

4. *Working capital fund.*—The working capital fund was established by Public Law 49 (59 Stat. 115), approved May 3, 1945. The fund was increased by subsequent legislation, as follows:

Public Law 87-141 (75 Stat. 352), approved August 17, 1961.

Public Law 88-507 (78 Stat. 654), approved August 30, 1964.

Public Law 89-128 (79 Stat. 530), approved August 16, 1965.

Public Law 89-555 (80 Stat. 673), approved September 6, 1966.

B. Program output

The agency direction and support services program is concerned with the overall management of GSA, including the provision of staff assistance and support to all operating programs.

Top policy direction and coordination of all GSA programs is provided by the Administrator, the Deputy Administrator, and the 10 regional administrators. Also included in this program subcategory are the hearings and determinations of the GSA Board of Contract Appeals on disputes involving contract awards and administration; direction and coordination of the GSA civil rights program; conduct of congressional and public relations and the development of the GSA legislative program; and provision of service and assistance to business concerns interested in Government procurement and disposals. A business service center is located in each GSA regional office to provide onestop counseling services and assistance to businessmen, trade organizations, and chambers of commerce, on procurement and disposal activities of GSA. These services include provision of information concerning what items are bought and sold, location of buying and selling offices, how to get on bidders' mailing lists, how to introduce new products into the GSA supply system, how to obtain Federal specifications, and how to keep currently informed on bidding opportunities. Bids for GSA contracts are received, recorded, safeguarded, and opened in the business service centers.

Internal GSA staff services are provided to the Administrator, heads of services and staff offices, and regional administrators under the administrative operations program subcategory, including such specialized fields as legal advice and assistance, program and policy planning, budgetary and financial management, organizational and program management appraisal, personnel management, and other related activities. Government-wide services are also provided under this subcategory, including development of Federal procurement and property management policies; improvement of Government property accounting systems; and administrative support to Presidential boards and commissions. Specific outputs by program elements under this subcategory include the following:

1. *Program and policy planning.*—The development and coordination of the GSA-wide PPB System, and its integration with the Government-wide program administered by BOB; and the central coordination of GSA's defense mobilization program.

2. *Federal procurement regulations.*—The publication of procurement policies and procedures in the Federal procurement regulations (FPR), including the General Services Administration procurement regulations (GSPR) and regulations of other Federal agencies which implement and supplement the FPR; and property management materials published in the Federal property management regulations (FPMR).

3. *Management systems.*—The review and development of organizational and operating relationships, and overall coordination of systems development and systems maintenance in GSA.

4. *Administrative services.*—The management of issuances, reports, and forms; records management, including the management of mail, correspondence, files systems, and records disposition; and office services relating to administrative equipment, supplies, space, telecommunications, mail operations, library, travel, and similar services.

5. *Budget.*—The budget formulation phase of the "budget cycle," involving the planning and financing of GSA programs and their reflection in the annual appropriation act; and the budget execution phase which extends until about 3 months after completion of the budget year and involves planning, performance, and appraisal activities.

6. *Finance.*—The design, maintenance, and operation of GSA's accounting and financial reporting system; participation in Government-wide property accounting surveys and in the joint financial management improvement program; review of the financial provisions of contracts to minimize financial risk and otherwise protect the Government's interest; and the servicing of financial provisions of contracts and other obligations held by the Government.