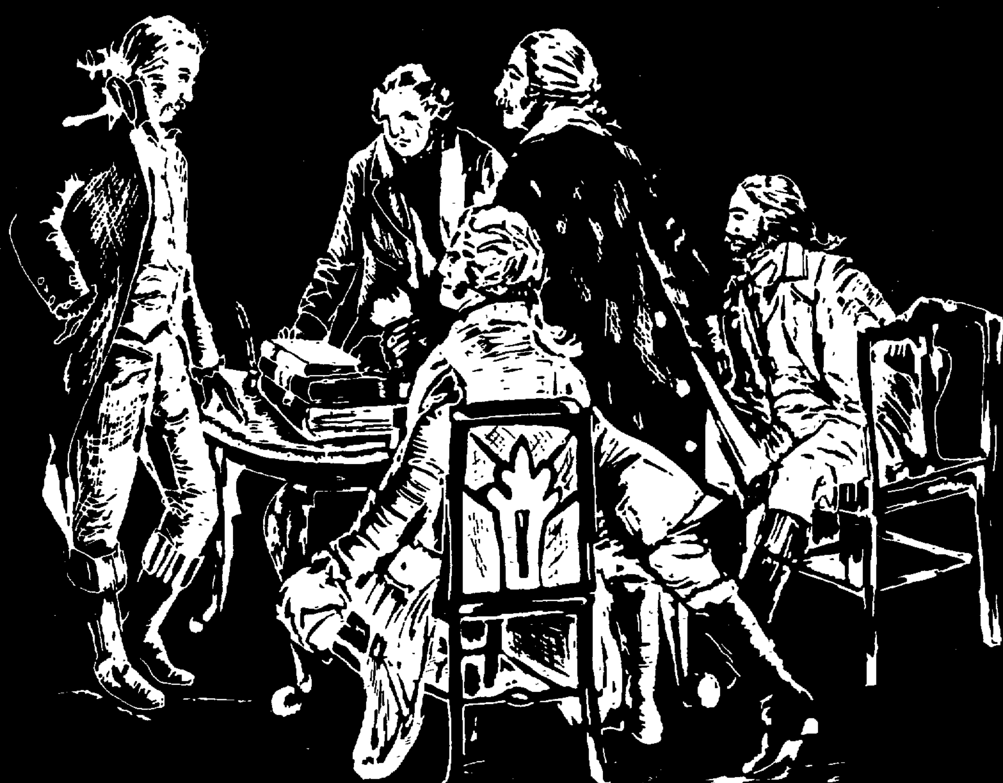
# FEDERAL INFORMATION SOURCES & SYSTEMS



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1976
Congressional
Sourcebook
Series

# Federal Information Sources & Systems

## A Directory for the Congress

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The 1976 Congressional Sourcebook Series was prepared by the Office of Program Analysis, U.S. General Accounting Office, under the direction of HARRY S. HAVENS, Director, and DEAN K. CROWTHER, Deputy Director.

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# FOREWORD

Title VIII of the Congressional Budget Act of 1974 (P.L. 93-344) amended the Legislative Reorganization Act of 1970, and assigned to the Comptroller General certain responsibilities for helping the Congress obtain and use information. As part of its program for carrying out those responsibilities, the U.S. General Accounting Office (GAO) is publishing the 1976 Congressional Sourcebook — the first edition of a series of directories reflecting an inventory of program-related information. The inventory is comprised primarily of information collected from executive branch agencies, and constitutes the basis for the Sourcebook publications.

The current series of the Congressional Sourcebook encompasses three separate volumes. Each volume is an indexed directory and guide, addressing a different area of program-related information:

(1) *Recurring Reports to the Congress* — describes nearly 800 reports required of 89 executive branch agencies by the Congress on a recurring basis.

(2) *Federal Program Evaluations* — contains an inventory of approximately 1700 evaluation reports produced by and for 18 selected Federal agencies, including GAO evaluation reports that relate to the programs of those agencies.

(3) *Federal Information Sources and Systems* — describes approximately 1000 Federal sources and information systems maintained by 63 executive agencies, which contain fiscal, budgetary, and program-related data and information.

Our purpose in publishing the Congressional Sourcebook series is to facilitate identification, acquisition, and compilation of relevant and reliable information which may be needed by the Congress in carrying out its oversight and budget control responsibilities. Accordingly, the GAO has established a continuing program to maintain a current inventory of recurring reports, evaluation studies, and fiscal, budgetary, and program-related information sources and systems. The inventory is being maintained on central computer files in such a manner as to render them transferrable to the Library of Congress for inclusion in the Congressional Research Service's SCORPIO information retrieval system, thus facilitating their use by the committees of both Houses of the Congress. In developing and maintaining such files, we aspire toward a capability which ultimately shall allow us to select independent budgetary, fiscal, and program data and relate them together to disclose different and perhaps new perspectives for a given program, issue, or activity.

We recognize that the further development of the Congressional Sourcebook will depend in large measure on the continued collaboration of users among legislative and executive branch agencies, and we trust that it will be a useful resource to all. In this regard I invite your comments and suggestions on how these directories can be made more helpful in future editions.

Elmer B. Staats
Comptroller General
of the United States
June 1976

# INTRODUCTION

The General Accounting Office has produced this volume of the Congressional Sourcebook to assist the Congress in fostering and promoting the development of standardized information systems in the Federal agencies. With that objective in mind, Congress has directed the Secretary of the Treasury and the Director of the Office of Management and Budget, in cooperation with the Comptroller General, to develop, establish, and maintain for use by all Federal agencies, standardized data processing and information systems for fiscal, budgetary, and program-related data and information. This responsibility is set forth in Title VIII of the Congressional Budget Act of 1974. Elaborating upon that responsibility, the Act also calls upon the Comptroller General to develop and maintain an up-to-date inventory and directory of sources and information systems containing such data and information.

## Purpose and Scope of this Directory

This Directory, *Federal Information Sources and Systems,* represents our initial effort under these provisions of the new legislation. It is an indexed reference guide to over 1,000 Federal sources and information systems in 63 agencies, which contain budgetary, fiscal and program-related data.

All the sources and systems cited in this volume were identified and selected from materials compiled in the first government-wide inventory of its kind. Initiated by a letter from the Comptroller General dated July 1, 1975 to 89 Federal departments and agencies, the inventory was conducted during the period from July through December 1975. The letter (Appendix) requested each agency to submit descriptions of their information systems and sources.

Our plan for conducting the inventory, including the mail-out instructions for the agencies, was reviewed in cooperation with representatives from the Office of Management and Budget, the Department of the Treasury, and the Congressional Budget Office. The objective of our plan was to develop a comprehensive understanding of current Federal executive information capabilities: that is, to determine what information is available, how it is structured, how well it is organized into unique collections, which level within the agencies could be most responsive to our survey, and who are the working-level contacts within the agencies. Our staff followed up the mailing of survey materials with scheduled interviews at each agency site.

Our guidelines to the agencies included the following definitions: the term, *sources,* was defined as including publications (e.g., catalogs, directories), activities, or organizations oriented to centralized processing and dissemination of information (e.g., libraries, clearinghouses, information centers, documentation centers); the phrase, *information systems,* was defined as including organized collections of procedures and data bases used to store, manipulate, and generate information for specific purposes and functions.

## Information Reliability

The Directory is not exhaustive. The agencies that kept organized system inventories of their own were able to supply extensive identification and accompanying descriptive information and data. However, only five agencies of the 63 respondents were able to supply off-the-shelf materials. Many agencies found it necessary to compile their own inventories to satisfy our request.

Working on the assumption that the agencies would find it more expedient responding to a rather unstructured survey of existing information materials, we conditioned our request only by the general requirement that their materials should be supplied in the form of system directories, manuals, catalogs, or summary listings of agency sources and systems. Consequently, many of the agency submissions were not directly comparable in terms of level of detail or comprehensiveness of content.

## Availability of Information

The General Accounting Office does not maintain copies for distribution of source documents and informational materials cited in this Directory. Readers are advised to request such materials from the agency contact given in the citation entry.

Questions or comments regarding the contents of this Directory should be addressed to:

Program Analysis Division
U.S. General Accounting Office
Washington, D.C. 20548

# USER'S GUIDE

This Directory is designed to serve the reader as a handy desk reference to sources and information systems in the Federal executive branch. It contains two parts: a citation section, and an index section.

**Citation Section.** A citation constitutes the complete record for each entry in the Directory. The citations are arranged in numerical sequence by executive agency. Each citation contains a number of information elements, as shown in the sample entry below. The information elements numbered in the sample are explained as follows:

(1) ***Issuing Agency:*** The department, agency, board, commission or other governmental organization which maintains the system or issues the source document cited.

(2) ***Accession Number:*** An 8-digit number which uniquely identifies each citation entry in numerical sequence.

(3) ***Title:*** Denotes the title of either a source or an information system and its identifying acronym or initials. An asterisk indicates that the system or source is considered to be especially significant.

(4) ***Budget Function/Subfunction:*** Indicates how the source or system is related to the Federal budget. Such indication is intended as a rough guide to function/subfunction categories identified in the FY 1976 Federal Budget.

(5) ***Agency Contact:*** Indicates the point of contact within an agency for obtaining additional information about a citation entry.

(6) ***Abstract:*** Describes or summarizes the objectives, information content, and outputs of the information system.

## SAMPLE ENTRY

① **Department of Transportation**

② S01100-012

③ *1975 Automotive Data Base.*

④ **Budget Function/Subfunction:** Other transportation (407).

⑤ **Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

⑥ This data base is used to support quick-reaction studies for the Office of the Secretary's Automotive Fuel Efficiency Program. It contains 216 vehicle models both domestic and import. Each model is described by 50 attributes which include engine characteristics emission system, transmission, fuel economy, emission level, performance, price, production, etc. A matrix of 50 x 216 is generated and each automobile is analyzed by its unique characteristics in relation to others.

**Index Section.** This section has three separate indexes, which are printed on a different colored paper for ease of reference. The indexes are described below as follows: (1) Subject Index, (2) Agency Index, and (3) Budget Function/Subfunction Index.

(1) ***Subject Index:*** The subject index is derived from the titles and abstracts of each citation entry. This index allows the reader to search alphabetically for the keyword or phrase relating to his subject. If the keyword appears in the index, the associated system titles and accession numbers are listed below it.

(2) ***Agency Index:*** The agency index alphabetically lists the names of departments, agencies, and other organizations responsible for operating or maintaining the system or source. The titles and accession numbers are listed below their respective issuing agencies.

(3) ***Budget Function/Subfunction Index:*** The budget functional Index enables the reader to relate each system to the budget functional/subfunctional category by which Federal funds are classified in the FY 1976 Federal Budget. The system titles and accession numbers are listed beneath their respective functional categories.

# CITATIONS

# Office of Management and Budget

## S00110-001

*1972 Federal Statistical Directory.* 23rd edition. Statistical Policy Division, OMB. December 1972. 290 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, Stock No. 4101-00086, $2.

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This directory lists, by agency and appropriate organizational units, the names and locations of key persons engaged in statistical programs, including not only statisticians and economists, but administrative and managerial personnel involved in statistical programs. It is designed primarily to facilitate communication among the various Federal offices working on statistical programs, and is a companion volume to 'Statistical Services of the United States Government,' last issued in 1968. The Federal statistical system is decentralized, with the responsibility for statistical programs and activities distributed among a number of departments and agencies. The Office of Management and Budget is responsible for coordinating the work of the several departments and agencies. Acccordingly, this office requested each agency to furnish a list of its key professional, technical, and administrstive personnel engaged in such statistical activities as the following: planning and operation of general-purpose data collection programs; planning and evaluation of statistical systems, including data processing and progress reporting; publication and dissemination of general-purpose statistical information; development and application of statistical methods; and analysis and research that make extensive use of statistical data and methodology, including program planning and related activities.

## S00110-002

*Statistical Reporter.* Monthly. Statistical Policy Division, OMB.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, $6 a year.

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This publication presents an overview of major statistical programs of the Federal Government. It is prepared primarily for the interchange of information among Government employees engaged in statistical and research activities. Tables give budget obligations for programs by broad subject area, and by agency. Improvements in statistics related to inflation, local area estimates, and in major programs dealing with social, economic, and periodic programs are described. Current developments in the following are described in detail: 1974 Federal Statistical Directory, 1972 Census of Construction Industries, Advisory Committee on Social Indicators, Services to AFDC Families, Contributions by Low-Income Workers, Statistical Problems in Geographical Analysis, International Economic Indicators, Index of 1970 Census Reports, and International Forum for National Statistical Agencies. Brief descriptions of selected new reporting plans and forms approved by the Office of Management and Budget are included, along with changes in statistical personnel within government departments, the index for the July-December issues of the Statistical Reporter, and the schedule of release dates for principal Federal economic indicators.

## S00110-003

*Computer Output Report Inventory, Fiscal Year 1976.* Information Systems Division, OMB. April 1975. various pagings.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This computer output report inventory is intended to inform the Office of Management and Budget of information available from the computer, and to serve as a working document for the Management Information and Computer Systems Division. The reports contained are used in support of the President's Fiscal Year 1976 Budget, excluding Special Analyses. A brief description of the purpose, source, and sequence and summary levels is given for each report, along with a listing of the user, codes, and related reports, and a sample copy. Reports are grouped under the following subsystems: System Support, Treasury Combined Statement, Budget Master File, Receipts System, Budget Summary Tables, Obligations, Controllability, Account Titles, and Linotron. Specific tables with letter designations are also grouped by subsystem: B Tables-Funds in the Budget: D Tables-Investment, Operating, and Other Budget Outlays; E Tables-Federal Credit Analysis; and O Tables-Aid to State and Local Governments.

## S00110-004

*The Budget of the United States Government, Fiscal Year 1976.* Appendix. 1975. 1092 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, Stock No. 4101-00095, $19.20.

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This report contains detailed information on the various appropriations and funds that comprise the budget, including the proposed text of appropriation language, budget schedules for each account, explanations of the work to be performed and the funds needed, proposed general provisions applicable to the appropriations of entire agencies or groups of agencies and schedules of permanent positions. Supplemental proposals for the current year and new legislative proposals are identified separately. Information is also provided on certain activities, whose outlays are not part of the budget total.

## S00110-005

*The Budget of the United States Government, Fiscal Year 1976.* 1975. 384 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, $3.45.

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This document contains the information that most users of the budget would normally need, including the

Budget Message of the President. It presents an overview of the President's budget proposals which includes explanations of Federal spending programs and estimated receipts. Also contained are a description of the budget system, various summary tables on the budget as a whole, and tables pertaining to the transition to the new fiscal year. A Budget Accounts Listing details the budgets of the Federal program by agency and account.

## S00110-006

*The United States Budget in Brief, Fiscal Year 1976.* 1975. 64 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, Stock No. 4101-00096, $1.15.

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This report summarizes the budget of the Federal Government for 1976. Major budget recommendations include: 1) income tax relief of $16 billion in 1975 and 1976--$12 billion for individuals, and $4 billion for businesses; 2) greatly increased aid to the unemployed, totalling $17.5 billion in insurance benefits; 3) an import fee on oil, and taxes on domestically produced petroleum and natural gas and on their producers; 4) a rebate to compensate users for the resulting higher energy costs; 5) an increase in outlays for defense of $8.8 billion; 6) a one year moratorium on new Federal spending programs other than energy programs; and 7) a temporary 5 percent ceiling on increases in pay for Federal employees, and on those Federal benefit payments to individuals that are tied to the cost of living. Total outlays equal $349 billion, an increase of $36 billion over 1975; anticipated receipts total $298 billion, an increase of $19 billion over 1975. This results in a budget deficit of $52 billion. The budget related to the Federal program is summarized by function. Also included are descriptions of budget receipts, the long range outlook, and the budget process. Statistical budget tables, and glossary are provided.

## S00110-007

*Special Analyses, Budget of the United States Government, Fiscal Year 1976.* 1975. 281 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, $2.70.

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This publication contains 17 special analyses that are designed to highlight specified program areas or provide other significant presentations of Federal budget data. Included is analytical information about Government finances and operations as a whole and how they affect the economy; Government-wide program and financial information for Federal education, manpower, health, income security, civil rights, and crime-reduction programs; and trends and developments in the areas of Federal aid to state and local governments, research and development, and environmental protection.

## S00110-008

*Social Indicators, 1973; selected statistics on social conditions and trends in the United States.* Statistical Policy Division, OMB. 1973. 258 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, Stock No. 0324-00256, $7.80.

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This book contains a collection of statistics selected and organized to describe social conditions and trends in the United States. Eight major social areas are examined: health, public safety, education, employment, housing, leisure and recreation, and population. Within each of these categories, broad areas of social interest--or social concerns--have been identified. In the area of health, for example, the identified social concerns are long life, life free from disability, and access to medical care. The concerns have been defined and selected to reveal the general status of the entire population; to depict conditions that are, or are likely to be, dealt with by national policies; and to encompass many of the important issues facing the Unites States. For each of the identified social concerns, one or more indicators--statistical measures of important aspects of the concerns--have been identified. The choice of indicators is based on two main criteria. These are that the indicators measure individual and family, rather than institutional or governmental, well-being and that they measure end products of, rather than imputes into, social systems. In education, for example, the indicators were selected to measure individual achievements and attainment rather than inputs--such as school budgets, classroom construction, and the number of teachers.

## S00110-009

*1975 Catalog of Federal Domestic Assistance.* Ninth edition. 1975. various pagings.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, $17.

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director of Administration. 395-5163.

This catalog is a comprehensive listing and description of 1,009 Federal programs and activities which provide assistance or benefits to the public. These programs are administered by 54 different Federal departments, independent agencies, commissions, and councils. The primary purpose of the Catalog is to aid potential beneficiaries in identifying and obtaining available assistance. It is also intended to improve coordination and communication on Federal program activities on Federal, state and local levels. Each program is described in terms of the specific type of assistance provided, the purpose for which it is available, who can apply for it, and how they should apply. Federal offices to be contacted for additional information are also identified. Programs, activities, and services included in the catalog are: grants, loans, loan guarantees, scholarships, mortgage loans, insurance or other types of financial assistance; assistance in the form or provision of Federal property, facilities, equipment, goods or services; technical assistance, counseling, and training; statistical and other expert information; and service activities of regulatory agencies. Detailed instructions and indexes are provided to facilitate use of the Catalog.

## S00110-010

*Standard Industrial Classification Manual.* Statistical Policy Division, OMB. 1972. 649 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Public Availability:** GPO, Stock No. 4101-0066, $6.75.

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration. 395-5163.

This manual contains a complete list of every defined industry in the United States, and as such contains a listing of thousands of industries. What is referred to as the Standard Industrial Classification (SIC) was developed for use in the classification of establishments by type of activity in which they are engaged. This was done for the purpose of facilitating the collection, tabulation, presentation, and analysis of data relating to establishments; and for promoting uniformity and comparability in the presentation of statistical data collected by the various agencies of the U.S. Government, state agencies, trade associations, and private research organizations. The SIC is intended to cover the entire field of economic activities, including agriculture, forestry, fishing, hunting, and trapping; mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services; wholesale and retail trade; and many others.

## S00110-011

*Federal Information Exchange System (FIXS).*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director for Administration. 395-5163.

The purpose of this system is to collect and disseminate information on Federal outlays by geographic location in the 50 states, territories and other areas administered by the United States. Obligations of all Government administered funds, except for those transactions which are not to the public, are reported by agency, program and type of assistance on a fiscal year basis for states, counties and incorporated cities over 25,000 in population. Additionally, the data are summarized at state and national levels by agency, program, Federal influence activities and budget function. A highlight of the summaries are tables which provide state rankings in terms of Federal outlays received by organizational unit, demographic characteristics and major functional classification. The system is operated for the Executive Office of the President by the Community Services Administration, and is a joint effort by the Federal Departments and Agencies. Copies of 'Federal Outlays reports are available from the National Technical Information Service (NTIS), Springfield, Virginia 22151.

## S00110-012

*Budget Preparation System (BPS).*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director for Administration. 395-5163.

The Budget Preparation System Master File contains approximately 31,500 records and consists of the following basic record types: (1) Program and Finance (P & F) Schedule data; (2) Object Classification Schedule data; (3) Federal credit data; (4) supplementary source document (SSD) data; and (5) receipt data. The information contained in these data provide all or a major portion of the data required to produce some of the several tables and analyses appearing in the Budget of the United States. A Master Account Title (MAT) File contains the titles of functions, agencies, bureaus and accounts that appear in the budget. The purpose of the MAT file is to provide titles for agencies, bureaus, and appropriation accounts as well as to maintain the integrity of the Budget Preparation System by ensuring that data applicable to a specific agency or bureau or data applicable to the appropriation accounts are properly processed and maintained. The MAT file is maintained in both batch and interactive modes. All subsystems of the Budget Preparation System (BPS) are dependent on the MAT file except that of the Treasury Combined Statement. Content of records may be altered as required by use of the Budget Update System.

## S00110-013

*Budget Status System (BSS).*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director for Administration. 395-5163.

The Budget Status System (BSS) encompases the set of programs which are most frequently used in storing, modifying, displaying, and analyzing budget information. This system includes programs which may be used to: (1) extract records from a Master File; (2) sort a Master File into a user-defined reorder sequence; (3) produce tabular reports; (4) edit/update (validate, add, delete or rearrange) a Master File; (5) list an entire file or selected records from a Master File; (6) perform special updates on a Master File; and, (7) save current output of any of the foregoing operations for the user. The user may execute any or all of these programs by calling the Budget Status System and specifying the names of the input and output files he will need. Only those files which will actually be accessed during the run need be specified. When the Budget Status System is called, it will prompt the user for the function to be executed.

## S00110-014

*Catalog of Federal Domestic Assistance Magnetic Tape System.*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip D. Larsen, Acting Assistant to the Director for Administration. 395-5163.

For each of the more than 1,000 programs listed in the Catalog of Federal Domestic Assistance (CFDA), an automated text record and characteristics record are maintained. The text record consists of full-text material for each program in the Catalog. Each major and subitem heading is preceded by a unique flag. Text information for a particular item can be extracted by scanning the text record for the unique item flag. The characteristics record consists of coded text material to identify the agency administering the program, coordination and notification requirements, type of grant, obligational and loan information, type of assistance, applicant eligibility, authorization data, etc. This system enables updating and interrogation of CFDA records for analytical, managerial and publication purposes.

## S00110-015

*The OMB Long Range Projection System.* Technical Paper Series. Budget Review Division, OMB. BRD/FAB 75-8. December 12, 1975. 8 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration, OMB. 395-5163.

The purpose of the long range budget projections, produced by the Office of Management and Budget, has been to provide a broad overview of to what extent existing programs and current Administration proposals commit anticipated future budget receipts. As broad overviews, these projections have appeared routinely in the Budget since 1971. At first, these published projections were limited to somewhat general statements and dealt only with total outlays and receipts. More recently, the projections have been more detailed. For instance, the 1976 Budget shows economic assumptions, receipts by source, outlays by controllability category, full-employment receipts outlays, and budget authority and outlays by both major agency and function. This technical staff paper explains the process utilized in developing the projections, discusses how specific programs are projected, and describes the new Budget Update System (BUS) utilized in generating the current services budget, the April and July mid-session reports and the long range estimates to be used in the budget.

## S00110-016

*The OMB Model to Project Interest on the Public Debt.* Technical Paper Series. Budget Review Division, OMB. BRD/FAB 75-5. August 11, 1975. 10 pp. +attachment.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration, OMB. 395-5163.

The OMB model to project interest accrued on the public debt, first developed in the Fall of 1972, estimates budget outlays for interest on the public debt under alternative interest rate and borrowing assumptions. The model uses the public debt data published in the Treasury Department's Monthly Statement of the Public Debt of the United States (MSPD). The MSPD provides a detailed list of Treasury debt issues outstanding, showing the dollar amount of each issue outstanding, the date on which it was issued, the date on which it is payable, and the interest rate at which it was financed. This model calculates only interest on the public debt of the United States. (The government also pays interest on agency debt securities, tax refunds held longer than the statutory limit, and on agencies' uninvested funds held by the Treasury.) This technical staff paper is divided into two parts. Part I discusses the major categories of the public debt and how interest is accrued on each of these categories. Part II discusses the computer model itself and how it is operated and maintained.

## S00110-017

*Automatic Cost-of-Living Increases in Federal Programs.* Technical Paper Series. Budget Review Division, OMB. BRD/FAB 75-2. July 30, 1975. 8 pp. +attachment.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration, OMB. 395-5163.

In recent years, a number of Federal benefit programs have been modified to include statutory provisions tying benefit increases to the cost of living. In fiscal year 1974, more than 25 percent of budget outlays were for programs with such provisions. These cost-of-living increases vary from program to program, occurring at different times with different frequencies and by different percentages. Recent rapid inflation has focused attention on the specific ways in which these adjustments are made. Part I of this technical staff paper describes the mechanics of these adjustments for all indexed Federal programs. Part II discusses the OMB computer model that is used to develop price assumptions and the corresponding percentage increases in benefit payments.

## S00110-018

*The Functional Classification in the Budget.* Technical Paper Series. Budget Review Division, OMB. BRD/FAB 75-7. November 17, 1975. 9 pp. +attachments.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration, OMB. 395-5163.

The functional classification is one of the principal methods of classifying budgetary data. This classification has been used for nearly three decades as the framework for discussing the President's program in the budget document. The historical data tables for outlays in the budget are presented almost exclusively in functional terms, thereby providing a consistent basis for comparing changes in spending over a period of time. In addition, the Congressional Budget and Impoundment Control Act of 1974 (P.L. 93-344) requires that the Congress exercise control over the budget through use of targets by function. This provision means that the functional classification will not only be used to display the budget, but also to control it. This technical staff paper is designed to provide background information about the functional classification in order to facilitate understanding of the system, its uses and its limitations.

## S00110-019

*Method of Projecting Outlays for Unemployment Assistance.* Technical Paper Series. Budget Review Division, OMB. BRD/FAB 75-6. Ocotber 1, 1975. 9 pp.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration, OMB. 395-5163.

Unemployment assistance outlays currently are among the most volatile of uncontrollable outlays in the Federal budget. Because unemployment rates are now outside the range of previous post World War II experience, and because recent legislation has extended benefits and coverage beyond previous experience, revised methods for projecting unemployment assistance outlays have evolved during the past year. While the method described in this technical staff paper is that being employed by OMB as of the date of publication, it is in no sense final. As new data become available or new unemployment assistance programs are enacted, further changes will be made. The present system for estimating unemployment assistance outlays consists of separate computer models to project (1) unemployment insurance trust fund outlays, which include regular unemployment benefits (weeks 1-26), extended benefits (weeks 27-39), and Federal supplemental benefits (weeks 40-65); and (2) outlays for special unemployment assistance (SUA). Unemployment assistance to Federal employees and ex-servicemen trade adjustment assistance and unemployment disaster relief are not included in the models. The Federal supplemental benefits program extends benefits to workers who have exhausted regular and extended unemployment benefits; it is funded through the employment trust fund from Federal unemployment tax receipts. SUA provides benefits to classes of workers not formally covered by the various State systems--mainly domestic workers, farm workers and State and local government employees--and is funded from general revenues. Because the SUA model projects outlays for a relatively new unemployment assistance program, it is in an early stage of development and is based on very limited data. The reliability of the projections based on this model is therefore considerably less than that of the unemployment trust fund model.

## S00110-020

*The Federal Financing Bank and the Budget.* Technical Paper Series. Budget Review Division, OMB. BRD/FAB 76-1. January 26, 1976. 23 pp. +attachment.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration, OMB. 395-5163.

The Federal Financing Bank (FFB) was created in December 1973 (P.L. 93-224) as an off-budget Federal agency operating under the Treasury Department. The principal purposes of the FFB are to coordinate and assist agency borrowing and Government-guaranteed borrowing and to reduce the cost to the Government of some of its borrowing activities. In order to achieve these purposes, the FFB was given the authority to puchase agency debt and Government-guaranteed obligations and, in turn, to finance these transactions by borrowing from the Treasury or the public. The FFB thus serves as a conduit for agency borrowing and Government-guaranteed borrowing, and Treasury or FFB securities replace agency securities or Government-guaranteed obligations in the market. The operations of the FFB began in May 1974 and have become substantial. By December 30, 1975, its holdings of agency debt and Government-guaranteed obligations totalled $17 billion. Part I of this paper analyzes the relationship between the FFB and the budget. Part II introduces the subject by describing the operations of the FFB. Part III states some general rules of budgetary accounting that comprise the framework within which FFB's transactions are recorded. Parts IV and V, respectively, explain the application of these rules for measuring FFB outlays and for calculating the effect of FFB on the different aggregations of Federal debt. Part VI discusses the exclusion of FFB from the budget, and Part VIII summarizes the availability of regularly published information about FFB's activities.

## S00110-021

*The Budget in Constant Dollars.* Technical Paper Series. Budget Review Division, OMB. BRD/FAB 75-1. July 1, 1975. 9 pp. +tables.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Phillip B. Larsen, Acting Assistant to the Director for Administration, OMB. 395-5163.

The OMB project described in this technical staff paper took about three years of intermittent study and development. In its initial form it was designed to provide the data to the OMB leadership in order to assist in sharpening their perspective of the budget. As the system developed, it became possible to publish the results--initially in a staff paper entitled, 'Federal Budget Outlays in Constant Dollars' (OMB; April 2, 1974). Later data were published in the OMB data tables in Federal Government Finances and in the 1976 Budget-in-Brief. Data are currently available for the years 1940-1974 on 'actual' basis and for 1975 and 1976 on the basis of the estimates in the 1976 budget. The paper discusses the background and need to produce budget outlay data on a constant dollar basis, critical issues with regard to the OMB method of deflation, and the application of the basic principles. Tables show budget outlays in current and constant dollars consistent with the 1976 Budget, and the basic indexes used.

# Office of the Special Representative for Trade Negotiations (STR)

## S00113-001

*The Special Trade Representative's Centralized Data Base (STRCDB).*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Steven J. Falken, Director of Management Information Systems. 395-3395.

The Special Trade Representative's Centralized Data Base (STRCDB) supports economic and statistical analysis of trade-related data which bear on trade negotiations, particularly the current round of multilateral trade negotiations. The STR Centralized Data Base contains the Tariff Study information prepared by the Secretariat of the General Agreement on Tariffs and Trade (GATT) for 1970 and 1971, and the U.S. Trade and Tariff Data for 1970 through 1973. The GATT Tariff Study data identifies import categories for each of the 11 reporting parties (United States, Canada, European Economic Community, Japan, Austria, Finland, Norway, Sweden, Switzerland, Australia, and New Zealand), by the Brussels Tariff Nomenclature four-digit number and the applicable national tariff line classification code. The major information stored for each of the tariff lines includes: tariff line description, tariff rate, GATT binding status, the countries from which the products were imported, the dollar value of imports from each country, and the trade relationship between the importing and exporting countries. The U.S. data identify the U.S. imports by the Tariff Schedule United States (TSUS) Number. The major information recorded for each TSUS number is: TSUS description, tariff rate, the countries from which the products were imported, the gross and net quantities of imports from each country, the Gross and Net FOB and CIF dollar values of imports from each country, and the duties collected on imports. The STR Centralized Data Base is currently an analytical resource available to Federal Agencies concerned with trade negotiations and is not used for recurring production of regular outputs.

# Department of Agriculture

## S00200-001

**USDA Data Inventory.* Office of Information Systems, USDA. 1973-1974. 7 vols.

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

The USDA Data Inventory provides a concise listing and description of the data files used or produced by agencies within the Department. Each of the first six volumes contains the program data requirements for one or two of the missions of the Department. (A mission is a grouping of Department-wide goals that characterize the Department's role in solving broad, national problems. The 10 missions are comprehensive and include all activities of USDA.) These volumes are: (1) Agricultural Exports. Foreign Agricultural Development; (2) Rural Development. Environmental Improvement and Resource Development and Use; (3) Support for Non-Federal Governments and Institutions. General Administration and Program Support; (4) Food and Nutrition. Consumer Services and Human Resource Development; (5) Agricultural Production and Marketing Efficiency; and (6) Farm Income. The seventh volume is a combined subject index which lists all subject terms contained in the preceding six volumes and the associated program data. Each of the first six volumes contains five sections in addition to the Introduction. Section II is the actual inventory of program data requirements reported by each agency as being used or produced in support of a program for which they have responsibility. They are listed alphabetically by title within a Department mission. Each entry in this inventory provides descriptive information about the data requirement as follows: data inventory number, title, the agency that reported use of the data, the time period to which the data relate, the accessibility of the data, the mode of processing currently being used, Program Data Requirement Identification number, subject index terms which describe the general subject matter contents of the requirement, an abstract describing the contents of the data included within the requirement, and the division, branch, or unit that can respond to questions concerning the data.

## S00200-002

**USDA Budget Status Source Data.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Stephen B. Dewhurst, Budget Division, Office of Management and Finance. 447-6176.

These files are used to generate summaries for the Secretary's and the President's Budget Review of the USDA. Summaries are made by appropriation, account, function, office, mission, operating goal, title, and program for the ten Program Resource Measures and eight years of data. The Program Resource Measures covered are: budget authority, budget outlays, loan repayments, proprietary receipts, insured loan level, guaranteed loan level, direct loan level, grant level, program level, and man-years. There are 312 programs distributed among 11 missions, 40 operating goals, 129 appropriations, 12 functions, and 17 sub-functions. One or more of the Program Resource Measures are identified by each of the 312 programs. A given program can be in one and only one mission and operating goal; but, it may appear in more than one appropriation function, or sub-function. The number of programs reported by a given office ranges from one to fifty-two. These items of data are supplied by each office for its respective programs to be summarized by appropriation, mission, operating goals, etc. Each year's data are given in Dollars by Program Resource Measure except for man-years, which is a measure of manpower used in a given program. These data are forwarded to the Data Services Unit of the Budget Division in the Office of Management and Finance. The offices submitting data must follow a set of guidelines established by the Program Structure Dictionary and a set of general instructions. The data files are classified as 'administratively confidential, for office use only.' Each year program data from the system are forwarded to OMB and the Program Financial Plan (PFP) is produced for Departmental use in analyzing the programs of the Department. The PFP contains Targets and Resource information about the Department's programs.

## S00200-003

*Program Evaluation Inventory.* Office of Planning and Evaluation, USDA. 1 vol. (loose-leaf).

**Budget Function/Subfunction:** Agricultural research and services (352).

**Public Availability:** Office of Planning and Evaluation, USDA.

**Agency Contact:** John Fedkin, Deputy Director, Office of Planning and Evaluation. 447-7963.

This (USDA) Program Evaluation Inventory consists of a collection of one-page summaries of completed ex post facto program evaluation studies on the effectiveness and impacts of USDA programs. A Program Evaluation Inventory Record (PEIR) is included for each evaluation study completed by or for USDA agenecies under the USDA Program Evaluation System, and for selected studies completed and published by non-USDA sources. Each PEIR briefly summarizes the study finding, assesses the quality and reliability of the study, and identifies potential implications for policy and program decision-making. The Inventory is updated as additional USDA program evaluations are completed and relevant evaluations from non-USDA sources become available. PIERs in the inventory are arranged by agency and program, or program groupings, within the following Assistant Secretary or Director areas: Agricultural Economics; International Affairs and Commodity Programs; Conservation, Research, and Education; Marketing and Consumer Services; and Rural Development.

## S00200-004

*List of Available Publications of the United States Department of Agriculture.* Compiled by Mattie W. Johnson. Publications Division, Office of Communication. List No. 11. December 1973. 190 pp.

**Budget Function/Subfunction:** Agricultural research and services (352); Farm income stabilization (351).

**Public Availability:** On request to the Publications Division, USDA.

**Agency Contact:** H. Nelson Fitton, Director, Publications Division. 447-6623.

This book lists the publications of the U.S. Department of Agriculture available as of July 1973. Department publications are intended primarily for farmers, consumers, homemakers, suburbanites, research workers, teachers, and others who are interested in agriculture or related subjects. Titles of publications are listed and are classified by subject matter, i.e., agricultural economics, agricultural engineering, animal science, etc. The book also contains a list of the publications in alphabetical order.

## S00200-005

*Agricultural Statistics, 1974.* Melvin L. Koehn, and others. 1974. 619 pp.

**Budget Function/Subfunction:** Agricultural research and services (352).

**Public Availability:** GPO, Stock No. 0100-03335, $6.

**Agency Contact:** H. Nelson Fitton, Director, Publications Division. 447-6623.

This report is published each year as a reference book on agricultural production, supplies, consumption, facilities, costs, and returns. The tables of annual data cover a wide variety of facts in forms most suited to common use. Most of the data is compiled by the Department of Agriculture (USDA), but a few tables are prepared by other Government agencies. Historical series are generally restricted to data beginning 1959 or later. Some series carry a reference in the source note to the 1972 Agricultural Statistics, where comparable data for earlier years may be found (1929 for principal crops, 1930 for livestock, 1944 for fruits and vegetables). United States foreign agricultural trade statistics include Government as well as non-Government shipments of merchandise from the United States and Territories to foreign countries. Statistics in many tables represent actual counts of the items covered, as in foreign trade, and Government programs. A large number of other tables contain data that are estimates made by the USDA. Estimates for crops, livestock, and poultry are prepared mainly to give timely current state and national totals and averages. These data are obtained by sample surveys of farmers and people who do business with farmers.

## S00202-001

*Federal Assistance Programs Retrieval System (FAPRS).*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** Paul Kugler, Director, Plans and Programs Staff, Rural Development Service. 447-2578.

This system provides information to local community leaders on rural development programs for which their communities meet the basic eligibility criteria. Under the FAPRS program a local public official can contact an agricultural service center and receive information on a specific project requiring Federal assistance for which his community is eligible. It is also planned to make the system available to local multicounty regional commissions operating in rural areas on a cost-sharing basis. The system works in the following manner: A local public official will request information on the availability of Federal financial assistance for a community project. The official selects a single choice from a list of community needs, such as community facilities or business and industry. Based upon this initial selection, a more narrowed listing of programs will be offered for selection. Based upon the official's selection from this list, a number of questions are asked which aid in determining the eligibility of the community for Federally funded programs. Once these questions have been answered the computer prints out by program name all of the relevant programs for which the community meets the basic eligibility criteria and which have an appropriation or continuing resolution for the current fiscal year. All program titles and number identifications are keyed to the Catalog of Federal Domestic Assistance, which is used for the initial screening of programs. Throughout the country, this system will identify programs responsive to the development needs of rural communities. It will enable leaders of the rural communities to employ a single source of specifically applicable information concerning needed Federally funded programs for their communities, rather than doing research to find which programs are available to them. Information supporting this system is obtained directly from the program manager for each program contained in the system.

## S00202-002

*Guide to Federal Programs for Rural Development.* Fourth Edition. John A. Baker. Rural Development Service, USDA. March 1975. 262 pp. + appendices.

**Budget Function/Subfunction:** Area and regional development (452).

**Public Availability:** On request to the Rural Development Service.

**Agency Contact:** James Madison, Information Officer, Rural Development Service. 447-6557.

This reference handbook organizes and summarizes all available Federal assistance for rural development. The guide was designed for local leaders in rural communities to stimulate economic growth while maintaining the unique character and style of town and country living. Information is covered in five major categories: Jobs, Business, Industries; Community Facilities; Community Functions and Services; Housing and Planning; and Coordination. Categories are presented in chapters, each devoted to a specific rural community improvement function for which related or matching Federal assistance programs exist, and includes the government wide approach to the problem. This brings different department and agency resources all under one chapter heading. All programs with similar objectives are listed in juxtaposition regardless of organization at the Federal level. Individual programs are in summary form and alphabetically arranged under chapter headings. Cross references are used to avoid repetition. Appendices are also included.

## S00203-001

*Rural Electrification and Telephone Data Files.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** Marvin T. Hearst, Management Services Division, Rural Electrification Administration. 447-4472.

The Loan Accounting System reflects the indebtedness of REA electric distribution, power supply, and telephone borrowers to the Rural Electrification Administration and the Rural Telephone Bank. Financial and statistical information about the operations of REA and its electric and telephone borrowers is collected annually. Data are obtained directly from required operating reports submitted to REA by its borrowers. The system's files contain records of the advance of loan funds to borrowers and the billing and collection of loan payments from borrowers for both REA and RTB loans. Detail of the file includes income and balance sheet data and plant and operating data for REA borrowers. File records include note amounts, cumulative advances, principal balance, principal and interest paid, installment rates and amounts, unpaid billings, and agreement control dates. Statistical summary files are updated monthly from the detail files on new loans and guarantee commitments. Detail files include class of borrower, amount of loan, loan funds by purpose, miles of line and consumers or subscribers served. An annual report is produced from these files.

## S00204-001

*Agricultural Marketing Service Annual Report.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

This is a narrative and statistical report on past fiscal year programs, by fund and activity, of each Division within the Agricultural Marketing Service. It is assembled by the Marketing Programs Branch, Financial Management Division.

## S00204-002

*State Agricultural Marketing Improvement Projects (Data Base).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

Information is provided by cooperating states and used by the Federal-State Marketing Improvement Program of the Agricultural Marketing Service. Project proposals contain a definitive statement of the work to be done and the cost and time required. Regular progress reports are also prepared. The material is assembled by the Marketing Programs Branch, Financial Management Division of the Agricultural Marketing Service.

## S00206-001

*Agricultural Commodity Situation Reports.*

**Budget Function/Subfunction: Agricultural research and services (352).**

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

Data are published monthly on production, market movement, stocks, consumption, prices, foreign trade and commodity outlook; also, demand price and farm situation on the following commodities: cotton, fats and oils, feed, fruit, livestock, poultry and eggs, vegetables, wheat and wool. The data are compiled by the Trading Division of the Commodity Exchange Authority.

## S00209-001

*Normal U.S. Crop Production (Data Base).*

**Budget Function/Subfunction:** Farm income stabilization (351).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

This data base contains current year information including acreage of specific crops, total quantity of production by type, and comparisons with previous years production of most agricultural crops. Data are by state and include a national summary. The Environmental Quality and Land Use Staff of the Agricultural Stabilization and Conservation Service manages the system.

## S00212-001

*U.S. Agricultural Export and Import Data System.*

**Budget Function/Subfunction:** Agricultural research and services (352); Foreign economic and financial assistance (151).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

This system provides monthly summaries of U.S. imports and exports of agricultural commodities. Import data include country of origin, customs district of entry, import type, economic class, and rate provision. Data include both quantity and value in units for both general imports and exports for consumption. Export data including country of destination and customs district of export. Data include both quantity and value in units. The data are compiled by the Office of Reports and Statistics of the Foreign Agricultural Service.

## S00212-002

*Foreign Supply and Distribution of Agricultural Commodities (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

The data base contains a 10-year history of agricultural commodities: production and area harvested data by country and marketing year; a limited number of commodities with supply and distribution data. Data are extracted from attache reports and/or commodity publications. The Office of Reports and Statistics of the Foreign Agricultural Service operates the system.

## S00212-003

*Export Credit Program (System).*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

This system includes data on monetary limitations on program activities authorized by country and commodity under the program (Line of Credit): approvals and registrations against the lines of credit; disbursements, including the actual quantity and value of commodities; repayment schedules and total financing outstanding. The Assistant to the General Sales Manager (Management) of the Export Marketing Service directs the system.

## S00212-004

*Worldwide Agricultural Information Collection System.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Louis G. Davis, Acting Assistant Administrator Foreign Agricultural Service. 447-3448.

The Foreign Agricultural Service operates one of the largest, most comprehensive, agricultural intelligence systems in the world. The State Department provides some scheduled and alert reporting on a reimbursable basis for strategic countries without an attache post. Eighty foreign professionals assist 94 U.S. professionals at 63 attache posts to collect, compile, and partially analyze data from over 100 countries. In 1974, over 3,100 scheduled and voluntary commodity reports covering over 50 major commodities, and 150 minor commodities, weather, political and economic factors and related information which affects American agriculture were sent to FAS in Washington. The scheduled commodity reports are submitted annually for all commodities--some are submitted semi-annually, and others submitted quarterly. The countries submitting Agricultural Highlight reports do so on a monthly basis for all commodities. The annual commodity reports are summaries of the previous year situation for that commodity, along with an outlook of what can be expected for the coming year. The semiannual and quarterly reports are updates of the situation since the last report. The reports are received in FAS/W at a central location where they are duplicated and distributed throughout government and to the public upon request. The original report is filed in the Reports and Records office of FAS. The reports distributed to the FAS Commodity Divisions and to the Economic Research Service (ERS) are used as source documents to put together the world picture of that commodity production, supply and distribution for a designated period. The world picture is then published in one or several FAS and ERS publications and distributed nationally and internationally.

## S00214-001

*Current Research Information System (CRIS).*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** John Myers, Director, CRIS. 447-7273.

The CRIS maintains an information base of research efforts sponsored by six USDA agencies (Agricultural Research Service, Forest Service, Economic Research Service, Cooperative State Research Service, Farmer Cooperative Service, Statistical Reporting Service), 53 state agricultural experiment stations, and 25 other cooperating state institutions. Approximately 24,000 project descriptions are currently in CRIS. The total description for each current unit consists of a research resume, a classification report, a funds and manpower report, and a progress report. The two latter reports are submitted annually, while new resumes and classifications are submitted for revised projects. All input documents are classified and coded in accordance with the Department-wide classification scheme, 'Manual of Classification of Agricultural and Forestry Research.' Categories include: type of research (basic, applied, developmental); activity or general purpose; general and specialized commodities; field of science or discipline; research problem area; special-interest categories such as pesticides, pollution, weather, medical, or health-related; and percentage of effort in each category. The major information retrieval output is the Standard Technical Retrieval (Form AD 357). This format includes basic fields of project identification (e.g., accession number, responsible agency, investigators, contract or grant number), as well as descriptive textual fields such as title, objective, keywords, and publications. The other significant output of CRIS varies according to the needs of the requester. Custom reports can be developed which, by means of extensive formatting capabilities in the retrieval subsystem, provide for any number of combinations of data elements in a variety of formats. Virtually all data elements (almost 100) are accessible for retrieval purposes. The average time between receipt of a query and delivery is two weeks, with many requests being processed in less time. CRIS processes about 150 information requests per month. At present CRIS is not set up to handle requests from private individuals or agri-business firms, but all government agencies and affiliated institutions are eligible for service at no cost.

## S00216-001

*National Forest System.*

**Budget Function/Subfunction:** Conservation and land management (302).

**Agency Contact:** Hoyt Abney, Reports Officer, Forest Service. 447-3957.

The Forest Service has a central information system with subsystems that support functional operations. The system contains information and data on the following subjects: timber management on National Forest lands, including sales, reforestation, and inventories; management of forage and livestock on National Forest lands; forest fire data and prevention programs; watershed and numerals management; national forest lands status and ownership; recreation and wildlife in national forests; and engineering designs and construction.

## S00217-001

*National Agricultural Library.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Richard A. Farley, Director, National Agricultural Library. (301) 344-3778.

The National Agricultural Library (NAL) is the central scientific and technical information organization for the Department of Agriculture and, in its field, for the whole country. It collects and processes documents on a range of subjects focused on agriculture and directly related fields. The physical collection contains over one and one-half million documents. The Library operates the computerized Cataloging and Indexing system (CAIN). The CAIN data base contains bibliographic data on documents acquired by the NAL on a worldwide basis in the broad field of agriculture, including agricultural economics and rural sociology, agricultural products, animal industry engineering, entomology, food, and human nutrition, forestry, pesticides, plant science, soils and fertilizers, and other related subject fields. It includes both monographs and journal articles. Tapes from the CAIN system are used in the production of the Bibliography of Agriculture by a commercial publisher and in the production of 'Agrindex', an international bibliography sponsored by the FAO. The CAIN data base is also accessible through an on-line computer service. The Library is a key participant in the Agricultural Sciences Information Network. Through the Network, libraries of land grant educational institutions, state and regional resource libraries, and the NAL cooperate to improve the availability of agricultural literature throughout the United States.

## S00217-002

*Food and Nutrition Information and Educational Materials Center (FNIC).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Christine Justin, Head, Food and Nutrition Information and Educational Materials Center. (301) 344-3778.

The Food and Nutrition Information and Educational Materials Center (FNIC) is designed to assemble, maintain and disseminate resource materials for training School Food Service personnel who implement USDA's Child Nutrition Programs. FNIC collects literature related to food service and nutrition. These materials include books, journal articles, pamphlets, government documents, special reports, proceedings, bibliographies, etc. In addition, FNIC maintains a collection of non-print media in the form of films, filmstrips, slides, games, charts, audiotapes, and video cassettes. Documents, articles, and audiovisual aids of substantial interest to the school food service and nutrition education community are selected for inclusion in the FNIC Catalog. To further aid the user in selecting materials of interest, each document selected for inclusion in this catalog has been indexed using a specialized vocabulary specifically developed for this collection. An informative abstract, extract, or annotation is also included.

## S00218-001

*Watershed Program Systems.*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Carter Cochran, Chief, Management Systems Branch. 447-7277.

The Soil Conservation Service collects data and reports regularly on the status of Watershed Programs carried out under Public Law 83-566. Data are kept on applications received, important measures of approved projects, cost summaries by state and county, and related status information. Data elements include acres involved, construction dates, and project obligations for SCS and all participating agencies.

## S00219-001

*Census of Agriculture (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

This data base contains information on the social and economic characteristics of farm businesses, farmers, farm workers, and people living on farms for 1949, 1954, 1959, and 1964 as tabulated and published by the Bureau of the Census. In addition special data are available for agricultural subregions by economic class of farm (comparable to that for states in table 17 of Volume 1) from the 1964 Census of Agriculture. These data include selected items on land resources and land use, tenure, and type of farm, equipment and facilities, use of production inputs, and the volume and composition of output. The major part of the data have to do with the characteristics of the members of farm-operator households--age, education, race, outside sources of income, and work on and off the farm operated. These data have not been cleared for publication, but have been adjusted to add to published state totals in consultation with census personnel.

## S00219-002

*Total U.S. Agricultural Production Data.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

These data have been published annually since 1910 for the United States and for 10 farm production regions since 1939. Official reports of the Statistical Reporting Service are the chief sources of data for crop and livestock production and prices. The data are compiled by the National Economic Analysis Division of the Economic Research Service.

## S00219-003

*Crop Acreage, Yield and Production (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

Data are collected which provide summaries of major agricultural crops of the United States. These data include the acres planted, acres harvested, yield per planted acre and total production of each crop by county. The organization responsible is the National Economic Analysis Division of the Economic Research Service.

## S00219-004

*Crop Estimates Data.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

Data consist of county, state, and national estimates of planted and harvested acreage, yield, production, value and stocks of major field crops, of fruit, vegetables, and tree nuts. Also included are estimates of pasture condition and winter wheat forage supplies, production and sales of flowers and foilage plants and estimates of mushroom production. Data are obtained from sample surveys of growers and farmers in each state. Data are published monthly and annually in Washington D.C., and in each of the Statistical Reporting Service's State Statistical Offices.

## S00219-005

*Farm Commodity Sales Data.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

The data base is developed through collection of data maintained by states on farm prices, volume of marketings, and value of sales of farm products for about 150 different commodities. An index of volume of farm marketings is developed monthly. Estimates are made monthly in the Economic Research Service, National Economic Analysis Division.

## S00219-006

*National Food Situation Report.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

The report is a quarterly publication of per capita food consumption statistics, food expenditures, food price indexes, outlook information, and current food supply data prepared by the National Economic Analysis Division of the Economic Research Service.

## S00219-007

*Net Farm Income (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

The net farm income series is an integral part of the national income accounts. The data are available by states, and are widely used on a per farm as well as an aggregated basis. The information is processed by the National Economic Analysis Division within the Economic Research Service.

## S00219-008

*Fertilizer Use in the U.S. by Crop and Area (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

These data provide, quinquennially, total tons of nitrogen, phosphorous, and potassium applied on the major crops in 99 subregions, by states and U.S. Included is the percent of acres receiving each of the primary plant nutrients, rates of applications per acre and total acres of each of the major crops requiring fertilizer. The data are compiled by the National Economic Analysis Division of the Economic Research Service.

## S00219-009

*Shares of Agricultural Exports from States and Regions.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

Estimates of the shares of U.S. agricultural exports by states and regions are developed annually based upon each state's contribution to the national production of the commodity or product exported. Estimated exports by states and regions are available on the same basis since FY 1970. These data show exports by value for 19 major commodities or commodity groups. Data are available, but not published, on State and regional shares under specified Government-financed programs and commercial sales for dollars. These data are available in 'Foreign Agricultural Trade of the United States' and from records in the Statistical Branch of the Economic Research Service.

## S00219-010

*Payment Assistance Provided on United States Agricultural Exports.*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

An annual fiscal year report published in 'Foreign Agricultural Trade of the United States' gives estimates of the value of agricultural exports assisted by export payments in cash and by special Commodity Credit Corporation export sales at competitive world prices. The value of export payments and export differentials on agricultural exports also are estimated by commodities. This information is compiled by the Foreign Demand and Competition Division of the Economic Research Service.

## S00219-011

*Exports of Agricultural Commodities under Government Financed Programs (Data Base).*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

Data on agricultural exports under Government-financed programs are available from operating agencies in USDA and other departments. The Economic Research Service maintains a file on exports under P.L.-480 Title I, Sales for Foreign Currency and Long-term Dollar and Convertible Foreign Currency Credit Sales; and Title II Government-to-government donations for disaster relief and economic development, donations through voluntary relief agencies, and barter for strategic materials. Data are available from AID for mutual security (AID) programs. Data are published on a quarterly cumulative basis, calendar and fiscal years for commodity total, and country totals for each program. Data are now available arranged on a commodity-by-country and country-by-commodity basis and can also be arranged on a commodity group, trade bloc format. Data for specified programs are integrated with the Bureau of Census total data to develop commercial sales for dollars on a quarterly cumulative, fiscal, and calendar year basis. This series contains barter for overseas procurement, CCC Credit Sales and Export Import Bank credits--all considered commercial sales. The Foreign Demand and Competition Division of the Economic Research Service operates the system.

## S00219-012

*Agricultural Trade of Foreign Countries (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352); Foreign economic and financial assistance (151).

**Agency Contact:** Peter J, Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

The most important source of data on the agricultural trade of foreign countries is the magnetic tapes stored at the United Nations statistical center in New York. These tapes contain the import and export data for agricultural commodities of countries reporting trade to the United Nations. Data are available for calendar years 1964 through 1970. The level of commodity detail is dependent upon the reporting country but is usually at the 5-digit Standard International Trade Classification (SITC) level. Origins and destinations are provided with quantities in tons and values in 1,000 U.S. dollars. Data are also tabulated manually from the foreign country trade books which are available in the Department of Agriculture. The system is operated by the Foreign Demand and Competition Division of the Economic Research Service.

## S00219-013

*International Prices for Commodities Competing with United States (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352); Foreign economic and financial assistance (151).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

Data are (1) prices received by U.S. and competitive exporters for major farm commodities and prices paid by buyers for such commodities and (2) prices paid by U.S. importers for major farm products of foreign origin. Monthly price reports, presently covering 12 major commodities, are published in 'Foreign Agricultural Trade of the United States.' Prices for the most recent month, the same month, 1 year earlier, and the intervening 11 months are shown in each issue. Monthly prices are averages of 4 to 5 weekly quotations, derived from current trade papers. The series are (1) export prices of typical grades of U.S. and Canadian wheat and of Thai rice; foreign import prices of U.S., Canadian, and Australian wheat; U.S. and Argentine corn; grain sorghum, U.S. soybeans and soybean meal; and U.S. cotton; and (2) prices of the following U.S. import products: cow meat, coffee, raw sugar, cocoa beans, and rubber. New series are to be added as additional reliable, current price quotations become available. This data base is maintained by the Foreign Demand and Competition Division of the Economics Research Service.

## S00219-014

*Foreign Trade of Member Countries of the OECD (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

Data on the agriculture trade of organization for Economic Cooperation and Development (CFCD) member countries are stored on magnetic tapes at the Archives, Washington D.C. The tapes contain the trade data for both agricultural and nonagricultural products for all OFCD member countries for the years 1961 through 1970. Commodity detail is at the 4-digit Standard International Trade Classification (SITC) level. Origins and destinations are given with quantities in metric tons and values in U.S. dollars. This file is updated by the Federal Reserve Bank as the data types become available from OECD. The system is operated by the Foreign Demand and Competition Division of the Economic Research Service.

## S00219-015

*Foreign Gold and Exchange Reserves (Data Base).*

**Budget Function/Subfunction:** Agricultural research and services (352); Foreign economic and financial assistance (151).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

The data include international liquidity, total and component parts: exchange rates; money supply; external debt; interest rates; and balance of payments. They are available for nearly all free world nations on an annual, quarterly and monthly basis. The Foreign Demand and Competition Division of the Economic Research Service operates the system.

## S00219-016

*Agricultural Finance Review Statistical Supplement.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

This publication includes numerous statistical services which are related to or pertain to the financing of U.S. agriculture. Contents include farm mortgage credit, nonreal estate credit, deposits of country bank, interest and money rates, taxes, farm real estate values and transfers, fire and crop insurance, farm income statement, and the balance sheet of the farming sector. It is prepared by National Economic Analysis Division of the Economic Research Service.

## S00220-001

*Statistics of Farmer Cooperatives.*

**Budget Function/Subfunction:** Agricultural research and services (352).

**Agency Contact:** Peter J. Doyle, Chief, Paperwork Management Branch, Management Division. 447-5725.

This regular publication contains an annual summary of data obtained from 7,800 farmer cooperatives. It includes information on number of cooperatives memberships and volume of business (sales by principal products and receipts from related sources). Data are published by commodities, services, regions, and states. It is assembled by the History and Statistics Group of the Farmer Cooperative Service.

# Department of Commerce

## S00300-001

**Information Systems.* Catalog. John F. Klein. ADP Operations Division, Office of Organization and Management Systems. August 1975. 143 pp.

**Budget Function/Subfunction:** Commerce and Transportation (400).

**Public Availability:** Office of Organization and Management Systems, ADP Operations Division.

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This is a catalog explaining several information systems. A typical entry contains the following: system title; user; project code; an explanation of the objectives of the system; input data, including system management facility statistics, data entry, data base management, administrative terminal system, Computer Center supplies, equipment rental; processing requirements; output, including system management facilities billing; special considerations; and references.

## S00300-002

*Automated Data Systems.* 1 vol.

**Budget Function/Subfunction:** Commerce and Transportation (400).

**Agency Contact:** Charles Palla, Office of Operations and Management Systems. 783-3707.

This compilation is an inventory of all computer systems software programs within the Commerce Department. For each software system identified the following data are presented: software type, software function, title/acronym, abstract, programming language, status, documentation, and availability. In addition, a technical contact person is identified for each software package, giving organization, address and telephone number.

## S00300-003

*Standard Accounting System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, ADP Operations Division. 967-2520.

This system collects, edits, and stores data relative to accounting control, financial management, status reports, and budget planning. Input data are derived from standard or departmental forms used to (1) establish annual operating budgets, (2) procure goods and services, (3) disburse funds and (4) record time worked by employees. These forms are processed on a daily basis with an approximate volume of 2,000 transactions per day. Outputs required from this system include daily activity reports and month-end status reports, including cost statements of current period costs, as well as year-to-date analysis of costs versus planned budgets. A complete description of required input forms and output reports is given in the manual, 'Data Processing Accounting Specifications'.

## S00300-004

*Budget and Fiscal Model.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This model is used by the Office of Budget and Program Analysis to respond quickly to frequent requests for special analytical summaries of budget and fiscal data, such as appropriations, obligations and outlays. Input is accomplished via remote terminals and consists of arrays, matrices, or tables of summarized budget and fiscal data. The arrays are used to establish separate data bases which can be modified from time to time by users constructing the model at a remote terminal. At any given time there may be 100 models in use, each of which produces an array averaging two pages. Approximately one new model constructed each week, and as many as 300 data bases may be in use, consisting of about 90 data elements each. The output of the modelling system consists of budget and statistical summaries in a format determined by the programming language employed in constructing the model. An average of about 10 to 50 reports (arrays) is printed weekly sometimes peaking to about 100.

## S00300-005

*Commerce Resource Allocation and Management Information System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system processes information to support management in planning, budgeting, and allocating resources to accomplish program objectives. The system is divided into two parts: (1) reporting budget formulations and executions at the appropriation level on a monthly cycle, and (2) reporting budgetary and objective data at the budget line-item level on a quarterly cycle. At the appropriation level, the input data consist of planned and actual reports of obligations, outlays, permanent and other than permanent employment. At the budget line-item level the input consists of monthly and quarterly plans and actuals for costs, accrued expenditures, employment and performance measures.

## S00300-006

*Monthly and Quarterly Reporting of Obligations, Outlays, and Employment (OBPA).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Edwin A. Anderson, ADP Operations Division. 967-2636.

The OBPA system processes data necessary to produce departmental level reports of obligations, outlays and employment. This system operates in both on-line and batch modes. The on-line mode employs the facilities of ATS, and is used for data collection; batch mode is used for report processing.

## S00300-007

*Productivity Management Systems (PMS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Dallas H. Dobelbower, Office of Administrative Services. 967-3450.

The PMS System generates equations (models) relating workforce to workload using the technique of multiple regression analysis. Equations are used to forecast manpower needs, maintain a productivity index, and develop standard-hour costs for administrative services cost centers. The data system has been periodically updated and refined.

## S00300-008

*Industrial Water Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Edwin A. Anderson, ADP Operations Division, 967-2636.

The Industrial Water Data base contains records on water requirements by manufacturing industries consisting of name, address, water intake by sources, gross water use by purpose, water discharged by location, employment and treatment of intake water for 15,000 individual establishments, coded by State, SMSA, County, and SIC (Standard Industrial Classification).

## S00300-009

*License Accounting and Reports System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Edwin A. Anderson, ADP Operations Division, 967-2636.

This system includes the automation of selected data appearing on the Export License Applications (FC-419) and the automated retrieval of information from this data base. The system also tallies and accounts for shipment under validated licenses and compares this data to authorized shipment data as a part of an improved export control compliance program. The data base contains detailed information on exporters, commodities to be exported, and dollar values of exports derived from export applications. The system prepares statistical and other reports in various predetermined formats, as well as special-request reports which are used to assist OEC in performing special duties and in analyzing historical events.

## S00300-011

*Publications Catalog and Index, 1973 Supplement.* E. Nell Sawyer and Doris H. Gerhoff. Office of Publications, Dept. of Commerce. 1974. 78 pp. + index.

**Budget Function/Subfunction:** Commerce and Transportation (400).

**Public Availability:** GPO, $1.10.

**Agency Contact:** Stanley J. Bania, Director, Office of Publications. 783-3794.

This catalog supplements the basic volume, 'United States Department of Commerce Publications,' which lists selected publications of the Department and its predecessor agencies up to October 1950. This supplement includes publications listed in the 1973 'Weekly Business Service Checklists,' as well as some additional material. It continues the general arrangement used in the basic volume and in the first 21 supplements. It identifies new, renamed, and removed depository libraries, supplementing the complete list given in the 1972 edition. Many of the publications listed are available for reference at depository libraries. The catalog also includes a current list of Department of Commerce district offices where many of the publications mentioned in the catalog are available for reference. In addition, the catalog contains a list of publications issued in 1973 arranged by issuing bureau or office. Papers and articles are cited by title for five major periodicals: 'Commerce Today,' 'Construction Review,' 'Survey of Current Business,' 'Journal of Research,' and 'Fishery Bulletin.'

## S00301-001

*Index to Foreign Market Reports.* Monthly. *Bureau of International Commerce, DIBA.

**Budget Function/Subfunction:** Commerce and Transportation (400).

**Public Availability:** NTIS, $10 per year.

**Agency Contact:** Charles W. Hostler, Director, Bureau of International Commerce. 783-5261.

This index lists 1) unclassified commodity, industry, and economic reports prepared by United States commercial officers abroad, 2) Trade Fair participants and visitors lists, and specific market research summaries, and 3) Foreign Market Surveys prepared on a contract basis by private research organizations for the Department of Commerce or by Commerce Department market research officers. These reports are listed in three sections of the index. The first section lists documents by DIBA number, the second by country, and the third by Standard Industrial Classification (SIC) code and/or general subject matter. In each listing, DIB number, country, title, and price of report are included. The index is primarily used for ordering reports from the National Technical Information Service.

## S00301-002

*Index to International Business Publications.* Bureau of International Commerce, DIBA. June 1975. 45 pp.

**Budget Function/Subfunction:** Commerce and Transportation (400).

**Agency Contact:** Charles W. Hostler, Director, Bureau of International Commerce. 783-5261.

International business publications published by the U.S. Government are arranged alphabetically by country and region in this index. The index includes three types of reports; overseas business reports, foreign economic trends, and global market surveys. Overseas business reports discuss marketing and doing business in individual countries and regions and cover basic economic data, foreign trade regulations, trade out-looks and statistics, market profiles and factors, etc. Approximately 75-80 are published each year. Foreign economic trends are a series of commercial reports from U.S. Foreign Service posts, and present current business and economic trend developments, with the latest economic indicators, in more than 100 countries that offer a present or potential market for U.S. goods and services. Approximately 150 reports are published each year. Global market surveys are studies that supply detailed data on 14-20 overseas markets for products of selected target U.S. industries with high export potential. The studies assess the U.S. competitive position and pinpoint best sales opportunities and methods to reach the market for U.S. exporters and manufacturers. Five surveys are published each year.

## S00301-003

*Program Management Information System (PMIS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system tracks the allocation of resources in terms of dollars and manpower over stated time periods and compares resource expenditures against preestablished allocation plans. The system provides certain kinds of information that can be of value in the decision making process by making available hard data, such as fund status, utilization of manpower, and accomplishments. System input data include the following: (1) Cost Data--All cost data are drawn directly from the DIBA portion of the Office of the Secretary Standard Accounting System. The data consist of planned obligations or budgets, actual costs and/or obligations, and manpower costs and utilization data. These data are entered on an annual basis for plans and on a monthly basis for actuals; (2) Employment Data--These data are drawn from two sources. The operating units prepare employment plans and these data are entered directly into the PMIS data base. The actual employment data are extracted from the DIBA Automated Personnel System. These data are entered on an annual basis for plans and on a monthly basis for actuals. (3) Accomplishment Data--These data enter the system directly from the plans that are developed jointly by the program managers and the DIBA Office of Budget as part of the annual budget formulations process. Accomplishment reports are prepared quarterly by the constituent DIBA organizations, usually at the Office level. The principal PMIS outputs are twelve (12) reports in four (4) report series: Summaries by Appropriation, Organization Summaries, General Expense Project Reports, and Direct Project Reports. These reports compare planned vs. actual amounts and compute balances and percentage comparisons for selected time periods. Output reports are distributed to managers at the DIBA, Bureau, and Office levels.

## S00301-004

*Export Market Search System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system enables the Bureau of East-West Trade (BEWT) to determine product categories for which the U.S. is competitive in Eastern Europe and the USSR. The Trade Analysis Division can thus better allocate resources for foreign trade fairs and market research seminars and assess the distribution of goods and services in eastern Europe and the USSR. The primary sources of information used in this system are the Census Bureau's monthly and annual export and import files and the United Nation's data files for the fourteen industrialized western nations of the United States, Canada, United Kingdom, France, Netherlands, Switzerland, Belgium/Lumembourg, Sweden, Denmark, Italy, Norway, Austria, Federal Republic of Germany, and Japan. The system computes total export shipments to each of the following countries: Bulgaria, Czechoslovakia, German Democratic Republic, Hungary, Poland, Romania, USSR, and the Peoples Republic of China. The system also computes projected total shipments for the above countries, and the U.S. market share.

## S00301-005

*American Traders Index Retrieval System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system provides access to a fully automated file containing detailed commercial data on approximately 600,000 American business establishments. Data are used for such purposes as trade missions, commercial exhibits, trade promotion, and trade opportunity work. The major classes of system data content can be grouped as follows: (1) Dun & Bradstreet File: A tape file received every six weeks which contains a record for every U.S. manufacturing company and for every U.S. non-manufacturing company which has more than twenty employees. Each company record contains address, principle executive, geographic location codes, parent and headquarters information, SIC data and several fields of quantitative data. (2) TI Retrieval Form: The Form DIB-85 submitted by users for specifying type of output desired, sequence, and retrieval criteria. Retrieval selection criteria are based on geographical searches, data established, number employees, net worth, sales and SIC product codes.

## S00301-006

*Steel Monitoring System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system summarizes steel mill export products for value and quantity by commodity, country, and origin. The data are required in order to monitor export steel mill products. The output is printed in book form and a limited distribution is made of the book to Commerce, other Government agencies and selected private business. The monitoring system is designed to accumulate imports on the basis of the date of export from the exporting country. The system is used to determine whether trans-shipments by Exporters or Importers are efforts to frustrate the intent of trade agreements. The system permits easy identification of individual shipments for analysis. Monthly input data supplied by the Industrial Products Division is compiled by the Bureau of the Census; it contains detailed records consisting of value, quantity, date of export, region, TSUSA and district of entry for selected steel mills and steel products. Reports are produced on imported steel mill products containing data on value, quantity, commodity, and country of origin.

## S00301-007

*Voluntary Steel Import Quota System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system maintains a monthly import data base obtained from the Bureau of the Census. Selected steel mill import products from the data base are summarized by commodity, country, and origin of entry. The data are required in order to monitor import steel mill products. The system produces reports which reflect the value and quantity of steel imports by country of origin, district of entry, and commodity. Data are shown for the most recent month available, compared with the same month's date of the previous year.

## S00301-008

*National Water Assessment Model.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

The Office of Business Research and Analysis participates with the Water Resources Council, River Basin Commissions, Federal Agencies and Federal/State Coordinating Committees in the analysis of water requirements for the manufacturing sector. To aid in forecasting model these requirements under a range of future conditions, a forecasting model was developed by this system. The forecasting is processed in four states. First, the base year estimates are made for each industry in each region. Second, future water use practices and economic growth are calculated for each industry in each region. Third, forecasts are made using the estimates derived from the first two stages. Finally, the forecasts for each industry are summed to produce regional totals for the entire manufacturing sectors. System data input includes a data file containing water usage data for 9300 large manufacturing plants; a data file of regional economic activity; and a data file of technical coefficients such as recirculation rates and consumption rates. The output from the forecasting model consists of a report by two (2) digit SIC code showing projections for each of the data items for the years 1975, 1985 and 2000. The report is produced by SIC code with each aggregrated sub-areas (subdivided water basin regions). This system also produces an 80-character card/tape record that is transmitted to the Water Resources Council. The output from the data base portion of this system includes reports of the input data of each firm sorted and summarized by region, SIC code and SIC code within the state.

## S00301-009

*Industrial Evaluation Board Data Base.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contract:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system produces listings and tabulations of survey data collected by the Industrial Evaluation Board (IEB). The input data include capacity, location, name and address of establishments producing key products. The system generates reports which include lists of critical industries facilities, plant names and addresses, product names or data, and lists of plants and products arranged alphabetically and geographically. The material processed in this system is classified as secret, and safeguards must be observed to protect all data files and the survey forms that are used to create the input.

## S00301-010

*Tailormade Statistics (Import/Export Commodity Data Base).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system produces a series of reports that show (1) the units and dollar value of selected United States imports and exports to and from all other countries, and (2) a comparison by commodity and country of this year's cumulative to date imports or exports versus last year's cumulative to date data, and the current month's data versus that same month for the previous year. The first report is in commodity classification sequence, while the second report is in commodity sequence within the OBPA commodity division. The inputs to this system are two data files purchased from the Bureau of the Census. The tape files contain the following critical data elements among others: foreign trade, exports, and imports. These files are produced monthly with a monthly volume of 105,000 records for imports, and a volume of 120,000 records for exports. The Census Bureau's file designations are the IM-145 for imports and the EM-522 for exports. For a complete description of these files see the Census Bureau's publication, 'Guide to Foreign Trade Statistics'.

## S00301-011

*Foreign Traders Index (FTI).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, ADP Operations Division. 967-2520.

The Foreign Traders Index (FTI) is an automated file which contains records on over 140,000 firms in 112 countries. The information in the file is collected and supplied by the U.S. Foreign Service to the Commerce Department for central processing and distribution. New information is constantly added to the file. Included are data on manufacturers, service organizations, agent representatives, retailers, wholesalers/distributors and cooperatives. The FTI is designed to produce lists of potential direct-use purchasers and other importers. The file includes only a selected portion of the world-wide universe of manufacturers or traders. It lists firms which import from the United States and/or which have a high potential as purchasers of U.S. goods. It also includes firms which express interest in representing U.S. exporters. Effort is continually made to expand the file and to update information on the firms listed.

## S00301-012

*Foreign Market Report Service.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This is a library system for organizing reports, primarily from Foreign Services Posts, for selective recall by subject matter. The system produces an automated list of Foreign Services Reports and similar documents from other sources pertaining to industry, commodity, and economic development overseas. The system provides maintenance of a large library of documents which cannot be accomplished under a manual system. The library informs interested government agencies, the business community, and others of the availability of these documents. The system includes: index forms prepared from dispatches and Airgrams received from Foreign Service Posts. Forms contain Airgram number, title of indexed material, number of pages, commodity classification, foreign markets, industry, and country of origin. Forms are received monthly from the Bureau of International Commerce. The primary output of the system is a GPO-published Foreign Market Reports Index pamphlet produced from a Linotron tape prepared by the system. The system also produces monthly reports by subject matter, product number, and country.

## S00301-013

*American International Traders Index Register (AITR).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system maintains a fully automated on-line file of commercial data on approximately 30,000 U.S. firms interested or engaged in international trade and investment. All the data are entered directly via CRT terminals. The file contains company data such as firm name, address, telephone, name and title of executive, geographic location codes, and product codes. Approximately 800,000 product codes are maintained by the system. All products are coded to the appropriate 7-digit 1972 SIC code. A user can request a number of specialized, or variable output formats from the AITR Master File, and can specify sequence and number of copies. Outputs are available as computer listings, punch cards, 5 x 8 cards, and computer tapes. Variable formats include those data items specified by the requester for printing. On-line locaters include firm ID, name, and address. Tabular listings include firm ID, name address, telephone number, and principal executive. The entire record includes all data elements from the master record except those specified for ADP use.

## S00301-014

*Machine Tools Monitoring System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403); Defense-related activities (054).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

The objective of this system is to provide up-to-date information on the production of machine tools so that the Bureau of Domestic Commerce can aid the Defense Department and their contractors in obtaining their machine tools on the dates required. The input data are obtained from the quarterly Census Survey Form M-B5W. The data collected include the type of machine tool, the quantity and backlog of shipments, value of shipments, backlogs, and exports. At this time these data are submitted on an annual basis. Five reports are produced by this system: (a) two reports of plant shipments and unfilled orders, (b) two reports of company shipments and unfilled orders, and (c) company listing by value of shipments.

## S00301-015

*Franchising System (FRANSHYS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

The objective of this system is to provide tabulations and selected ratios on data supplied by a special franchising survey which is conducted annually. These tabulations are used to help prepare the annual Department of Commerce Publication, 'Franchising in the Economy.' The input data are prepared from the BDCF-910 Franchising Survey Form, which includes the following principal data groups: franchising data, franchisor, franchisee. In 1974, 909 firms responded to this survey. This number will increase as more companies enter the franchising industry. The data from these survey forms are converted to punched cards and submitted for processing. System outputs include: (1) a tabulation by type of business showing the number of firms, the number of outlets owned and operated by the franchisor, and the number of outlets operated by a franchisee for the latest three year period; and (2) a report by type of business and individual firms, of the amount of sales to a franchisee for products, resale, supplies, food ingredients, etc.

## S00301-016

*Export Monitoring and Control System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

The Office of Export Administration (OEA) maintains this monitoring system to oversee the export and import of fertilizer and related chemicals. Input data include the following: commodity description; schedule B number; company name and address; total quantity and average price per short ton for filled contracts at the beginning of the report period, for new contracts, for export shipments during the reporting period, and for unfilled contracts at the end of the report period; quantity for export contracts which were cancelled during the reporting period; and shipments made to each country in short tons during the reporting period and unfilled contractual commitments for the subsequent five reporting periods, also measured in short tons, to each country. The following reports are produced by the system: price report by schedule B for a particular reporting period, giving high, low and mean prices; export shipments and contracts (Schedule B) data by exporter for a given month spreading all quantity and prices; export shipment and contracts (country data) by exporter, Schedule B and country for a month, spreading shipments and unfilled orders; export shipment and contracts (country data) by schedule B and country for a month, spreading shipments and unfilled orders; domestic production and shipments (Schedule B) for a month listing quantity; export shipments and contracts (Schedule B data) for a month listing quantity; base price report by Schedule B for June 1973 and September 1973 giving low, high, and average age (not weighted) prices; total number of companies reporting by type form; and, new fertilizers price report.

## S00301-017

*Technical Advisory Committee Data Base (TAC).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system produces reports on tariff and trade data for the twenty-six industry groups reporting to the Technical Advisory Committee set up under the industry-government consultation program. Principal data elements include imports, duty rates, exports, and tariff rates. System data entry is accomplished via: GATT/BTN Summary, MTNDB Country Files, GATT Basic File, UN Import/Export Data, Industry Group Concordance, and SITC Descriptors. The system compiles reports comprised of two percentage frequency distributions, the class intervals being defined in terms of duty rate levels, i.e., 0.1 to 5 percent ad valorem. One frequency distribution compares the number of country tariff lines within a particular range of duty rates to the total number of tariff lines that apply to each of 26 industry groups. The second percentage frequency distributions compares the value of imports entering at duty rates within one of the distribution class intervals, to the total value of imports for the Industry Group. Reports are also produced showing U.S. exports for a three year period by total dollar value within commodities, and for each country and commodity the percent and total value imported from the U.S.

## S00301-018

*Multilateral Trade Negotiations Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

The Multilateral Trade Negotiations Data Base is a tape file containing tariff and trade information for approximately 12 countries. System input data are extracted from the GATT data files which are comprised of 200,000 records of tariff information on duty rates, quantity, and value of imports by individual countries and commodity classification numbers. The system generates printouts of selected data from the MTNDB reflecting imports to the selected countries from all other countries by type of commodity. Information included is: importing country, tariff number, sector code, tariff rate, year of date, exporting countries, value of exports, and commodity description.

## S00301-019

*Market Share Project System (MSP).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system is used to copy import and export data from the U.N. Trade Data tapes for nine countries for the years 1963 through 1973. Reports and statistics obtained from this system are used to assess U.S. and competitor market penetration in specific foreign markets for a large number of commodities which account for a substantial share of U.S. exports. Input data consist of approximately 100 reels of U.N. Trade Data tapes, which contain approximately 20 million records. The data spans eleven years of trade for nine countries, and consists of the following data elements: trade statistics, commodity code, import/export code, U.N. reporting country, U.N. partner country, quantity units code, value, market share, foreign markets, and period code. A series of statistical time series reports are generated from the CMNITAB Software System.

## S00301-020

*Reporting of Economic Data for Negotiation of International Transportation Conventions (REDNITRAC).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system produces 18 reports about imported and exported products according to mode of transportation. These reports are a primary source of economic data for the negotiation or renegotiation of three international conventions for the carriage of goods by air, sea and intermodal transport. The system's categories of input include (1) Annual Census Import Trade Statistics--a tape of approximately 400,000 records on the quantities and values of products imported by the U.S. during a one-year period, (2) Annual Census Export Trade Statistics--approximately 400,000 records on quantities and values of U.S. exports. Reports are produced for exports and imports which list for each commodity, the digit commodity code, commodity description, total dollar value of commodity, total shipping weight of commodity, dollar value per pound, cumulative value of this commodity and prior commodities in report, cumulative weight of this commodity and prior commodities in report, percent of value of this commodity within all commodities in report, and percent of weight of this commodity within all commodities in report. Reporting categories for imports and exports are: bulk commodities by vessel, general cargo by vessel, all commodities by vessel, all commodities by air, containerizable commodities by vessel, containerizable commodities by air, and containerizable commodities by vessel and air combined.

