

*Office of Assignments*

1. Reorganization of two divisions along functional lines.
2. Elimination of the flexoline (manual) index of contractors.
3. Introduction of ADP equipment.
4. Improvements in utilizing procurement data for identification purposes.
5. Revision of mailing list.
6. Streamlining of followup procedure for contacting contractors who fail to file.
7. Elimination of certain internal reports and forms; consolidation and improvement of others.
8. Increased assistance to contractors with respect to preparation of renegotiation filings.
9. Introduction of automatic extension procedures where extensions have been granted for filing tax returns.

*Office of Administration*

1. Consolidation of the two major filing systems.
2. Consolidation of the budget and fiscal functions, resulting in elimination of three out of seven positions.
3. Reorganization of administrative functions at the western regional board, resulting in elimination of six out of eight positions.
4. Development of a new system of internal reporting.
5. By arrangements with Department of Commerce, renegotiation forms and instructions have been made available to the public at 42 field offices of that Department.

*Reduction in personnel*

As a result of the above-described actions the Board was able to reduce its personnel from 271 at the end of fiscal 1961 to 174 at the present time. Most of these actions now contribute to the Board's ability to cope in an efficient manner with the increase in its workload resulting from the surge of procurement for Vietnam.

Mr. BROOKS. The committee stands adjourned.

(Whereupon, at 12:18 p.m., the subcommittee was adjourned.)