

through surveys and regulatory issuances and by arranging for changes in supply support responsibility among Federal agencies.

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

This program has 6,512 man-years available to it in fiscal year 1968. Of this number, 2,214 are technical and professional personnel, 2,204 are ungraded blue-collar workers, and the remainder, 2,094, are clerical employees.

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

In fiscal year 1968 there are nine supergrade positions and one executive level V position involved in this program. All supergrades are within the quota: one GS-18, five GS-17's, and three GS-16's. There are 207 grade 14 and 15 positions, 4,091 positions in grades GS-1 through GS-13, and there are 2,204 ungraded positions.

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

This program uses warehouse operating equipment, self-service stores equipment, fuel yard equipment, and laboratory equipment, all of which is capitalized. The program also uses capitalized ADP equipment both available within the jurisdiction of GSA and ADP equipment acquired by the ADP Fund which may be under the control of other Federal agencies as well as GSA. Our entire supply system relies totally on ADP for the processing of incoming orders, requisitioner status reporting, inventory management activity, and shipment of requisitioners' orders.

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

Yes; we are planning on doubling our current stores item volume by 1974 and doubling our procurement and inspection volume by 1973. Benefits will continue to accrue at the same rate (that is \$5.50 for every dollar obligated.)

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?

The personnel responsible for the various parts of the program described in question 6 above are all Assistant Commissioners of the Federal Supply Service. They are coordinated by the Office of the Commissioner of the Federal Supply Service. The programs are reviewed and evaluated to determine whether they are being efficiently carried out and to recommend corrective action wherever necessary.

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?

Yes; by three principal means:

1. Annual operational surveys by the program directors.
2. PPB studies.
3. Audit and GAO reports.

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

No duplication of work is involved. However, parallel programs may exist with respect to special purpose agency program needs.

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

Yes; however, as the need for change occurs, appropriate adjustments are made in the organizational structure and in the functional statements.

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

FSS has one report outstanding as follows:
 "Maintenance of Automatic Data Processing Equipment in the Federal Government" dated April 3, 1968. FSS is now in the process of establishing a contract for consulting services to conduct an in-depth study of the entire area of Government ADP equipment maintenance.

16. What significant problems, if any, are you facing in accomplishing the program objectives?

We have no significant problems except for the difficulty we experience in finding competent personnel to carry out the program objectives especially in technical fields.

17. Do you administer any grants, loans, or other disbursed funds related to this program? If so, is the size of your administrative staff commensurate with the magnitude of the outlays?