## S00301-021

*Three COM System (Computer Export Monitoring System).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system establishes and maintains a data base on applications for export licenses for computer equipment to selected countries. The system can respond to a variety of requests for information on the status of export. Data sources for the data base are itemized as follows: (1) License Application (Form FC-419)--used for the initial application to export a given item to a given buyer; (2) Request to Dispose of Commodities or Technical Data Previously Exported (Form 1A-1145)--issued to obtain approval to export commodities for which approval for a previous export was granted; (3) Referral of Export Application to Policy Planning Division (Form DIB-658)--a source for license approval or case disposition; and (4) Memos--certain data elements pertaining to the status of license applications. Outputs include export status reports by case, and summaries by applicant, country, and commodity.

## S00301-022

*U.S Industrial Outlook 1976, with projections to 1985.* 16th edition. Bureau of Domestic Commerce, DIBA. January 1976. 465 pp.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** GPO, Stock No. 003-008-00162-9, $5.45.

**Agency Contact:** Charley M. Denton, Office of Business Research and Analysis. 967-2786.

This publication provides a compact and comprehensive review of U.S. industry, and is designed to serve as a reference for businessmen, investors, planners, marketers, consumers, and educators. The Outlook presents an analytic review of major industry in the United States for 1975, and offers one-year and ten-year economic projections. It covers 85 percent of the total value of U.S. manufacturing industry shipments. Industry analyses cover supply and demand, foreign trade, technological developments, and employment. Capital, energy and anti-pollution requirements of the individual industries are discussed, where relevant. The Outlook covers 1975's developments in more than 200 industries or industry groups--both manufacturing and nonmanufacturing--and projected activity levels in 1976 and to 1985 for selected industries. A list of the industries covered in this volume and ranked in descending order of projected growth in 1976 appears in the Appendix. Manufacturing and nonmanufacturing industries are ranked separately. Summaries of chapters contain projections to 1985 for industries covered.

## S00302-001

*EDA Fund Accounting (FNACCT).*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** Jean Hughes, EDA Information Systems Support Division. 967-2463.

In Fiscal Year 1968, the Economic Development Administration installed an automated system for fund control which was based on records showing the complete financial history of each project through final disbursement. During Fiscal Years 1969 and 1970, the data in the system were expanded and refined to meet a wider range of accounting requirements and render greater service to program managers. First, regular weekly and monthly updating cycles were established. Second, provision was made to give the system's users timely analyses of summary data included in fund status and general ledger reports. For example, if a program manager requires it, the system will printout listing by projects, of reservations, obligations, and disbursements, in support of related totals shown on fund status reports. This ready availability of financial data from automated loan accounting records has reduced to a minimum the informal manual records formerly maintained by program operations offices.

## S00302-002

*EDA Management Information System (MIS).*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** John L. Milanese, EDA Information Systems Support Division 967-5271.

This system provides recurring and special detail and summary reports to all of the planning, operations and regional offices of EDA. The reports provide project descriptive, funding and status information which are vital for management planning and operational analysis of the EDA project activity. The MIS also provides narrative reports which more completely describe the economic and demographic characteristics of the project's geographic area, estimated economic impact, funding and other information concerning each individual project. The Geographic Code Directory Subsystem is a file containing state, county, Congressional District, SMSA, Regional Commission, EDA region, EDA district, EDA growth center and other numeric codes which identify specific geographic areas. The file also contains area designation status, population, median family income, migration rate and multi-agency identity codes when other agencies contribute funds to an Economic Development District. The file is utilized within the MIS to (1) validate input geographic codes, (2) prepare the EDA Geographic Code Directory, and (3) prepare the EDA Maximum Grant Rate Book reflecting all areas which have qualified at any time under the Title I Section 102 and Title IV Section 401(a) of the Public Works and Economic Development Act of 1965, and presents statistics and the maximum allowable grant rate for each currently qualified area.

## S00302-003

*EDA Public Works Construction System (PBWSYS).*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** Angelo Stella, EDA Information Systems Support Division. 967-2463.

The PBW automated system provides detail, summary and exception reports which provide a basis for management evaluation, based on established standards, of the status and progress of public works projects and related contracts subsequent to approval. The system provides for additions, changes or deletions of specific elements within a project or contract, or for deletion of data reported for a complete project of contract.

## S00302-004

*EDA Loan Accounting (LNACCT).*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** Elizabeth Greene, EDA Information Systems Support Division. 967-2463.

The EDA assumption of the SBA loan management responsibility of EDA business loans created an internal requirement for automation of the loan repayment system. This action is a logical extension of the present EDA automated system for control of reservations, obligations and disbursements. The system provides general ledger, other reports and controls for commercial and industrial business loans and public works loans. The Federal Reserve Bank will continue to bill and collect public works loans but all transactions are entered into the automated EDA loan repayment system. Benefits derived from this automation effort are (1) improved accuracy, (2) rapid reporting capability, and (3) reduced operating costs compared to a manual posting system. The Business Loan Summary application provides the EDA Office of Business Development with post-approval loan information concerning the project status, borrower's financial situation, loan repayment history and employment characteristics of the business.

## S00302-005

*EDA Industrial Location and Retrieval System (ILRRS).*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** David R. Portch, EDA Information Systems Support Division. 967-2463.

This system provides an industrial location planning service for EDA areas and districts, making it possible to match the demand for, and the supply of, locational factors as perceived by industries and as reported by EDA areas. Inputs to the system are derived from the following sources: (1) collection and compilation of community resource profile information through the cooperation of community leaders and development district staffs and the efforts of the EDA staff; (2) collection and compilation of survey data from leading manufacturing industries by the Bureau of the Census; and (3) analysis of survey results by EDA. The principal categories of data capture via these instruments are industrial location, manufacturing industries and geocoding.

## S00302-006

*EDA Socioeconomic Data System.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** John L. Milanese, EDA Information Systems Support Division. 967-5271.

The EDA socioeconomic data system is a computer data base system containing over 1000 reels of magnetic tape. Files can be formatted to permit quick query and custom retrieval of specified data elements. Each of the data files maintained in the supporting data bases contains data elements that can be referenced on social and economic characteristics. The user must describe or identify the data elements to be considered, pertinent geographic areas, parameters for qualitative and quantitative desired limitations, the meaningful accumulations and ratio calculations desired, and the preferred sequence of presentation. Statistical routines, through which users may perform calculations, compute ratios, measure relationships, etc., are available; a mapping program is also available, which allows graphic presentations of data. Data files available through this system include: (1) 1970 Census Data Files--census of population, 1st and 4th counts (summary tables), (2) County Merge (1952, 1962, 1967 and 1972)--contains census socioeconomic (population, business, manufacturing, etc.) data for counties, (3) County Business Patterns Files (1965-70)--containing data at county level on number of employees, payrolls, and reporting units by Standard Industrial Classification, (4) Income File (1929, 1940, 1950, 1962, 1965-70)--contains data by economic sector on per capita income, personal income, wages and salaries, and total earnings aggregated at county level, and (5) Location of Manufacturing Plants (1958, 1963, 1967)--contains data on numbers of plants and employees in each Standard Industrial Classification by county.

## S00302-007

*Composite Mapping System (CMS).*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** David R. Portch, EDA Information Systems Support Division. 967-2463.

The Composite Mapping System (CMS) is a computerized capability for merging coincident sets of digitized map data into differentially weighted combinations or composite maps. The CMS is used within the Economic Development Administration (EDA) in support of the EDA socioeconomic data bases to produce graphic displays and maps. The system stores data at any scale in a 120x120 array of grid cells. As used by EDA, each grid cell corresponds to an area of 2 minutes of latitude by 2 minutes of longitude or about 4 square miles. This scale (about 1:1, 167,000) is convenient for performing multistate regional analyses. From this design scale, scale reductions of 1/2, 1/3, 1/4, etc. are possible. CMS can produce single factor maps in digital printout form of two types--free form or maps based on governmental or jurisdictional units at which the data are collected. The free form maps can represent: zones of accessibility to linear or point phenomena such as transportation or power networks and modes; isopleth maps of continuously variable phenomena such as climate; or locational maps depicting forest types or land use. Multiple factor maps are produced at differentially weighted combinations of up to 120 different free form and governmental units maps of the same geographical area at the same map scale. CMS is available to other Federal agencies, state agencies, universities and contractors to state and Federal agencies. The system is sold at cost with documentation.

## S00303-001

*Publications of the Maritime Administration.* Office of Public Affairs, Maritime Administration. August 1974. 13 pp.

**Budget Function/Subfunction:** Commerce and Transportation (400).

**Public Availability:** Office of Public Affairs, Maritime Administration.

**Agency Contact:** Robert J. Blackwell, Assistant Secretary for Maritime Affairs. 783-2595.

This is a catalog of publications released by the Maritime Administration. The publications are categorized into the following areas: General, Technical, Statistical, Government Aids, Containers, Domestic Shipping, Seamen, Ports, Marine Pollution and Personnel & Training. The listings show full title, date of publications, order number and price, respectively.

## S00303-002

*MARAD Management Information Manual.* Office of Management and Information Systems, Maritime Administration. 278 pp.

**Budget Function/Subfunction:** Commerce and Transportation (400).

**Agency Contact:** Stuart M. Ball, Director, Office of Management Information Systems. 783-3392.

This manual contains management information on the Maritime Administration. Information is presented in statistical charts, graphs, and tables. Organization, funds, and personnel are covered, along with extensive coverage of the components of the following major programs: Development of Waterborne Transportation Systems, Manpower Development, National Security Support Capability, and Use of Waterborne Transportation Systems. Statistics are included for construction, operations, fleet, manpower, and trade.

## S00303-003

*Maritime Forecasting System.*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Howard G. Norseth, MARAD Office of Policy and Plans. 967-2217.

The Maritime Forecasting System is a series of programs that enable the user to update, modify with exogenous variables, and predict 20-year forecast of oceanborne tonnage according to approximately 400 import and export commodities. In addition they are aggregated at two levels. These forecasts are separated into 19 regional areas which are disaggregated into 65 principal MarAd trade routes based on the proportion of cargo moving on each trade route in each region according to a given historical year. The system consists of a series of retrieval programs. System principal categories of data are forecasts, oceanborne tonnage, and trade routes.

## S00303-004

*MARAD Ship Data System (SDA).*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Stuart M. Ball, MARAD Office Management Information Systems. 967-3392.

• The SDS system contains ship data of all merchant vessels of 1,000 gross tons and over operating in international trade for all nations. The data are collected and extracted from many types of documents and published media that contain shipping information. These data are transcribed on Form MA-768, 'Ship Data File Document,' and are converted into computer tapes. The primary categories of data processed are characteristics of merchant fleets of the world, and ship information. Reports to describe characteristics of U.S. vessels and foreign vessels are provided on a quarterly basis.

## S00303-005

*MARAD Financial Information System (MAFIS).*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Stuart M. Ball, MARAD Office Management Information Systems. 967-3392.

MAFIS has two major purposes. It performs, operationally, the daily and cyclic accounting functions for the Maritime Administration and it includes a cost accounting system which serves as a management financial planning tool. The MAFIS ADP system is composed of subsystems, each of which is designed by the modularity concept. This concept provides for independence between subsystems. Basically these subsystems validate input, maintain files, perform monthly closing, and generate reports. The MAFIS interfaces with the Payroll System to extract data elements required in the accounting process. Categories of data include cost plans and reports, financial planning, and accounting.

## S00303-006

*MARAD Foreign Trade System (FTS).*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Stuart M. Ball, MARAD Office Management Information Systems. 967-3392.

The Foreign Trade Data System utilizes import/export vessel movement data collected from the Bureau of Customs (Forms 1400, 1401, 7502, 7512); Department of Commerce (Forms DOC 7525V, Form 7513); and Maritime Administration (Forms MA-578A, MA-721, MA-722). These data are used to provide information on commodity movements into and out of the United States via commercial sea transport; vessels (both foreign and U.S.) entering or leaving a U.S. port; U.S. and foreign competition which involved the determination of long tons of cargo carried between U.S. and specified foreign ports; container utilization; and trade route analysis and commodity evaluation (TRACE) for comparing the effectiveness of U.S. carriers with foreign carriers on various trade routes. Principal categories of data are foreign vessel movement, foreign trade cargo movement, and foreign trade container movement.

## S00303-007

*Maritime Contract Impact System (MCIS).*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Esther Love, MARAD Office of Maritime Manpower. 967-3697.

The purpose of the MCIS is to provide the maritime industry with a tool for the rapid evaluation of current and proposed labor contracts during the course of negotiations. Offers and counters from any party during negotiotions can be evaluated in a matter of minutes. The system has the capability of selecting any fleet of ships, altering the manning and/or characteristics, and modifying items of cost. The user has the option of selecting very general or very detailed data. The MCIS also has long-term application for use by various components of MARAD and other agencies. Categories of data captured are labor contracts, fleet manning, and fleet characteristics.

## S00304-001

*Business Assistance Reporting System.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system maintains data concerning the performance of OMBE-funded organizations and measures this performance against established operating goals. Information derived from this system is used to inform the Department, Office of Management and Budget, the Congress and OMBE organizations of the progress of the program. System input is provided via (1) the Business Assistance Report, a multi-purpose form, prepared on an as-required basis by OMBE-funded organizations (contractors) of which there are approximately 300; and (2) on-line updating of small-volume transactions, such as new contractors, entered from a terminal. The system consists of a single data base with two record types: (1) master Contractor Record which is maintained for each of 300 contractors; and (2) master Client Record which is maintained for each of 140,000 clients. The output requirements of this system vary and for this reason it has been decided to utilize a data base management system with flexible data retrieval and report generation capabilities. Output generally consist of performance reports for OMBE-funded programs.

## S00304-002

*OMBE Client Data Report System.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** William Rock, Office of Minority Business Enterprise. 967-5542.

This is a reporting system that supports OMBE's Performance Management System (PMS). PMS indicators are collected through OMBE contractors (Business Resource Centers, Business Development Organizations, Construction Contractor Assistance Centers) and describe actions taken by these organizations on behalf of their minority business clientele. The data base permits the extraction of funded organizations performance data, client profile, and other data elements used for special reports. Principal data element categories are client list, summaries list, funded organizations, and performance data.

## S00305-001

*NBS Internal Accounting Reports System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Walter Shackleford, Accounting Division, NBS. 921-3291.

This is a system of some 15 programs, which supplies data needed to prepare working capital fund fiscal reports. The most important reports summarize accrued costs and unliquidated obligations by funding source and by object class, at the cost center level and above. Input data is supplied by the project reports system. Projects report the following categories of data: fiscal reports, accrued expenditures, and obligations.

## S00305-002

*NBS Project Reports System (PRS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Lucille Sithens, Accounting Division, NBS. 921-3291.

The PRS system consists of some 30 programs which produce about 20 reports of financial obligations at various levels of summarization. The reports are used by NBS managers to monitor spending on projects or programs for which they are responsible. The primary categories of data captured and processed are obligations, unliquidated obligations, costs, and accrued costs.

## S00305-003

*National Standard Reference Data System (NSRDS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** James Lov, Administrative Officer, OSRD. 921-2468.

The program management of the NSRDS is carried out by the Office of Standard Reference Data (OSRD) within the National Bureau of Standards (NBS). NSRDS comprises the set of data centers and data evaluation projects that are administered, coordinated, and/or funded by NBS, as well as the publications and information service activities operated by OSRD. NSRDS has the mission of providing critically evaluated numeric data, in a convenient and accessible form, to the American scientific and technical community. These data measure the exact physical and chemical properties of various substances studied by the physical sciences as follows: nuclear properties, atomic and molecular properties, thermodynamic and transport properties, solid state properties, chemical kinetics, colloid and surface properties, and mechanical properties of materials. No experimental research is carried out under the NSRDS program; instead, a group of data centers and special data evaluation projects compile data from the literature and carry out evaluations. In addition, NBS administers, aids, and subsidizes a publication and data dissemination program which includes a quarterly journal, a publications series, and a data information service.

## S00305-004

*Standards Information Services (SIS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William J. Slattery, Chief, SIS. 921-2587.

The Standards Information Services (SIS) section of the National Bureau of Standards maintains a collection of U.S. Government and state purchasing offices standards and specifications as well as standards and specifications of the major international and foreign standardizing bodies. Special and general indexes of standards are issued.

## S00305-005

*Office of Computer Information.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Martha Gray, Acting Director, OCI. 921-3517.

The Institute for Computer Sciences and Technology provides technical services on scientific and technical information relating to computer science through the Office of Computer Information (OCI). The OCI serves as the single point of contact for the computer community of the Federal Government to obtain information and advisory services.

## S00306-001

*NOAA Financial Management System (FIMA).*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** A. N. Page, Office of Management and Computer Systems, NOAA. 496-8901.

The National Oceanic and Atmospheric Administration (NOAA) Financial Management (FIMA) System is an automated cost-based budgeting and accounting system used to determine actual total cost of a program compared to planned cost. Cost plans for each program and support activity are the basis for controlling funds and generating cost operating budgets for each of NOAA's programs. The FIMA accounting system complements cost budgeting and places accounting services closer to program management. Voucher examination, scheduling for disbursement, and source data entry have been decentralized to Field Finance Offices (FFO) which are linked with NOAA's central computer facility by a telecommunication network of programmable terminals. The system generates timely reports for management concerning transactions and financial status. It also supports the cash control, document control, general ledger and cost accounting automated FIMA subsystem. In addition, cost plans are linked with accounting transactions by common financial classifications to produce plan status reports which are used to evaluate, monitor, and control NOAA's organizations and programs.

## S00306-002

*Environmental Science Information Center.*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** James E. Coskey, Director, ESIC. 343-7636.

The Environmental Science Information Center (ESIC) is the scientific and technical publisher for the National Oceanic and Atmospheric Administration (NOAA) and its Environmental Data Service (EDS). ESIC is the single source within NOAA for environmental data dealing with the atmospheric, oceanic, and earth sciences, and marine resources. ESIC complements the following EDS data centers: the National Climatic Center, the National Oceanographic Data Center, the Center for Experiment Design and Data Analysis, the National Geophysical and Solar-Terrestrial Data Center, and the Center for Climatic and Environmental Assessment. ESIC includes two major special libraries, the Atmospheric Sciences Library and the Marine and Earth Sciences Library; and it serves as a major source for the exchange and dissemination of scientific literature in environmental sciences.

## S00306-003

*National Climatic Center (NCC).*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Thomas S. Austin, Director, Environmental Data Service. 634-7318.

The National Climatic Center in Asheville, North Carolina, is the largest data center of the Environmental Data Service. Originally known as the National Weather Records Center, its purpose is to make historical weather information available to the public in a form suitable for use in making decisions involving health, business, litigation, and research. The Center maintains archives of weather records dating from 1841, and divides these data among a series of specific disciplines, such as climatology and hydrology. An enormous number of observations from all over the world is collected, verified, edited, and placed in the center archives. From this collection, the staff develops a series of summaries, records of abnormal weather events, statistics of extremes, etc. Some of this information is used on every radio or television weather report and some is published in farm bulletins, airport weather summaries, and other collections of weather statistics. Combining all the manuscript observations, satellite films, and other meteorological tabulations, the center's resources include 74 million record sheets, each representing many observations, 65 million punched cards, 82 thousand reels of microfilm, 35 thousand reels of magnetic tapes, and 180 thousand publications. The Center does conduct investigations for other federal agencies on such topics as aviation operations, space exploration, and air pollution, but its principal role is supplying data for research scientists. The Center publishes a number of climatological pamphlets summarizing data in many diverse fields. Among them are a series of subscription publications on local and national climate, a monthly storm data bulletin, and an annual compendium of daily river stages. It also contributes data for a weekly weather and crop bulletin which is published in cooperation with the Agriculture Department.

## S00306-004

*National Oceanographic Data Center (NODC).*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Thomas S. Austin, Director, Environmental Data Service. 634-7318.

The National Oceanographic Data Center (NODC) in Washington, D.C., stores huge amounts of data about the sea itself--temperature-depth readings (bathythermograph data) from stations all over the world; measurements of salinity, oxygen, phosphorus, nitrogen, and other qualities of seawater for more than half a million stations; information on ocean currents; biological data such as plankton and chlorophyll concentrations; and related bibliographic references. Much of the material stored by the Center is of interest primarily to marine scientists concerned with the physical and chemical properties of the sea. The center has been efffective in locating experiments in progress and matching up investigators who are probing similar problems. The center maintains the computerized National Marine Data Inventory (NAMDI) file which stores records of thousands of U.S. oceanographic cruises and projects. The purpose of this file is to keep track of what data are being collected and to fill in the lag between the time the collections are made at sea and the time the data are actually deposited in an archive. NAMDI is also used to list annually the cruises of the U.S. Declared National Program (DNP) in oceanography for publication by the Intergovernmental Oceanographic Commission (IOC). Data resulting from the DNP are deposited in internationally sponsored World Data Centers so that scientists are alerted in advance to these potential data sources. Data are stored so that they can be located by geographic limits, by the kind of platform involved (buoy, ship, plane, satellite, etc.), by country, time, institute, depth of water, etc. They can often be reproduced (if the Center itself has the data) on tape, punched cards, microfilm, or as printed copy.

## S00306-005

*National Geophysical and Solar-Terrestrial Data Center (NGSDC).*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Thomas S. Austin, Director, Environmental Data Service. 634-7318.

The National Geophysical and Solar-Terrestrial Data Center (NGSDC), headquarted in Boulder, Colo., deals with data relating to the ionosphere, variations in the earth's magnetic field, solar activity, aurora, cosmic rays, and airglow, as well as solid magnetism, and marine geology and geophysics. Studies of the earth's atmosphere and the sun are of interest to theoretical and space scientists and communications engineers, and include radio soundings of the ionosphere and recording of the earth's magnetic field to note the variations associated with geomagnetic storms. Horizon-to-horizon auroral photographs from all-sky cameras are now being supplemented by auroral images from satellites. Solar emissions which reach the lower ionosphere and solar storms or flares are associated with radio communication failures in high latitudes. The study of earthquakes is of interest alike to the researcher, the city planner, or insurance company concerned with risks of destructive earthquakes. Microfilmed copies of seismograms from stations around the world, and strong-motion accelerograms triggered by nearby strong earthquakes provide vital information for architects and engineers. Magnetic tape files giving the location and magnitude of worldwide earthquakes provide data for planners, insurers, and many others. Data in the geomagnetic files, which go back a century or more, are useful in land surveying and in navigational cartography. The NGSDC marine geology and geophysics group, located in Washington, D.C., provides data which are used in connection with development of future sources of fuel oil, and their environmental impact. Marine geologists and geophysicists at the center answer more than 50 queries for data every month; more than half are from oil companies exploring some area of the seabed. The marine geological and geophysical files include data such as continuous measurements of bottom topography and structure, gravity studies, data on magnetic anomalies, and descriptions of sediments taken by dredges and core drills. Computerized indexes include such things as available photographs of the sea bottom listed by depth, location, and time; punched card, photocopied, and microfilmed records of undersea explorations; and annotated computer listings of sea-floor samples.

## S00306-006

*NOAA Marine and Earth Sciences Library.*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Thomas S. Austin, Director, Environmental Data Service. 634-7318.

The Marine and Earth Sciences' Library has a collection of rare books (a 16th century Italian treatise on geodetic mathematics and a 17th century Dutch surveyor's text with precise copper plates, for example) and a collection of nearly 150,000 titles, 700 periodicals, and 59 drawers of vertical files filled with information on geodesy and oceanography. The library is developing a collection of publications dealing with the use of laser techniques, photogrammetry, and satellite triangulation for mapping the earth's surface. This library also contains a core collection on fisheries. The Marine Earth Sciences Library was formerly the library of the U.S. Coast and Geodetic Survey.

## S00306-007

*NOAA Atmospheric Sciences Library.*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Thomas S. Austin, Director, Environmental Data Service. 634-7318.

The Atmospheric Sciences Library is the prime source in the country for both data and information published in the fields of meteorology and hydrology. In addition to the main collection, the library contains several hundred rare books, 19th century weather records from France and England, photostats of captured German and Japanese weather observations made during World War II, Russian narratives and observations from the Tsarist weather station at St. Petersburg as far back as 1838, and a large body of eye-witness records of historic sea voyages, explorations and surveys. The library was formerly the U.S. Weather Bureau Library.

## S00306-008

*Environmental Data Index (ENDEX).*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Thomas S. Austin, Director, Environmental Data Service. 634-7318.

ENDEX contains computer-searchable descriptions of interdisciplinary files of environmental data on many levels. Approximately eight large environmental data files may be searched through the ENDEX System. When these files are large, detailed inventories are also provided. Specifically, ENDEX has three major components: (1) descriptions of data collection efforts; (2) descriptions of data files; and (3) detailed inventories of large, commonly used files. An ENDEX data file description lists the types and volumes of parameters available, the methods used to measure them, when and where the data were collected, the sensors and platforms used, data formats, restrictions on data availability, publications in which the data may be found, whom to contact for further information, and the estimated cost of obtaining the data. Individual ENDEX data files descriptions will be updated every 2 years. ENDEX services and products include: (1) access to specialized indexes of environmental data, grouped by geographic areas, institutions, or disciplines; (2) on-line, interactive searches of the indexes to answer specific questions concerning the availability and whereabouts of data files; (3) a quick-response determination of the costs of retrieval from large data files; and (4) data catalogs from large NOAA environmental data collection projects.

## S00306-009

*Oceanic and Atmospheric Scientific Information System (OASIS).*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Thomas Austin, Director, Environmental Data Service. 634-7318.

OASIS is a computerized information retrieval service that provides ready reference to the technical literature and to research environmental sciences and marine and coastal resources. It provides computerized searches of both NOAA and non-NOAA data bases containing references to technical publications. Approximately 33 major environmental data bases may be searched through the OASIS system. OASIS offers access to major meteorological and oceanic bibliographic information files not available anywhere else in computer-searchable form. Users products include bibliographic references, abstracts, and indexing terms. OASIS services include: (1) on-line searching; (2) selective dissemination of information (SDI), or current awareness:

citations are retrievable from current scientific literature as it is published; (3) retrospective searches: the retrieval of specific subject matter from an entire data base, or a given number of volumes of a data base. Retrospective searches provide a survey of a specific interest area to a user working on relatively short-term projects; and (4) special bibliographies: these can be prepared from one or more data bases with numerous options, and with output in printout, photocomposition, or magnetic tape for photocomposition.

## S00307-001

*National Technical Information Service (NTIS) Bibliographic and Information Services.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William T. Knox, Director, NTIS. 967-3227.

The National Technical Information Service (NTIS) was established to simplify and improve public access to Department of Commerce publications and to scientific and technical reports produced by the Federal Government. It is the central point for the public sale of Government-funded research and development reports and other analyses prepared by Federal agencies, their contractors, or grantees. The following products are produced by NTIS: (1) Government Reports Announcements & Index (GRA&I), a biweekly bibliographic reference journal containing abstracts and indexes of current and recent reports accessioned. Annual indexes are also published. (2) Weekly Government Abstracts (WGA), a current-awareness abstract journal for the engineer, scientist, and businessman. (3) The NTIS Directory of Computerized Data Files and Related Software, a unique guide to machine-readable data files, data bases and related software available to the public from 60 Federal agencies. More than 500 data files and bases are listed and described. (4) NTIS Bibliographic Data File. A file of all current abstracts of Government-sponsored research and analyses, from which the periodicals Weekly Government Abstracts and Government Reports Announcements & Index are prepared. Current issue tapes are released on a semimonthly basis. Back issues are available from July 1, 1964 through current subscriptions.

## S00307-002

*NTIS Management Information System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William T. Knox, Director, NTIS. 967-3227.

The National Technical Information Service (NTIS) MIS produces monthly cost, production analysis and product manager reports. This system presents, on a monthly basis, various analyses and summaries of costs, production workload, and income for this agency. These reports show planned, actual, year-to-date, and projected data for a fiscal year.

## S00307-003

*Directory of Computerized Data Files and Related Software, available from Federal agencies.* Robert Jaxel. National Technical Information Service, Dept. of Commerce. NTIS-SR-74-01. March 1974. 107 pp. + indexes.

**Budget Function/Subfunction:** Other general government (806).

**Public Availability:** NTIS, $60.

**Agency Contact:** William T. Knox, Director, NTIS. 967-3227.

This directory is a catalog of machine-readable data files, data bases, and related software from 60 Federal agencies. The directory is the first of its kind, taking two years to compile. More than 500 data files and bases are listed and described. The directory is a bibliographic reference offering direct mail order service for items available from the National Technical Information Service. The subject matter is divided into three major areas: Demography, Social Sciences and Government; Economics; and Science and Technology. The 72 fields include Education, National Defense, Vital Statistics, Business Enterprise, Chemistry, Physics, and Space Technology.

## S00307-004

*NTIS Bibliographic Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William T. Knox, Director, NTIS. 967-3227.

Government Reports Annoucements (GRA) (formerly USGRDR) is a data base issued by the National Technical Information Service (NTIS). The GRA data base is multidisciplinary and covers new U.S. Government generated research and development reports of completed projects and efforts, as well as translations of foreign technical material. The file consists of more than 300,000 titles collected since 1964. The corresponding hard copy associated with the data base is the abstract bulletin published by NTIS under the same name. Updates of the data base file are run monthly and provide the material for SDI profiles. In addition to the SDI capability, a custom search is available for retrieving information from the retrospective collection, with coverage back to 1970. Output from the data base consists of custom computer searches, printouts, computer tapes, and microfiche.

## S00308-001

*Patent Office Management Information System (MIS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William L. Spittle, Office of Computer Services, Patent and Trademark Office. 557-3646.

The Performance Review of Operating Programs is a management information system which provides management with a means of evaluating current operations, employee performance, and production as measured against approved goals and objectives. This will eventually be integrated with the Accounting, Personnel and Payroll Systems to form a consolidated Financial Management System. The Examiner Production Reporting System is a management information system which provides management with a means of monitoring and measuring patent examiner's production output. The system generates reports on individual patent examiners on a biweekly and quarterly basis. Biweekly reports indicate time and attendance records as well as docket and examining activity. Quarterly reports indicate production statistics such as percent of new total actions, percent allowed of total disposals, etc., which enables group directors to determine if individual examiners have maintained pre-determined production goals.

## S00308-002

*Patent Applications System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William L. Spittle, Office of Computer Services, Patent and Trademark Office. 557-3646.

The purpose of this management information system is to streamline, through automation, certain processing activities for patent applications prior to examination. This includes the production of (1) an application's folder (jacket) label containing all the pertinent information on the patent application, (2) a continuation label for those applications with an excessive number of inventors or a lengthy detailed invention application, and (3) a filing receipt with specific data, the serial number and filing date of the application, which is mailed to the inventor or his attorney of record. In addition, this system produces basic inputs to manual control systems in the examination process.

## S00308-003

*Patent Application Location and Monitoring System (PALM II).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William L. Spittle, Office of Computer Services, Patent and Trademark Office. 557-3646.

The PALM II system is a highly automated patent application status and locator system that provides information on the progress of each application in its movement through the many work stations and storage areas of the Patent and Trademark Office. The system maintains pertinent data regarding the status and location of a pending application file and patent examiner production data. When fully developed the system will consolidate the data processing of six previous Patent and Trademark Office Information Systems into one integrated application in process system. In addition to providing this information for use in day-to-day operating and service activity, PALM II will also provide Examiner production control data, and function as a patent inventory system.

## S00308-004

*Patent Classification System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William L. Spittle, Office of Computer Services, Patent and Trademark Office. 557-3646.

The Patent Classification System facilitates the examination of patents and provides a wide range of information on patents. The system contains files of original patents issued and their corresponding cross references by year, patent number, classification title and number, and category. (There are four categories: patents, design patents, plant patents, and defensive publications; there are approximately 450 patent classes defined in the system and numerous sub-classes). The System contains over 25 million records and is updated monthly. Related systems include: The Class Control System, used for the preparation of listings of patent classification files showing number of patents by category for specified years or cumulatively; The Patent Frequency Count System, used to establish workload trends by providing frequency counts and percentages on original patents and cross references by class, subclass, and sub-class decimal; The Patent Classification File Requests System which provides public sale of listings of patents in specific classes and sub-classes (as specified by requestor) by patent number and classification for original patents and cross references; and the Annual Patents System, which produces the Index of Patents containing all original patents issued during the calendar year and cross references. System outputs and related publications include: Annual Index of Patents, Manual of Classification, Index to Classification, Classification Definitions, and Official Gazette.

## S00308-005

*Family of Foreign Patents System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William L. Spittle, Office of Computer Services, Patent and Trademark Office. 557-3646.

The Foreign Patents system provides reports in various sequences and formats of all foreign application records processed as of a certain date. These reports include: a list of the priority abandonments, a list of priority records which do not match the master annual patent file, and a detail listing of International Patent Classifications. In addition, a subsystem extracts data from the master file and the data base file and generates reports for the Group Five Committee on International Patent Classification. The Concordance System is a guide for relating the United States Patent Classification System to the 'International Classification of Patents' as published by the Council of Europe. To do this, an international classification listing has been provided for each of the official U.S. classes and sub-classes as they presently exist in manual form. The International Classification Manual is created from the Concordance Master File which is edited and updated on a yearly basis. This system creates the magnetic tape, formatted to meet Linotron specifications, to be printed at G.P.O. The Concordance Manual is made available for purchase to the public.

## S00308-006

*Attorneys and Agents Registered to Practice Before the Patent Office.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William L. Spittle, Office of Computer Services, Patent and Trademark Office. 557-3646.

This is a single tape file of individual records for all persons who have established eligibility to represent inventors' interests at the Patent Office with regard to applications for patents. The file is used to provide name and address listings in the form of mailing labels. It is also the basis for automated printing of an official annual publication bearing the title 'Attorneys and Agents Registered to Practice Before the U.S. Patent Office.'

## S00308-007

*Trademark Monitoring System (TRAM).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** William L. Spittle, Office of Computer Services, Patent and Trademark Office. 557-3646.

The Trademark Monitoring System (TRAM) was developed and implemented to monitor the movement of trademark applications. Each trademark examiner, as well as key processing areas, report receipt of applications so that the location of each file can be updated each time there is a movement. In addition to maintaining location information, the system generates a monthly report which provides trademark managers with docket reports for each examiner, as well as for other key processing locations.

## S00309-001

*Statistical Abstract of the United States, 1974.* 95th annual edition. William Lerner. Bureau of the Census, SESA. July 1974. 1028 pp.

**Budget Function/Subfunction:** Other general government (806).

**Public Availability:** GPO, Stock Nos. 0324-00422, $10.20 (cloth); 0324-00423, $6.85 (paper).

**Agency Contact:** Vincent P. Barabba, Director, Bureau of the Census. 783-5190.

This is the standard summary of statistics on the social, political, and economic organization of the United States. It is designed to serve as a convenient volume for statistical reference and as a guide to other statistical publications and sources. Included is a selection of data from many statistical publications, both governmental and private. Publications cited as sources usually contain additional statistical detail and more comprehensive discussions of definitions and concepts than can be presented here. Statistics are available on population; health and nutrition; immigration and naturalization; law enforcement, Federal courts, and prisons; education; geography and environment; public land, parks, recreation, and travel; Federal Government finances and employment; state and local government finances and employment; social insurance and welfare services; national defense and veterans affairs; labor force, employment, and earnings; and income, expenditures, and wealth. Numerous other statistics are also provided.

## S00309-002

*Bureau of the Census Guide to Programs and Publications: Subjects and Areas, 1973.* William Lerner, and others. Data User Services Office, Census Bureau. March 1974. 227 pp.

**Budget Function/Subfunction:** (806).

**Public Availability:** GPO, Stock No. 0324-00196, $2.45.

**Agency Contact:** Vincent P. Barabba, Director, Bureau of the Census. 783-5190.

This is the second in a series of guides that provide a comprehensive review of the statistical programs of the Census Bureau and the reports issued by the Bureau in the 1960's and early 1970's. The present guide shows the geographic areas and principal subjects for most of the publications. Almost all statistical and geographic reports, including maps, published by the Bureau from 1968 to 1972 are covered. Unpublished data and special tabulations are not included in this publication. Publications are listed according to category, i.e., agriculture, construction, foreign trade, etc.

## S00309-003

*Bureau of the Census Catalog of Publications, 1790-1972.* Henry J. Dubester. June 1974. 1 vol.

**Budget Function/Subfunction:** Other general government (806).

**Public Availability:** GPO, $7.10.

**Agency Contact:** Vincent P. Barabba, Director, Bureau of the Census. 783-5190.

This catalog represents the first attempt since the publication of the 'Circular of Information Concerning Census Publications, 1790-1916' to provide a comprehensive listing of all materials issued by the Bureau of the Census and its predecessor organizations, starting with the first decennial census report of 1790. In addition to serving as a guide to published Census statistics, it should be useful in determining which reports of a basic character have been issued by the Bureau of the Census. The purpose of the catalog is to provide a guide to Census statistics, and to record the historical development of publication patterns. Excluded from the catalog are publications issued by the Bureau of the Census for information purposes. The catalog also does not list separate publications devoted exclusively to instructions for enumeration procedures, coding of schedules, tabulation of results, etc.; nor does it contain press releases and other non-recurrent, processed materials containing for the most part preliminary tabulations of statistics having only a transient value, and some reports that were superseded by later revisions.

## S00309-004

*Bureau of the Census Catalog.* Quarterly, with monthly supplements. William Lerner, Chief, Statistical Compendia Staff. Data User Services Division, Census Bureau.

**Budget Function/Subfunction:** Other general government (806).

**Public Availability:** GPO, $14.40 per year.

**Agency Contact:** Vincent P. Barabba, Director, Bureau of the Census. 783-5190.

The catalog is designed to give users of Census Bureau statistics a means of locating needed data. Each issue includes descriptions of the reports issued and other material that became available during the period covered. Effective with 1964 issues the catalog is divided into two parts: publications, and data files and special tabulations. The data file section also includes unpublished nonstatistical materials such as maps and computer programs, and all the data can be made available subject to restrictions on disclosure of confidential information. All the publications are arranged by major field, i.e., agriculture, construction and housing, government, etc.

## S00309-005

*Budget/Progress Reporting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Jean Lewis, SESA Budget Division. 763-5549.

This system provides uniform procedures for planning and monitoring a project in terms of manpower, money and materials. The system is integrated with various subsystems to provide data for accounting, budgeting and progress reporting. Key subsystems are SPARTAN (System of Personnel Automated Reports, Transactions and Notices), PROP (Performance Review of Operating Programs), MIS (Management Information Systems) and various segments of the budget reporting system. A single input document, Form SE-514A, Operating Production Costs, and Form SE-514B, Other Project Costs, serves as a vehicle for updating the data base. The budget system uses a coding document, the Project Operating Plan as input to the integrated system. The plan requires each division to plan its costs on a monthly basis. Automated procedures summarize the data each quarter by division, by appropriations, and by quarter. In the case of continuing resolution, the applicable period (months) are shown on the fiscal plan. Appropriate adjustments are made to the fiscal plan by budget division to indicate the approved level of fund allotment. The Progress Reporting System is limited to planned and actual operating production costs (personal services, EDP and ADP usage, ADP services, ASD services and centralized production services). The system generates project summaries and details of plans to actual cost for year and to date, man-days planned to actual for year and to date, service units used to date, project detail for both dollar and man-days for plan to actual for year and to-date and labor distribution analysis.

## S00309-006

*SESA Management Information System (MIS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jean Lewis, SESA Budget Division. 763-5549.

The SESA MIS system provides information needed by project managers to plan, organize, and control their areas of responsibility. The data base consists of work plans, work units, man-hours, personal services costs, computer costs and other object costs. The data base is an index-sequential file which is updated weekly as input data becomes available. A wide variety of reports are produced to serve the requirements of all levels of management. The reports can be grouped into three major categories: (1) Project and Activity Reports--produced weekly and monthly, these reports show a comprehensive picture of actual progress against the plan. Areas which are significantly 'out-of-tolerance' from the plan are highlighted in an Exception Report. (2) Resource Demands Report--this report presents a detailed breakdown of all demands placed upon a division's resources and provides the corresponding amount of resources actually available. (3) Operational Plans--this report reflects 5-year projections of SESA resource requirements.

## S00309-007

*SESA Performance Review for Operating Programs (PROP).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Miriam Barton, SESA Budget Division. 763-5549.

PROP is a system to measure, report and/or control productivity of employee performance, progress of jobs, and cost of personal services and data input preparation costs. Each employee reports all time worked on specific jobs, either daily or weekly. This data is edited, corrected and used as input to weekly, monthly, and quarterly reports of performance, hours on standards, costs, and error rates at several organizational levels. An incentive award system based on productivity is run quarterly; a performance error report of very high or very low performance is prepared weekly. Monthly rental charges for key punch, inforex, etc. use and monthly costs for personal services for input to the accounting system are obtained from corrected PROP data. Corrected PROP employee records are used as input to the management information system. Other PROP functions include reconciliation biweekly of PROP and payroll costs by employee and a monthly report of exceptional charges outside primary assignment area. Detailed reports of time spent and progress made by program and by programmer are produced every month. There are 41 programs in this system.

## S00309-008

*Data Users Service Office.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

The Users' Service Staff coordinates the data delivery activities of the Bureau's operating divisions in order to provide the user with Census materials or with special tabulations of data from the basic census records, in accordance with the Bureau's confidentiality requirements. It also serves as the focal point for receiving users' requests for summary tapes, computer program packages, selected maps, and related products. The Bureau maintains over 2,500 data files, the majority of which are products of the Bureau's regular data processing and tabulation programs. Other files are special tabulations prepared at users' requests. Many of the files contain tabulated or summarized data. However, some of the files contain untabulated data, that is, disclosure-free individual records for persons, households, travellers, trucks, etc. Files consisting of individual records are known as microdata files. All data files available for purchase have been reviewed for disclosure. Special tabulations presently available include computer tape files produced at users' requests which may be of general interest. These special tabulations are also available on microfilm and in computer/report format, and include (1) Traffic Zone Package--tabulation from 1970 for traffic zones in 120 Metropolitan areas; (2) School District First Count File--presents 1970 Census complete count tabulations reaggregated for 1970 school district areas. A school district/census area geographic reference file is also available; (3) Household Income Files--tabulations of households by tenure and race of head, household size and income for SMSA's and counties, based on 1970 Census; (4) GSA Minority Data--tabulation of 1970--sex, race, and earnings data for 100 selected detailed occupations for all counties in the U.S. In addition to computer tapes containing data, the Bureau maintains computer tapes of geographic reference files and computer programs. The geographic reference files, which contain geographic codes and/or street addresses, are useful for interpreting geographic codes in census data files and for assigning census geographic codes to local records containing addresses. The computer programs provide for accessing, matching, manipulating and displaying census data and geographic information.

## S00309-009

*Personal Census Records Service.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

The Bureau of the Census maintains a staff of employees at Pittsburg, Kansas, whose function is to search the various Federal censuses of population to provide at a nominal cost personal data from these records to individuals who lack other documents of birth or citizenship. Extracts from these records are often accepted as evidence of age and place of birth, for obtaining employment, social security benefits, old-age assistance, passports, naturalization papers, delayed birth certificates, and for other purposes. Inasmuch as the personal information recorded at the census of 1900 and later censuses is confidential, it may be furnished only if desired for a proper purpose, upon the written request of the person himself or his legal representative. A fee of $7.50 must be charged to cover the cost of making the search and certifying the results. Cases are usually handled in the order of receipt. Application forms, with more detailed information can be obtained by writing to the Bureau of the Census, Pittsburg, Kansas 66762.

## S00309-010

*Census Bureau Population Statistics.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

A census of population has been taken every 10 years since 1790, the nineteenth being conducted as of April 1, 1970. The publication program for the 1970 census was completed in December 1973. The Current Population Survey is conducted monthly. Interviewers visit a scientifically selected sample of the population to obtain current information on the personal and family characteristics of the population, mobility of the population, income, consumer buying indicators, school enrollment, and other subjects. Also derived from this survey are estimates of employment, unemployment, hours of work, occupation, and earnings. These labor force data are turned over to the Bureau of Labor Statistics, U.S. Department of Labor, for analysis and publication. That agency assumed responsibility for these functions effective July 1, 1959. Estimates of population for postcensal and intercensal dates, as well as projections of the population, are prepared from time to time. Special censuses of local areas are taken at the request and expense of the local governments involved. Reports providing estimates and projections of the population of various foreign countries also are published periodically. Population and Housing data presently available include (1) 1970 Census Summary tapes (First through Sixth Counts); (2) Selected 1970 Census Subject Report Files; (3) 1970 and 1960 Public Use Sample Files; (4) Census Employment Survey; (5) Annual Demographic Files 1968-1974; (6) Voting Supplement; (7) 1970 Census Child spacing and Fertility Public Use Sample; and (8) Population Estimates File.

## S00309-011

*Census Bureau Retail Trade, Wholesale Trade, and Selected Service Industries Statistics.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

Under legislation enacted in 1964, quinquennial economic censuses are conducted covering years ending in two and seven. Current business census reports based on sample surveys are issued weekly, monthly, quarterly, seasonally, and annually. One provides estimated weekly retail sales for selected major kind-of-business groups. A more detailed report is issued monthly showing national and geographic area estimates, by kind-of-business, of the dollar volume of retail sales, as well as of trends in selected metropolitan areas, and national estimates of end-of-month accounts receivable held by retailers. Publication of the Advance Monthly Retail Sales Report provides advance monthly estimates of retail sales by kind-of-business groups 10 days after the close of the month covered. Monthly reports are also issued providing (1) dollar volume estimates of merchant wholesalers' sales, inventories, and stock-sales ratios by kind of business at the national level with sales and inventory trends by geographic division, and (2) estimated monthly receipts of establishments for selected services, by major kind-of-business groups. Annual retail trade reports are also issued. Other current business reports include the seasonal Canned Food Report and the quarterly report on Green Coffee Inventories, Imports, and Roastings. Business data are available in the Area Data Files from 1972 Economic Census, covering retail trade, wholesale trade, and selected service industries. Data tabulations include number of establishments; sales (receipts); payroll; employment; number of proprietorships and partnerships; and for wholesale trade, operating expenses and end-of-year inventories; retail and wholesale statistics by type of commodity sold. Geographic areas covered include U.S., States, counties, SMSA's, etc.

## S00309-012

*Census Bureau Manufacturing and Mineral Industries Statistics.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

Under legislation enacted in 1964, the census of manufactures and mineral industries will be taken in the future covering the years ending in two and seven. The results of the 1972 Censuses of Mineral Industries and Manufactures are now being published. The Annual Surveys of Manufactures are based on a scientific sample of manufacturing establishments and provide annual statistics for intercensal years on employment, payrolls, man-hours, value added by manufacture, inventories, new capital expenditures, and value of products shipped--data which are shown in more detail in the census of manufactures reports. Current statistics on commodity production and shipments are issued in the Current Industrial Reports series. This series of reports makes available to manufacturers, trade groups, and other users of industrial data, current figures for use in their day-to-day operations and forward planning. The current reports also present a picture of industrial production trends over a period of time. Industry data are available in the Area Data Files from 1972 Economic Census covering manufacturing and mineral industries. The files include data on number of establishments, employment, payroll, man-hours, cost of materials, value of shipments, capital expenditures and inventories, quantity and value of materials consumed and products shipped for areas, states, counties, etc.

## S00309-014

*Census Bureau Agriculture Statistics.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

Individual county reports and State summaries of individual county reports, containing data from the 1969 Census of Agriculture were issued beginning April 1971. These reports, along with State tabulations on data by age and tenure of operators, and by size, economic class, and type of farm, comprise Area Reports of the 1969 Census of Agriculture. A list of reports from the 1969 Census of Agriculture, showing final published reports appears in the 1974 annual issue of the Census Catalog. Data are also available in the 1969 Census of Agriculture tapes, a file of tabulated data on farms, farm production and sales for counties from the 1969 Census. Each year the Bureau of the Census collects statistics and issues periodic reports on cotton ginnings and production. Twelve reports on cotton ginned prior to specific dates plus an end-of-season report are prepared and issued each year on dates prescribed by the Congress. A publications program statement describing the contents and timing of the reports from the 1969 Census of Agriculture is available, as well as descriptive order forms for the various series of reports published as a result of the 1969 Census of Agriculture and for current ginning reports.

## S00309-015

*Census Bureau Transportation Statistics.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

Under legislation enacted in 1964, the census of transportation is now taken at 5-year intervals (for years ending in two and seven), coinciding with the other economic censuses of business, manufactures, and mineral industries. The 1972 Census of Transportation consists of three major phases: (1) National Travel Survey; (2) Truck Inventory and Use Survey; and (3) Commodity Transportation Survey. The publication program of the 1972 Census of Transportation presents revised benchmark data on personal travel, the use of trucks, and the shipment of commodities, and it makes possible the measurement of changes over a period of time (1972 compared with 1967 and 1963). A list of publications from the 1967 Census of Transportation appears in the 1971 annual issue of the Census Catalog. Transportation data are available in the following tape files: National Travel Survey Files, microdata files presenting traveller and trip characteristics in 1967 and 1972; Truck Inventory and Use Survey Files; microdata files presenting data on the characteristics and use of trucks in the U.S. in 1967 and 1972; Commodity Transportation Survey Files, data on commodity flows from selected 'market' areas or State to State flows by 2-, 3-, 4-, and 5-digit Transportation Commodity Code levels, in 1967 and 1972; and Survey of Domestic and International Travel, microdata file on the domestic origins and destinations of commodities moving in U.S. foreign trade during 1970.

## S00309-016

*Census Bureau Construction and Housing Statistics.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

The first U.S. census of the construction industry was taken in 1930 in conjunction with the Fifteenth Decennial Census and as part of the census of business. Following World War II, data for the construction industry were again collected as a part of the 1967 and 1972 economic censuses. The final data from the 1967 census have been reissued in volume form. The 1972 Census of Construction Industries is an enumeration of construction establishments operating as general contractors, operative builders, special trade contractors, or land subdividers and developers. The results of the 1972 census are being presented in a series of reports on each of the 27 industries. Preliminary and final industry series reports show current monthly data on housing starts and sales, housing completions and value of new construction, construction prices, public construction contract awards, and new housing units authorized by building permits and housing units authorized for demolition. Quarterly statistics are compiled on expenditures for alterations and repairs to residential properties. As a part of the 1960 Census of Housing, the Survey of Components of Inventory Change and Residential Finance (SCARF) was taken. The Components of Inventory Change portion measured gains and losses in the housing inventory through new construction, conversion, demolition, and the like, after 1950, and changes after December 1956 when the National Housing Inventory was conducted. The Residential Finance portion obtained data on method of financing the purchase of property, the size of the outstanding mortgage debt, and detailed tabulations on such mortgage characteristics as amount of loan, interest rate, Government insurance status, method and amount of mortgage payments, and type of lender. Current statistics on housing include quarterly data on vacancy rates and condition and characteristics of available housing vacancies for the country as a whole, for geographic regions, and inside and outside standard metropolitan statistical areas.

## S00309-017

*Census Bureau Governments Statistics.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

The Governments Division collects data and prepares reports showing current and benchmark statistical data relating to the characteristics and functions of state and local governments. Annual series include reports on governmental finances and on public employment which present figures for the Federal, state and city governments, state and local totals by states, and local total for selected geographic areas. There are quarterly reports on tax revenue, holdings of selected public-employee retirement systems, and construction expenditure of state and local governments. Publication of the results of the 1967 census was completed early in 1970. A list of reports from the 1967 Census of Governments appears in the 1971 issue of the Census Catalog. The results of the 1972 Census of Governments are being made available as they are tabulated and assembled. Governments data presently available include (1) 1972 Census of Governments Employment File--data are presented on number of employees, payroll, etc., for the approximately 72,000 governmental units. (2) 1974 Government Employment File--data are presented on employment and payrolls (full and part-time) classified by governmental function for approximately 16,000 local government units and 50 state governments. Data are based on annual sample survey of government employment. (3) 1972 Census of Government Finance File--data are presented on revenue and expenditures for the approximately 72,000 governmental units. (4) General Revenue Sharing Data--basic data elements (i.e., population, allocation amounts) for each governmental unit recognized under the General Revenue Program. Also available are the Planned and Actual Use Reports. Data elements and use reports are available for Entitlement periods 1-5.

## S00309-018

*Census Bureau Foreign Trade Statistics.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

Statistical data of United States exports and imports are collected from Shippers' Export Declarations and import entries filed with Customs officials and transmitted to the Bureau of the Census. The statistics compiled include information on the dollar value and net quantity (pounds, gallons, square yards, etc.) of U.S. imports and exports of commodities by all methods of transportation combined and shipping weight and value of shipments made by vessel and by air. Data are shown by country of origin and destination, and Customs districts through which merchandise enters and leaves the United States. The export statistics are compiled in accordance with the classification in Schedule B, Statistical Classifications of Domestic and Foreign Commodities Exported From the United States. Import data are initially compiled in terms of Tariff Schedules of the United States Annotated (TSUSA). These data are arranged and presented in monthly published reports in terms of commodity classifications contained in Schedule A, Statistical Classification of Commodities Imported Into the United States. Introductory sections of report FT 135, FT 410, and other statistical publications contain explanations of the presentation of the statistics. Detailed information concerning the foreign trade program is presented in a brochure entitled Guide to Foreign Trade Statistics for the current year, available from the Government Printing Office at $2.60 per copy. Foreign Trade data presently available include: (1) U.S. Exports--Schedule B section, by division, by group numbers, by country of destination, by customs district of exportation and method of transportation, Monthly and annual summaries. (2) U.S. Shipments to Puerto Rico, U.S. Possessions--Schedule B section, by division, by group, by number, by country of destination and method of transportation. Monthly and annual summaries. (3) U.S. Import--Tariff Schedules of the U.S., Annotated number by economic class by type and method of transportation. Monthly and annual summary.

## S00309-019

*County Business Patterns (Data Files).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

County Business Patterns data are a statistical by-product derived from employment and payroll information reported on Treasury Form 941, Schedule A, supplemented by a special survey of selected multi-unit employers. The geographic areas covered are county or county equivalents by state for all states. The files contain data on first-quarter employment, taxable payroll, number of reporting units, and employment size class of reporting unit by county and by industry to the 2, 3, or 4-digit Standard Industrial Classification level. Similar data collected for 1962, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972 and 1973 are available. IBM computer tapes containing the same county data published in the County Business Patterns are available for purchase. Data on employment and taxable payrolls are withheld if the data disclose information about individual employers.

## S00309-020

*Census Bureau Geographic Reference File.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Larry Carbaugh, Data Users Service Office, Census. 763-5045.

The Geography Division of the Bureau of the Census prepares maps and other material for use by the Bureau in conducting its many censuses and surveys. From time to time it also publishes maps and series of reports presenting, cartographically or in tabular format, information on the geographic distribution of the population, population characteristics, land and water areas, crop and livestock distribution, and other subjects. The Geography Division also takes responsibility for establishing the boundaries of statistical areas such as: unincorporated places, which are closely settled population centers without corporate limits; urbanized areas, which include the built-up areas around a central city of a standard metropolitan statistical area (SMSA) as well as the city itself; census tracts, which are small statistical areas, in SMSA's, delineated by local groups subject to the approval of the Bureau of the Census; census county divisions, which are subdivisions of counties in certain States, delineated by the Bureau and reviewed by local groups; and central business districts and major retail centers, which are delineated in selected large metropolitan areas to provide small-area data from the censuses of retail trade, wholesale trade, and selected service industries. Geographic References files presently available include (1) Master Enumeration District List (MED-List)--presents the codes which identify the geographic areas presented on the 1970 census data files, such as places, counties, census tracts, etc. (2) GBE/DIME Files--street inventories, in the urbanized portion of SMSA's, which relate address ranges to census geographic area codes. (3) Zip/Tract Cross-Reference File--correspondence file, in urbanized areas of SMSA's, between Zip Codes and census tracts as of 1972. (4) City Reference File--census places and post office names and their associated Zip, state, county, and place codes as of 1972. (5) DIMECO--latitude-longitude coordinates describing the boundaries of all counties in the United States. (6) U.S. Centers of Population--latitude-longitude coordinates for the 1970 Census population centers of counties in the U.S. (7) SMSA Tract Boundaries--latitude-longitude coordinates for the boundaries of census tracts with 1970 SMSA's. (8) ADMATCH--a computerized address matching system for relating local area data files with geographic reference files such as GBF/DIME. (9) GRIDS--a Fortran computer mapping program for displaying grid-oriented data.

## S00309-021

*International Statistical Programs Center.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Carlingford Gray, Demographic Data Systems, ISPC. 763-5045.

The International Statistics Program Center (ISPC) conducts most of the Census Bureau's international statistical activities. The Center's programs cover demographic, economic, and social subjects, systems analysis, data processing, and statistical methodology. Some of the Center's principal objectives are to (1) help the developing nations of the world achieve improvements in their statistics and statistical systems; (2) maintain an international demographic statistics and information center to provide source materials for studies and analyses; (3) provide statistical assistance to the Agency for International Development in evaluating programs and determining policies, particularly in the population field; and (4) construct mathematical models to help developing nations project trends and quantify the impacts of alternative demographic, economic, education, and health policies. Major financial support for the programs is provided by the Office of Population, Agency for International Development. Collaborative arrangements have also been made with the United Nations and many of its affiliates. Publications of the Center include: demographic reports and profiles on selected foreign countries; demographic estimates and projections for the world, its regions, and countries; family planning statistics for the developing countries of Africa, Asia, and Latin America; socioeconomic studies of selected foreign countries; computer data processing programs for socioeconomic analysis and for tabulating census and survey results, with associated reference manuals; and world fertility, growth, and mortality maps. Many of the publications are translated into Spanish and French.

## S00309-022

*International Demographic Data Retrieval System (DDRS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Carlingford Gray, Demographic Data Systems, ISPC. 763-5045.

The DDRS is an international demographic statistical data base with emphasis on the developing countries. Data collection and analysis are the main functions of DDRS. Inputs and data sources include surveys, official statistical publications, census reports, and data from international organizations. The data base is used by the International Statistical Program Center (ISPC) which collects and analyzes demographic and family planning data about the developing countries of the world. The Center catalogs each reference in its collection by country, demographic subjects and periods covered. Retrieval of these citations is by means of the DDRS. In addition to materials management and classification, the DDRS consists of a self-contained microfilm reference and display unit. Catalog codes for each table of data are entered through a terminal, and are automatically cross-indexed, and stored. The primary output of the DDRS is the International Demographic Data Directory.

## S00309-023

*Economic Accounts of the United States.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The functions of the Bureau of Economic Analysis (BEA) are to prepare the economic accounts of the United States and to interpret economic developments in the light of these accounts and other pertinent information. The accounts provide a quantitative view of the economic process in terms of the production, distribution, and use of the nation's output. This picture is disciplined--it appears in the framework of an interrelated system of credits and debits--and realistic, in the sense that it focuses on the institutions and transactions that determine the working of the economy. The national income and product accounts, focusing on the gross national product, provide a bird's-eyeview of the economic process. The balance of payments accounts give detail on U.S. transactions with foreign countries. The input-output accounts show how the Nation's industries interact to produce GNP. The regional accounts provide detail on economic activity by State, metropolitan area, and county. The accounts are supplemented by various tools for forecasting economic developments: surveys of the investment outlays and programs of U.S. business, econometric models of the United States, and a system of leading, lagging, and coincident business cycle indicators.

## S00309-024

*U.S. National Income and Product and Wealth Accounts.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The National Income and Wealth Division of the Bureau of Economic Analysis prepares the U.S. national income and product and wealth accounts. It is the focal point for the further development of these accounts and is concerned also with their analysis. The U.S. national income and product accounts, summarized by the gross national product, provide an up-to-date overall view of national production, its distribution, and its use, as shown by the interelated receipts and expenditures of U.S. producers, consumers, investors, and of the foreign customers of the United States. A condensed set of national income and product accounts is prepared quarterly. Measures of personal income are prepared monthly. The quarterly estimates cover the post-World

War II period; the monthly and annual estimates extend back to 1929. The Division also prepares estimates of the size distribution of income that are definitionally and statistically consistent with the national income and product accounts. Estimates have been prepared for selected years from 1929 to 1947, annually for 1950 to 1964, and for 1970 and 1971. As an aid in analyzing short-term developments as depicted in the quarterly accounts, the Division compiles and analyzes monthly series on business sales, inventories, and orders. These series cover the post-World War II period.

## S00309-025

*U.S. Interindustry Transactions.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Interindustry Economics Division of the Bureau of Economic Analysis is responsible for input-output estimates and analyses, and for work on gross national product originating in each of the nation's industries. The first set of input-output tables conceptually and statistically integrated with the national income and product accounts was prepared in 1958. Detailed input-output tables are now scheduled for every five years, to correspond with the economic censuses. These tables are to be updated annually by summary methods. Also, the Division prepares capital good flow tables--that is, tables showing estimates of capital goods cross-classified by selling and purchasing industries. Capital goods flow tables have been prepared by the Bureau of Labor Statistics for 1958 and by the Division for 1963. A table is being prepared for 1967. The Division is responsible for input-output analysis of the effect of changes in the level and composition of consumer, business, foreign, and government demand on industrial activity, and the effect of price changes in individual industries on the prices of other industries and on the price level as a whole. The analysis is being extended to cover the effects of supply shortage on production. Annual estimates are prepared that show the industrial origin of the gross national product in current and constant dollars. These estimates, which are available for the post-World War II period, measure the industrial sources of growth of the economy, provide information on the price of output and its various cost elements, and are essential to studies of the cost-price structure and productivity.

## S00309-026

*U.S. Regional Economic Measurements.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Regional Economic Measurement Division of the Bureau of Economic Analysis measures economic activity in the United States by geographic area, operates an information system, and conducts research in regional economic measurement techniques. The Division prepares estimates of personal income by type and by industrial source of each state, standard metropolitan statistical area (SMSA), and county. These estimates are the most comprehensive measures of economic activity available on a regional or local area basis. A condensed set of state personal income estimates is prepared quarterly. Additional detail on state personal income is prepared annually. The quarterly estimates cover the post-World War II period; the annual record extends back to 1929. Annual estimates of personal income by SMSA and county have been prepared for selected years from 1929 to 1965 and annually thereafter. Estimates of per capita personal income by state, SMSA, and county have been prepared for the same years as the aggregate personal income measures. The Division also prepares annual measures of employment for states, SMSA's, and counties that are consistent with the estimates of personal income. These estimates cover the period back to 1967. The Division's information system provides for the retrieval of income and employment measures for states, SMSA's, counties, and any grouping of these areas.

## S00309-027

*U.S. Regional Economic Accounts.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Regional Economic Analysis Division of the Bureau of Economic Analysis projects economic activity in the United States by geographic area, analyzes regional economic activity, and develops the system of regional economic accounts. The Division's projection program is tailored to the requirements of public and private users. Long-range projections of income, employment, and population for each of about 950 local areas that cover the nation have been prepared. These areas consist of states, SMSA's and water resources and other economic planning areas. The income and employment projections are made for 37 individual industries. In 1972, a set of projections by various geographic aggregations was published in five volumes. Theoretical and empirical work on improving the projections continues, and revised projections will be prepared on a 5-year schedule. The analytical work is concerned principally with identifying and measuring the factors that determine regional differences in levels of economic activity and income and in rates of economic growth. The Division maintains annual and quarterly data on the demographic and economic characteristics of the social security-covered work force in each county. These are obtained from 1 to 10 percent continuous work history samples of the Social Security Administration. These data, beginning with 1957, support a variety of analyses; in particular, they constitute the richest source of information available on work force migration.

## S00309-028

*Business Outlook Forecasting Programs and Data Files.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Business Outlook Division of the Bureau of Economic Analysis collects and interprets data on past, current and prospective domestic business investment in new plant and equipment, develops and operates econometric models designed to forecast short- and long-term changes in economic activity, conducts economic studies of problems relating to the nation's economic growth, and prepares measures of the economic impact of changes in the environment. The Division conducts quarterly and annual surveys of business spending on new plant and equipment, both actual and expected. These surveys are being extended to cover all nonfarm industries and to provide separate data for plant and for equipment. From time to time, the surveys include special questions relating to current economic problems, for example, changes in investment expenditures due to energy shortages, financial stringency, and other factors affecting company investment decisions. The Division's quarterly model of the U.S. economy is used to forecast short-term economic conditions and to assess the short-term impact on economic activity of alternative policies. The annual model supports studies of long-term economic growth and is used to assess the long-term impact on the economy of alternative policies. The Division participates with other agencies in preparing projections of the U.S. economy that are based on alternative assumptions about the patterns of economic growth. With the aid of BEA's input-output information, estimates are derived of the individual industry output and employment implications of the alternative growth patterns. Special studies are made of the analytical tools or relationships used in the growth studies, such as, comparison of input-output with alternative techniques for estimating the industry impact of changes in GNP analysis of changes in input-output coefficients, and estimates of tax functions.

## S00309-029

*Statistical Indicators Programs and Data Files.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Statistical Indicators Division of the Bureau of Economic Analyses prepares Business Conditions Digest (BCD), a monthly compendium of short-term economic indicators at the national level. This report presents approximately 300 economic time series in both graphic and tabular form, covering the period 1945 to present. Diffusion indexes, various analytical measures, and summary characteristics of individual series are also shown. About 80 series are classified according to their business cycle timing. These series, identified as leading, coincident, or lagging indicators, and the composite indexes derived from them, are used in economic forecasting. The Division prepares two companion reports to BCD: the monthly Defense Indicators presents approximately 60 time series on defense activities that influence short-term changes in the national economy. Long Term Economic Growth provides a statistical compendium of studies of long-term economic trends in the United States. The second edition, published in September, 1973, presents data in chart and tabular form for nearly 1,200 annual time series for the period 1860 through 1970.

## S00309-030

*Current Business Analysis Programs and Data Files.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Current Business Analysis Division of the Bureau of Economic Analysis prepares 'The Business Situation,' a regular review of current U.S. economic developments that opens each issue of the Survey of Current Business. The Division also conducts research on short-and long-run developments in the U. S. economy. The Division collects, and publishes monthly in the Survey, time series for more than 2,500 business indicators. In alternate years, a Business Statistics volume is published as a supplement to the Survey; it carries corresponding historical data for several decades. The statistical information in these volumes and in the Survey files constitute a comprehensive library of economic time series.

## S00309-031

*Federal, State and Local Government Level Estimates of National Income and Product.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Government Division of the Bureau of Economic Analysis prepares the quarterly and annual estimates of the Federal and state and local government sectors of the national income and product accounts. These estimates provide comprehensive measures of the economic impact of government receipts and expenditures. As part of the national income and product accounts, this information is available quarterly from World War II and annually from 1929. The Division prepares long- and short-term projections of government receipts and expenditures for use in the Bureau's econometric analysis of the economic outlook. The Division also assists the Office of Management and budget in translating the Federal Budget into the framework of the national income and product accounts which is incorporated in the President's budget submission to the Congress.

## S00309-032

*U.S. Balance of Payments Accounts.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Balance of Payments Division of the Bureau of Economic Analysis prepares accounts of the balance of payments and of the international investment position of the United States. It conducts analytical studies of the balance of payments and its elements and of programs affecting the balance of payments. It has a central role in preparing short- and long-term projections of U.S. international transactions. The balance of payments accounts provide a complete and systematic view of all economic transactions between the United States and foreign countries. The refinement of the conceptual framework within which these transactions are measured is a special responsibility and concern of the Division. Major types of transactions covered are: merchandise trade, travel, transportation, U.S. Government military and other expenditures abroad, private remittances and foreign aid programs, private capital flows and income on foreign investments, and changes in monetary reserves. The accounts are available quarterly from 1945, and annually from 1919. Analytical studies include regular evaluations of current balance of payments developments and research on the factors determining international trade and portfolio investment. The Division is also called upon to analyze the impact of alternative policies aimed at improving the balance of payments.

## S00309-033

*U.S. International Investment Accounts.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The International Investment Division of the Bureau of Economic Analysis measures and analyzes the economic impact of the activities of multinational corporations. The Division estimates U.S. direct investments abroad, foreign direct investments in the United States, and income flows associated with such investments for inclusion in the balance of payments and international investment position accounts. The Division also surveys and analyzes actual and planned expenditures on plant and equipment by foreign affiliates of U.S. multinational corporations. A major program is to develop and maintain a comprehensive information system on U.S. multinational corporate activities. The system includes income accounts, sources and uses of funds statements, and balance sheets for both parent companies and their foreign affiliates, as well as data on their exports, imports, employment, and expenditures for research and development. The information system is used by the Division and others to analyze the operations of multinational corporations. The Division analyzes programs that affect multinational corporate investments and evaluates the impact of alternative policies aimed at influencing such investments.

## S00309-034

*Foreign Demographic Analysis Programs, and Data Files.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ago Ambre, Bureau of Economic Analysis. 523-0777.

The Foreign Demographic Analysis Division of the Bureau of Economic Analysis conducts specialized studies of the population, manpower, and economies of foreign countries. The first of its two major programs consists of studies of the population, manpower, statistical reporting systems, and economies of the USSR, the People's Republic of China, and the Communist countries of Eastern Europe. This program also includes a continuing study of the input-output tables and related materials published by the USSR. The second program consists of studies of the geographic distribution of population and industrial activity in the non-Communist countries of the world. Detailed listings of populated places and industrial centers are prepared, the population of each locality is projected, and the industrial output of each industrial center is estimated.

## S00311-001

*USTS Measurement System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520.

This system is used to determine the progress and effectiveness toward achieving the objectives of the United States Travel Service (USTS) Integrated Marketing Plan. The system measures the extent to which USTS stimulates: (1) actual and potential travel to the United States; (2) other organizations to take specific actions which will directly increase travel to the United States; and (3) domestic organizations to improve their receptive capabilities for foreign visitors. These results are measured quantitatively in terms of the number of foreign visitors and amount of foreign exchange earnings resulting directly from programs initiated or funded by USTS. System input data consist of annual plans and quarterly reports. These plans and reports are submitted on Form USTS-35 to the Office of Administration, USTS who in turn submits the data to the computer for processing through the DOC, ATS system. The outputs produced by the system are a series of reports that measure plans vs actuals and the resulting variances for selected time periods.

## S00313-001

*National Fire Data Center.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** John F. Klein, Chief, ADP Operations Division. 967-2520. .

This system establishes a data base on incidences of fire, fire suppression resources, and related data from sources that include: reports from fire departments, census bureau household surveys, fire accident case and testing system, statistical reports from the National Center for Health Statistics, property loss reports from industry, and demographic surveys. Because the program is still in a formative stage of establishing all of the above reporting systems, it is desired to establish a pilot system to start compiling statistics with data collected to date which have been accumulated on magnetic tape. In the initial stage, the outputs will be statistical reports utilizing the report generator feature of the data base management system.

# Department of Defense

## S00400-001

*Budget Guidance Manual.* DOD 7110-1-M. June 15, 1973. various pagings.

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

This manual provides general guidance on the formulation and submission of the budget estimates to the Office of the Secretary of Defense, the presentation of the budget and Congressional justifications, the administration of the budget, and budgeting and accounting classifications. The provisions of the manual apply to all military functions of the Department of Defense, military assistance, and certain civil functions of the Department of Defense. Changes No. 1 and 2 (August 15, 1973 and August 30, 1974, respectively) revise, clarify, and add to reporting instructions. Chapter changes are provided in loose-leaf format.

## S00400-002

**Automated Data Processing Systems Catalog.* LSPC 3-70-1, Volume I. October 1974. 556 pp. + appendices.

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

The Automated Data Processing Systems Catalog (ADPSC) identifies and describes Automated Data Processing Systems (ADPS) within the Department of Defense. The ADPSC includes business and logistics systems; command and control systems; scientific and engineering systems; and models. All ADPS under development or implementation by the military departments, the Joint Chiefs of Staff, and the Defense Supply Agency are described. Descriptions include general systems characteristics, interfaces with other automated systems, and the organizational level at which the system is used. Systems are indexed by title, subject classification, function, and acronym.

## S00400-003

**Data Systems Catalog.* LSPC 3-70-1, Volume II. October 1974. 472 pp. + appendices.

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

This Catalog identifies and describes Data Systems (DS) within the Department of Defense. All DS under development or implemented by the military departments, the Joint Chiefs of Staff, and the Defense Supply Agency are included. A compendium lists all data systems by subject and function. An alphabetical subject index lists all data systems by subject classification in alphabetical sequence, and a subject index by major classification lists the data systems in sequence by function.

## S00400-004

*Automated Cataloging System (ACS) Users Manual.* LSPC 3-70-UM-1. July 1974. various pagings.

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

This manual describes the Automated Cataloging System (ACS) utilized by the Office of the Assistant Secretary of Defense (Comptroller) to inventory all DOD data systems and to identify possible data system exchange candidates. Automated programs and processes utilized within the system are described in technical detail.

# Department of the Air Force

## S00402-001

*Inventory of Air Force Accounting and Finance Systems.* AFAFCP 177-31. June 30, 1973. various pagings.

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

This pamphlet describes the overall Air Force Accounting and Finance (A&F) System. It divides the system into segments, briefly describes each and shows interrelationships of one segment to another and to the overall DOD Resource Management System (RMS). The four general classifications of A&F systems are: (1) operations; (2) investment; (3) research and development; and (4) support. The description of each subsystem includes a general functional statement, data processing equipment and programming language employed, organizations involved and designation of the system manager. The Air Force Accounting and Finance Center (AFAFC) collects and consolidates reports from the financial systems operated by major commands, Air Force bases, other military services and other government agencies. A data file is maintained from which financial and budget execution reports are prepared for the Air Staff, other military services, Office of the Secretary of Defense (OSD), Office of Management and Budget, and the Treasury Department.

## S00402-002

*Legal Information Thru Electronics (LITE).* Special LITE Issue, The United States Air Force JAG Law Review. Alexander J. Palenscar, Jr., and Dan F. Nicol. Judge Advocate General, USAF. 14 AF-JAGL Rev. Winter 1972. 74 pp.

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

LITE is a full-text information retrieval system, designed primarily to process statutory and regulatory material, plus decisions and opinions pertaining to legal and judicial interpretations and the receipt and disbursement of public funds. A user of the system may identify and retrieve material by specifying that documents identified for retrieval are to contain a unique word or words, used either individually or collectively, in a Boolean logical 'and' relationship, and/or in an exact relationship to another unique word or words. Among LITE KWIC (keyword in context) indexes are the published decisions of the Comptroller General and certain titles and appendix of the United States Code. LITE search service is available to Federal, state and local government agencies in the United States. Under existing policies, Department of Defense activities, the United States Supreme Court, and United States Congress are provided service without reimbursement. Search service is furnished to other Government agencies upon the basis of a reimbursement charge.

# Department of the Army

## S00403-001

*Department of the Army Budget System (DARBS).*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

DARBS is a standardized cyclical budgetary reporting system, consisting of mechanized data and, when required, narrative or manual supplements. The system provides dollars, workload and manpower relationships for the prior, current, and budget years in accordance with details prescribed by the Army management structure. The purpose of the system is to assure that essential budgetary data needed for effective administration of the budget are available at Headquarters and field commands. Under proponency of the Comptroller of the Army, systems management is performed by the United States Army Finance and Accounting Center. The three major subsystems of DARBS are: Operating Budget Dictionary, Code File, Operating Budget Submission, and Operating Budget Reporting.

## S00403-002

*Comptroller of the Army Data Base.*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

This system collects, stores and processes financial data reported via the Army Data Element Management Accounting/Reporting System (DELMAR). The objectives of the system are to provide a central bank of budget formulation and budget execution data for use by Department of the Army managers and to produce cyclical reports and analyses from such data for the Office of the Secretary of Defense, Office of Management and Budget, and Treasury Department. Financial data include disbursement, collection, status of funds, obligation, cost and expense data, and related personnel and performance/workload data. Under proponency of the Comptroller of the Army, systems management is performed by the United States Army Finance and Accounting Center. The major subsystems are: Input Control, Expenditure, Status, Budgetary, and Adjustment.

## S00403-003

*Standard Finance System (STANFINS).*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

STANFINS is an Army multicommand system for the financial management of consumer funds. It standardizes and automates the financial transactions and major operating requirements of installation Finance and Accounting Divisions. Current applications include appropriation and fund accounting; cost accounting; and, when supporting the base Operations System (BASOPS), supply, stock fund and financial inventory accounting. Report outputs are provided to installation managers and higher headquarters. STANFINS interfaces with the Standard Army Intermediate Level Supply System (SAILS) and the Standard Army Civilian Payroll System (STARCIPS). Functional guidance for the system is provided by the Comptroller of the Army, and the maintenance is performed by U.S. Army Computer Systems Command.

## S00403-004

*Management Information Systems--Army Catalog of Application Programs.* DA Pamphlet Nos. 18-1-1-1 & 2. August 29, 1975. 966 pp.

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Lee Warren, Operations Directorate, U.S. Army Computer Systems Support and Evaluation Agency. 697-4284.

Pamphlet Number 18-1-1-1 provides a consolidated catalog of Army data systems software. It contains a complete listing of the data elements together with an explanation of each element, and legends that explain the meaning of codes appearing in the descriptions. Six cross-reference indexes are included: (1) Subject Class-/Function; (2) Assigned Responsible Agencies; (3) Data Processing Installation; (4) Models; (5) Application by Systems Title; and (6) Acronym. Pamphlet Number 18-1-1-2 provides narrative application program descriptions.

## S00403-005

*Corps of Engineers Management Information System (COEMIS).*

**Budget Function/Subfunction:** Department of Defense--Military (051); Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

As a part of the Army Management Information System (AMIS), COEMIS is the standard information system developed by the Corps for use by the Engineer divisions and districts. It also satisfies the information reporting needs of the Office, Chief of Engineers (OCE). The system maintains integrated master files for each district, and supports the functional areas of comptroller, personnel, real estate, and resource allocation/project management for both civil works and military construction activities. To facilitate this support, COEMIS contains four primary subsystems: (1) Finance and Accounting (F&A) Subsystem--maintains all formal district-level accounting records, to include civil, military, and revolving fund accounts; furnishes financial reports to OCE, and provides financial data for use in other COEMIS subsystems through interface. (2) Personnel Administration (PA)--produces personnel documents, suspense listings, statistics and reports required for local civilian personnel management functions; provides input to other Department of the Army automated systems; and provides personnel data for use in other COEMIS subsystems through interface. (3) Resource Allocation-/Project Management (RA/PM) Subsystem--using information available through interface with the integrated data base of the PA and F&A Subsystems, furnishes managers at all levels timely information on resources (time, money, and manpower) to enhance their capability to plan, program, and budget for current and future requirements. (4) Real Estate (RE) Subsystem--proposed to provide an information storage and retrieval capability to support activities for the acquisition, management, and disposal of real properties; to provide input on existing facilities to the Integrated Facilities System (IFS) through interface; and to maintain inventory records in an automated mode to fulfill reporting requirements.

## S00403-006

*Corps of Engineers--Civil Works Information System (CWIS).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

The CWIS consists of eight separate but related automated files: Recreation Resources Management System, Civil Works Information System, River Basin Monetary Authorization, Research Management System, Planning, Programming, and Budgeting System, Intensive Management Program Monitor System, Flood Plain Management Services, and Project Historical Data System. These data bases serve such major functions as the management of recreational resources; planning and construction; monetary authorizations by river basins for justification for passage of legislation; the Civil Works Five-Year Construction Program that is submitted to the Office of Management and Budget and to both the Senate and House Public Works SubCommittees of the Committees on Appropriations; monitoring the fiscal and physical status of civil works planning studies and projects; flood plain management; and information on other projects and/or activities that have been or may be accomplished under the Civil Works Program. These systems are integrated into the Civil Works Management Information System (a common data base) consisting of approximately 640 different data elements that are project oriented.

