies and departments as a by-product of the Government's research, development, and procurement activities. Also, the Center promotes greater public awareness of existing Federal publications through dissemination of the Consumer Information Index to the general public.

SUMMARY OF GSA EMPLOYMENT 1/

Office/Function	GSA Total	Central Office Total	Regional Total	Regions									
				1	2	3	4	5	6	7	8	9	10
Executive Direction	93	53	40	3	4	7	4	4	4	3	4	5	2
Bd. of Contract Appeals	15	15	-	-	-	-	-	-	-	-	-	-	-
Consumer Info. Center	15	15	-	-	-	-	-	-	-	-	-	-	-
Fed. Info. Centers	148	3	145	5	11	22	19	23	10	18	4	26	7
Rare Silver Dollar Prog.	2	2	-	-	-	-	-	-	-	-	-	-	-
Fed. Preparedness Agency	694	694	-	-	-	-	-	-	-	-	-	-	-
Office of Audits	104	104	-	-	-	-	-	-	-	-	-	-	-
Office of Administration	2,791	1,038	1,753	74	191	454	88	99	260	229	81	205	72
Office of General Counsel	355	306	49	3	6	8	5	6	5	4	3	6	3
Auto. Data & Tele. Service	2,393	377	2,016	106	145	472	225	215	133	201	120	260	139
Federal Supply Service	7,957	1,924	6,033	206	744	1,103	478	445	450	794	421	896	496
Nat. Arch. & Rcds. Service	2,932	2,172	760	37	95	134	72	83	74	95	59	85	26
Public Bldgs. Service	19,391	594	18,797	760	1,436	8,283	1,233	1,852	1,182	1,207	795	1,394	655
Other 2/	546	57	489	8	35	114	41	53	6	29	42	107	54
<b>GRAND TOTALS:</b>	<b>37,436</b>	<b>7,354</b>	<b>30,082</b>	<b>1,202</b>	<b>2,667</b>	<b>10,597</b>	<b>2,165</b>	<b>2,780</b>	<b>2,124</b>	<b>2,580</b>	<b>1,529</b>	<b>2,984</b>	<b>1,454</b>
<b>Percentages:</b>	<b>100</b>	<b>19.6</b>	<b>80.4</b>	<b>3.2</b>	<b>7.1</b>	<b>28.3</b>	<b>5.8</b>	<b>7.4</b>	<b>5.7</b>	<b>6.9</b>	<b>4.1</b>	<b>8.0</b>	<b>3.9</b>

1/ As of September 30, 1976.

2/ Includes Volunteers, Summer Aids, and other temporary employees.

# COMPARISON OF SELECTED OPERATIONS, FISCAL YEARS 1966 WITH 1975 AND 1976

6-14

	1966 (Actual)	1975 (Actual)	1976 (Estimate)
<b>PUBLIC BUILDINGS SERVICE</b>			
Square footage of space in GSA inventory . . . . .	185,500,000	236,400,000	244,400,000
Government-owned space . . . . .	141,700,000	150,600,000	154,400,000
Leased space . . . . .	43,800,000	85,800,000	90,000,000
Number of occupants of buildings . . . . .	623,473	774,664	802,600
Number of leases . . . . .	7,553	7,060	7,120
Construction completions . . . . .	\$198,700,000	\$374,000,000	\$515,800,000
Repair and alteration workload performed . . . . .	\$57,000,000	\$84,700,000	\$110,800,000
Repair and alteration backlog, end of year . . . . .	\$350,600,000	\$1,082,600,000	\$1,092,400,000

6-15

	<b>1966</b> (Actual)	<b>1975</b> (Actual)	<b>1976</b> (Estimate)
<b>FEDERAL SUPPLY SERVICE</b>			
Total procurement .....	\$1,808,600,000	\$2,280,700,000	\$2,441,000,000
Number of supply distribution points .....	63	89	91
Stores stock sales .....	\$471,972,000	\$802,400,000	\$825,000,000
Nonstores sales .....	\$194,528,000	\$349,700,000	\$507,000,000
Interagency motor pools in operation .....	94	100	100
Mileage of interagency motor pools .....	473,165,000	783,362,000	951,080,000
Vehicles in interagency motor pools in use, end of year .....	45,612	69,999	79,270
Motor pool sales .....	\$39,264,000	\$106,300,000	\$133,800,000
Transfers of personal property to other federal agencies and donations (acquisition cost) .....	\$1,046,300,000	\$1,402,800,000	\$1,650,000,000
Personal property rehabilitation (replacement cost) .....	\$89,600,000	\$610,800,000	\$650,000,000

### **NATIONAL ARCHIVES AND RECORDS SERVICE**

Records Centers (number) .....	14	15	15
Inventory at year end (cubic feet) .....	9,288,000	13,776,000	14,000,000
Inquiries handled .....	6,080,000	15,093,507	16,571,000

**1966**  
(Actual)

**1975**  
(Actual)

**1976**  
(Estimate)

**AUTOMATED DATA AND TELECOMMUNICATIONS SERVICE**

Federal Telecommunications Fund sales .....	\$81,600,000	\$281,676,000	\$326,970,000
Intercity FTS calls .....	36,813,000	146,000,000	161,000,000
Automatic Data Processing Fund sales .....	NA	\$47,512,000	\$58,665,000
ADP leases negotiated .....	NA	56	100

**FEDERAL PREPAREDNESS AGENCY**

Strategic and Critical Materials in inventory, end of year (acquisition cost) .....	\$7,540,600,000	\$7,201,148,000	\$7,077,148,000
Strategic and Critical Materials sales commitments .....	\$1,028,172,000	\$345,900,000	\$171,300,000

**FEDERAL INFORMATION CENTERS**

Number of inquiries .....	NA	7,000,000	7,800,000
---------------------------	----	-----------	-----------

**AGENCYWIDE**

End of year employment, full-time permanent .....	35,955	36,787	36,014
---	--------	--------	--------