

of bulk lots of accountable paper supplies; and (c) exercises procurement authority, including personal and real property and services.

The Bureau of Personnel: (a) formulates and administers policies and programs required to develop and maintain an effective personnel management program; (b) acts on personnel management matters relating to industrial relations, compensation administration and employee training; (c) represents the Postmaster General in dealing with employee organizations; (d) administers the incentive awards program; (e) provides technical assistance in the preparation and administration of negotiated contracts; and (f) has responsibility for equal opportunity in the postal service.

The Bureau of Research and Engineering: (a) directs research, development, and engineering activities of the postal service; (b) provides new concepts, systems, and techniques for the processing, movement, and delivery of mail and the related machinery and equipment to transform the concepts into efficient operating tools; and (c) assists the Bureau of Operations in development and analysis of basic planning data, in designing and supervising construction of facilities including utilities and mechanization, and conducts postinstallation audits to evaluate prior planning and plant and equipment design and arrangement.

The Bureau of the Chief Postal Inspector directs the execution of policies, regulations, and procedures governing all investigations, including presentation of evidence to the Department of Justice in those of a criminal nature, and directs operating inspections and audits for the postal service.

The Office of the General Counsel: (a) serves as legal adviser to the entire Postal Establishment and acts as legislative officer for the Department by drafting bills, preparing reports on proposed legislation, and representing the Department in hearings and conferences on legislative matters; (b) acts for the Postmaster General in the settlement of personal injury or property damage claims; and (c) initiates and prosecutes mailability proceedings under laws prohibiting the mailing of fraud, lottery, obscene, subversive, extortion, or threatening matter and firearms.

The 15 regional directors: (a) administer the execution of policies, regulations, and procedures governing, and takes final action within his delegated authority on, matters relating to management, operations, transportation, finance, engineering, equipment, supply, facilities and personnel; (b) are responsible for the efficient management, utilization, and control of manpower, allotted funds, facilities, and equipment; and (c) provides guidance and specialized assistance to post offices on mail processing, mail movement methods, and other postal operations.

The six postal data centers: (a) provide ADP support to the 15 regional offices; (b) issue U.S. Treasury checks for all payments made, including biweekly payrolls for over 700,000 employees, and U.S. savings bonds; (c) maintain general and subsidiary ledgers; (d) examine postmasters' statements of account and (e) examine and settle claims.

Field units of the Bureau of Facilities, including the stamped envelope agency, mail equipment shops, mail bag depositories and area supply centers, provide specialized logistical support to the more than 30,000 post offices and other field installations of the postal service.

Postal source data system comprises two automatic data processing centers and four teleconcentrators linked together by telephone lines to receive and process information on mail volume, work in process, vehicle utilization, manpower distribution, time and attendance, and inventory from the 75 largest post offices through 1968. Data is transmitted back to the originating office in the form of management information reports of a real time early turnaround type.

The Postal Service Institute, located in Bethesda, Md., provides a centralized training facility oriented strongly toward career development of about 70,000 postal managers through personal attendance, extension centers throughout the Nation and through correspondence courses.

Postmasters at large post offices provide executive direction and administer the operations, transportation, controller, personnel, facilities, and engineering programs in their respective post offices.

C. Financing

Funds for administrative postal support are provided by the appropriations. "Administration and regional operations," "Operations," "Transportation," "Facilities," and "Research, development, and engineering." For 1968, it is estimated that the aggregate of these portions of the above appropriations will total \$318,686,000, including transfers and supplementals.