## S00403-007

*Corps of Engineers--Columbia River Operational Hydromet and Management System (CROHMS).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

The objective of CROHMS is to provide a cooperative multi-agency system dedicated to the acquisition, derivation, and dissemination of hydrologic, meteorologic, and project operational information vital to real-time water resources management activities in the Pacific Northwest. CROHMS is a cooperative effort involving the Corps, Bonneville Power Administration, U.S. Bureau of Reclamation, U.S. Geological Survey, U.S. Forest Service, National Weather Service, and the Environmental Protection Agency. As its part in the CROHMS concept, the Corps is responsible for: (1) design, construction and operation of 224 automated data acquisition stations, within a network of 437 stations in the Willamette River Basin, the Lower Snake, and the Mid-Kootenai, Lower Pen Oreille and Coeur d'Alene drainages. (2) procurement, operation, and maintenance of a central hydromet data management facility dedicated to: automatically collecting data, from remotely located data acquisition controllers, project controllers, a small number of hydromet gaging stations, and the Columbia Basin Teletype Network; quality control of collected data; data conversion and derivation; and rapid and repetitive analysis and forecasting to evaluate project operating criteria and to facilitate real-time water control decisions; and retrieval and dissemination of information to water management personnel.

## S00403-008

*Corps of Engineers--System of Information Retrieval and Analysis, Planning (SIRAP).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

SIRAP provides a means whereby planning data can be made available to all Corps division and district offices for preparation of environmental impact and similar analyses. The master file for SIRAP contains 1972 OBERS (Joint Bureau of Economic Analysis and Economic Research Service) projections; census data on agriculture, population and housing; city and county data; manufacturing locations; county business patterns; EEOC minority employment; public use data; and environmentally sensitive wildlife. The data are aggregated by various jurisdictions and areas, including EPA, WRPA, and SMSA districts; state, county, and SIC (Standard Industrial Classification) within county; and BEA economic areas. This socioeconomic-demographic information is centrally maintained at Lawrence Berkeley Laboratory and is accessed remotely by users for any jurisdiction or geographic region desired. The regional data base at each division office contains only that portion of the total master file which applies to the region's geographic area.

## S00403-009

*Corps of Engineers--Hydrologic Engineering Center (HEC).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

The Corps' Hydrologic Engineering Center (HEC) conducts extensive activities in the area of hydrologic engineering. In its efforts to relate academic research and development to practical needs in the field, HEC has developed a variety of systematic procedures for hydrologic engineering and planning applications, including 28 computer programs and models for such applications as flood hydrographs, water surface profiles, reservoir system analysis, streamflow simulation, rating and flood routing, basin rainfall and snowmelt computation, urban storm water runoff (STORM), and others. The Corps is continuing to develop and test new computer programs and models as well as modify existing ones to stay abreast with new research and methodology.

## S00403-010

*Corps of Engineers--Corps-wide Water Control Management System (WCMS).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

The WCMS consists of configurations and systems for hydrometeorological data collection and generalized computer applications and models for water control developed by field agencies within the Corps. It employs current computer applications in water control to include advanced hydrologic modeling techniques for data manipulation, hydrologic forecasting, and water control decisions. Hydrometeorological data collection systems are being modernized with emphasis on station distribution, density, and automation to assure compatibility with river basin modeling; systems include data transmission via satellites where feasible.

## S00403-011

*Corps of Engineers--Inland Navigation System Analysis (INSA).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

The INSA collects, analyzes, and evaluates data on the inland waterways to improve inland waterways and the inland navigational system. Four contracts have been awarded to support future system development: Real-time Traffic Monitoring Study (complete), Commodity Market Analyses of Waterborne Commerce (underway), Multi-Regional Commodity Flow Model (underway), and Waterway Network Flow Simulation Model (underway). During Fiscal Year 1976 a pilot study will be initiated using the results of the Real-time Traffic Monitoring Study and a Generalized Functional System Requirement (GFSR) will be written on the Real-time Traffic Monitoring Study. The regulation to implement the INSA program will be published in the third quarter. Prior to publication various systems and procedures will be devised and developed to effect data collection, optimize lock operations, and support network simulation.

## S00403-012

*Corps of Engineers--Inventory of Dams System.*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

The Dam Safety Act of 1972, Public Law 92-367, requires the Corps of Engineers to prepare an inventory of all Federal and non-Federal dams and recommend a comprehensive national program to inspect and regulate the nation's dams for safety purposes. The data have been collected and the inventory of dams is now available on an automated file, and is being maintained on an active up-to-date basis. The initial report to Congress is being printed. The Corps of Engineers will recommend that it be authorized to maintain the inventory of dams on a continuous basis. Assuming this is approved, this data will be available for the Chief of Engineers' Annual Report; for periodic inspection by the U.S. Congress on Large Dams (USCOLD) and the International Congress on Large Dams (ICOLD); for information retrieval analysis; and for use in coping with natural disasters such as earthquakes and hurricanes.

## S00403-013

*Corps of Engineers--Military Construction Progress Reporting System.*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

This system provides the Office of the Chief of Engineers (OCE) with information relating to military design and construction programs under the jurisdiction of the Director of Military Construction. The system provides a single data base for OCE which produces recurring and special reports for use by higher authorities, OCE elements, Corps field offices, and using services. Corps districts with military construction missions are the primary source of data input for the system. These offices supply input on a monthly basis for consolidation at OCE and for updating the data base. Reports required by the Military Construction Directorate can then be generated, using the updated data base. Presently, the reports generated include: Design Projects by Sections and Districts, Design Contracts, Construction Projects by Sections and Districts, Construction Contracts, Contract Awards Status, Forecast Awards, and Work Placement Estimate.

## S00403-014

*Corps of Engineers--Military Construction, Army (MCA) Program System.*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 639-7220.

This system maintains information on future facility requirements to support the Army's missions and provides by subelements of time, location, facility description, priority, or using service, a continuous flow of information pertaining to the up-to-date status of the MCA program. The Assistant Chief of Engineers and the Program, Planning, and Civil Preparedness Division of the Military Construction Directorate are the primary users of this system. Army military installations provide input annually for updating the MCA data base. On an average of three times a week, the data base is updated and reports generated for use by Congress, Secretary of the Army, and/or other agencies. Reports generated include: Design Annex, Execution Annex, Command Priorities, Station, Construction Category, Future Years, Program Element, OCE (Office of the Chief of Engineers)-to-DCSLOG (Deputy Chief of Staff for Logistics), I.R. (Improvement and Rehabilitation), Construction Type, Funded Report, and Program Analysis by DOD (Department of Defense)/Grouping.

## S00403-015

*Corps of Engineers--Real Property Inventory/Building Information System (RPI/BIS).*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

This system maintains a master file of information on real property controlled by the Army world-wide. Input is received from installations and processed by the system to update the master file. This master file is then used to generate periodic reports and to answer special inquiries.

## S00403-016

**Corps of Engineers--Real and Personal Property and Selected Financial Assets Reporting System.*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

This system automates the Army portion of the Report on Real and Personal Property and Selected Financial Assets, commonly known as the Dawson Report, required annually by the Department of Defense (DOD). It provides to the Secretary of Defense information required for his annual report to the Congress and the President on real property. The system produces summarized reports, generated from the Real Property Inventory Master Files and reflecting worldwide conditions of the real property controlled by the Army. These reports, when combined with similar ones produced by the Navy and Air Force, describe the total DOD condition. They are listed as follows: (1) Cost and Rental of Military Real Property Controlled; (2) Acreage of Military Real Property Controlled and Located at Installations; (3) Cost to the United States Government of Land Controlled; (4) Cost and Rentals of Military Real Property Controlled, U.S.; (5) Acreage of Military Real Property Controlled at Installations, U.S.; (6) Military Real Property Controlled at Installations, by States; (7) Listing of Public Domain Lands, Military; (8) Listing of Public Domain Lands, Civil; (9) Listing of Donated Lands, Military; (10) Listing of Donated Lands, Civil; (11) Military Real Property Controlled at Installations in Possessions; (12) Military Real Property Controlled at Installations in Foreign Countries; (13) Fifteen Largest Categories of Military Real Property Controlled (i.e., worldwide, United States, possessions, and foreign countries); (14) Cost to U.S. Government of Military Real Property Controlled by Facility Class; (15) Military Construction in Progress; and (16) Civil Works Property.

## S00403-017

*Corps of Engineers--Coastal Engineering Research Center (CERC).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

CERC provides thorough research and development (R&D) computer programs and models to be used as tools in planning, design, and construction in the field of coastal engineering in order to provide a better understanding of coastal processes, winds, waves, tides, currents, and materials as they apply to problems relating to navigation, recreation, flood/storm protection, shore and beach erosion control, shore structures, and other offshore islands and structures. The Center has developed and is using the following programs and models in their R&D efforts: (1) Wave Refraction--accurately predicts the changes, height, and direction of wind-generated waves through calculations based on hydrodynamic equations and local depth fields; (2) Wave Data Analysis--produces standard monthly summaries of objectively determined wave heights and periods from data collected at coastal observation stations; (3) Storm Surge--Provides a numerical model to determine the flood level expected from specific hypothetical storms based on hydrodynamic equations and local depth fields; (4) Beach Evaluation Program (BEP) system--provides graphical and statistical data related to the response of beaches to waves and tides of specific intensity and duration; used as part of a storm warning system for low-lying coastal communities; and (5) Littoral Environmental Observation (LEO)--analyzes data on meteorological and oceanographic forces which affect the shoreline to provide meaningful correlations between various recorded parameters and to lead to better understanding of the shoreline physical characteristics and littoral processes.

## S00403-018

*Corps of Engineers--Engineering Computer Program Library (ECPL).*

**Budget Function/Subfunction:** Water resources and power (301); Department of Defense--Military (051).

**Agency Contact:** Col. P. W. Marks, Chief, Engineer Information and Data Systems Office, Office of the Chief of Engineers. 693-7220.

The Engineering Computer Program Library (ECPL) located at the Waterways Experiment Station (WES), Vicksburg, Mississippi provides a central repository for the documentation and source code material for all approved engineering computer programs. It functions as a distribution center for disseminating information to all Corps of Engineers activities on the status of engineering computer programs development within the Corps of Engineers as well as the status of engineering computer software development in the scientific community which pertain to Corps activities. The library functions also as a repository and lending library for the distribution to divisions, districts, and other Corps offices of visual-aid materials acquired for the training of engineering personnel in Automatic Data Processing (ADP) appreciation and computer programming.

# Department of the Navy

## S00404-001

*Procurement Accounting and Reporting System (PARS).*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

The U.S. Navy PARS System provides for the recording and accounting of funds under four Navy procurement appropriations: (1) Air procurement, (2) Weapons procurement, (3) Ships construction, and (4) 'Other' procurement appropriations. The receipt and use of these funds are recorded from allocation to disbursement and, in the case of material procured for stock, to final issue by operating components. Additionally, provision is made for the recording of planning data prior to actual allocation of funds and for accounting for allotments granted to field activities. PARS is a module of the Integrated Financial Management System sponsored by the Comptroller of the Navy.

## S00404-002

*Automated Resource Management System (ARMS).*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

Automated Resources Management System (ARMS) was developed to support the Office of Naval Research (ONR) objectives and requirements of Resources Management Systems (RMS) for the Research, Development, Test and Evaluation, Navy (RDT&E,N) appropriation. ARMS is also used to execute the budget by allowing ONR budget managers to have rapid access to budgetary information. Data and reports flow from the operating budget level to the administering office level, and from the administering office level to the responsible office level. A large number of monthly and cyclic reports are prepared for both internal (ONR) and external use in budget allocation, appropriation and control. Included in these reports are various Comptroller of the Navy Trial Balance and Judiciary reports.

## S00404-003

*Chief of Naval Education and Training (NET) Claimant Accounting System.*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

The Chief of Naval Education and Training (CNET) is responsible for monitoring the fund management of all activities within the CNET command. Additionally, CNET must also report to the Office of the Comptroller of the Navy (NAVCOMPT) and Chief of Naval Operations (CNO) the status of all funds granted. The purpose of this system is to provide CNET timely and accurate financial data necessary to fulfill its financial responsibilities. This system was designed to edit and consolidate financial data elements received by CNET from the twenty Authorization Accounting Activities (AAAs) which accounts for the resources of the 80 CNET Operating Budget (OB) holders. The accumulated data are utilized to prepare the reports required by higher authority and provide financial managers of CNET and related functional commands with financial data necessary for management of fund resources.

## S00404-004

*Government-Industry Data Exchange Program (GIDEP).*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director, Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

The Government-Industry Data Exchange Program (GIDEP) is a cooperative activity between Government and industry participants seeking to reduce or eliminate expenditures of time and money by making maximum use of existing knowledge. The program provides a means to automatically exchange certain types of technical data essential in the research, development, production and operational life cycle of systems and equipment. The program is centrally managed and funded by the Government. Its participating organizations are major U.S. Government agencies such as: Army, Navy, Air Force, Marine Corps, Defense Supply Agency, National Aeronautics and Space Administration, Federal Aviation Administration, Energy Research and Development Administration, Small Business Administration, National Security Agency, General Services Administration, as well as the Canadian Department of Defense--and includes hundreds of industrial commercial organizations. Any activity which uses and/or generates the types of data GIDEP exchanges may be considered for membership. The program specifically excludes classified and proprietary information. Participants in GIDEP are provided access to four major data banks: (1) The Engineering Data Bank (EDB). This contains engineering evaluation and qualification test reports, nonstandard parts justification data, parts/materials specifications, manufacturing processes, failure analysis data, and other related engineering data on parts, components, materials, and processes. The bank includes a section of reports on specific engineering methodology and techniques. (2) The Failure Rate Data Bank (FRDB). This contains failure rate/mode data on parts and components based on field performance information and reliability demonstration tests on operational systems and equipment. (3) The Metrology Data Bank (MDB). This contains test equipment calibration procedures and related metrology engineering data on test systems, calibration systems, and measurement technology. (4) The Failure Experience Data Bank (FEDB). This contains GIDEP ALERTs, consisting of objective failure information generated wherever significant problems are identified on parts and materials. Special Services are provided within GIDEP through two unique systems: The ALERT system, in which the participant is notified of problem areas; and the Urgent Data Request (UDR) system in which a GIDEP participant may query all other GIDEP participants on specific problems. Participation requirements or additional information about GIDEP may be obtained by contacting the GIDEP Operations Center, Naval Fleet Missile Systems Analysis and Evaluation Group, Corona, California, 91720, Telephone: (714) 736-4677.

# Defense Supply Agency

## S00410-001

*Defense Documentation Center; Programs, Products, Services.*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Directorate of Technical Services (DDC-TSR), Defense Documentation Center. 274-7633.

The Defense Documentation Center (DDC) is the central repository for the Defense Department's collections of research and development in virtually all fields of science and technology, involving subject-categories ranging from Aeronautics to Zoology. Defense and associated contractor researchers are required to deposit information (both unclassified and classified including Secret and Restricted Data) into various data banks collected by DDC for subsequent retrieval by eligible users. The principal data banks available in the DDC are the Research and Development Planning (R&DPP) consisting of planned research; the Research and Technology Work Unit Information System (WUIS) containing the current research being performed; and the Technical Report (TR) Program which is a formally documented collection of completed research. Research and development activities within the United States Government and their associated contractors, subcontractors, and grantees with current Government contracts are eligible to receive most of the information from the DOD data banks located at DDC. In addition, research and development organizations without current contracts may become eligible for service by a military service authorization under the Defense potential contractors programs. DDC serves the general public indirectly, where unclassified/unlimited documents are concerned, through a special arrangement with the National Technical Information Service (NTIS), Department of Commerce. DDC provides NTIS copies of unlimited/unclassified research and development reports which are sponsored, cosponsored or generated by the Department of Defense. A User's Guide provides information on the subject categories of the DDC report collection, the by-products of the data banks, the services offered, and the registration procedures.

## S00410-002

*Defense Supply Agency Management Information System (DSAMIS).*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

This functionally integrated system collects and processes manpower, personnel utilization, and cost/expense data to manage and control operating resources; and performance measurement data to coordinate, direct, evaluate, and control mission programs and associated support functions. DSAMIS is used by the financial/program managers of Headquarters principal staff elements and the primary level field activities. The system is also used to satisfy data requirements of higher authority and other agencies. DSAMIS includes all manual and mechanized procedures for identifying, collecting, indexing and reporting data which are necessary for the evaluation and control of Defense Supply Agency functions and resources utilization. The system consists of: (1) individual field activity systems for local management data; and (2) a Headquarters segment for processing, storing and retrieving data received from the field activities. This segment includes an automated bank of manpower, cost, standards and output measure data which are used to guide the application of resources.

## S00410-003

*Central Accounts Office Data Bank.*

**Budget Function/Subfunction:** Department of Defense--Military (051).

**Agency Contact:** Col. William W. Higgins, Director for Data Automation, Office of the Assistant Secretary of Defense (Comptroller). 697-8580.

This data bank maintains Defense Supply Agency (DSA) accounting data for the purpose of automatically preparing reports. The various reports are compiled by the Central Accounts Office, DSA into consolidated reports for submission to higher authorities. The reports are also used by the Budget Division to monitor progress against budgeted goals. The data bank provides the following reports on a monthly basis: Status of Financial Authority; Status of Allotment; Status of Prior Year Funds; Obligations by Object Class; Report of Reimbursable Transactions; and Disbursement/Collection Data.

# Department of Health, Education, and Welfare

## S00500-001

*Department-Wide Contract Information System (DCIS).*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Lester Klein, Office of Grants and Procurement Management. 245-8740.

The Department-wide Contract Information System (DCIS) was developed and implemented to provide the Secretary with accurate and timely microdata on the Department's procurement activities. By collecting and maintaining microdata on contracts and modifications, DCIS possesses the capability of generating any and all summary reports on procurement that are needed to satisfy statutory reporting requirements, congressional and public inquiries, and the overall management responsibility of the Office of Grants and Procurement Management. All the Department's contracting offices are required to submit contractual data on awards negotiated and let via the use of prescribed system input forms. Every office that submits at least one form will receive an acknowledgement of its submission in the form of a decoded report on each new procurement at approximately two week intervals. System data elements include, but are not limited, to the following: contracting office code, fiscal year, type of procurement, type of contract, contractor identification, effective date, completion date, dollar value, and milestone/task completion dates. The system is capable of generating several recurring output reports. Specific examples of system outputs are: (1) active contracts on file by agency--this report displays each contract by contract number and identifies its expiration date, dollar value and contractor of record. In addition, it displays the total number of contracts and the associated dollar value by agency; (2) activity report on procurement--this report delineates total prime procurement and displays statistics on selected types of procurements, such as small business set-asides, procurements in labor surplus areas, and procurement of construction; (3) milestones that become due in next 30 days--this report identifies those contracts by contractor in which major tasks are required to be accomplished within a 30-day period. For each contract identified, the task completion date is displayed.

## S00500-002

**Data Base Directory.*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Lee Wouters, Office of Management Technology. 245-6803.

The Data Base Directory is a machine generated listing (inventory) of data systems within the Department. For each system contained in the directory the following critical information is displayed: system title, organization, contact person, system status, system justification, data interchange capability, system description and system total cost. System total cost is distributed among the following categories by year: man years, in-house operations, contract services and interagency services.

## S00500-003

*Departmental Record of Clearances System.*

**Budget Function/Subfunction:** Research and general education aids (503).

**Agency Contact:** Jim Miller, Office of Public Affairs. 245-7470.

All publications, audio-visual products and contracts for public affairs services must be cleared by the Services Support Division, OASPA, at the concept stage. This system maintains continuing records of all such items. Detailed information of the product, its objectives, intended use of audience, technical specifications, availability, schedule of development, and costs is maintained. Detailed information from this internal tracking and monitoring system is available on an individual basis.

## S00500-004

*National Library of Medicine: National Audiovisual Center.*

**Budget Function/Subfunction:** Research and general education aids (503).

**Agency Contact:** Jim Miller, Office of Public Affairs. 245-7470.

The goal of the Center is to develop a national program to improve the quality and use of biomedical audiovisuals in schools of the health professions throughout the biomedical community. The National Library of Medicine is the world's largest medical research library. Its audiovisual arm has input from the entire medical field both in the United States and abroad in some 40 biomedical areas and to a lesser extent from related fields. The Center has programs in four specific areas: informational services to permit ready access to available instructional materials and catalogs and indexes and on-line computer retrieval through the MEDLINE system; a distribution system for sharing of instructional materials; assistance to schools in planning and designing facilities for using instructional materials; and designing, developing, testing and evaluating instructional media materials.

## S00500-005

*Departmental Publications Management Information System (DPMIS).*

**Budget Function/Subfunction:** Research and general education aids (503).

**Agency Contact:** Jim Miller, Office of Public Affairs. 245-7470.

The purpose of this system is to provide a centralized source of information on the publishing activities of the Department and its constituent agencies. The computer-based system monitors an inventory of all non-administrative publications produced by DHEW. Information input includes title, publication number, issuing agency, brief description, and cost information. System output is a semi-annual catalog of publications.

## S00500-006

*Audit/Tracs System (ATS).*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Roy Young, Office of Administration and Management. 245-7621.

The DHEW's Audit Agency (HEWAA) is charged with the task of auditing the Department's grants to States and local units of government which involved some $20 billion in Federal funds during FY 74. The major thrust of the State and local audit effort is the effectiveness, efficiency, and fiscal accountability of selected DHEW programs, some of which are SRS Programs such as Public Assistance Vocational Rehabilitation and WIN II; nursing home operations; and Office of Education programs. To maintain accountability of Federal funds, HEWAA with the assistance of DSP has developed two automated audit systems: (1) Audit Information Systems (AIS), and (2) Time Reporting and Audit Control System (TRACS). AIS provides HEWAA with reports on the third (report) phase of the audit process. Information is provided and statistics computed on completed audits of Federal programs, such as new reports in the system and outstanding audit reports and actions currently taken. TACS is intended to provide HEWAA's Division of Audit Coordination and the various Regional Audit Offices with timely information, both summarized and detailed, regarding the status of audits in progress and the utilization of auditor man-hours. Tracs is basically a system for maintaining accountability on staff use and progress of audits. Its special features are directed to allocating combined Federal funds to special audit accounts, so that reimbursable audit man-hours are recorded for billing.

## S00501-001

*Adult Basic and Secondary Level Program Statistics.* Nicholas A. Osso. National Center for Education Statistics, Education Division. NCES 75-167. 1975. 77 pp.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Public Availability:** GPO, $1.45.

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

This publication summarizes statistical data on adult basic and secondary level education. The data are compiled from annual reports filed with the U.S. Office of Education by each state, the District of Columbia, and participating outlying areas. Each report presents statistics on enrollments, student characteristics, completions, separations, teachers, classroom facilities, and inservice training. Included also is a summary table covering fiscal years 1969 through 1973, and 25 detail tables of fiscal year 1973 programs. Differing state laws on the collection of data prevented some states from reporting specific items. Tables so affected show the total enrollment, a nonclassified total, and a total of those enrollees whom the states could classify by specific category.

## S00501-002

*Vocational Education Information (series).* Division of Vocational and Technical Education, Bureau of Occupational and Adult Education. 1974. 5 vols.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

This report contains national summary data compiled from fiscal year 1973 annual reports submitted by all states in the administration of vocational education with the exception of American Samoa and the Virgin Islands, whose reports were not received. The data presented include statistics related to expenditures, enrollments, program completions, teachers, and teacher training.

## S00501-003

*Projects, Products, and Services of the National Center for Education Statistics.* William Dorfman. National Center for Education Statistics, Education Division. NCES 75-205. 1974. 105 pp.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Public Availability:** GPO, $1.75.

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

This publication is addressed to the many users and prospective users of National Center for Education Statistics' (NCES) data who can benefit from an increased knowledge of the Center's surveys and output. It provides an overview of the NCES program in terms of individual projects, with particular stress on activities that impinge on users. The material presented here consists of project summaries organized into these major program areas: elementary and secondary school recurring surveys and reports, higher education recurring surveys, adult and vocational education recurring surveys, library recurring surveys, dissemination services and publications, standard terminology projects and publications, and developmental projects. Each project summary is divided into three sections--descriptions, purpose and uses, and publications Descriptions gives types of information, sources of data, geographical coverage, relationship with other projects, and, in some cases, historical perspective. Statements under purpose and uses broadly describe categories of users and uses with specific applications indicated in some cases. Publications include not only printed documents available through the Government Printing Office, but also magnetic tapes, maps, and unpublished materials.

## S00501-004

*Research Projects in Vocational Education, Fiscal Year 1974 Program.* Bureau of Occupational and Adult Education, OE. July 1974. 13 pp.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

This list of research projects provides the following information for each project; state and project number, grant or contract number, grantee or contractor, title of project, project period, and cost of project. In addition, the priority area of each project is indicated according to the following designations: curriculum studies; disadvantaged, handicapped, and minority; alternative work experience programs; guidance, counseling, placement, and student followup services; and manpower information and systems for education.

## S00501-005

*List of State-Administered Research and Development Projects in Vocational Education.* Larry Braaten and Annette Miller. Division of Research and Demonstration, Bureau of Occupational and Adult Education. May 1975. 91 pp.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

This publication lists the research and development projects in vocational education supported in each state through grants and contracts funded by the states under Section 131(b) of Part C of the Vocational Education Amendments of 1968. Part C provides Federal funding to be used for up to 75 percent of the costs of the State Research Coordinating Unit (RCU), and for grants and contracts covering 90 percent of the costs of research and/or developmental projects. The listing is arranged alphabetically by state, showing the title of each project, the name of the grantee or contractor conducting the project, and the amount of Section C funding obligated for the project. The total amount of funds obligated may not equal the amount allotted, since a portion of the allotment for the awarding of grants and contracts may be used for the support of the RCU, and because unused funds may be carried over and obligated the following year. Information for the compilation of the system is supplied to the U.S. Office of Education by each state. Additional descriptive information on each of the projects may be located in the 'Research Projects in Progress' section of Abstracts of Instructional and Research Materials in Vocational and Technical Education.

## S00501-006

*Abstracts of Exemplary Projects in Vocational Education.* Nancy Rhett, and others. Division of Research and Demonstration, Bureau of Occupational and Adult Education. June 1974. 179 pp.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

This book provides information on the second three-year round of exemplary projects. These second round projects are utilizing the section 142(d) funding for fiscal years 1973-75. This booklet provides overall background information on the vocational exemplary projects, as well an an abstract of the activities being undertaken in each project of the second three-year round.

## S00501-007

*List of State-Administered Exemplary Projects in Vocational Education.* Larry Braaten and Annette Miller. Division of Research and Demonstration, Bureau of Occupational and Adult Education. May 1975. 65 pp.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

The purpose of this publication is to provide a list of the projects supported in each state through grants and contracts funded by the states under section 142(d) of part D of the Vocational Education Amendments of 1968. The list, which is arranged alphabetically by states, shows the title of each project, the name of the grantee or contractor conducting the project, and the amount of section 142(d) funding obligated for the project.

## S00501-008

*Guide to OE-Administered Programs, Fiscal Year 1975.* July 1975. 8 pp.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Public Availability:** GPO, Stock No. 017-080-0140-6, $.30.

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

This is a list of those programs and the funds appropriated by Congress in support of them that provide financial support and technical assistance to the Nation's schools and colleges. For easy reference, the programs are presented in categories that indicate whether they serve individuals or institutions and the nature of their support. The categories are: institutions, agencies, and organizations; individuals--for teacher and other professional training, and student assistance; research; and construction. The following programs are listed under institutions, agencies, and organizations: elementary and secondary education; strengthening organizational resources; postsecondary education; education of the handicapped; overseas education; occupational, adult, vocational, and career education; and desegregation assistance.

## S00501-009

*NCES Publications, FY 1975.* National Center for Education Statistics, Education Division. 7 pp.

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Francis Hamilton, Program Specialist, Curriculum Development Branch, OE. 245-2653.

This is a list of publications, classified according to whether they are elementary and secondary, higher education, libraries and television, adult and vocational, or multiarea. They are listed according to publication number.

## S00501-010

*Office of Education Financial Management Information System (OEFMIS).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Lou Detimmerman, Office of Management, OE. 245-8804.

The system maintains financial information at the General Ledger (appropriation) and subsidiary accounting levels to satisfy fund control and reporting requirements. A history of each accounting transaction processed through the system is maintained to provide a complete audit trail. General Ledger and subsidiary accounts available for OE Headquarters and for each Regional Office provide for both current month and cumulative to-date balances for the current year. The previous year's beginning and ending balances are also available for reporting purposes. Some fifteen major reports are generated by this system on a recurring basis. Examples of reports generated are as follows: (1) Status of Fund Report--provides data on availability of funds at the limitation, allotment and appropriation levels; (2) Geographic Report--provides data by vendor within CAN (Common Accounting Number) and State; (3) Vendor Report--provides status of vendor participation in OE programs; and (4) Emergency School Assistance Report--provides grant balances for the Emergency School Assistance (ESA) Appropriation by object class and grant number.

## S00501-011

*School Assistance in Federally Affected Areas--Operations System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** George America, Bureau of School Systems, OE. 245-8346.

The Division of School Assistance in Federally Affected Areas administers grants to local school districts and Federal agencies for maintenance and operation of schools in areas affected by Federal activities (P.L. 81-874), Titles I and IV. The Division also provides policy procedural decisions and guidance to the regionalized programs of school construction (P.L. 81-815) and disaster assistance (P.L. 81-874 and P.L. 81-815); and administers grants to public schools for the support of educational programs for Cuban refugees (P.L. 87-510). The operations system contains data identifying applicants, funds requested, and payments.

## S00501-012

*School Assistance in Federally Affected Areas--Property Files System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** George America, Bureau of School Systems, OE. 245-8346.

The Division of School Assistance in Federally Affected Areas has the responsibility under Public Laws 81-815 and 81-874 for giving grants to school-districts which provide free public education to pupils who reside on Federal property or whose parents work on Federal property. The system contains data identifying the Federal properties claimed by applicant school districts;

records of those properties are maintained pertaining to the official name of the property and/or jurisdictional agency, the location, the number of housing units thereon, disposal or acquisition of land at the site.

## S00501-013

*Migrant Program Information System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** George America, Bureau of School Systems, OE. 245-8346.

The Division of Compensatory Education administers a program of grants to state educational agencies or a combination of such agencies. These agencies, upon application, shall be entitled to receive a grant for any fiscal year (P.L. 93-380, section 122) to establish or improve, either directly or through local educational agencies, programs of education for children of migratory agricultural workers or of migratory fishermen. The system contains data identifying applicants, Federal funds requested and funds expended.

## S00501-014

*Follow-Through Evaluation System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** George America, Bureau of School Systems, OE. 245-8346.

The Division of Follow Through administers a program of discretionary grants made primarily to local educational agencies or community action agencies under Title II, section 222 of the Economic Opportunity Act of 1964, as amended. Program administration involves the discretionary award and monitoring of grants to sponsoring institutions and agencies for research and development. The Division is also responsible for state technical assistance grants for which 52 state educational agencies are eligible. These grants enable a state educational agency to provide technical assistance to the Follow-Through projects located in the state and to provide information about them to other local agencies. The system contains data identifying applicants and Federal funds requested.

## S00501-015

*NDEA Drug Program System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** George America, Bureau of School Systems, OE. 245-8346.

The Division of Drug Education/Nutrition and Health Services administers this program. Under the Drug Abuse Education Act of 1970 (P.L. 91-257) assistance has been given to state education agencies to develop drug abuse education activities in the states and, additionally, a number of demonstration projects have been supported on college campuses, in local school districts, and in communities. The system contains data identifying applicants and Federal funds requested.

## S00501-016

*Libraries--Grant Awards System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** George America, Bureau of School Systems, OE. 245-8346.

The Division of Library Programs administers programs of grants to state agencies, institutions of higher education, and other public or private organizations for improving public library services; construction of public libraries; inter-library cooperation; acquisition of school library resources, textbooks, and other printed and published instructional materials for public and private elementary and secondary schools; acquisition of equipment and minor remodeling of elementary and secondary schools and institutions of higher education; acquisition of college library resources; training in librarianship; and for suppport of research and demonstrations in library and information science. The system contains data identifying applicants, Federal funds requested and expended subject category.

## S00501-017

*Title I--Comparability Study System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** George America, Bureau of School Systems, OE. 245-8346.

The Division of Compensatory Education administers a program of grants to state educational agencies under Title I of the Elementary and Secondary Education Act designed to meet special needs of educationally disadvantaged children in low-income areas; handicapped children, neglected, delinquent and foster children; children of migratory agricultural workers; and American Indian children attending Bureau of Indian Affairs schools. Each local education agency that receives Title I funds must file a comparability report with its state educational agency. The comparability regulation assures that Federal compensatory education funds supplement the regular program in schools serving Title I project areas and that those schools receive their fair share of state/local resources within each district. The system contains respondent identifying information and the financial information on the comparability reports.

## S00501-018

*Vocational Education Reporting System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** George America, Bureau of School Systems, OE. 245-8346.

State data submitted on report forms are processed through the vocational education reporting system which is computer assisted. The system includes data on expenditures from each allotment by level of education, target group, construction, guidance, and counseling and ancillary services. Data on enrollment are by vocational education program, occupational instructional program, level of education and target group. Data on program completions are by level of education, occupational instructional program, and initial placement of graduates. Data are maintained in the National Center for Education Statistics data file for vocational education.

## S00501-019

*Office of Indian Education (OIE) Information System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Herbert Jacobson, Office of Indian Education, OE. 245-8236.

The OIE information system consists of three modules, namely entitlement, program data and finance. These modules are created through selective extraction of data from the grant applicant. Based upon the number of Indian pupils enrolled in the grantee school system, the per pupil expenditures for that local education agency, and the amount of funds appropriated for the OIE program, the entitlement module determines the amount of funds available for each approved grant. The program data module contains demographic data selected from the application. The fiscal module contains fiscal and budget data. The system produces the following outputs: entitlement report, comprehensive report of demographic data on each grantee, grant award and grant refusal letters, notification of grant in aid action, input tape for OE's financial system to record obligation and another tape to record payments against those obligations, and a summary financial report.

## S00501-020

*The Handicapped Allocation System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

The Handicapped Allocation System uses the average daily attendance of handicapped children in schools operated or supported by a state agency to determine the state agency's allocation of funds for the fiscal year. The system is designed to process average daily attendance data of eligible schools (OE Form 2274) received from state agencies planning to participate in P.L. 89-313. These data punched into cards form the basis for the computer computation and listing of the annual allocations to state agencies. The maximum grant which a state agency is eligible to receive for a fiscal year is determined by the computer by multiplying one-half the state average per pupil cost of educating children in local public schools throughout the state, or one-half the national average cost per pupil, whichever is greater, times the average daily attendance of eligible handicapped children.

## S00501-021

*Upward Bound Information System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

Project 2-D provides the computer operation, reporting and systems maintenance for the Upward Bound Information System. In addition, project 2-D provides similar support to the Funding Report and to the Directory and Mailing Labels systems for all Special Programs. Project 2-D, computer operations, and project 4-L, data collection, together make up the Upward Bound Information System. This system maintains information on approximately 30,000 current Upward Bound participants and over 100,000 former participants from 450 current projects. Detailed information on each participant includes name, ethno-racial background, economic eligibility information, high school information, veteran information and postsecondary educational status. Project 2-D also maintains a computerized data base on 900 current Upward Bound, Special Services, Talent Search and Education Opportunity Centers projects. Information on these files includes: type of grantee, number of participants by ethno-racial category, sex, etc., and directory and mailing information. Information collected and keypunched under project 4-L is electronically edited and placed on magnetic tape files by project 2-D. The computer system produces annual surveys to project directors concerning both current and former students and nearly 2,000 college registrars. Various reports are produced for management information purposes including: monitoring compliance with program regulations, description of the population served, and project and program analysis and evaluation. These reports are provided to the national program managers, the ten regional program managers and, upon occasion, in response to congressional inquiries.

## S00501-022

*Accreditation and Institution Eligibility System (AIES).*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

The AIES information retrieval system consists of a master file of approximately ll,500 records containing selected characteristics on postsecondary education institutions in the U.S. Each record contains information required by program funding statutes for the determination of institutional eligibility for funding. A key element in each record is the accredited status of the institution, as reported to AIES by some 50 nationally recognized accrediting agencies and associations. The system is designed to produce one-time and/or recurring report information such as: (l) list of eligible institutions (by funding program); (2) directory of Accredited Postsecondary Institutions and Programs; (3) check on accredited status of institutions listed in the Education Directory: Higher Education; (4) mailing labels; (5) monthly activity and statistical reports; (6) special reports; (7) 'what if' reports; (8) hard copy record reports (for desk reference, etc.); and (9) match-merge interface with other computer files.

## S00501-023

*Basic and Advanced Institutional Development Programs System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

This system's current data processing programs extract data, code, and keypunch data from the statistical pages of about l,000 applications received each year from colleges requesting funds under the Basic and Advanced Programs. Reports on each applicant are promptly provided to the staff and field readers in the form of summary profiles, comparisons of data over a four-year period with percent changes, quantitative analyses, or qualification for advanced status reports.

These and lists of applicants and other reports are used to help in the evaluation and funding processes. The data are also used to help determine the eligibility of applicant institutions in meeting the criteria of a developing institution. Other inputs into the system for the Basic Program include the arrangements of the various programs or projects, and of the colleges within a consortium, along with the assisting institutions and agencies. Later, the funded and not-funded arrangements are coded. From these data, a variety of retrievals are possible. Such retrievals as lists by state, level, and control of funded and not-funded institutions, enrollment figures, endowment income, and other reports may be requested. The reports produced are used to provide required information to OMB, Office of Education staff, agencies, institutions of higher education, and congressional personnel. A mailing label list of developing institutions is also provided by this system which is used in mailing budget and progress report forms as well as for files.

## S00501-024

*Student Financial Aid Management Information System (SFAMIS).*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

This system serves the College Work-Study Program, the Supplemental Educational Opportunity Grants Program, and the National Direct Student Loan Program, with computerized management reports that reflect financial, institutional, and analytical data for approximately 3,900 institutions of postsecondary education, receiving more than $987 million dollars in Fiscal Year 1976. The Student Financial Aid Management Information System consists of six basic subsystems: (1) Application Subsystem--collects and updates institutional requests and regional recommendations for funding. (2) Allocation/Reallocation Subsystem--computes the allocation for each program based on a formula for each state, and maintains a cumulative allocation for each program based on a formula for each state, and maintains a cumulative allocation for each institution by program. (3) Institutional Characteristics Subsystem--provides collection and updating capability and system status reports for all other subsystems. (4) Congressional Subsystem--provides the congressional camera copies for announcement of institutional allocations and produces award letters and accounting tapes for the obligation of funds through the Finance Division and DFAFS. (5) Fiscal-Operations Subsystem--collects, edits, updates, and summarizes all data elements on Fiscal-Operations Reports submitted by approximately 3,500 institutions. Also produces data for recovery of unexpended funds. and (6) Teacher Cancellation--computes reimbursements to the load fund of an institution for cancellations due to teaching service or military service. The final results are an accounting tape for the Finance Division, a check tape for the Department of Treasury, and payment letters for approximately 1,700 institutions.

## S00501-025

*Construction Activity Information System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

The Construction Activity Information System (CAIS) was designed primarily to provide through the monthly updating and projection of reports, financial and statistical data for use in monitoring and reporting progress on all Higher Education Facility Act projects. Under Title VII of the Higher Education Act of 1965, as amended, this system provides essential information on grants and loans of more than 4,000 construction projects of academic facilities. The CAIS produces a number of reports which are of great importance to Division and Regional Offices in the management and administration of all construction programs. The following recurring reports are: (1) Current Fiscal Year Application Report--a listing of all applications received during the fiscal year, by state, showing total developing costs, amount requested, and processing status (monthly); (2) Facilities Directory--a listing of all active and inactive facilities by institution, including facility summaries, and facilities construction progress report (monthly); (3) Facilities Program Aid by Categories of Institutions--a summary of assistance by type and control of institution by each program for each fiscal year (annually); and (4) Construction Cost Analysis--a summary of square-foot cost statistics (annually).

## S00501-026

*Annual Interest Grant Management Information System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

The Annual Interest Grant Program authorized under Section 745 of the Higher Education Act of 1965, as amended, provides annual interest subsidy payments to institutions of higher education and higher education building agencies in order to reduce the cost of borrowing for the construction of academic facilities. The Annual Interest Grant Management Information System (AIGMIS) was designed to maintain a permanent record of each project on tape and produce special reports based on interest rates and terms of loan. The AIGMIS also provides financial and statistical data concerning each annual interest grant and the subsidized amount on which the grant is paid. The system provides five basic output reports: (1) AIGMIS Project Directory--identifies by state and institution, the grantee, legal applicant, payee of the subsidy, loan being subsidized, annual interest grant agreement, and schedule of payments required under terms of the agreement. (2) Monthly Payment Reminder--lists monthly payments required and name and address of the payee. (3) Annual Adjustment Report--identifies by state and institution, the projects for which annual payments must be recalculated or adjusted before payment may be made. (4) Expenditure Projection Report--summarizes by month, year, and total of the capital outlay which the Federal Government is required to make under this program; consists of a combination of actual payment commitments plus estimated total commitments. (5) Interest Rate Analysis--a periodic report which analyzes loans that may be subject to profitable refinancing.

## S00501-027

*Catalog of Federal Education Assistance Programs; an indexed guide to the Federal Government's programs offering educational benefits to the American people.* Office of Education, HEW. DHEW Publications No. (OE) 74-01600. 1974. 613 pp.

**Budget Function/Subfunction:** Research and general education aids (503); Higher education (502).

**Public Availablity:** GPO, Stock No. 1708-01286, $5.55.

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

The catalog is composed of brief descriptions of, and extensive indexes to Federal programs that provide educational benefits to the American public. It includes all programs administered by the U.S. Office of Education, as well as programs administered by other Federal agencies in support of educational services, professional training, or library services available to the general public. Each program is described in terms of the specific type of assistance provided, the purpose for which it is available, who can apply for it, and how to apply. The Federal offices to contact for additional information on each program are supplied. The catalog includes various programs, activities, and services that can be requested or applied for by a state, territorial possession, county, city, other political subdivision, etc. The programs include grants, loans, loan guarantees, scholarships, mortgage loans, and other types of financial assistance; assistance in the form of provision of Federal property, facilities, equipment, and goods or services, including the donation of surplus real and personal property; and technical assistance, counseling, and professional training.

## S00501-028

*Veteran's Cost-of-Instruction Payments to Institutions of Higher Education System.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Robert A. Kuzner, Program Management Office, OE. 245-2815.

This program is intended to provide improved and expanded services to veterans. An institution accepting a Veterans' Cost-of-Instruction Program (VCIP) award is committed to establish a full-time Office of Veterans' Affairs and provide services in the areas of recruitment, counseling, special education programs and outreach. Current program activities include mailing of applications to nearly 5,000 institutions, receipt and log-in of approximately 1,300 applications, and funding of approximately 1,200 institutions serving nearly 850,000 veterans. The support system maintains the institutional data base, receives data input from the eligible applications, calculates a formula allocation to each institution, and generates fiscal operations reports (with currently limited editing capability). A subsystem intended to display and integrate data from a program operations report is not yet operational. This information is used at both the National and Regional levels for management purposes such as: program operation, funding strategy, verification of compliance with the legislation, project monitoring, description of the population served, analysis and evaluation, budget justification, response to Congressional inquiries, and other information requests.

## S00502-001

*National Institute of Education Financial Management Information System (NIEFMIS).*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Fred Hammer, Office of Administration and Management, NIE. 254-6577.

The National Institute of Education (NIE) Financial Management Information System (NIEFMIS) is a computer-based modular system that provides comprehensive financial accounting and reporting procedures to meet the needs of NIE administrators and program managers for financial information. It is fully responsive to budget execution and administrative control funds and can accommodate both the traditional budgetary structure of allotments and allowances/limitations emphasizing obligations, and the newer methods. NIEFMIS encompasses a wide range of processing activities including: creating and maintaining system files and tables to support the processing data; performing advisory or absolute fund control at the required account levels; maintenance of accounting data on a monthly and annual and prior year cumulative-to-date basis; maintenance of subsiding accounting balances; automated generation of internal and external reports; and producing special management reports. NIEFMIS operates in the batch mode of a data management center and has the flexibility through the use of its Retrieval and Reporting System (RRS) Module to provide the user with a flexible method for obtaining the many financial reports required by the system.

## S00502-002

*Educational Research in Progress File.*

**Budget Function/Subfunction:** Elementary, secondary, and vocational education (501).

**Agency Contact:** Fred Hammer, Office of Administration and Management, NIE. 254-6577.

Educational Research in Progress (ERP) is a compilation of approved and on-going research projects of the National Institute of Education (NIE). New research projects and changes and additions to existing projects are added to the file as soon as they occur. All current on-going projects appear in each issue published, and are retained on the magnetic tape file, until they are completed or terminated. Technical or research reports produced by these projects and released by the monitoring office are eventually announced in Research in Education (RIE), a monthly publication of NIE's Educational Resources Information Center (ERIC). Educational Research in Progress (ERP) is divided into two major sections as follows: (1) Project Resumes--brief descriptions of approved on-going NIE Research Projects; and (2) Indexes--seven indexes which provide access to the Project Resumes via different elements of information: Subject Index, Investigator Index, Institution Index, Responsible Unit Index, Geographic and Regional Index, Program Area Index, Contract/Grant Number Index, and Dollar Amount Index. The indexes and information elements are described in detail in the introductory pages of their respective sections.

## S00505-001

*Astro-4 Drug Information System.*

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

By Act of Congress, as stipulated in the Pure Food, Drug and Cosmetic Act, as amended, the Food and Drug Administration (FDA) is required to receive, analyze, and maintain information necessary to approve or disapprove both Investigational New Drugs (INDs) and New Drug Applications (NDAs). When a drug compound is first considered for experimental use in humans, an IND application containing appropriate animal experiment data and proposed human research methods (protocols) must be filed with FDA for analysis and approval. If the IND is approved for experimental use and the drug is later proposed for general availability and use, a new Drug Application must subsequently be filed for analysis and approval by FDA. The Astro-4 Drug Information System is the Bureau of Drug's automated data base management system that provides retrieval of information about New Drug Applications and Investigational New Drugs. The system is also queried extensively under the Freedom of Information Act. This system is sponsored and administered by the Bureau of Drugs, FDA.

## S00505-002

*Program Oriented Data Systems (PODS).*

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

Each Bureau of the Food and Drug Administration (FDA) has compliance organizations in which the total inspections for a product type (drugs, foods, medical devices, etc.) are planned. When these compliance inspection programs are executed in the field, the resulting inspection data are captured on source document forms and entered via terminal into the Parklawn Computer Center onto master record files. In this way the system serves to collect and report key field activity by regulated product by district. This information is used in the planning of more compliance inspections in the most appropriate areas and serves both to direct inspections toward areas of violations and to capture a historical data base for future reference and analysis. This system is sponsored and administered by the Executive Director for Regional Operations, FDA.

## S00508-001

**Medical Literature Analysis and Retrieval System (MEDLARS).*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

MEDLARS is a data base consisting of over two million journal articles. These journal articles are selected from about 2,200 of the world's leading biomedical journals, which are reviewed and indexed by literature analysts and entered into the system using terms selected from the National Library of Medicine (NLM) subject authority list, Medical Subject Headings. In addition to Index Medicus, MEDLARS is used to produce other catalogs, indexes, and bibliographies. Among these are some 25 recurring bibliographies in specialized biomedical fields, printed and distributed by national scientific organizations and other government agencies working in cooperation with the Library. Shorter bibliographies on specialized topics, called literature searches, are also produced. These Literature Searches are on topics of current interest--acupuncture, child abuse, human experimentation, and the like, and are sent without charge to requesters. Data cover the period from 1970 to the present.

## S00508-002

*On-Line Toxicology Information Program (TOXLINE).*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

TOXLINE is an information retrieval system for health professionals and scientists working in the areas of pharmacology, toxicology, environmental pollution, occupational health and safety, medicine, and related fields. The system contains an extensive collection of about 300,000 references and abstracts from the scientific literature including: references with Medical Subject Headings terms from Toxicity Bibliography; abstracts from the Health Aspects of Pesticide Abstract Bulletin; abstracts from Chemical Biological Activities; references and abstracts from Abstracts on Health Effects of Environmental Pollutants; abstracts from International Pharmaceutical Abstracts; and miscellaneous references on the health effects of pesticides. Data cover the period from 1948 to the present.

## S00508-003

*Medical Literature Analysis On-Line System (MEDLINE).*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

MEDLINE was created to allow rapid searching of a significant portion of the biomedical literature index for the Medical Literature Analysis and Retrieval System. MEDLINE provides almost instantaneous access to the data base from any of over 250 libraries in hospitals, medical schools, and medical research institutions around the country. MEDLINE service is available at these institutions to any practitioner, researcher, or educator in the health area--a term defined broadly to be inclusive rather than exclusive and encompassing members of the Federal Societies. The system recognizes some 9,000 medical subject headings that can be combined to search for a precise topic. In addition, the system can search by an author's name, words in the title of the article, a publication date, language, a specific journal, or a combination of these elements. MEDLINE services across the country are coordinated by eleven regional medical libraries, each responsible for a designated geographical area. Journal articles identified in a systems search can be requested through a local library which, in turn, has access to a regional medical library for material not in the local collection.

## S00508-004

*Catalog On-Line System (CATLINE).*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

CATLINE is a data base containing full bibliographic information for all monographic and book materials cataloged at the National Library of Medicine (NLM) and appearing in the NLM Current Catalog since 1965. It contains 130,000 citations and may be used in support of a number of library activities, ranging from acquisition and cataloging to reference and interlibrary loans.

## S00508-005

*Serials On-Line System (SERLINE).*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

SERLINE is a data base of serial records containing bibliographic and locator information for about 5,600 current biomedical serial titles. It is possible, with this system, to identify which specific titles are held by any of 117 participating medical libraries and it is used primarily in support of interlibrary loan activity.

## S00508-006

*Selective Dissemination of Information On-Line System (SDILINE)*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

SDILINE is a data base containing all citations to the printed edition of Index Medicus, thereby making available some 18,000 citations to users almost one month prior to the publication in Index Medicus.

## S00508-007

*Vital Event and Family Growth Statistics System.*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

This system promotes uniform collection of records on birth, death, fetal death, marriage, and divorce from state and local areas to form a national registration system; analyzes and interprets official U.S. vital statistics; develops and provides advice on the legal aspects of registration and the administration of vital registration systems; conducts follow-back surveys to expand the scope of national vital statistics beyond the data usually available from vital records; conducts household surveys to obtain data on fertility, family planning, and infant and maternal health; uses actuarial methods to construct annual life tables, and investigates the quality and reliability of the data and methodology. Medical and demographic measures of natality, mortality, marriage, divorce, fertility, and family planning are basic to the estimation of the health and growth of the population. These data are needed at all levels of government to assess health services programs and medical care facilities, as well as to study changes in population size, composition, and distribution. A few specific examples of the uses of data produced by this program are: (1) Family structure--To assess the need for family counseling on health matters, and measure the degree of whole-family health care utilization. (2) Infant mortality--To measure quality of infant care given. (3) Mortality and natality rates--Actuarial projections by the Social Security Administration. Estimation and projections of the population by the Bureau of Census. Generation of life tables by NCHS.

## S00508-008

*Health Interview Survey Statistics System.*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

The Health Interview Survey System is designed to meet the need for national health statistics obtainable directly from the consumers of health services regarding their health status, practices, and services obtained. The purpose of this survey is to produce data on health and demographic factors of the population related to illness, injuries, disability and limitation of activity or mobility, costs and utilization of medical services, and consumer practices and attitudes toward health care. Data generated from this survey are usable by health planners and researchers interested in learning what are health needs as perceived by the general population and developing services to meet those needs. Present plans to substantially increase the size of the sample of the Health Interview Survey should enable the Center to produce baseline data for smaller geographic areas. These data are needed for describing scarcity areas, areas of special need, financing practices in various areas and for baseline data to be used to measure impact of the significant impending changes in the financing and delivery of health care.

## S00508-009

*Health and Nutrition Examination Survey Statistics System.*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

This system is the source of national morbidity data obtained through direct examination and clinical testing of samples of the nation's civilian noninstitutionalized population. Health status is measured and data collected on undiagnosed and untreated diseases by teams of physicians, dentists, dietitians, nurses and technical staff who use mobile clinics traveling throughout the country. Examples of the subject matter covered are cardiovascular diseases, hypertension, nutritional deficiencies, respiratory diseases, arthritis, hearing levels, visual acuity, eye diseases, body measurements, etc. Uses made of these data include: (1) measuring heart disease in relation to body size and build and other physical and social characteristics; (2) providing information on need for and utilization of medical care among adults with specific diseases or other abnormal conditions by income for use in planning health services; (3) providing information on handicapping and other problem conditions among preschool or young school-age children, for use in planning in programs directed toward this population; (4) providing information that permits assessments of nutritional status for the general U.S. population and identification of high risk groups for use in planning nutrition programs; (5) providing height and weight data for men and women for use in reassessing physical requirements for certain types of employment and other uses; and (6) providing hearing and related conditions data and survey methods for use in studies of the effect of certain environmental factors and for planning research and programs on detection of hearing problems.

## S00508-010

*Health Resources and Utilization Statistics System.*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

The objectives of this system are to develop statistics on the characteristics and utilization of health resources through surveys of the health occupations, the institutionalized population, hospitals, nursing homes, clinics, family planning services, physicians' offices, laboratories, and other health related facilities. Health resources and utilization data are needed by planners in the health field to determine the need for health manpower and health facilities. The data are also needed for evaluation of the utilization of current health services programs, especially with regard to changing financing systems. Major ongoing surveys of this system include: (1) Master Facility Inventory--Census-type file on the nation's health facilities, their services, and staffs. (2) Resident Places Survey--Data are obtained through interview surveys of long-term inpatient facilities listed in the Master Facility Inventory. Statistics are published on the services provided by these facilities, the education and experience of their staffs, and the expenditures they incur in providing care. (3) National Ambulatory Medical Care Survey--Provides statistics describing services provided by office-based physicians to ambulatory patients, including statistics on demographic characteristics, diagnoses, diagnostic procedures, and patient management. (4) Family Planning Statistics--Develops statistics on the utilization of family planning facilities and services. These statistics will be used to efficiently monitor expanding family planning programs. (5) Hospital Discharge Survey--Demographic and medical data on persons discharged from short-stay hospitals are collected, analyzed, and published.

## S00509-001

*National Clearinghouse on Handicapped Individuals.*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Wallace Babington, Director, Office of the Handicapped. 245-6644.

This function is lodged within the Office of Handicapped Individuals. The clearinghouse is responsible for the collection, cataloging and indexing of all information sources, both Federal and non-Federal, which collect and utilize information on handicapped individuals. Preliminary work is now in progress to locate, survey, and index primary sources.

## S00509-002

*Case Service Report System--Form RSA-300.*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Fred Teale, Office of Management Technology. 755-7723.

This system accumulates basic information pertaining to each individual closed from the rehabilitation process, and is used: (1) for program analysis and evaluation as required for the Annual Report to the President and the Congress with the maximum feasible statistical detail; (2) in measuring the effectiveness of the rehabilitation program as a whole and by target group populations at National and agency levels; and (3) in providing specific answers to questions which are frequently raised for budgetary, legislative, administrative and informational purposes. This is a comprehensive, standardized system of statistical reporting on the complete rehabilitation process for every individual coming into contact with that process, from first referral to final closure. The following is a list of major data elements collected and tabulated from the Form RSA-300 for entry into the system: demographic characteristics of the individual client such as age, sex, race, earnings, family income, etc.; major and secondary disabling condition; severity of disabling condition; public assistance status at referral and closure; social security status at referral and closure; work status at referral and closure; occupation at closure; length of time in vocational rehabilitation process; types of service provided; and cost of case services. Client information is submitted quarterly by about 80 state vocational rehabilitation agencies. The following is a list of the broad categories of major outputs derived from the system: characteristics of clients closed from the VR process, National; State data book, characteristics by agency; and statistical notes on selected target groups, or aspects of the vocational rehabilitation program.

## S00509-003

*Accounting and Financial Management Control System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Don Roache, Director, Office of Planning and Evaluation. 245-0864.

The Accounting and Financial Control System supports the Social and Rehabilitation Service by providing sound financial management policy and procedures; financial management data for planning, controlling, and evaluating economy and efficiency of operations; and financial control of assets in conformity with law, administrative regulations, the budget and operating plans. The system's data base contains the following categories of data: allotment ledger, allowance ledger, general ledger, account number summary, document detail, history and vendor financial. System output reports include general ledger reports, trial balance by account number, object class reports, status of funds report, report of unliquidated obligations at document level and report of unliquidated obligations at CAN level.

## S00509-004

*Social and Rehabilitation Service Reports Bulletin.* Reports Management Office, SRS. DHEW Publications No. SRS 75-06007. April 1975. 17 pp.

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Don Roache, Director, Office of Planning and Evaluation. 245-0864.

The bulletin identifies and describes the general or specific requirements for the reporting of information, which have been cleared under the provisions of the

Federal Reports Act of 1942 and the policies established and promulgated through the Office of Management and Budget (OMB) Circular A-40, the Department of Health, Education, and Welfare General Administration Manual and the Social and Rehabilitation Service (SRS) Systems Manual. The bulletin seeks to establish an official SRS list of reports for use by SRS components and state agencies, for information and control purposes; to encourage maximum utilization of data content by SRS components and their staffs; to serve as a notice to SRS components that should be concerned over the expiration of OMB approval dates assigned to their reports; and for use as a reference for the planning of actions such as revising, combining, or discontinuing the reporting requirements. Part I of the bulletin is an index and lists reports by report control number (RCN) and form number; part II is a list of active reports by components, providing the RCN, form number, program issuance number, office of primary interest, office of secondary interest, respondent, expiration date, and frequency; part III is a list of one-time reports, providing the RCN, title, office of primary interest, respondent, and expiration date; and part IV is a list of expired reports, providing the RCN, title, form number, office of primary interest, and the date expired.

## S00509-005

*SRS Program Information Data.* Office of Legislation, SRS. May 8, 1973. various pagings.

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Don Roache, Director, Office of Planning and Evaluation. 245-0864.

This catalog of program information data of the Social and Rehabilitation Service is designed to contain, on a one-page format, all of the essential data regarding every program. The catalog was conceived as a vehicle for accomplishing these objectives: orienting new personnel; standardizing the language used to designate programs; planning purposes, especially those regarding legislative changes; and assisting in developing a data storage and retrieval system. Each one-page report provides the following information: the name of the legislative program or activity, the legislative authority, purpose, authorized funds for fiscal years 1973-1975, the expiration date of the authority, and the division or branch responsible.

## S00510-001

*SSA Administrative Directives System: Reports Handbook.* Office of Administration, SSA. TN-6, SSA. hpr: 45-1. October 1, 1974. various pagings.

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Robert Heim, Office of Management and Administration. (301) 594-2404.

The catalog contains recurring reports required and prepared by central office components of the Social Security Administration. The reports are used in determining policy; in planning, controlling, and evaluating operations and performance; in making administrative determinations; and in preparing other reports. The data may be narrative, statistical, graphic, or in other forms, and may be transmitted by any method. The purpose of the catalog is to provide supervisors and the administrative staff an effective reference tool, to identify the availability of information which might be of work-related use, and to serve as a checklist in considering the initiation, revision, or discontinuation of reports. The reports are arranged by requiring organization. Within each organization the reports are arranged by frequency of preparation and due date. At the end of each office/bureau section is a list of other reports the office/bureau prepares which are required outside its organization. A section of 'Common' reports, listing similar reports prepared by all or most bureaus is included.

## S00510-002

*Master Beneficiary Record System.*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** Jack Littley, Bureau of Retirement and Survivors Insurance, Office of Program Operations. (301) 594-6153.

The Master Beneficiary Record contains data for all social security beneficiaries currently entitled to receive retirement, survivors, disability, and special minimum social security benefits; records for beneficiaries whose entitlement has been terminated because of a termination event as defined in the Social Security Act; and denied and disallowed cases. The master beneficiary data contains data applicable to all beneficiaries maintained on the record within a particular account such as, social security number under which benefits are awarded, the primary insurance amount (insured) or quarters of coverage required and earned (uninsured); benefit computation, insured status, use of railroad or military credits, effective date of onset of disability for disability cases or date and proof of death for death cases; name and address (including ZIP code) of the payee, the servicing social security district office code, and the amount of the monthly check payable; statistical and identifying information for each individual on the record, i.e., beneficiary subscript, date of birth, date of entitlement, sex, race, etc.; health or supplemental medical insurance data; annual reports of earnings, representative payee data, and cross-reference data pertinent to any other account on which the beneficiary may be entitled to benefits; and chronological sequence of payment history for each beneficiary. System outputs include the following: Master Beneficiary Record Computer File, On-line Data Base (query and response), and Various Microform Files.

## S00510-003

*Black Lung Payment System.*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** Joan Coughlin, Bureau of Disability Insurance, Office of Program Operations. (301) 594-4074.

The Coal Mine Payment System was established shortly after enactment of the Federal Coal Mine Health and Safety Act to provide an electronic data processing facility to maintain records and create a data base of management information. The major functions of this system are to (1) validate all input data, (2) accrete new accounts to the master payment file, (3) apply changes to previously established master records, (4) create exceptions whenever invalid input data are discovered or an inconsistency exists between the input data and an established master payment record, and (5) produce various fiscal accounting, control, and statistical records. The Black Lung Master Records consist of a payment master record and a benefit master record which are matched once a month. The payment master record reflects the social security number, the payment identification code under which black lung benefits are awarded, and various payment data. The benefit master record contains a benefit record for each beneficiary on the account, including social security number, payment and benefit identification codes, payment status, monthly benefit amount, beneficiary's name, type of benefit, date of birth, race, sex, offset information, credit information, date of filing, date of entitlement, representative payee information and statistical information. System outputs include the following: Payment Master Record Computer File, Benefit Master Record Computer File, Treasury Payment Tape File, Microfiche Files, Payment Reference Listing, and Benefit Reference Listing.

## S00510-004

*Quality Evaluation Data Record System.*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** Joan Coughlin, Bureau of Disability Insurance, Office of Program Operations. (301) 594-4074.

The Quality Evaluation Data Record System collects and processes data required for evaluating and measuring the performance of disability determination services (DDS) in the district and central offices of the Bureau of Disability Insurance (BDI). The data content of the BDI Quality Evaluation Data Record (form SSA-3094) includes evaluation of the disability decision and identification of areas of deficiency by medically identified body system, medical evaluation of DDS diagnosis, severity of impairment, onset and cessation dates, and reexamination diaries. The content also covers evaluation of vocational guidance, notification actions, application of due process procedures and district office substantial gainful activity (SGA) determinations. General case identification data are part of this record, as well as identification of presumptive disability decisions, purchased medical evidence, reason for reversal in consideration decisions, and detailed demographic data. The BDI Quality Evaluation Data Record System is used as the basis for monthly reporting of reviews of Title II and Title XVI initial, reconsideration, and disability cases. This system is also the basis for a monthly report of the third tier review of the claims review staff evaluation of Title XVI initial cases. A quarterly report is also published of district office work issue (SGA) determinations.

## S00510-005

*Supplemental Security Record System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Jim Bostic, Bureau of Supplemental Security Income, Office of Program Operations. (301) 594-2160.

The main purpose of the Supplemental Security Record (SSR) System is to maintain a record for each aged, blind, or disabled individual who has applied for supplemental security income (SSI) payments and to make proper payments to eligible recipients. Additional objectives of the SSR are to assure uniform national administration of the program, provide a duplicate filing and fraud detection capability, record and apply diverse state standards and requirements, verify entitlement to other benefits through interaction with other Federal and state systems, record and initiate required continuing eligibility investigations, identify overpayments and underpayments and make necessary adjustments, provide control of claims throughout the system, and provide statistical information necessary for management purposes. The SSR System contains data elements on the following major areas: identity (name, social security account number, date of birth, and sex); eligibility (payment or denial codes); citizenship; residence; eligibility for other benefits (type of benefits, claim numbers, and payment amounts); alcoholism and drug addiction data (if applicable); income data; resource data; payment amounts; payment history; living arrangements; and identifying data on spouses or parents (as applicable). The major outputs from the SSI system are: payment tape for the Treasury Department; tapes for the State Data Exchange (a tape of selected identifying and payment data for each state); exceptions and alerts (input edits, rejects, and processing time alerts); interface files for other systems (requests to verify account number and payment data); query reply file (replies to requests for information); redetermination file (list of persons whose eligibility must be reviewed); advance payment file (record of persons requesting advance payment); on-line data base (disc file of SSR and folder location data which may be queried on-line); overpayment file (record of recipients potentially overpaid); refund file (records of all refunds); and debit voucher file (record of recipients cashing two checks for one month or refunding via bad checks); and the management information, quality assurance, and statistical reporting file (SSR and folder location data used to compile statistics and make quality review sample selection).

## S00510-006

*Continuous Work History Sample.*

**Budget Function/Subfunction:** Income Security (600).

**Agency Contact:** Henry Patt, Office of Research and Statistics, Office of Program Policy and Planning. (301) 594-0324.

The Continuous Work History Sample (CWHS) is a set of general purpose data files based on a digital sample consisting of one percent of all social security numbers issued. These files are used for both social security administrative research and for general social and economic research. The basic files that make up the CWHS include wage and salary reported during the reference year; self-employment earnings reported during the reference year; and information for all sample cases from 1937 to date. The basic data contained in the files are earnings reported under social security, estimated total earnings, personal characteristics (age, sex, race, county of residence) of the individual receiving the earnings, and characteristics of the employer (geographic location and industrial activity). The major outputs of the file are studies on geographic and industrial mobility, earnings patterns, income analysis and effects that changes in the social security law will have on various population groups.

## S00510-007

*Retirement History Study.*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** Patience Lauriat, Office of Research and Statistics, Office of Program Policy and Planning. (301) 382-3938.

The aim of the Retirement History Study (RHS) is to learn in detail the connection between worklife characteristics, retirement timing, and the determinants of style, quality, and conduct of retirement. In 1969, interviews began in 50 States with a national sample of 11,153 individuals aged 58-63 and over. These Americans, who are probably close to the conclusion of their work lives, will be interviewed over a 10-year period to enable the Social Security Administration (SSA), Office of Research and Statistics to study the retirement process. Basic questions deal with labor force experience of sample persons and their wives, if married; retirement plans and economic resources; health and work limitations; living arrangements, family, and social activities; income; attitudes and future expectations; and selected information on widows and widowers. While previous surveys have given prime attention to the socioeconomic situation of older, already retired Americans, RHS is the first to concentrate on the process of retirement and to include change over a period of time as an object of study. Eight articles published to date present 1969 base line data. Topics covered include labor force participation, assets, health and utilization of medical care, and living arrangements. Future articles will deal with changes in characteristics significantly associated with the retirement process.

## S00510-008

*Actuarial Sample, Hospital Insurance and Supplementary Medical Insurance (Medicare).*

**Budget Function/Subfunction:** Health research and education (552); Health planning and construction (554).

**Agency Contact:** David McKusick, Office of the Actuary. (301) 594-2829.

The actuarial sample of hospital and medical bills reimbursed under Medicare is used in preparing cost estimates for the Hospital Insurance (HI) and Supplemental Medical Insurance (SMI) programs. The sample consists of computer tabulations of all bills submitted for reimbursement by, or on behalf of, 0.1 percent of aged enrollees, in 1.0 percent of disabled enrollees, and 100 percent of chronic renal disease enrollees. In addition, hard copy bills are maintained for 0.1 percent of all beneficiaries for quality control and special study purposes. The sample was established as a result of an agreement with the House Ways and Means Committee on the necessity of a small, well-controlled basic data source on Medicare experience. The estimates developed from the sample are used in the preparation of the President's budget, long-range projections of HI, and the SMI premium rates and adequate rates. The sample provides the basic data for estimating the effects of proposed changes in the programs and for special projects such as establishing a reimbursement mechanism for health maintenance organizations.

## S00510-009

*Health Insurance Master Record System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Barney Baily, Bureau of Health Insurance. (301) 594-6540.

The basic purpose of the health insurance system is to process all hospital and medical bills submitted by Medicare beneficiaries so that payment can be made pursuant to the provisions of Title XVIII of the Social Security Act. The health insurance master file is the basic file utilized in administering the Medicare program. The major data items contained on this file fall into the following categories: beneficiary identification, medicare entitlement, medicare utilization, and query history and billing control. The major outputs from the health insurance system fall into two categories: files and reports. The reports are: Beneficiary Utilization Reports, Provider Characteristics Reports, Utilization Review, Provider Statistical and Reimbursement Report (PSRR), Provider Monitor Listing, and Intermediary/Carrier Fiscal Reports. The files include Part-B Billing Communications; Health Insurance Daily History, Reinstates, Exceptions, Alerts, and Printouts; Alerts and Notices; Blue Cross Admission Replies; Advanced Record System; Health Insurance Cross-Reference Transactions; Notices of Utilization--Part A and Part B; Health Enrollment Cards; Third Party--State and Group Premium Billing; and Individual Premium Billing.

## S00510-010

*Financial Accounting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Richard Cain, Office of Management and Administration. (301) 594-4540.

The Financial Accounting System (FAS) fulfills the broad objectives outlined in the Budget and Accounting Procedures Act of 1950. It was designed with sufficient flexibility to handle the potential growth, extension, and complexity of the programs administered by SSA. The primary objectives of the FAS are to provide management with financial data for planning, controlling, and evaluating the effectiveness and efficiency of operations; reports to the Congress and the public; controlling use of funds and other assets to conform with law, administrative regulations, and program responsibilities; and reports to the Department of Health, Education, and Welfare; Office of Management and Budget; the Treasury Department; and other regulatory agencies. The FAS uses two types of master files to process accounting transactions: (1) The Reference Files are used to validate data in the accounting transactions and to extract data from and add data to the transaction record. The extracted data are used in subsequent processing operations to assist in updating the accounting files. (2) The Accounting Files are used to validate data in the accounting transactions which then update the Accounting Files. The Accounting Files basically contain various data base amounts for at least the three most current fiscal years, and are used to produce the reports. The FAS produces internal and external daily, monthly, and annual reports. Most of the internal reports are generated automatically by the FAS. The external reports are prepared for Government agencies including the Department of Health, Education, and Welfare in accordance with their prescribed structural and procedural requirements. The external reports are usually manually prepared from other reports generated automatically by the system.

## S00511-001

*National Clearinghouse on the Aging.*

**Budget Function/Subfunction:** Health research and education (552).

**Agency Contact:** Clark Tibbitts, Director, National Clearinghouse on the Aging. 245-0188.

This activity within the Administration on Aging is responsible for the collection, analysis and dissemination of information, statistical data and publications concerned with elderly Americans. Such topics as housing, income, medical care, social and emotional problems and new legislation are a primary concern. Data cover the extent of such problems, their causes, frequency of occurence within various age groups and other social and demographic parameters.

## S00519-001

*PHS Financial Management System.*

**Budget Function/Subfunction:** Executive direction and management (802).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

The PHS Financial Management System supports the Department of Health, Education, and Welfare (DHEW) Umbrella Accounting System. The various accounting systems and subsystems (all computerized) within the PHS incorporate the provisions of the DHEW accounting system. The major subsystems relating to PHS are: (1) Regional Accounting System, (2) DHEW Central Payroll, and (3) Departmental Federal Assistance Financial System. In addition to providing its agencies with basic accounting principles and standards, DHEW specifies that agencies will utilize its uniform, standardized, classification code system for all financial data; a standardized code system for accounting transactions; a uniform chart of accounts; and a uniform payroll system. In this manner, the Department has provided the necessary tools for compliance with laws and regulations, a system of checks and balances within the financial structure, constructing a financial base to provide all regulatory and internal financial reports, and a structure for carrying out the basic objectives of prudent financial management.

## S00519-002

*Grants Data System (GDS).*

**Budget Function/Subfunction:** Health care services (551).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

The Grants Data System (GDS) was designed to maintain a reporting system on decentralized grant award activities. These activities relate primarily to providing financial assistance to communities in the planning and delivery of health services and training of health personnel. GDS supports award information on project, formula, construction, loans, and scholarship grant programs for four of the six PHS agencies. Entry of grants data to the GDS is the responsibility of each regional grants management office and those headquarters grant management offices, which have received special permission to maintain a centralized grant program in the GDS.

## S00519-003

*The Information for Management Planning, Analysis, and Coordination System (IMPAC).*

**Budget Function/Subfunction:** Health planning and construction (554).

**Agency Contact:** Fred Cole, Office of Administrative Management. (301) 443-4610.

The Information for Management Planning, Analysis, and Coordination (IMPAC) System was designed to support a scientific dual review process and reporting system for research and research-related grant activities. These activities are centrally administered, within the National Institutes of Health (NIH). IMPAC services all of the grant programs of NIH, as well as headquarters administered research and training grant programs of three PHS agencies. IMPAC's primary objective is the establishment and maintenance of a data base from which complete, accurate, and up-to-date reports to all levels of management can be generated. It also provides each initial review group and advisory council the necessary documents and reports required prior to, and subsequent to, each step in completing the application process. Noncompeting applications are prepared by IMPAC and forwarded to the appropriate grantee. Similarly, the award notice, as well as peripheral supporting documents, are prepared by IMPAC and furnished to the awarding units for issuance.

# Department of Housing and Urban Development

## S00600-001

*Goals Management System (GMS).*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This is a management control system for use by the Office of the Secretary, which provides a method of recording and tracking HUD's goals as identified by the various Assistant Secretaries. It produces a directory of management goals, listing the tasks and their status. In addition, a monthly status report is generated by the system.

## S00600-002

*Accounts Current System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system receives data from the Insurance in Force and Title I Systems to reconcile scheduled deposits, disbursements, and certificates of deposits with Treasury confirmed transactions. The system produces magnetic tape output representing confirmed deposits for forwarding to the Treasury Department. System data sources are derived from the following sources: Certificate of deposits, debit vouchers, schedule of payments, and miscellaneous deposits and disbursements. The system generates weekly/monthly Accounting 2 and 7 reports, lists of confirmed certificates of deposit and debit vouchers, and deposit and debit reports.

## S00600-003

*Acquired Home Property Phase I System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system records acquisition costs of properties acquired incident to the payment of FHA insurance claims, and computes claims settlement amounts. The system provides data to the Insurance in Force System for use in terminating insurance on properties insured by FHA. Data also are provided to the Tax Inventory and Billing Control System for use in payment of taxes on HUD-held properties. An automated interface is further provided with the Acquired Home Property Phase II System which maintains records of expenses incurred against acquired properties. System data are derived from the following sources: Notice of Property Transfer and Application for Insurance Benefits; Assignment of Undivided and Application for Insurance Benefits; Application for Insurance Benefits and General Assignment; Insurance Claims Settlement and Voucher Assigned Home Mortgage or Insured Loan; Mortgage Insurance Claim Settlement Statement (Coveyed Home Property); and Schedule of Tax Information. System output reports include, but are not limited to, the following: Accounting 17 Report (daily); Mailing Labels (daily); Summary of Acquisitions (weekly); Accounting 16 Report (monthly); and a master file report listing (annually).

## S00600-004

*Acquired Home Property Phase II System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system maintains records of all expenses incurred incident to acquisition, maintenance, and sale of properties acquired by HUD as a result of mortgage insurance claims and mortgage foreclosures. Automated interface is effected with the Acquired Home Property Phase I and Mortgage Notes Systems to permit establishment of records upon which the recording of these expenses can be effectuated. System input data include acquisition, reinstatement and repossession transactions; acquired home properties sales transactions; and acquired home properties deletions/corrections transactions. System output reports include, but are not limited to the following: Accounting 10 Report (weekly); Accounting 21 Report (monthly); and the Statement of Accounting Report (annually).

## S00600-005

*Administrative Operating Fund Allotment Ledgers Systems.*

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system is primarily an administrative and management control system. It maintains and updates the allotment ledger data base with new obligations incurred by HUD and produces administrative accounting reports. Reports covering current and previous fiscal years by major object class and source fund are produced for new obligations incurred, liquidated obligations, and unliquidated obligations.

## S00600-006

*Amortization System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system prepares the amortization schedules for the HUD's mortgage insurance programs. The system computes the payment to interest, the amount to be applied to principal, and the amount of annual mortgage insurance premium. The system also computes the amount of interest reduction subsidy where appropriate.

## S00600-007

*Annual Contribution System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system processes low rent housing accounting data to produce monthly annual contribution obligation vouchers, obligation and refund summary listings, annual contributions, accounts payable, ledger trial balances, unliquidated obligations, net disbursements by state, status of appropriations, and authorization for annual contributions to local housing authorities. System input data are derived from the following sources/transactions: Debt Service Application; Voucher for Accruing Annual Contributions; Obligation Record; and the Summary of Annual Contributions Payment.

## S00600-008

*Departmental Time and Cost Reporting System (DTACRS).*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

As an administrative and management control system, the DTACRS applies monthly time and cost factors expended against HUD programs by regional, area, insuring, and central office personnel. It produces detailed reports which assist administrators in tracking personnel expenditures by program area against projected program budgets. The source fund report prorates overhead time charges to each program and prints the results for each field office. Data are produced for use in budget formulation and execution, for monitoring manpower expenditures against the Department Operating Plan for Staff Resources, and for billing to other Federal agencies for reimbursable work performed by HUD employees. The system's primary data input source is the individual's Daily Time Report by program/project and activity.

## S00600-010

*HUD Master Locality File.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system maintains a master reference file containing geographic codes which uniquely identify each place where a HUD project is located. It employs a geographical hierarchy of places by population, for use as an analytical tool. The file is also used to interface with other automated systems to achieve standardization within HUD programs and to eliminate redundant input of information regarding project localities. The primary outputs of this system are the Master Locality Directories.

## S00600-011

*Index of Open Contracts System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system supports the management, control and evaluative functions of the Department. Accordingly, it collects pertinent data relating to open HUD contracts, derived from basic contract information, such as contract amount, period of performance, contract description, and competitive or non-competitive classification. The primary system output is the Index of Open Contracts. The system also has the capability of searching and retrieving any information contained in its file.

## S00600-012

*Insurance In Force (IIF)--Fee Collection System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace B. Bussell, Office of Organization and Management Information. 755-5915.

An an administrative support processing operation, this system controls the payments from mortgagees for fees billed in the processing of applications for insurance in the Department's home mortgage insurance programs. At the time of billing a fee receivable is set up by the computer and liquidated when payment is received. Input data are derived from the Department's Fee Reconcilement Form. Major output reports are Accounting Detail Reports and Accounting Summary Reports.

## S00600-013

*Insurance In Force (IIF)--Fiscal Control System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

In support of evaluative/statistical function, this system edits, records, and controls home mortgage cases from time of application to time of insurance written. Through a basic set of optical character recognition (OCR) input document and a Certificate of Insurance (HUD 9100-2), the system provides for such functions as billing for net application fees and credits, a master history file update, a statistical summary report of transactions processed, and insurance transactions to other systems. Outputs include several detail accounting and statistical reports.

## S00600-014

*Insurance in Force (IIF)--Projects System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system supports the Department's processing and evaluative/statistical analysis functions. It records, controls, and monitors project mortgage insurance cases from the time of insurance initiation to termination. The major categories of data captured and manipulated by the system include amount of insurance; new insured mortgage, re-entry, re-instatement, or change in term of mortgage; cancellations; and termination/termination reinstatement. As output, the system generates annual premium billing, accounting, and statistical reports.

## S00600-015

*Insurance In Force (IIF)--Small Homes System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system records, controls, and monitors more than five million home mortgage insurance records from time of insurance initiation to termination. Insurance records include such data as mortgage change status, termination status of home mortgage insurance, service adjustments, and distributive share adjustments. The system also calculates and prepares annual premium billings; summary totals of mortgage amount, unpaid principal balance, and accrued and unearned premium for entry in the general books of accounts; and other statistical and accounting reports.

## S00600-016

*Low Rent Housing (LRH) Commitment Ledger.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Horace B. Bussell, Office of Organization and Management Information. 755-5915.

In support of administrative processing, this system tracks accounting data relating to the Low Rent Housing Program. The system is comprised of (1) a project component--which creates new project records to be entered into the commitment ledger system, (2) a transaction component--which updates the project records in the commitment ledger, and (3) a report component--which generates the reports needed by management. Specific system outputs include transaction register reports, special and accumulated transaction history reports, and trial balance and control reports.

