

procurement of facilities and consolidation of services are prime considerations in realizing requirements of the system.

Significant improvements in service and savings have already resulted. During fiscal year 1962 consolidated switchboards in 85 cities served 9 percent more main and extension lines than in fiscal year 1961, with an increase of less than 4 percent in operating positions. The first stage of a nationwide direct distance dialing system was initiated on February 15, of this year, connecting 43 major cities in the United States.

GSA's consolidation of various teletypewriter networks formerly operated by civil agencies resulted in an annual savings of \$1.8 million over commercial communication rates. Further savings in this area may be anticipated as the requirements for high speed data transmission facilities increase and the planned GSA Advanced Records System is installed. Central procurement of leased intercity communication lines are resulting in savings estimated at \$7 million per year to the Federal agencies.

3. CENTRALIZED MANAGEMENT ACTIVITIES

(a) *Property inventories*

GSA is now taking and publishing annually, or as required, inventories of property including (1) real property owned by the Government, (2) real property leased by the Government, (3) annual motor vehicle report, (4) jurisdictional status of real property, and (5) water pollution facilities. More recently we began compilation and publication of the annual inventory of ADP equipment in Government.

(b) *Supply management surveys*

As a regular practice, GSA staff assists other agencies in establishing and maintaining efficient supply management systems. Many surveys have been made of other agency activities and the recommendations made by GSA have resulted in substantial economies to the Government.

(c) *Buildings and space management*

GSA is providing space to all Federal agencies in existing Federal buildings, through construction of new buildings, or through centralized leasing of space. This centralization of procurement of space and related services, and the control of space utilization by GSA is saving the Government many millions of dollars annually. Executive Order 11035 issued by the President last July strengthened GSA's authority in this area.

GSA is already providing specially designed space and safety features required for Federal Government computer installations and promulgating protection, environment, and safety regulations that will avoid some of the costly fires and other disasters which have occurred in the past.

(d) *Utilization and disposal of excess and surplus property*

Through the Utilization and Disposal Service, GSA promotes the maximum possible use of excess personal and real property by Federal agencies, and provides for the rehabilitation of personal property owned by the Government to extend its useful life. We also arrange for the utilization of available excess personal property by the Federal agencies and arrange for the sale of items to the public when there is no longer a demand by the Federal agencies for such items.

Computers and other ADP equipment purchased by the Federal agencies and no longer required already come to this Service for screening and disposition. While only a few computers have been declared excess to date, we are presently in the process of developing a special regulation governing the procedures for reporting excess to GSA and making these computers a first source of supply for agencies in the market for ADP equipment.

(e) *Records management*

The National Archives and Records Service has provided substantial guidance and assistance to the Federal agencies in the analysis of paperwork management problems and the development and installation of improved procedures and methods. It also provides a very effective source data automation development and training program to encourage the use of integrated data processing techniques.