

7. *Management investigations and review.*—Internal audits of GSA operations, contract audit services, and special audits; investigative services regarding GSA personnel security, procurement contracting, property protection, and civil rights; and inspections, evaluations, and surveys of GSA activities, facilities, organizations, operations, staffing, and effectiveness.

8. *Personnel.*—Provision of employment activities, such as recruitment, selection, placement, promotion, and separation; compensation activities, such as position evaluation, position management, and wage and pay administration activities; employee relations activities involving employee-management cooperation, awards, performance ratings, grievances and appeals, etc.; and internal training and development activities as well as assistance to the services in the conduct of interagency training programs.

9. *Legal services.*—Provision of legal counsel to the Administrator, the Deputy Administrator, and all other GSA officials, and the performance of legal services for all GSA programs in the fields of real property, personal property, archives and records, transportation and communications, strategic and critical materials, and general administration. Includes, also, legal counsel on legislation proposed by GSA and reports on legislation proposed by others.

Allowances are provided for two former Presidents, as well as office staff, furnished space, mailing privileges, communications, and office supplies and materials. A pension also is provided for a widow of a former President.

The printing and duplicating program subcategory involves the operation of field reproduction plants providing printing and/or duplicating services to GSA and other agencies in multioccupancy Federal buildings; operation of the GSA printing plant in Washington, D.C., in support of GSA programs in the central office and region 3; procurement of printing services from such outside sources as the Government Printing Office or commercial printing firms whenever necessary; and provision of such related services as copy preparation, graphic arts preparation, binding and finishing, addressing, distribution, and general photography.

C. Responsible official

The following officials have the indicated direct operational responsibilities under the agency direction and support services program:

1. Salaries and expenses, Office of Administrator:
 - (a) Executive direction, Lawson B. Knott, Jr.
 - (b) Legislative and information services, Robert T. Griffin.
 - (c) Business services, Robert T. Griffin.
2. Administrative operations fund:
 - (a) All activities except legal services, W. L. Johnson, Jr.
 - (b) Legal services, Harry R. Van Cleve.
3. Allowances and services for former Presidents, W. L. Johnson, Jr.
4. Working capital fund, W. L. Johnson, Jr.

Mr. BROOKS. Would you give us a brief justification for the size and extent of your support program?

Mr. MOODY. This function includes the overall supervision and direction of the entire agencywide operation.

The top policy direction and coordination of all GSA programs is provided by the Administrator, the Deputy Administrator, and the 10 regional administrators. So technically we actually have in GSA 12 people—aside from clerical—only 12 officials responsible for agencywide direction.

This program category, however, reflects the way certain other across-the-board functions in GSA are handled. We have within it, for example, our Board of Contract Appeals that handles appeals under dispute clauses. We have our civil rights program. We have our congressional relations and public affairs offices there, and the provision of service and assistance to small businesses.

B. BUDGET PROCESSES

Mr. BROOKS. Would you outline briefly and give us a status report on the efforts of the agency in the implementation of the program budgeting concept?