## S00600-017

*Low Rent Housing (LRH) General and Subsidiary Ledger System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

In support of administrative processing, this system processes records of assets, liabilities, and equity in the Low Rent Housing Program. These data are used to prepare reports for the Treasury Department, the Office of Management and Budget, and program management officials. In addition to the general books of accounts, detail listings of the accounts payable and the accounts receivable are maintained and updated as payments are received and paid. These subsidiary accounts also support the balance maintained in the general books of accounts.

## S00600-018

*Low Rent Housing (LRH) Security Ledger System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system supports the accounting for Low Rent Housing construction loans made to Local Housing Authorities (LHA's). The system automatically computes interest adjustments indicated necessary by internal editing and testing, to insure consistency in reporting from each LHA. The system also has the ability to adjust automatically the interest rate on contracts to the 'going Federal rate of interest', as established semi-annually by the Treasury Department in those cases where the interest rate is determined by legislative provisions. Specific output generated by the system include the following monthly reports: Trial Balance, Interest Accrual, Loan Activity, Summary by Interest Rate, and Summary Security Type. In addition to these, an annual History Report is also generated.

## S00600-019

*Mortgagee Master Maintenance System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system establishes and maintains a file of approved mortgagees that is used to extract pertinent information for home mortgage insurance premium billing, project mortgage premium billing, and fee billing. The file is available and is often used by other systems to satisfy ad hoc requests for mortgage name and address information. The two major recurring reports generated by the system are the monthly approved mortgagees by mortgagee number and the semiannual approved mortgagees by state and city.

## S00600-020

*Reports Management System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system aids in controlling the reporting functions within HUD and is useful in the Federal data standardization effort. The primary categories of data elements processed by the system include the following: report characteristics, report data elements, report linkage and unique user parameters. The system provides for a comprehensive directory listing, an inventory of reports, a reports and forms listing, a code reference directory, a permuted index, and an ad hoc inquiry capability.

## S00600-021

*Title I System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides operational and management support for execution of the Title I property improvement and mobile home loan program. The system is involved in day-to-day operations in the program's three basic areas: loan administration, claims, and recoveries. This includes such functions as calculation, billing, and reconciliation. The system also provides statistical and evaluation data for management use. Specific outputs of the system include, but are not limited to, the Mobile Home Report (monthly), Minority Reports (semi-annually), Annual Claims Reports, and specific query reports upon request.

## S00600-022

*Home Mortgage Lending Survey System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system is used primarily to support the evaluative and statistical analysis functions of the Department. It records and tabulates data from lending institutions on home mortgage interest rates and terms to provide monthly information on actual loan transactions and commitments for publication by the Department. Major outputs of the system are in the form of statistical summaries and tables.

## S00600-023

*Department System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Horace B. Bussell, Office of Organization and Management Information. 755-5915.

This system provides recurring updated listings of contractors and grantees debarred from, ineligible to, or suspended from recurring awards by the Department. The reason for the actions, extent of restrictions, and cross-reference of individuals and companies is reflected.

## S00600-024

**HUD Long Range Plan for Data Automation.* Office of ADP Systems Development. June 1975. 342 pp.

**Budget Function/Subfunction:** Community and Regional Development (450).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

The HUD Long Range Plan for Data Automation is based on the current and anticipated information requirements of the Department. Accordingly, this plan is a composite of existing operational data systems and planned/proposed systems for future development. The Long Range plan describes the current components of each system and shows the complexity, scope, cost, interrelationship, time-phasing, activity, concepts and objectives, and the operating environment under which HUD data automation activities are conducted. This plan also delineates the Department's Long Range Data Automation System planning process.

## S00600-025

*1973 HUD Statistical Yearbook.* Office of Organization and Management Information, HUD. HUD-338-2-UD. 1973. 359 pp.

**Budget Function/Subfunction:** Community and Regional Development (450).

**Public Availability:** GPO, Stock No. 023-000-00286-8, $5.05.

**Agency Contact:** Horace G. Bussell, Director, Office of Organization and Management Information. 755-5915.

This Yearbook provides comprehensive and detailed data on program and financial operations of the Department of Housing and Urban Development and statistical information related to housing and urban activities. The Yearbook contains data compiled by HUD administering offices and general statistics that were compiled by other governmental departments and some private organizations. Typical data relates to community planning and development, equal opportunity Federal disaster assistance administration, Federal insurance administration, national mortgage association, housing management, housing production and mortgage credit--FHA, interstate land sales registration, new communities administration, policy development and research, and population and housing statistics.

## S00600-026

*Housing and Urban Development Trends.* Quarterly.

**Budget Function/Subfunction:** Community and Regional Development (450).

**Public Availability:** On request to HUD.

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This quarterly publication provides current information on housing production and financing, as well as program activities of the Department of Housing and Urban Development. Information is presented in table form with much of the data provided on a monthly basis by appropriate government agencies. Information on housing production and financing is grouped under categories of Housing; Housing Market; Prices, Costs, Employment; and Mortgage Financing. Program activities covered are FHA Mortgage and Loan Insurance, Rent Supplements, College Housing, Low Rent Housing, Community Planning and Development, and Government National Mortgage Association.

## S00600-027

*Library 701 Reports Control System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system supports the Library in cataloging HUD-sponsored planning reports. It disseminates the technical planning and research information contained in the HUD-sponsored 701 Planning Reports to HUD users and outside client groups. Lists are indexed on both a geographic and keyword-in-context basis.

## S00600-028

*Mortgage Notes System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system records, maintains and monitors complete commercial mortgage servicing activities for Secretary-held mortgages including billing and distribution of monthly mortgage payments to hazard insurance, tax escrows, interest, and principal. The system produces daily, monthly and annual Mortgage Note Detail/Summary Lists and Accounting Statements.

## S00600-029

*Program Accounting System (PAS).*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This is an integrated budgetary accounting system for HUD's grant programs, including Community Development Block Grants, responsive to the financial needs of program accounting, budgeting, and auditing officials. The system will be an effective tool for measuring progress and supporting future plans by providing: posting data for the automated project and general ledger accounts, reports to management and central control agencies on a timely basis, and reports representing actual financial data for congressional budget purposes. In FY 1976 it is planned to develop, implement, and add accounting specifications for rehabilitation loans and other Department loan programs to the grant programs previously implemented. This system produces status of Fund reports on a daily, weekly, monthly and as-required basis.

## S00600-030

*Tax Inventory and Billing Control System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system automates the establishment and maintenance of all tax authority records and taxable property accounts including creation and transmission of bill requests, maintenance of suspended bills, posting of disbursements and receipts, and processing associated with 'cash-sale-pending' notifications and account termination requirements. Automating this system and thereby providing more timely procurement and payment of tax bills and recording of tax payments in the property accounts benefits the Department by a reduction of tax penalties and prevention of properties sold through tax sales. Recurring accounting and statistical reports are produced on a daily and monthly basis.

## S00600-031

*Complaints and Compliance System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides a uniform method for the review, investigation, and resolution of complaints or allegations of discrimination based on race, color, or national origin which arise in connection with HUD financially aided programs. It assists in the conduct of compliance reviews on a systematic basis in order to monitor and determine if equal opportunity requirements are being properly implemented by local public agencies and other entities participating in HUD programs.

## S00600-032

*Minority Contractor Survey System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides a comprehensive inventory of minority professionals and businesses in the fields of housing production and urban development. Minority contractors' registers are produced as required.

## S00600-033

*PD&R Contract Monitoring System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system serves to enhance the control of management contract activities of the Office of Policy Development and Research to insure timely and effective contract developments. A contractor's planning schedules and costs are monitored for actual progress against planned progress, and alert notices are generated when required. Management Reports are produced weekly and monthly, House Appropriations Committee Reports quarterly, and Budget Justification Reports as required.

## S00600-034

*Field Office Reporting Management System (FORMS).*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This is a project/program tracking and monitoring system operated by every HUD field office on the HUD teleprocessing network. Field office data bases are accessible for retrieval purposes by central and regional offices. Data bases are focused on active projects and programs and contain pointers to historical data bases which are stored off-line. FORMS relieves field offices of substantial workload by automatically generating standard burdensome reports and serves as a tracking mechanism for applications for projects under new legislation, such as block grants. Low-rent production control and multifamily status reports are produced weekly, and other recurrent reports on demand.

## S00601-001

*Cash Flow Analysis System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system is an on-line interactive process whereby users in the New Communities Administration through the employment of a range of economic and financial variables, are able to determine the feasibility of a project. It is used for the development of techniques in forecasting, reporting, and optimizing large scale land developments for HUD management and private developers. Subsequent to approval, the system is used to ascertain stability and to monitor and evaluate the step-by-step process of constructing a new community. The principal reports provided by the system are cash flow statements, statistical probability reports, and PERT charts.

## S00602-001

*Community Development Block Grant (CDBG) Entitlement Determination System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system allocates appropriate funds to localities which HUD determines to be eligible, based upon population, other demographic characteristics, and prior Community Development program participation levels attributable to the various eligible communities. The allocation system involves the use of a mathematical formula in which each community's characteristics are compared with those of all such eligible communities to determine its relative share of the funds to be allocated. The specific formula is set forth in the legislation. The system produces its principal reports as needed, including entitlement reports, comparison reports and distribution of entitlements.

## S00602-002

*Land Acquisition Statistical System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides annual reports pertaining to real property acquired under the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Reports reflect project-level information for relevant HUD programs at various geographic levels. The status of parcels in the acquisition settlements process is summarized and comparisons are made between the compensation paid for real property acquired through negotiated purchases versus those acquired through condemnation judgments. These reports are prepared annually in October for the Office of Management and Budget.

## S00602-003

*Relocation System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides project and program-level summary reports concerning the relocation of individuals, families, businesses, and non-profit organizations displaced by HUD-assisted programs under the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. These reports indicate the numbers displaced in each of these categories and the corresponding relocation assistance payments made, the numbers of each type of facility occupied by those displaced together with the current disposition of these facilities, and the minority group composition of those displaced in various geographical areas. These reports are prepared on an annual basis in October for the Office of Management and Budget.

## S00602-004

*Population and Facility Type System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This subsystem of the Resource Programs Statistical System extracts data from appropriate program master files (Water and Sewer, Public Facility Loans, and Open Space) for the preparation of statistical summaries and analyses. It provides summary data by program, by population ranges and/or type of facilities developed. It can be produced by calendar or fiscal year and cumulative; by selected project status levels; and by nation, region or state. Computations include percentages pertaining to number of projects and grant amounts, and average project costs for specified time periods.

## S00602-005

*Urban Renewal Directory System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system maintains information concerning all Urban Renewal Programs. In addition to the Urban Renewal Directory (which is published and available to the public), various other reports such as financial data summaries, grant distributions to localities, per capita breakouts, and summaries of fiscal year activity are provided.

## S00602-006

*Comprehensive Planning Fund Allocation System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system assists community planning and development in allocating and disbursing funds to various governmental entities for use in urban planning functions. A formula approach based on demography and other factors is used in order to achieve equitable fund allocations. The system calculates distribution of entitlements to states, large cities, local planning agencies, metro planning agencies and non-metro planning agencies.

## S00602-007

*Open Space System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

As part of HUD Community Programs Systems, this system tracks each Open Space project through its life cycle from preapplication processing through project completion/close-out or attrition. The system provides for the retrieval of data through detail project listings (directories), summary reports and analyses, and selective extractions and listings. Open Space activity reports are produced quarterly. Quarterly reports are made to the Approved Projects Directory, Pending Projects Directory, All Projects Directory, Grant Distribution Analysis, and Exception Listing.

## S00602-008

*Public Facility Loans System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system tracks each Public Facility Loan project through its life cycle from preapplication processing through project completion/close-out or attrition. The system provides for retrieval of data through detail project listings (directories), summary reports and analyses, and selective extractions and listings.

## S00602-009

*Master Redevelopment System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This subsystem of the Redevelopment System provides information on the various aspects of land acquisition, disposition, and redevelopment and the progress in these activities made in urban renewal and neighborhood development areas. Geographical summaries at various levels, a locality directory of activity, and analytical reports are provided.

## S00602-010

*Redevelopment Supplemental Reporting System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This subsystem of the Redevelopment System provides analytical summary reports for use by HUD and other governmental agencies. Detailed reports contain data on type of financing of private dwelling units and low and moderate income housing construction in urban renewal and neighborhood development areas. Geographic and Category Summary Tables are produced annually.

## S00602-011

*Rehabilitation Loans and Grants System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides detailed information concerning Section 115 Rehabilitation Grants and Section 312 Rehabilitation Loans, by geographical area and by characteristics of the property and the recipient. Summaries are provided for the total program and by the applicable urban renewal activity, i.e., urban renewal projects, code enforcement, neighborhood development, and certified areas. Detailed Statistical Tables are produced quarterly.

## S00602-012

*State Distribution System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This subsystem of the Resource Programs Statistical System extracts data from appropriate program master files (Water and Sewer, Public Facility Loans, and Open Space) for the preparation of statistical summaries and analyses. It provides summary data by state by inside and outside SMSA. It can be produced by calendar or fiscal year and cumulative and by selected project status levels.

## S00602-013

*Water and Sewer System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This subsystem tracks each project through its life cycle from preapplication processing through project completion/close-out or attrition. The system provides for the retrieval of data through detailed project listings (directories), summary reports and analyses, and selective extractions and listings. Congressional District and Project Directories are produced quarterly.

## S00603-001

*Congressional Reporting System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides information on home mortgage insurance written, terminations, and insurance in force, as well as Title I property improvement and mobile home loans. It is the principal data base for responding to congressional inquiries and other requests for locality data relative to single family housing programs. It also provides data to the Federal Information Exchange. Data are accumulated both by state and county and by state and SMSA. Reports are produced quarterly.

## S00603-002

*Default and Termination System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides statistical data about single family home mortgages endorsed within the last ten years that have been terminated within the last calendar year. The data are used to compare normally terminated mortgages to default terminated mortgages. The data include detailed information about the mortgagor, the property, and the financial aspects of the mortgage for the purpose of determining the reasons for defaults. Information is accumulated by mortgagee, endorsement year, section of the act, construction status, loan/value ratio, and duration of the loan. Default and termination reports processed in this system are subsequently printed in the Single Family Statistical Reporting System annually.

## S00603-003

*Five Year Statistical System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system compiles sampled data pertaining to mortgagor financial and family characteristics, housing characteristics, and termination actions. The resulting data files then serve as a central source of information for responding to in-house statistical studies, congressional inquiries, and requests from various commercial organizations.

## S00603-004

*Homeownership Assistance and Recertification Application System (HARAS).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system supports review and evaluation of the Section 235 Homeownership Assistance Program by maintaining a historical data base of all participants. From this data base, it provides a series of continually updated profiles of the participant group.

## S00603-005

*Housing Production and Mortgage Credit Monitoring System (HPMC).*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides a cross index to the several data banks which contain a variety of information on single family insured cases to support studies and investigations. Insured case records include address, census tract, mortgagee data, and minority data. The system was established in 1974, and records will be carried from initiation to termination. It is used in support of operational processing systems such as the Mortgagee Performance Monitoring System.

## S00603-006

*Low Rent Housing Directory System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides progress reports and directories that are used to meet budgetary, congressional, and public information requirements. These products reflect the activity and status of each Low Rent Public Housing Project as it advances through 12 development stages. Information pertaining to each project's current condition, as well as previous activity, is shown in these directories and reports. Published directories are produced monthly, quarterly, and annually.

## S00603-007

*Management Information Reporting System (MIRS).*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401); Public assistance and other income supplements (604).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides an inquiry capability for extracting statistics from the multiple data files containing information about single family housing. The system is highly parameterized and offers a broad range of statistical analyses. It is used to support congressional inquiries as well as internal studies and analyses.

## S00603-008

*Multifamily Housing Program Management System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604); Disaster relief and insurance (453).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides information needed to track multifamily projects through their many processing and construction phases. It is the principal data base for responding to congressional inquiries and other requests for locality, project size, unit availability, rent supplement, project acquisition, and elderly unit information relative to multifamily projects. Data are accumulated by field office, state, county, place, SMSA, and congressional district. Status reports are produced weekly. Master file reports and milestone file reports are produced monthly and quarterly. Special reports are generated as required.

## S00603-009

*Ratio and Actuarial Reporting System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system produces actuary reports that show the life expectancy of single family home mortgages by section of the act and ratio reports that show the ratio of terminated mortgages to endorsements by policy year. The reports are used to develop comprehensive statistics on housing programs. These statistics are the basis for evaluation of existing programs and development of future programs that are actuarially sound. United States and State Actuary Tabulations and Ratio Reports are produced semi-annually.

## S00603-010

*Single Family Trends Data System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system generates statistical profiles by state and SMSA of single family home cases newly insured under Section 203. These home-characteristic profiles, presented in 73 table subjects, are for publication annually in the HUD RR:250 Book. In addition, this system allows the user to select any of those table subjects, as well as any characteristic, state or SMSA, for comparative display in any of these same table formats. This provides the user with a flexible analytical tool to perform a wide range of comparisons on the data base as required.

## S00603-011

*Title I Statistical System (Mobile Home Program).*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides statistical analyses of the mobile home program, its product, market, financing, participants, and mobile home sites. It provides 19 analyses on an annual basis.

## S00603-012

*File Identification and County Maintenance System (FI/CO).*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides a file for use by other automated systems for geographic code validation, translation, and retrieval. The file contains 12 FHA, Federal standard, and other code structures covering region, state, county, SMSA, and congressional district.

## S00603-013

*Mortgage Insurance Statistical System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system produces statistical reports of insurance by mortgagee for single family homes, reflecting both annual and cumulative financial data. These reports are published in the HUD Statistical Yearbook.

## S00603-014

*Computerized Underwriting Processing System (CUPS).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system is designed to facilitate the underwriting processes of costing for projects from time of conception through final endorsement, property appraisal, and mortgage credit analysis. Automation of these processes significantly reduces the technical and clerical efforts, providing more time for the judgemental aspects of the technical disciplines. Additionally, it provides the capability for more timely and comprehensive review actions at field and central office levels.

## S00603-015

*Appraisal and Statistical Collection System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system assembles, validates and distributes source information on all single family home insurance cases for later statistical, evaluation, and management use. In addition, it collects and prepares data for the Bureau of Labor Statistics, HUD field offices, and special purpose users. The system is run weekly, monthly, quarterly, and annually to satisfy the different requirements. Appraisal data listings, sales price indexes, selected county, and minority information reports are produced from this system on a monthly and annual basis.

## S00603-016

*Single Family Statistical Reporting System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides sampled statistical data about single family homes newly insured under the Title II housing laws. Two standard HUD publications are produced exclusively from these data, which are also input to two other systems. The standard processing cycles are quarterly and annually with optional reports upon request. The data are assembled by section of the act, construction status, and ten specific data elements relating to the ten major reports from this system. Default and Terminations data and Selected States data are also produced from this system.

## S00603-017

*HPMC Section 8 Management Information System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides an on-line tracking and management information system for the Section 8 and Section 23 Low Rent Housing Programs. The bulk of the data are entered through the Field Office Reporting/Management System (FORMS). This system provides cumulative and summary reports monthly and specialized reports on demand.

## S00603-018

*Minority Group Reporting System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system furnishes reports on minority group status for all home mortgage activity. It provides information on the applicant by neighborhood, geographical location, and mortgage amount, as well as displacement data. Minority group statistical reports are produced monthly.

## S00603-019

*Mortgagee Performance Monitoring System (MPMS).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system, currently under development, provides an automated capability for monitoring mortgagee performance. This is accomplished by comparing mortgagee foreclosure rates against national norms. This permits special analysis and attention to mortgagees with abnormal performance. The comparison may be accomplished on a selected, contiguous time frame that may vary from one month to five years. Standard processing is on a quarterly basis, with section of the act computations on an annual basis. Originating mortgagee claims and servicing mortgagee claims lists are produced quarterly and holding mortgagee reports are produced annually. standard, and other code structures covering region, state, county, SMSA, and congressional district.

## S00603-020

*Recurring Reports of the Office of Management Systems.* Office of Management Systems, HUD. January 31, 1975. 12 pp.

**Budget Function/Subfunction:** Other general government (806).

**Public Availability:** On request to the Office of Management Systems.

**Agency Contact:** Horace G. Bussell, Director, Office of Organization and Management Information. 755-5915.

During June 1970, an initial attempt was made to index and identify recurring reports prepared by the Division of Research and Statistics--the predecessor of the Office of Management Systems. This directory is an updated version of the original attempt. This directory contains brief descriptions of recurring reports prepared by the Office of Management Systems. The contents covered in individual reports include periodic and cumulative to date information on various FHA activities--construction starts, insuring office operations, characteristics of homes, multifamily properties and homeowners, property improvement loans, and activities involving specific programs such as Section 232 Nursing Homes or Section 221(d)(3) Market Interest Rate Projects in multifamily housing. These activities are most frequently described in terms of the number of cases or projects, housing units, mortgage amounts or sale price. The tables employ various types of distributions, geographically by region, state, insuring office, or SMSA; by time period, in terms of months, quarters, years or on a cumulative to date basis; by program or by selected characteristics.

## S00604-001

*Housing Management System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system prepares reports from the Acquired Home Property Phase II data base. These reports alert management to the necessity of controlling costs on HUD's acquired home properties. This aids in maximizing returns to the mortgage insurance fund and reduces cash borrowing by HUD.

## S00604-002

*Multifamily Default System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604); Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system tracks insured projects which are in default or which have been assigned to or acquired by HUD. The system provides the Office of Loan Management with an automated data base for the preparation of management and statistical reports.

## S00604-003

*Multifamily Housing Occupancy System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604); Mortgage credit and thrift insurance (401).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides detailed data on occupancy status in insured multifamily and Section 202 housing projects by minority group, project and insurance status, applicable public law, and other significant categories. Multifamily occupancy characteristics tables are produced annually, and other Occupancy Characteristics Tables on an as required basis.

## S00604-004

*Subsidized Housing-Admissions/Continued Occupancy (SHACO).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides summary statistics on subsidized housing tenants (Low Rent Public Housing, Section 236, and Rent Supplement) in fulfillment of legislative reporting requirements and for use in answering congressional inquiries, preparation of the HUD Statistical Yearbook, and monitoring of local housing authorities. An inquiry subsystem provides access, on request, to a variety of special analyses and reports.

## S00604-005

*Urban Renewal Bond Maturity System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system produces escrow and payment schedules used in paying off urban renewal bonds that are backed by definitive leases. On bonds not warranting public financing, schedules are provided to amortize direct loans from the Treasury Department.

## S00604-006

*Target Project Program System (TPPS).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

The purpose of this system is to assist area, regional and central office personnel in tracking the activities of local housing authorities (LHA's) participating in the target project program. Participating LHA's will prepare a planned program to achieve specific goals and objectives for each targeted project. Performance will be monitored by comparing actual progress monthly against the plan. Both input and output are by computer terminal at the regional offices. Reports from this system are produced on demand.

## S00604-007

*Bond Maturity Schedule System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system calculates maturity schedules, illustrative interest earnings, bond redemption payments, and maturity rates on public housing bonds. It allows HUD to select and offer schedules which are of the greatest attraction to investors, with maximum savings to HUD.

## S00604-008

*LHA Directory System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides an automated data base of local housing authorities including names, addresses, and authority executive titles. This data base is used by other systems in the low rent public housing area.

## S00604-009

*LHA Operating Statement System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides annual statements covering the operating receipts and expenditures of each local housing authority by its fiscal year. These statements include per unit-month accounting figures and totals covering the last four years, as well as percent change in overall costs incurred. The system also includes significant accounting data on the operating reserves of each authority and percent distributions of operating receipts. The system produces quarterly directories and indexes of operating reserves.

## S00604-010

*LRH Occupancy System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides tenant composition, by minority group, by project and local housing authority for the Low Rent Public Housing Program. Breakouts are shown for the major kinds of housing under this program, i.e., conventional, turnkey, etc. The system produces tables for the HUD Statistical Yearbook and unpublished detailed statistical tables annually.

## S00604-011

*Mobile Home Inventory System.*

**Budget Function/Subfunction:** Disaster relief and insurance (453).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system maintains an immediately accessible inventory of all mobile homes available for use by the Office of Emergency Preparedness during disasters. It enables the user to locate and dispatch these temporary homes to provide maximum relief to disaster victims in the shortest possible time.

## S00604-012

*Acquired Home Property Disposition Summary System.*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system prepares reports from the Acquired Home Property Phase II data base. These reports alert management to the necessity of controlling costs on HUD's acquired home properties. This aids in maximizing returns to the mortgage insurance fund and reduces cash borrowing by HUD. The system produces property disposition reports monthly.

## S00604-013

*Critical Path Processing System (CPPS).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system tracks the processing of acquired single family dwellings from time of acquisition through time of sale. The system operates at the field office level, supporting realty specialists on a day-to-day basis. Also it provides summary reports at the regional and central office levels. In addition to process tracking, the system identifies costs incurred by area management brokers while property is being readied for sale and identifies minority contractor participation. Critical path summaries are provided to the central office daily.

## S00604-014

*Modernization Program Reporting System (MPRS).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This is a management information system which supports a comprehensive program for modernization of existing public housing projects. The system permits the central office to assess the overall progress of the program and identify trends and problem areas. In addition, it supports policy decisions regarding program changes and the allocation of funds on the basis of hard data, and responds to congressional and other inquiries for information as to how modernization funds are being spent. Project Summary Statistical and Project Status reports are produced on a quarterly and demand basis.

## S00604-015

*Multifamily Early Warning System (MEWS).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides a method of identifying those insured subsidized multi-family housing projects which may be headed for default. Also it reports those projects which are currently in default, so that loan servicers may intervene and attempt to avoid foreclosure. The system, which is currently being installed, will eventually operate in all field offices. Projects failing occupancy and Financial Norms reports from this system are produced on a monthly basis.

## S00606-001

*Flood Insurance Eligibility System.*

**Budget Function/Subfunction:** Disaster relief and insurance (453).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This is an interim system which provides information on the status of a community's participation in the Flood Insurance Program. Communities Reports are produced semi-monthly.

## S00606-002

*Flood Insurance System.*

**Budget Function/Subfunction:** Disaster relief and insurance (453).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system maintains a file of every community identified as 'flood prone' by the Federal Insurance Administration (FIA). It provides reports reflecting the current status of all data elements whenever a community record is changed. This includes an indication of whether a community is participating in the Flood Insurance Program, the progress of flood studies, and contractor participation. It also provides listings and mailing labels selectively by state and county. There are 106 data elements available for each community in the file. Eligibility reports are produced monthly, status reports by state semi-monthly, and status of studies reports on demand.

## S00607-001

*Interstate Land Sales Registration.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Horace G. Bussell, Office of Organization and Management Information. 755-5915.

This system provides information as to the progress, status, and accuracy of developer's disclosure statements in the administration of the Interstate Land Sales Full Disclosure Act. The system also provides the basis for statistical records, budget justification and estimation, and follow-up functions.

## S00608-001

*Mortgage Backed Securities Pool Balances System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Robert E. Ryan, Chief, Statistical Operations Branch. 755-5915.

This system provides the Government National Mortgage Association (GNMA) and the secondary mortgage market with the information necessary to effect daily trades of mortgage backed securities. The data are distributed nationwide through the facilities of the 'Bond Buyer' publishers. The system enables security dealers to determine the present principal amount of certificates, without the need for contacting issuers. It aids directly in maintaining the liquidity of these securities which, in turn, allows GNMA to achieve its goal of attracting new sources of mortgage funds.

# Department of the Interior

## S00700-001

*Automated Systems Inventory.*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Harris Reiche, Office of ADP Management. 343-6051.

All major automated systems (operational and developmental) within the Department of the Interior are described in the Automated Systems Inventory which is maintained by the Office of ADP management.

## S00700-002

*Financial Systems Profile.*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** William L. Kendig, Director, Office of Management Consulting. 343-2195.

Descriptions of all accounting systems (manual and automated) within the Department of the Interior are contained in the Financial Systems Profiles maintained by the Office of Management Consulting.

## S00700-003

*Natural Resources Library (NRL).*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Mary A. Huffer, Director, Office of Library and Information Services. 343-5821.

The Natural Resources Library (NRL) is the lead library in the Department of the Interior's national network of over 400 libraries. NRL maintains an extensive collection of books and serials covering conservation of natural resources, land use and reclamation, parks and outdoor recreation, mining and minerals, energy and power, water, American Indians, fish and wildlife, general science, law, and management. NRL is a depository for all publications of the Department of the Interior and is open to the public for reference.

## S00700-004

*DOI Automated Accounting System.*

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Matthew N. Novick, Division of Fiscal Services. 343-5027.

The Office of the Secretary is currently developing its partially automated accounting system. The accounting principles and standards have been approved by GAO. The system interfaces with Personnel, Payroll, Inventory, and Procurement Systems. Operating reports at the secretarial office and division level are prepared monthly and compared with the operating budget by type of activity.

## S00700-005

*Directory of Libraries in the Department of the Interior, 1975.* Field Libraries Services Division, OLS. 1975. 117 pp.

**Budget Function/Subfunction:** Other natural resources (306).

**Agency Contact:** Mary A. Huffer, Director, Office of Library and Information Services. 343-5821.

This directory lists the 444 libraries in the Department of the Interior. It is a part of a long term program to build a library and information network within the Department of the Interior which will ultimately provide rapid interchange of information and materials between field libraries and key Departmental libraries. It will also provide the option of central cataloging and purchasing, and general access to large bibliographic data bases in desired subject fields. Libraries are listed by their respective agencies; National Library of Natural Resources, Office of the Secretary, Office of Indian Affairs, Bureau of Land Management, Bureau of Mines, National Park System, Bureau of Outdoor Recreation, Bureau of Reclamation, Fish and Wildlife Service, and the Power Administration. Address, department managers, staff size, subject emphasis, collection sizes, special collections, services, and hours are provided for each library. Personnel and subject indexes are included.

## S00704-001

*Water Resources Scientific Information Center (WRSIC).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Raymond Jensen, Manager. 343-8435.

The Water Resource Scientific Information Center (WRSIC) disseminates scientific and technical information to the water resources community through a variety of services, including a twice monthly abstract bulletin, an annual water resources research catalog listing ongoing research projects, topical bibliographies, special indexes, state-of-the-art reviews, and computer searches. All input is made machine-readable to facilitate literature searching, retrieval, and composition by computer, and to utilize the latest information handling techniques in developing national systems for information transfer. The subjects covered include: water-related aspects of the life, physical, and social sciences as well as related engineering and legal aspects of the characteristics, conservation, control, use, or management of water.

## S00709-001

*Waterfowl Survey Systems.*

**Budget Function/Subfunction:** Recreational resources (303).

**Agency Contact:** William Bauer, Office of Migratory Bird Management. 776-4880, Ext. 267.

Banding, recovery and survey data of waterfowl species are used to compute banded bird recovery rates for determining regulations regarding the number of waterfowl that may be taken during the hunting season. The systems also involve large groups of programs developed to analyze quantitative information on the population ecology of waterfowl. The systems are used in the actual preparation of environmental impact statements and for technical environmental analysis. They are used to support the setting of annual hunting regulations and to optimize the migratory game bird populations.

## S00709-002

*Fish and Wildlife Automated Accounting System.*

**Budget Function/Subfunction:** Recreational resources (303).

**Agency Contact:** Frederick N. White, Jr., Assistant Director of Administration, U.S. Fish and Wildlife Service. 343-4888.

The Fish and Wildlife Service recently implemented a servicewide automated accounting system. The accounting system has not been approved by GAO. The system interfaces with engineering, construction, planning, personnel, and payroll systems. Special reports are required owing to participation in the Great Lakes Fisheries Commission. Reports at the bureau, region, area and project level are prepared monthly, compare budget with actual and provide project costs with data. Accrual accounting is used. The accounting system is operated on the Bureau of Mines B-5500 computer.

## S00710-001

*NPS Programming and Financial Management System (PFMS).*

**Budget Function/Subfunction:** Recreational resources (303).

**Agency Contact:** Frank A. Limpouch, National Park Service Finance. 523-5146.

The National Park Service currently maintains an automated accounting system entitled Programming and Financial Management System (PFMS). The system interfaces with Personnel, Payroll, and Program Management Systems. Reports at the Washington Office, Region, Denver Service Center Park Area and organization unit levels are prepared monthly and compare the budget with actual. Monthly project status reports are also prepared. The National Park Service in Denver provides administrative support for the President's Advisory Council on Historic Preservation and for a Public Health Service unit.

## S00711-001

*Mineral and Materials Supply/Demand Analysis (MMSDA).*

**Budget Function/Subfunction:** Natural Resources, Environment, and Energy (300).

**Agency Contact:** John D. Morgan, Assistant Director, Mineral Position Analysis. 634-1330.

The Minerals and Materials Supply/Demand Analysis (MMSDA) system collects and analyzes information concerning world-wide supply and demand for minerals and fossil fuels. The MMSDA system covers all aspects of fuel and mineral production, including consumption, reserves, mining and mineral processing, technology, and mineral economics. The system maintains a permanent record of statistical data collected from mineral, metal, and mineral fuel producers and consumers.

## S00711-002

*Petroleum Energy Predicting Simulator (PEPSIM).*

**Budget Function/Subfunction:** Natural Resources, Environment, and Energy (300).

**Agency Contact:** Division of Petroleum and Natural Gas, Dallas Field Office. (214) 749-3254.

The Petroleum Energy Predicting Simulator (PEP-SIM) is designed as a model to provide, on a continuous basis, long-range prediction capability of the nation's petroleum supply and availability for each of the major producing areas under various conditions. Analyses are made annually, utilizing additional data and improvements in methodology as they become available. Data processed for each of the major producing areas include oil and gas reserves, production exploration and development drilling information, developmental and operational costs, price of oil and gas, and application of income tax laws and regulations. Output products include: (1) estimates of future petroleum reserves and annual production under various conditions; (2) analyses of capital requirements and cost per barrel of oil added to reserves; and (3) assessment of the effects of changes in government policies and/or economic conditions in industry.

## S00711-003

*Financial and Management Information System (FAMIS).*

**Budget Function/Subfunction:** Natural Resources, Environment, and Energy (300).

**Agency Contact:** Harold F. Thorne, Chief, Division of Finance. (303) 234-3738.

The Bureau of Mines maintains the automated accounting system entitled Financial and Management Information System (FAMIS). FAMIS interfaces with the Fedstrip, motor pool, payroll, property management, and procurement systems. Financial reports at the research center and the Bureau levels are compared with the budget on a monthly basis.

## S00711-004

*Natural Gas Field Survey Information System.*

**Budget Function/Subfunction:** Natural Resources, Environment, and Energy (300).

**Agency Contact:** Bill Moore, Helium Operations. (806) 376-2656.

The Natural Gas Field Survey Information System is used in estimating helium reserves around the world. Samples of gas from as many gas wells and pipelines as possible are collected and analyzed each year via the mass spectrometer, and the results are stored on tape for use in reports and calculations of reserves. This application was started by the Navy in 1917 and was computerized in 1967.

## S00712-001

*Computerized Resources Information Bank (CRIB).*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** James A. Colkins, Project Chief. (703) 860-6604.

The Computerized Resources Information Bank (CRIB) is a data base which contains the basic information needed to characterize one or more mineral commodities, a mineral deposit, or several related deposits, such as those in a mining district. The data consist of text, numeric data, and codes; some of the topics covered are name, location, commodity information, geology, production, reserves, potential resources, and references. CRIB was established to provide a means for organizing and summarizing diverse information on the mineral resources of the United States and of the world. The scope of coverage includes: mineral resources, mineral commodities, mineral deposits, mining districts, and economic geology.

## S00712-002

*National Cartographic Information Center (NCIC).*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** J. R. Swenmorton, Topographic Division. (703) 860-6187.

The National Cartographic Information Center (NCIC) maintains a data system containing information on the availability of aerial and space images, maps, charts, geodetic data and related digital data produced by Federal agencies, selected state and local agencies, and some private sources. The NCIC also maintains information regarding the status of on-going cartographic data collection efforts. The Center makes available such products as index maps showing the status of published maps and the status of aerial photography in the United States; non-technical brochures describing various cartographic data; names and addresses of the agencies that hold maps, charts, photography and other cartographic data; descriptive lists of geographic features of selected maps published by the Geological Survey and other agencies; selected aerial photograph negatives of outstanding geologic features; and a quarterly Newsletter describing recent activities.

## S00712-003

*Earth Resources Observation System (EROS) Data Center.*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** Allen H. Watkins, Chief, EROS Data Center. (605) 594-6511.

The EROS Data Center maintains, reproduces, and sells to the public digital and photographic data acquired by satellites and high altitude aircraft. Input is received from the NASA-operated LANDSAT-1 and LANDSAT-2 setellites as 70 mm, second generation film negatives, 16 mm microfilm of the LANDSAT imagery, computer compatible tapes of selected LANDSAT scenes, and U.S. and non-U.S. Standard Catalogs; from NASA Skylab Earth Resources Experiment Package in various film formats and 16 mm microfilm; from NASA Earth Resources Surveys Aircraft Program in various film formats and 16 mm microfilm; from the NASA Apollo-Gemini missions in 35 mm and 70 mm film formats and 16 mm microfilm; and from the U.S. Geological Survey aerial photography as 9 x 9 inch original film negatives. Microfilm reproductions of all 16 mm black and white LANDSAT-1 and LANDSAT-2 microfilm rolls for band 5 are available as a standard product. Also offered as standard products are 16 mm microfilm for the 470 color composite scenes for the World Reference System over the coterminous U.S., 16 mm black and white microfilm of the U.S. Geological Survey photo indices, 16 mm microfilm of the NASA aircraft missions in color and black and white, and 16 mm microfilm of the NASA Skylab missions in color and black and white.

## S00712-004

*Geography Program (GP) Geographic Information Systems.*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** James R. Anderson, Chief Geographer. (703) 860-6341.

The Geography Program (GP) was created to assist state, regional, and local planners who have a current, urgent need for operational applications of land use data that can be obtained from high altitude imagery to problems relating to areas of environmental concern. The scope of coverage includes: land use; environmental factors (geologic, hydrologic, soils, vegetation, climatologic, topographic); and economic and demographic factors relative to land use planning and policy. Services include advisory and consulting services on land use analysis techniques and geographic information systems; data collection and digitizing of land use and natural resource data; and research in analysis, comparison and evaluation of interactive geographic information systems. An interactive geographic information system contains demonstration data on applications of land use and environmental data.

## S00712-005

*Rock Analysis Storage System (RASS).*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** Steven K. McDonal, Project Chief, RASS System. (303) 234-2361.

The Rock Analysis Storage System (RASS) is a geochemical data bank containing chemical and spectrographic analyses from rock, stream sediments, soils, pan-concentrates, water, organic materials, and other elements. Identification, descriptive information, and location are included with the analyses. Holdings consist of data on about 170,000 samples and approximately 120 million variables (geologic and analytic data) stored on magnetic tapes and disks. Outputs from the RASS data base include both computer data and literature searches.

## S00712-006

*Petroleum Data System.*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** Charles D. Masters, Technical Officer. (703) 860-6432.

The Petroleum Data System consists of a machine-retrievable data base of oil and gas field information. The system is a requisite for adequate emergency preparedness and to assist in optimizing the use of United States' crude oil and natural gas resources. The data are public information, compiled so that they may be retrieved by county, geologic basin, or political district; they may also be manipulated for sorting, summing, and averaging purposes; and, to the extent that the required items of information are available, they may also be used for various engineering and geologic studies. The system maintains data on: (1) 68,000 U.S. oil and gas fields and pools, including geologic, reservior, production, crude oil and brine analysis; and (2) exploratory and development well information. At the present time fields are located geographically by county, but it is intended to refine this location by a system of X-Y coordinates. Files are maintained by the University of Oklahoma's Office of Research Administration.

## S00712-007

*Geographic Names Section.*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** Donald J. Orth, Chief, Geographic Names Section. (703) 860-6261.

The Geographic Names Section was created to coordinate and implement standard geographic name usage throughout the U.S. Geological Survey and other Federal Government agencies. The Section reviews and approves quadrangle-map names, compiles and publishes gazetteers as part of the topographic mapping program, and responds to inquiries and requests from the public. It also maintains files and records and provides staff for the domestic names activities of the U.S. Board on Geographic Names, whose functions include investigation of name problems, preparation of cases, coordination with state geographic boards, and publication of monthly docket and quarterly decision lists. Data covered include: choice of name; written form of name; variant names; feature names; natural and cartographic concepts of features; location (state, county, geographic coordinates, land survey), elevation, size, and description. Also within the Section's scope is name research (both linguistic and historical.

## S00712-008

*Catalog of Information on Water Data.*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** R. H. Longford, Chief, Office of Water Data Coordination. (703) 860-6931.

The Office of Water Data Coordination (OWDC) was established for the following purposes: (1) to coordinate the acquisition of water data by Federal agencies; (2) to design a National Water Data Network; and (3) to establish a catalog of information on water data acquisition activities. Dissemination of information is accomplished primarily through the Catalog of Information on Water Data, which contains information about water data acquisition activities of both Federal and non-Federal agencies, and which is issued every two years with updates annually. Current editions include: surface water stage, discharge, and quality data; ground water quality and quantity data, and areal investigations. The surface water and ground water activities are listed by site of acquisition at which stations have been or will be in operation three years or longer. A Federal plan for acquisition of water data is assembled annually. Reports describing data acquisition patterns, usually referring to specific parameters, and reports relating to recommended procedures for data acquisitions are issued intermittently as needed.

## S00712-009

*Minerals Attache and Reporting Program (International Energy and Mineral Resource Appraisal).*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** John A. Reinemund, U.S. Geological Survey. (703) 860-6418.

The system collects, evaluates, and reports information on energy and mineral resources in other countries, which may be of economic or political importance to the United States, through a system of minerals attaches and reporting officers in Department of State Missions abroad, backed by technical support and evaluation staffs in the Geologic Survey and the Bureau of Mines. The data bank includes: factual information on known and potential resources that may be important as sources of supply for the U.S. and which may guide U.S. policy on trade and international relations; and information required for the Secretary's report under the Mining and Minerals Policy Act of 1970.

## S00712-010

*World Data Center A--Glaciology.*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** Mark F. Meier, Director. (206) 593-6506.

The World Data Center A--Glaciology, operating on an international basis, serves as an exchange center for information on glacier research and related fields. The scope of coverage includes glaciology; glacial geology; geomorphology. The aerial photo laboratory includes approximately 90,000 frames of glacier photographs covering Northwest America.

## S00712-011

*National Water Data System (NWDS).*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** J. S. Cragwall, Jr., U.S. Geological Survey, National Water Data System. 343-9425.

The National Water Data System (NWDS) was established to measure and quantify the occurrence and quality of the United States' water resources and the effect of development and utilization on those resources. NWDS makes statistical data and summary reports on water data available to planners, developers, and managers. The NWDS data base includes: surface water stage and discharge; chemical quality parameters; radiochemistry; sediment; pesticide and certain biological concentrations in water; ground and surface water levels; geologic data describing the framework in which ground water occurs; flood frequency and flood inundation mapping. Data are stored in the Catalog of Information on Water Data for sites at which repetitive measurements of water quality and quantity have been made. Users of this catalog can determine data availability and request data from the appropriate source listed. Presently included in the activities of the Water Resources Division is the coordination of certain water data acquisition programs by Federal agencies; ultimately, NWDS will identify and make accessible to all users all water data acquired in the United States by both government and private interests.

## S00712-012

*Data Base of Geologic Names of the U.S.*

**Budget Function/Subfunction:** Earth sciences (252).

**Agency Contact:** Donald J. Orth, U.S. Geological Survey, Topographic Division. (703) 860-6261.

The Geologic Names of the United States is a computer-readable data base in which the rock-stratigraphic names in the United States are arranged alphabetically, by age, and by state. The data base has been distributed to the appropriate government unit of all the states, and it is available for reference in the Geologic Names Committee offices in Menlo Park, California; Denver, Colorado; and Reston, Virginia. The Geologic Names data base includes: rock stratigraphic names lithology, thickness, type locality, and color of the stratigraphic units.

## S00713-001

*BIA Accounting System.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** Glenn McLaren, Assistant Director, Financial Management. 343-5701.

The Bureau of Indian Affairs (BIA) maintains an automated, accrual-based accounting system. Reports to American Indian tribes on the status of fiduciary and trust accounts is a statutory obligation. Budget and project reports are prepared monthly at agency, area office, and central office levels.

## S00713-002

*188 Ownership System.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** Marge Tighe, Land Records Improvement Program. (505) 766-2946.

The system maintains a file of current holders of Indian trust land and a description of the land by allotment number. It provides a current ownership listing both by land description and by each individual's various holdings for use in processing of probates of estates, land sales, leases, etc.

## S00713-003

*Band Analysis System.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** Low Conger, Financial Management. 343-5701.

The system is designed to involve Indian tribes in the planning and budgeting process by indicating priorities within constrained funding levels. The system created a computer model of 35 program line items and calculates distributions based on target funding levels. Summaries are created for agency, area and bureau levels. A program strategy paper reflects the band analysis priorities which in turn help determine tentative program allocations, which are then fed into the PPE system. Calculations may be performed in minutes allowing various funding schemes to be tried, measuring their impacts upon programs, tribes, agencies and areas.

## S00714-001

*BLM Accounting System.*

**Budget Function/Subfunction:** Conservation and land management (302).

**Agency Contact:** Arnold E. Petty, Chief, Division of Finance. 343-3607.

The Bureau of Land Management (BLM) maintains an automated accounting system. The system interfaces with motor vehicle, equipment utilization, property management, range management, aircraft cost reporting, and payroll systems. Private companies have the right to examine the BLM system and its supporting records for reimbursable fire costs. Reports are prepared monthly which compare budget with actual and which combine project costs with project status. Accounting is on the accrual basis. The system participates in the Denver Payroll System, provides accounting and fiscal services for the Office of Aircraft Services, Alaska Land Use Planning Commission and limited fiscal services to the Oil Shale Environmental Advisory Panel.

## S00714-002

*Comprehensive Resource Information System (CRIS).*

**Budget Function/Subfunction:** Conservation and land management (302).

**Agency Contact:** Robert Green. (303) 234-2267.

The Comprehensive Resource Information System (CRIS) provides a record of the geographic locations, quality and quantity of all variables that can be associated with a point on the surface of the Earth. CRIS provides a tool to manipulate these type of data in an efficient manner. The output of CRIS is in the form of reports showing areas of land types, perimeters of land types, lengths of roads and summaries of descriptive data. In addition, a hard copy in map form may be obtained by plotting the data.

## S00714-003

*Oil Shale Title Clearance System.*

**Budget Function/Subfunction:** Conservation and land management (302).

**Agency Contact:** Ken Macomber, Oil Shale Project. (303) 234-2267.

The Oil Shale Title Clearance System is used to determine land ownership. It maintains the following information: (1) mining claim inventory, including locators, legal descriptions of land claimed, location date, and type of claim; (2) title history data, including grantors, grantees, mining claim reception numbers conveyed, percent of claim or percentage of grantor's interest conveyed, actual changes of ownership, and labor documents and potential conveyances, such as power-of-attorney and mechanics liens; (3) serial/contest and adjudicative actions reflecting claimant, claim name groups, legal description of land involved, validity reports, reconnaissance reports, interim actions, and closure actions.

## S00714-004

*Outer-Continental Shelf (OCS) Post-Sale System.*

**Budget Function/Subfunction:** Conservation and land management (302).

**Agency Contact:** Donald E. DeBerard, Gulf OCS Office. (504) 527-6541.

The system processes information relating to the sale of Outer-Continental Shelf tracts. The input data are edited and the total exposed bid amounts are audited. Then the following reports are generated: (1) Bid Recap by Tract; (2) Bid Recap by Prospect by Tract; (3) Analysis of Bids by Company; (4) Range of High Bids by Amount; (5) Range of High Bids by Prospect by Amount; (6) Summary of Sale by High Bid Amount; and (7) Post-Sale Analysis by Prospect by Tract.

## S00714-005

*Range Management Automated System.*

**Budget Function/Subfunction:** Conservation and land management (302).

**Agency Contact:** Darel Stanfer. (208) 588-9351.

This system prints the grazing authorization, bills the operator, and edits and generates collection data for the Finance System. It also provides various control, statistical and management reports on scheduled and requested times. These reports are sent to the resource area, district, and Washington offices and to the rancher operators via district offices. The system processes 23,000 bills annually; 13,800 authorizations annually; and 100,000 pages in reports annually.

## S00715-001

*Digest: Federal Outdoor Recreation Programs and Recreation-Related Environmental Programs.* Bureau of Outdoor Recreation. 1973. 110 pp.

**Budget Function/Subfunction:** Recreational resources (303).

**Public Availability:** GPO, Stock No. 2416-00055, $1.35.

**Agency Contact:** Charles Enright, Office of Management Consulting. 343-8858.

The digest is an updated condensation of the Bureau of Outdoor Recreation's 'Federal Outdoor Recreation Programs' 1970 edition. It lists more than 290 Federal programs of assistance related to outdoor recreation; the major legislative authority under which each program operates; the program's administering agency; and who may apply for assistance and where. Part I tabulates program functions by Federal agency; part II describes the type of assistance offered, including advisory, coordination, credit, grants, information, regulation, research, resource management, technical assistance, training, and miscellaneous, and part III lists the addresses of Federal agencies. Detailed information on specific programs may be found in the 1970 publication mentioned above, or the Catalog of Federal Domestic Assistance published by the Office of Management and Budget.

## S00716-001

*Financial Accounting System via Transmission (FAST).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Warren W. Wilson, Program Coordination and Finance. 343-4691.

The Bureau of Reclamation maintains an automated accounting system entitled Financial Accounting System via Transmission (FAST). The system interfaces with the Denver payroll, motor vehicle, shop orders, and heavy equipment systems. Reports at the bureau, regional field office, sub-office, division, branch, section and unit level are prepared monthly and reflect project cost percentage of completion data. Accrual accounting is used.

## S00716-002

*SKYCOM.*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** F. Politte, Division of Atmospheric Water Resources. 343-3091.

SKYCOM is a data base management system used by the Bureau of Reclamation, which interfaces with the National Meteorological Center in Suitland, Maryland. This system updates and stores weather observations and forecasts used in the field in weather modification experiments. It allows the field user to have the latest possible forecasts and observed weather available to him for real-time decision making.

## S00716-003

*Colorado River System Power/Production Model (CRSP).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** R. W. Cheney, Bureau of Reclamation. 524-5573.

The CRSP system provides day-to-day guidelines on the operation of the entire Colorado River system for power production, irrigation requirements, fish and wildlife, etc. It also provides long-range projections to schedule more development, salinity control, etc.

## S00718-001

*BPA Cost Accounting and Budget System (CABS).*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** R. Dale Hilts, Branch of Finance and Accounts. (503) 234-4661.

The Bonneville Power Administration currently maintains an automated accounting system entitled Cost Accounting and Budget System (CABS). Accounting principles and standards and the accounting system have been approved by GAO. The system interfaces with payroll, personnel, material accounting, plant accounting, construction program planning, scheduling and budgeting of other systems which make use of the CABS data base. There are statutory requirements for a commercial type audit and certification of financial statements, issuance of an annual report (repayment basis) and conformity with FPC uniform system of accounts. Costs are reported at several levels and compared with the budget on a biweekly basis. The system also reports on project status.

## S00718-002

*Power--Ecological Balance Model.*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** W. L. Morse, Branch of Power Resources, Bonneville Power Administration. (503) 234-4469.

As the Northwest enters the era of thermal power generation an in situ relationship between generation and ecological balance will develop. Hence, this computerized mathematical model will serve as a generation estimator based on distribution estimates for various ecological species (fish, phytoplankton, zooplankton, etc.). In addition to in situ temporal fish counts, other exogenous variables will include weather, water quality parameters (temperature, dissolved oxygen, nitrogen chlorophyll, ph, phosphates, turbidity, toxicity, etc.), and streamflows. This program will provide linkage between the streamflow model and the water temperature model providing the Bonneville Power Administration with a total environmental water quantity-quality package to assist in the complex water management which will be demanded by future hydro-thermal power operations.

# Department of Justice

## S00800-001

*Justice Retrieval and Inquiry System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Justice Retrieval and Inquiry System (JURIS) is a powerful on-line computer system that makes available from a central source, the full text of documents used for legal research. Documents may be viewed in several display formats; citation lists and keyword-in-context excerpts are available, as well as the full text of documents. The JURIS data base is composed of the following sources of legal information: (1) United States Federal Caselaw: U.S. Reports (Supreme Court Decisions) since 1903; Court of Claims Decisions since 1956; selected Criminal Decisions of the District of Columbia Superior Court; selected Criminal Decisions of the District of Columbia Court of Appeals; and District and Circuit Court Decisions. (2) Statutory Law: the 1970 edition of the U.S. Code, through Supplement II plus all Public Laws subsequent to Supplement II; all Executive Orders still in effect; and 15 titles of the Code of Federal Regulations (1974 edition). (3) Work product files from the Department of Justice: Over 4,000 briefs from the selected litigating divisions and U.S. Attorney's Offices; Criminal Briefs for the U.S. Court of Appeals for the District of Columbia; and Criminal Briefs for the District of Columbia Court of Appeals. Special files are maintained which contain abstracts of documents related to the IBM Antitrust Case (30,000 documents), the Goodyear and Firestone Antitrust Cases (80,000 documents), and criminal investigations by the Maryland and District of Columbia U.S. Attorney's offices.

## S00800-002

*Legal Activities and General Administration (LAGA) Accounting System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

This system maintains and processes financial information and related controls for reporting to LAGA management the financial and operational status of each major LAGA activity; maintaining control and accountability of all funds, obligations, expenditures, costs and revenues for which LAGA organizations are responsible; for preparing budget requests and controlling budget execution; and for reporting to the Treasury Department, the Office of Management and Budget, Congress, and others as required.

## S00800-003

*Identical Bidding in Public Procurement Reporting System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

This reporting system, which is made pursuant to Section 7 of Executive Order 10936, 4-24-61, lists the details of identical bidding affecting the advised procurement of Federal, state and local governments in a calendar year and identifies the firms which submitted identical bids. The listing of the names of firms bidding identically does not imply that they have thereby engaged in illegal or improper activities; but they are included for analytical and informational purposes. Bid information is supplied to the Antitrust Division from Federal, state, and local government procurement offices at random times throughout the year. Submitted information includes the following items: procuring agency name, bidder name, contract commodity procured, and amount bid. These data are coded onto input documents and sent to the Justice Data Center to be punched, edited, and entered into master files. At the end of the calendar year, the files are sorted and analyzed to produce a series of reports reflecting and documenting the bidding patterns of companies having submitted identical bids.

## S00807-001

*National Crime Information Center System/Computerized Criminal History File System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The National Crime Information Center System (NCIC) is a computerized on-line telecommunications system of information on (1) fugitives, (2) certain serialized stolen property (i.e., vehicles, license plates, guns, securities, and boats), and (3) offenders' criminal histories. The central processing unit and files are located within the FBI computer center, Washington, D.C. All Federal, state, and local criminal justice agencies have on-line access to NCIC through one of the approximately 6,000 terminals located throughout the United States. Entries, inquiries, updates, clears, and cancellations for NCIC are all executed on-line. The NCIC fugitive record includes a description of the offense and the date of warrant, and is entered by an agency holding a warrant for the arrest of an individual. The stolen property record includes a unique serial number, as well as other identification information, and is entered by an agency holding a theft report on an item of serially identifiable property. Agencies may query NCIC when they want to determine whether an individual is a fugitive or whether an article is stolen. The response is received by the inquiring agency almost instantaneously. When the agency entering an NCIC record determines that the fugitive has been apprehended or the item of property recovered, the agency then clears the corresponding record in the appropriate NCIC file. The Computerized Criminal History (CCH) File is an automated file of information on individuals charged with significant or serious crimes by a Federal, state, or local criminal justice agency. Each CCH record includes identification information concerning the individual as well as available and significant data concerning arrests, court dispositions, and custody/supervision status changes following conviction. A CCH record is entered by an authorized criminal justice agency when an individual is arrested for a significant and/or serious crime. Authorized criminal justice agencies may query the NCIC CCH File for criminal justice purposes to determine whether an individual has an arrest record. Depending on the type of inquiry made, on-line responses are generally received in less than five minutes. All Federal and District of Columbia CCH records have been entered by the FBI. While most states have access to the CCH File, only Arizona, California, Florida, and Illinois are fully participating with the capability to enter and update arrest records on-line.

## S00807-002

*Uniform Crime Reports.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The FBI collects monthly and annual crime statistics from law enforcement agencies, which are responsible for approximately 93 percent of the total population of the United States. The bulk of the statistics pertains to the commission of seven crimes; they are: murder, forcible rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft. The Uniform Crime Report (UCR) system processes data on police killings, police assaults, assaults on Federal officers and bombing information. The UCR compiles and analyzes these statistics and then produces a variety of statistical tables which are published by the FBI in an annual report entitled Crime in the United States.

## S00807-003

*Automated Identification Division System (AIDS).*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

Automated Identification Division System (AIDS) is the automated system being developed in the FBI's Identification Division to supplant manual work functions. Plans call for the eventual incorporation of automatic fingerprint reader (FINDER) equipment, of which five production models are currently on order. The current operational phase of AIDS includes the automated processing of incoming arrest fingerprint cards that are not identical to cards previously on file. The personal description and arrest data appearing on these cards are encoded and keyed onto machine-readable forms by utilizing Optical Character Recognition (OCR) type-writers. The data are then processed to (1) produce nonident ('No Record') responses for mailing to the contributors of the fingerprint cards; (2) generate name and alias cards for the manual criminal name index; (3) compile a computerized file and name and arrest information for future name searching and production of identification records ('rap sheets').

## S00808-001

*Profile Data Reports System.*

**Budget Function/Subfunction:** Federal correctional and rehabilitative activities (753).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

This is a one-step statistical application which uses control cards and portions of the Inmate Information System (IIS) data tape to produce reports on a monthly basis. A 'canned' program handles complicated data processing problems and intricate statistical analysis requiring a minimum of familiarity with statistical formulas and algorithms. The type of variables used in the control cards determine the data to be extracted from the IIS data set to produce correlative reports; i.e., frequency distributions, cross tabs, factor analysis, etc. The reports are used by the Planning and Development Branch to aid in determining physical plant characteristics and type of population expected for planned institutions, and trends in population changes of present institutions.

## S00808-002

*Financial Management System.*

**Budget Function/Subfunction:** Federal correctional and rehabilitative activities (753).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

This system provides centralized accounting and related financial reporting for all Bureau of Prisons (BOP) funds except the Federal Prison Industries and Commissary. It encompasses 40 geographically separated facilities without system modification. The system is integrated with the BOP manual monetary property system and the DOJ automated payroll system. It provides a basis for: controlling funds, property and other assets; developing and reporting costs performance according to organization, budget activities, and program structure. Using a 19-digit accounting classification to accommodate planning, budgeting, accounting and reporting, the system produces internal and external reports and data that are the basis for other external reports. Monthly, quarterly and on demand reports of obligations and costs are produced at institution level, and rolled to the Region and Bureau level. Different reports are produced by sub-object, project, performance measurement system (PMS), cost center and budget activity. The status of allotment funds at the facility, appropriation and budget activity is reported by cost center facilities using SYCOR for transmission. A General Ledger Trial Balance is prepared monthly.

## S00808-003

*Industrial Employment Information System (IEIS).*

**Budget Function/Subfunction:** Federal correctional and rehabilitative activities (753).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

This system provides management analysis information related to planning new industry, measurement of FPI's (Federal Prison Industry's) rehabilitative effort and marketing existing products and services. The data are also related to other existing data bases. Reports are produced monthly and quarterly, and one report is produced on demand.

## S00808-004

*Short-Term Research Projects System.*

**Budget Function/Subfunction:** Federal correctional and rehabilitative activities (753).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

Typically four to five research projects are ongoing at any one time which make only minimal use of the computer, and are too short in duration to warrant individual documentation. They are usually initiated by inquiries from Congress or other higher authority, into some aspect of BOP's function; rarely last more than 6 months; and require very similar data processing resources. In each study, data are collected manually using in-house developed questionnaires. The restricted information is manually encoded, keypunched, and used as a card input file to a statistical software package. The card file data base is manually maintained. Each study is implemented on a need/request basis.

## S00808-005

*Research Follow-up Study Projects Data Bases.*

**Budget Function/Subfunction:** Federal correctional and rehabilitative activities (753).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

These data bases contain information about the performance of former Federal inmates who have been released to the community. They are composed of records of a sample of different segments of the Bureau's population. For example, one data base consists of records of 1000 inmates who were confined in Youth Centers. Another consists of data on 1,383 inmates released during 1970, while a third is made up of data on inmates who were processed through some form of community treatment prior to release. To update these data bases, Research Analysts conduct a survey once each year to determine what has happened to each former inmate since the last check. If the individual was reconvicted, the circumstances surrounding his 'failure' are obtained, and posted to the record. Periodically, statistical programs are run against these data bases to look for significant trends. Research Analysts interpret these statistics, and make inferences about the various Bureau rehabilitation programs. This application will probably continue for the next two to three years.

## S00808-006

*Narcotic Addict Rehabilitation System.*

**Budget Function/Subfunction:** Federal correctional and rehabilitative activities (753).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

This system was developed to meet the need for more complete information and better evaluation treatment in rehabilitation services. The objectives of the system are to: (1) isolate causes of narcotic addiction, (2) evaluate treatment effectiveness in developed selection criteria, (3) provide estimates of cost effectiveness in rehabilitation programs, (4) provide rapid access to summary information for recording an aggregative analysis, and (5) simplify recordkeeping. Since the National Institutes of Health, in a prototype study, will provide a central data collection source, current system objectives are restricted to maintaining NARA master files integrity for the application of release and aftercare information on patients presently on those files.

## S00808-007

*Community Services Population System (COSPOS).*

**Budget Function/Subfunction:** Federal correctional and rehabilitative activities (753).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The primary objectives of COSPOS are to provide timely and accurate rosters of sentenced individuals who are assigned to community treatment facilities and to provide an analysis of community services responsive to the specific needs of inmates involved. Community treatment facilities are generally operated by neighborhood organizations under contract to the Bureau of Prisons (BOP) Community Services Program. The purpose of such facilities is to rehabilitate inmates being released from confinement or, in some cases, persons sentenced to direct supervision rather than confinement. Time spent in such facilities is accountable as part of the sentence imposed. Caseworkers at Federal institutions or the Community Program Officers (CPO) complete an interview report providing personal and administrative data on all individuals to be admitted to or transferred within the jurisdiction of Community Programs. Upon discharge of the individual, the CPO submits data indicating services that have been provided. All data transactions are mailed to the Community Programs Branch of the respective BOP Regional Office. This data is SYCOR-keyed and transmitted daily to the BOP Central Office where it is held for weekly processing. Quarterly Activity Reports are prepared reflecting the responsiveness of the community treatment centers in serving the needs of the individuals departing their jurisdiction. Population Roster Reports are prepared monthly and are used as a monitoring tool by CPO's.

## S00809-001

*Nonimmigrant Control System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Nonimmigrant Control System (NICS) is an automated index to a paper file that was designed to help the Immigration and Naturalization Service (INS) maintain information on nonimmigrant aliens who enter the United States temporarily. Before entering the country the alien fills out a form; the alien keeps one copy of the form--the Departure Copy--in his passport until he leaves the country; another copy of the form--the Arrival Copy--is collected at the port of entry and mailed to the INS Central Office in Washington, D.C. At the Central Office statistical information is extracted from the form and keypunched; indexing information along with certain other information such as the alien's duration of stay is also extracted from the form, and this information is entered into an automated index via a cathode-ray tube terminal; the form is then filed in a paper file. NICS is able to make a change to an alien's automated index record while he is in the United States. When the alien leaves the country, he surrenders the Departure Copy to the carrier on which he leaves; the carrier mails it to the INS Central Office. The processing of the Departure Copy is similar to that of the Arrival Copy. Departures are compared with arrivals in the automated index; when a match is found, both the automated index and the paper file are purged; the paper file is destroyed after it is microfilmed. The microfilmed copy is indexed on microfiche. Law enforcement officials of the Federal Government can communicate a question pertaining to a nonimmigrant alien to the Central Office in Washington, D.C. Using the NICS index, the information on the alien can be retrieved from the paper file. NICS also produces a variety of reports. One of these reports lists all nonimmigrant aliens who have stayed in the country beyond their specified departure dates.

## S00809-002

*Master Index.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Immigration and Naturalization Service is required to create a paper file folder on a large number of the individuals with whom it is concerned. A file folder is created for each immigrant who enters the country, as well as for certain students, illegal aliens, and native born citizens who run afoul of immigration or naturalization laws. The file folders are decentralized throughout forty-eight field offices. For many years in Washington, D.C. there has existed on 3 x 5 cards a centralized manual master index to the file folders. Each individual for whom there exists a file folder is named and identified on one of the cards; the cards also specify the location of the individual's file folder. Some of the cards also contain certain other information such as a brief description of the various encounters that the individual has had with the Service; there are also some cards in the index for individuals for whom no file folder exists. When a law enforcement officer or some other official of the Federal Government requires information on an individual, the index is searched; if a file exists for the individual concerned, its location is determined; additional information which may be in the index can be retrieved also. The Master Index System (MI) is being developed as an automated centralized index designed to replace the manual system. The information which is required to create a record in the automated index for an immigrant is extracted from the immigrant's visa; the information which is required to create a record for any other individual is extracted from a 3 x 5 card which is created by the Service; in both cases the information is entered into the automated index via a cathode ray tube terminal. At the present time the manual index is fully operational; it is the only index that is searched. The automated index will not become operational until a substantial portion of the manual index is automated; at that time the automated index will replace the manual index.

## S00809-003

*Service Lookout Book System (SLOB).*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Service Lookout Book System (SLOB) was designed to prevent undesirable aliens from entering the country. A Lookout Notice Worksheet form is filled out by law enforcement officials for those individuals who are considered to be undesirable aliens; the form is mailed to the central Immigration and Naturalization office in Washington, D.C. where the information it contains is entered into an automated data base. Periodically the automated data base is used to produce a Lookout Book which lists undesirable aliens. Approximately 1200 copies of the Lookout Book are distributed to immigration inspectors, who use the books at ports of entry in their effort to determine whether an alien should be allowed to enter the country.

## S00809-004

*Electronic Engineering Application System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Electronic Engineering Application System (EAS) is used by engineers at the Immigration and Naturalization Service (INS) headquarters to solve certain electrical engineering problems associated with INS radio communication systems. Specifically EAS assists in the assignment of radio frequencies, in the determination of the location of repeater towers, and in the maintenance of a list of all fixed stations. EAS operates in an on-line interactive mode via a terminal which is linked to an IBM 370/155 computer.

## S00809-005

*Alien Address Report System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

During the month of January each year all aliens of the United States are required by law to report their presence by completing form I-53. These forms are available in most Post Offices and INS offices. In the past, various manual and semi-automated (e.g., punched card) procedures have been used on both a centralized and decentralized basis to produce the required statistics and searchable files from these documents. This year, 1975, for the first time, the documents will be sent by the Post Offices to a contractor who will produce microfilm and magnetic tape. These files will be turned over to INS for processing. The magnetic tape records will be used to produce the various statistical reports and the searchable index while the microfilm will provide the complete permanent record of each alien's report.

## S00810-001

*Automated Returns and Consummated Orders System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Automated Returns and Consummated Orders System (ARCOS) was developed to (1) support the Drug Enforcement Administration (DEA) in fulfilling reporting requirements of the United Nations, and (2) provide a basis for establishing annual raw material import quotas for the United States drug industry. When fully operational, ARCOS will reduce time of the Compliance Investigator in the conduct of an audit by obviating the complete physical inventory at the registrants site. The system will also supply data to the Diversion, Analysis and Detection system (DAD) which will analyze the reported transactions in conjunction with the Controlled Substances Act (CSA) data base to identify potential diversion situations. Various reports are processed monthly and quarterly, and at year end, U.N. reports are produced.

## S00810-002

*Controlled Substances Act System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The purpose of the Controlled Substances Act System (CSA) is to control the registration and annual reregistration of approximately 500,000 legitimate dispensers, distributors, prescribers, researchers, and manufacturers of drugs stipulated as Federally controlled by the Controlled Substances Act of 1970. The system is used by the Drug Enforcement Administration (DEA) to maintain a master file comprised of individual records for each person or business entity registered under provisions of the Act. An individual or company doing business in more than one physical location must be registered for each location. Each registrant is assigned a nine-character registration number which must thereafter be used on any transactions involving controlled substances. A monthly process of the system produces, among others, a report of delinquent registrants which is forwarded to appropriate field offices for follow up by Compliance Investigators. Statistical reports are generated which indicate the monthly volume of Order Forms issued and, by type of business, New Applications processed, Renewal Applications issued, and Registration Certificates issued. The Compliance and Registration Unit at headquarters and each of the Regional Offices is equipped with a CRT unit and a printer for exclusive use in CSA inquiries, which currently average approximately 10,000 per week.

## S00810-003

*DEA Accounting System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Drug Enforcement Administration (DEA) Accounting System (DEAAS) provides for the administrative and appropriation accounting requirements of the DEA. The system has been designed in accordance with the requirements of the Department's Principles and Standards as approved by the Comptroller General of the United States on May 29, 1969. In October, 1972, the Assistant Attorney General for Administration directed DEA to comply with directives previously issued by DOJ to install an accounting system which contain a basis for preparing cost based budgets. In April 1973, DEA

Management approved a plan for implementation of the Legal Activities and General Administration (LAGA) System incorporating certain requirements peculiar to DEA. A contract was awarded for modification to the LAGA system and implementation of the DEA system. The system, as modified, utilized the DEA ADP Telecommunications System (DATS) for on-line data collection and query and the DOJ 370/155 computer for off-line processing. DEA has determined that the modified LAGA system has many deficiencies, both in the accounting and data processing areas. Plans have been made to develop an improved DEAAS II system which would eliminate all of the DEAAS I deficiencies. DEAAS I will remain operational until DEAAS II is ready in FY 76.

## S00810-004

*Drug Abusers System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The purpose of the Drug Abusers System is to report statistical information on reported cases of drug abuse. Reports are also created for the United Nations concerning drug abuse in the United States. The information derived from the abuser file is used as input to a statistical model providing estimates of the total number of addicts in the United States. For many years all state and local law enforcement agencies have been reporting, on a voluntary basis, the arrest of drug addicts and abusers to the Drug Enforcement Administration and its predecessors. Because of the extensive manual collection and filing workload it was virtually impossible to produce meaningful statistics. Automation of the file provided the capability to use the information for a wide range of statistical reports. Statistical reports at state level are available to all states upon their request. The Drug Abusers System is basically unchanged from the initial 1972 concept. Few changes have been made to the system with the exception of streamlining the programming and adding special request report capability.

## S00810-005

*Drug Label System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Drug Label System accumulates data from controlled drug manufacturers. This information is used to maintain a reference and identification file of controlled substances. The system provides for the automated storage and retrieval of data pertaining to brand name drug products manufactured or distributed in the United States which contain one or more controlled substances. Source document labels are provided by the drug industry in accordance with Federal regulations.

## S00810-006

*System to Retrieve Information from Drug Evidence.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The System to Retrieve Information from Drug Evidence (STRIDE) processes data submitted by eight DEA laboratories which analyze drug evidence for Federal, state, local, foreign and other agency cases. Data for each drug analyzed are generally input to this system via nine remote CRT terminals although some input is still mailed in on coded documents. A daily edit/update cycle produces on-line error and valid data listings for review and correction, as well as certain reports for investigation and intelligence personnel. Monthly reports include intelligence information, laboratory and operations management statistics, drug removal statistics, drug trend analysis, and compliance indicators. Quarterly reports provide additional trend analysis information and drug removal statistics. Ad hoc queries are frequently made to provide strategic intelligence data. Future plans provide for the use of microfiche and an interface with the Narcotics and Dangerous Drug Information System (NDDIS) file.

## S00811-001

**Grant Management Information System (GMIS).*

**Budget Function/Subfunction:** Law enforcement assistance (754).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Law Enforcement Assistance Administration (LEAA) was established by Congress in 1968 to help state and local governments reduce crime by providing them with financial and technical assistance. The major portion of the LEAA budget is given to state and local governments in the form of grants. The Grant Management Information System (GMIS) is a computerized information storage and retrieval system which contains a history of past LEAA grant activity in an easily queried form. For each grant, the GMIS data base contains geographic, administrative, and cost information along with a narrative description of the project. The information required to establish the data base is extracted from documents provided by the grantee. Anyone can make use of the GMIS data base; queries from public agencies are answered free; queries from private organizations are answered at cost. The query is made to the GMIS computer system via an on-line remote terminal. Depending on the nature of the query, the response can be anything from a mere statement of the number of grants which might possibly be of interest, to a hard copy output containing a description of each such grant along with the name and address of the grantee; in the latter case, the original grantee can then be contacted for consultation. The response to the query can be received immediately, if necessary, via the terminal, or the next day after having been printed off-line at the computer installation, and delivered to LEAA. A Grant Tracking Subsystem of GMIS monitors the progress of categorical grant applications through the approval process within LEAA. The source information required for input to this system is extracted from grant application forms. Several reports which are aids to effective management of LEAA funds are produced by the Grant Tracking Subsystem.

## S00811-002

*Law Enforcement Education Program Management System (LEEP).*

**Budget Function/Subfunction:** Law enforcement assistance (754).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

In 1972 the Office of Education and Manpower Assistance was created at the Law Enforcement Assistance Administration (LEAA); as part of its responsibility this office administers the Law Enforcement Education Program (LEEP). LEEP provides grants and loans to students who are in law enforcement education programs to help the students pay for the costs of higher education. LEAA distributes the funds through the intermediary of LEAA approved institutions of higher learning, i.e., LEAA distributes the funds to the institutions, and the institutions using LEAA established criteria distribute the funds to its students. The Law Enforcement Education Program Management System (LEEPMS) is a management tool used to monitor the grants and loans distributed by LEEP. LEEPMS maintains a file on each participating institution; this file includes information pertaining to the institution's eligibility to participate in LEEP. LEEPMS also maintains a file on each participating student; this file includes information extracted from the loan or grant application and information pertaining to the liquidation of the loan either by means of repayment or by means of forgiveness of the loan in return for performing certain kinds of employment. In addition, a variety of reports are produced by LEEPMS, which are used in the operation and management of LEEP.

## S00811-003

*Civil Rights Compliance System.*

**Budget Function/Subfunction:** Law enforcement assistance (754).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The Office of Civil Rights Compliance (OCRC) of the Law Enforcement Assistance Administration (LEAA) has as one of its functions the determination of whether criminal justice agencies which receive assistance from LEAA are acting in accord with the Federal civil rights law with regard to the racial composition of their staffs. LEAA contains data files such as personnel files or payroll files from an agency whose racial composition is to be determined. The Civil Rights Compliance System analyzes these data files and produces statistics pertaining to the racial composition of the agency's staff. These statistics are used by OCRC to determine if the agency is in compliance with Federal civil rights law.

## S00811-004

*National Criminal Justice Reference Service System.*

**Budget Function/Subfunction:** Law enforcement assistance (754).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The National Criminal Justice Reference Service (NCJRS) was established by the Law Enforcement Assistance Administration (LEAA) during fiscal year 1972 to collect and disseminate literature of interest to the nation's law enforcement and criminal justice community. The National Criminal Justice Reference Service System (NCJRSS) was designed to support the effort of NCJRS, by maintaining an automated data base which currently contains approximately 10,000 abstracts of documents on law enforcement and criminal justice. This data base is continually being expanded; documents to be entered into the system are selected by a contractor according to criteria established by LEAA. The NCJRSS provides selective dissemination and query services to registered individuals, organizations, and agencies. In addition, NCJRSS performs the following functions: (1) produces a thesaurus or keyword index which is used by indexers when entering data into the data base and by Referral Specialists when retrieving data from the data base; (2) produces the Document Retrieval Index which lists all documents in the NCJRSS data base for which there is a known source; and (3) produces a bound catalog of the combined card catalogs of libraries located at LEAA, the Drug Enforcement Administration, and the Bureau of Prisons.

## S00811-005

*LEAA Accounting System.*

**Budget Function/Subfunction:** Law enforcement assistance (754).

**Agency Contact:** Arthur C. Smith, III, Office of Management and Finance. 739-5131.

The LEAA Accounting System is designed to provide data for fund control, external reporting requirements, and all necessary accounting functions. Input to the system is coded on eighteen different forms which are batched and sent to a data-reducing contractor. Data are returned to LEAA encoded on magnetic tape. Direct input is also generated by the Justice Department Payroll System and by the Grants Subsystem. The Accounting System reformats and edits data as they are returned from the contractor. All valid transactions from each reporting cycle are stored on a disk file. All invalid transactions are stored on a disk using a revolving-error-file concept. When all transactions for a month are validated, the valid-transaction files are sort-merged and used to update the general ledger and reporting master file. The reformat and edit cycles produce thirteen control reports each cycle. These reports are used by the Accounting Division. The month end updating and reporting cycle produces thirty reports in all. Some are accounting reports, some are management reports which are distributed to the regions and cost centers, and some are budgetary reports.

# Department of Labor

## S00900-001

**Department of Labor Catalog, Descriptions of Automated Information Systems.* Office of Policy, Plans and Evaluation, DOL. January 1975. 1 vol.

**Budget Function/Subfunction:** Manpower training (504); Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The catalog contains descriptions and selected flow charts of 70 operational DOL computerized systems which support Departmental programs at the Federal level. The descriptions are organized alphabetically under DOL agency headings. They contain the following types of information: system title and acronym, using agency, purpose, date of completion, expected life, FY 1973-1975 budgets, major report outputs, system interfaces, and computer resource requirements.

## S00900-002

*DOL Integrated Accounting System.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system supports the Office of Accounting and Payment Service in the performance of its mission. The system is divided into 5 subsystems: Daily Integrated Accounting System, General Ledger System, Travel Advance System, Financial Management Reporting System, and Monthly Fund Reports System. The names of the basic files are: Data Bank Reference File, General Ledger and Travel History File. Major output reports generated from this system are: Travel Advance System History Report, Unliquidated Obligations, Bureau Performance, Monthly Activity, Quarterly Report, and Monthly Status of Funds.

## S00902-001

*Continuous Wage Benefit History.*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Office of Financial Policy and Systems. 523-6963.

This is a statistical reporting system which receives a sample of Social Security data annually with the characteristics (age, sex, race, education, etc.) of workers covered by the Social Security Act. It provides a universe to measure the success of various work and training programs. Other critical data elements captured via the system are social security number, birth date, state code, surname and date of death.

## S00902-002

*Dictionary of Occupational Titles (DOT).*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system maintains current job descriptions and criteria of every existing job in the U.S. A two-volume 'DOT' book is published biannually in addition to updated occupational definitions. The system is used by the U.S. Training and Employment Service.

## S00902-003

*Employment Security Automated Reporting System--National Office (ESARS).*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system produces monthly summary reports depicting employment security activities in the 50 states. Sample statistical and summary data on job applicants, job opportunities and services to applicants is produced. The system also provides performance indicators to measure productivity of Employment Service activities. Two major tables are generated by the system. They are: Plan of Service--personal characteristics data on applicants; and Placements and Referrals of Individuals, arranged by personal characteristics.

## S00902-004

*Immigration Reports.*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system maintains a data bank of certifications of immigrants' work permits. It also provides statistical reports on the volume of immigrants certified for employment and the type of occupations involved by geographic regions. Specifically, the following major reports are produced: temporary alien applications approved or disapproved, by regions and occupation codes; permanent and temporary applications approved and denied by Dictionary of Occupational Titles, Country of Birth; and permanent alien applications certified and denied, reason for decision and advisory opinions given on all occupations. These reports are generated by the manipulation of the following critical data elements: employer's name and address; alien's name and address; occupational title and code; permanent or temporary; ES forms received; qualifications of alien; and salary.

