

mentary. Land use criteria development projects are undertaken jointly with HUD.

The Office of Research and Development has general responsibility to monitor all research and development within the Department and concurrently maintain an awareness of related research being undertaken elsewhere in Government or private industry in order to: (1) insure that intra-departmental research is not unnecessarily duplicative, and (2) departmental research is planned to complement and benefit from related research wherever conducted.

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

Yes.

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

No.

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

The problems encountered, at this point in time at least, are limited to those attendant to the full establishment of an organization and the staffing of that organization with adequately skilled and experienced scientific and engineering talent. Once the organization is properly staffed, other problems may become apparent; however, it appears unmeaningful to attempt forecasting them at present.

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?

We do not administer any grants or loans related to this program. Our research funds are dispersed by contract. Our administrative staff we believe is an appropriate number for adequately reviewing research proposals and monitoring research contracts.

18. If your appropriations were reduced, how would you absorb the cut—by an overall reduction, or by cutting or curtailing certain activities?

Our actions in this case would depend on the timing and size of the appropriation reduction. Most likely we would absorb cuts by an overall reduction in our research projects, however greater cuts might be made in one project or another depending on our assessment of priorities at the time.

19. If additional funds were available, what would you do with the new money?

If additional funds were available, we would apply them to many problems related to the role of transportation in our society that at present are beyond our financial capability.

Activity 3 (Office of the Secretary): Working Capital Fund

1. What is the nature of and authority for this program?

Section 9(j) of the Department of Transportation Act authorized the Secretary to establish a working capital fund for expenses necessary for the maintenance and operation of such common administrative services as he shall find to be desirable in the interest of economy and efficiency in the Department. The working capital fund was established effective July 2, 1967, and at present consists of the financing of the editing, printing, and distribution function for all headquarters elements of the Department.

2. Who is the person primarily in charge of this program at the operative level (name and title)?

Alan L. Dean, Assistant Secretary for Administration, OST.

3. How much money and capital equipment is available under this program for fiscal year 1968?

Since this is a revolving fund, the money available is dependent upon the volume of work produced, total cost of operations, and subsequent billings to customer elements. It is estimated that total cost of operations during fiscal year 1968 will be \$2,500,000. The acquisition value of the capital equipment is \$499,132 and net book value is \$302,175.

4. Would you describe the output generated by this program?

The output generated by this program consists of the furnishing of editorial services, production, and procurement of all printing, and distribution of printed matter for all headquarters elements of the Department. Printing and distribution of the departmental telephone directory and locator service is also financed from the working capital fund.

5. Can you quantify this output in any way?