

tion Engineering and Research and Development Divisions, Bureau of Research and Engineering.

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

There are 27,614 employees involved in this program. The following are the general employment categories of these employees:

Maintenance of postal buildings, equipment, and motor vehicles-----	27,361
Manufacture and repair of mail bags and associated equipment-----	253
Total -----	27,614

8. What is the grade structure and how many supergrades—quota and non-quota—are involved?

The following is the grade structure of the employees in this category:

PFS-14 and above-----	2
PFS-13 and below-----	27,612
Total -----	27,614

There are no supergrades involved.

9. What capital equipment, such as ADP, if any, do you rely upon to fulfill this program?

Data processing equipment is viewed in this program as a capital investment. Programs receiving ADP support within this effort are covered under other categories.

10. Do you expect the expenditures or the benefits of the program to grow appreciably in the future?

Both expenditures and benefits of this program are expected to grow in the future. As the Department needs to invest in both plant and equipment in order to handle rising mail volumes efficiently and realize future operational savings, future expenditures, particularly in investment, will grow appreciably in the future. At the same time, savings on these investments are expected and should continue to also increase as investments begin to materialize in installed and operating mechanization and efficient large postal facilities.

11. At what level are the personnel responsible for the various parts of the program coordinated to determine if the program as a whole is being efficiently carried out?

Personnel are coordinated at various levels to achieve program objectives. For example, planning on new facilities takes place between bureaus at all working levels, while procurement and budgeting to meet the needs of the entire Department are also continued at the same multilevels. Coordination is maintained both before and after top staff approval.

12. Is there a continual program review within the agency, other than the annual budgetary review, to determine more effective and efficient ways to achieve these program objectives?

Continual review within the Department is insured by at least the following means: the 5-year major facilities plan; Project Speed for the timely procurement of equipment; Project Facts for realty analysis and review; and constant financial management to determine budget adherence and evaluation of spending, both for expenses and investments.

13. To your knowledge, does this program duplicate or parallel work being done by any other agency?

This program parallels work being done by GSA since they supply space for the entire Federal Government. The Department coordinates its activities regularly with GSA to assure no duplication of effort. Other than this relationship, there is no duplication by other agencies.

14. Is your organizational structure such that the program is being carried out most efficiently and effectively?

The organizational structure permits efficient and effective coordination. For example, the Major Facilities Review Committee has the functional responsibility to coordinate and meet the various demands of the regions, operations, engineering, real estate, and funding limitations.

15. Are there any outstanding GAO reports on this program? If so, what is the status of the GAO recommendations the report contains?

A listing of outstanding GAO reports on this program is attached.