## S00902-005

*Manpower Automated Reporting Systems (MARS).*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

MARS is a combination of trainee characteristics (age, race, sex, education, head of household, welfare status, veteran status, etc.) and project status characteristics of various programs by state (number of enrollees, number of authorized slots, funds obligated, funds allocated, etc.) HEW Annual Reports are an accounting entry for statistical reports on the characteristics of non-completed and completed trainees in the MDTA work and training programs. The Department of Labor data bank supplies the following input data to the HEW annual report to Congress: characteristics of institutional enrollees, state and national; and occupations of institutional enrollees, national only. The Trainee Characteristics System produces reports on the characteristics of the enrollees in the various manpower work and training programs. A wide range of reports on the demographic characteristics of groups of individuals enrolled in manpower programs is produced.

## S00902-006

*Manpower Training Program Evaluation System Development.*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system attempts to measure the success of various work and training programs by analyzing wages and employment by quarter, extracted from Social Security data. Manpower Automated Reporting System (MARS) data are used in matching data obtained from the Social Security Administration files. Complex statistical formulae are applied to the data to provide management with program evaluation information. MARS data are used (l) to show characteristics of participants in programs, (2) to evaluate programs, (3) to compare program participants to a control group of non-participants. This system generates the following major reports: counts by program and year; selected characteristics by program and year; comparison of training by various control factors; and analysis of covariance (ANCOVA), a regression which uses all characteristics data to measure material gain from training. Major system data elements include, but are not limited to date of birth, race, sex, training class year, program code, fiscal year of approval, public assistance code, length of stay and test score.

## S00902-007

*Vietnam Veterans Extract System.*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system combines data from the Department of Defense, Veteran's Administration, Job Corps, Employment Security Automated Reporting System (ESARS), Manpower Automated Reporting System (MARS), and the National Alliance of Businessmen--Jobs in the Business Sector (NAB--JOBS) in order to derive information on job training and job placement of Vietnam veterans. Critical data elements captured by the system include age at separation, education, placement, race and marital status. These data are used to generate the following output tables: total quarterly separations; number of veterans employed, unemployed, or in school one year after separation; GI Bill types of training; and enrollment in manpower programs and VA programs.

## S00902-008

*WIN II System (Interim WIN System).*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system processes work-incentive (WIN) program data required by the Talmadge Amendment and produces project status data and individual characteristics of the welfare trainees enrolled in work and training programs. There are three subsystems: (l) The characteristics subsystem maintains a file of WIN projects and produces a series of statistical and management reports. (2) The characteristics subsystem processes automated data generated in ESARS by the states. It also maintains a file of WIN registrants and services provided and produces a series of reports on characteristics of these registrants. (3) The WIN financial subsystem produces fiscal and management reports. The programs comprising the WIN II system are subject to annual revision each June. The system's major reports include: WIN Monthly Program Activity Summary--registrant data, statistics, job entry, planning data, personnel accounting; and WIN Monthly, Quarterly Summary of Participant Characteristics--sex, ethnic group, age, education, veteran status, disadvantaged, wage.

## S00902-009

*Report of Minority College Graduates.*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system produces a directory of minority college graduates and provides a base for statistical reports that may be later required. It is used by the Equal Employment Opportunity (EEO) staff within the Manpower Administration's Office of Investigation and Compliance. The system's data elements include name of college, address of college, name of student, home address of student, sex, ethnic group, major discipline, degree to be obtained and graduate year.

## S00902-010

*State Accounting Systems: Status of Obligation Authority Program (SOAP) Federal Interface XFI.*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The SOAP system processes financial and statistical data from State Accounting Systems to produce financial information used by the Manpower Administration. The ongoing and often modified Federal Interface XFI system produces quarterly summaries of Federal financial data from the 50 states' Employment Security Cost Accounting systems. Monthly summaries are produced in the Departmental Management System (DMS) of Federal Interface. Major data elements of the system are: status obligation transactions, location codes, program, number of hours, number of positions, budget data, and personnel benefits. Major reports of the system are: Status of Obligation Authority--expenditures for state obligations of Federal monies for each Manpower funded program; National Cost Statement Summary--Employment Service (ES) and Unemployment Insurance (UI); National Program Cost Summary--ES and UI; National Activity Performance Detail Report--by activity name, ES and UI; National Program Performance Report; Standard Metropolitan Statistical Area (SMSA) Report--fiscal data for ES; Monthly DMS Percentages Report--based on allotment ledger codes; and Quarterly Geographical Percentages Report.

## S00902-011

*Manpower Regional Automation Project.*

**Budget Function/Subfunction:** Manpower training (504).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system has a network of terminals in the regional offices to transmit financial and statistical data to DOL computers on Manpower projects. The system produces management reports at the national level by inquiry to the regional offices over the terminal network. It is anticipated that this system will replace the State Accounting Systems (ESARS) and parts of other systems. The system generates in excess of some 18 major reports on a recurring basis.

## S00904-001

*ESA--33 System (Investigation Reports).*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of this system is to edit and summarize the results of all compliance activities, such as technical assistance, compliance contracts, conciliations, and investigations, including child labor actions. The primary use of this data is to detect possible violations of wage laws. The data are used to generate the following major reports: Statistics on Benefits by Acts Investigated; Monetary Findings by Compliance Action; Benefits Provided by Compliance Action; Monetary Findings by Compliance Action; Non-Monetary Findings by Compliance Action; Monetary Findings by Industry; Non-Monetary Findings by Industry; and Garnishment Findings by Industry.

## S00904-002

*Black Lung.*

**Budget Function/Subfunction:** Federal employee retirement and disability (602).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of this system is to maintain records of, and compensations paid to black-lung claimants. Major data elements of the system include: claims, dependents, age and United Mining Owners. These and other data are manipulated to generate the following major reports: Claims and process report, Alpha-cross report and outstanding claim Social Security Administration reports.

## S00904-003

*Wage Impact.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of this system is to provide the Congress with a wage distribution report on which to base proposals for amending the Federal Minimum Wage Act. The major categories of data maintained by the system are earning trends and employment records. These data are used to generate two major output reports, the minimum wage and cost reports.

## S00904-004

*Wage Trend Projections.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of this system is the development of a model for projecting wage distributions over time. The intent of the model is to provide impact statistics for various congressional and department proposals to change the minimum wage with (l) a more explicit manner of expressing the assumptions employed and (2) some statistical measures of reliability for the estimates. The major categories of data elements embodied in the system are earnings distributions, rate of return for employment and rate of return for unemployment.

## S00905-001

*Welfare Pension Reporting System.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of the Welfare Pension Reporting System is to control, maintain, and update records of the welfare and pension plans filed by organizations, unions and companies as required by the Welfare and Pension Disclosure Act. The Statistics subsystem provides in tabular form the financial condition of Employee Benefit Plans. Major system output reports are: delinquency notices and reports; edit reports for Labor-Management Services Administration (LMSA) review and correction; monthly mailing labels; file number assignment lists; and welfare and pension plan statistics.

## S00905-002

*Federal Agency Reporting System.*

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The Federal Agency Reporting System was developed to collect and analyze safety and health data from all agencies of the U.S. Government, as required by Presidential Executive Order 11612 to implement the Williams-Steiger Occupational Safety and Health Act of 1970. The two major output reports of this system are: (l) Summary Report of Federal Occupational Injuries and Illnesses: a report of the total number of injuries and illnesses for the quarter (or year), including lost workdays; and (2) Summary Report of Federal Occupational Accidents: a report of the total number of accidents for the quarter (or year), including cost data and hours of operation of various types of vehicles and equipment.

## S00905-003

*Employer Information System--Establishment File.*

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The Occupational Safety and Health Administration (OSHA) Establishment File was originally designed to consititute a part of the data base for the OSHA Management Information System. The most comprehensive data on the 4 to 8 million business establishments in the United States are contained in the individual state unemployment files. Ten regional tapes are produced. Mailing labels which can be processed through a cheshire machine are also produced. The file presently contains approximately 4 million records on business establishments in 43 states. Major data elements of the system are state, city (or county), Standard Industrial Classification, (SIC) code number of employees, and name and address of employer. Major reports produced by the system are: (l) List of establishments including state code, SIC code, city/county, number of employees, name, address and zip code; and (2) list of establishments sorted by SIC code.

## S00906-001

*Current Wage Developments.* Monthly. Office of Wages and Industrial Relations, BLS.

**Budget Function/Subfunction:** Other manpower services (505).

**Public Availability:** GPO, $18 a year, $1.50 a single copy.

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of this report is to provide up-to-date information on wage and benefit changes resulting from collective bargaining settlements and unilateral management decisions; it also provides special reports of wage trends and statistical summaries. Current provisions of collective bargaining agreements are summarized in the report, with the name of the employer, union, and number of workers covered indicated; the current general wage increase and effective date; and other pertinent information to the agreement. Data on strikes or lockouts since 1946 are in the report, and contain the month and year of the action covered; the number of work stoppages; workers involved; and man-days lost in terms of number and percent of estimated working time. Several other statistical charts are in the report.

## S00906-002

*Monthly Labor Review*. Bureau of Labor Statistics, DOL.

**Budget Function/Subfunction:** Other manpower services (505).

**Public Availability:** GPO, $22.35 a year, $1.90 a single copy.

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This monthly report of the Department of Labor is designed to provide comprehensive information on labor trends, and statistics for the previous month. The report provides several essays on various labor-economic problems and situations; and contains numerous statistical charts that include month-by-month comparative data for the previous 12-months, and often other types of yearly or monthly data.

## S00906-003

*Characteristics of Insured Unemployed (ES-203).*

**Budget Function/Subfunction:** Unemployment insurance (603).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system analyzes selected characteristics of a sample of insured unemployed who file regular unemployment insurance (UI) continued claims. Data are collected by each state and forwarded to Washington, D.C. where summarization of edited data is produced in the form of tables. Primary users of the summarized data are (a) the public, through the monthly publication of tables in Unemployment Insurance Statistics, and (b) the Unemployment Insurance Service, which maintains data and performs analysis of all employment security programs. Major data elements of the system include, but are not limited to, the following: state code, Social Security Number (SSN), type of claim, current duration, industry, sex, race and occupational category. Selected outputs include the following reports: Insured Unemployment Under State Programs (monthly); Industry Attachment of the Insured Unemployed (monthly, and annually); Insured Unemployment in Contract, Construction and Manufacturing, by state (monthly); and Insured Unemployment in Durable and Nondurable Goods Manufacturing, by state (monthly).

## S00906-004

*Employment Wage and Contributions.*

**Budget Function/Subfunction:** Other manpower services (505); Unemployment insurance (603).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of this Federal-state system is to provide statistics by industry and state of employment and wages of workers covered by the state unemployment insurance laws and the unemployment compensation for Federal employees. There are 50 reporting states and the District of Columbia, Puerto Rico, and the Virgin Islands. Significant data elements reported and maintained on file include year, state, industry code, Federal agency code, total wages, taxable wages and contributions. The major report compiled by this system is the quarterly ES202 report. This report summarizes into state and Standard Metropolitan Statistical Area totals the employment, wages, and contribution data required by state employment security agencies. Sample tables in the publication, Employment and Wages, include: the number of employer reporting units, monthly employment and quarterly wages of workers covered by state unemployment insurance and laws, by geographic division and state; and the monthly employment and quarterly wages, U.S. totals.

## S00906-005

*Industry-Occupation Matrix.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This general purpose system maintains and manipulates employment count matrices cross-classified by industry, by occupation, by class of worker, by year, by area. It is used by the Office of Manpower Structure and Trends, Division of Manpower Occupational Outlook to support four separately funded projects. It will also be used by many state employment security agencies. The ultimate goal of the system is to enable the Bureau of States to develop timely projections of occupational employment demand at the national, state, and small-area level. The major data elements are: employment counts, industries, occupations, classes of workers, years and areas.

## S00906-006

*Industry Wage Survey.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of the Industry Wage Survey is to study the construction industry for information on minimum hourly union wage rates, straight time weekly hours, and employer payments to selected fringe benefits plans, as agreed upon through collective bargaining. The survey has produced area wage and fringe benefits information by occupation; type of construction (commercial, residential, street and highway, and other heavy construction); and for workers whose wage rates were and were not set by labor management agreements. Major outputs of the system are the Analytical Bulletin which presents findings for 17 areas; the Monthly Labor Review which summarizes findings; and the Locality Releases, which present individual findings for each of the 17 metropolitan areas, and all-met projection.

## S00906-007

*Occupational Employment Survey-Decentralized.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system is used by the Office of Manpower Structure and Trends to validate occupational data collected by cooperating states before storing it in a data bank for analysis. Major categories of data collected and manipulated include establishment-occupational data and occupational estimates by state/area by industry.

## S00906-008

*Occupational Safety and Health.*

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system creates address records from the ES202 Unemployment Insurance File. Occupational safety and health survey questionnaires mailed to business establishments provide address information and other survey data which is edited, updated, and compiled into tabulations such as occupational death incidence rates, frequency of illness and injuries, and average lost workdays. This survey is a cooperative Federal state effort. Major data elements captured and processed via this system include, but are not limited to, the following: region, OSH state code, unemployment insurance county code, survey and year, unemployment insurance account number, primary company, reported employment, deaths, lost workday, nurses and doctors agreements. Major output reports include: OSH industry by size summary; rates and percentages of occupational illness/injuries; distribution of reporting unit incidence rates in the OSH survey; measures of occupational illness/injuries in OSH survey; and number of recordable cases, injuries and illnesses by availability of health services.

## S00906-009

*Labor Turnover Statistics.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

The purpose of this system is to provide calculation of labor turnover rates, and perform such functions as sample maintenance, mail and response control, validation of reported data, computation of estimates, preparation of reports, and benchwork adjustment. Major output reports generated by this system are: labor turnover in manufacturing; employment and earnings by categories, and employment and earnings for the United States. These reports are generated by system manipulation of the following critical data elements: job vacancies, hires, quits, and layoffs.

## S00906-010

*Productivity System.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** L. Thorn, Director, Office of Financial Policy and Systems. 523-6963.

This system measures trends in the economy, major sectors, and individual industries. Also, it provides relevant international comparisons as well as studies of changing labor and materials requirements in major types of construction. The major categories of data elements captured via this system are: man-hour data, trade association, private and public housing, elementary and secondary schools; hospitals, highways, Federal office buildings, sewer works and civil works. These data are manipulated to produce the following major output reports: review of productivity and cost; productivity and cost in nonfinancial corporations; construction labor requirement studies; and monthly labor review.

# Department of State

## S01000-001

*Country Fact Sheets.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

Country Fact Sheets are produced by a computerized system. They contain political, economic, military, and cultural information on 156 countries of the world. Fact sheets are updated at least once a year and as often as new information is available. Each country fact sheet consists of 17 sections: security ties, economic relations, external economic assistance, U.S. assistance given, U.S. private direct investment, exchange programs, U.S. citizen presence, AID projects by field of activity, U.S. relationships, major treaties and agreements, trade, principal donors of AID, current AID capital and technical assistance projects, direct investment by all countries, investment climate, educational, cultural and scientific relations, and country leader list.

## S01000-002

*Department of State Fiscal and Budget Data System.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Department of State's activities are budgeted and accounted for within the Department's several but uniform systems. The Department's Account Structure and Classification Codes have been developed and synchronized so that one uniform set of codes accommodates organizational and management changes and provides for classifying related data and information for budgeting, accounting, personnel administration and other operating requirements under all appropriations. Accounting and related data transactions on source documents (or input transactions) are classified with these codes, symbols and titles wherever such documents or input transactions are prepared. At the present time the Department's budget data and budget estimates are not computerized. Selective back-up data have been extracted from the fiscal data which are in the computer system. Computerized reports have been used to summarize budget positions by grade and class and by position for the past year column of the green sheets (schedules of permanent positions) for the 1972 and subsequent budgets. Worldwide allotment accounting data for the Department of State is available in the computer system at the major organization and principal post (country), appropriation, and allotment levels. The data include funds available, obligations and liquidations (disbursements) and is available on a monthly basis. The Department's total obligation data are available in the computer system by organization (post or domestic organization which is considered the cost center), appropriation, allotment/operating allowance, function/subactivity as applicable, and subobject levels on an annual basis. Program classifications presently used in the Department's system are essentially synonymous to the appropriations; for example, Salaries and Expenses, Foreign Buildings Operations, International Conferences and Contingencies, Missions to International Organizations, and Educational, Scientific and Cultural activities.

## S01000-003

*Allotment Accounting System.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Department's allotment accounting or Financial Management (FINMAN) system, segregates allotments and reporting thereof into those controlled domestically and those controlled at Foreign Service posts. At Foreign Service posts, obligation transactions, fully documented, are recorded in allotment ledgers to control fund availability and in distribution ledgers to accumulate budget data by object class or other expense category. Liquidation transactions are also recorded in the allotment ledgers to enable month-end reconciliation with cash accounting reports. For all active allotments issued to the posts, reports are forwarded to the Department (1) monthly reflecting fund availability and liquidation status at the allotment level and (2) quarterly summarizing object class or other expense activity. State's Regional Finance and Data Processing Center (RFDPC) in Paris provides automated allotment accounting recording and reporting for approximately 90 of the Department's 170 allotee posts. Data elements are: symbols or codes for appropriation, allotment, organization, function, paying office, object class and accounting dates, amounts of allotments, obligations, liquidations, unliquidated obligations, and unobligated balances. Reports are disseminated by allotee posts or by RFDPC/Paris.

## S01000-004

*Accrual Reporting System.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Department's accrual accounting data are obtained by inventory of (1) prepaid liquidations and unpaid obligations of select expense categories in the allotment accounting system, (2) value of nonexpendable equipment, (3) accounts receivable, and (4) unpaid annual leave. The cost amounts so extracted, compiled with the liquidation amounts for other expense categories in allotment accounting, provide the total accrued cost for the Department's operations. The inventories are taken quarterly by all Foreign Service posts and for the domestic costs by BF/FS. The inventory cost data from the posts are telegraphed to the Department or to the Regional Finance and Data Processing Center (RFDPC) in Paris where the data are consolidated for its serviced posts. Automated reports are produced from the telegraphic input and the input data from the domestic inventories which are distributed to the posts and within the Department for management purposes and to Treasury and other regulatory agencies for budgeting purposes. Data elements are: symbols or codes for appropriation, allotment, post, agency, purpose, object class, accounting year, and currency; amounts of accounts payable, grant, contract, and rent prepayments, accounts receivable, liquidations, obligations, and inventories of equipment. Reports are disseminated quarterly, unless noted otherwise, by posts, RFDPC/Paris, and BF/FS.

## S01000-005

*Financial Management (FINMAN) System.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

In the Department's accounting design, allotments are segregated by code structure into those controlled by the domestic Financial Management (FINMAN) system and those controlled at Foreign Service posts. Correspondingly, FINMAN reports are run in two cycles--one for domestic management at the transaction level as frequently as weekly and another to incorporate Foreign Service reporting into a Departmental summary at the allotment level monthly and at the object class level yearly. FINMAN also provides reconciliation of domestic allotment accounting records with cash accounting reports provided by Treasury and interoffice reconciliation of domestic and Foreign Service transfers. Data elements are: office/post, appropriation, allotment/year/quarter, activity/purpose/function, object/class/description, process date, accounting date, document number, obligation number, disbursing code, obligation, amount/monthly and cumulative, expenditure amount and unliquidated balance. Weekly, biweekly, quarterly, and annual reports are disseminated by the Office of Financial Services and Information Systems Office/FADPC.

## S01000-006

*Cash Accounting System.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Department of State Cash Accounting System has been documented and implemented under the Foreign Service Act of 1946 and within the Department of Treasury regulations and reporting requirements. State disbursing officers are assigned to two automated centers in Paris and Bangkok and at Foreign Service posts not serviced by these centers and the Washington

Finance Center. This disbursing responsibility is to: disburse cash and issue checks in payment of certified vouchers, collect official revenues and receipts, buy and sell U.S. and foreign currencies, maintain accounting records in relation to these monies, safeguard cash, control bank accounts, prepare cash accounting reports for the serviced agencies and for Treasury, and issue, as well as account for, imprest fund advances to agency cashiers. Data elements are: date of transaction, document or reference number, payee (or remitter) name and address, agency, post and/or station symbol, fund (appropriation) and limitation symbol, certifying officer name and signature, disbursing officer name and symbol, name and location of bank, checking account symbol, check number, foreign currency amount, rate of currency exchange, U.S. dollar equivalent, U.S. dollar amount, and total of U.S. dollar equivalent and U.S. dollar amounts. Reports are disseminated by DO's and Computer Centers monthly or more frequently.

## S01000-007

*Working Capital Fund.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Working Capital Fund (WCF) was enacted by Congress December 16, 1963 (P.L. 88-205) at the request of the Department, and it authorized expenses (including those authorized by the Foreign Service Act of 1946, as amended) and equipment necessary for maintenance and operation in the City of Washington and elsewhere of (1) central reproduction, editorial, data processing, audiovisual, library, and administrative support service; (2) central supply service for supplies and equipment (including repairs) and (3) such other administrative services as the Secretary, with the approval of the Office of Management and Budget, determines may be performed more advantageously and more economically as central services. The major data elements are: date of transaction, control number, document number, account number, amount of receipts, voucher number, payee, date of payment, appropriation, organization, function, and amount paid. Reports are prepared manually on a monthly, quarterly, semiannual, and annual basis by the Accounting Division, Office of Budget and Finance.

## S01000-008

*General Ledger Accounts.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The comprehensive general ledger accounts are divided into four main categories: appropriation accounting control, miscellaneous activities control, FT funds control, and memorandum accounts. Appropriation accounting control includes all appropriated funds, transfer appropriation funds, trust funds, working funds, management funds, special funds, inventories; deferred, fixed and other assets, liabilities, investments, expense and income accounts. Miscellaneous activities accounts include general fund receipts (unavailable), local deposit and trust funds, accounts receivable, loans receivable, advances from other U.S. Government agencies, and others, and imprest funds. FT funds include foreign currency accounts for State. Memorandum accounts include Civil Service Retirement, Employees' Group Life Insurance, and Federal Employees Health Benefits. Reports are prepared and distributed monthly by the Accounting Division in Financial Services.

## S01000-009

*International Travel Cost and Projected Obligations.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

This subsystem provides for the compilation of worldwide post assignment travel costs and projected obligations by function or type of trip under the Salaries and Expenses Appropriations.

## S01000-010

*Automated Budget Increase/Decrease Statement.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Department has experimented with and used during the past two years automated techniques and a programming language designed for use with remote terminals (APL) in the budget process. This has essentially consisted of spread sheets reflecting the increase/decrease statements and budget back-up material. This year the techniques and processes will be improved, user-oriented, and provide for rapid change and printout of the Department's Increase/Decrease Statements and Budget Submissions to OMB and the Congress.

## S01000-011

*Real Property Inventory: Government-Owned and Long-Term Leased Real Properties Overseas.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Office of Foreign Buildings (FBO) is the source of information for all real properties owned and leased on a long-term basis (10 years or more) overseas in the name of the Secretary of State. This includes all management functions related thereto, such as, buying and selling of real properties, construction projects, improvements and renovations, long-term leasing activities, etc. A Real Property Record (form FS-512) is prepared at the overseas post for each Government-owned and long-term leased property and submitted to FBO. It provides detailed descriptive data and serves as the basic document for property inventory control in FBO. The Government-Owned and Long-Term Leased Real Property Report is prepared annually as of June 30 in booklet form, by FBO. This report provides a consolidated inventory of Government-owned and long-term leased properties listed individually by posts with geographic areas. It contains descriptive data on each property, initial costs, and accumulated capitalized costs. The data for this report are compiled and up-dated manually from the FS-512's and from the year-end expenditure reports

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submitted by the posts. The report provides the source data for preparation of the Annual Report of Real Property Owned by the United States (GSA form 1166) and the Annual Report of Real Property Leased to the United States (GSA form 1166A) submitted to GSA in accordance with existing statutory requirements.

## S01000-012

*Real Property Inventory: Short-Term Leased Properties Overseas.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Office of Foreign Buildings (FBO) has responsibility for approving short-term leases (less than 10 years) of real properties overseas with annual rental of $25,000 or more and for reporting such leases executed in the name of the Secretary of State to the Congress on a semiannual basis. Short-term leases are executed at the posts. A copy of each lease is forwarded to FBO for control purposes. It serves as the source data for preparation of the Annual Report of Real Property Leased to the United States (GSA form 1166A) for submission to GSA and for the preparation of a consolidated Annual Report of Short-Term Leases. The Annual Report of Short-Term Leases is in booklet form and provides descriptive and rental cost data on individual leased properties by posts within geographic areas. A summary sheet for each geographic area reflects by program or agency the number of leases, the square footage of functional space, the number of residential units, and the total annual rent for each category of space.

## S01000-013

*Real Property Budget Data.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Office of Foreign Buildings (FBO) is the source for budgetary data on initial and current investments in individual real properties owned and leased on a long-term basis by the Department of State overseas and the operating costs by individual buildings. The data are compiled manually from various funds control ledgers and allotment accounting reports from the overseas posts are prescribed by the Department's allotment accounting system and are used to support budget submissions.

## S01000-014

*Foreign Service Retirement and Disability Fund.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

The Foreign Service Retirement and Disability Fund, established in March 1924, provides that participants under the system and employing agencies contribute funds for the purpose of future annuities, benefits, refunds and allowances. The accounting is by a double entry non-automated accrual system with accrual of actuarially determined liabilities on an annual basis. The following reports are disseminated yearly: Statement of Financial Condition, and State of Income and Expense and Charges to Operating Surplus or Deficit.

## S01000-015

*Foreign Service Retirement and Disability Annuity Payroll.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

This subsystem consists of a computer stored master file that is updated daily via cathode ray tube input. From this master file, the vouchers and reports necessary to make payment to approximately 5000 annuitants each month are produced, including a magnetic check issue tape for use by Treasury in writing monthly checks.

## S01006-001

*Directory of Contacts for International Educational, Cultural and Scientific Exchange Programs.* Sixth edition. Bureau of Educational and Cultural Affairs, Dept. of State. March 1975. 71 pp.

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** Anna J. Pringle, Bureau of Educational and Cultural Affairs.

This document lists private and governmental agencies active in the conduct of international exchange-of-persons programs. Government agencies are listed alphabetically in Section I, with their address, key personnel, and their phone numbers provided. Commissions, committees, and advisory groups are listed in Section II, with information provided as in Section I. Section III covers intergovernmental agencies, and Section IV private agencies and organizations. In addition to information provided as in previous sections, information on activities and interests is included for these agencies.

## S01016-001

*Foreign Service Institute (FSI) Cost and Management Information System.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** George J. Mattis, Foreign Affairs Data Processing Center. 632-3602.

In view of its training mission, the Foreign Service Institute's (FSI) management requirements evolve into six distinct subfunctions: student enrollment, tuition and other rates, other agencies' reimbursements, obligation and accrual accounting, obligation and cost based budgeting, and non-expendable personal property inventory accounting. The latter three subfunctions, although under FSI control, are an integral part of the State Department's total systems designs. Data elements cover the detailed information from student application forms; test information; and cost factors from budgetary, allotment, and accrual accounting. Annual, semiannual, and quarterly reports for the respective subfunctions are generated by the system.

## S01017-001

*AID Economic Data (System).*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Conduct of foreign affairs (152).

**Agency Contact:** Betty J. Case, Agency for International Development. 632-0036.

The Office of Financial Management, Statistics and Reports Division of the Agency for International Development (AID) provides economic, demographic, and social data on the developing world, by country and region. Data are based on uniform concepts and definitions to permit inter-country and inter-regional comparisons. Also available are statistical data on all U.S. economic and military assistance programs to developing and developed countries, and on assistance from international organizations to these countries. In addition, analyses of financial and program operational activities of AID are provided. The Division produces the following documents: (1) Four regional AID Economic Data Books (Africa, East Asia, Latin America, Near East-South Asia). The books contain basic economic, demographic, and social data for individual countries and summaries for the region. Trend statistics are shown covering such sectors as agricultural and industrial productions, GNP, government finances, prices, foreign trade, balance of payments and reserves. (2) Four Economic Growth Trends booklets (Africa, East Asia, Latin America, Near East-South Asia). (3) Gross National Product-Growth Rates and Trend Data. (4) Selected Economic Data for the Less Developed Countries. (5) U.S. Overseas Loans and Grants and Assistance from International Organizations. (6) AID Operations Report.

## S01017-002

*AID Research Information (System).*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Conduct of foreign affairs (152).

**Agency Contact:** Betty J. Case, Agency for International Development. 632-0036.

In order to obtain dissemination of research results, the Agency for International Development (AID) collects and processes relevant materials. Regular outputs of this activity are as follows: (1) a quarterly journal, AID Research and Development Abstracts (ARDA), which covers current research documents emanating from planners, scientific investigators in developing nations, and results of AID-funded research; (2) a biennial summary of AID centrally-funded research which describes objectives and results of the research and contains the names and addresses of the contractors and principal investigators along with the cooperating countries and funding information as an appendix; and (3) a directory of Institutional Resources Supported by Section 211(d) Grants, which describes instructional, research, information, and consulting services available at these U.S. centers of competence for international development. AID also maintains the Document Distribution System (ADDS), a manual/computerized system, to facilitate the dissemination of research documents resulting from AID centrally-funded research. Approximately 5,000 institutions in less developed countries are included in the distribution lists.

## S01017-003

*U.S. Flag Shipment Data.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** Betty J. Case, Agency for International Development. 632-0036.

The Agency for International Development (AID) analyzes and maintains the records of borrower/grantee compliance in the ocean shipping of AID-financed commodities with regard to the requirements of the Cargo Preference Act of 1954, as amended ('50/50 shipping'), and provides the quarterly Report of U.S. Flag Shipments. Listings of ships which are ineligible to carry AID-financed commodities are also published. AID formulates and disseminates the report, Current Determinations of Liner Non-availability, showing where U.S. flag ocean liner service is available between foreign origins and destinations.

## S01017-004

*AID Reference Center.*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Conduct of foreign affairs (152).

**Agency Contact:** Betty J. Case, Agency for International Development. 632-0036.

The Agency for International Development (AID) Reference Center contains primarily AID-generated documents that record and evaluate the Agency's experience in providing development assistance. The collected information includes materials that describe experience, assess accomplishments, suggest the cause of any failure, and discuss potential future applications. The documents consist of special studies and sector analyses, program planning documents, project initiation, implementation and evaluation documents, feasibility studies, research reports, and progress and terminal reports prepared by staff directly engaged in development assistance activities. The Agency has a formal system that provides regular submission of documents to the Center, which catalogs and maintains the documents according to the Dewey Decimal System, International Area Codes Designations, and source designator.

# Department of Transportation

## S01100-001

*Contract Information System (CIS), OST-009.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides complete current information on DOT awards that exceed $2,500. The system not only provides information to offices within the Department, but is also used to respond to queries about DOT contract activity from many sources including Congress, GAO, OMB and private industry. The system contains and processes some 28 data elements some of which are as follows: operating administration, procurement office, contract number, award date, contractor name and location, value of contract and type of business. Major outputs of the system are the: Individual Contract Information Report (monthly), Contractors Report (monthly) and the 100 largest Parent Contractors Report (semiannual).

## S01100-002

*Financial Budgetary Reporting System, OST-42.*

**Budget Function/Subfunction:** Other transportation (407); Central fiscal operations (803).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides current visibility of financial activity in each active appropriation within the Department of Transportation. Major categories of data processed are apportionments, obligations (gross and net), net disbursements/outlays and outlay ceilings. The major outputs of the system are the outlays compared to ceilings by Agency Reports, and the Gross Obligations compared to Available Apportionments Reports.

## S01100-003

*Grant Tracking System, OST-044.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system retrieves grant information in various formats and locations required by management and other users, particularly Congressmen and Senators to assist in determining where and for what purpose DOT grant funds are distributed. The information available results in a complete listing of DOT grants awarded by administration since 1969. Some of the current data elements of the system include grantee, locations, amount of funds, award dates, SMSA codes, FIPS codes, congressional districts, types of grants, performance locations and region codes. Some 15 output reports are generated by this system, which provides management with specific and statistical information on grant awards.

## S01100-004

*Transportation Research Activities Information System (TRAIS).*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides fiscal and technical program-related information to the managers of DOT's Research and Development (R&D) programs. The system accepts and processes DOT R&D budget submissions and R&D contract resumes which include such data as project title, dollar volume/cost, objective, performer and start/completion date. System output reports are Annual Analyses of R&D Budget, Resumes of On-Going Research, Resources, Distribution Analyses and National Science Foundation Funds for Science.

## S01100-005

*Transportation Research Information Services Network (TRISNET).*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This network provides coordination and collaborations of special and modal research information systems within DOT. The network contains abstracts on both transportation research reports and on-going research activities. In addition, for each report/activity there exist unique descriptors such as title, bibliographic data, funds allocated, performer, and duration. Abstract bulletins and special directories are produced from this network.

## S01100-006

*Transportation Safety Information System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The objective of this system is to make data and information readily available to DOT managers concerning ongoing safety activities. It therefore provides an overview of experience data for all transportation modes and assists in the exchange of information between modes in comparable statistics and program efforts. It is intended to keep the offices of the Secretary and the operating administrations abreast of modal safety matters and aid in the decision making process of staff and line managers. The system contains statistics, problems and program highlights from the major modes of transportation, highway, rail and guided pathway, aviation, waterborne, pipeline and hazardous materials. For each mode safety performance for the period is delineated in the form of charts listing fatalities and injuries. Major hazards are dicussed as well as significant events or legislation affecting safety. The system also contains summary statistics, discussions of intermodal safety activities and a feature article for each quarterly publication that is generated.

## S01100-007

*Policy Analysis and Research Information System (PARIS).*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The PARIS system contains a continually updated inventory of departmental socioeconomic research. PARIS is a central file of current, on-going, and planned socioeconomic projects. It provides a matrix structure to examine on-going research in terms of departmental objectives and priority issues. The system contains both budget submission data and program work-in-progress data derived from a DOT survey inventory.

## S01100-008

*Special Periodicals Index File.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The Special Periodicals Index File is an extensive and comprehensive reference index to periodical literature within the Department of Transportation, and covers the period from 1921 to the present. This file consists of approximately 725,000 cards, filed chronologically by subject matter, much of which is not indexed in any of the commercial indexes, or not indexed elsewhere under the specialized headings pertinent to the Department. Topics covered include all modes of transportation, covering a wide range of subjects, concentrating on highways, railroads, tunnels, bridges, motor vehicles, driver studies, parking, planning, traffic studies, urban transportation, comparative and statistical transportation studies.

## S01100-009

*Selected Acquisition List of Technical Reports.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This list is a definitive collection of reports dealing with all facets of highway, railroad, air and water technology. These reports are issued by Federal, state, and foreign government agencies, and by other research organizations. In the Main Library these technical reports are part of the cataloged collection which also includes those issued by the Office of the Secretary, other elements of DOT, and transportation-related organizations outside DOT. The FAA has a special collection of technical reports, including the most comprehensive collection of FAA reports in existence. This special group is not part of the cataloged collection; instead, access to these materials is through special indexes and retrieval systems. In addition, both collections include technical reports in microform.

## S01100-010

*State Highway Maps Reference File (Official).*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This collection of maps is used to respond to information requests on location of roads, mileages, distances between cities on numbered highways, recreational areas, and other points of interest. In addition to current maps, this file includes a valuable historical collection of official state highway department maps. The earliest dates vary for the individual states, but some were issued prior to 1920. This collection represents the most comprehensive collection of official state highway department maps to be found anywhere.

## S01100-011

*Air Industry Data Base System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The system provides an easy method by which to acquire statistics on either airline or route activity. The system enables one to observe the history of performance of either an air route, airline or the air industry. The data contained in the system provides a record for each month, for each flight segment of every commercially scheduled airline flight. It describes the orginating and destination terminals, details the aircraft configuration, and reports upon utilization of the aircraft (i.e., number of passengers, amount of cargo carried, mail, etc.). The system provides the basis for generating reports on activities between city pairs by both frequency of flight, load factors and number of people traveling. Additionally, airborne and ground delay reports are produced currently by the system.

## S01100-012

*1975 Automotive Data Base.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This data base is used to support quick-reaction studies for the Office of the Secretary's Automotive Fuel Efficiency Program. It contains 216 vehicle models both domestic and import. Each model is described by 50 attributes which include engine characteristics, emission system, transmission, fuel economy, emission level, performance, price, production, etc. A matrix of 50 x 216 is generated and each automobile is analyzed by its unique characteristics in relation to others.

## S01100-013

*DOT/TSC Automotive Manufacturing Assessment System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system is used to determine the manufacturing and maintenance characteristics of the automotive fleet. The data base contains configurations (broken down by components) for approximately 400 vehicles, including configurations for selected alternative engines (Sterling, Gas turbine, Rankine, Wankel). The vehicles are classified by body size. For each vehicle the system captures materials breakdown, labor, manufacturing cost, sticker price, capital investment for tooling and facilities, and the cost of scheduled and unscheduled maintenance. The outputs of the system are: manufacturing cost, maintenance cost, sticker price, materials breakdown by vehicle, capital investment, and feasible production schedule by years.

## S01100-014

*Estimated Freight and Revenue Statistics System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides DOT analysts and transportation planners who work in the railroad areas with weekly, monthly and annual data on railroads' economic activities. The system contains weekly carloading data by individual railroad and by AAR freight commodity groups. The system extrapolates these data in connection with

ICC quarterly commodity statistics to formulate weekly estimates of revenue tonnages of shipments by railroads and by commodity groups. Outputs include a monthly report of weekly statistics, by railroads, by commodities, in addition to graphic displays. The system has an easy retrieval capability by which users can ask specific activity of a specific railroad.

## S01100-015

*International Air Passenger Data From Aircraft Form I-92.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system stores and maintains records of passenger flows on flights between U.S. and foreign countries for timely retrieval, report generation, and data comparison. The system captures records of passengers on all international flights arriving at or departing from U.S. gateways, including carrier and flight number, date, number of U.S. citizens and aliens, city and country names, transport class and type. System output reports include the monthly and annual I-92 Travel Summary Report which reports total passengers between each U.S. port and foreign country; passengers on each flight detailing service type, city pair and citizen percentage; and a geographical summary subtotal listing of passengers by continent, airline and country.

## S01100-016

*Interstate Commerce Commission Quarterly Data.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system monitors performance and financial results of Class I railroads, Class I motor carriers of passengers and property, Class I pipelines, and Class A and B water carriers. This system extracts pertinent data from reports filed with the Interstate Commerce Commission by common carriers each quarter. An example of type of data extracted by carrier is as follows: Railroads-number of revenue passengers carried, number of revenue tons carried, operating expenses and depreciation, net revenue from railway operations, Federal income taxes, and net railway operating income; Pipelines-number of barrels of oil originated and received from connections; Motor Carriers of Passengers (Bus Lines)-total operating revenues, ordinary income before income taxes, and Passenger Carried; Carriers by Water: revenue tons carried, freight revenue, and revenue passengers carried; and Motor Carriers of Property (Truck Lines)-ordinary income before income taxes, tons carried-common carriage, tons carried-contract carriage, and net profit or loss. The primary system output is the Quarterly Summary of National Transportation System Activity. In general, this report contains summaries and statistical tables of data reported by carriers. Data are displayed by carrier mode.

## S01100-017

*Monthly Energy Status Reporting System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system monitors transportation-related energy parameters and generates time-series plots highlighting the comparison of current nationally-aggregated data with previous years. Information contained in the system includes monthly-averaged petroleum supply and demand figures including production, imports, stocks, and consumption of crude oil, motor gasoline, jet fuel, distillates and residuals; transportation performance measures including gasoline sales, weekend highway volumes, fatalities and fatality-rates; rail, boat, bus and transit ridership; air passenger travel and load factors; freight by rail, truck, ship and pipeline; and economic indicators including production of electric power, coal, steel, vehicles and prices of gasoline and air fuel. System major output is a thirty-page Monthly Energy Status Report containing 54 multi-color graphs produced on an automatic plotter, and tabular displays of petroleum product demand and available supplies. Data are current to two weeks prior to its publication on the third Friday of the month.

## S01100-018

*Railroad Industry Data Base.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The purpose of the data base is to report on the operational status of the rail industry. The system enables one to observe historical trends and to make short term estimates of the industry's financial activities. The data base contains a collection of items from ICC reports submitted by the railroads concerning the weekly carloading activities for each railroad and 20 developed commercial groups. Additionally there are time series data which permit estimates of railroad activities. The system outputs are a series of weekly reports estimating railroad activities by financial and performance activity. Additionally, the system is responsive to queries relative to railroad commodity group.

## S01100-019

*Transit Operations and Planning Status Retrieval System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides quick access to information on transit improvements and innovations in urban areas. Information is obtainable by type of project for all urban areas or for all projects in a specific urban area. Information contained in the system includes project location, project results, operating and funding agencies, project status, cost and sources of information. Output information is obtainable in hard copy printout or terminal display. Listings of projects can be arrayed by project type or by a selected urban area. Each entry is a concise summary of a particular project in a specific urban area. A short format can also be obtained which includes only the project name and location.

## S01100-020

*Summary of National Transportation Statistics.* Annual report for the period January 1963-December 1973. William F. Gay. Transportation Systems Center, Cambridge, Mass. DOT-TSC-OST-75-18. June 1975. 153 pp.

**Budget Function/Subfunction:** Other transportation (407).

**Public Availability:** GPO, Stock No. 050-003-00220-8, $5.05.

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This report is a compendium of selected national-level transportation statistics. Included are cost, inventory, and performance data describing the passenger and cargo operations of the following modes: air carrier, general aviation, automobile, bus, truck, local transit, rail, water, and oil pipeline. The report includes basic descriptors of U.S. transportation, such as operating revenues and expenses, number of vehicles and employees, vehicle-miles and passenger miles, etc. As its name implies, the report is a summary of a large data base, consisting of time-series collected from a variety of government and private statistical handbooks. In this edition, the selected data cover the period 1963 through 1973.

## S01100-021

*Energy Statistics, A Supplement to the Summary of National Transportation Statistics.* Annual report for the period 1961-1973. William F. Gay. Transportation Systems Center, Cambridge, Mass. DOT-TSC-OST-74-12. August 1974. 147 pp.

**Public Availability:** GPO.

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This annual report is a compendium of selected time-series data describing the transportation, production, processing and consumption of energy. The statistics have been assembled from a wide variety of sources, including the U.S. Department of the Interior, the Interstate Commerce Commission, and the American Petroleum Institute. The report is divided into three main sections. The first, entitled 'Energy Transport,' contains such items as the revenues and expenses of oil pipeline companies, number and capacities of U.S. tank ships, and the total crude oil transported in the U.S. by method of transportation. The second section, entitled 'Reserves, Production, and Refining,' reveals the growth over time of the U.S. oil and natural gas reserves, refinery capacity, and yields. The third section, entitled 'Energy Consumption,' displays trends in the demand for fuel and power, with emphasis on the transportation sector. Included are the gasoline and oil costs of automobiles of different sizes, the consumption of petroleum by type of product, the electrical energy consumed by the local transit industry, and other important statistics describing the supply and demand for energy.

## S01100-022

*Hazardous Materials Incident Reporting System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system is used to process information on the unintentional release of hazardous materials during the course of transportation. This information is compiled in accordance with the requirement levied in the Transportation Safety Act of 1974, Public Law 93-633. The current system contains information on each reported incident and includes data elements such as the date of the unintentional release of hazardous materials, the location, the shipper and carrier, the commodity involved and other information concerning the packaging and nature of the incident. Periodic outputs are generated which are primarily used within the Office of Hazardous Materials Transportation Operations; however, requests by other agencies, trade associations, individuals, companies, etc., are filled by the office. The information provides a basis for highlighting problem areas, to pinpoint the need for corrective action, and to provide information which is used in the annual report on hazardous materials control.

## S01100-023

*Pipeline Carrier Accident Report System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system reports any failure in a liquid pipeline system where there is a release of commodity transported resulting in any of the following consequences: explosion or fire not intentionally set by carrier; loss of 50 or more barrels of liquid; escape to the atmosphere of more than 5 barrels a day of liquefied petroleum gas or other liquefied gas; death of any person; bodily harm to any person; and property damage of at least $1,000 to other than the carrier's facilities. The pipeline reporting system contains such information as name and address of carrier; date, time, and location of accident, part of carrier system involved and physical location; origin of liquid or vapor release; cause of accident; fatalities and injuries of the carrier's employees and other persons; property damage--items and dollar value; and commodity being transported--estimated loss in barrels, year facility installed, and whether there was a fire or explosion. The Annual Summary of Liquid Pipeline Accidents reported to the Department of Transportation on DOT form 7000-1 for the calendar year provides the following: total number of accidents, fatalities, and injuries; total property damage, total carrier damage, and other damage; barrels of commodity lost; total number of accidents by year of installation; summary of accidents by commodity, by cause of corrosion, equipment rupturing the line, and by defective pipe seam; and summary of accidents by location, state.

## S01100-024

*Pipeline Leak and Test Failure Reporting System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides causal-related and safety-related information to identify trends and problem areas in support of rule-making action and safety program development, and to furnish Congress with accident and casualty data in accordance with Section 14 of the Natural Gas Pipeline Safety Act. The system can respond to inquiries for such information as nationwide identification of companies with distribution and/or transmission/gathering systems; sizes, materials and ages of gas systems; causes and number of leaks repaired; gas systems on coated or bare pipe; gas systems cathodically protected; fatalities and injuries; operator property damage estimates; value of property damage to others (settled); fires and explosions; leak surveys and cathodic protection inspections. Specific incident data show detailed information such as: when and where occurred; cause, pipe specifications, when installed, material that failed; fatalities and injuries; estimated operator damage; environment of incident; estimated pressure at time of incident; maximum allowable operating pressure; time until escape of gas stopped; method of leak or failure detection, such as rupture, ignition, explosion; type of repair; and other utilities contributed or impaired. In addition, detailed information is included regarding failures due to corrosion, outside forces, construction defects, and material failure. A quarterly report of pipeline leaks and test failures is printed. An annual summation of all data is printed displaying the occurences related to the operators affected by the Natural Gas Pipeline Safety Act during the reporting year.

## S01101-001

*Standardized Aid to Navigation Data Systems (SANDS).*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The primary objectives of this system are to standardize aids to navigation equipment terminology, increase the amount of servicing data collected, and reduce the data entry effort on the part of the servicing units. The principal data elements of this system include on-station inventory of aids to navigation equipment, specifications for aid station equipment, aid station support data and historical data of types of services and equipment failures. The reports produced by this system are: processing errors, current aid status report, component equipment listing, work report form, aid/unit assignment listing and unit work projections. Reports are produced daily, weekly, quarterly and monthly. There is no query capability.

## S01101-002

*Boat Administration and Management Report System.*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system maintains a history of cost and maintenance data on all small boats in the Coast Guard. The principal data elements contained in this are standard cost, construction cost and maintenance cost in three categories: hull, machinery and electronics. Maintenance data includes man-hours. Nine quarterly reports are prepared to show boats that are in unsatisfactory condition. Reports included are: small boats with deficient capabilities, small boats with excess capabilities, small boat five-year replacements, and power-boat type, service-wide summary.

## S01101-003

*Budget Development System (BUDS).*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The primary objectives of the system are to process resource-change proposals into budget requirements, provide for the analysis and evaluation of specific needs, and update the proposed budget for the numerous revisions that are required. As revisions are made to the budget, programs are repriced to reflect the change. The principal data elements are location code, description of program, operating guides, dollar amount, number of people, and future years' dollars. System outputs include 'on request' reports about budget levels, 5-year forecasts, budget changes, increases and decreases, digest, pricing worksheets, subhead summary and manpower resources.

## S01101-004

*Financial Accounting Integrated Data System (FINAIDS).*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The major objective of this system is to develop a primary source of financial information from which accounting transactions can be accurately recorded and reported. The principal data elements are appropriation, fiscal year, administrative allotment unit, operating guides, sub-account organization, object class, document number, five general ledger account amounts, expense category, amount of undelivered orders, amount of expenditures, amount of unobligated allotment, and amount of combined expenditure account. Weekly reports include available and unavailable allotments, composition of undelivered orders general ledger account, allotment status report transaction and analysis of net disbursements. Monthly reports include allotment status report with object classification, available and unavailable allotments, composition of selected general ledger account balances, general ledger trial balance, working sheet of analysis and reconciliation of available funds, fund analysis of net disbursements and status of contracts.

## S01101-005

*Cost Target Reporting System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system is an extension of the Financial Accounting Integrated Data System. It provides operating units and higher management at Headquarters and each district with an analysis of actual costs incurred as compared to targets, and calculates measures of performance. The principal data elements are organization code, object class, target amount, obligation amount, expended amount and carryover amount. System output reports include Fund Utilized Compared to Operating Targets; Cost and Fund Utilization Compared to Operating Costs; Costs Incurred and Funds Utilized by Major

Expense Categories; Cost Versus Targets by Type of Unit; and District Work Sheets.

## S01101-006

*Merchant Seaman Locator System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system processes data on active merchant seamen, seamen references, and wanted seamen based on information received from shipping articles and wanted-seaman transactions. The principal data elements contained in this system are: three-character surname; identification number and official vessel numbers of merchant seamen on active voyages; vessel data for merchant ships on active voyages; names of merchant seamen wanted by the USCG or other law enforcement agencies; and supporting personnel data on wanted seamen. Five daily, four weekly and one monthly reports are generated to show new seamen wanted in relation to active files, completed voyages, vessel names and locator lists.

## S01101-007

*Merchant Vessel Documentation System.*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides the Merchant Vessel Documentation Division with the capabilities of updating, maintaining and publishing the Merchant Vessel Register (CG-408) and to integrate the information into the Merchant Marine Information System. The principal data elements contained in the system are official register number, vessel name, vessel description data and owner data. Information is maintained in both machine-readable form and in documentation files. System outputs include a monthly report, Merchant Vessel Statistics by Tonnage, two annual reports, Merchant Vessel Statistics by Tonnage Class, and Merchant Vessel Register (CG-409), and various other processing reports.

## S01101-008

*Motorboat Accident Statistics System (MBA).*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The MBA system provides annual statistical summaries on motorboat accidents. These reports are photostatically copied to produce the report, 'Coast Guard Boating Statistics' (CG-357) required by the Federal Boat Safety Act of 1971. The principal data elements contained in this system are case number, date, state, country, cause, fatalities, injuries, operator age, vessel types and time. Information is maintained in both machine-readable form and in documentation files. Thirty-two annual reports are generated by this system, which categorize boating accidents according to cause, number, people involved, types of vessels involved, money involved, place accident occurred and jurisdiction. The system has no query capabilities.

## S01101-009

*Operational Statistics System (OPSTAT).*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The objective of this system is to produce statistical reports of aircraft, boats and cutters for each district on a quarterly basis. These reports reflect the activities within current Coast Guard programs and represent a bonafide method for planning, programming and budgeting the Coast Guard program. Principal data elements are cumulative hours expended for operation of aircraft, boats, and cutters within current Coast Guard programs i.e., Search and Rescue. The system generates quarterly and annual reports which consist of: abstract of boat operation, boat reports, abstract of operation aircraft/maintenance reports, and abstract of operation cutter reports.

## S01101-010

*Pollution Incident Reporting System II (PIRS).*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The Pollution Incident Reporting System II was developed for the Marine Environmental Protection Staff to generate a data base of pollution incidents. The principal data elements contained in this system are types of pollution incidents, types of responses to these incidents and enforcement data. Examples of these elements are: cases closed without administrative action, cases with Coast Guard action taken or pending, and number of discharges by district each month. Monthly, quarterly, annual and upon-request reports are produced for waterbody reports; number of discharges by district versus month; material report; case reports showing cases closed, action taken, pending; source-versus-cause reports; system response reports; and performance evaluation reports. There is no query capablilty.

## S01101-011

*Program Budget-Vessels, Aircraft, Shore Stations System.*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides Coast Guard unit expenditures via the financial accounting system. These expenditures are matched with Coast Guard unit operational data to derive operating costs for ships, aircraft and shore stations. The principal data elements contained in this system are unique account number, dollar expenditures, operating hours (vessels and aircraft) and program personnel allocations (shore stations). Quarterly reports are produced which show gross and net cost distribution for vessels, aircraft, and billet; and cost percentage distribution by program element for shore stations and aids. There is no query capability.

## S01102-001

*National Aviation System Plan.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The National Aviation System Plan generates an annual integrated plan, within forecast budget levels, for operating and providing system improvements to the National Aviation system for the next decade. It guides those responsible for formulating future budget submissions. Information contained in the system includes: forecasts of air carriers, general aviation, and military aircraft activity; active pilots; activity and numbers of major FAA facilities; National Aviation Systems Operations personnel and program funding plans for operating the National Aviation System, as well as for research and development, including air traffic control and air navigation facilities and airports; and regulatory program and funding plans for aviation safety regulatory functions, airspace allocation and rules, and environmental quality activities.

## S01102-002

*National Airport System Plan (NASP).*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The NASP is used to identify recommendations for development of public airports in the United States for at least the next 10 years, which adequately meet the needs of civil aeronautics, the national defense, and the postal service. Information contained in the system includes the following: Airport Identification--name, associated city, county, state, hub type, Standard Metropolitan Statistical Area (SMSA); airport status--for new airports (replacement, supplement, addition), name of supplemented/replaced/relieved airport and for existing airports (public/private), type of use (general aviation, air carrier, joint use), CAB certification, status of FAA approved master/layout plans; planning period--current fiscal year, future: 1-5 years, 6-10 years, 11-20 years; airport role--functional system role (service level and aeronautical density), operational role, dominant-subordinate (type service, air carrier/general aviation, and aircraft type groups); and capacity development--planning period, development for landside, airside, safety, description of development, identification of, and cost of each item. The system generates a national summary plan, a detail plan for each geographical region of the United States, and quarterly updates to the system files. Specifically, the Regional National Airport System Plan contains individual airport planning data and recommended airport development data by state. The National Airport System Plan (national summary) contains state summary data only (airports are not identified); development costs for item/airport design type by planning period/standard metropolitan statistical area (SMSA); statistical summaries by system role/operational role by time; statistical summaries by plan and development status; and designated relievers and 5-year forecast.

## S01102-003

*Current Year Budget System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system assists FAA's Budget Office to (1) establish program funding levels for current year programs; (2) issue fiscal programs establishing authorized staffing, employment and funding levels, and issue allotments of funds apportioned to the agency; (3) insure that total allotments issued do not exceed appropriations, amounts apportioned, or statutory limitations, and that allotments are not made in advance of approved apportionment; and (4) provide the means for evaluating program progress against available funds and making necessary redistribution of budgetary resources. Information contained in the system includes annual program allowances; staffing authorizations; quarterly distribution of funds; summary and detailed information comparing obligations to authorized allowances for each program by object class or project; and details of changes or adjustments made to the original program, quarterly distribution of funds, both within and between programs. The outputs of this system include FAA internal reports between program offices, services, regions and the Office of Budget for administrative control of funds; as well as reports to the Office of the Secretary of Transportation, OMB, Congress, GAO, and Treasury. These include information addressing program allowances, staffing authorizations, quarterly distribution of funds, program status, employment ceilings and on-board strength, and program adjustments and changes.

## S01102-004

*General Accounting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The accounting system provides information on resources, liabilities and obligations, disbursements, revenues and costs to meet the needs of management for planning and administering the agency goals and missions--safe aircraft, safe airmen, safe airports, safe navigation and safe separation. The FAA system maintains data in machine-readable form, microfilm, and/or paper, for the following unique programs: (1) Facilities Establishment--accumulates data relating to construction, alteration and removal of air navigation facilities required to meet the needs of air traffic; (2) Grants-in-Aid Construction and Improvement of Airports--accumulates data relating to grants provided to states, sponsors and territories for airport planning and construction; (3) Commissary Operations--accumulates data relating to billing and sales, inventory costs and control, operating expenses and fund policies for the commissary operated in the Alaska region; (4) Aviation War Risk Insurance--accumulates revenue, expense and other related data in connection with insurance provided air carriers under the Federal Aviation Act, as amended; and (5) Aircraft Loan Guarantee--accumulates data in connection with Government guarantees to private loans to air carriers for purchase of aircraft and equipment. Reports are generated on a recurring basis from data accumulated in the accounting system for external and internal purposes. External reports, on a local and national level, are generated to meet requirements of OMB, Treasury, GSA, and other governmental agencies. Internal reports are generated at the local and national levels, as appropriate, to monitor agency programs, to support budget presentation and execution. In addition to the usual accounting reports a comprehensive annual report is prepared showing results of current year operations, comparative data, and narrative explanations.

## S01102-005

*Facilities Establishment Cost Accounting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This cost accounting system accumulates cost and obligation data for work performed on air navigational and traffic control facilities, i.e., site preparation, construction, relocation installation, etc. This system interfaces with the general accounting system, materiel, work-in-process, expense and obligation records and also the Facility and Establishment Physical Status Reporting System. The system's primary data elements include: Descriptive Project Data--Job order numbers, facility identification, location, budget year, budget line item, project status, reimbursal agreement number, cost/obligational classification; Direct Charges--Labor, materials, travel identifiable to specific jobs; and Indirect Charges--Labor, supplies, travel, training not identified to specific jobs; and Manhours--Type of hours worked/leave taken. Output reports include airways facilities report of estimates, and obligation/accrued cost by projects and systems.

## S01102-006

*Airport Grant-In-Aid Program System.*

**Budget Function/Subfunction:** Other transportation (407).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system is used to apportion funds to eligible airport sponsors, monitor status of airport projects, maintain programming and fiscal control over all funds authorized or appropriated to assure proper distribution and utilization in conformance with the Airport and Airway Development Act of 1970. The system is composed of five subsystems as follows: Airport Development Aid Program (ADAP); Planning Grant Program (PGP); Federal Aid to Airports Program (FAAP); Project Identification System; and the Grant-In-Aid Accounting System. The system captures seven major categories of data. Specifically, they are (1) Project Information, including airport name, sponsor, location, type of airport (air carrier, general aviation), description of work program, time schedule, justification for project, Federal and sponsor costs by increments of development (e.g., planning, site preparation, runway reconstruction, lighting); (2) Project Status, including comparison of actual accomplishments to proposed schedule, reasons for slippage, and status of special programs; (3) Program adjustments, including type of change, revisions to work program, and justification for revisions; (4) Financial management, including status of appropriations, costs of Federal and sponsor funds for each phase of project work, contractual costs, force account costs, and administrative costs; (5) Requests for aid, including Federal funds applied for; (6) Advanced program projects, including projects to be placed under grant in a later fiscal year; and (7) Fund distribution, including amount of apportioned funds available, enplanements, and airport, percent of total amount of enplanements and airport percent of total amounts of enplanements by airport, location, and state. The system generates some 22 output reports categorized as follows: Airport Development Aid Program Reports (13); Planning Grant Program Reports (6); and Federal Aid to Airports Program Reports (3).

## S01103-001

*Budgetary Information System (BIS).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The Budgetary Information System was specifically developed to provide to the states budgetary and program-related data and information to be used by them in determining the impact of Federal assistance upon their budgets, while at the same time, assisting them in coordinating the delivery of Federal programs with state/local programs. This system provides obligational data for the Federal Highway Administration's formula type programs: (1) Highway Research, Planning, and Construction (Federal-Aid Highways program), and (2) Highway Beautification--Landscaping and Scenic Enhancement. These obligations are provided on a state-by-state basis and cover a fiscal year budget cycle as follows: Prior Year--actual obligations; Current Year--estimated obligations based upon the funds apportioned by the Office of Management and Budget or, if operating under a continuing resolution, the most current estimate available; and Budget Year--estimated obligations consistent with the President's budget. This information is updated when necessary to reflect significant changes in anticipated resource levels. System outputs are distributed to the Federal Regional Councils an state agencies for local planning, and within the Department to respond to congressional inquiries related to funding levels for specific states.

## S01103-002

*Highway Research Information Service (HRIS).*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The Highway Research Information System (HRIS) permits rapid access to information about highway-related research throughout the world. Information about research projects currently in progress is maintained by the system, including descriptions and objective(s) of each project; names of the sponsor, research agency, and principal investigator; and funding and schedule information. In addition, bibliographic data and abstracts of technical journal and report literature are stored in the system. Published reports include, Highway Research in Progress (annually) and HRIS Abstracts (quarterly). Current awareness printouts are available by subject area on a monthly basis.

## S01103-003

*Motor Carrier Accident Reports System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The system assists in the refinement, updating or development of new regulations concerned with eliminating hazards to safe highway transportation, preventing accidents and reducing their consequences. A prescribed form is completed by motor carriers showing various kinds of information about each highway accident. The form has 31 blocks of data with an estimated possible 200 different characteristics. These data are automatically processed and compiled in an annual published report, as well as in certain special reports produced as needed.

## S01103-004

*National Highway Needs System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The National Highway Needs System is used to (1) develop policy on the direction of the Federal highway program, and assess the impacts of different highway investment programs; and (2) inform the Congress of the extent, condition, and performance of existing highway networks and future highway needs. Information contained in the system includes miles of highways by functional classification; physical condition of roadways; highway performance characteristics; highway finance data; current and forecasted travel system and area; and the cost and location of current and future needed improvements. System output reports include (1) biennial highway needs reports to Congress, which contain descriptions of existing highway system and performance characteristics, current and future highway needs, benefit/cost analysis, environmental impact and highway finance analyses; and (2) special reports on highway needs, impacts of alternative highway investments, and various other aspects of the highway program.

## S01103-005

*Procurement Management Information System (PMIS).*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The objective of PMIS is to assist in the management of the Federal Highway Administration's (FHWA) direct Federal contracting program. The system consists of two independent subsystems: pre-award and post-award. In the pre-award system, the status of all service requisitions is recorded, updated, and made available to contract negotiators and management biweekly. In the post-award system, the award status of all open contracts, including completion of work and audit requests, is recorded, updated, and made available to contract administrators and management biweekly. In the pre-award system, the following data elements are included: dates on which requisitions are received, requests for proposals (RFP) are issued and closed, evaluations are started and completed, and negotiations and reviews are completed; requisitions and RFP number; office identification; type of requirement and negotiator assigned; total cost by appropriation; title of project; and description of events. The post-award system maintains all significant contract data elements concerning the status of each contract. These include dates on which milestones are scheduled and final reports are due, payments are made, audits are scheduled and completed, and descriptions of events and requests for close-out documents are listed. System outputs are generated for both pre-award and post-award activities. Pre-award reports are the Negotiator Report, RFP Report, Management Report, and Procurement Analysis Report. Post-award reports are the Administrator Report, Contract Number Report, Biweekly Reminder Report and Contractor/Contract Manager Digest Listing Report.

## S01103-006

*Program Analysis--Project Status Record.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The Program Analysis record is essential for insuring that the highway program remains within the goals and limitations set by Congress. It is a record of accomplishments and current activity with regard to cost, nature, and location of highway projects financed by Federal funds. System data content include Federal highway funds, apportionments, allocations, allotments, obligations of funds, and location and statistical description of individual projects. These data are manipulated to produce several output tables showing status of all Federally funded highway programs. These tables are used by the executive branch, Congress, highway industry, and the general public. Information is available for specific projects, areas, or time periods.

## S01104-001

*Track Inspection System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The system allows for the maintenance and retrieval of information pertaining to track inspection reports filed by the Federal Railroad Administration (FRA) and state inspectors. System data elements include, but are not limited to, the following: FRA inspector code, fiscal year, region code, railroad code, railroad sub-division violation, location (city and state), track number, mile-post of inspection, and defect code. System outputs include the following monthly reports: Inspector Activity Report (by state, railroad, defects or region); Uncorrected Defect Report; Violation Status Report; and Violation Settlement Report.

## S01104-002

*Accident/Incident Reporting System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The system allows the Associate Administrator for Safety to maintain and retrieve accident/incident data filed by the railroads. By authority of the Federal Railroad Safety Act of 1970 and the Accident Reports Act, as amended, railroads are required to report to the Federal Railroad Administration (FRA) the occupational illnesses of employees, damages to railroad equipment and structures, and injuries to persons arising from the operation of a railroad. The principal data elements of the system are railroad codes, casualty information, damage costs, location of accident, train speed, weather, and grade crossing information. These data are in turn manipulated to generate several periodic output reports. Examples of specific periodic output reports are: Accident Bulletin (annually); Rail Highway Grade Crossing Accidents (annually); Preliminary Report of Railroad Accidents/Incidents and Resulting Casualties (monthly); and Summary of Accidents/Incidents Reported by all Line-Haul and Switching and Terminal Railroad Companies (monthly).

## S01104-003

*Accounting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The system enables the Federal Railroad Administration (FRA) to control and manage appropriated funds, provide information to FRA and the Office of the Secretary budget authorities, and satisfy the reporting requirements of OMB and Treasury. System data inputs include: obligations, disbursements, accruals, undelivered orders, receivables, payables, payroll, travel, property, loans, grants, collections, miscellaneous receipts, reimbursements, transfers, appropriation warrants, allotments, apportionments, and advances. The system outputs include both internal and external reports. Internal reports prepared monthly by appropriation include statement of obligations by major and sub-object class, programs, cost center and fund administrator. External reports include statement of financial condition, cash advances under Federal grants and other programs, and statement of unexpended balances of appropriations, and requests for fund transfers and restorations.

## S01104-004

*Program Monitoring Information System (PMIS).*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The Program Monitoring Information System is used by the Federal Railroad Administration (FRA) to obtain timely financial and budgetary information relating to FRA R&D programs. Data about procurement activity, obligation status, program levels, grants, and contracts can be arranged and displayed in various formats. The data base is maintained on a weekly cycle, while the frequency of report production is generally determined by need; however, the following types of reports are produced at the beginning of every month: (1) executive summaries of procurement obligation forecast, program resource, and monthly award status; and (2) detailed reports of program procurement and contract activity. Reference and quality control reports may also be generated to provide either a complete printout of all items within a record or various reference listings suitable for day-to-day inquiries at the record level. A subject of PMIS is the MBO (Management by Objectives) file. The MBO file is used to prepare a monthly milestone status report for each program project in FRA. Program reports can show technical as well as financial milestones.

## S01104-005

*Railroad Research Information Service (RRIS).*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The primary objectives of the Railroad Research Information Service (RRIS) are (1) to maintain a comprehensive and rapidly accessible source of information about ongoing and completed railroad-related research; (2) to disseminate new references as they become available, including foreign railroad research information; and (3) to enhance the development and use of repositories of source materials. Information maintained by the RRIS covers a broad range of subjects related to the planning, building, maintaining, and operating of rail transportation systems, including right-of-way; track; train-track dynamics; rail vehicles and components; propulsion systems; braking systems; signals, control, and communications; rail-highway grade crossings; material science; safety; electrification; freight transport demand analysis; freight operations; logistics and physical distribution; passenger operations; and various bibliographies. Three primary services are provided by the RRIS as follows: (1) File maintenance and search: Information about research projects currently in progress, and abstracts of technical literature are stored in the RRIS files. The files may be searched manually or by computer to obtain abstracts of journal and report literature or summaries of ongoing research. (2) Publication: The RRIS produces a semiannual publication, Railroad Research Bulletin, which publishes abstracts and indexes of journal and report literature and summaries of ongoing research. (3) Current Awareness: The RRIS provides periodic selections from its files based on the specific needs of individuals or organizations.

## S01104-006

*Waybill Statistics System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

Input to the system is compiled from a one percent sample of audited revenue waybills submitted to the Federal Railroad Administration under the terms of the ICC order, 49 C.F.R. 1244. Data are used in traffic flow studies, commodity movement studies, ICC rate cases, revenue studies, safety analyses, and input for the FRA Railroad Network Model. The principal data elements of the system are: serial and waybill numbers; numbers of carloads; origin and destination railroad and stations; rate types, STCC, weight and revenue; short line miles; AAR car type; and tons. The major output of this system is the Carload Waybill Statistics Report, which is published annually. The report contains detail and summary statistics, territorial distribution-traffic, and revenue by commodity classes.

## S01105-001

*Management Accounting and Control System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** William Perkle, UMTA Management Systems Office. 426-9537.

The purpose of this system is to provide managers of the Urban Mass Transportation Administration (UMTA) with fiscal and program information on UMTA grants. The system captures and processes extensive project and fiscal data. Examples of data elements maintained are: project name, project number, project description, project address, project status, program code, total cost, net cost, contract execution date, estimated completion date, and accrued versus planned/budgeted expenditures. Some 30 output reports are generated by this system. A program allotment status report provides a summary of obligations and reservations by activity within obligational authority and serves as an allotment ledger within the obligational authority. The output measures report can be summarized at any level of a project budget code to show how many products of a certain type were purchased and how many dollars were spent on a particular transportation mode. A capital grants (12.5 percent limitation) report provides a comparision between the capital projects granted within each state and the 12.5 percent limitation imposed by law. The active project status report is a detailed indication of the status of each active project. A project report history provides a complete history of all reports received from a project. The summary financial plan report is a summary of last year's approved funds, this year's budget and approved funds, and next year's budget.

## S01107-001

*Automobile Accident, Crash Characteristics, and Tape-Recorded Data System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system analyzes (1) auto accident causes and related statistics; (2) cost of auto accidents in terms of morbidity, injuries, car damage, and engineering to change the car; and (3) causes of automobile accidents. System data content is a composite of data derived from police data on accidents and data collected by numerous investigation teams. In addition, selected vehicles carry tape recorders, which, after an accident, are sent to DOT for data processing and analysis. Recurring outputs are generated on a monthly basis or as needed.

## S01107-002

*Active Contract Information System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system provides a complete inventory of all active National Highway Traffic Safety Administration (NHTSA) contracts for use by all management personnel. The system captures and processes all pertinent contractual data, including contract subject matter, award date, duration, prime contractor, contract award amount and agency funding source. System outputs include listings of active contracts, and reports of pertinent contractual data by each contract.

## S01107-003

*Vehicle Accident and Crash Simulation Models.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information Systems. 426-1887.

These models are used to: simulate car crashes (frontal, side impact, etc.) and the motions of a crash victim characterized as a chain of rigid bodies; analyze auto accident data; simulate the planar dynamics of an automobile occupant involved in a longitudinal collision; provide a means of reconstructing automobile accidents as well as evaluating the merits of present safety devices, and develops improved data on human tolerances to injury; and quantify the force-time characteristics of vehicle structure and occupant restraint systems which will satisfy human tolerance limits and structural constraints. Routine reports are generated from the simulation models on a weekly basis, and special requests, as needed. Special requests in many cases are fulfilled through the models' query capabilities.

## S01107-004

*Highway Safety Literature Search File.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This file catalogs, indexes, and controls the circulation of Highway Safety Literature. The file contains all data relevant to highway safety. This is a query systems which produces answers to specific questions on an interactive terminal. Approximately 10-20 inquiries are made per day.

## S01107-005

*Motor Vehicle Import Information/Certification Investigation System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system performs two primary tasks: (1) it maintains and updates monthly a file of Importer Certification Investigation information to produce reports utilized by the Department; and (2) it keeps track of autos entering the U.S. from abroad which are not in compliance with U.S standards. In addition, it generates warning letters to customers. System output includes the Report of Preliminary Customs Investigation (PCI) and the Report of Import Certification Inquiry (ICI).

## S01107-006

*Tire Identification and Record Keeping Statistical Applications.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

This system is used to determine the degree of tire registration effectiveness. The registration information is taken from Compliance Tire Buy Reports (CTBR's) and is used as input into the system. The data are edited with valid data passed to the update program and stored. The system contains a generalized retrieval package that can search, correlate and point any or all data fields. This retrieval package also provides a means for simple calculations as to percentages involved in owner notifications and replaced tires. The system generates four output reports as needed: (1) Type visits by region, 2) Type dealer by region, (3) Chi-square contingency table analysis, and (4) Significant levels.

## S01107-007

*Tire Test Data Management System (TTDMS).*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The TTDMS records and files the results of independent laboratory test data for use in enforcing Federal safety standards and for the recall campaign. The system's data base includes tire identification data and tire test results. System output includes a monthly FY summary report, a quarterly summary report, and the tire test report (on request).

## S01107-008

*Vehicle Equipment and Manufacturers Identification System (VEMIS).*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The primary objective of this system is to identify vehicle equipment for recall. Information contained in the system focuses upon data concerning vehicle equipment, manufacturer identification, and automotive safety taken from input supplied by manufacturers or test laboratories. Ad hoc output reports are generated as required.

## S01107-009

*Vehicle in Use Questionnaire Processing System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** Bruce Allen, Principal Analyst, Management Information System. 426-1887.

The purpose of this system is to determine if type of state motor vehicle inspection has a significant effect on the condition of motor vehicles in the state, if inspection of a few safety-related components affect the overall upkeep of the vehicle, and if differences exist between states in the outage rate of individual vehicle components. Data content of the system includes counts and other data for each vehicle and its driver to develop relationships between defect counts and other data related to the vehicle inspected. The system generates special reports on request.

# Department of the Treasury

## S01200-001

*Administrative Accounting Systems.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Eugene H. Essner, Office of Audit. 964-5323.

The Department has 12 administrative appropriation accounting systems operated independently on a decentralized basis by various Treasury bureaus and offices. The accounting systems comprise the documents, records, reports, and related procedures required to maintain control over costs, disbursements, liabilities and apportionments, allotments and obligations. Each system is designed to meet the individual needs of the bureaus or offices involved. However, all are independently designed to meet certain basic requirements, such as accrual accounting, effective control over the accountability for all funds, production of reliable accounting and related data to be used in preparation and support of the bureau's budget and for report requirements. The systems provide financial reports required by external agencies and provide the necessary reports for Government-wide accounting activities maintained in a separate system by the Bureau of Government Financial Operations. Although several of the systems utilize computers for some aspects of their processes, most systems are maintained on accounting machines.

## S01200-002

*General Revenue Sharing Reporting System.*

**Budget Function/Subfunction:** Central fiscal operations (803); General Revenue Sharing (851).

**Agency Contact:** Charles G. Gallagher, Office of Revenue Sharing. 634-5170.

Every entitlement period, recipient governments are required to submit one or both of two reports on their general revenue sharing funds. The Planned Use Report notifies the recipient government of the total funds to be received during an entitlement period and requests information on the anticipated use of the funds. The Actual Use Report requests information on how funds received during the previous fiscal year were spent. Both reports must be returned to the Office of Revenue Sharing in order for the recipient to continue receiving funds. The system issues the reports through a computer-controlled printing process. When the forms are returned, the system maintains the status of the reports, records data from the reports, tabulates the data, issues acceptance notices to the governments, and issues replacement reports on request. A microfilm copy of the report is made, and a guide is published to provide the film location of the reports by account number.

## S01200-003

*General Revenue Sharing Payment System.*

**Budget Function/Subfunction:** Central fiscal operations (803); General Revenue Sharing (851).

**Agency Contact:** Charles G. Gallagher, Office of Revenue Sharing. 634-5170.

The Payment System organizes the recipients of general revenue sharing funds as 40,000 individual accounts, computing the proper amounts for regularly scheduled quarterly payments as well as for special payments as needed. The basis for determination of amount of the entitlement is the allocation. Changes in the allocation are adjustments to the Payment System which may generate supplemental payments or accounts receivable. Governments no longer desiring to receive general revenue sharing funds may waive the funds. The Payment System changes the status of the recipient, satisfies any outstanding accounts receivable, and redistributes the funds to the proper recipients. From this system, several publications are prepared for distribution to Congress, state governments, and requesting recipients. Also produced from the Payment System is a history of all transactions of all recipients by state. This history is provided on microfiche to requesting state audit groups.

## S01200-004

*General Revenue Sharing Allocation System.*

**Budget Function/Subfunction:** Central fiscal operations (803); General Revenue Sharing (851).

**Agency Contact:** Charles G. Gallagher, Office of Revenue Sharing. 634-5170.

The Allocation System determines the amount of general revenue sharing funds to which the governmental units are entitled. Certain data elements concerning each recipient are supplied (primarily by the Bureau of Census) to the Allocation System. A special formula for apportioning the funds was detailed in the Congressional Act establishing General Revenue Sharing. At the end of an entitlement period, based on the latest data available, the allocation for each recipient is recalculated for that period. If there is a difference between the amount paid for the period and the final allocation, that amount is handled by the Payment System as an adjustment to the next entitlement period. As the current entitlement period is being recalculated, the next period is calculated to determine the initial allocation. This is the only time during the period that allocations are calculated for all recipients. If extreme changes are made in the data elements during the period, reallocations can be made on an individual state basis.

## S01200-005

*General Revenue Sharing, Initial Data Elements, Entitlement Period 6.* Office of Revenue Sharing, Dept. of the Treasury. April 18, 1975. 437 pp.

**Budget Function/Subfunction:** General Revenue Sharing (851); Central fiscal operations (803).

**Agency Contact:** Charles G. Gallagher, Office of Revenue Sharing. 634-5170.

This book has been prepared by the Office of Revenue Sharing to provide a complete list of the initial data for all the states and local governments eligible for general revenue sharing during the sixth entitlement period, July 1, 1975 to June 30, 1976. The book contains data on each of more than 39,000 jurisdictions. Allocations of shared revenues are made according to a formula set forth in the law which uses data collected by the Bureau of the Census, the Bureau of Indian Affairs, the Bureau of Economic Analysis, and the Internal Revenue Service. For local governments, four types of data are used: population, per capita income, adjusted taxes, and intergovernmental transfers. For states, seven types of data are used: population, urbanized population, income, state individual income tax collections, Federal individual income tax liabilities, state and local taxes, and the general tax effort factor.

## S01200-006

*General Revenue Sharing, Payment Summary; Entitlement Periods 1 thru 5, with Entitlement Period 6 estimate.* Office of Revenue Sharing, Dept. of the Treasury. July 30, 1975. 468 pp.

**Budget Function/Subfunction:** General Revenue Sharing (851); Central fiscal operations (803).

**Agency Contact:** Charles G. Gallagher, Office of Revenue Sharing. 634-5170.

This volume is designed as a reference work to provide information about the total amounts of individual governments' revenue sharing receipts since the program was first authorized in 1972. It has been prepared as part of the Office of Revenue Sharing's ongoing effort to be responsive to the public's need for the information about how general revenue sharing affects all units of general-purpose state and local government in the United States. The information will be of special help to many government administrators, scholars, journalists, legislators, and members of public and private interest groups who have an interest in the General Revenue Sharing Program. The volume lists in detail and totals all payments made by the Office of Revenue Sharing through July 31, 1975, to each of more than 38,000 recipient state and local governments. Also included are estimates of entitlement period 6 payments and the estimated total amount that each government will have received through July 1976. The data are presented in such a way as to provide the reader with a convenient reference document to compare amounts by jurisdiction from one entitlement period to another.

## S01200-007

*General Revenue Sharing, Sixth Period Entitlements.* Office of Revenue Sharing, Dept. of the Treasury. April 22, 1975. 440 pp.

**Budget Function/Subfunction:** General Revenue Sharing (851); Central fiscal operations (803).

**Agency Contact:** Charles G. Gallagher, Office of Revenue Sharing. 634-5170.

This document describes the revenue sharing allocation and adjustment process and tells how the final adjustments for entitlement periods are developed. It contains a listing of recipient governments showing for each the final entitlement and the amount of payment made against that entitlement. It also includes appendices showing recipient governments who have received payments that exceed their entitlements and require special adjustments; a revenue sharing summary; a listing by state of the number of governments paid to date; and a listing of the amounts paid to date by state. The amounts to be distributed to each unit of government are determined by applying to a set of formulas descriptive data pertaining to each unit. Payments to eligible units are made quarterly, based upon the units allocation for an entitlement period. To determine the amount to be allocated to each state for the period, $5.3 billion are allocated among the states according to the three factor (Senate) formula as well as the five factor (House) formula. The greater amount for each state is selected, and is compared with the sum of the amounts similarly determined for all states. The state is then allocated the resulting proportion of the appropriation for the entitlement period.

## S01200-008

*Personal Income Tax Simulation Model.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Michael Bird, Economist, Joint Committee on Internal Revenue Taxation. 225-6801.

