

current Chairman is Paul J. Tierney. The Vice Chairman is Mrs. Virginia Mae Brown. The General Counsel is Robert W. Ginnane, and the Secretary is H. Neil Garson. Bernard F. Schmid, Managing Director, is in charge of the general management and administration subprogram. He is assisted by Chief of Administrative Services William M. Rowe, Budget and Fiscal Officer George J. Lotito, Director of Personnel Curtis F. Adams, and Chief of Systems Development Robert J. Hartel, who are in charge of the units which support the overall management and administration of the Commission's work.

3. How much money and capital equipment is available under this program for fiscal 1968?

A total of approximately \$3,156,000 which includes \$11,000 for capital equipment is available under this program for fiscal 1968.

4. Would you describe the output generated by this program?

Executive direction and advisory services are a continuing function and not conducive to output measurement. However, the Office of the General Counsel, as principal legal counsel to the Commission and its members, prepares advisory opinions reflecting legal research and analyses on such difficult questions as the Commission and its members may submit. As counsel defending the orders of the Commission before the appropriate reviewing courts, the Office of the General Counsel prepares and serves whatever pleadings and briefs the cases may require and presents oral argument before the courts. The Secretary is the official responsible for the issuance of orders and decisions, custodian of official records, processing of official documents, and for service on parties. The library, reference services, and mailroom are other services assigned to the Secretary. In addition to overall management and special management studies, evaluations, and analyses, the output generated by this program is that of the usual administrative support program, including budget, fiscal, personnel, administrative, and ADP operations.

5. Can you quantify this output in any way?

The output generated by the Office of the General Counsel can be quantified. During fiscal year 1968, it is anticipated that approximately 290 opinions to the Commission or its members will be prepared. It is anticipated that approximately 112 court cases will be processed by this Office. The output associated with the Office of the Secretary can be quantified. For example, approximately 1,700,000 notices, reports, and so forth, will be received and served; 2 million pieces of mail processed; 11,000 dockets made up; and 9,000 pages of decisions will be digested during 1968. Further, many areas in the general management and administration subprogram can be quantified, such as pages printed, vouchers audited, personnel actions, and so forth.

6. Would you describe the principal operations that are involved in producing this output?

Executive direction and legal counsel services are the principal operations involved in producing this output insofar as the Chairman, Vice Chairman, and General Counsel are concerned. The Secretary handles the ministerial duties associated with service of process, issuance of decisions, and so forth. In the general management and administration subprogram, the principal operations involved in producing this output are those employed in the science of management: (1) budget process, (2) personnel management, (3) administrative services, (4) automatic data-processing operations, (5) program evaluation, and (6) internal audit.

7. How many employees are involved in the program and in what general type of employment categories do they fall?

#### *Executive and advisory subprogram*

A total of 86 employees are involved in this subprogram. The general type of employment categories in which they fall is as follows:

|                                    |    |                                    |    |
|------------------------------------|----|------------------------------------|----|
| Chairman and vice chairman-----    | 2  | Public information officer-----    | 1  |
| Attorney-Adviser-----              | 14 | Public information specialist----- | 3  |
| Chief of Section-----              | 1  | Secretary and Assistant Secre-     |    |
| Congressional Liaison Officer----- | 1  | tary-----                          | 2  |
| Deputy and Associate General       |    | Special Assistant to the Chair-    |    |
| Counsel-----                       | 3  | man-----                           | 1  |
| General Counsel-----               | 1  | Trial Attorney-----                | 10 |
| Legislative Attorney-----          | 2  | Nonprofessional staff—secretarial  |    |
| Librarian-----                     | 2  | and clerical services-----         | 42 |
| Minute clerk-----                  | 1  |                                    |    |