The Treasury has developed a simulation of the individual income tax. The essential characteristics of this simulation are the representation of a large number of micro-components (taxpaying units) by a probability sample and the use of high speed computing equipment for each manipulation of the sample required by alternative tax functions and parameters. The probability sample allows the simulation results to be weighted to represent the universe of taxpayers. The Treasury's simulation of the individual income tax is accomplished by means of a simulation model. This model consists of three major components: a data file of individual income tax returns, a set of input parameters, and a computer program. The first component of the model, the data file, represents individuals who filed for the calendar year 1970 and is a stratified random sample of 95,316 income tax returns selected from the larger sample of over 276,000 returns used to prepare the tabulations published in the Statistics of Income. Each computation in the simulation is based on these data and is weighted to yield results that are representative of the population filing returns in the year the sample was selected. The second component, the set of input parameters, contains rate schedules, values for the percentage standard and minimum standard deduction, variable floors and ceilings for deductions, parameters involved in the treatment of capital gains, dividends, exemptions, and many others. Some of these parameters are defined in present law, others are not. In this respect, the parameter set is not a reflection of a specific income tax but rather a generalized structure such that the present law is a proper subset. The last component in the tax model is the computer program, which consists of three sets of instructions. The first set of instructions reads all of the tax parameters and employs them to define the tax functions contained in the second set of instructions. The second set of instructions sequentially reads the data file of income tax returns and calculates a series of output values for each return. These values are aggregated and retained for the third set of instructions which prints the values in a tabular form.

## S01202-001

*Legal Precedent Retrieval System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** William C. Bowie, U.S. Customs Service. 964-8648.

The Legal Precedent Retrieval System is used to assist attorneys in the Office of Regulations and Rulings in their research and location of precedential cases. Keywords from court cases, Treasury Decisions, administrative rulings, and other precedential sources are contained in the data base, and identified as to their source. Batch requests for precedents involving specific subject matters are processed as required by the attorneys. Batch requests for legal precedent listings and the updates to the data base are entered by card and are derived from the following sources: Customs appellate and decision documents, Treasury decision documents, TSUSA Index, Customs information exchange, Brussels working documents, and various letters and correspondence from the Office of Regulations and Rulings, Tariff Classification Rulings Division. The following reports are generated in the frequency indicated: keyword deletions (quarterly), keyword update worksheet (quarterly), legal precedent retrieval listing (on request), and keyword directory (annually).

## S01202-002

*Legal Case Inventory System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** William C. Bowie, U.S. Customs Service. 964-8648.

The Legal Case Inventory System is used to keep track of the processing of legal case workload within the Office of Regulations and Rulings. Reports provide an indication of the status of cases in process, as well as serving as a locator for follow-up inquiries. The system is undergoing modifications which will enhance its usefulness in forecasting workload and estimating and managing budget and manpower resources. The system inputs consist of attorney cards, case status cards, and case status change cards. Seven output reports are generated by the system on a daily and weekly basis.

## S01202-003

*Revenue Accounting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Calvin J. Dorn, U.S. Customs Service. 964-2494.

This is the primary accounting system for Customs. Its mission is to control all duties and internal revenue taxes on importations to the United States or its territories determined to be due. In addition it handles the billing function for reimbursable services computed in the Work Ticket System. Duty and tax computations are not performed by this system. Normal bookkeeping type transactions are handled with bills or refunds being issued. The Treasury Department issues the refund checks from data furnished by this system. The system input data consists of adjustments and collections on paper tapes which are mailed from the ports and regions. The input data originates from various forms, such as the Entry Record, Application for Importer Number, Special Address Notification, Declaration of Owner, Region Issued Bills, and Forms Issue Record. One hundred and six reports and listings are generated by the system. The heaviest volumes occur during the weekly and monthly processing cycles.

## S01202-004

*Customs Activity Reporting System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751); Central fiscal operations (803).

**Agency Contact:** Robert A. Webster, U.S. Customs Service. 964-2491.

The Customs Activity Reporting System (CARS) is designed to satisfy the information needs of top managers in Customs and the Department of the Treasury. The Customs Activity Report (Quarterly) fulfills several reporting requirements in one comprehensive document.

## S01202-005

*Investigative Program Analysis (IPA).*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751); Central fiscal operations (803).

**Agency Contact:** Perry A. Dayton, U.S. Customs Service. 964-8015.

The Investigative Program Analysis (IPA) system was designed as an administrative tool for the U.S Customs Service, Office of Investigations. Its principal objectives are: (1) to provide management with an accurate inventory of investigative cases; (2) to measure the results of Customs investigative efforts (i.e., arrests, recoveries, penalties, and forfeitures); and (3) to maintain a running account of the man-hours devoted to each investigative category. It is not intended to provide intelligence data. IPA has standardized the reporting of arrests, seizures and penalties, as well as the disposition of these arrests and recoveries. Monthly work reports including summary of seizures, arrests, recoveries, dispositions and agent activity are generated by the system. Statistical data obtained by the IPA system provide the Office of Investigations with the information necessary for effective management of its current resources and for identifying future needs.

## S01204-001

*Annual Report of the Secretary of the Treasury on the State of the Finances.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Lois Miller, Bureau of Government Financial Operations. 964-4531.

The Annual Report of the Secretary of the Treasury on the State of the Finances, submitted to Congress pursuant to 31 U.S.C. 1027, contains data on the policies and administration of Government finances; review of fiscal operations; administrative reports of organizational units; and supporting exhibits. A Statistical Appendix provides copious current and historical material. The Annual Report represents the one continuous record from 1789 of the financial operations of the Treasury and the overall fiscal policies of the Government. Reporting covers a wide spectrum of Treasury fiscal and financial activities and responsibilities, which include: collection of tax and customs revenues, and the formulation of revenue programs for the consideration of Congress; management of the public debt; receipt and disbursement of public moneys, maintenance of central revenue and appropriation accounts of the Government, and central Government-wide reporting on the financial condition and operations of the Government; safekeeping of Government funds on hand and in trust; production of coins and paper currency; management of the gold and other reserve assets of the Government; supervision of the national banking system; and related responsibilities in international finance. Coverage is also given to traditional Treasury law enforcement and related activities, including the protection of the money and securities of the United States from counterfeit and fraud, administration of tax laws, administration of laws concerning customs and related matters, and regulation of the alcohol, tobacco, firearms and explosives industries.

## S01204-002

*Treasury Bulletin.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Donald Beaudoin, Bureau of Government Financial Operations. 964-4663.

The purpose of the Treasury Bulletin is to extend knowledge of the public finances, monetary developments, and activities of the Department of the Treasury by making information available in a more compact and usable form. Information in the Bulletin is primarily statistical and has been limited to that arising from or related to Treasury operations in fiscal and monetary fields. Sections in the Bulletin include Federal fiscal operations, Federal obligations, account of the U.S. Treasury, Federal debt, public debt, U.S. savings bonds and notes, ownership of Federal securities and Treasury surveys, capital movements, financial operations of government agencies and funds, Exchange Stabilization Fund, foreign currencies acquired, and national bank reports. Data in the Bulletin recapitulates data contained in the Monthly Statement of the Public Debt of the United States Government, and in other reports. Data are arranged to be useful for analytical purposes. The form of the tables carries a number of back years to permit ready comparison. Current months in a series of up to thirteen are carried immediately below. Another convenience is the inclusion of calendar-year data in many of the tables. Basic sources of information for the tables are indicated and brief narrative explains the reporting bases of figures in several sections.

## S01204-003

*Bureau of Government Financial Operations.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Wallace Wasserstein, Bureau of Government Financial Operations. 964-8543.

The Bureau represents the Department of the Treasury on accounting and financial matters with the Federal executive departments and agencies, Congressional committees, and with foreign and domestic leaders in the fields of banking, insurance, accounting, and finance. It maintains the central accounts of appropriations, receipts, and expenditures, and prepares and publishes financial reports on the operations of the Government as a whole. It maintains a system of accounts for integrating Treasury cash and funding operations with the financial operations of disbursing and collecting officers, and of Government program agencies; and it provides investment services for Government funds. This Bureau provides banking and related services involved in the management of the Government's cash resources; central payment services for most civilian Government agencies; and other financial services of a general nature.

## S01204-004

*Cash Management System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Wallace Wasserstein, Bureau of Government Financial Operations. 964-8543.

The Treasury Department acts as the Government's treasurer and has the responsibility of maintaining a sufficient amount of funds available for disbursement when needed. The cash balance maintained by the Treasury is based on the current disbursing needs of the Government. In determining the cash balances to be maintained, consideration is given also to the effect the flow of cash in and out of the Treasury will have on the economy of the country. Most of the public funds in the Treasury are held in or for the U.S. Treasury account. Public funds are acquired mainly through (1) collections of taxes and other revenues, (2) sales of public debt obligations, (3) collections of moneys held by the Government as trustee in accordance with the terms of a trust agreement or statute, and (4) miscellaneous reimbursements and refunds. Most of the receipts of the Government, other than those deposited in the tax and loan accounts with commercial banks, are deposited in the Treasury account at Federal Reserve banks and branches. The Treasury draws upon these balances for its daily disbursements. As these balances become depleted, they are restored through additional receipts and by calling in the funds on deposit in the tax and loan accounts in incorporated banks and trust companies. The tax and loan accounts are used for collection of most Federal taxes and proceeds of sales of savings bonds and other public debt obligations. They are maintained in about 13,700 incorporated banks and trust companies. The Treasury draws down tax and loan balances as it actually needs funds to cover disbursements, thereby matching the flow of collections with the flow of payments, minimizing their impact on bank reserves and the money market. Government checks drawn on the U.S. Treasury clear through banking channels against the available funds of the Treasury account in the Federal Reserve System.

## S01204-005

*Treasury Central Accounting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Wallace Wasserstein, Bureau of Government Financial Operations. 964-8543.

Treasury maintains a system of central accounts to provide a consolidated record of the Government's financial transactions and to meet its responsibility for reporting on the state of the Government's finances to the Congress and the public. Although the central accounts do not constitute an overall general ledger for all the Government's assets and liabilities, they do reflect the assets and liabilities of the Government to which receipts and expenditures and the Treasury's cash operations are directly related. These accounts are posted monthly on the basis of: (1) reports from disbursing offices for the amounts of checks issued or cash payments made, the amounts of deposits made by the administrative agencies for which such offices disburse, and the related classification by account for the amounts of receipts and disbursements processed for the administrative agencies; and (2) reports reflecting the amounts of deposits received in the U.S. Treasury Account and the amount of cash paid out for checks drawn against the account. Subsidiary to the central accounts are the individual appropriation, fund, and receipt accounts to which are posted the appropriations or spending authorizations granted by the Congress and the reported expenditures and receipts.

## S01204-006

*Treasury Financial Reporting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Wallace Wasserstein, Bureau of Government Financial Operations. 964-8543.

Treasury maintains a financial reporting system that generates reports for the information of the President, the Congress, and the public that present the results of the financial operations of the Government. This system is closely coordinated with the central accounting system. The principal financial reports prepared by the Treasury which relate to the operations of the Government as a whole are: Daily Statement of the United States Treasury; Monthly Statement of Receipts and Outlays of the United States Government; Combined Statement of Receipts, Expenditures, and Balances of the United States Government; and Monthly Treasury Bulletin.

## S01204-007

*Government Banking.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Wallace Wasserstein, Bureau of Government Financial Operations. 964-8543.

Treasury acts as the Government's banker. All moneys collected by the Government are deposited to the credit of the U.S. Treasury account through a system of designated commercial depository banks and Federal Reserve banks and branches. Commercial banks that are members of the Federal Deposit Insurance Corporation may be authorized to receive collections from Government officers and transfer the funds to the Treasury's account at the respective Federal Reserve bank or branch. Each Federal Reserve bank or branch, acting in its capacity as fiscal agent of the Government, also receives collections directly from Government officers for credit to the Treasury's account maintained at each bank or branch.

## S01204-008

*Treasury Disbursing Services.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Wallace Wasserstein, Bureau of Government Financial Operations. 964-8543.

The Treasury performs a disbursing service for most civilian agencies. Services include issuance of checks for monthly payments to annuitants and beneficiaries under the major Federal benefit programs and for all other valid obligations of those agencies. The Treasury makes payments on the basis of certified payment vouchers from administrative agencies and returns a paid voucher copy to the agency. Monthly, the Treasury summarizes the transactions of each agency unit. Each agency unit submits to the Treasury a monthly report of transactions accomplished by the Treasury as recorded on the agency's books. These two summary reports are used in the central accounting system's reconciliation of agency outlays and disbursing officer's accountability.

## S01204-009

*Maintenance of Government Officer's Checking Accounts.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Wallace Wasserstein, Bureau of Government Financial Operations. 964-8543.

The Treasury maintains checking accounts of government officers who are authorized to issue checks on the U.S. Treasury. This service includes the payment of checks received from Federal Reserve banks and branches, and the reconciliation of checks paid to checks issued and data received from disbursing officers. The integrated payment and reconciliation process is performed by the Bureau of Government Financial Operations on electronic data processing equipment. As checks are received for payment, the check information is entered in the electronic equipment and matched against the issue information. Information on the amount of checks outstanding is developed. The Treasury processes claims for all government checks which are reported lost, stolen, or not received, or which bear forged endorsements, and issues new checks to the authorized payees. The operations include the adjudication of claims against the United States and the enforcing of claims of the United States against banks, endorsers, principals, and sureties or other parties having liability due to the fraudulent or improper negotiation of checks.

## S01205-001

*Federal Reserve Bank Reimbursable Cost Analysis System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Eleanor J. Holsopple, Bureau of the Public Debt. 964-2448.

This system reflects work performed and reimbursable costs incurred by Federal Reserve banks and branches in their capacity as fiscal agents of the United States for the Bureau of the Public Debt. The work performed involves processing transactions in United States securities. Each month, the banks submit to the Bureau reports of work volumes processed and vouchers for related reimbursable expenses. Categories of expenses include salaries, retirement and other benefits, travel, telephone, telegraph, furniture, nonmechanical equipment, data processing, communications, mechanical equipment, space, printing, reproduction, other contractual services, and supplies. Categories of work volumes processed include savings bonds and notes issued and redeemed and other Treasury issues issued and redeemed. Each month a report is prepared showing comparative work volumes and unit costs for each Federal Reserve bank. This report is used by the Bureau to monitor the reimbursable costs of the banks and is distributed to the Board of Governors of the Federal Reserve System and to the president of each bank.

## S01205-002

*Public Debt Accounting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Kenneth W. Rath, Bureau of the Public Debt. 964-7113.

The system is designed to provide maximum assurance of the integrity of the public debt. The complete system consists of financial (cash) accounting, security accountability control, and interest cost accounts on a payable and paid basis, a due and payable basis, and on an accrual basis. Input to the system is made through daily reports by the Federal Reserve banks and branches and Treasury offices which issue and redeem securities. Reports are made of the number of pieces, by denomination, and book-entry amounts of securities of each series issued and redeemed each day. The cash accounts reflect the dollar amount of securities issued, redeemed, and outstanding. The security accountability accounts reflect the number of pieces by denomination issued, redeemed, and outstanding, and book-entry balances, as well as the number of pieces of unissued stock held by Treasury offices and Federal Reserve banks and branches. The interest cost accounts are used to determine liability for interest payments and to verify the accuracy of payments made. The status of the principal accounts is summarized in the 'Daily Statement of the United States Treasury,' and is shown more fully in the 'Monthly Statement of the Public Debt of the United States,' the monthly 'Treasury Bulletin,' and on an annual basis in the 'Statistical Appendix to the Report of the Secretary of the Treasury on the State of the Finances.' Greater detail as to security accountability is shown in the general ledger accounts, used internally. Security accountability and interest cost accounts are also maintained for the securities of a number of government-sponsored agencies for which the Treasury provides services.

## S01206-001

*Revenue Accounting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The Revenue Accounting System (1) records taxpayer liabilities for taxes due the Government, and issues notice for unpaid amounts due; (2) accounts for all collections of these liabilities, with prompt deposits to the Treasury; (3) records overpayments for credit or refund to taxpapers; (4) records allowable adjustments to taxpayer liabilities; (5) records related transactions such as deposits for Federal taxes, collateral, seized and acquired property in payment of taxes, and accountability for revenue; and (6) provides reports effectively integrated with Treasury's central accounts. The system maintains a general ledger and subsidiary ledgers, files and computer master files. Major data elements contained in each tax account are taxpayer's name, social security number or employer identification number, type of return filed, payments, adjustments, refunds, balance due and other accounting and control information. The Revenue Accounting System produces both accounting and statistical reports. The statistical reports, both published and unpublished, show gross collection and refund data for individual income taxes, corporation income taxes, excise taxes, employment taxes, and estate and gift taxes. Major reports include: (Published

Reports) Internal Revenue Collections Comparative Summary, Monthly and Fiscal Year to Date; Quarterly Excise Tax News Release; Quarterly Alcohol and Tobacco Tax News Release; Collection and Refund Tables for the Commissioner's Annual Report; Statement of Financial Condition. (Unpublished Reports) Internal Revenue Collection--Corporation and Individual Income Taxes Distributed by Liability Year; Monthly Status of Collections and Refunds; Trust Fund Certifications--Highway, Airport and Airway, Land and Water Conservation; Employer Tax Liabilities; Report of Net Tax Refunds; Statement of Accountability; Statement of Classified Collections and Statement of Transactions (Refunds Paid).

## S01206-002

*Work Planning and Control System (WP and C).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This system deals with man-hours and production actually achieved, and it relates these to the man-hours and production that has previously been scheduled. Information contained in the system enables management to evaluate actual performance in relation to scheduled performance for the Service Center as a whole, for each division, for each branch, and for each program within a function. Along with the basic man-hour and production information, analysis data are provided that helps in determining future management decisions. The system computer generates four performance and cost reports and a program analysis report. All contain both period and cumulative data. They all use the same format, but vary in the amount of detail presented. The printed outputs of this system contain 16 elements of data. They are all printed for each unique organization-function-program code in the file. Major data elements are schedule production, actual production, inventory schedule performance, standard performance, actual performance, actual cost, standard rate, and actual rate.

## S01206-003

*Collection Activity Analysis (CAA).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The CAA is a major report which shows the position and status of the major Collection Division operations in each district office. It is a monthly report with district, region and national totals. Each successive monthly report through the fiscal year is cumulative and also contains current month information. The report compares this year's data with the data from a similar period last year and also shows accomplishments as a percent of projections. Selected other calculations such as percent of issuances closed to received are also made. The report is used to measure and evaluate district and region management as well as provide information on the collection function. It further enables the national office to allocate resources to the regions and districts. Data maintained in the Integrated Data Retrieval System (IDRS) for this report consist of receipts, closures and inventory for accounts receivable and delinquent return cases. Data relating to other investigations, returns, compliance cases, and time spent on all Collection Division operations are input into IDRS by the district offices each month. Projections on workload and time utilization are also supplied by the district offices.

## S01206-004

*Collection Time Utilization Report.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This report shows the time spent on all of the operations in the Collection Division for each district. It is a quarterly report with district, region, and national totals. Each successive quarterly report through the fiscal year is cumulative. The report compares hours used with planned usage of hours. The report measures and evaluates district and region operations. The information is used to evaluate field management and to provide information for planning purposes. Data for this report comes from actual time used by the district office input into the Integrated Data Retrieval System each month and from projections developed before and halfway through the fiscal year. Major data elements include actual and planned staff-hour allocation and utilization, and actual and scheduled performance on the main workload items.

## S01206-005

*Taxpayer Service Trendex System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The Taxpayer Service Reporting System is designed to collect and maintain data on workload accomplished and staff resources expended in providing services to the taxpayer. This data base is used by management to plan a balanced and effective Taxpayer Service program directed toward timely response to the needs of the taxpayer, to provide quality service, and to evaluate service provided. A record of taxpayers assisted by type of assistance, i.e., walk-in, phone-in or correspondence, is maintained by each employee providing these services. Also included are data on income tax returns prepared, in whole or in part, and those returns reviewed for the taxpayer. In addition, information is maintained on taxpayer education sessions, employee training, quality review, and hours spent on program management and clerical operations. A computer file is established for this data for each reporting period. The Taxpayer Sevice Trendex Reports are produced from this data for each district, with regional and national summaries for each reporting period. They provide a comparison of actual workload and staff-hours expended to scheduled workload and prior year data for the same period, with the resource analysis report for each reporting, and cumulative data on all activities performed throughout the fiscal year.

## S01206-006

*System for Controlling Returns in Inventory and Production Data (SCRIP).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The SCRIP system was designed to measure examination accomplishments by revenue agents and tax auditors. Closed examinations are accumulated by a fiscal year basis with a closed case master file for each fiscal year. The system is used primarily to measure examined return closings by district offices. The computer file contains approximately 40 data elements such as name of taxpayer, activity code, organization code, disposal code, audit results, time, technique, DIF data, and tax period. Thirty-one separate tables are produced under this system. The major tables are: 100,000 Dollar Cases; Plan vs. Accomplishments; Source of Returns; Deliquent Returns; Fraud Activity; Accomplishment Analysis; and Grade of Examining Officer.

## S01206-007

*Service Center Audit Program (SCAP).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This is a separate reporting system to measure examination accomplishments by service center, audit division. This is the same as the SCRIP system. The computer file contains approximately 40 elements such as name of taxpayer, activity code, organization code, disposal code, audit results, time, technique, DIF data and tax period. Six tables are produced under this system: Plan vs. Accomplishments; Accomplishments by Source of Return; Individual Income Tax Issue Analysis by Correspondence Technique; Source of Returns; Additional Tax and Penalties in Examined Returns Disposed of by SC Audit Division; and Claims for Refund Disposed of.

## S01206-008

*Audit Technical Reporting System (ATTR).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The objective of this system is to capture current time applications by revenue agents and tax auditors. A cumulative file by fiscal year is maintained on time applications by activity code. The basic purpose is to measure time applied vs. planned. The computer file contains such data elements as district code, position code, organization code, activity code, current time applications and time in process. The system produces three basic tables and 12 special tables. The basic tables are: Revenue Agent Time Applications; Tax Auditor Time Applications; and Combined Revenue Agent-Tax Auditor Time Applications. The special tables are, in part: Excise Tax Time Applications; Special Enforcement Time Applications; Review; International Specialists.

## S01206-009

*Appellate Reports and Information Retrieval Activity (ARIRA).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This system provides the Appellate Division national office and field managers with key operational statistical and issue data on Appellate nondocketed case receipts, disposals and inventories. ARIRA provides the basis for responding to inquiries made by Congress, Treasury officials, Chief Counsel and other divisions of the IRS. The computer file maintained by this system contains statistical and issue data on cases appealed to Appellate. Major data elements on each case include: taxpayer's name; principal legal issue involved in the case; case number; work unit number; type of tax; proposed deficiencies and penalties; type of examination; tax periods; jurisdiction code; district office code; appellate office code; and amount of overassessment or claim, if any. The ARIRA system produces monthly, quarterly and FY-to-date issue tables which contain data concerning the type of issues coming to Appellate, the manner of disposition of these issues and a statistical summarization concerning the scope of all issues in Appellate case receipts, disposals and inventories. The system also produces monthly, quarterly, and FY-to-date statistical tables reflecting pertinent statistical data concerning Appellate nondocketed case receipts, disposals and inventories.

## S01206-010

*Appellate Division Monthly Report of Conferee's Manhours.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The objective of this report is to provide the Director, Appellate Division, with information for management purposes. Data elements for this report consist of conferee's and acting conferee's total case time, non-case time, leave and total man-hours. The data are entered on Form 2289 by local Appellate offices each month and forwarded to the national office where data for all offices are summarized. Summary data derived from Forms 2289 submitted above are used in determining workload factors and field manpower requirements.

## S01206-011

*Intelligence Case Management and Time Reporting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This system provides all levels of management with timely, accurate information concerning the source, opening, change of status and closing results of all Intelligence Division investigations as well as time applications on investigations and other intelligence activities. The computer file maintained by this system contains pertinent data relating to investigations of individuals and corporations by the Intelligence Division. Each record contains approximately 55 unique data items, and is updated semi-monthly. The principal items of information are: name of the taxpayer; the case number assigned; taxpayer's address, taxpayer's identification number(s) (SSN or EIN); industry or occupation of the taxpayer; alleged violation; date and place of birth of taxpayer, if known; tax years involved; agent assigned to the investigation; information relating to the status or disposition of the investigation; types of activities performed by special agents; and amount of time investigating agents have expended on cases. The system produces monthly, quarterly and annual output tables which are used by management officials in meeting their informational requirements and responsibilities. Major tables produced are: Time on Workload, Time Charged by Type of Activity, Operations Report, District Case/Project Inventory Registers, Pipeline Case Inventory, Final Actions Completed This Year, Register of Legal Actions, and Court Actions Completed.

## S01206-012

*Statistics of Income (SOI).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

Statistics of Income is a series of annual and supplementary publications of information compiled from income and estate tax returns. These publications provide data concerning the operation of both the Nation's economy and the tax system. For each of the major varieties of income and estate tax returns, a random sample of returns filed during the year is selected. Items from these sample returns are edited, and data are abstracted, entered on magnetic tape, and aggregated for publication in tabular form. Statistics of Income reports are available to the public through the Government Printing Office, as well as many public libraries. A wide range of information entered on various types of tax returns is gathered, including items of personal income, exemptions and deductions, age, marital status, geographic location, items of business receipts, business deductions, profits and losses, items of assets and liabilities, type of business organization, industry, estate value, tax credits and tax liability. There are three annual publications: Individual Income Tax Returns, Corporation Income Tax Returns, and Business Income Tax Returns. An abbreviated Preliminary Report is issued for each of these three publications. In addition, the following supplemental volumes are available: Estate Tax Returns, 1972, Fiduciary Income Tax Returns, 1970, Personal Wealth, 1969, ZIP Code Area Data from Individual Income Tax Returns, 1969, and Foreign Income and Taxes Reported on Corporation Income Tax Returns, 1964-1966.

## S01206-013

*Internal Revenue Service Tax Model.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The tax models are computerized representations of the Nation's income and tax structure. They simulate the Nation's population of individuals, estates, and businesses. The Tax Models are developed from tax return data as part of the Statistics of Income program. They are designed to measure the effect of proposed tax law changes on the Nation's tax base, revenues, and distribution of tax burden. They are also used to produce tabulations not found in the Statistics of Income publications. Some Tax Models, stripped of information which identifies the taxpayers whose returns are included, are available to the public on a reimbursable basis. There are Tax Models for individuals (both nationally and by state), estates and personal wealth, corporations, partnerships, and sole proprietorships. A wide range of information entered on various types of tax returns is carried in these files, including items of personal income, exemptions and deductions, age, marital status, geographic location, items of business receipts, business deductions, profits and losses, assets and liabilities, type of business organization, industry, estate value, tax credits and tax liability.

## S01206-014

*Reports and Information Retrieval Activity.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The Reports and Information Retrieval Activity systematically coordinates tax cases which are in litigation across the country. The system is used to administer tax law uniformly and consistently among similarly situated taxpayers. The system also indexes internal materials and produces management and statistical reports. The computer file maintained by this system contains a unique record for each civil tax case arising from litigation in the U.S. Courts. Major data elements included in the file are: taxpayer name, docket or jacket number, chief counsel attorney name, counsel office designation, grouping number, legal issues identified by Uniform Issue List number, status codes, type of tax, district office, place of trial, court code, social security or E. I. number, estimated trial hours, dollars in dispute and dollars approved. The system produces regularly scheduled reports which are used primarily by the chief counsel's staff in meeting their informational requirements and responsibilities. Major reports are: Pending Case Index by Issue, Closed Case Index by Issue, Internal Revenue Service-Chief Council List of Pending Civil Tax cases by issue, number of opinions and settlements by issue, statistical reports, Opinions by Issue booklet, and other indexes and management reports.

## S01206-015

*Technical Workload Control and Reporting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The system furnishes the means for evaluating and monitoring the workload, inventory, production and staff utilization at various operating levels of the technical organization. It also provides statistics vital to long-range planning, staffing and budgetary needs. On a monthly basis, the receipts, closing inventory and hours worked on major workload items are consolidated. Workload items include Taxpayer Request for Rulings, Technical Advice requests from Internal Revenue Field Offices, Published Revenue Rulings and Revenue Procedures, Congressional Correspondence, Technical and General Correspondence, Tax Form Projects, Public Forms and Form Letters, Regulations Projects, Legislative Projects, Taxpayer Publications, Internal Use Publications, and Internal Revenue Bulletins and Related Publications. Additionally, a time summary of both case and non-case time for all technical employees is generated. Quarterly, the status of closed cases and cases in inventory is reported for the four largest workload items. All data input, consolidation and output is done manually. The system results in two reports which are prepared manually: first, a monthly work progress report; second, a quarterly status report on age of closed cases and age of inventories.

## S01206-016

*EP/EO Technical Time Reporting (DEPT).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

DEPT is designed to monitor time applied by technical employees in key district and associate district offices. Fiscal year time application plans are developed jointly by the national, regional and district offices. After final approval by the national office the plans are incorporated in the Internal Revenue Service Operating Financial Plan (OFP). Daily records are maintained by technical employees on time applied to various direct examination and non-examination activities. Major data elements include activity codes pertaining to time expended processing each employee plan and exempt organization return and application; plan data reflecting the technical hours programmed for each activity; and actual time expended. Three tables are produced monthly.

## S01206-017

*Case Inventory Control and Management Information System (CIC/MIS).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

The CIC/MIS system is designed to control the applications for determinations for the Employee Plans/Exempt Organizations (EP/EO) divisions; to provide weekly output reports of current status information for each application; and to provide management information reports. Computer tapes are input for creation of the management information. The system provides for direct input of case control data from key district offices and selected associate district offices, through the use of real time video screen terminals connected to the EP/EO IDRS data base. The EP/EO IDRS data base consists of two files: the Plan Case Control File (PCCF) and the Plan Organization Index File (POIF). The PCCF contains all the data used to control a case, and provides an audit trail. The POIF contains data to be used for researching cases such as plan names and numbers of employers/administrators. System outputs include: weekly notice listings of cases approaching the 270-day determination time limit (180-day listing); a weekly listing of district office undisposed cases whose age exceed 60 days, and a Weekly Inventory Report by district office and form number of all cases. In addition, five Statistical tables are produced monthly.

## S01206-018

*Exempt Organizations Statistical Reporting System (Examination Cases).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This system measures examination accomplishments by revenue agents, tax law specialists and tax auditors. Closed examinations are accumulated on a FY basis with a closed case master file for each fiscal year. This system is used primarily to measure examined return closings by district offices. The system's computer file contains data elements such as name of taxpayer, activity code, organization code, disposal code, audit results, time, tax period, etc. Four separate tables are produced under this system: Plan vs. Accomplishments, Accomplishment Analysis for Fiscal Year 19___, Percentage of Returns Reviewed and Average Time, and Delinquent Returns.

## S01206-019

*Exempt Organizations Determination Letter Reporting System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This system was developed to control the application for exempt status and to provide fiscal year data such as opening inventory, net receipts, disposals and a closing inventory. The system is used primarily to produce monthly and fiscal year reports by key district. The computer file maintained by this system contains the organization name, address, type of request, case number plus information on the assignment such as date assigned, time charged to complete the case and the key district. This file is initiated by Part 1, Form 5150, Exempt Organization Record, and is updated with Part 3. This system produces monthly reports which are used primarily by the Chief, Employee Plans/Exempt Organizations (EP/EO), Division to assist in determining that proper progress is being made in the determination activity. The system also provides regional and nationwide reports which are used by the Assistant Regional Commissioner (EP/EO) and by the Director, Exempt Organizations Division. Major reports produced are: a summary, exemption qualification for initial requests, for amendments, termination of exempt status and an analysis of IRC section.

## S01206-020

*Taxpayer Compliance Measurement Program (TCMP).*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This program provides the information needed in certain enforcement areas to fully implement and optimize Federal tax administration. TCMP informs IRS on how well the nation's taxpayers are complying with the tax laws. The data base file is used for the development of the Discriminant Function Scoring System which in turn is used to select those returns for audit with a high tax-change potential. The data base files maintained in certain phases of TCMP contain all the elements of data, on different types of tax returns, reported by the taxpayer and corrected by the IRS. Tax returns covered by different TCMP surveys over the years are: Individual, Small Corporation, Estate, Exempt Organizations and Fiduciary. A data base file also exists for delinquent accounts and returns. The TCMP does not produce periodic reports. At the completion of each phase cycle, a one-time output is produced covering elements of data specifically used by the IRS.

## S01206-021

*Reports Catalog.* Internal Revenue Service, Dept of the Treasury. Document 5427 (Rev. 3-75). 1975. 37 pp.

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Robert Griffith, Internal Revenue Service. 964-3126.

This catalog lists National Office recurring reports of the Internal Revenue Service. Section I lists reports which National Office organizational elements require from other offices in the National Office or from Regional and District Offices, Service Centers, the Data Center, and the National Computer Center. The reports are listed by report symbol according to the responsible National Office organization. Section II lists reports required from Federal agencies outside the Revenue Service. The data may be required from the field or may be information readily available in the National Office. The reports are listed as in Section I, with a cross reference to the former report symbol of the National Office organization responsible for submittance, when applicable. Both sections provide the report symbol and title, description, name and organizational symbol of the requiring organization, name and symbol of the organization preparing the report, and the symbol of the requiring directives. Separate alphabetical indexes further referenced to the report symbol and page number on which the report appears are provided. Basic work process or normal activity reports, and reports requiring less than 25 man-hours annually to prepare are not included.

## S01208-001

*Payroll Participation Report System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Dorothy W. Daly, U.S. Savings Bonds Division. 964-2591.

Reports show employment and participation in the payroll savings programs of 40,000 companies by state, operating area and county; by industry classification; by company size group; by various company and agency groupings. Data are utilized in appraising the payroll savings program, in formulating sales plans and goals, and in administrative and budgetary planning. The Division collects nationwide statistics on a semiannual basis from 40,000 companies that operate the Payroll Savings Plan in industry (including institutions and state and local governments), and from Federal Government agencies. Statistics include number of full-time employees in each unit and the number of employees signed up to buy Savings Bonds through the payroll savings plan. Statistical reports are produced for use by Savings Bonds Division Headquarters and field staff.

## S01208-002

*Area Sales of U.S. Savings Bonds System.*

**Budget Function/Subfunction:** Central fiscal operations (803).

**Agency Contact:** Dorothy W. Daly, U.S. Savings Bonds Division. 964-2591.

Reports show sales of E and H Savings Bonds by the seven operating regions of the Division, by state, by county, and by operating areas within states. Data are utilized in the appraisal of the Savings Bonds Program, the formulation of sales plans and goals, sales analysis, reports to the public, information for volunteers, and administrative and budgetary planning. Sales data coded by Federal Reserve District, state, county, and series are converted into county sales reports according to preprogrammed instructions from the Division which allocate into each county the sales of Federal employees reported to each Federal Reserve bank from large central issuing points--military finance offices, regional disbursing offices, and Postal System centers. These instructions also redistribute the payroll sales in some 500 corporations which issue 500 bonds or more a month across state lines. These county sales are combined into the monthly geographic sales reports and sent to the state and regional offices as well as the national headquarters of the Division.

## S01209-001

*035 Case Control System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Burrill A. Peterson, U.S. Secret Service. 964-8581.

This system collects data relevant to the investigative activities of the Secret Service for the purposes of establishing enforcement criteria, trend analysis, and workload information. Data are collected from a nationwide network of field offices. Investigations are classified by subject matter into approximately seventy (70) 'case types'. Major data elements included are: reporting office, case title, case file number, case type, date case was received, location of investigation (city and state), units investigated, check/bond units by type, dollar value of check or bond units involved, date case assigned for investigation, date closed, type of dispositions for check and bond cases. Data are retrieved monthly from the master file by a series of preselected sort and print formats that display (1) Service-wide investigative activity by case type for the current and past eleven months relevant to number of cases opened, closed, and pending; (2) Investigative activity by field office as depicted in (1) above. Specialized retrieval of information is available on a special request basis. This is a criminal investigation information system for agency access only. Specific data or information may be obtained on a need-to-know basis by written request to the system manager.

## S01209-002

*010 Arrest History System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Burrill A. Peterson, U.S. Secret Serivce. 964-8581.

This system collects data relevant to the arrest of persons charged with violations of law for which the U.S. Secret Service has enforcement responsibility. Data are used for establishing enforcement criteria and trend analysis. Data are generated by special agents responsible for making the arrests and submitted to headquarters in paper form for each arrest. Major data elements include the name of arrested person, physical description, date of arrest, general violation code (case type), date of disposition, type of disposition. Reports are produced monthly to display the (1) number of arrests by type of violation, (2) number of arrest dispositions by type of disposition (dismissed before trial, no bill, nolle prosse, acquitted, convicted). Reports are summarized at the field office, district, and nationwide levels. This is a criminal investigation information system for agency access only. Specific data or information may be obtained on a need-to-know basis by written request to the system manager.

## S01209-003

*004 Contraband Reporting System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Burrill A. Peterson, U.S. Secret Service. 964-8581.

This system collects data on counterfeit currency notes discovered and brought to the attention of the Secret Service on a worldwide basis. Data are gathered by special agents operating from a nationwide network of field offices and selected overseas locations. Data are used as a source for establishing enforcement criteria and trend analysis. Counterfeit notes having similar attributes and print characteristics are identified by a unique five character alpha-numeric circular number. These notes are further identified into 'families' of notes bearing similar unique characteristics. Each month each field office submits to headquarters on paper an inventory listing by circular number, of the number of counterfeit notes collected in their districts. Each note reported is identified as to whether it was passed on the public, seized before passing, or appeared abroad. At Headquarters the data are merged into a magnetic tape master file which contains major data elements such as: field office reporting, reporting date (month), circular number of note, denomination of note, and number of each circular note passed, seized, and appearing abroad. Data are retrieved from the master file monthly by a series of preselected sort and print formats that display the (1) counterfeit contraband activity by circular note within each field office for the month and fiscal year to date, (2) contraband activity by circular number note for all field offices, and (3) summary accumulations of activity by 'families' of circular number notes for the reporting month and fiscal year to date. This is a criminal investigation information system for agency access only. Specific data or information may be obtained on a need-to-know basis by written request to the system manager.

## S01209-004

*Protection Information System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** James T. Burke, U.S. Secret Service. 964-8204.

The primary objective of this system is to collect, store and communicate data relevant to the protection mission of the U.S. Secret Service. The system is made up of ADP files containing data on (1) persons who are subjects of protective intelligence investigations, and (2) events and incidents related to protective activities. Input data in the form of paper reports are gathered and reviewed by special agents of the U.S. Secret Service and converted to disk files through on-line and/or batch process. This system is classified as sensitive with access restricted to specified Secret Service personnel only. Specific data or information may be obtained on a need-to-know basis by written request to the system manager.

## S01210-001

*Criminal Enforcement Management Information System (MIS).*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Louis E. Krafft, Bureau of Alcohol, Tobacco, and Firearms. 961-7845.

This system provides information concerning status of investigations and time expenditure by first-line field special agents. Input documents are submitted weekly by special agents directly to the IRS Data Center, Detroit, Michigan. The Data Center provides the entire ADP support for this system. The major data elements are title and control number of investigation, assigned special agent, origin of investigation, specific violation under investigation, specific bureau enforcement program, disposition of investigation, action by special agent-in-charge, action by prosecuting attorney, disposition by the court, and type of sentence imposed. The MIS system also provides information concerning manpower utilization by activity and program for front line special agents. Data are summarized and reported by Region District Office and Post of Duty. Routine reports for internal use generated by the system are monthly operations report, cases recommended for prosecution and judicial dispositions, investigations opened, investigations completed, and inventory of open investigations.

## S01210-002

*Regulatory Enforcement Information System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Alton Sanderson, Bureau of Alcohol, Tobacco, and Firearms. 961-7411.

This is a manual system which provides information concerning work accomplishments and utilization of first-line field inspectors. Input documents are submitted to regional offices. Information is assembled in report form at Headquarters for summarization. Summaries are distributed to reporting offices for internal use. Reports for use outside the Bureau are not generated. Major data elements of the system include type of inspection (e.g., alcohol, tobacco, firearms, etc.); applications for permits; tax returns, assessments, claims and offers; and inspections completed, by type of operation. This system also provides information as to manpower expenditure by program for front line inspectors. Data are summarized and reported by regions. Routine reports generated by the system are the: (1) Monthly Operations Report--time expenditure by program and by type of inspection or type of duty; and (2) Quarterly Operations Report--work accomplishments by category, and time application identified by type of operation or activity.

# ACTION

## S01300-001

*Domestic Programs Fact Book.* Management Information Systems Branch, Office of Domestic and Anti-Poverty Operations. December 31, 1974. 502 pp.

**Budget Function/Subfunction:** Community development (451).

**Public Availability:** On request to ACTION.

**Agency Contact:** W. L. Baldridge, Director, Data Management Division. 254-7538.

This fact book contains information on all the domestic programs of ACTION, the voluntary agency established on July 1, 1971 to administer Federal volunteer programs at home and overseas, and contains current information on active volunteer programs and sponsoring organizations. Standard information on the 18 listed programs is the geographic area, the name of the ACTION program within a region (i.e. city, town), the name of the sponsor or grantee, the grant number (if applicable), address, person to contact, staff size and budget period.

## S01300-002

*Accounting System.*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Community development (451).

**Agency Contact:** W. L. Baldridge, Director, Data Management Division. 254-7538.

The Accounting System is utilized to record and monitor all agency fiscal transactions. The system operates against two appropriations, one for Domestic Volunteer Programs and Support, the other for International Operations Volunteer Programs and Support. All agency fiscal transactions are charged to one of these two appropriations. The system identifies such transactions as payrolls, fiscal services payments, grants awards and expenditures, contract awards, and overseas obligations and expenditures from the Agency appropriation level down to the level of the project, grant, or vendor. System output includes: monthly, quarterly, and annual reconciliation of financial obligations, expenditures, commitments, reservations, allocations, and balances. In addition, general ledgers of all transactional transfers and reimbursements within the agency are also reconciled on a monthly, quarterly, and annual basis.

## S01300-003

*Domestic Operations Project Profile System.*

**Budget Function/Subfunction:** Community development (451).

**Agency Contact:** W. L. Baldridge, Director, Data Management Division. 254-7538.

The Domestic Operations Project Profile System (DOPPS) an automated storage and retrieval system which maintains the current status of individual assignments. The DOPPS is used to assist management in assigning full-time volunteers to various projects. The system incorporates limited descriptive demographic data on all full-time volunteer projects within certain domestic volunteer programs. The DOPPS also receives a limited type of base data on individual full-time volunteers, by project, through the Census Master File.

## S01300-004

*International Operations Project Profile System.*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151).

**Agency Contact:** W. L. Baldridge, Director, Data Management Division. 254-7538.

The International Operations Project Profile System (IOPPS) is a manual cross-reference system operating off two automated source areas. One source, the Volunteer Support Services System (VSS), supplies operational data derived from individuals in a project. The other source area is the Office of Recruitment and Communications (ORC) project system, which utilizes the submission and entry of a form (PC-104) to describe an individual project, its goals, and its skills needs. The PC-104 entry initiates the project and the VSS system supplies the operating vital statistics and is updated on a monthly basis. IOPPS is used to manually produce a higher order of vertical integration and informational reporting on trends of early program termination of volunteers versus the characteristics of those who are retained.

## S01300-005

*Office of Recruitment and Communications Project System.*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Community development (451).

**Agency Contact:** W. L. Baldridge, Director, Data Management Division. 254-7538.

The Office of Recruitment and Communications (ORC) Project System maintains an active data bank on all volunteer applications and matches agency program needs to applicant skills in an effort to assist in volunteer placement. The system uses three source areas in its automated storage and retrieval of project information. The first and second sources, the Domestic Operations Project File Initialization and the Peace Corps Project File Initialization, feed the project profile description, goals, and skills needs. The third source, the Combined Applicant System, manually matches those skills to applicants, and the results are input as operating statistics married into the Project Profile. The system is maintained by the Division of Planning and Evaluation, Office of Recruitment and Communications.

## S01300-006

*Management Reporting System.*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Community development (451).

**Agency Contact:** W. L. Baldridge, Director, Data Management Division. 254-7538.

The Management Reporting System provides management with an integrated set of information that is compiled from several sources and reflects the status of agency programs. This is a quarterly manual reporting system which assembles financial, budgetary, and program-related summary reports from the operational Volunteer program offices and the administrative support offices, for synthesizing, condensing, and summarizing into a senior level and program level agency-wide reports package.

# Administrative Conference of the United States

## S01400-001

*Recommendations and Reports of the Administrative Conference of the United States (January 8, 1968 - June 30, 1974).* 1971-1975. 3 vols.

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Public Availability:** GPO, $4.50 (vol. 1); Stock No. 5249-00005, $6.50 (vol. 2); Stock No. 5249-00009, $9.10 (vol. 3).

**Agency Contact:** June Katz, Staff Attorney, Administrative Conference of the United States. 254-7020.

This publication of the official recommendations and reports of the Administrative Conference of the United States is designed to inform the public of proposed changes in the Federal administrative process--that vast complex of formal and informal legal machinery which the Federal agencies use to carry out national policies, and determine the rights, privileges, and obligations of individual citizens and private businesses. These proposed changes in agency procedures are expected to make them fairer, less costly, and more expeditious.

# Appalachian Regional Commission

## S01600-001

*ARC Project File.*

**Budget Function/Subfunction:** Area and regional development (452).

**Agency Contact:** J. Cerniglia, Office of Finance and Administration. 967-5728.

The Project File of the Appalachian Regional Commission contains pertinent information on all projects approved and funded by the Commission covering the years 1965 to the present. The file contains for each project a number, description, funding amounts, and agencies, type, purpose, authorizing legislation, location, etc. A detailed list of items on file is available in the file dictionary.

# Canal Zone Government

## S01700-001

*Storehouse Inventory System.*

**Budget Function/Subfunction:** Other general government (806); Water transportation (406).

**Agency Contact:** M. W. Kenney, Deputy Comptroller (MIS), Panama Canal Company. 382-6453.

This system assists in controlling the materials and supplies required in the operations of the Panama Canal Company and Government. This system includes the computation of the desired level of stock, establishing reorder points for replenishing the stock level of such items, preparation of purchase orders to procure items, and provision of numerous other elements of information used by personnel within the Supply and Community Service Bureau in managing this inventory. Some of the major users receiving assistance from this system are the Motor Transportation Division in the maintenance and overhaul programs of their vehicle fleet, the Industrial Division in the maintenance and overhaul program for floating equipment, and the Electrical and Maintenance Divisions. There are approximately 37,000 line items in this system.

## S01700-002

*General Accounting System.*

**Budget Function/Subfunction:** Other general government (806); Water transportation (406).

**Agency Contact:** M. W. Kenney, Deputy Comptroller (MIS), Panama Canal Company. 382-6453.

This is an integrated system which includes general ledger accounting, accounting for plant items, job order cost accounting, control of budget data, and reports comparing budget with current financial operations. The system produces financial information for use by management and operating personnel throughout the Company and Government. For example, the Job Order Cost Accounting System provides a means whereby costs can be controlled on an individual job order basis in any bureau needing to control its workload in this manner.

## S01700-003

*Ship Data Bank System.*

**Budget Function/Subfunction:** Other general government (806); Water transportation (406).

**Agency Contact:** M. W. Kenney, Deputy Comptroller (MIS), Panama Canal Company. 382-6453.

This system maintains a library of statistical data on ships that have transited the Canal or called at Canal ports. The library includes 145 items of data on each ship's attributes and 95 items on each transit, including type and amount of cargo carried. Daily reports are provided pilots and other operating personnel for use in transit and port operations, and summary reports are made to management on tolls revenue, time in Canal Zone Waters, and other measurers of Canal operating performance. In addition, data on types and quantity of cargo transited, trade routes, ship types, etc., are accumulated and reported for statistical analysis. This application contains information on approximately 10,700 ships involving 30,000 transits.

# Civil Aeronautics Board

## S01800-001

*Management Information System (Internal Data).*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Anthony F. Toronto, (Acting) Comptroller, CAB. 382-7549.

The reporting system is generally comparative in nature. The comparison is actual progress or accomplishment in relation to the operating budget, target dates, time phased projects or other standards or bench marks. The management information system includes these components: (1) Monthly management report includes, by responsibility center, a narrative report on accomplishments during the past month and plans for the months ahead, quantitative reports on selected workload items, and progress reports on particular bureau or office cases and projects. (2) Monthly financial statements--shows for each responsibility center, the operating budget, costs to date, and projections to the end of the period, for controllable costs. Overall financial statements, which include all costs, are also prepared for the Board as an entity.

## S01800-002

*CAB Library.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Ransom, Librarian, CAB. 382-4526.

The CAB Library maintains, for reference and research purposes, legal reference books, regulatory commission reports, texts and treatises on air transport and other transport economics, CAB publications, and a wide variety of other books and publications concerning the economic and legal aspects of air transportation and related fields.

## S01801-001

*Passenger Traffic Report (Preliminary) Scheduled Service.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

The report lists airline traffic in revenue passenger miles, capacity in available seat miles, and load factor, for three major carrier groups and for individual airlines. It covers scheduled domestic operations of the trunklines and Pan Am, the local service carriers, and international territorial operations. Data are collected monthly and the report is available 3 to 4 weeks after the reference month. Data elements include percentage changes of passenger traffic and capacity, and points change of load factor, from the same month a year ago; monthly levels of traffic, capacity and load factor, and levels 12 months to date, for the reference month and for preceding months for 2 years back, with percent changes from the same period of the preceding year (points change for load factor). In addition, ATA's tables of passenger miles, seat miles and load factor are appended and provide detail by first class and coach for the three major carrier groups and for individual airlines.

## S01801-002

*Adjusted Revenue Passenger Miles, Available Seat Miles, and Passenger Load Factors, Domestic Trunks, Scheduled Service.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report covers traffic, capacity, and load factors for scheduled service of the domestic trunk airlines and Pan Am, seasonally adjusted. Data are collected monthly and the report is available about six weeks after the reference month. The report includes a one page summary, followed by a chart showing actual and seasonally adjusted load factor, seat miles, and passenger miles for the trunk carriers taken together, for the reference month and for each month earlier for 2 years. This is followed by tables of the data for total trunks and for the individual trunk carriers. The total figures are obtained by adding adjusted data for individual carriers.

## S01801-003

*Air Carrier Traffic Statistics Report.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

The report covers traffic, capacity, performance, for all regulated air carriers and carrier groups. Data are basic figures collected from carriers' reports on CAB Form 41 and computed totals, averages, and percentages derived from basic figures. The report provides the following data for carrier groups and for individual carriers by domestic and international operations: for all services, capacity and traffic figures; for scheduled service, data for capacity, traffic, load factors, aircraft miles and hours, performance factors and ratios; for nonscheduled service, capacity, traffic, aircraft miles and hours. This is provided for the month and the corresponding month a year ago with percent change, and for the 12 months ended this month with corresponding data for a year ago and percent change. Less detail is available for operations of the supplemental carriers.

## S01801-004

*Cargo Traffic Report (Preliminary) Scheduled Service.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report lists air cargo in freight ton-miles; detail by carrier for freight, express and mail. It covers scheduled cargo operations of trunks and Pan Am, local service, and all-cargo carriers. Data includes level of freight ton-miles in the reference month and in the same month a year ago with percentage changes, for domestic operations, for international-territorial operations, and for local service carriers, and for individual carriers within these groups. In addition, there are appended ATA's tabulations which provide detail by freight, express, priority mail, nonpriority mail, and totals for the three major carrier groups and for individual carriers within these groups.

## S01801-005

*Air Freight Statistics Report.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report contains complete coverage of air freight traffic of regulated route carriers. Data are compiled from regular reports of the carriers on Form 41 'Report of Financial and Operating Statistics for Certified Air

Carriers,' and from Form 242, 'Report of Scheduled All-Cargo Service.' The report is compiled semiannually for the year ended June 30 and the year ended December 31, with data for the year just past and for the preceding year. Data include freight, revenue ton-miles in scheduled and nonscheduled service, in all-cargo and in combination service, for the trunk airlines plus Pan Am, the all-cargo carriers, and for other carriers (local service, Alaska, Hawaii and helicopters); overall available ton-miles, revenue load factors, and aircraft revenue hours in scheduled all-cargo service for the trunk airlines plus Pan Am, the all-cargo carriers, and other carriers; table of percent of total freight ton-miles for each type of service by class of carrier. All of this is provided for total, for domestic, and for international-territorial operations for this year and last year, with percentage change.

## S01801-006

*Airport Activity Statistics of Certificate Route Air Carriers.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

The report lists aircraft departures and enplaned passengers, freight, express, and mail handled by certificated route air carriers at each airport. Data are reported quarterly to CAB on Schedule T-3(a)(b)(c) of CAB Form 41, 'Report of Financial and Operating Statistics for Certificated Air Carriers.' The report is issued semiannually covering 12 months ended June 30, and 12 months ended December 31. Data include aircraft departures, scheduled and performed, enplaned passengers, and enplaned freight, express, and mail, by domestic and international operations, and by scheduled or nonscheduled service. These are summarized for individual carriers and for carrier groups for each of the 50 States, for 5 other U.S. areas, and for 106 foreign countries. Departure and enplanement data without detail by scheduled-nonscheduled or domestic-international, are given for each airport and for the community in 24 large air traffic hubs, in 37 medium hubs, and in 90 small hubs. Data also include enplanned passengers and freight express, and mail, by domestic and international, scheduled and nonscheduled, by carrier, for each airport and with airport and community totals. The report also lists aircraft departures scheduled and performed, by carrier, by domestic or international, by scheduled or nonscheduled, by type of aircraft, for each airport, with airport and community totals.

## S01801-007

*Quarterly Airline Industry Economic Report.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

The report lists finances, traffic, and capacity of six principal air carrier groups to portray current, general industry performance. It is issued quarterly, with data for the quarter and for the 12 months ended, and is released for distribution about 60 days after the end of the reference period. Data provided are revenues, expenses, and income; investment, and rates of return; unit indicators and performance ratios; traffic, capacity, and load factors for the quarter and for the 12 months ended, with parallel data for a year ago and percentage changes; for system operations of the domestic trunklines and Pan Am; for domestic operations of the trunk airlines and Pan Am, for international and territorial operations of the passenger/cargo carriers, for the local service carriers, for system operations of the all-cargo carriers, and for the supplemental carriers. Numerical tables are accompanied by an analytical 'Economic Summary' discussing each of the six carrier groups, and by a chart of the trend of rate of return.

## S01801-008

*Quarterly Interim Financial Report.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report lists revenues, expenses, income, investment, rates of return, unit costs and revenues for individual carriers, and for seven principal carrier groups. It is issued quarterly, with data for the quarter and for the 12 months ended, and is released and distributed about 10 weeks after the end of the reference quarter. Data provided are operating revenues, subsidy, operating expenses, operating profit, interest on long-term debt, income taxes, net income, operating net income (regulatory), operating investment (regulatory), rate of return, passenger revenue per passenger-mile, operating revenue per revenue ton-mile, operating expenses per revenue ton-mile, operating expenses per available ton-mile, all for the calendar quarter and for the 12 months ended with that quarter, with comparable data for the year before; for seven principal carrier groups, for system operations of the individual trunklines and Pan Am, for the individual all-cargo carriers, for the local service carriers, for domestic operations of the individual trunklines and Pan Am, for domestic all-cargo operations of the individual all-cargo carriers, and for international-territorial operations of all-cargo carriers, and for international-territorial operations of the individual trunk carriers with detail by geographic division for American, Pan Am, and Trans World.

## S01801-009

*Air Carrier Financial Statistics ('The Yellow Book').*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report lists revenues, expenses, and income; operating net income, operating investment, and rate of return; assets, liabilities, and stockholder equity. It is issued quarterly for March, June, September, and December, with data for the quarter and for the 12 months ended. The regular printed issue is available about 4 months after the reference quarter. The report includes operating revenues in detail, operating expenses, operating profit, nonoperating income and expenses, net income, unappropriated retained earnings, mail and subsidy revenue; assets in detail, liabilities and stockholder equity. Income statement data are provided for both domestic and international operations of individual carriers and for 15 carrier groups. Data are for the reference quarter and for 12 months ended, with parallel data for the same period a year ago.

## S01801-010

*Interim Report of Selected Profit and Loss Indicators.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report provides short-term current information on operating revenues and expenses, profit or loss, and yield per revenue passenger mile, for system operations of the trunk carriers and Pan Am and for the local service carriers. It contains total operating revenues and expenses, profit or loss, and yield per revenue passenger mile for the eleven individual trunk carrier systems including Pan Am, and their total, and for the eight local service carriers and their total, with comparable data for a year ago.

## S01801-011

*Projected Financial Commitments of Airlines.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report lists airline financial commitments on firm programs for property acquisition and debt retirement. Data are compiled quarterly; the report is issued semiannually, and made available about 3 months after midyear and year-end. The report provides the following data for carrier groups, and for each carrier: total program cost, payments for the preceding two quarters, and projected expenditures for the coming 4 quarters and for the period beyond. Data also include property acquisition of flight equipment by equipment group and aircraft type, and of ground equipment, and for debt retirement, the same schedule of payments and projected expenditures.

## S01801-012

*Source and Application of Funds for Airlines.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report is an assessment of the changing liquidity position of the carriers. It indicates flow of funds (working capital) for the industry and for the individual carriers. It is issued quarterly, and made available about 3 months after the end of calendar quarter. The report provides the following data for carrier groups and for each carrier: sources of funds during the quarter from operations (in detail by six subheadings) and from other sources (six subheadings), and application of funds (six subheadings), with change in working capital.

## S01801-013

*Causes of Change in Carrier Net Income.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This is an analysis of change in net profits by 9 component elements; e.g., changes in yields, unit costs, capacity utilization, and others. The report is issued semiannually; the reference periods are 12 months ended June and December. The analysis of changes in net income is according to elements causing change, that is: yields, traffic mix, volume, unit costs, unused capacity, other transport and incidental revenues, nonoperating income and expense, income taxes, and special items tax. This is provided for 7 carrier groups, and for individual carriers, with detail for large carriers by system, domestic, and international division.

## S01801-014

*Air Freight Statistics, Certificated Route Air Carriers, Scheduled and Nonscheduled Services of U.S. Passenger/Cargo and All-Cargo Carriers: Revenue and Yields Data.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report lists air freight revenues and yields (revenue per revenue ton-mile) for the certificated route carriers. It is compiled semiannually for the year ended June 30 and the year ended December 31, with data for the year just past and for the preceding year. It provides freight revenues and freight yields in scheduled and nonscheduled service, in all-cargo and in combination service, for the trunk airlines plus Pan Am, the all-cargo carriers, and other carriers (local service plus Hawaii and Alaska). Table of percent of total freight revenue for each type of service by class of carrier. All of this is provided for total, for domestic, and for international-territorial operations for this year, last year, and with percentage changes.

## S01801-015

*Aircraft Operating Cost and Performance Report ('The Red Book').*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report shows aircraft operating expenses and aircraft performance and characteristics of all aircraft types operated by U.S. certificated carriers. Coverage is complete for all aircraft having a significant share of revenue service and for all carriers, route and supplemental. The report is annual and refers to the two preceding calendar years. It provides the following data for the certificated route carriers: aircraft operating expenses (direct operating costs per block hour), unit costs for airborne hours, aircraft miles, etc., and aircraft performance and characteristics. For the supplemental carriers: direct operating costs per airborne hour and per aircraft mile, and performance data and ratios. All data items for both the certificated route and supplemental carriers are given by equipment group and carrier group (Part I), by equipment type and carrier group (Part II), and equipment type by individual carrier (Part III).

## S01801-016

*Aircraft Operating Cost and Performance Report for Fiscal Years.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report shows operating costs, performance, and characteristics, of broad aircraft groups by air carrier groups, route carriers. It is issued annually for the two preceding fiscal years. It lists aircraft operating expenses (direct operating costs per block hour); unit costs for airborne hours, aircraft miles, and others; and aircraft performance and characteristics. This is provided for broad equipment groups and carrier groups for the two preceding fiscal years.

## S01801-017

*Trends in Airline Unit Costs.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report shows trends of unit operating revenues and expenses from 1957 onward. It covers total operations of all services for all airlines in the three carrier groups: domestic trunks, local service, and international-territorial. The report is issued annually; data are quarterly, and quarterly 12 months ending first quarter 1957. For domestic operations of the domestic trunks, 4 basic tables of quarterly and 12-months-ended data are presented for unit operating revenues and unit operating expenses, total, direct, and indirect, also expressed as percent change from year ago and as index numbers; and for growth rates and operational factors and ratios. Six charts follow illustrating the trends of selected series. Corresponding tables and charts for the local service carriers, and for international-territorial operations of the passenger-cargo carriers are then presented.

## S01801-018

*Trends in Airline Cost Elements.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This is a report of airline operating expenses by functional and objective account groupings from calendar year 1957 to calendar year 1972 for domestic operations of domestic trunks. It contains complete coverage of all major airlines operating expense elements of domestic operations of domestic trunks. The report is issued annually with data back through 1957. The report shows airline operating expense by summary and detailed functional and objective account groupings expressed in terms of total dollars, as percentage changes over a year earlier, as index numbers (1957-59=100), as percentage of total operating expenses, per available ton-mile, per available ton-mile expressed as index numbers (1957-59=100), per revenue ton-mile, and per revenue ton-mile expressed as index numbers (1957-59=100).

## S01801-019

*Domestic Jet Trends.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report shows cost data and performance ratios for jet aircraft from calendar year 1959 for the domestic trunk and local service carriers. It provides complete coverage of all jet aircraft having a significant share of revenue service, domestic operations. The report is issued every 18 months, with data back through 1959 as a basic source of historical data on costs and performance of jet aircraft. Data are provided to show direct operating costs per block hour, per aircraft mile, per aircraft passenger mile, per available seat mile, per revenue ton-mile, per available ton-mile; aircraft assigned to service; airborne hours; airborne hours per aircraft per day; average stage length; average available tons per aircraft; average available seats per aircraft; average speed; ton load factor and seat load factor; percent of coach passenger miles--all for major equipment groups by carrier groups (Part I-A). Aircraft operating expense per block hour by 8 components of direct operating costs, with percentage distribution and as index numbers, for major passenger equipment groups by carrier groups (Part I-B).

## S01801-020

*Supplemental Carrier Jet Trends.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report shows aircraft operating expense (direct operating costs) per airborne hour and per aircraft mile; and basic performance data and performance ratios for U.S. supplemental carriers. It provides complete coverage of all jet aircraft in service with supplemental carriers. The report is issued every 18 months with data going back through calendar year 1963 as a basic source of historical data on costs and performance of jet aircraft in supplemental operations. Data are provided to show aircraft operating expenses (direct operating costs) per revenue airborne hour and per revenue aircraft mile, by five cost components; aircraft performance in airborne hours, number of aircraft, revenue miles, average speed, and hours per aircraft per day; percentage distribution of hours in domestic and international operations and in civilian and military service for major equipment groups and for specific aircraft types; index, by year, of aircraft groups, aircraft types, and carriers.

## S01801-021

*Turbine Aircraft Operating Cost and Performance Report for Fiscal Years, Supplemental Carriers.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, (Acting) Director, Bureau of Accounts and Statistics. 382-7661.

This report shows operating costs and performance of all turbine aircraft operated by supplemental carriers for 3,500 or more hours per year. It is issued annually for the preceding fiscal year. Direct operating costs per airborne hour and per aircraft mile are given in five items of detail; performance data and ratios are given in eight items of detail; all are by broad equipment groups, by specific aircraft types, and by specific aircraft type for individual carriers.

## S01801-022

*Wide-Bodied Jet Aircraft Operating Cost and Performance Report.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This is a basic and unique source of information on the early cost and performance experience of the new generation of wide-bodied jet aircraft. It provides cost and performance record of wide-bodied jet aircraft (B-747, DC-10, L-1011). It gives complete coverage of wide-bodied jet aircraft in revenue service with the certificated route carriers. The report is published quarterly, with data for the 12 months ended in the calendar quarter. Data are also included for the 12 months ended in every consecutive calendar quarter beginning with March 1970. The report shows for every 12-month period ending with a calendar quarter since the introduction of the aircraft, data for direct operating costs per block hour; unit costs per airborne hour, per aircraft mile, per revenue ton-mile, per available ton-mile, per revenue passenger-mile, per available seat mile; data for performance and characteristics of the aircraft. For the B-747, this is provided for the main carrier groups. For the DC-10 and L-1011, it is given also for the individual carriers. There are also for each aircraft for each carrier total passenger miles in scheduled service and percent penetration, for domestic and for international markets. There are deferred preoperating costs for each of the three aircraft.

## S01801-023

*Trends in Scheduled All-Cargo Service.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report shows trends of finances, traffic, and operations in scheduled air all-cargo service. It covers operations of certificated route carriers reporting all-cargo service on CAB Form 242, comprising 99.6 percent of all such scheduled service. The report is published at 18-month intervals with data for fiscal and calendar years back through fiscal 1963. The data provided are total and unit operating revenues and expenses, operating ratios, for all-cargo and combination carriers, international and domestic, for individual carriers, international or domestic; percentage distribution of operating revenues by major source, and of operating expenses by function, for total industry; revenue ton-miles for carrier groups, for international or domestic operations and for individual carriers; percentage distribution of revenue ton-miles among carriers and carrier groups for domestic and international operations; scheduled all-cargo ton-miles as percentage of total scheduled ton-miles for carriers and carrier groups, domestic and international; load factor for carriers, carrier groups, domestic and international; percentage distribution of traffic by aircraft type; charts of unit revenues, expenses, and profit per revenue ton-mile for carrier groups, domestic and international. All data are for fiscal and calendar periods from fiscal 1963 through fiscal 1971.

## S01801-024

*Operating Results of Scheduled All-Cargo Service.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report is a half-yearly updating of the larger report Trends in Scheduled All-Cargo Service, which is reissued every 18 months. It shows revenues, expenses, yields, unit costs, investment, traffic, and aircraft types in scheduled all-cargo service. The following data are provided for all carriers, for passenger-cargo carriers, for all-cargo carriers, for individual carriers, and separately for domestic and for international-territorial operations: operating revenues by major source, operating expenses by function, unit revenues and costs, and load factor; revenue ton-miles by class of service and aircraft type with percentage distribution by aircraft type; invested capital at end of period in 10 categories. Summary tables provide trend data at 6-month intervals for 3 years back, by class of service and domestic or international-territorial operations; for unit costs and revenues, operating margins, and load factors; and analyze changes in net operating income into component changes on the revenue and expense sides and in income taxes.

## S01801-025

*Schedule Arrival Performance in the Top 100 Markets, by Carrier.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report shows number and percent of schedule nonstop flights performed and number and percent of such flights on time or not more than 15 minutes late. Covered are the top 100 markets, omitting markets of less than 200 miles; 23 carriers are involved. The report is issued quarterly and published about 3 months after the calendar quarter. For each carrier operating in each airport-pair in each of the top 100 city-pair markets (omitting those under 200 miles) there are tabulated for the reference calendar quarter: total flights scheduled, total flights performed, percent flights performed, flights on time or not more than 15 minutes late, percent flights on time or not more than 15 minutes late. There are about 650 observations (lines of data) in each report.

## S01801-026

*Book and Regulatory Depreciation of Flight Equipment.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report lists depreciation expense and depreciated cost of flight equipment per carrier books and per CAB regulatory basis. It covers all certificated route carriers. Computation is made quarterly, for the 12 months ended with the calendar quarter. The report is issued semiannually, and made available about 3 months after the reference period. The following data are provided for carrier groups and for each carrier: original cost of flight equipment; depreciation reserve per carrier books and per regulatory basis with percent difference; depreciated cost of flight equipment book and regulatory and percent difference; depreciation during the year, book and regulatory with percent difference, for system, domestic, and international operations. Data for aircraft equipment groups include book and regulatory depreciation expense during the year for system, domestic, and international-territorial operations.

## S01801-027

*Airline Property Obtained Under Long-Term Leases.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report shows flight equipment and ground property and equipment obtained by airlines under long-term leases. It covers all property under leases having a term of more than 3 years, for all certificated air carriers. The report is issued semiannually, and made available about 3 months after the end of June and December. The following data are provided for carrier groups and for each carrier: constructive asset value of leased flight equipment and ground property and equipment, cost basis and depreciated cost basis; total remaining lease commitment, flight equipment and other equipment. For flight equipment groups, for specific aircraft types, for engines and parts, for ground property and equipment: cost basis constructive asset value, and total remaining lease commitment, for total industry and for principal carrier groups.

## S01801-028

*Aircraft Inventory Report.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report lists the number of aircraft available for service and on order at end of year. It provides complete coverage of regulated air carriers. The report is annual, for the inventory at the end of the preceding year, and is available in June of the following year. Data included are the number of aircraft available, owned and leased, by major category and by specific aircraft type (make and model) for individual carriers and carrier groups, and number of aircraft on order by make and model.

## S01801-029

*Summary of Airline Taxes.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report lists taxes of all types incurred by airlines, and covers all certificated route carriers. It is issued annually to show the following data: for total certificated route industry, and for four principal carrier groups, taxes paid in total, and by foreign or U.S. taxes, in 11 different tax categories.

## S01801-030

*Belly Cargo Load Factors on Wide-Bodied Aircraft.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report shows utilization of cargo space in large combination aircraft. It covers scheduled operations of B-747, DC-10, and L-1011 aircraft in service of certificated carriers. The report is issued annually for the 12 months ending in each calendar quarter from March 1970. The report shows for all and for each carrier operating each of the three wide-bodied aircraft, and for each 12 month period ending in the quarter: average available belly capacity for baggage and cargo (tons); average belly baggage and cargo load (tons); average belly cargo load (tons); belly cargo load factors under three methods of assigning capacity to baggage. All data are provided separately for domestic, and for international-territorial operations.

## S01801-031

*Air Carrier Investments.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report lists the amount and distribution of air carrier investments in other firms. (Major airline investments are in associated hotel companies). Complete coverage of certificated route and supplemental air carriers is provided. The report is issued annually for the end of the calendar year, and is available in June following the end of the calendar year. The report shows for each carrier: total investment in other associated and nonassociated firms, separately identifying major such investments, broken down into stock giving the investment's percent of the total issue outstanding, and into advances, bonds, receivables and other.

## S01801-032

*Sale of Regular-Bodied Four Engine Jet Aircraft.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report lists sale of older equipment with the advent of wide-bodied aircraft. It covers all certificated route and supplemental carriers. The report is issued annually. Data are provided for calendar quarters from September 1967, number of turbofans and turbojets sold, with figures for cost, depreciated cost, realization, and gain or loss; number, cost, realization, and gain or loss of each individual carrier; for each specific aircraft type, number of aircraft sold, years in service, cost and realization figures; for specific purchasers, number of aircraft bought, cost and realization figures.

## S01801-033

*Holders of Air Carrier Debt.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report shows the amount and distribution of air carrier debt among major lenders. It gives complete coverage of certificated route and supplemental carriers. The report is issued annually for the end of the calendar year, and is available in June following the calendar year end. The report shows for each carrier: amount of debt held by all insurance companies, and for the largest such holders individually; amount of debt held by airline suppliers and by the largest aircraft companies individually; amount of debt held by other identified holders and for the largest identified; amount of debt held by unidentified holders; percent of individual carriers debt held by top 10 holders; amount of debt and percent of carrier debt held by single largest holder; amount of convertible debt, its percent of total debt and equity, its percent of total debt, and convertible debt plus equity as percent of total debt and equity.

## S01801-034

*Air Freight Loss and Damage Claims.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts & Statistics. 382-7661.

This report shows the number and value of freight loss and damage claims paid. It covers certificated route air carriers and air freight forwarders above a minimum volume. Schedules A, B, and C are filed quarterly; summary Schedule D annually. Data refer to the quarter past or to the calendar year. For the direct air carriers only, the first report has number, value, and percentage distribution of airfreight loss and damage claims paid in domestic operations and in international operations, by cause of claim (shortage, theft, damage, etc.), for individual carriers and for major carrier groups. Number and value of claims paid and actual shipper losses are given for 52 commodity classes by domestic and international operations and by cause of claim. Value of claims paid for theft, pilferage, and robbery, is given by domestic and international operations, for major cities and airports.

### S01801-035

*Comparative Selected Data for Local Service Carriers.*

**Budget Function/Subfunction:** Air transportation (405).

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts and Statistics. 382-7661.

This report lists characteristics, traffic, and financial performance of individual local service airlines. It covers all 7 local service carriers. The report is issued semiannually for 12 months ended June and 12 months ended December. The report is available about 6 months after the reference period. The report has basic data for aircraft miles and departures, traffic, capacity, expenses, revenues, and subsidy; unit revenues and costs, breakeven needs, passenger loads and load factors, and other measures of performance. There are 60 lines of data for each carrier.

### S01801-036

*Handbook of Airline Statistics.*

**Budget Function/Subfunction:** Air transportation (405).

**Public Availability:** GPO.

**Agency Contact:** Raymond Kurlander, Acting Director, Bureau of Accounts and Statistics. 382-7661.

The Handbook provides historical facts and figures for individual air carriers and carrier groups. It covers all air carriers subject to regulation by the CAB, with passenger data for principal cities and city-pairs, chronologies of air transport events, and comparisons of air with other modes of transport. The report is published biennially in January with data through the period one year earlier. Data for carrier groups begin in 1926; data for 'chronologies' begin as early as 1903. There are 12 main headings: Statistical Description of the Individual United States Airlines; Historical Statistics of the U.S. Airlines, by Carrier Group, from the Earliest Available Data; Traffic Statistics of the Certificated Route Air Carriers; Traffic Statistics of Supplemental Air Carriers; Income Statement Data of the Certificated Route Air Carriers; Income Statement Data of the Supplemental Route Air Carriers; Balance Sheet Data of the Certificated Route Air Carriers, at year end; Balance Sheet Data of Supplemental Air Carriers, at year end; Rate of Return and Investment Data of Certificated Route Air Carriers; Miscellaneous Air Transport Data; Chronologies of Air Transport Events; and Comparison of Air with Other Modes of Transportation. There are in all 446 tables and 8 charts. The Handbook is a basic reference book widely used by analysts in the Board, in other Government agencies, in the industry, and in research institutions.

## Commission on Civil Rights

### S01900-001

*Catalog of Publications.* Office of Information and Publications, CCR. January 1975. 15 pp. + addendum (12 pp.).

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Public Availability:** On request to the Commission.

**Agency Contact:** Office of Information and Publications. 254-7381.

The purpose of this catalog is to provide an annotated list of publications and films relevant to civil rights. It lists statutory and interim reports; clearinghouse publications; commission hearings and conferences; state advisory committee reports; publications in Spanish; and films.

## Consumer Product Safety Commission

### S02100-001

*National Electronic Injury Surveillance System (NEISS).*

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** Office of the Chairman, Consumer Product Safety Commission. 634-7740.

The NEISS is a hospital emergency room-based system designed to develop statistically valid, nationally representative accidental injury data which can be used to identify product safety problems. Data are collected through the continuing operation of a network of telecommunications terminals located in 119 hospitals which allows the daily reporting of product-related injury data from their emergency rooms. The data collected through the NEISS include the age and sex of the victim, the diagnosis and body part affected, the disposition of the case, the product involved, an indication of a second product involved, if any, and the location of the accident. Using data collected through NEISS the Commission has developed the Consumer Product Hazard Index, a comprehensive index of product categories which appear to be most frequently associated with injuries treated in hospital emergency rooms. The index ranks, in descending order of frequency and seriousness of injury, most of the products over which the Commission has jurisdiction. The index serves as a guide for Commission activities.

### S02100-002

*CPSC Accounting System.*

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** Office of the Chairman, Consumer Product Safety Commission. 634-7740.

The system contains information relating to assets; liabilities and obligations incurred and outstanding; equity of the U.S. Government; and budgetary information required for past, current and future operations. Detailed information contained in the system includes allotment data, obligations, disbursements, transfers, etc., which are summarized into general ledger accounts which in turn form the basis for the various reports for internal and external purposes.

## S02100-003

*National Injury Information Clearinghouse.*

**Budget Function/Subfunction:** Prevention and control of health problems (53).

**Agency Contact:** Office of the Chairman, Consumer Product Safety Commission. 634-7740.

The National Injury Information Clearinghouse disseminates product related injury data. Accordingly, the Clearinghouse offers a reading room which is set aside for manufacturers, lawyers, consumer groups, doctors, students and free-lancers to review the in-depth investigations, as well as the raw surveillance data. The Clearinghouse maintains and makes available to these groups such information as: hazard analysis injury reports by products; summarizations of in-depth investigations by type of products and by product code; National Electronic Injury Surveillance System News (NEISS News), which presents summary analyses of the surveillance data and in-depth investigation reports on the top 90 products of the Hazard Index as well as statistical data on potentially hazardous product-related items; tabulations of data; and special reports.

## S02100-004

*Office of Field Coordination Management Information System.*

**Budget Function/Subfunction:** Health research and education (552); Prevention and control of health problems (553).

**Agency Contact:** Office of the Chairman, Consumer Product Safety Commission. 634-7740.

The Consumer Product Safety Commission, Office of Field Coordination, maintains a Management Information System which tabulates operational accomplishments of the Commission's area offices. There are three types of reports: (1) a semimonthly narrative of highlights of area office activity in administration and management, community services, field operations, laboratory, and problem or action requests; (2) daily activity records which capture total time per employee, categorized by a small number of tasks or projects; and (3) a monthly report which tabulates work units accomplished by activity category. The work units include inspections, investigations, sample collections, laboratory analyses, etc. Activity categories include hazardous substances, children's products, fireworks, special packaging of hazardous household substances, mechanical, electrical, and thermal hazards, flammable fabrics, refrigerator safety, and accident investigations.

## S02100-005

*Technical Information for Product Safety Library.*

**Budget Function/Subfunction:** Health research and education (552); Prevention and control of health problems (553).

**Agency Contact:** Office of the Chairman, Consumer Product Safety Commission. 634-7740.

The primary purpose of the Technical Information for Product Safety (TIPS) Library is to support all bureaus, offices, organizational units, commissioners and staff of the Consumer Product Safety Commission (CPSC) in carrying out its stated missions, and in enforcing the laws and regulations under its authority. The Library provides the full range of library, technical information, program information and documentation resources and services to the CPSC and the constituency it serves. The Library also serves as principal advisor on library and bibliographic information systems matters in the Commission and, as required, to outside agencies. In addition to the monographs and periodicals in the main collection, the TIPS Library also maintains the Product Safety Indexed Document Collection of over 10,000 publications; a file of newsclippings (TIPS Clips); Collection of standards pertaining to consumer products or their components; and law library consisting primarily of the basic legal reference works and materials in the field of administrative law. Information systems available to TIPS Library include the various in-house data bases maintained on the STAIRS system. The Library has responsibility for three data bases: a machine-readable catalog of materials in the main TIPS Library Collection, the Product Safety Indexed Document Collection, and the Dun & Bradstreet file of business information.

## S02100-006

*Product Safety Indexed Document Collection.*

**Budget Function/Subfunction:** Health research and education (552); Prevention and control of health problems (553).

**Agency Contact:** Office of the Chairman, Consumer Product Safety Commission. 634-7740.

The Product Safety Indexed Document Collection of approximately 10,000 documents (including technical reports, articles from professional and trade journals, reprints, papers from conferences or symposia, government publications, etc.) provides a primary source of both technical and business information for CPSC users, many of whom require highly diverse types of information about any particular consumer product. Approximately 300 publications a month are scanned on a daily basis for their relevance to the safety of consumer products or other aspects of the mission of the CPSC. Selected documents, many of which come from sources not covered in standard library reference tools, are indexed in-depth using a controlled vocabulary and filed by accession number in five broad subject categories. Retrieval of indexed documents is done chiefly through two search mechanisms: a KWIC (keyword) index which is updated regularly, and an automated storage and retrieval system (STAIRS). When the STAIRS system is fully operational, the machine-readable data base of citations and subject descriptors will be updated weekly.

## S02111-001

*Operating Plan, Fiscal Year 1976.* Office of Program Planning and Evaluation, CPSC. June 24, 1975. 102 pp.

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** Stanley R. Parent, Executive Director, CPSC. 634-7740.

This operating plan provides program goals and resource allocations for fiscal year 1976. It also provides for contingencies in the light of uncertain appropriation levels, and is a system for adjusting resources to meet goals and vice versa. The plan contains a statement of assumptions, policy guidance, program strategy and resource allocations; and a description of the procedures for updating as circumstances require. Program strategies and summaries cover the following programs: hazard identification, hazard strategy analysis, regulatory development, information and education, compliance and enforcement, and administration. Program summaries are presented in a three-table format. Program Summary Table #1 provides program description, objectives, and position and contract funds for FYs 75 and 76. Program Summary Table #2 gives critical output variables and their values. Subprogram Summary Tables give descriptions, objectives, overall goals and strategy of the subprograms. Contract lists are included in the plan, and a table of GPM critical variables.

# District of Columbia

## S02200-001

*Financial & Statistical Report, 74.* Office of Budget and Management Systems, DC. 1974. 271 pp.

**Budget Function/Subfunction:** Other general government (806); Other general purpose fiscal assistance (852).

**Public Availability:** On request to the Office of Budget and Management Systems.

**Agency Contact:** Thomas J. Holman, Office of Budget and Management Systems. 629-4793.

This report constitutes a collection of statistics covering the financial and socioeconomic situation in the District of Columbia. Information is presented in tabular form, and covers the following topics in detail: budget summaries, capital improvements, education, public safety, recreation and cultural enrichment, environmental services, community development, taxes, general government, socioeconomic factors, a city comparison, transportation, human resources, and the financial report. Six year comparative data are provided in some cases.

## S02200-002

*Multi-Year Financial Plan for Fiscal Year 1976-80.* Office of Budget and Management Systems, DC. March 10, 1975. 43 pp.

**Budget Function/Subfunction:** Other general government (806); Other general purpose fiscal assistance (852).

**Public Availability:** On request to the Office of Budget and Management Systems.

**Agency Contact:** Thomas J. Holman, Office of Budget and Management Systems. 629-4793.

The Multi-Year Financial Plan presents only one of the many alternative fiscal possibilities for the District of Columbia Government during the 1976-80 period. Thus, the report is not intended to predict total District expenditures and revenues in 1977 or beyond with perfect accuracy. Rather, its primary aim is to set forth concrete information on the magnitude of cost and revenue factors that are expected to play a central role developing a balanced fiscal program for the remainder of this decade. Such information is essential if budget and revenue decisions now under consideration are to be made with a realistic understanding of their probable consequences in the immediate future. Although it is unlikely that program priorities recommended for the coming year will remain fixed through 1980, the plan gives policy-makers an expenditure and revenue baseline for examining the effects of different program and revenue policies.

## S02200-003

*Annual Report of Automatic Data Processing for Fiscal Year 1974.* Division of System Development and Computer Services, Office of Planning and Management. 1973. 90 pp.

**Budget Function/Subfunction:** Other general government (806); Other general purpose fiscal assistance (852).

**Agency Contact:** Thomas J. Holman, Office of Budget and Management Systems. 629-4793.

The purpose of this report is to provide an inventory of automatic data processing (ADP) equipment, personnel, costs, applications, and utilization in the District of Columbia. The system is undergoing a transition period; use of IBM 370 computers and related communications technology offers greater opportunity for systems to achieve standardization of software facilities, and more effective use of development personnel and related communications technology. Other transitions include use of Optical Scanners, Time Sharing, mini-computers, smart terminals, and data base concepts. Summaries are given of highlights in the use of the ADP system by the various departments and agencies, and equipment installed. Also included are charts of distribution of total ADP costs by agency, costs in D.C. government, and average percentage of utilization. The applications of the systems, personnel, equipment, proposed applications, and federal funding are listed for the agencies and departments using the ADP system.

## S02200-004

*Multi-Year Planning System (MYPS).*

**Budget Function/Subfunction:** Other general government (806).

**Agency Contact:** Thomas P. Hoey, Chief, Program Planning and Budgeting Division. 629-5076.

The Multi-Year Planning System (MYPS) of the District Government is an automated system designed to forecast future operating costs of current program commitments and proposed program changes. The planning period used to project long-term budgetary growth covers five years--the budget year and four succeeding years (termed 'outyears'). In addition, the system stores historical data from the past and current fiscal years for the purpose of comparing past and future expenditure trends. The MYPS starts with program funding requests made by city agencies in the budget year and costs them out over the entire five-year planning period to show the projected expenditures associated with current levels of service. The system aggregates expenditure projections in two different presentation formats: (1) Cost estimates along agency lines, presenting expenditure detail by agency and displayed agencies grouped together under the District's eight appropriation accounts; (2) Program costs which cut across agency lines, grouping city services according to goals and objectives. The purpose of aggregating MYPS cost data in two separate arrays is to display the investment of city resources and projected cost trends on an agency and city-wide program basis.

## S02200-005

*Financial Management Information System (FMIS).*

**Budget Function/Subfunction:** Other general government (806).

**Agency Contact:** Thomas P. Hoey, Chief, Program Planning and Budgeting Division. 629-5076.

The FMIS maintains and processes the financial information needed for management and cost control. The system accepts, stores and processes such data as appropriations, allotments, grants, receipts, disbursements, labor, property and costs, thereby establishing control over resources and the obligation of funds. In addition to the generation of financial position reports, the system compares actual commitments to the obligating authority plan at the required levels and enables the financial manager to evaluate past performance and project future financial needs.

# Environmental Protection Agency

## S02300-001

**Environmental Information Systems Directory; an inventory of administrative and environmental mission support systems.* Draft. Management Information and Data Systems Division, Office of Planning and Management. July 1975. 1 vol.

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Public Availability:** On request to the EPA.

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The directory provides a profile describing major automated systems supporting the administrative and environmental-mission operations in the Environmental Protection Agency. It was planned to facilitate systems planning and coordination, reduction in system costs, and the elimination of duplicative systems. The directory includes both existing systems and systems under development for which computer costs are at least $20,000 annually.

## S02300-002

**Guide to EPA Libraries.* Second edition. Barbara A. Pedrini. Library Systems Branch, Office of Planning and Management. EPA-LIB-74-04. December 1974. 43 pp.

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

This guide contains the history of each of the libraries in the Environmental Protection Agency's (EPA) library system, which comprises 28 libraries. It also provides a description of each library's collection and services, whether transferred from a predecessor agency or established since the creation of the EPA. A list of libraries by code number is provided, as well as a geographical index by state.

## S02301-001

*Grants Information and Control System (GICS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Grants Information and Control System (GICS) tracks the processing of all grant applications, unsolicited contract proposals, prospective waste water treatment construction projects, and active grant projects in the Environmental Protection Agency. Activities of both Headquarters and state and local assistance grant programs are monitored by the system. GICS is a tracking and reporting system used to monitor the scheduled events in the life cycle of a grant. Information is entered into the system indicating activities such as the following: Inclusion of projects on approved state project priority list; application received; application sent to program staff for review; grant awarded or denied; project work started; and project completed. The system tracks the flow of administrative paperwork associated with EPA grants to insure timely processing during the pre-award phase, and it also tracks the progress of the project work during the post-award phase. Standard reports include exception reports of grants which are behind schedule, and full listings of all grants in process. The Headquarters Office of Grants Administration publishes monthly and quarterly listings of funded grant projects for the general public. Special statistical reports can be programmed on a special request basis to retrieve grant data to meet specific user requirements.

## S02301-002

*Integrated Financial Management System (FMS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Financial Management System (FMS) is a centrally operated system serving the financial information needs of all elements of the agency. The purpose of the system is to allow a manager to monitor commitment activity against authorized obligations. It is used by financial managers at the division level or higher in all headquarters offices, regions, and the National Environmental Research Centers. FMS is an automated tracking and reporting system which monitors commitments versus obligations in the expenditure of funds throughout EPA. Major obligations of the agency are tracked by the system. Primary system outputs are status and summary reports. These reports depict appropriations by object class, and obligations by program element and subobject class.

## S02301-003

*Standards and Regulations Information System (SRIS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Standards and Regulations Information System (SRIS) tracks the preparation and review processes for all proposed pollution abatement standards, regulations, and guidelines being developed by EPA under authority of EPA Order 1000.6. SRIS is a tracking and reporting system for approximately 150 active standards, regulations, and guidelines. About five new items are added each month and approximately the same number are removed from the data base. For each of these controlled materials, 15 milestone events are charted. Monthly, a series of summary and detailed status reports are prepared. The reports produced by SRIS are used by the assistant administrators, the deputy assistant administrators, and various agency working group committees for purposes of ascertaining the status of these standards, regulations, and guidelines.

## S02301-004

*Contracts Information System (CIS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Contracts Information System (CIS) is a tracking and reporting system used to monitor the scheduled events in the life cycle of a contract. It tracks the status of procurement requests, and also provides summary information on all agency procurements other than small purchases. CIS is used by the Contracts Management Division to determine the status of EPA's contract effort. It is additionally used by the three Contract Management Operation groups to measure and evaluate their workloads. Also, from these reports, the Assistant Administrators and Deputy Assistant Administrators, as allowance holders, ascertain the status of their commitments and obligations. Nine contract milestones are entered into the system for each contract from the initiating commitment through the retirement of the contract. Some of the significant information collected for each contract is: title of contract; period of performance; estimated cost and obligated amounts; type of program effort; and geographical location. The master file contains 3,200 active contracts, plus an additional 12,000 modifications and other ancillary records. Annually, 2,500 procurement actions are input into the system. Reporting is accomplished mainly through 40 standardized recurring reports, 90 percent of which are run biweekly. The only regular report made external to the Contracts Management Division is the monthly status report to allowance holders.

## S02301-005

*Resources Management Information System (RMIS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Resources Management Information System (RMIS) supports the agency's programming, budgeting, and budget execution process by maintaining a file containing EPA's resource plans. The RMIS is based on a master data file and several tables. The master data file contains funding and manpower requirements by fiscal year, program sub-element and appropriation authorization. The tables include the program-budget structure, several title tables such as allowance holders, appropriation authorizations and national program managers, and edit tables for program sub-elements and appropriation authorizations. The RMIS produces a variety of reports of funding and manpower resources arranged by program-budget structure, allowance holders, national program managers and appropriation authorizations.

## S02301-006

*Formal Reporting System.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Formal Reporting System is the basic foundation for agency-wide status reporting against approved fiscal year program plans. The system is designed to reflect the status of select regional and headquarters activities necessary to achieve predetermined agency goals and objectives during the plan year. Reports detailing the status of key planned activities within program areas are broken down by media category. Reporting is quarterly, with the exception of select Construction Grants Program outputs, which are monthly. The status reports produced by the system are used by the administrator, deputy administrator, assistant administrators, regional administrators and operational management to review the status of program activity.

## S02301-007

*Form 67 Retrieval System.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

This system permits easy retrieval of pollution data from the Federal Power Commission automated file on power plant operations. The system is used on a demand basis mainly by Office of Planning and Evaluation personnel to obtain required data for assigned project studies. This system uses the Federal Power Commission annual file on over 370,000 data items relating to the 825 power plants operating within the USA. The several standard programs in this system query the file for pollutant-related data of interest.

## S02302-001

*Pesticides Enforcement Monitoring System (PEMS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Pesticides Enforcement Monitoring System (PEMS) supports regional pesticides enforcement activities by maintaining a nationwide record of pesticides samples collected, record of violations detected and enforcement actions taken. Such data are used to determine penalties and to formulate sampling strategies. The primary users of PEMS are the pesticides enforcement staff in EPA Regional Offices and at Headquarters. The system generates a number of management reports on weekly, monthly and quarterly schedules. Weekly reports list actions, while nightly turnaround is available to answer special requests for information. Regional offices may also at any time generate a special violation history report on any firm. The PEMS records a history, by manufacturer, of all enforcement actions taken. Actions may be started because the manufacturer failed to register, or because a sampling indicates that the product is in violation of its registration conditions. Currently, in excess of 14,500 samples have been recorded in PEMS.

## S02302-002

*Establishment Registration Support System (ERSS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Establishment Registration Support System (ERSS) identifies pesticide producing establishments and their production volumes as required by Section 7 of the Federal Insecticide, Fungicide, and Rodenticide Act of 1972, as amended. EPA Regional pesticide enforcement personnel are provided information for identifying all companies and establishments, their location and products manufactured in their Region. This background information is also used by the Office of General Counsel and the Office of Pesticides Programs. The ERSS receives annual reports from the pesticide industry identifying companies, establishments, and products, with about six to eight data elements for each of these three reporting categories. There are approximately 5,200 establishments in the USA. This information is made available in an automated form to the regions, as an aid in making a minimum of one annual inspection per establishment and in taking appropriate enforcement actions. Reports are produced for the regions on an as-needed basis.

## S02302-003

*Compliance Data System (CDS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

Throughout the nation, there are 250,000 stationary sources of significant air pollution, each discharging 25 or more tons of pollutants per year into the air. The air enforcement effort has focused on the 20,000 major sources (each emitting over 100 tons of pollutants per year) that account for 80 to 85 percent of all pollutant emissions. State Implementation Plans (SIPS) regulate the amount of airborne pollutants which may be discharged into the atmosphere from stationary point sources. EPA has the responsibility to monitor the State programs, in order to insure that the SIPS are adequately enforced. The Compliance Data System (CDS) is used to track the completion of the actions specified in SIPS for major sources of five primary air pollutants. After their plans are developed, the states then enter the compliance schedule dates comprising these plans into CDS. Schedules include dates for completion of planning, engineering, start of construction, and end of construction. Event completion is reported by the states and is entered into the system by EPA. Weekly reports of scheduled events to be monitored are provided to the regions. Each month, the states receive listings of events scheduled, overdue actions, and pre-printed questionnaires on current air quality for those sources scheduled to come into compliance. Reports are generated and sent to the Regions over the RJE terminals in each Region. These reports include: future schedules; overdue actions; state questionnaires; list of all sources; statistical reports. A Comprehensive Data Handling System (CDHS) was developed by EPA for use by the states in managing their air quality programs. CDHS includes a State Enforcement Management System which is coordinated with CDS. In addition, CDS is coordinated also with the National Emissions Data System (NEDS). State questionnaires are produced using both CDS and NEDS data. Regional offices use the system to monitor state and local activity. EPA Headquarters uses the system to monitor the regions and prepare special reports.

## S02303-001

*Storage and Retrieval for Water Quality Data (STORET).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The storage and retrieval (STORET) system for water quality data makes data handling capability available to the states and EPA regions to meet their statutory planning, regulatory and reporting requirements. It also provides a systematic state, regional, and national data base for reporting trends in water quality to Congress and the public. The STORET system is a repository for water quality data. It maintains, at user request, historical records of water quality parametric data by sampling site. There are about 200,000 sampling sites currently identified in the system, with about 30 million data values. STORET provides the user with a wide variety of tools to retrieve, summarize, analyze and display these data. The data are used by EPA, its regions, and by the states, to produce legislatively mandated reports to Congress on the quality of water in the nation's major waterways. The data have found general utility among many users involved in efforts to clean up the nation's water, both as a planning tool and as an indicator of progress.

## S02303-002

*Pesticides Registration System.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Pesticides Registration System provides a wide range of product information about the pesticides registered by the Office of Pesticides Programs (OPP). This system is a large, active and growing one, from which over 50 inventory reports are prepared. At this time, four new reports per month are being developed. One of the most significant reports prepared is a complete description of all pesticide products on the master file. Most reports are organized by selective pesticide criteria. A typical report lists and analyzes all requested products by product name, with their specified chemical ingredients by percentage of chemical makeup and their formula. Some of the more important data elements found in the System are: product label, product name, name and address of company, project manager of pesticide and site at which the pest is found. The Registration Division uses the system to control the registration of pesticides. The Criteria and Evaluation Division of OPP uses the data generated by the system for performing studies on the efficacy of the pesticide program. The Technical Services Division (OPP) prepares a large number of analytical reports for the OPP. The Office of General Counsel uses the pesticide data in connection with their compliance and cancellation activities.

## S02303-003

*Pesticides Analysis Retrieval and Control System (PARCS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Pesticides Office is responsible for registration of all pesticides used in the nation. The Pesticides Analysis Retrieval and Control System (PARCS) provides a centralized source of information on all pesticides registered in the U.S. Data in the system are used for registration analysis, research, and reporting. The PARCS system is used to retrieve information about pesticides on a variety of categories. For example, the system can answer questions such as 'list all disinfectants and fungicides containing malathion.' The system maintains information on the name, address of producer, ingredients (both active and inert), and the usage category of all pesticides. Retrieval software allows the data to be extracted, analyzed, and formatted. Accident investigation information is also maintained as a separate part of the system. Although the system is used chiefly to support the pesticides registration program, it also supports research on chemicals used in pesticides.

## S02303-004

*Technical Assistance Data System (TADS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The purpose of the Technical Assistance Data System (TADS), is to reduce the effects of oil and hazardous materials spills by providing on-line access to information on material characteristics and emergency response procedures. Field emergency teams can access information directly through terminals or by telephoning someone with a terminal. Currently, the characteristics of 863 materials which represent water pollution hazards are catalogued on an on-line interactive system. The system contains 122 possible fields of technical data on each substance. To retrieve information from the files, the user specifies a search list of terms. For example, an unknown substance that is green, floats, and smells like rotten eggs can be identified by searching for those attributes. In order to satisfy the needs for instant information in the event of spill events, the on-line system is available from the hours of 8 AM until 9 PM, Monday through Friday and Saturday 9 AM through 4 PM. After these hours, the system may be accessed, in case of emergency, within one to three hours.

## S02303-005

*Inventory of Public Water Supplies (INVWAS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The INVWAS system provides an inventory record of community and non-community public water supplies used throughout the United States. The Water Supply Division of EPA Headquarters, Regional Offices, State governments and a number of research facilities use the reports for general management and cost analysis purposes. When the system is fully operational, water supply data will be reported by a variety of categories in the areas of geographical regions, population groups and types of facilities. There are about 40,000 records on community water supplies. Eventually, the inventory will include about 200,000 other public water systems, plus about 5,000 Federal recreational supplies. These records are submitted by the office within the state responsible for water supplies to EPA's Regional Offices. Each record has approximately 200 data elements, such as population of community, source of supply, and type of water treatment used. An eleven volume report will be produced from the data, including one volume for each of the ten regions, and one volume of national summary tables.

## S02303-006

*Interstate Carrier Water Supply Inventory (ICWS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The ICWS system provides a reporting mechanism on the compliance status of interstate-carrier water supplies. The EPA Regional Offices and the Water Supply Division of the Assistant Administrator for Water and Hazardous Materials use the reports to check on the quality status of the community water supplies used by buses, trains and other interstate carriers. The Public Health office from each state annually updates a reporting form on the water supply facilities used within their state. Currently, there are 700 records on the master file with over 90 data elements per record. These records are updated annually. The system produces two quarterly reports listing water sources and their chemical analyses, as well as an annual chemical report.

## S02303-007

*Survey of Needs for Municipal Waste Water Treatment Facilities.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

A survey of needed waste water treatment facilities is required every two years. A 34 page questionnaire is mailed to 17,000 water treatment facilities for obtaining data on all new or existing facilities required to achieve the effluent limitations prescribed by law. The Survey of Needs System develops costs estimates for the construction of publicly-owned treatment works needed to meet the 1983 goals of the Federal Water Pollution Control Act Amendment of 1972. The cost estimates developed from the survey enable Congress and the Municipal Construction Division to obtain a comprehensive estimate of the total cost of meeting the goals of the water legislation. State-by-state cost estimates are also produced which are used as a basis for allocating construction grant funds. State and local governments and private industry are interested in types of water treatment and various types of effluent data. A report to Congress summarizes the cost estimates of the collected data. Approximately 35 data elements constitute each of the 17,000 records which make up the data base. These records will probably be archived when the 1976 Needs Survey data are obtained.

## S02303-008

*Epidemiological Studies Program System (ESPS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The ESPS aids research on the health effects of pesticide products by providing a comprehensive data base on health statistics for persons exposed to various pesticides. Twelve epidemiological study project groups sponsored under this program use the data files in regional and national studies of: acute pesticide poisoning, pesticide usage survey, and chronic effects of pesticide exposure. These study groups use a variety of techniques, such as health examinations, sampling, and hospital records in order to develop and maintain a number of data bases. The average master file has 3,000 to 5,000 records with a large number of individual entries. Many of the records are medical histories updated over a period of time.

## S02304-001

*Storage and Retrieval of Aerometric Data.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The system for Storage and Retrieval of Aerometric Data (SAROAD), is a centralized data bank containing aerometric (ambient air) data collected at monitoring sites throughout the nation. SAROAD data are used to identify the levels of air pollution, to analyze the effects of implemented control strategies, and to evaluate trends of pollutant concentrations in the atmosphere. The SAROAD system contains over 50 million raw data values, each of which represents a discrete measurement of pollutant concentration in the atmosphere at a given monitoring site over a given period of time. The system contains data for more than 9,000 inactive and active monitoring sites throughout the nation; approximately 4,000 sites are currently operational. In general, SAROAD is composed of three major sets of files: raw data, statistical summaries, and site descriptions. By Federal regulation, state agencies must submit SAROAD data to EPA every three months. Thus the data bank is continuously growing in size (approximately 10 million values per year), as these agencies continue to operate and to expand their air monitoring network. The data are summarized by computing various averages, and must contain enough samples to make the measurements significant, or they will be rejected. EPA headquarters groups use the SAROAD system extensively for planning and strategy evaluation purposes. All EPA regional offices have terminal access to SAROAD and utilize the data reports and summaries to monitor the status of air quality and to support their enforcement and air quality monitoring activities. The system also provides a variety of summary reports and bulk data to other EPA groups and the scientific community outside the agency for their use and analysis.

## S02304-002

*National Emissions Data System (NEDS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The National Emissions Data System (NEDS) is a centralized data bank containing annual emissions and operating characteristics of sources of air pollution throughout the U.S. The NEDS is used to identify and locate emitting sources for enforcement purposes and to monitor the progress of states in meeting their emission-reduction time schedules. The system contains approximately 80 items of technical data for more than 100,000 individual polluting sources throughout the nation. Approximately the same number of area-source data items are kept for each of the 3,200 counties or equivalents in the U.S. Annual emissions for each individual point source are automatically calculated from the source's operating characteristics and pollution control efficiency. Thus the NEDS provides both a source and emissions inventory and is organized into two major files (point and area) in which all data are completely organized for reporting purposes. All states are required by Federal Regulation to submit NEDS data semi-annually to the EPA regional offices. The total number of emitting sources in NEDS has stabilized at 100,000 point sources; the technical data for these sources, however, are continually changing and are incorporated into NEDS on a regular basis. EPA headquarters groups use the NEDS extensively for planning and national strategy evaluation purposes, and for analyzing trends in conjunction with the national aerometric data bank (SAROAD). By having terminal access to the NEDS data bank, the regional offices use this data to monitor states' progress and to support their enforcement and surveillance activities. Emission summaries and bulk data are also supplied to other EPA groups and to the scientific community outside the Agency for their use and analysis.

## S02304-003

*Air Quality Implementation Planning Program (IPP).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Air Quality Implementation Planning Program (IPP) is a model for preparing air pollution implementation plans for sulphur oxides and particulates. IPP is a large model. Data for its use is obtained from the National Emissions Bank. The five major reports produced by the IPP, which enable state officials to recommend effective control actions are: (1) source file listing--used to select appropriate emission standards, (2) diffusion model analysis report--used to estimate spatial distribution to sulfur dioxide and particulate matter concentration throughout an air quality control region, (3) source contribution report--used to estimate the contribution from each source to each pollutant receptor defined within the region, (4) control strategy report--used to apply a specified control strategy so that the least cost control technology that satisfies the appropriate emission standard is applied to each source, (5) control cost report--used to determine estimates of total annual cost and efficiency of pollutant removal for each application of alternative control devices available to each point source. State governments use the system for planning and control purposes. For an appropriate emission standard, the resulting air quality is evaluated. Finally, a determination is made of the cost associated with the various alternative control strategies.

## S02304-004

*Air Pollution Technical Information Center (APTIC).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Air Pollution Technical Information Center is a bibliographic system which collects and rapidly disseminates the growing body of air quality technical information. Computer searching for relevant articles assists air pollution agencies and other public or private organizations. Each year 2,400 retrospective literature searches and 700 SDI searches are performed on a file of 70,000 technical documents. Approximately 1,000 articles per month are added to the system from 7,000 domestic and foreign journals, preprints, patents, Government reports, dissertations, translations, etc. The system is available through the telecommunications system to all interested EPA users. It is also used to prepare the monthly Air Pollution Abstracts for printing by GPO, which are then mailed to over 2,000 recipients.

## S02304-005

*Plans Review Management System (PRMS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Plans Review Management System (PRMS), assists in the analysis of the need for review of state implementation plans. It also aids in determining possible non-attainment of the National Air Quality Standards by particular air quality control regions. There are two principal outputs from this system: (I) The Table of Air Quality values and associated graphical displays for each monitoring site in the air quality control regions. (2) A summary by air quality control regions of each monitoring within the region giving the last available air quality and its associated quarter. The system is used by the Control Programs Development Division (DAA for air quality planning and standards) and the regional offices of EPA.

## S02304-006

*Energy Data System (EDS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Energy Data System (EDS) provides management with a flexible energy-environmental data base for evaluating problems associated with stationary source fuel usage, fuel quality, compliance with emission regulations, and related effects on air quality. The system integrates all energy-related data presently in EPA's data banks (e.g., SIPS, NEDS, SAROAD, FPC-67, CDS), into one data file for quick-response, interactive access by the Strategies and Air Standards Division. The requested reports contain a wide range of energy information and cover such specific areas as: fuel use summaries by geographical region and by fuel-consuming categories; emission and installed equipment at large fuel-burning sources; regulations applicable to large fuel-burning sources; compliance schedules and status; modeling results for large power plants; and air quality data in the vicinity of large power plants. The Office of Air Quality Planning and Standards uses the prepared reports for evaluating proposed compliance strategies or changes in emission regulations.

## S02304-007

*Solid Waste Information Retrieval System (SWIRS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Solid Waste Information Retrieval System (SWIRS) is a bibliographic system which provides access to international literature related to solid waste information. It provides references to the latest developments in the field for disseminating technological information. Abstracts of documents are entered into the system for use in performing literature searches. The SWIRS uses both key words and free search text techniques to retrieve articles of interest according to the search specifications provided by the user. A thesaurus of control words is used to locate articles matching the search criteria of the inquirer. The control vocabulary meets current interests. Free text search is used more and more as people begin asking for new subjects in the field. EPA offices, commercial and industrial organizations, and academia are the primary users of the system. It is also available for the general public (citizen action, students, etc.). All requests for information are processed through one central office. The service is provided without charge to all users. Use of the system by states, private industry and anti-pollution citizen groups, etc., has doubled over the past couple years. Request for literature searches are now running at the rate of approximately 1,500 per year. The number of publications contained in the SWIRS rose from 15,000 abstracts in 1973 to a projected 32,000 abstracts in 1975.

## S02304-008

*Noise File.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Noise information service provides technical literature abstracts to Government agencies, private firms, and the general public. It is used by EPA in the development of standards and regulations and is available to the states and regions as well. The Noise File is a sophisticated bibliographic system which operates in an on-line environment. It uses free-text search of article citations to identify relevant literature for retrieval for the user. Use of the Noise File allows the inquirer to identify documents which are relevant to a particular subject. For example, a request may be made to identify all articles known to the system which contain the words 'airport,' 'noise,' and 'Washington, D.C.' The user prepares a list of terms relevant to his subject of interest. In an on-line session, all citations are searched by the machine to locate articles matching the search list criteria. The on-line session allows the user to narrow the list of articles retrieved to a manageable number. The abstracts themselves are then printed off-line and mailed to the user. Current users of the system are primarily the members of the Office of Noise Abatement and Control at EPA Headquarters. They use the literature in the Noise File to provide basic information used in drafting regulations.

## S02305-001

*Strategic Environmental Assessment System (SEAS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Strategic Environmental Assessment System (SEAS) is a large computer model designed to forecast the impact of environmental quality level requirements on economic, sociological, energy demand, and ecological conditions. The effect of economic and demographic variations on pollutant residual levels also is projected by the model. It is used to study possible consequences of alternative environmental policies, energy factors, and socioeconomic trends over a 10-15-year time span. The SEAS models all major elements of the economy, energy factors, and the environment, and simulates the complex interactions between environmental and economic policies. Elements of the model include such economic factors as durable goods demand, total personal income, the industrial capital structure, inventory levels, domestic and foreign demand, and Government expenditures. Environmental factors in the model include energy consumption, abatement costs, pollution residual levels, auto usage and area pollution sources. The model has thousands of individual factors. The model is used to generate forecasts on the following subjects: national economy; additional environmental industry detail; energy budgets; primary and secondary pollutant residuals; environmental pollution control costs; usage of critical ores and fuels; required capital investment levels; transportation demands and associated residuals; solid waste levels; water heating use and residuals; and land usage and residuals.

## S02305-002

*Population Studies System.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Population Studies System produces statistical-type data for evaluating the effects of specific air pollutants on human health. Over 300,000 records in 60 master files are use in these population studies. The number of data elements in a record vary, 75 being an average number. Examples of data collected on people are: age, sex, length of residence, occupational history, smoking history, education, and various types of disease information. These data elements are summarized into file subjects given to statisticians, who correlate the effects of elevated air pollution to the health of individuals. The statisticians and epidemiologists of the Health Effects Research Laboratory use the collected health data in order to develop and publish statistics in the scientific literature on the health effects of air pollution. These statistics aid in formulating the standards which are published in air quality criteria documents.

## S02305-003

*Great Lakes Water Quality Models (GLWQM).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Great Lakes Water Quality Models (GLWQM) comprise a dozen related series of computer models designed to describe a number of water quality degradation processes in the Great Lakes and to predict the effect of waste-load reductions. The GLWQM computer programs are in various stages of development, and are specifically designed to address the problems associated with the physical, chemical and biological processes of Lakes Ontario, Huron, and Erie, and Saginaw Bay. Their aim is to predict the effects of waste-load reductions. Model inputs include such factors as waste loads, bathymetry, and meteorological conditions. Outputs from the models generate predictions on circulation and levels of water quality indicators, such as phytoplankton, bromars chloride, and dissolved oxygen. Quarterly reports are prepared summarizing these outputs. On a more formal basis the Grosse Ille Laboratory and their grantees, who have developed models, publish technical articles on their findings and analyses.

## S02305-004

*Predicitve Models For Fresh Water Ecosystems.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The Predictive Models for Fresh Water Ecosystems will predict the degradation and movement of specific pollutants in aquatic ecosystems. EPA scientists use these models to better understand and predict the damage done to water by pollutants. Three models are in various stages of development for predicting the consequences of pollutants in bodies of water. The first model predicts the condition of streams after the introduction of pesticides (pesticide degradation). A second study models mercury transformaton and transport in streams. The third one models algae growth in freshwater lakes. These models differ from other EPA models like the National Eutrophication Model in that the input values are obtained from laboratory or literature studies as aginst field studies. Also they are oriented towards the degrading effects of toxic substance in comparison to the introduction of substances which stimulate undesirable growth. These three models are modest in size and have been designed to be modules for use with other EPA water quality models.

## S02305-005

*National Eutrophication Study System (NES).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The objective of the National Eutrophication Study (NES) is to study the aging and enrichment process in 800 selected lakes in 48 states. The Water Quality people in the Regions and the Water Quality Planning and Standards Office use NES for basic planning and water quality assessment. This System is used by the Permit Program for permit review and for making revisions to their program. State and local governments utilize NES for developing priorities for construction of treatment plants. NES or the Lake Survey is a five year study (1-1/2 years remaining), to determine whether phosphorous removal from municipal sewage treatment plant effluents benefit the trophic state of the receiving water bodies. On-site surveys of these lakes are made three times per year. The results of these surveys are the collection of water quality and flow data in the form of 4 million data values. The master file is used in the preparation of reports analyzing the water quality of individual lakes and groups of lakes.

## S02305-006

*State of the System Model (SOS).*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The SOS is a model which analyzes different alternative approaches for matching the growth desires of a populated area with the limitations of the environmental and man-made resources. The SOS model is used by researchers in the Office of Research and Development, special study groups within EPA, and non-Governmental organizations such as universities. It is especially useful as a teaching tool. SOS is a small-scale model. Its major parameters are: population, production levels, resource stockpiles and satisfaction of population goals and services. The aggregate initial year data base values are set at the 1970 level.

## S02305-007

*Lab Automation Project.*

**Budget Function/Subfunction:** Pollution control and abatement (304).

**Agency Contact:** Frederick V. Lilly, Director, Program Reporting Division. 245-3000.

The purpose of the lab automation project is to improve the productivity and accuracy of laboratory operations. Laboratories in the Office of Research and Development and in the Regions are the potential users of these systems. The prototype systems are being developed at the Cincinnati Environmental Research Center and at the Region V laboratories. The laboratory automation project is designed to integrate minicomputers with laboratory test equipment. Data from the test instruments are analyzed by the minicomputers and converted into a format suitable for input into other EPA systems such as STORET. In addition, the computers monitor error drifts in the test equipment and make numeric or other adjustments to insure more accurate test results. The minicomputers which are used for surveillance and analysis purposes also maintain an audit trail of samples to insure that data accumulated for eventual courtroom use satisfy judicial 'chain of evidence' requirements.

# Equal Employment Opportunity Commission

## S02400-001

*EEOC Accounting System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Denis C. Worley, Office of Management, Financial Service Division. 634-7046.

This automated system compiles all fiscal information pertaining to appropriations passed by the Congress for the operation of the Equal Employment Opportunity Commission. The compilation is of all obligations, delivered and undelivered orders, accounts payable, and disbursements. This system is supplemented by manually maintained records of receipts and budget plan amounts.

## S02400-002

*U.S. Equal Employment Opportunity Commission Library.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Leonard F. Bau, Office of Management Library. 634-6990.

The Commission library contains (1) the general collection of 8,000 volumes mainly related to the subject of employment discrimination; (2) the legal collection of 7,000 volumes primarily for the use of Commission attorneys; and (3) the collection of administratively restricted compliance documents--decisions, letters of determination, and settlement and conciliation agreements--which are preserved for the use of Commission staff and other authorized persons. The general and legal collections are open to the public with special arrangement, and inter-library loan service is available.

## S02400-003

*Employer Information Report System (EEO-1).*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Loretta Connelly, Office of Research, Technical Information Division. 634-6474.

This system provides the commission with relevant statistical data on employment trends of employers with 100 or more employees. The system captures and reports total and minority group employment by race/ethnic identification and by sex for nine broad occupational categories. The system generates several output analysis reports. Among these outputs are: Hard/microfilm copy reflecting total and minority group employment; multi-year employment analysis report, showing the minority employment trend for two selected years; trend analysis report, showing minority employment participation and minority promotional trend for these years in each of the nine broad job categories; and EEO-1 Aggregate Report, showing total employment and participation rates for all minority groups and job categories, including total and minority group employment by race/ethnic identification and sex for nine broad job categories. In addition, jobs are summarized by white collar and blue collar categories.

## S02400-004

*Apprenticeship Information Report System (EEO-2).*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Marcy Pfeiffer, Office of Research, Technical Information Division. 634-6474.

The Apprenticeship Information Report System provides the commission with vital statistics on apprenticeship programs and is updated via an annual survey of the Joint Labor-Management Apprenticeship Committee (JAC's) and the Employer Operated Apprentice Programs (EAP's) with five or more apprentices in training, filed by trade or craft. Categories of data captured via the system include information on the industry in which the JAC/EAP is operating, program sponsors, and selected program operational data including total and minority employment counts. Products of this system are generated in the form of output tables. Examples of aggregate output data tables are: total and minority group apprentices, by sex, by trade/craft; total and minority group apprentices by sex, by state, by trade/craft; and total and minority group apprentices by sex, by standard Metropolitan Statistical Area. The system is also capable of producing aggregations by county and by industry.

## S02401-001

*Performance Measurement System (PMS).*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Laco M. Johnson, Office of Planning, Budget and Evaluation. 634-7063.

The Performance Measurement System (PMS) is the official EEOC management tool for recording base program (compliance) output and outcomes. The source of data used in compiling PMS is the work activity codes (Work Measurement and Work Unit) which are controlled on a supervisory basis by the field and represent a record of progress in the compliance, charge resolution process. Field performance against various strategies and output is monitored on a monthly basis via semi-automated reporting means. PMS is the official record of compliance activity against planned achievement. It is also used to analyze management performance and field productivity and allocate resources to the field.

## S02403-001

*OPA Information Clearinghouse.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Public Availability:** Upon request.

**Agency Contact:** Chuck Sharpe, Office of Public Affairs. 634-6930.

The Office of Public Affairs (OPA) Information Clearinghouse collects articles appearing in the press, which relate to the EEOC, Title VII of the 1964 Civil Rights Act, and employment discrimination based on race, color, religion, sex or national origin. The Office of Public Affairs reviews some 25 daily and weekly newspapers, magazines, newsletters and private house organs and circulates pertinent articles to top officials of the agency. A file of such items is also maintained.

## S02404-001

*Complaint Statistical and Reporting System.*

**Budget Function/Subfunction:** Federal law enforcement and prosecution (751).

**Agency Contact:** Alphonso Johnson, Office of Management Systems and Control Division. 634-6353.

The system maintains an inventory of all charges filed with the Commission and updates the status of each charge as it moves through the compliance administrative process. Data are collected from 32 districts via manually prepared documents, which are subsequently prepared for machine entry and processing. The system maintains and updates a data base on complaints (charges) filed with the Commission alleging violation of Title VII of the Civil Rights Act of 1964, as amended. The data base is updated monthly and quarterly, and printouts are furnished to the district offices and to the supervising regional offices for planning and management purposes.

# Export-Import Bank of the United States

## S02500-001

*Loan Guarantee System.*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151); Mortgage credit and thrift insurance (401).

**Agency Contact:** William S. Mason, Senior Vice President and Treasurer-Controller, Eximbank. 382-2118.

The Loan Guarantee System is an integrated fiscal, budgetary and program-related system. It is composed of several files which are linked together to produce financial and statistical reports. The general purpose of the system is to record the activities of the Export-Import Bank in machine-readable form and to give management ready access to such information. The major categories of data on records are authorizations, disbursements, repayments, cancellations of Bank loans, guarantees, Insurance policies and Bank accounting records. Major system reports include loan statement, authorization reports, and the Bank's trial balance and financial statements.

# Federal Communications Commission

## S02700-001

*Inventory of Other Files.* Data Automation Division, Office of the Executive Director. 6 pp.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The Inventory of Other Files is a compilation of secondary data files maintained by the Commission. This document lists 19 data files and briefly describes each by use, data content, and how it is used. Generally speaking, the files are grouped as follows: Common Carrier Microwave Files; Office of Chief Engineer Files; Broadcast Bureau Files; and Safety and Special Radio Files.

## S02700-002

*Resource Management System (RMS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The Resource Management System (RMS) is an integrated budgeting, accounting, reporting and financial management system. The primary purpose of this system is to monitor actual expenditure by budget line item against the planned/established spending pattern of the Commission. Major categories of data processed by the system include, but are not limited to, the following: budget allocation by program by function, expenses, expense targets, obligations, accrued expenditures, and disbursements. These data along with others are machine manipulated to generate the following outputs: (1) RMS Monthly Management Report, which depicts for each operating budget account number by expense element, the actual expenditures versus planned expenditures for a given quarter and to-date; (2) Expense Element Totals Report, which lists the status of each expense element by operating budget account number; (3) RMS Detail Report, which lists all transactions that have occurred to date against each operating budget account number; and (4) RMS Document Total Report, which lists for each operating budget account number by expense element those transactions which are incomplete or not finalized. In addition, the obligations, expenditures, commitments, encumbrances, balances, and targets for each expense element are totaled and reported.

## S02704-001

*Employment in the Broadcasting Industry, 1974.* Research Branch, Broadcast Bureau. March 1975. 765 pp.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** On request to the Research Branch.

**Agency Contact:** Alexander Korn, Research Branch. 632-7260.

All broadcast licensees having five or more full-time employees are required to file an annual employment profile report. This report includes separate entries for the number of full-time and part-time employees and shows the number of women and minority group employees. Employees for each group are further described by the following job categories: officials and managers, professionals, technicians, sales workers, office and clericals, skilled craftsmen, semi-skilled operatives, unskilled laborers, and service workers. In this report, the required information has been condensed into two categories, higher pay and lower pay. 'Higher pay' includes officials and managers, professionals, technicians, sales workers, and skilled craftsmen; 'lower pay' includes the balance of categories. In addition, this report provides information on only those stations with more than 10 full-time employees. Within each state the communities are listed alphabetically. Each station is listed by class under the community name. At the end of each state listing is a state summary for all units with more that 10 full-time employees. For each television station, the name of its television market is given. For each radio station located in a standard metropolitan statistical area (SMSA), the name of its SMSA is given. For comparison purposes, the 1971, 1972, and 1973 total employment figures for each station are given.

## S02704-002

*Annual Programming Report for Commercial Television Stations, 1973.* Research Branch, Broadcast Bureau. October 8, 1974. 220 pp.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** On request to the Research Branch.

**Agency Contact:** Alexander Korn, Research Branch. 632-7260.

This report consists of data for 686 commercial television stations that show the relative amounts of broadcast time each station devotes to news, public affairs, and other nonentertainment programs during a composite week. The composite week comprises seven days, Sunday through Saturday, selected at random between June 1972 and June 1973. The report also shows summaries for each television market and for the nation. Source of the data is the 1973 Annual Television Programming report of each station. Stations devoted 8.8 percent of their broadcast day from 6 a.m. to midnight to news, 4.4 percent to public affairs, and 9.3 percent to all other nonentertainment/nonsports programs, a total of 22.5 percent. Between 6 p.m. and 11 p.m. (5 p.m. - 10 p.m. in Central and Mountain zones), 19.1 percent was devoted to nonentertainment/nonsports, broken down to 11.7 percent news, 5.1 percent public affairs, and 2.4 percent other. Of broadcast time, 11.0 percent is spent in local programming from 6 a.m. to midnight; 8.7 percent is spent in nonentertainment-/nonsports programs. From 6 p.m. to 11 p.m., total local programming decreased to 10.7 percent, 7.7 percent of which was in nonentertainment/nonsports. Breakdowns for news, public affairs, and others are also provided for local programming.

## S02704-003

*Broadcast Auxiliary Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 963/6wz. Mag Tape $305; Foreign $348.

**Agency Contact: Jack J. Sharkey, Chief, Data Automation Division. 632-7132.**

The data base contains 26,276 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02704-004

*Broadcast Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 964/4wz. Mag Tape $175; Foreign $200.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 11,772 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02704-005

*Broadcast FM Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The Broadcast FM Data Base contains records of existing and proposed stations, allocations and rulemaking petitions/proposals. The data base contains approximately 7,100 records.

## S02705-001

*Cable Television Master File.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The Cable Television Master File contains records of current licensees, reflecting licensee name, mailing address, city, state, and ZIP code. The data base contains approximately 8,700 records.

## S02706-001

*Amateur Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 955/2wz. Mag Tape $1228; Foreign $1389.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 313,992 records of applicants and licensees operating under the Amateur Radio Service. The primary information is obtained from the FCC Form 610 'Application for Individual Amateur Radio Station and/or Operator License' and FCC Form 610B 'Application for Amateur Club or Military Recreation Station License'. Data records include station and license identification, mailing address (all items do not contain ZIP code), radio frequency, issue and expiration dates, and various codes.

## S02706-002

*Common Carrier (Fixed Public) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order Number PB-235 956/owz. Mag Tape $175; Foreign $200.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 1,552 records of applications and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-003

*Marine (Telephone) Radio Station License Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 957/8wz. Mag Tape $2021; Foreign $2973.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 288,909 records of applications and licensees operating under the Marine (Telephone) Radio Service. The primary information is obtained from FCC Form 502, 'Application for Ship Radiotelephone and/or Radionavigation Station License.' Data records include station and license identification, mailing address (all items do not contain ZIP code), radio frequency, issue and expiration date, and various codes.

## S02706-004

*Citizens Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 958/6wz. Mag Tape $2812; Foreign $3171.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 1,222,100 records of applicants and licensees operating under the Citizens Radio Service. The primary information is obtained from FCC Form 505, 'Application for Class C or D Station License in the Citizen Radio Service'. Data records include station and license identification, mailing address (all items do not contain ZIP code), radio frequency, issue and expiration dates, and various codes.

## S02706-005

*Citizens Radio Service Transactions and User's Guide.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 960/2wz. $4.25.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The tape contains transactions to add, delete or modify Class C or D Station License records in Citizens Radio Service Data Base. A transaction may be variable in number of physical records and uses license identification as the control keys. The user's guide contains the record layout and description of all transactions relevant to the citizens radio service. These transactions constitute the citizens radio service transactions data file on magnetic tape.

## S02706-006

*Aviation (Aircraft) Radio Station License Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 961/owz. Mag Tape $1228; Foreign $1389.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 101,892 records of applicants and licensees operating under the Aviation Radio Service. The primary information is obtained from FCC Form 404, 'Application for Aircraft Radio Station License.' Data records include station and license identification, mailing address (all items do not contain ZIP code), radio frequency, issue and expiration dates, and various codes.

## S02706-007

*Aviation Land Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 962/8wz. Mag Tape $305; Foreign $348.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 17,230 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-008

*Common Carrier (Land Mobile) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 973/5wz. Mag Tape $570; Foreign $646.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 67,768 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-009

*Chicago Land Mobile Licensee Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 966/9wz. Mag Tape $217; Foreign $272.50.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data file contains the FCC records of all licensees in the industrial, public safety, land transportation, citizens class A, broadcast auxiliary, and domestic public landmobile and rural radio service in the Chicago region. The Chicago region includes all state counties that are within 150 miles of Chicago. Included are parts of Illinois, Indiana, Iowa, Ohio, Michigan, and Wisconsin.

## S02706-010

*Experimental Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB 235 967/7wz. Mag Tape $175; Foreign $200.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 4,016 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-011

*Industrial (Business) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 968/5wz. Mag Tape $1625; Foreign $1833.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 154,852 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-012

*Industrial (Special) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB 235 969/3wz. Mag Tape $570; Foreign $646.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 41,204 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-013

*Industrial (Other) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB 235 970/1wz. Mag Tape $700; Foreign $795.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 57,624 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-014

*Land Transportation Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 971/9wz. Mag Tape $305; Foreign $348.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The Land Transportation Radio Service data base contains approximately 33,548 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-015

*Marine (Alaska) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 972/7wz. Mag Tape $175; Foreign $200.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The Marine (Alaska) Radio Service data base contains approximately 2,264 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-016

*Marine (Other) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 973/5wz. Mag Tape $305; Foreign $348.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 15,128 records of radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02706-017

*General Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 976/8wz. Mag Tape $175; Foreign $200.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 3,002 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02708-001

*Public Safety (Police) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 974/3wz. Mag Tape $570; Foreign $646.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 50,158 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

## S02708-002

*Public Safety (Other) Radio Service Data Base.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** NTIS, Order No. PB-235 975/owz. Mag Tape $833; Foreign $943.

**Agency Contact:** Jack J. Sharkey, Chief, Data Automation Division. 632-7132.

The data base contains approximately 80,064 records of applicants and licensees operating radio equipment approved by the Federal Communications Commission. Data records include station and license identification, location, radio frequency, mailing address (all items do not contain complete mailing address), issue and expiration dates, and various codes.

# Federal Deposit Insurance Corporation

## S02805-001

*Bank Structure Information System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Gene Hall, Chief of Systems Maintenance and Data Requests. 399-4506.

The Bank Structure Information System processes and provides for the entry, edit, index, and tabulation of information regarding the structure of the banking industry. The system also provides for the retention of historical information on each bank in the nation, so that the history of the progression of any bank can be obtained on demand. Data content of the system includes both current and historical data for each banking office. Specific data content includes: bank name and address; establishment date; physical location codes including state, county, and standard metropolitan area; characteristics of the bank, such as, insurance status, type of charter, trust powers, and holding company affiliation. Products of the system include tables for a series of annual publications. Specifically, annual publications generated are: changes among operating banks and branches; operating banking offices; and FDIC Annual Report.

## S02805-002

*Report of Condition and Income System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Gene Hall, Chief of Systems Maintenance and Data Requests. 389-4506.

The Report of Condition and Income System provides for the entry, edit, and tabulation of bank financial condition, income generated and other supporting schedules of information. The Report of Condition contains detailed breakdowns of a bank's assets, liabilities and capital accounts. The breakdowns include categories of security investments, types of loans, kinds of deposits and nature of capital. The Report of Income contains information on the sources of an insured bank's income and expenses, taxes, net profit and changes in capital accounts. Two major publications are produced from the processing of these data. A semi-annual report, 'Assets and Liabilities - Commercial and Mutual Savings Banks', summarizes in various formats, financial data for commercial and mutual savings banks as of June 30 and December 31 of each year. The December 31 publication also includes bank income and expense data. An annual report, 'Bank Operating Statistics', contains various statistics based on Reports of Income and Reports of Condition of banks by national totals, by individual states and other areas, and by market areas. Also, on a semi-annual basis, each insured bank receives a series of tables which relate the bank's performance to the performance of banks in the same state and, where appropriate, to banks in the immediate market area.

## S02805-003

*Summary of Accounts and Deposits System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Gene Hall, Chief of Systems Maintenance and Data Requests 389-4506.

The Summary of Accounts and Deposits System provides for the entry, edit, and analysis/tabulation of detailed information on the deposit volumes, number and size of accounts each banking office controls. For each banking office, data include detailed breakdowns of deposit volumes by categories, such as savings, time, demand and public funds. For selected years the data also include breakdowns of (l) deposit volumes by size of account in each category and (2) number of accounts in each size group within each category. A series of books are produced from this system data base which include the 'Summary of Accounts and Deposits' for all commerical and mutual savings banks. In addition, individual reports are generated which are tailored for specific market areas.

## S02805-004

*Trust Assets Survey Tape File.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Gene Hall, Chief of Systems Maintenance and Data Requests 389-4506.

This tape file contains data on market value of trust assets by type of account (estate, employee benefit, etc.), and by type of investment (U.S. Government and agency securities, stocks, deposits, etc.). This tape file is updated via an annual survey and is used to generate an annual publication entitled 'Trust Assets of Insured Commercial Banks' which summarizes the data by type of account, size of account, and size of trust department.

# Federal Energy Administration

## S02900-001

**Federal Energy Informaton Locator System (FEILS).*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

The Federal Energy Information Locator System (FEILS) is an automated facility that maintains information about the location of energy-related data within the Federal Government. The system is built around a data base comprising approximately l2,000 data element descriptions that are linked to over 260 energy-related programs among Federal agencies. The data were collected by a task force representing most government agencies. Information collected identified data sources available within the Federal Government and new or developing energy programs which required energy data.

## S02900-002

*National Energy Accounts.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

The national energy accounts are an anlytical tool for energy policy developments, which consolidates data from numerous sources in a systematic body of information. The data in the accounts are compatible with an input-output structure (and largely consistent with the BEA economic input-output accounting system). The accounts trace each energy product entering the economy through domestic production (producing industries identified) or imports and follow each product to energy conversion processes or to final disposition. More than one hundred energy consuming sectors are identified. The accounts include data measuring new supply and dispositon of energy; and inventories held by major producers, distributors, and consumers. Data are available for the l947-72 period for the nation as a whole in physical units (e.g., barrels, short tons, etc.), BTU's and dollar values (where available).

## S02900-003

*Market Shares Monitoring System.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Informaton Center. 961-8125.

The function of this program is to develop a historical and current monthly data base on market shares for various classes of marketers of refined petroleum products. The specific objective is to monitor sales to and by independent marketers (branded and non-branded) and refinery-marketers. The Propane and Fuel Oils subsystem of the Market Shares Monitoring System is designed to satisfy the following objectives: (l) collect gallonage and sales organization data from firms involved in the sale and distribution of propane, distillate fuel oil, and residual fuel oil; (2) develop exhaustive lists of the firms; (3) validate sales volume data; and (4) develop summary reports which identify any change or trend in product sales volume across marketer categories since January 1972.

## S02900-004

*Household Energy Expenditure Model.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

This model provides capability to: (l) analyze impacts of changes in energy prices on household expenditures, and particularly on energy expenditures; (2) examine differential impacts of changes in energy price by household income class; (3) reflect changes in consumer demand for energy commodities; (4) identify whether certain income groups (e.g., the poor) may qualify to receive preferential consideration when energy policies are developed; and evaluate impacts, by income class, of policies affecting energy price. Data files used to determine current household expenditures on energy commodities include the 1970 Census Decennial Public Use Sample and the Federal Highway Administration's nation-wide personal transportation study. Empirical estimates of demand elasticities include published government, academic, and business estimates as well as FEA estimates. Inputs are energy prices and price changes; outputs are household energy expenditures by income class and by commodity.

## S02900-005

*Econometric Forecasting Models.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

A series of data bases and econometric modeling systems are in use to estimate the impact of various energy policies on national, regional, corporate and individual financial conditions. The data are generated from various sources including the Department of Commerce, Bureau of Economic Analysis; Chase Econometric Associates, Inc., Data Resources, Inc., and the Wharton School of the University of Pennsylvania. A wide variety of analyses can be performed that include: (l) assessment of impact of changes in energy price and availability on macroeconomic measures of the national economy such as GNP and balance of trade; (2) estimates of earnings of persons by state and by area: by industrial category for selected years; by growth rates over selected time intervals; and by comparisons of earnings under alternative energy strategies; (3) assessment of regional impact of alternative energy strategies as measured by employment, consumer price index, banking indicators and housing permits and starts. Inflation implications are measured by projectons of consumer price index and wholesale price index based on assumed levels of eight key energy prices; and (4) estimates of demand of fossil fuels and electricity for various categories of use are generated.

## S02900-006

*Project Independence Evaluation System (PIES).*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

The PIES is made up of a series of models that rely on a large historical data base to project energy supply and demand through 1985. Effects of alternative energy policies can be evaluated. The supply model will project production of oil, coal, gas by year by region under varying assumptions. It will also estimate capital and material requirements. The model takes its basic data from the Project Independence Task Force Reports (November 1974). The demand model was established to forecast regional demand for 41 different fuels. The basis of the model is historical consumption data by region for the period 1968-1972, and national consumption data for 1954-1972. The model utilized Office of Science and Technology State data base for fuel prices and consumption (1962-1972). The model incorporates data for twenty 2-digit SIC industries and new housing starts and bases projections upon given assumptions such as: stated technology (such as car mileage), capital stock, per capita income, and value added in manufacturing. Data generated can be used to estimate energy costs.

## S02900-007

*Allocation Program Data System.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

This program ensures distribution of available product on an equitable basis to purchasers based on 1972 purchaser/supplier relationships and volume used. The data system provides estimated available supply after state set-aside amounts and priority uses have been taken care of. Data are used to determine the allocation fraction of each supplier. This information is collected by means of FEA Form 1000 on a monthly basis from the prime supplier, the company which makes the first sale of product into a state for consumption. Other reports monitor flows of petroleum in the U.S., including productions, imports and inventories. A gasoline data base which includes historical gasoline sales statistics by individual state, motor vehicle registration growth data, and agricultural motor gasoline data is collected from state gasoline tax agencies, Lundberg Market Shares Reports, Department of Agriculture and Department of Transportation. The data are used to compute expected state gasoline demand, which serves as a benchmark for comparison with state fuel availability as reported on FEA-1000. If large discrepancies appear, FEA could order the injection of more gasoline supplies into specified states. State sales by individual companies are reported for the top 18 companies. All others are aggregated. Monthly data are available back to 1972.

## S02900-008

*Oil Pricing and Production Data Systems.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

FEA maintains a series of data bases containing records of cost, sale price and quantity of crude oil and refined products at various stages of the chain from well to consumer. The Transfer Pricing Program is used to establish arms length prices for imported crude and to monitor activity between U.S. companies and their foreign trading affiliates. Actual transfer prices reported by companies are compared with the representative computed prices. Domestic crude oil pricing and production on a lease-by-lease basis are collected from producers of new oil. Refinery costs and prices for covered products are collected to permit monitoring of cost pass-through and profit margins. Heating oil cost and selling price data are collected from resellers and retailers to provide input for policy decisions.

## S02900-009

*Crude Oil Cost Equalization and Allocation.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

Data are collected and processed in systems aimed at reducing disparities in crude oil price and availability among refiners. The Cost Equalization program results in each refiner receiving a proportional share of the benefits of the available price-controlled 'old' oil. The national average of old oil receipts to crude runs is a computed result of the data collection. The Crude Oil Allocation Program ensures that small and independent refiners are able to purchase sufficient crude oil to operate at economically practical production levels. Data are collected on a quarterly basis on operable capacity and actual and estimated crude runs.

## S02900-010

*Export & Import Data System.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

Data bases are compiled containing statistics of crude oil and petroleum product imports and exports. Data collected by the Bureau of Customs are used in the mandatory oil import program. Bureau of Census information is used to monitor the flow of petroleum, nuclear, coal and petrochemical products. The file identifies the commodity, the country of origin or destination, the quantity, and the value.

## S02900-011

*Monthly Petroleum Reporting System.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

The Monthly Petroleum Reporting System provides timely data on imports, refinery production, and stocks of crude oil and petroleum products. Approximately 700 pipeline operators, bulk terminal operators, and refiners respond to questionnaires by Mailgram. Operations began in March 1974.

## S02900-012

* *National Energy Information Center.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

The National Energy Information Center operates and maintains the Federal Energy Information Locator System (FEILS). It also serves as an energy information clearinghouse for Federal and State Governments, and public and private sectors. It collects, analyzes, and disseminates energy information, sources, and publications in response to questions, and refers inquiries to recognized information sources.

## S02900-013

*FEA Accounting System.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

The FEA Accounting System provides automated financial information management, and tracking of budget formulation and execution in conformity with FEA and OMB requirements.

## S02900-014

*Contract and Project Information Tracking System.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

The Contract and Project Information Tracking System tracks FEA contracting activities through pre-award procurement, post-award execution, and historical statistics. Also, it tracks the development, use and histories of specific program projects. The Contract Bidder's List Subsystem is a data base of firms, institutions and organizations and their respective disciplines and expertise, from which FEA may solicit contractual services.

## S02900-015

*Energy Information in the Federal Government; a directory of energy sources identified by the Interagency Task Force on Energy Information.* Office of Data and Analysis, FEA. 1976. 1 vol. (various pagings).

**Budget Function/Subfunction:** Energy (305).

**Public Availability:** NTIS, Order No. PB 246 703.

**Agency Contact:** Theodore M. Albert, Director, National Energy Information Center. 961-8125.

The Federal Energy Information Locator System (FEILS) contains most of the sources of energy information in the Federal Government. It represents a first step in the development of a comprehensive inventory of existing data sources. This directory describes FEILS and its use so that persons seeking particular information on energy data may rapidly locate source material within the Federal Government. The locator system is current as of July 1975. FEILS allows the user to identify Federal agencies collecting specific kinds of energy data and to locate that data. These data include the energy source; the major functions associated with that energy source; more refined characteristics associated with specific energy data sources, including geographical location and bed thickness of anthracite coal reserves; identification and description of 44 separate Federal agencies, bureaus, and administrations conducting 261 different programs related to energy data; and program summaries that identify 200 data collection forms, 600 publications, and 98 separate computerized data bases or major files containing some form of energy-related data.

# Federal Home Loan Bank Board

## S03000-001

*FHLBB Dockets.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Charles W. Curtis, Chief, Management Analysis Branch. 386-5403.

The Federal Home Loan Bank Board (FHLBB) Dockets are files on all FSLIC insured savings and loans, holding companies, uninsured savings and loans that are members of the Federal Home Loan Bank System and service corporations. The dockets contain such information as charter, by-laws, FHLBB resolutions approving actions requested, applications such as mergers and branches, copies of examination reports, correspondence relating to examinations, financial statements filed by institutions and other miscellaneous information relating to a given institution.

## S03000-002

*FHLBB Functional Budgeting System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Charles W. Curtis, Chief, Management Analysis Branch. 386-5403.

This system is used for budgeting the activities of each of the Federal Home Loan Banks, irrespective of departmental organization, according to a number of common functional areas. These functional areas include advances, demand deposits, and investment management. Expenses are budgeted for each of these functional areas, and justification is presented on the basis of services provided and on improvements planned in the operations and services of the bank in each of the functional areas. The functional budgeting system provides a conceptual framework for discussing, measuring, and comparing bank operations along functional lines. The system provides for regular reporting of actual versus budgeted expenses and includes procedures for budget amendments. As a management tool, it is useful to the banks and the FHLBB in the planning and control of bank operations.

## S03000-003

*FHLBB Research Library.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Charles W. Curtis, Chief, Management Analysis Branch. 386-5403.

This Library includes approximately 15,000 books on savings and loans, economics, money and banking, finance, real estate, accounting, management and other related subjects. Also included in the collection are 300 periodicals on the above listed subjects, financial newspapers, reports of the state banking commissions, annual reports on savings and loan associations, Congressional hearings, and reports relating to functions of the FHLBB. Working papers and theses from various graduate schools are received and added to the research library holdings. A reference collection containing financial dictionaries, directories, encyclopedias, atlases, bibliographies, index, and other consultative materials is available. Other holdings include a comprehensive collection of the Census of Housing Reports, Census of Population Reports, and the County Business Patterns Reports.

## S03000-004

*FHLBB Law Library.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Charles W. Curtis, Chief, Management Analysis Branch. 386-5403.

In addition to materials normally found in a law library, the FHLBB Law Library contains the following sources of information regarding banking and savings and loan associations: (a) banking and savings and loan laws for the fifty states and possessions or territories of the Canal Zone, Guam, Puerto Rico and the Virgin Islands; (b) books on the history of banks and savings and loan associations; (c) publications of the National Savings and Loan League; (d) publications of the United States League of Savings Associations; (e) publications of the Federal Deposit Insurance Corporation; and (f) publications of the Federal Reserve System.

## S03000-005

*Savings and Loan Information System.*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** Charles W. Curtis, Chief, Management Analysis Branch. 386-5403.

A variety of data depicting operating statistics and financial conditions is collected by the FHLBB from all operating savings and loan associations. The files contain assets and liabilities (balance sheet), income and expenses, savings amounts, dividend rates, mortage lending activity, interest rates, initial fees and charges and organizational information. From this data base, the Board generates a variety of regular reports that identify geographic distributions of activity, show trends over time, compare performance by use of operating ratios and indicate averages for the important measures of savings and loan activity. The reports cover all associations but, in some cases, separating members in the Federal Home Loan Bank System and/or associations insured by the Federal Savings and Loan Insurance Corporation.

# Federal Maritime Commission

## S03100-001

*Maritime Industry Information System.*

**Budget Function/Subfunction:** Water transportation (406).

**Agency Contact:** Albert J. Klingel, Jr., Director, Bureau of Industry Economics. 523-5863.

The Maritime Commission data system is composed of a number of individual but closely related subsystems through which data generated within the Commission have been encoded for automatic processing and retrieval, including information on tariffs, agreements, vessel certifications and freight forwarders. These records are integrated with current Bureau of Census vessel and commodity movement data to provide a broad range of up-to-date information, including the number, types, itineraries and operators of all vessels in the U.S. foreign commerce; the volume of movement by commodity, vessel type and carrier between any combination of U.S. and foreign ports; and the market share by commodity of individual liner carriers, conferences, nationalities in any U.S. foreign trade. The system screens all cargo movements against tariff records to insure compliance with statutes requiring tariff filings and to provide an accurate determination of liner and nonliner cargo movements. It is used to signal significant shifts in ocean traffic patterns and monitor the operations of cargo pools. To facilitate access to this data base, the system includes a general inquiry subsystem which is capable of processing multiple inquiries simultaneously. By agreement with the Bureau of Census, the Commission is prohibited from divulging any information developed from Census vessel and commodity movement data which would identify the commercial activities of individual companies or persons.

# Federal Mediation and Conciliation Service

## S03201-001

*Mediation Caseload Statistics System.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** Stephen P. Lejko, Director of Administration. 393-3566.

Data are collected from final reports of the mediation of labor-management disputes and compiled in an automated system for analytical purposes. In addition to being used for monitoring caseload statistics, the system is used for storing descriptive information on the parties to the dispute, the issues, and the final resolution.

## S03203-001

*Arbitration Case Tracking System (ARBIT).*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** Stephen P. Lijko, Director of Administration. 393-3566.

In order to have rapid access to experienced arbitrators, a file of biographical information is maintained. Available experts are described by their past work, including areas of specialization and by their geographic location. ARBIT is the on-line information storage and retrieval system used for locating appropriate people within the file and for arbitration case tracking. Requests are made for panels of arbitrators by private parties throughout the country. The Office of Arbitration, working through terminals, formulates panels, produces letters to the parties, and tracks cases from inception through completion.

# Federal Power Commission

## S03300-001

*FPC Budget Data Files.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

Within the FPC, the Bureau of Power and the Bureau of Natural Gas maintain a variety of information to support their budget program and estimates. The data are also used to respond to inquiries from the Congress, other Federal agencies, industry groups, and the public. The file consists of narrative data which are used as a basis for justifying new positions during the ensuing fiscal year, and workload data. Workload data for the Bureau of Power includes number of electric rate filings, corporate applications, and formal proceedings involved in utilities regulation; river basin appraisals; review of proposed Federal hydroelectric projects, rates, and cost allocations; headwater benefit investigations; joint water resources studies; power site lands; applications for preliminary permits and licenses (hydroelectric); project inspections; and environmental impact statements. Workload data for the Bureau of Natural Gas consists of number of gas pipeline and producer rate filings, certificate applications, and formal rate and certificate proceedings (cases) involved in natural gas regulation, and environmental impact statements.

## S03300-002

*FPC Corporate, Financial and Economic Data File.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The FPC corporate, financial and economic file provides information about the regulated electric and natural gas industry. This includes data concerning balance sheet entries, summaries of utility plant and accumulated depreciation, income statements, retained earnings, source and application of funds, principal officers and points of contact, corporate structure and general economic and industry data.

## S03300-003

*FPC Environmental Information File.*

**Budget Function/Subfunction:** Energy (305); Pollution control and abatement (304).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The FPC environmental information file has data on current and proposed operations relating to fuels, fuel quality, fuel prices, air and water quality and plant related recreational facilities. Also, existing as well as projected operations of the electric power and natural gas industries with regard to the implementation of environmental requirements are included.

## S03300-004

*FPC Legal Information File.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The FPC legal information file contains information relating to cases and dockets. This information is required to prepare reports about the status of all matters pending before the Commission such as proposed projects, certification, rates, licensing and status of current cases.

## S03300-005

*FPC Library.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The Federal Power Commission Library maintains materials which relate to certain phases of FPC fiscal and budgetary programs: current and retrospective files relating to Congressional reports, hearings, and public laws for the regulatory agencies, as well as several Executive departments such as Agriculture, Interior, and Energy Research and Development Administration; an extensive collection of publications and materials related to general management and accounting functions; the United States budget dating back to 1921; statistics of electric and gas, public utilities, including finance and management; Moody's Public Utilities and Moody's Industrials back to 1913; Standard and Poor's services on companies, stocks and bonds; Ebasco's analyses of public utility financing; Commerce Clearing House services on Federal and state taxation; publications containing data on finance and banking which influence the national economy and hence the use of electric power and natural gas; Federal Power Commission electric rates arranged by state, dating from 1939, and American Gas Association rate service. The remaining bulk of the collection deals with the legal and technical materials directly involved in public utility regulation, including publications on energy, environment, fuels, economics, accounting and law.

## S03300-006

*FPC Records and Dockets Section.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The Section of Records and Dockets maintains reports and other information concerning the utilities over which the Commission has jurisdiction. Included are annual reports from utilities, independent producer rate schedules, pipeline and electric tariffs, case and subject files and volumes of Notices, Orders and Opinions. Some of this information is housed in the various bureaus and offices of the Commission, as well as the Record Center, Suitland, Maryland. They may be made available to Congressmen and their staff by request made through the Office of Public Information. Docket sheets on each case filed and official Secretary's service lists are maintained. Service registers on whom Notices, Orders, Decisions or Opinions were served are also kept. Copies of these are also available through the Office of Public Information.

## S03300-007

*FPC Bureaus' Principal Activities Reports.*

**Budget Function/Subfunction:** Energy (305); Water resources and power (301).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

Each month the Bureaus of Natural Gas and Power prepare a principal activities report for internal Federal Power Commission use. The reports give detailed descriptions of the principal actions taken during a given month by the Bureau Chief's Office and by each Division and Regional Office. The report summarizes the work of each organizational element in carrying out its regulatory responsibilities. The report discusses field work, interrelations with other government agencies, industry groups, regulated utilities and points out problem areas and actions that are being taken to resolve them. The program information contained in the subject report is reviewed periodically for subject matter to be included in the Commission's annual report and budgetary justifications. The report is also used as an information source for historical purposes as required and to answer inquiries from the Congress, the public and other governmental agencies.

## S03300-008

*Special Reports Issued by the FPC (and) Federal Power Commission Publications List.* 1975. 7 pp.; 5 pp.

**Budget Function/Subfunction:** Energy (305); Water resources and power (301).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director, FPC. 275-4122.

These publications list special reports and publications issued by the Federal Power Commission. Reports are grouped under general, electric power, natural gas, special report, and map categories. The list of special reports covers reports available free of charge from the Office of Public Information. Title, date of issue, and news release (NR) number (where applicable) are provided. Publications contained in the publications list are available from the Superintendent of Documents, U.S. Government Printing Office. Title, date of publication, price, and description of contents are provided for each.

## S03301-001

*Gas Company Operating Information File.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The gas company operating information file includes details on producer and transmission natural gas plant facilities, sales, purchases, contracts, reservoirs, reserves, underground storage and other significant technical considerations.

## S03301-002

*Natural Gas Industry Evaluation Systems.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The National Gas Survey gives the Commission, the public, and the industry itself, a clearer picture of the present and future shape of the natural gas industry than can be obtained from the mass of unevaluated statistics and information now available. The study includes careful analyses of natural gas resources, natural gas industry technology, industry growth trends, and the anticipated interaction of probable future market forces, assuming various public policy and private industry decisions. The impact of future technological changes are carefully considered. The program goal is a periodically updated comprehensive analysis of our future energy situation and an overview of the natural gas industry and its probable future course. This current information is required for effective regulation of this important dynamic industry. The National Gas Survey embraces a combined effort, directed by the FPC, in which Federal and state agencies, industry representatives, and members from academic institutions and technical societies all participate. The results of the Survey are contained in a five-volume series of reports which summarize data and include analyses prepared by technical advisory committees.

## S03301-003

*Natural Gas Pipeline and Producers Regulation Systems.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

Significant amounts of data are collected by the Bureau of Natural Gas in the process of rate and reserve review. A variety of FPC forms are used to obtain information from pipeline operators and gas producers. Major data files are as follows: (l) Proved Domestic Gas Reserves--data are filed by both interstate pipelines and gas producers covering offshore and onshore areas. Reserves, shown by field and resevoir and annual changes by company for each state or production area are kept in confidential files. Publicly available summaries show contract commitments of reserves and results of gas well drilling. Staff reports summarize and analyze the contents of these files. (2) Regulation Related Analyses--Regulation of rates approved for both producers and pipelines requires the collection and processing of detailed financial information. In addition, filings with the FPC include a wide variety of relevant material which is also maintained on file; for example, pipeline project completion and construction costs, compliance with environmental regulations, status of underground storage, imports and reports on gas supply, demand and curtailment are areas of regular data collection, analysis and reporting.

## S03302-001

*Electric Company Operating Information File.*

**Budget Function/Subfunction:** Energy (305); Water resources and power (301).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The electric company operating information file consists of data concerning electric generating plant details, electric sales and purchases, high voltage transmission and substation capabilities and costs, projected facility construction, existing and proposed pooling relationships and related technical data.

## S03302-002

*Electric Power Regulation Systems.*

**Budget Function/Subfunction:** Energy (305); Water resources and power (301).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The Bureau of Power maintains a related group of systems which contain data collected during and used in the process of regulation of the electric power utilities. These files cover hydroelectric and other regulated electric utilities. Within the hydroelectric power field, an inventory of the nation's developed and underdeveloped hydroelectric power resources is compiled and maintained. Material is derived from water resources planning reports of Federal, joint Federal-state, state, and local agencies, and private engineering consulting firms. Other sources of information include FPC public use forms, applications for project licenses, and pertinent data received orally or by letter from the above entities. This material has been used to prepare numerous river basin planning status reports covering the entire United States. The inventory of more than 3,000 developed and undeveloped hydroelectric power sites is updated annually and pertinent data therefrom are published in reports issued about every four years. Data are also collected from site and rate applications, licensing activities including environmental impact statements, project inspections and formal proceedings, rulemaking and litigation activities of the Commission. From these data a number of files and reports are generated. These include (1) Index of Filed Electric Rate Schedules, (2) Monthly Status of Electric Rate Filings, (3) Quarterly Status Report on receipt, status and disposition of electric rate filings and formal cases, and (4) Alphanumeric Index by Company Name and Docket Number.

## S03302-003

*Electric Power Industry Evaluation Systems.*

**Budget Function/Subfunction:** Energy (305); Water resources and power (301).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

The Bureau of Power pursues a continuing program of analysis and evaluation of national, regional and local electric power industry characteristics. Information used in the studies is derived from FPC public use forms filed by the electric utilities, and from direct contacts with individual utilities. The results of some of the studies and evaluations are embodied in Bureau of Power topical staff reports whose availability is announced by News Release. In other cases the results are contained in staff memoranda and letters of other agencies and the Congress. Regular reports issued under this program include summaries of electric utility projections of load, plans for new capacity additions, and construction costs and annual production expenses of steam, hydroelectric and gas turbine power plants. Special reports include extensive descriptions of individual utility problems and plans, studies of interconnection possibilities, benefits and costs, studies of the impact of fuel shortages on electric power adequacy, and analyses of electric power emergencies. Special reports are not always made available for public distribution. The Bureau of Power also conducts analyses of matters pertaining to bulk power system reliability, including interconnection and operational coordination of electric systems. Consideration is given to matters concerning power interruptions, load reductions, bulk power supply hazards, reliability criteria and standards of operation and planning. Studies are made relative to positive effects of transmission line interconnections on the reliability and economy of power supplies, including the maintenance of extensive and up-to-date transmission line maps. Another area of analysis supported by the Evaluation Systems Data Files is in the activities related to power plant fuels and fuel problems and the impact of generating plants and other electric facilities on the environment. The fuel matters involve sources of supply, transport, stockpiles, quality and cost aspects and similar considerations. The environmental programs are concerned principally with air and water quality effects of steam-electric plants, but also involve environmental impacts of other electric system facilities, such as esthetic effects of transmission line installations.

### S03302-004

*National and Alaska Power Surveys.*

**Budget Function/Subfunction:** Energy (305); Water resources and power (301).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

These power surveys are continuations of the National Power Surveys of 1964 and 1970 and the Alaska Power Survey of 1969. The surveys are directed toward the identification of electric power industry characteristics, problems and trends, from the viewpoint that the aggregate of the 3,500 electric utilities, investor owned, publicly owned and cooperatively owned, represent an integrated system of energy supply for the Nation. The surveys provide projections of the possible patterns of industry development over the next several decades, and how the patterns may be affected by public policies. They establish an essential information base for the Commission actions and recommendations to the Congress. The published survey reports also provide a source of balanced information for business organizations, universities, independent analysts and the general public on electric power developments, trends and issues. Information sources for the survey work include all of the industry reports to the Commission, the staff's own analyses and the data and findings submitted by a number of advisory committees.

### S03302-005

*Hydro and Electric Recurring Data Reports.*

**Budget Function/Subfunction:** Energy (305); Water resources and power (301).

**Agency Contact:** Joseph N. DiMarino, Acting Executive Director. 275-4122.

Section 311 of the Federal Power Act authorizes and directs the Commission to collect, compile, keep current and disseminate information relative to the generation, transmission, distribution, and sale of electric energy and related matters from all segments of the industry throughout the United States and its possessions. These data are the basis of Federal Power Commission authoritative publications and statistics that are regularly used by the Congress, industry, Federal, state and local agencies, the general and technical press, foreign governments and United Nations organizations, academic and research organizations, and the general public. Information sources for the electric statistics data are the regular reports filed by the utilities with the Commission, especially Forms 1, 1M, 3A, 4, 5, 13, and 82. Statistics are published in the following reports: Power Statistics (monthly), Typical Electric Bills (annual), All-Electric Homes (annual), Statistics of Privately Owned Electric Utilities (annual), Statistics of Publicly Owned Electric Utilities (annual), National Electric Rate Book (State revisions issued periodically), and National Electric Power Generation and Energy Use Trends (quarterly).

## Federal Reserve System

### S03400-001

*Financial Management System.*

**Budget Function/Subfunction:** Other general government (806).

**Agency Contact:** T. E. Allison, Secretary, Federal Reserve Board. 452-3000.

The information system for production of fiscal, budgetary and program-related data for programs of the Federal Reserve System is the automated Financial Management System (FMS). It is made up of three integrated subsystems. The accounting subsystem produces monthly accounting reports and financial statements and also provides expenditure and commitment input to the performance reporting subsystem. The operating plan/change subsystem contains budget data and is used to produce periodic reports. The performance reporting subsystem (through integration of data produced by the foregoing systems), produces monthly performance reports which compare actual expenditures and commitments to operating plan. Monthly budgetary performance information provided by the FMS enables Board managers to analyze expenditures and commitments for the reporting period and year-to-date against the approved operating plan. Expenditures and commitments are displayed by organizational unit, object class of expenditure, and program. The program structure used in FMS reporting is identified in the Board's planning, programming, and budgeting system and includes Government Finance, Business Conditions, and Balance of Payments.

## Federal Trade Commission

### S03500-001

*Interim Financial Reporting System (IFRS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

This system was established in 1974 and is used to track obligations and disbursements by object class, program and organization. Major data elements are obligations, disbursements, object class, program, and organization. The system produces financial status reports for agency use only.

### S03500-002

*Case/Project Tracking System (CPTS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

This system was established in 1975 to track the status of matters pending. Major data elements are cases, projects, rules and programs. Major system reports include Alphabetic Listing, Summary of Matters by Program, Preliminary Investigations Opened, Preliminary Investigations Pending, and Formal Investigations Aged. The system is for agency use only.

## S03500-003

*Weekly Activity Reporting System (WAR).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

Established in 1975, this system tracks costs of cases, projects, rules, and programs. Major data elements are staff member, program, case, project, and rule. Major reports include Manpower Utilization by Case, Manpower Utilization by Program, Staff Assignment, Manpower Utilization by Activity, and Exception Report. The system is for agency use only.

## S03500-004

*Freedom of Information Act Reporting System.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

This system was established in 1975 to facilitate preparation of an annual report to Congress reflecting the number of access requests denied or partially granted, reason for denial, the name of the responsible official, and fees collected. Major data elements are all elements required in the Annual Report to the Congress including date requested, status denied or granted, and fees. The system reports statistics on access requests. It is for agency use only.

## S03501-001

*Statistical Report on Mergers and Acquisitions.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

This system was established in 1970 to provide as complete and accurate a list as possible of mergers, acquisitions, and joint ventures occurring during the year, and to publish the data in an annual statistical and analytic report. The major data elements on mergers and acquisitions include the names and industries of the acquired and acquiring firms; the assets of each, if known; the date of completion of the merger; and the acquired company's net profit, if known. The major report produced by the system is the Statistical Report on Mergers and Acquisitions, which is publicly available.

## S03501-002

*Premerger Notification Program.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

This system was established in 1970 to provide information for evaluation of the antitrust implications of large mergers. The major data elements include assets, product line value of shipments, acquisitions, and divestitures for both the acquired and acquiring firms. The system does not produce any major reports, and is operated for agency use only.

## S03501-003

*Corporate Patterns Report (CPR).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

This system was established in 1975 to provide an accurate picture of the extent of diversification by the largest manufacturing firms and the market share and sales of the largest firms within each five digit SIC code product class. The major data elements are value of shipments by company for each five digit SIC product class, major company subsidiary and major joint venture. Reports are still in the planning process, and will be available upon publication.

## S03501-004

*Line of Business Program.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

Established in 1974, this system is used to provide data by line of business leading to the publication of aggregated statistics on sales, gross margins, operating incomes, assets, and such costs as media advertising, other promotions, research and development, and general administration. The individual firm data are confidential. Major data elements are detailed profit and loss and balance sheet items by line of business for large corporations. Major reports are in development and aggregated reports will be publicly available when fully developed.

## S03501-005

*Quarterly Financial Report System (QFR).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Jim Williams, Chief, Division Budget and Finance, FTC. 523-3507.

This system was established in 1947 to publish quarterly earnings data and balance sheet information on the universe of corporations which are primarily engaged in manufacturing, mining or trade. These estimates are developed from questionnaires collected from a probability sample of corporations that are primarily engaged in these three sectors. These estimates are presented in terms of each of the sectors: manufacturing, mining, retail trade, and wholesale trade, as well as for totals of subgroups within the manufacturing sector. Universe estimates are also prepared for companies aggregated by size within the manufacturing sector. In addition, preliminary estimates are prepared each quarter for use in early estimates of corporate profits prepared by the Bureau of Economic Analysis of the Department of Commerce. Major data element categories are: reporting company identification; reporting company classification data; profit and loss statement data; assets and liabilities; and blown up estimates. The system produces a quarterly financial report on manufacturing, mining and trade corporations, which is available publicly through the Government Printing Office.

# Foreign Claims Settlement Commission of the United States

## S03600-001

*Index-Digest of Decisions, 1949-1962.* 100 pp.

**Budget Function/Subfunction:** Conduct of foreign affairs (152); Foreign information and exchange activities (153).

**Agency Contact:** F. T. Masterson, Executive Director, FCSC. 382-3137.

This index provides a digest of all decisions of the Foreign Claims Settlement Commission of the United States under the International Claims Settlement Act of 1949. An updated index-digest is being planned for publication in 1977.

## S03600-002

*Decisions and Annotations.* 1968. 783 pp.

**Budget Function/Subfunction:** Conduct of foreign affairs (152); Foreign information and exchange activities (153).

**Public Availability:** GPO, $4.

**Agency Contact:** F. T. Masterson, Executive Director, FCSC. 382-3137.

The purpose of this volume, which highlights the 10 most important claims programs completed between 1950 and 1967, is to aid the average lawyer in understanding the functions and procedures for adjudication of claims by the Foreign Claims Settlement Commission. It is intended that the reader will have an opportunity to observe how precedents were developed by the Commission in its administration of statutes enacted by Congress; and it is for this reason that the 10 claims programs are presented in chronological order. They are divided into seven sections: claims against Yugoslavia and Panama; Bulgaria, Hungary, and Rumania; Italy; the U.S.S.R.; Czechoslovakia; Poland; and general war claims. Each section contains selected decisions to illustrate the problems encountered by the Commission and how they were resolved. As an aid in these respects, each selected decision has headnotes reciting the principles or precedents involved and extensive annotations also cover other topics related to the major topics.

# General Services Administration

## S03700-002

*Business Week (BW) Data Analysis System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Business Week (BW) Data Analysis System develops a data base consisting of economic data relating to various industries and companies. Certain industry/company data are extracted from the data base and linear regression is performed on the extracted data.

## S03700-003

**GSA Automated Directory Syst m-Federal Information Center (FIC).*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** Donald R. Kindlin, Coordinator, Federal Information Centers Staff. 343-7761.

The Washington Federal Information Center (FIC), GSA maintains consolidated functional and organizational directories applicable to U.S. Government departments and agencies located in the Washington, D.C. metropolitan area to facilitate answering inquiries from the general public and others seeking Federal directory assistance. Functional directory information includes assistance in identifying subfunction within major functional information category, responsible bureau or office within department/agency, address and telephone number. Organizational directory information includes assistance in identifying bureau or office within major department or agency, address and telephone number. Requests for such information may be directed to the FIC staff, 755-8660.

## S03701-001

*TIAS (Telephone Inventory Accounting System) Operating Guide.* Draft. Office of Finance, GSA. various pagings.

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** James Sebastian, Accounting Policy and Programs Division, Office of Finance. 343-5317.

This guide defines and explains the requirements and objectives of the Telephone Inventory Accounting System (TIAS). It describes the overall systems design and provides accounting instructions for regional Finance Division personnel. TIAS is a mechanized, tape oriented computer system designed to maintain a detailed inventory of all telephone equipment leased by GSA from local telephone companies. In addition, the system will generate required accounting transactions, bill customer agencies, and compute payments to telephone companies. The primary document in TIAS is the Telephone Service Order, GSA Form 2655, which brings about all changes to the Master Inventory. This document is prepared at the switchboard level and is monitored by the Automated Data and Telecommunications Service, ADTS, in each accounting center. Recurring tariff rates are used as a basis to compute GSA's liability for leased equipment and to automatically calculate and develop all income and cost transactions for interfacing with the Daily Accounting Cycle. Specifically, the TIAS objectives are to: (a) Establish and maintain a current inventory of all telephone and switchboard equipment in the GSA communications system; (b) Provide timely and accurate payments to the telephone companies for their leased equipment at local tariff rates according to switchboard location; (c) Provide to GSA's customers billings based on a 30 day calendar month; (d) Develop cost accruals and income entries for the Daily Accounting Cycle based on a calendar month; (e) Provide detailed supporting documents for customer billing; and (f) Provide a payment computation schedule to support payment to the telephone companies.

## S03701-002

*ADP Management Information System: ADP MIS Reporting Procedures.* FMC Circular No. 74-2. February 1, 1971. With change 3, April 18, 1974. various pagings.

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** Richard Cook, Management Information Systems Division, Office of Agency Assistance, Planning and Policy. 343-8843.

The purpose of this compilation of procedures is to continue the requirement for developing, operating and maintaining an ADP managerial information system to assist the General Services Administration and other Federal agencies in carrying out their management responsibilities for the most effective and efficient utilization of ADP. The procedures are divided into chapters to provide ease of use. An ADP MIS glossary provides the required explanations of the words and/or terms used within the ADP MIS.

## S03701-005

*National Teleprocessing Service.* Automated Data and Teleprocessing Service, GSA. GSA DC 74-7669. 1974. 7 pp.

**Budget Function/Subfunction:** General property and records management (804).

**Public Availability:** On request to GSA.

**Agency Contact:** Donald J. Page, Director, Agency Services Division, ADTS. 343-7276.

The National Teleprocessing Service (NTS) is a remote computing network developed to provide Federal agencies with a low cost and full service data processing capability. This pamphlet describes the features and cost savings available to Government agencies through use of the NTS.

## S03701-006

*RAMUS (Remote Access Multi-User System).* Automated Data and Telecommunications Service, GSA. GSA DC 74-11755. 1974. 7 pp.

**Budget Function/Subfunction:** General property and records management (804).

**Public Availability:** On request to GSA.

**Agency Contact:** Donald J. Page, Director, Agency Services Division, ADTS. 343-7376.

RAMUS is a nationwide interactive time-sharing computer and telecommunications network developed and operated by GSA. Available to all Federal agencies and their authorized contractors, the RAMUS system allows many users to simultaneously compute and retrieve information. This pamphlet describes the features and cost savings available through use of RAMUS.

## S03701-007

*FTS Sample Prediction Report System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The primary objective of this system is to provide management with a forecast of anticipated volumes of telephone calls to be placed over the Federal Telecommunications System (FTS) by user agencies/bureaus.

## S03701-008

*FTS Statistical Analysis System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Statistical Analysis System provides information relevant to telephone calls placed over the Federal Telecommunications System (FTS). The objective of this system is to determine whether there is a need for an increase in the operational personnel and/or telecommunications equipment.

## S03701-009

*Switchboard Operations Reporting System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Switchboard Operations Reporting System produces survey reports of government operated switchboards. These reports contain data on equipment identification, staffing, analytical (usage), satellite locations, and agencies served by each switchboard.

## S03701-010

*Precisions Generalized System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Precisions Generalized System is an automated statistical sampling evaluation system developed for the primary use of the Federal Telecommunications Service. There are four methods of precision calculations performed in this system, which are applicable to any type of sampling. The methods of precision calculations are: random, adjacent, ratio and proportional. Three degrees of confidence are applicable to Standard Deviation results.

## S03701-011

*FTS AMA Time and Distance Rate System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Federal Telecommunication Service (FTS) AMA (Automatic Machine Accounting) Time and Distance Rate System is an automated management information system. The primary objective of this system is to provide management with traffic and cost information for every sampled FTS/AMA call reported for a selected month. The commercial rate that would have been incurred had the call been placed over the commercial network station-to-station is computed. The system is designed to accept two basic types of input data, FTS/AMA data and table data, which is referred to as parameters.

## S03702-001

*Master Reference and Management Data System (MRMDS).*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Master Reference and Management Data System (MRMDS) contains the supply management information on those Federal Stock Numbered (FSSN) items which have been assigned to GSA by congressional legislation, and by joint agreement with the Department of Defense (DOD). It provides GSA with a centrally controlled source of data which is necessary to: (l) support Federal civil agencies under the Federal Catalog System, and (2) effectively accomplish its mission related to procurement, inventory management, supply distribution, supply support, and transportation responsibilities for stocked and non-stocked items and equipment. It produces the data necessary to coordinate cataloging and standardization actions for civil agencies with the DOD, and to prepare and maintain Federal Specifications and Standards, Federal Supply Schedules, and Catalogs for GSA-supported items.

## S03702-002

*Federal Supply Service Field Management Center System (FSS/FMC).*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The GSA Federal Supply Service (FSS) can be considered the Federal Government's retail outlet for supplies of common use. Field operations are conducted by ten regional offices (FMC), each functioning as the primary source of supply for agencies within its designated geographical service area. Each FMC operates from one to seven satellite supply depots as well as self-service stores concentrating on fast moving items. Non-store items, items not stocked by GSA, are supplied to customers direct from the vendor. The FSS/FMC system enables central control of this distribution system on a nationwide basis. It includes ten functional subsystems.

## S03702-003

*Federal Supply Service (FSS) National Inventory Control Center System (NICC).*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The FSS National Inventory Control Center System (NICC) consists of a National Master Stock Item Record (NMSIR) file for all GSA stores stocked items. Orders that cannot be filled within a given field management center (FMC) are referred to the NICC daily for disposition. The NMSIR is utilized to search for available stock at the various FMC's and determination is made to satisfy referral quantities. If the referral quantity cannot be satisfied at the NICC level a non-available notice is furnished to the FMC's as applicable. This system interfaces with the FSS Management Center System (FSS/FMC) to support national inventory management and procurement functions.

## S03702-004

*Direct Delivery Order Control and Procurement Reporting System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This system provides processing controls on the issuance of purchase orders for materials to be shipped by a vendor directly to a customer or intermediate processing point, and to provide management information on such purchase orders from time of receipt by the FSS to time of completion of all processing action prior to initiating a billing action.

## S03702-005

*Redistribution and Disposal System (RADS).*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Redistribution and Disposal System (RADS) is a computerized mathematical model designed to serve as a management tool for decisions concerning the reallocation of overstocked items to other GSA depots or to disposal. The heart of the system is an algorithm that determines the economically optimum set of allocations throughout the GSA system for all the stock of each item being analyzed.

## S03702-006

*Federal Specification Reference System (FSRS).*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Federal Specifications Reference System (FSRS) provides for the computerized maintenance of specifications and associated management data to assist the Federal Supply Service in the accomplishment of its Standardization Program. It recognizes other Federal documents in which a particular specification is used as a reference and shows military specifications, laws and regulations, and nationally recognized industry standards which are used as references by Federal documents.

## S03702-007

*Property Management and Disposal Service Stockpile Inventory System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This system maintains current master inventory and commitment files and records to provide GSA with periodic and as-requested information on the status and activities of materials in the various stockpiling programs.

## S03702-008

*Property Management and Disposal Service Real Property Inventory System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This system is a part of the real property survey required by Executive Order 11508. It has a dynamic data base stored on disk. File maintenance and report programs are run against the data base by GSA regional offices and the central office.

## S03702-009

*Transportation Management Reporting System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This system produces a series of management reports concerned with Federal Supply Service tonnage outbound from GSA warehouses, as well as total GSA tonnage.

## S03702-010

*Transportation Inquiry and Payment System (TRIPS).*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Transportation Inquiry and Payment System (TRIPS) is an automated national reporting system. Transportation actions, manual and automated, that are captured by TRIPS include Government Bills of Lading (GBL), Ocean Bills of Lading (OBL), Transportation Requests (TR), and miscellaneous items such as local transportation contracts. TRIPS further provides for recording of claims filed by GSA against transportation carriers. In addition to capturing and holding transportation data, the system also accepts payment requests in the form of billings from the transportation carriers and produces a payment to satisfy the request. TRIPS also has the capability of responding to inquiries concerning transportation data held by the system.

## S03702-011

*Traffic Profile System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Traffic Profile System is a specialized information storage and retrieval system developed for use by GSA traffic management personnel. Profile reports are basically a summary analysis of Federal Supply Service (FSS) shipments made over a specified period of time. These shipments are grouped into weight categories and are distributed by freight rate class. Various totals, percentages and freight rate calculations are made based on groupings and distribution. These profile reports are accumulated at three different levels, which are: depot profile report, combined routes profile report, and selected routes profile report. The reports are produced to enable FSS to deal more effectively with Common Carriers in negotiating and securing freight rates most advantageous to the Government and at the same time equitable to the carriers concerned.

## S03702-012

*Dual Fuel System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The Dual Fuel System is an automated management information system designed for the purpose of processing and analyzing the data pertaining to the vehicles included in the Dual Fuel Testing program. The objective of the program is to determine the amount of reduced pollution, the cost of operation, and the feasibility of operating a fleet of vehicles equipped with Dual Fuel tanks. The Dual Fuel tanks permit the vehicles to operate on either test gas or gasoline.

## S03702-013

*Motor Pool and Accounting Reporting System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

GSA Motor Pools are established to facilitate the motor vehicle requirements of Federal agencies. This system is designed as a service oriented management tool which also produces accounting control and information reports. It includes cost data on vehicle acquisition, expense and depreciation, and generates data to produce agency billings.

## S03703-001

*Federal Buildings Fund Accounting System; Operational System Description. Vol. 2, Appendix A--Report Descriptions.* System Development Corporation, Falls Church, Virginia. TM 5520/220/00. November 16, 1973. Various pagings.

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** Norman McReynolds, Accounting Policy and Programs Division, Office of Administration. 343-4724.

This system produces daily, quarterly and annual activity, analytical, and status reports on financial condition, budget execution, and field office operations, of the Federal Buildings Fund (FBF). It is composed of eight reporting subsystems as follows: (1) Allotment and General Ledger, (2) Billing and Income, (3) Cash Disbursement, (4) Management Reporting, (5) Recurring

Services, (6) Vendor Register, (7) Workload Control, and (8) Average Hourly Cost Rates and Labor Distribution.

## S03703-002

*Repair and Improvement Computer Oriented System (RICOS).* PBS P 6800.1. Various pagings.

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** W. J. Zoellner, Director, R&A Division, Building Management Division, Public Buildings Service. 343-7916.

RICOS is a computer system installed for use in the management of the Repair and Improvement Program (R&I) of the Public Buildings Service (PBS). It records descriptive data about a building, lists the programmed workload, furnishes a Financial Status Report for the work currently being accomplished, and reports on the work that has been completed.

## S03703-003

*Federal Buildings Fund (FBF) Standard Level User Charge (SLUC) Billing System.* FPMR, Amendment D-7. June 1974. Various pagings.

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** Don Rouleau, Federal Buildings Fund Management Division (PFP). 343-7547.

Agencies occupying space under the assignment control of the General Services Administration (GSA) are assessed a Standard Level User Charge (SLUC) for that space and related services. Agency SLUC bills are rendered quarterly in advance, with quarterly adjustments in arrears. The Simplified Intergovernmental Billing and Collection System (SIBAC), a system developed by the Department of the Treasury, is utilized by government agencies that report their financial transactions to the Treasury on SF 224 (Statement of Transactions). The Billed Office Address Code (BOAC) billing and collection procedure is utilized by government agencies not operating under the Treasury's SIBAC procedure. GSA's Public Building Service (PBS) maintains a Customer Agency Access File which allows each agency a 'read only' access by remote terminal to a subset of the PBS/IS Building Inventory Data Base. This provides agencies with a capability to compare advanced billing information for all space assignments that are included in the quarterly bill.

## S03703-004

*Real Property Inventory.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This system maintains inventories of real property owned, leased and held in trust by the United States. Reports, as of June 30 each year, are requested by the Senate Committee on Appropriations and House Committee on Government Operations.

## S03703-005

*Standard Metropolitan Statistical Area (SMSA) Real Property System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The SMSA Real Property System provides GSA with a review of executive agency real property holdings and identifies potential survey properties under Executive Order 11508. The system reports property records in the fifty states, the District of Columbia, Commonwealth of Puerto Rico, and the Virgin Islands.

## S03703-006

*OCM/CMD Resources Management System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This system provides the Office of Construction Management (OCM), Construction Management Division (CMD), of the Public Building Services (PBS), with timely and meaningful information essential to the management and operation of their programs. The system validates data from multiple sources, updates the master file with pertinent data and distributes the cost incurred to specific projects. Data is extracted monthly for various reports and formatted for printing, and national reports are printed.

## S03703-007

*Design and Construction (D&C), Microfilming of Engineering Drawings Inventory System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This system provides the Public Buildings Service with the ability to maintain their inventory of engineering drawings on microfilm, and to retire the actual drawings to the Federal Records Center. In addition to the maintenance of the drawings master file, a subsystem provides for the updating of a buildings master file.

## S03703-008

*Resource Evaluation Program.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This system was designed to furnish the Federal Preparedness Agency (formerly Office of Emergency Planning), with data enabling them to assess damage to government buildings in the event of a national emergency when a visual inspection is not immediately possible. The primary source of data is the Building Inventory Master File (BIN). Reports are produced in three categories: (1) all buildings; (2) all buildings in the National Capitol area which are the National Headquarters of agencies; and (3) field offices for each agency showing the bureau level.

## S03704-001

*Federal Records Centers; a GSA handbook.* Office of Federal Records Centers, NARS. Federal Stock No. FPMR 101-11.410-2; 7610-298-6904. June 1967. 39 pp.

**Budget Function/Subfunction:** General property and records management (804).

**Public Availability:** GPO.

**Agency Contact:** George N. Scaboo, Director, Center Operations Division, Office of Federal Records Centers. 962-2243.

The General Services Administration operates a system of Federal Records Centers for the economical storage and servicing of records for Federal agencies, pending their deposit in the National Archives of the United States or other disposition authorized by law. This Government-wide program is authorized by Section 505 (d) of the Federal Property and Administrative Services Act of 1949, as amended (44 U.S.C. 396). These centers now store and service approximately one-third of all Federal records. Each year about 750,000 cubic feet of records are transferred to the centers while about 600,000 cubic feet are destroyed. Agencies are encouraged to accelerate transfers to such centers so that at least one-half of the total volume of Federal records will be maintained in low-cost storage space and file equipment on a continuing basis. This handbook is issued to assist agencies in achieving optimum use of the Federal Records Centers, which are located in selected cities in the United States. It provides information about retiring agency records to these centers, using them while in center custody, and disposing of them ultimately. Essential illustrations and explanations of the services available are included.

## S03704-002

*Catalog of Machine-Readable Records in the National Archives of the United States.* National Archives and Records Service, GSA. 1975. 26 pp.

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** Charles M. Dollar, Director, Machine-Readable Archives Division, NARS. 376-8808.

This catalog describes the holdings of the Machine-Readable Archives Division, National Archives and Records Service and states how they may be obtained. The catalog is arranged by record groups. Information is provided on coverage, status, user restrictions, and order number for each data base listed. Data base holdings of the Division include the records of: (1) minor Congressional commissions; (2) the Public Land Law Review commission; (3) presidential committees, commissions and boards; (4) the National Commission on the Causes and Prevention of Violence; (5) the Internal Revenue Service; (6) the Foreign Agricultural Service; (7) the Economic Research Service (Department of Agriculture; (8) the Manpower Administration; (9) the Civil Aeronautics Board; (10) the Federal Home Loan Bank System; (11) the National Aeronautics and Space Administration; (12) the Office of Economic Opportunity; (13) the Securities and Exchange Commission; (14) the Government of the District of Columbia; and (15) the National Archives Gift Collection.

## S03704-003

*Vital Records Depository.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** George N. Scaboo, Director, Center Operations Division, Office of Federal Records Centers. 962-2243.

GSA maintains for the benefit of Federal agencies an underground depository having facilities adequate for the protection of emergency preparedness records. The depository, located in the central part of the United States, is operated as an annex of the Federal Records Center in Region 6 at Kansas City, Missouri. It is accessible to rail, motor, and air transportation. Air handling equipment controls temperature and humidity, providing a proper environment for safeguarding paper, film, and magnetic tape records. The fire controls system includes automatic sprinklers. Federal Property Management Regulations, Subpart 101-11.701.5, defines two categories of vital records: (1) emergency operating records and (2) rights and interests records. The GSA Depository is designed primarily to accommodate rights and interests records, second or 'insurance' copies of emergency operating records, and other records vital to the operation of the Federal Government. Agencies, however, may exercise an option in deciding whether this depository is a suitable site for housing copies of emergency operating records needed at relocation sites. The GSA Records Management Handbook entitled, Protecting Vital Operating Records provides further clarification of the two basic categories of emergency preparedness records. Information concerning availability and conditions of use of the GSA Vital Records Depository may be obtained from the Office of Federal Records Centers, National Archives and Records Service, or from the Regional Director, Region 6, National Archives and Records Service.

## S03704-004

*The National Personnel Records Center.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** George N. Scaboo, Director, Center Operations Division, Office of Federal Records Centers. 962-2243.

The National Personnel Records Center maintains personnel records of former members of the Armed Forces of the United States and the United States Coast Guard and of separated civilian employees of the Federal Government, as well as other designated records. The military and civilian personnel records are housed at separate locations within metropolitan St. Louis, Missouri. Organizationally, the former Military Personnel Records Center and the former Federal Records Center were merged into a single center named National Personnel Records Center. From an agency viewpoint, however, there are no changes in the locations, functions, or services provided by the former centers. Records of separated military personnel, including the U. S. Coast Guard, and other designated records of components of the Department of Defense are retired to the National Personnel Records Center (Military Personnel Records). The primary center mission at this location is to store, service, and safeguard records of separated military personnel, officer and enlisted, and selected organizational, medical and other military records. The military personnel records in center custody consist of more than 30 million personnel and medical files of veterans who have served in the Army, Navy, Marine Corps, Air Force, and Coast Guard. To these are added on a continuing basis the records of personnel separated from these services. Personnel and pay records of separated civilian employees of the Federal Government are retired to the National Personnel Records Center (Civilian Personnel Records). Each Federal agency transfers the following types of records: (1) official personnel folders of separated employees and comparable files accumulated before official personnel folders, as such, were established; (2) individual earnings cards (such as Standard From 1127 or its equivalent), or comprehensive payrolls or individual pay folders; and (3) service records cards dated on or before December 31, 1947.

## S03704-005

*NARS Automated System for the Control of FRC Records.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

This National Archives and Records Service (NARS) System contains the necessary information for identification, control, and retrieval of records stored in the Federal Records Centers (FRC's). It also provides information pertaining to current month activity and year-to-date activity.

## S03704-006

*NPRC Registry File System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** William J. Frost, Administrative Staff Director, Office of Data Systems. 962-7036.

The National Archives and Records Service (NARS), operates the National Personnel Records Center (NPRC), St. Louis, Missouri which receives, appraises, arranges, stores, preserves, maintains, and disposes of the national collection of records on separated military and civilian personnel. The Military Personnel Records Center (NPRC/MPR), holds records pertaining to Former Service Personnel from all branches of service. Records of Army Personnel separated from duty on or after January 1, 1960, and records covering service of former members of all branches of service with a separation date of January 1, 1964, or later, are contained in this file. The Civilian Personnel Records Center (NPRC/CPR), holds Official Personnel Folders (OPF), of separated civilian personnel, personnel locators (SF-50), and military entrance and separation X-rays. Records arriving at the Center are assigned registry numbers. All inquiries directed to the Registry Number File System at these Centers require that the registry number be secured through use of the computer system, in order to locate a record.

## S03704-007

*Federal Register Privacy Act Index System.*

**Budget Function/Subfunction:** General property and records management (804).

**Agency Contact:** Fred J. Emery, Director of the Federal Register. 523-5240.

This is a computer prepared index of systems of records maintained by Federal agencies which is being prepared by the Office of the Federal Register in cooperation with the Government Printing Office. This index will provide a systematic approach to finding out what information about individuals is contained in the more than 6600 systems of records identified in notices published in the Federal Register under the Privacy Act of 1974 (Public Law 93-579; 5 USC 522a(g)). This index will identify the records systems, the categories of individuals on whom records are maintained and will provide page references to each agencies' description of the systems of records. The index is scheduled for publication in the Spring of 1976.

## S03705-001

*Resource Data Catalog.* Edited by Wallace B. Oliver. Information Systems Division, Office of Emergency Preparedness, Executive Office of the President. ISG-101 (Revised). January 1973. Various pagings.

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

The Information Systems Division (ISD) within the Office of the Assistant Director for Resource Analysis, Office of Emergency Preparedness (OEP) developed a variety of management information systems designed to meet the needs of the Executive Office and Federal agencies with delegated emergency preparedness responsibilities. Responsibility for continuity of these functions has since been delegated to the Mathematics and Computation Laboratory (MCL), Federal Preparedness Agency, General Services Administration. The implementation of these systems has dictated the acquisition of a substantial and comprehensive body of data. These data include (but are not limited to): economic time series such as price and production indices and employment and earnings statistics; factors for translating relatively general statements of alternative national objectives into detailed statements of requirements; interindustry tables showing the relationships among economic sectors; manpower requirements factors; weapons effects and meteorological data; and information on individual U. S. resources. This catalog is concerned with that portion of the data bank which supports damage assessment and vulnerability analysis information needs--the resource data base. This body of data has been developed with the cooperation of the various Federal agencies. In terms of scope, it is one of the most comprehensive data banks on U. S. resources ever compiled. A brief description of the coverage and contents of each component of the resource data base is provided in the catalog.

## S03705-002

*Economic Systems Data Catalog.* Wayne B. Ferrell. Federal Preparedness Agency, GSA. GSA/OP/MCLTM-244. July 1974. 23 pp.

**Budget Function/Subfunction: Defense-related activities (054).**

**Public Availability:** NTIS, PB 238 183/AS.

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

This catalog provides unified reference and easy access to the economic data files that are publicly available within the Mathematics and Computation

Laboratory (MCL) in support of the Federal Preparedness Agency, GSA. The economic data files listed and briefly described in this catalog have been acquired to meet the needs and requirements for information in response to real or anticipated situations which may be characterized as emergencies, crises, or disasters. This catalog has been developed so that maximum benefit may be gained from these data. It is intended that the catalog will provide managers and analysts alike with a ready reference source when structuring problems and tasks requiring economic data. Many of the data files described in the catalog have been arranged and classified in response to unique problems; however, it is conceivable that these data will have value in efforts to solve future problems which may have similar properties to those of the recent past. Data bases maintained by MCL and listed in this catalog deal with: (1) capital stocks; (2) capital and labor inputs in total U.S. manufacturing, 1929-1968; (3) 1958 demand impact transformation tables (DITT); (4) MCL Thurow model data; (5) multiregional input/output (MRIO) data base; (6) Office of Business Economics input/output tables; (7) real gross output by input/output sectors, 1947-1966; (8) San Francisco Federal Reserve System Data Bank; (9) stockpile materials consumption series (1950-1969); and (10) extended capital stocks.

## S03705-003

*A User's Guide for Capital Stock Measures by Industry Sector.* Wayne Z. Lineburg. Mathematics and Computation Laboratory, Federal Preparedness Agency. GSA/OP/MCL TM-246. December 1974. various pagings.

**Budget Function/Subfunction:** Defense-related activities (054).

**Public Availability:** NTIS, PB 240949/AS.

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

This guide contains a description of the Capital Stock Estimates 1947-1971 data file, programs and study output. The file includes industry investment data and associated estimates of gross and net capital stock in current constant dollars for the period 1947-1971. The industry classification is the three-digit SIC level of manufacturing and the 1958 BEA interindustry study classification for the nonmanufacturing sectors. The capital estimates were made using the perpetual inventory method. The net stock estimates are based upon assumed depreciation function which accelerates over the life of the investment item. Investment item life parameters were taken from Bulletin F, U. S. Department of the Treasury, adjusted to make the stock estimates equal the average book values reported to Census for 1962-64 for manufacturing sectors. For nonmanufacturing sectors, the live parameters were adjusted using information from regulatory agencies and other sources. Separate estimates were prepared for stock owned by the Federal Government and operated by private contractors. Public sector stock later sold to the private sector are given separately for manufacturing sectors and are included in the nonmanufacturing estimates.

## S03705-004

*The MCL Thurow Model.* Patricia R. Devine. Mathematics and Computation Laboratory, Federal Preparedness Agency. GSA/OP/MCL TR-93. February 1974. various pagings.

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

The MCL Thurow Model is an adaptation of the Thurow macroeconomic model assimilated to aid the Federal Preparedness Agency (FPA) in policy simulation studies. This macroeconomic model is part of a larger system, the Contingency Impact Analysis System (CIAS), used by the FPA to measure the impact of a contingency or emergency, specified in terms of the model's inputs, on a supply of strategic critical materials and the level and distribution of the Gross National Product. This guidebook summarizes the data development and equation re-estimation experience, describes the model testing program, and discusses the capabilities and limitations of the model without extensive theoretical explanations.

## S03705-005

*The MCL Thurow Model.* Supplement. Patricia R. Devine. Mathematics and Computation Laboratory, Federal Preparedness Agency. GSA/OP/MCL TR-96. February 1975. various pagings.

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

This guidebook describes recent changes and additions to the MCL Thurow Model, notably the updating to a 1972 Model and the extension of the Personal Consumption Expenditures submodel to have a separate demand estimated for gas and oil.

## S03705-006

*Demand Impact Transformation Tables (DITT) Guidebook.* Albert A. Schulman. National Resource Analysis Center, Office of Emergency Preparedness. REG-106. February 1970. 56 pp + tables.

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

Demand Impact Transformation Tables (DITT) realistically translate aggregate Gross National Product (GNP) expenditures (actual or hypothetical) into final demand bills of goods which can then be applied to an interindustry table for estimates of total output requirements by input-output (I-O) industry. They are used as a part of the Contingency Impact Analysis System to transform the GNP final demand components into I-O sector final demands. This guidebook explains the use of the tables in generating estimates and attacking problems which are amenable to the use of input-output analysis.

## S03705-007

*DITT, Data Estimates and Input-Output Review.* Albert A. Schulmann. Office of Emergency Preparedness, Executive Office of the President. IST-103. February 1972. 54 pp. + tables.

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

Demand Impact Transformation Tables (DITT) realistically translate aggregate Gross National Product (GNP) expenditures (actual or hypothetical) into final demand bills of goods which can then be applied to an interindustry table for estimates of total output requirements by input-output (I-O) industry. They are used as part of the Contingency Impact Analysis System to transform the GNP final demand components into I-O sector final demands. This guidebook reviews input-output analysis and presents I-O final demand and total output estimates derived through DITT for a number of recent periods. All estimates are in constant 1958 dollars.

## S03705-008

*Regional Impact Analysis System (RIAS).* Technical manual and reports. Carolyn W. Anderson, and others. Office of Emergency Preparedness, Executive Office of the President. December 1972 - June 1973. 6 vols.

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

The objectives of the Regional Impact Analysis System are to provide a data base and first approximation capability for analyzing the regional economic impacts of economic and other contingencies short of nuclear war. This series of publications documents the Office of Emergency Preparedness (OEP) assimilation and adaption of the Multi-Regional Input-Output (MRIO) economic model developed at the Harvard Economic Research Project under joint sponsorship by the Economic Development Administration, Department of Commerce, Office of Emergency Preparedness and other agencies. The series consists of the following six publications. (1) Description of the MRIO Model, TR-83; (2) MRIO Data Base: MAPS, TM-226; (3) MRIO Data Base: IMS, TM-227; (4) Regional Distribution of National Aggregate Final Demand, TM-228; (5) Regional Feedback Model: Description, TR-84 (unavailable until rewrite completed); and (6) Regional Feedback Model: Computer Program, TM-229.

## S03705-009

*Bibliography of Publications.* Revision No. 6. Mathematics and Computation Laboratory, Federal Preparedness Agency. GSA/OP/MCL-TM-121. May 1975. 27 pp.

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Irving Gaskill, Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency. 343-6213.

This bibliography lists technical manuals and reports produced by the Mathematics and Computation Laboratory (MCL) and guidebooks and technical reports produced for or by the Federal Preparedness Agency, formerly the Office of Preparedness (OP), General Services Administration. The bibliography briefly describes each publication, including reports and systems dealing with: (1) general network simulation models; (2) energy - GNP ratios; (3) weapon assignment system; (4) capital stock measures by industry sector; (5) conference system; (6) contingency planning and investment demand; (7) disaster management information systems; (8) economic systems data catalog; (9) energy data base catalog; (10) gasoline price data entry system; (11) geographic codes for region, state, area, and county; (12) information management system; (13) interindustry fuel and energy relationship; (14) map IV, computer system - maps of continental U.S.; (15) measurement of real net output, capital, and labor input by sectors; (16) oil import allocation system; (17) pipeline network study; (18) regional impact analysis system; and (19) resource interruption monitoring system.

# Interstate Commerce Commission

## S04000-001

*Fixed and Variable Cost Computations System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

The primary objectives of this system are to provide the Commission with information on motor and rail carrier costs for use in its regulatory functions; to make available to the public cost information useful to carriers, rate bureaus and traffic organizations; and to enhance the accuracy of cost estimates which directly influence carrier rate structures. This system applies automated correlation of carriers report data to carrier supplied costing data contained on Rail Form A and Highway Form A, providing computations of fixed, variable and/or total costs of single or multiple movements of commodities. Generally, the system captures and processess data pertaining to the amounts and types of transport equipment and days operational. Specifically, the categories of data collected and processed are: amounts and types of commodities hauled and distances, interline traffic of commodities; wages and overhead expenses applied to commodity hauling; peddle-trip data, and intercity freight revenues. The system generates unlimited statistical and costing data reported in formal ICC statements for publication.

## S04000-002

*Economic Projection Through Modeling System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

The objective of this system is to provide, through econometric modeling, projections of operating revenue and expense trends and the basis for future rate increases. It is used to compare anticipated rate increases with the forecast of inflationary trends in the economy, and show interdependence between transportation patterns and regional growth. This system exercises several complex algebraic formulae, containing real and hypothetical values, which will provide forecasting data necessary to the ICC and its related regulatory functions. Specific outputs of the system include the following: (1) Revenue Forecasts--The projection of freight revenues is linked to the economic forecast of the model. Traffic movement is correlated with production actually in the economy. In turn, this traffic movement is translated into dollars to derive the revenue forecast. (2) Expense Forecasts - The projection of expenses distinguishes between the price and constant dollar trends for labor, fuel, materials and supplies. The projections among these are combined with quantity projections of each component to derive the forecast of expenses. (3) Rate Increase Forecasts--The projection of rate increase needs is derived from the relationship between forecasted revenues and expenses. Anticipated needs for a rate increase hinges on the extent to which these inflated expenses are outpacing projected revenue growth.

## S04000-003

*Master Regulated Carrier Inventory System.*

**Budget Function/Subfunction: Ground transportation (404).**

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

The Master Regulated Carrier Inventory System, or Carrier Address and Information System (CAS) is designed primarily to record all information pertinent to a carrier's reporting history, i.e., types of reports filed, dates of receipt, revenues, all ICC identities, carrier address, etc. The system establishes a central point of responsibility for control of all name and address information to provide the Commission with a single and current source of communication data to track status and progress and to monitor all mandatory response cycles. The system maintains a carrier history record on all carriers responsible for submitting data to the Commission within a prescribed period of time. The history record contains such data elements as carrier ID, commodity code, prime type of operation, statistical region, ICC region, carrier status and mailing address. It provides mailing labels for all reports going out to the various carriers, control of receipt of reports, and a control of Master Information File processing in addition to augmenting many of the Commission's systems by virtue of its comprehensive data base.

## S04000-004

*Overall Case Inventory and Control System (Central Status).*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

The purpose of the Overall Case Inventory and Control System (Central Status) is to report information concerning pending caseloads and the progress of administrative proceedings. The system enables the Commission to determine the age and status of its proceedings docket or how long a specific case has been at a particular processing stage; and, by applying preprogrammed quality (elapsed time) criteria, to display any line case for the review of management. Through statistical comparisons of elapsed processing times with prior periods, the Commission is aware at all times of the actual condition of its docket. Such information provides: (1) an important aid in reaching informed judgements regarding the efficiency of procedures of handling cases; (2) an effective tool for the control of pending cases by the Proceedings Director; (3) the capability to establish due dates for the completion of each major processing stage and identify those cases which do not meet such due dates. Generally, system output reports are of two categories: (1) identification of cases on the docket in terms of the number and age of cases pending and the number and age of cases within the various process steps and (2) identification of listings of those cases which meet certain predetermined conditions of age or have remained within a particular stage of processing beyond the previously established due date. In addition, specific reports include the Central Status Monthly Report, Central Status Annual Report and Annual Report to Congress.

## S04000-005

*Rail Net Investment Base Computation System--Depreciation Analysis.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

The Rail Net Investment Base Computation System provides computerized and statistical methods for evaluating the validity of the railroads' accumulated depreciation accounts, and apply various formula criteria to applicable account items whose life characterizations, service life, ledger values, and related depreciation considerations will yield a realistic series of figures when computed to rates of investment returns. Carriers are required to submit actuarial or simulated data to include equipment type, account group, installation year, number of units, ledger value, gross salvage value, cost of removal and various codes signifying additions, and transfers and/or retirements. These data are manipulated to generate several outputs, including the following reports: (1) Dollars surviving vintage-original investment in assets remaining in services; (2) Life of a group of assets in addition to the manner in which the property is being retired; and (3) Retirement Rate Method--a systematic actuarial method for calculating property survivor curves that is based on property retired and property remaining in service.

## S04000-006

*Claims and Damage Information for All Carriers.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

This system assists in the identification of problem areas, vulnerable commodities, and other motor- and rail-carrier freight loss and damage problems requiring concentrated corrective efforts. The system processes claims data by commodity and cause of loss, and performs advisory functions reflecting trends and patterns of economic losses. Major categories of data elements captured and processed via the system are: claim identification; date of loss; amount of claim; amount paid; type of loss; location of loss; type of commodity; description of freight; theft and pilferage data; hijacking data; concealed and visible damage data; wreck and catastrophe data; totals by commodity type; claim type; and dollars claimed and dollars paid.

## S04000-007

*Master Information File, Accounting and Financial System (MIF).*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

This system assists in the formulation of a series of reports on all modes of the surface transportation industry depicting their individual and collective status within the industry. Included are accounting, financial, claims and costing data which, when carried out to the required degree, will also display certain economic trends influencing their industry. A full complement of financial and operating statistical reports are published and made available to members of the industry and the public. These reports enable carriers to better manage their industry; the regulatory agencies and rate bureaus to oversee the industry; and the economists to perform accurate forecasting and budgeting. Specifically, major system outputs include, but are not limited to, the following: a series of publicly available pamphlets providing full financial disclosure for investment and financial analysis; summaries of revenue trends by carrier, region or mode; case-related information regarding determination of carrier revenue needs; and equipment and service statistics.

## S04000-008

*Transportation Movement Information for All Rail Shipments.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

The Transportation Movement Information For Rail Shipment System is a comprehensive data base derived from two other major system areas: Freight Commodity Statistics (OCS) produced by the ICC, and Carload Waybill Statistics, produced by the Department of Transportation. Added to this combination of sources are data on terminal information, movement information and car specifications. The resultant data grouping contains virtually all information regarding types of commodities hauled; origins and destinations; carriers and equipment; costs per hundred-weight and carload; interchange and terminal data; line miles; and in-depth freight car and commodity data. This is the single most comprehensive data base which supports the Commission's objectives in making available all pertinent statistical data on freight transportation and commodities transported. The major data elements of the system includes the following: billed weight, carload rate, car-miles, commodity group and class, forwarder traffic, line haul data, mileage blocks, multiple-car movements, origins and destinations, revenues, short-line miles, territories, and related commodity statistical data. Although no major recurring reports are generated by the system, it does support the following Commission requirements: investigation of railroad freight-rate structure, economic projections through modeling; reporting equipment and service statistics and summaries of revenue trends; and annual reports to Congress.

## S04000-009

*Rail Abandonments Information and Case Status System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

The objective of the Rail Abandonments Information and Case Status System is to respond to inquiries regarding actual and possible impact on communities, economics, servicing requirements, etc., resulting from rail abandonment proceedings. In addition it provides, on a case by case basis, information related to rate increases, construction, additional rail service, etc. The system maintains a record for each rail abandonment proceeding. An initial record is created when a case is filed and the record is subsequently updated as the case moves through adjudication and is decided. All records--active and pending--are always available for retrieval and reporting. The major data captured on record are: docket number assigned (prefix and sub-number); case status; filing date; environmental review status; hearing designation; designation date; hearing decision; decision date; railroads involved; and states involved. The output of the system includes pending rail abandonment proceedings, summary of cases by selected status, including number of cases, average file-to-decision time, average designation-to-decision time, computed to days and months; summary of cases by year of decision; and recapitulation tables by State and railroads.

## S04000-010

*Internal Management and Administration System.*

**Budget Function/Subfunction:** Ground transportation (404).

**Agency Contact:** John P. Kratzke, Assistant to the Managing Director for Information Systems. 343-7252.

Several integrated systems and subsystems are used to support internal management and administration. This includes comprehensive computer support for Position Management, Status of Funds and Budgets; Number of Complaints, Investigations performed by ICC's Field Staff; and various related applications. These systems are described as follows: (1) Position Management--monitors all positions, including grade ranges, and incumbent personnel within each position. This system is used for forecasting future position requirements and constantly displaying authorized versus on-board position strengths. In addition to position information, the data base contains several items of importance regarding the specific type of individual needed for that position. (2) Status of Funds--shows up to date status of appropriated funds, and all obligations applied to them, for all organizations within the Commission. Included are funding of personnel services, benefits, awards, contract support services, etc. Several subsidiary reports relating to funding status include: Current Monthly Financial Accounting Transactions, Monthly Obligations and Disbursements Lists month by month, Overdue Transaction Registers, and Monthly Travel Statements. (3) Field Staff Complaints, Investigations, Inspections--lists chronology of complaints against ICC regulated transport agencies, (services, overcharges, damages, losses, etc.). Includes all juris and non-juris related complaint and inspections data reported to ICC by its investigators.

# National Aeronautics and Space Administration

## S04100-001

**Report Management System Inventory (RMSI).*

**Budget Function/Subfunction:** Supporting space activities (255).

**Agency Contact:** John Thompson, NASA Headquarters (OMS). 755-3136.

NASA maintains the Report Management System Inventory in order to provide a uniform method of classification and identification of all NASA ADP reports and reporting systems. This facilitates planning, budgeting, accounting and reporting of a multitude of data related to these areas.

## S04100-002

*Office of University Affairs Management Information System.*

**Agency Contact:** William A. Greene, Office of University Affairs. 755-3125.

The Office of University Affairs uses its Management Information System for tracking and maintaining the status of grants and contracts awarded to colleges and universities to perform research and development work for NASA.

## S04101-001

*Financial and Contractual System (FACS).*

**Budget Function/Subfunction:** Supporting space activities (255).

**Agency Contact:** Wallace E. Velander, Reports and Project Management Division. 755-3122.

The FACS System provides NASA with agency-wide management reporting required by procurement, finance, budget and program offices within NASA. FACS maintains and produces reports used to monitor the appropriations, expenditures, and contracts of the agency. The system contains a financial master file and a procurement status file.

## S04104-001

*Office of Manned Space Flight Program Operating Plan System (POP).*

**Budget Function/Subfunction:** Manned space flight (253).

**Agency Contact:** Gonzalo Fernandez, Assistant Associate Administrator for Center Operations. 755-3700.

The Program Operating Plan (POP) System is intended to serve as a basic input for developing the Agency plan for allocation of resources in the immediate future and for resoures planning in future years. For the close-in period, the POP serves as a source of data for developing the current year operating plan as a detailed plan against which programs will be measured with respect to obligations and costs. Future year data in the POP provides a basis for budget estimates and POP projections. The POP system, therefore, establishes a regularized review of the current year resources planning, the budget year funding requirements, and the long-range projections of resources planning.

## S04105-001

*Launch Vehicle Reimbursable Program (LVRP).*

**Budget Function/Sunfunction:** Space science, applications, and technology (254).

**Agency Contact:** Gonzalo Fernandez, Assistant Associate Administrator for Center Operations. 755-3700.

The Launch Vehicle Reimbursable Program is a cost collection and reporting system for launches performed by NASA for other agencies or for commercial firms on a reimbursable basis. Information maintained consists of name and address; parts and labor expended; contractual items; payment schedules; contract modifications; etc.

## S04105-002

*Work Unit System (WUS).*

**Budget Function/Subfunction:** Space science, applications, and technology (254).

**Agency Contact:** Franklin G. Tate, Office of Space Sciences. 755-3820.

The Work Unit System is a management information system for research tasks (i.e., work units) performed under NASA grants and contracts. It supplies profiles to indicate how much effort is being expended on what types of research, where the effort is being expended, and how funds are being distributed. The user obtains information by entering requests on the keyboard of a time-sharing terminal. Responses are received as video displays or typed messages at the terminal, or as lists printed via remote terminal and delivered to user.

## S04108-001

*NASA Budget Information System (NBIS).*

**Budget Function/Subfunction:** Supporting space activities (255).

**Agency Contact:** Gonzalo Fernandez, Assistant Associate Administrator for Center Operations. 755-3700.

The NASA Budget Information System reports the past, current, budget-year and transition period monies, distributing all unidentified location monies within their respective program and project grouping. The reports are utilized for presentation to Congress for NASA appropriation funding requests as well as for in-house budgetary documentation.

## S04108-002

*Status of Approved Program System (SAP).*

**Budget Function/Subfunction:** Supporting space activities (255).

**Agency Contact:** Gonzalo Fernandez, Assistant Associate Administrator for Center Operations. 755-3700.

The Status of Approved Programs (SAP) System facilitates the financial maintenance, control and reporting of congressional appropriations to NASA, and the issuance of these appropriations to various related NASA field appropriations. The SAP system also provides the NASA Budget Office with the distributions of funds. The data base contains congressional control amounts and NASA program plans.

## S04108-003

*Financial Status of Programs (FSOP).*

**Budget Function/Subfunction:** Supporting space activities (255).

**Agency Contact:** Gonzalo Fernandez, Assistant Associate Administrator for Center Operations. 755-3700.

The Financial Status of Programs (FSOP) System monitors the appropriation and expenditures of money, by project, within NASA, thereby presenting the financial posture of the entire NASA Agency. The FSOP Master File is updated each month from the FACS System after certification that file maintenance has been properly and accurately completed.

## S04108-004

*Program and Financial Plan System.*

**Budget Function/Subfunction:** Supporting space activities (255).

**Agency Contact:** Jim Rigby, Office of Resource Analysis. 755-8450.

The Program and Financial Plan System is used to project budget estimates during the planning process. A directly related system permits the calculation of manpower strength from incurred and projected costs according to various classification schemes. The data base for the system is composed of an Economic Library broken down by 9 functional activity categories and 12 budget years. In addition to the Economic Library there is a data input which contains up to 7 years of projected costs.

## S04116-001

*NASA Subcontract System (NSCS).*

**Budget Function/Subfunction:** Supporting space activities (255).

**Agency Contact:** Gonzalo Fernandez, Assistant Associate Administrator for Center Operations. 755-3700.

Data on subcontracts awarded by NASA to prime contractors and first-tier subcontractors are maintained and reported from the subcontract system. Each subcontract is identified by a Contractor Identification Code and a project number and is accompanied by an indication of procurement status.

## S04119-001

*National Space Science Data Center (NSSDC).*

**Budget Function/Subfunction:** Space science, applications, and technology (254).

**Agency Contact:** Gonzalo Fernandez, Assistant Administrator for Center Operations. 755-3700.

NSSDC acts as a central repository for scientific data either obtained directly from or related to space flight experiments. The Systems for Information Retrieval and Storage (SIRS) contains four main files of information. The Automated Internal Management File provides characteristics of each spacecraft, experiment and data set that has been identified. The Technical Reference File contains descriptions of technical documents that are reference materials used to support the NSSDC and the World Data Central A for Rockets and Satellites. The Rocket File includes information that names and describes all scientific sounding rocket launchings identified by NSSDC. Data from sources other than satellite flight are contained in the nonsatellite data file. NSSDC prepares and distributes publications which describe the data available and indicate availability.

## S04119-002

*Aerospace Safety Research and Data Institute (ASRDI).*

**Budget Function/Subfunction:** Space science, applications, and technology (254).

**Agency Contact:** Gonzalo Fernandez, Assistant Associate Administrator for Center Operations. 755-3700.

The Aerospace Safety Research and Data Institute (ASRDI) collects, evaluates and disseminates information regarding the safety aspects of operating space vehicles, aircraft and cryogenic systems; and the handling of fuels, rocket propellants and lubricants. Analysis of information and consultation with NASA contractors and the aerospace industry, in general, is performed by the professional staff. The Institute operates the Safety Data Bank which provides information on accidents and their investigation.

## S04119-003

*NASA Information Bank.*

**Budget Function/Subfunction:** Supporting space activities (255).

**Agency Contact:** Gonzalo Fernandez, Assistant Associate Administrator for Center Operations. 755-3700.

The NASA Information Bank contains bibliographic data on the complete NASA scientific and technical information collection, including reports, journal articles, books, translations, and conference papers in about 200 separate topic categories relating to aerospace, science, engineering, and technology. Customized current awareness searches are not available. The NASA Information Bank has a retrospective search capability covering the period 1963 to present. The NASA data base is updated bimonthly and contains over 500,000 abstracts and citations. SCAN is a current awareness service that announces new accessions in a fixed number of preselected subject categories. SCAN supplements the basic and continuing NASA announcement tools: Scientific and Technical Aerospace Reports (STAR) and International Aerospace Abstracts (IAA). The two journals announce more than 60,000 documents per year.

# National Credit Union Administration

## S04200-001

*Credit Union Data (System).*

**Budget Function/Subfunction:** Mortgage credit and thrift insurance (401).

**Agency Contact:** John Sander, Budget Officer. 254-7060.

The National Credit Union Administration maintains a series of files which contain data profiling Federally chartered and Federally insured State-chartered credit unions. The information includes share and asset amounts, dividends paid, loans outstanding and numbers of members. A compilation of summary data is included in the Administration's published annual report.

Address lists are maintained for all reporting organizations.

# National Foundation on the Arts and the Humanities

## S04301-001

*Cultural Directory: guide to federal funds and services for cultural activities.* Linda Coe. Associated Councils of the Arts, New York, N.Y. 1975. 340 pp.

**Budget Function/Subfunction:** Research and general education aids (503).

**Public Availability:** ACA Publications, 1564 Broadway, New York, N.Y. 10036. $4.

**Agency Contact:** Linda Coe, Interagency Liaison, National Endowment for the Arts. 634-6369.

This directory describes Federal programs that offer assistance to individuals, groups, and institutions for cultural activities. Part I describes over 250 Federal and quasi-Federal programs which have the potential for assisting individual artists, architects and planners, researchers, historic preservation groups, and other public and private organizations. Part II describes 47 Federal boards, committees, commissions, and professional organizations concerned with arts and cultural activities. Part III outlines laws of particular interest to the arts community. At the beginning of each section, all entries are listed alphabetically by Federal agency, and numbered sequentially. These numbers, rather than page numbers, are used in cross references, listings, and the index. Appendices provide information on applying for government assistance, addresses of selected Federal regional offices and state arts agencies, and a bibliography of references about Government programs. The programs described may offer financial aid in the form of grants or loans; employment opportunities; or nonmonetary services such as technical assistance, managerial counseling, exhibits, publications, courses, and training.

# National Labor Relations Board

## S04400-001

*New Books and Current Labor Articles.* Library, NLRB.

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** Marion M. McCaleb, Management Analyst, Management and Audit Branch. 254-9139.

This compilation of book titles in the National Labor Relations Board Library lists the additions to the library as of June 1975. The books are listed alphabetically according to category, i.e., agricultural workers, antitrust laws, arbitration, budget, etc. Catalog numbers and call numbers of books are given.

## S04400-002

*Budget System.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** Marion M. McCaleb, Management Analyst, Management and Audit Branch. 254-9139.

The budget section is the recipient of information from all other agency sources and systems and processes this information to fill agency needs and meet Presidential and Congressional reporting requirements. The budget staff develops and obtains approval of the budget, and implements and monitors agency operating plans. The agency's performance budget shows the relationship between the amount of work expected to be accomplished and the cost of that work. It provides comprehensive information to OMB, Congress, and agency operating officials about the relative size of the work program and the extent to which economy and efficiency are effected.

## S04400-003

*Case Processing System.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** Marion M. McCaleb, Management Analyst, Management and Audit Branch. 254-9139.

The National Labor Relations Board's case data tracking system captures pertinent case tracking data from source documents onto machine-readable formats which result in punched cards. EAM equipment is utilized to collate, separate and list various data elements. Master file updates are handled by a proprietary software and computing firm. Various computer reports are generated, showing, for example, median elapsed days for various stages of casehandling, case volume statistics, and the applicability of case stages to constituent elements of the National Labor Relations Act and its amendments. Statistical reports are generated monthly. Additionally, an annual report of all case processing statistics is published.

## S04400-004

*Executive Secretary's Management Information System.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** Marion M. McCaleb, Management Analyst, Management and Audit Branch. 254-9139.

This system was designed to expedite the processing of cases before the Board. Periodic reports show which cases are overdue according to established time standards and the responsible individuals. Statistics on the number of cases handled by each Board Member's legal assistant are printed out periodically. This system is operated on commercial time sharing facilities, with data keyed in and reports generated on remote terminals located in the Executive Secretary's Office.

## S04400-005

*Legal Research System.*

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** Marion M. McCaleb, Management Analyst, Management and Audit Branch. 254-9139.

The Legal Research System is used in the codification of case information for legal research. On-line communications terminals are utilized for copy preparation to process data files for publication and the cumulative updating of (1) classification outlines for subject matter classification and (2) classified indexes on those outlines for publications covering Board decisions and related court decisions. The system produces a magnetic tape data file as input to the photocomposition process at GPO.

# National Science Foundation

## S04600-001

*Description of the National Science Foundation's Comprehensive Management Information System.* Management Information Office, NSF. 16 pp.

**Budget Function/Subfunction:** General science and basic research (251).

**Agency Contact:** George Pilarinos, Director, Management Information Office. 632-5766.

The system provides a means of keeping track of the large volume of applications for support by the National Science Foundation (NSF), and satisfies the need to constantly measure the health of science through analysis of statistical indicators. The NSF's management information system is organized around five broad system categories, with each system divided into a number of subsystems corresponding to particular NSF functions or activities. Although the systems and subsystems are logically independent of each other, their data are actually interlinked within the integrated data base so that information is captured only once at the appropriate point to be shared by the various subsystems. The five main systems are the Proposal Processing System; Program Management System; Planning, Evaluation, and Policy Studies System; Administrative Operations System; and the Local Management System.

## S04600-002

*NSF Proposal Processing System.*

**Budget Function/Subfunction:** General science and basic research (251).

**Agency Contact:** George Pilarinos, Director, Management Information Office. 632-5766.

The Proposal Processing System directly supports the principal function of the National Science Foundation--the receipt, evaluation, approval, or disapproval of proposals and applications for grants and contracts. The current volume of new proposals is in the range of 25,000 to 27,000 receipts per year. The number of awards made each year is between 10,000 to 12,000. The Proposal and Application Information Subsystem is a fiscal year processing subsystem. It registers new proposals and applications, collecting basic information about the requests, e.g., requesting institution, title, amount requested, project director name, etc. The Principal Investigator/Project Director Subsystem is a historical name file containing 80,000 entries compiled from proposals to NSF. The Institutional Reference Subsystem records data concerning the thousands of academic, non-profit, and commercial institutions doing business with the Foundation. This subsystem furnishes institutional data such as name, address, congressional district, etc., to other subsystems thereby eliminating the maintenance of redundant information in several files. Statistics are periodically compiled on an institutional basis about the number and dollar value of proposals and awards processed during the year to be made available for reports and displays.

## S04600-003

*NSF Program Management System.*

**Budget Function/Subfunction:** General science and basic research (251).

**Agency Contact:** George Pilarinos, Director, Management Information Office. 632-5766.

The Program Management System deals with the management of NSF programs after the grants and contracts are made. The Award Information Subsystem (AIS) maintains information about active grants and contracts regardless of the year in which they are made. The AIS picks up award data at the time the award descriptions are created and maintains these data until the project is completed and the award is terminated. This permits display and analysis of data about active grants and contracts from a variety of viewpoints--scientific discipline, budget program, geographic area, institution, and others. At any point in time NSF administers 25,000 to 30,000 active grants. The Award Budget and Expenditure Subsystem generates a line item budget showing the projected grantee spending plan. Data are summarized by institution, geographic area, scientific discipline and other key groupings. The Project Property Subsystem collects data on all Government-owned property in the hands of NSF grantees and contractors and keeps track of this property.

## S04600-004

*NSF Planning, Evaluation and Policy Studies System.*

**Budget Function/Subfunction:** General science and basic research (251).

**Agency Contact:** George Pilarinos, Director, Management Information Office. 632-5766.

This system contains a group of subsystems which can be used in the NSF program evaluation and planning process. Major policy issues are stored and tracked. Historic and future budget data files are maintained. An Allocation and Impact Model is used to estimate the impacts of alternative budget levels in terms of man-months of research supported, investment in permanent facilities and equipment and other costs of research.

## S04600-005

*NSF Administrative Operations System.*

**Budget Function/Subfunction:** General science and basic research (251).

**Agency Contact:** George Pilarinos, Director, Management Information Office. 632-5766.

This system is concerned with the management of NSF resources and with providing housekeeping services to NSF organizations. The Financial Accounting Subsystem (FAS) maintains all of the essential accounting information required by law and administrative procedure. It controls the commitment, obligation, and expenditure of funds and other assets; and it also provides the financial management data and analyses which program officials at all levels need to plan, execute, and evaluate their programs. The Manpower Management Subsystem (MMS) contains three principal components--a position management segment concerned with the control and utilization of the NSF position structure; a personnel segment concerned with the administration of employees and consultants; and a payroll segment concerned with compensation. The Mailing List Subsystem (MLS) manages a large scale NSF mailing list which contains in excess of 44,000 separate addresses--academic institutions, news media, public and private agencies, industrial organizations and individuals. The Equipment Inventory Subsystem (EIS) records and maintains the official stock records for Foundation equipment, including quantity, description, cost, location, and related information. The Classification and Codes Management Subsystem (CCM) maintains the numerous classification and coding structures employed in the NSF Management Information System.

# Occupational Safety and Health Review Commission

## S04700-001

*Management Information System: Tracking System Reports.* 1 Vol.

**Budget Function/Subfunction:** Prevention and control of health problems (553).

**Agency Contact:** Linda Dodd, OSHRC. 634-7943.

This manual contains the management system information on the Occupational Safety and Health Review Commission computerized tracking system reports. Included are lists of fields, operations, options, motion request codes, action and disposition codes, party codes, commissioner codes, and judges codes for the general format of the reports. The reports are filed in the manual by option number, with the following information provided for each: date of original description and revision, title, description of report content and operation, a printout of the program, and a sample report.

# Overseas Private Investment Corporation

## S04800-001

*OPIC Management Information System.*

**Budget Function/Subfunction:** Foreign economic and financial assistance (151).

**Agency Contact:** Jonathan C. Dill, Senior Corporate Planning Officer. 632-1796.

The Overseas Private Investment Corporation (OPIC) maintains a Management Information System, accessible through computer terminals, which collects, stores, and retrieves program-related data as needed. This center contains information relating to the fiscal and budgetary performance of OPIC's insurance and finance programs and to the current insurance program portfolio. Information in the center is disseminated periodically as needed by OPIC management or pursuant to program requirements. The dissemination is entirely internal to OPIC. Some of the information is classified 'Business Confidential' and is not available for public dissemination. OPIC also publishes an annual report which contains general information about the operation of the program during the preceding year. The report is widely disseminated to the public throughout the United States.

# Postal Rate Commission

## S05000-001

*Postal Rate Commission Index.* Office of the Secretary. March 6, 1975. 6 pp.

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** James Lindsay, Office of the Secretary. 254-3800.

The Postal Rate Commission Index is a listing of all orders issued by the Commission. Orders issued and appearing in the Index are grouped as follows: Jurisdictional Questions, Findings, and Practice and Procedure. Recommended Decisions and Orders of the Commission issued are cited two ways in the Index: (1) by the Government Printing Office (GPO) Print Reference Number and number of pages of the GPO publication; and (2) by the Commission Document Reference Number and the pagination of the decisions as originally issued by the Commission before the official printing by the GPO. For Commission Orders, the Commission Document Reference gives the date of the order and number, if any.

# Railroad Retirement Board

## S05100-001

*RRB Accounting System.*

**Budget Function/Subfunction:** General retirement and disability insurance (601); Public assistance and other income supplements (604).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

This system accounts for all monies provided and expenses incurred in the administration of the Railroad Retirement Act and the Railroad Unemployment Insurance Act. It is based on a system of accounts which covers: (1) the Railroad Retirement and Survivor Insurance Program; (2) the Railroad Retirement Supplemental Annuity Program; (3) the Railroad Unemployment and Sickness Insurance Program; and (4) administrative expenses of the Board. Control of property acquired and used under all Board programs is provided by the property accounts. Costs of property are allocated between program funds on a measured basis. Depreciation for equipment has been provided, and inventories of all property are taken at regular intervals. A special group of accounts, identified as Special Stewardship Accounts, and a special coding arrangement has been provided for all accounting not directly related to program activities. These are used to account for such things as: (1) collections and deposits of supplemental medical insurance premiums for the Social Security Administration; (2) civil service retirement deductions; (3) Federal and state income, and FICA taxes; (4) premiums for employee life insurance and health insurance; (5) U.S. savings bond purchases; (6) union dues; (7) contributions to charity; and (8) savings allotments. The system is on a full accrual basis. That is, it provides for recognizing in the books of accounts the significant and accountable aspects of financial transactions or events as they occur. It provides a current, systematic record of changes in assets and liabilities, and changes in operations as reflected by costs and expenses, the earning of revenues, the receipt and disbursement of cash, and other financial transactions. In addition, the system is so structured that the status of operations can be readily ascertained on a cash basis (i.e., on the basis of cash receipts and disbursements), as well as on an obligation basis, which reflects the separate obligations to pay for goods and services received and those ordered but not received.

## S05100-002

*Quarterly and Annual Operations System (BDPA-1).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

This system maintains a current record of active and inactive railroad employees. To accomplish this the RRB processes and records reports of current year service and earnings, prior year adjustments to service and earnings, changes to employee identification data, reports of new employees and certain related RRB claims and Social Security Administration (SSA) data. The 11 million-plus individual records involved contain, generally, the employee's name and initials, social security account number, railroad retirement claim number, total railroad service and earnings from 1937 to date, date of birth, sex, last railroad occupation and employer. As an adjunct to the annual year-end operations, another system prepares Form BA-6 and lists the employer ledger. The BA-6's certify, to the individual employee, service months and compensation for the past accounting year and also the accumulated amounts. Form BA-6 is a punched card with pertinent data printed on it. The employee ledger is a handy reference of all accounts that had service and compensation reported in the latest fiscal year. Railroad employers, upon request, can obtain the same data for workers in their employ. The BA-6 system generally splits up the data by employer, sorts it into employer-requested sequence and produces punched cards, listings, or tapes as desired.

## S05100-003

*Daily Certification Operations System (BDPA-2).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

The purpose of this system is to gather all the needed data regarding a specified railroad employee. The data are then released either in printed format or in tape files or is transmitted to the Social Security Administration over their telecommunications network. Approximately 65,000 of these certifications are made each month. The employee's social security service, if needed for adjudication, is also included in the certification. This service, along with the railroad service extracted from the RRB master file, forms the basis for the system's certifications. Certain certifications also include computations of the basic tier amounts under the Railroad Retirement Act. These are very diverse arithmetic routines and any case could have over 20 of these computations. Residual amounts are also computed for certain type searches based on the amount of taxes paid by the employee. Based upon the interchange of compensation data between RRB and SSA over the telecommunications network, a gross residual benefit is computed and a jurisdictional determination (RRB or SSA) is made.

## S05100-004

*Retirement and Survivor Annual Operations System (RES-3).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

At the end of each calendar year, approximately 200 retirement, monthly, survivor, and lump-sum tables are created. These tables may be printed in the Board's Annual Report, Monthly Review, or in Statistical Supplements. They are also used as reference material for estimates of effects of proposed legislation. Some of the controls in employee annuity tables are age, immediate or deferred annuity, years of service, amount of annuity, whether or not receiving SSA benefits, full age, reduced age, or disability annuity, and whether or not receiving supplemental annuities. Wives' annuity tables include breakdowns by age at accrual, presence of child, amount of annuity, age of annuitant, and year of accrual. For survivor individual tables, controls are by type of benefit, age of beneficiary, receipt of SSA benefit, and minimum benefit. Survivor family tables include the above plus family composition in current-payment-status (CPS). The most frequent totals requested involve number and amounts of benefits payable under the RRB and SSA formulas. Lump-sum tables control type of benefit, retirement status and type of beneficiary with totals of number and amount of benefits.

## S05100-005

*Financial Interchange System (RES-5).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

Financial interchange operations are of great importance to the Railroad Retirement Board (RRB). Computations are made of the Social Security Administration (SSA) benefits that would have been payable to RRB beneficiaries had railroad compensation been wages. Other computations are made of taxes that would have gone to the SSA and administrative costs that would have been chargeable to them. Interest payments are also included. Calculations for the financial interchange are made on a one percent sample and have resulted in large transfers from the SSA to the RRB. The records used in the financial interchange sample are selected as part of the quarterly retirement and survivor operations. Included in the quarterly programs is the extraction of a one percent file of accretions and deletions. Financial interchange annual programs also are used to produce stratum and family-composition factor counts and make these counts available for the table programs. The financial interchange table programs produce statistical data giving the 100 percent amounts corresponding to the 1 percent financial interchange amounts. Benefit payment amount and administrative cost tables are created. These inflated amounts are the basis for the transfers from the SSA to the RRB.

## S05100-006

*Wage History System (RES-8).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

The wage-history file is a four percent sample of all records of railroad service and compensation reported to the Board including service before 1937. Information on deaths and retirements is also entered into the wage-history file. The previous year's wage-history file is updated with current year actions including deaths, retirements, and wage data, obtaining the current year wage-history file. The current year wage-history file is the basis for the wage-history tables. Wage-history tables include active, withdrawal, and unemployment insurance tables. Editing for consistency between dates of retirement, death and last service precedes preparation of the tables.

## S05100-007

*Gross-Earnings Sample System (RES-10).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

A special one percent sample is obtained annually from the railroads giving total earnings including amounts above the taxable maximum. A cumulative gross-earnings file is maintained for use in the financial interchange between the Railroad Retirement Board and the Social Security Administration.

## S05100-008

*Actuarial Valuation System (RES-11).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

The actuarial valuation system utilizes the retirement, survivor, and lump-sum files, the 4 percent wage history file, the 1 percent gross earnings sample and the financial interchange file to conduct mortality, wage, retirement and financial interchange studies. The results of these studies are used to value the assets and liabilities of the Railroad Retirement Fund. In addition, the results are used to make cost estimates on proposed changes in the Railroad Retirement Act which affect the financial status of the fund.

## S05100-009

*Benefit Payment Operation System (BRC-3).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

This system maintains records necessary to issue payments under the Raiload Retirement Act and the Social Security Act; to report to the Internal Revenue Service the amounts of supplemental annuity payments made during the year; and to control the transfer of monies between the various accounts under the Railroad Retirement Act and the various accounts under the Social Security Act.

## S05100-010

*Policing System (BRC-8).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

The purpose of the policing system is to provide information, either from the beneficiary or from the Social Security Administration (SSA), on factors affecting eligibility for benefits or amount of benefit received. The annual subsystem provides for selecting certain beneficiaries, printing mailer cards for mailing questionnaires, and controlling the return of the questionnaires. The quarterly subsystem provides a communication link with SSA in Baltimore. This link (1) notifies the Railroad Retirement Board (RRB) if a beneficiary earns wages after RRB benefits begin and when new entitlement to SSA benefits occurs; and (2) identifies employers for whom the beneficiary worked after his beginning date.

## S05100-011

*Tax Credit/Liability Control System (BRC-9).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

The purpose of this system is to provide for controlling, accumulating and reporting to employers (l) data representing tax credits to employers based upon Railroad Retirement Board payments of supplemental annuities that are reduced by employer pension; and (2) data representing tax amounts to employers having employees covered by a collective bargaining agreement. The tax amount is the amount of supplemental annuities paid for given periods.

## S05100-012

*Retirement Attainment Selection System (BRC-10).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

The purpose of the system is (l) to identify cases in the payment rolls whose benefits may be affected because members of the family are attaining certain ages: there may be entitlement to Social Security benefits; or the employee annuitant is attaining an age whereby a spouse may be eligible; (2) to select and pass on to the health insurance system the names of persons who become eligible at age 65; and (3) to select and activate, through monthly reports, those annuitants meeting eligibility requirements for supplemental annuities. In addition, this system notifies employers to relinquish the rights of disability annuitants attaining age 65 so that benefits may continue; and notifies the last employer when an employee-annuitant dies. This system also provides notification letters to beneficiaries whose benefits are suspended temporarily.

## S05100-013

*Monthly Reports System (BUSI-3).*

**Budget Function/Subfunction:** General retirement and disability insurance (601).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

The monthly reports system serves management needs through the collection, analysis, and presentation of statistical data and workload and production information relating to operations under the unemployment and sickness benefit program. Based on inspection of master files and analysis of claims and benefits activity recorded therein, reports are produced to show: (l) the extent to which applications and claims are delayed in processing beyond a basic, normal time--Open Suspense Report; (2) the time required for transmittal applications of claims from defined geographical areas as well as time required for processing in the system--Monthly Time Lag Report; (3) the number of railroad employees, in various occupational and age groups, who are claiming unemployment benefits--Active Claimant Inventory; (4) the number of American Indians who register at trading posts on the reservation--Indian Track Workers; and (5) the quality or accuracy of claims examination through detection of erroneous determinations recorded in individual records, and the extent to which follow-up action may be needed with respect to partially completed adjustments actions--Post Audit and Recoverable Reports.

## S05100-014

*Protective Payment Recovery System (BUSI-4).*

**Budget Function/Subfunction:** Public assistance and other income supplements (604).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

Under agreements between labor and management, employees are paid for time not worked. If the employee also claimed and was paid unemployment benefits for the same period, the Railrod Retirement Board (RRB), under Section 2(f) of the Railroad Unemployment Insurance Act, is entitled to reimbursement in an amount which is the lesser of the protective payment of the unemployment benefits for the same period. The system currently operates with respect to nine employers. The employers are sent listings which tell them how much the RRB paid to their employees for a period (usually a month). The railroads, with one exception, in preparing their payroll for protected employees withhold from the employee's guarantee payment an amount equal to what the Board paid the employee, and repay the Board. In the case of one railroad, the procedure is reversed. The railroad makes its payments first, withholding and depositing in an escrow account the amount of benefits received by the employee. The railroad then reports to the Board how much it paid the employee. The RRB then computes and reports to the railroad how much is recoverable by the Board.

## S05100-015

*History Files Operations System (BUSI-5).*

**Budget Function/Subfunction:** General retirement and disability insurance (601); Public assistance and other income supplements (604).

**Agency Contact:** R. F. Butler, Secretary. (312) 751-4500.

This system processes records of unemployment and sickness applications and claims processed in the Daily Claims Processing System; although inactive, these records must be retained for the purpose of retrieving original documents. The history system keeps the active files to manageable size and preserves in an orderly fashion for ready reference and reprocessing, inactive records of closed benefit years that are likely to remain inactive. New records are added when an employee's first application for benefits in a benefit year is received. As time passes, benefit years pass into "history" and the records become inactive. However, under established disposal schedules the records of claims may be reviewed (for informational purposes, audit adjustment in payments, and for retrieval of original documents) any time up to 10 years after the end of the benefit year. The long period of retention is for the purpose of preserving access to original documents which may be necessary to establish a right to recover sickness benefits from personal injury claims which may not be resolved for long periods of time.

# Renegotiation Board

## S05200-001

*Renegotiation Reporting System.*

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Harold E. Stone, Director, Office of Administration. 254-8266.

The Renegotiation Reporting System assists the Board in its renegotiation process and the determination of what part, if any, of the profits realized from defense and space contracts and subcontracts is excessive. System data collection is via two principal source documents: the Standard Form of Contractor's Report for Renegotiation and the Statement of Non-Applicability of the Renegotiaton Act of 1951. The major categories of data reported and contained in the system are: income statement for renegotiation, segregation of sales, allocation of costs and expenses, financial statement data, method of accounting, and small business status. In result, the data bank of the system includes such information as renegotiable sales and profits; return on capital; return on net worth; the primary SIC code for each contractor; common control information which indicates the corporate group to which the contractor belongs, if any; coded 10-year renegotiation history; and other miscellaneous data related to a contractor's renegotiable and nonrenegotiable business. The Board uses output data from the system to provide a variety of information to the staff; to Department of Justice attorneys for use in renegotiation cases that have been appealed to the Court of Claims; to the public in filling requests under the Freedom of Information Act; and to the Congress.

## S05200-002

*Contractor Data Banks.*

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** Harold E. Stone, Director, Office of Administration. 254-8266.

Renegotiation is the process of determining what part, if any, of the profits realized from defense and space contracts and subcontracts is excessive. Excessive profits are determined by the application of certain statutory factors. Contracts are not renegotiated individually. Rather, renegotiation is conducted with respect to the receipts or accruals of the contractor under all renegotiable contracts and subcontracts in the entire fiscal year. Contractors whose renegotiable receipts of accruals in a fiscal year exceed the statutory minimum ('floor') are required to file a Standard Form of Contractor's Report. For those companies subject to the Renegotiation Act of 1951, as amended, the following data banks are maintained by the Board: (1) Standard Industrial Classification Code Data Bank. This provides information on a company in relation to other similar companies in the same industrial field. (2) Common Control Data Bank. This ascertains which companies are related to others in parent subsidiary arrangements. The purpose is to determine whether companies under common control of other companies are properly complying with filing requirements. (3) Historical Master File Data Bank. This provides a historical record of a company's filings over a 10-year period. (4) Statutory 'Hot Date' File Data Bank. The 'Hot Date' is either the one-year deadline by which time the Board must commence renegotiation action after receiving an RB-1, contractor filing, or the two-year deadline by which time renegotiation must be completed.

# Securities and Exchange Commission

## S05300-001

*SEC Docket; a weekly compilation of releases from the Securities and Exchange Commission.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** GPO, $43.70 a year.

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

This publication is a weekly compilation of releases from the Securities and Exchange Commission. Significant items in the releases are listed under announcements, options and orders, enforcement, and rules. This listing does not affect the legal status of any document published in the issue.

## S05300-002

*Statistical Bulletin.* Monthly.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** GPO, $20 a year, $2.40 a single copy.

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

This bulletin provides statistical information on activity in the New York Stock Exchange. Explanatory notes on tables are provided when necessary. Subjects for which information is provided include: stock volumes, stock indicators, gross proceeds from industrial stock, effective registrations, working capital, financial information on some member firms, and various filings and reports.

## S05300-003

*Official Summary of Security Transactions and Holdings.* Monthly. Section of Ownership Reports, SEC.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** GPO, $61.05 a year, $5.10 a single copy.

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The purpose of this summary is to provide the user with a complete list of security transactions and holdings. Contained in the summary is information on beneficial ownership of equity securities of issuers having such securities registered pursuant to Section 12 of the Securities Exchange Act of 1934, as amended, reported to the SEC by officers, directors, and principal stockholders pursuant to Section 16 (a) of the Act; the securities of registered public utility holding companies and their subsidiaries reported to the SEC by officers and directors of such holding companies pursuant to Section 17 (a) of the Public Utility Holding Company Act of 1935; and the securities (other than short-term paper) of registered closed-end investment companies reported to the SEC by officers, directors, principal security holders, members of advisory boards, investment advisers, and affiliated persons of investment advisers of such investment companies pursuant to Section 30 (f) of the Investment Company Act of 1940. All transactions are listed alphabetically by issuer. The security type is indicated, as is the name of the reporting person and the nature of ownership. Other information provided is the relationship of the reporting person to the issuer; date of transaction; other holdings; type of transaction; quantity purchased or sold; purchase or disposal price; and total holdings.

## S05300-004

**Automated Information Systems Directory.* January 22, 1975. various pagings.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The directory contains descriptions of all major computer-based information processing systems now in use at the Commission. Each description consists of five sub-sections: General Description, Sources of Information, Organizational Unit, Description of Data and Description of Reports. A capsule summary is provided presenting a brief description of each system and organizing the description into the most appropriate SEC functional categories to distinguish system/function inter-relationship.

## S05300-005

*Broker-Dealer, Investment Adviser Directory System (BDA).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

This system has been designed to create and maintain a computer data file containing selected statistical and other profile information with respect to broker-dealer and investment adviser firms registered with the Commission. For each firm the statistical information includes, for example, its type of organization, number of principals, exchange membership, etc. The system is utilized to produce two Commission Directories entitled 'Broker-Dealer Directory' and 'Investment Adviser Directory', and eleven other scheduled reports used by the Commission's staff members.

## S05300-006

*Broker-Dealer Financial Reports (BDF).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The BDF system was designed to process financial data contained in reports filed with the Commission by registered broker-dealers and stock exchanges. The computer file maintained by this system contains a separate record for each exchange member, broker or dealer who has filed a report. Each record has the capacity to incorporate a minimum of 90 data items or a maximum of 400 data items applicable to the profile of the reporting firm and type of report filed. The system produces compilations and analysis type reports which are used by the Commission's staff members in meeting their responsibilities.

## S05300-007

*Broker-Dealer Examinations (BDX).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The BDX system is designed to coordinate and compile information on broker-dealer examinations commenced by the Commission and self-regulatory agencies. The computer file maintained by the system contains a unique record for each examination. The reports produced by the system are used to assist in monitoring the scheduling of examinations by the self-regulators. This data file serves as an important informational tool in the development of an 'early warning informational and surveillance system' of the brokerage industry. Reports are used in the scheduling and spacing of examinations and 'exception reports' give notice of firms which have not been examined for a specified period of time.

## S05300-008

*Complaint Processing System (CMP).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The CMP system was designed to process data on complaints received from the investing public. The computer file maintained by the system contains a unique record of l5 data items for each public complaint received. A monthly report reflecting complaints against broker-dealers and mutual funds is produced and referred to the enforcement staff. By-products of the system are workload statistical reports categorized by headquarters and regional offices, and 'complaint search' reports reflecting a history of complaints received against an entity.

## S05300-009

*Delinquency Control System (DEL).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The DEL system was designed to identify issuers who have not filed their specified periodic report(s), and are alleged delinquent in complying with their obligation under the applicable regulatory Act(s). The computer file maintained by this system contains a unique record of eleven data items for each entity that is required to file periodic reports; e.g., type of report required, month/year of report, due date, and extensions beyond original filing date. Reports produced from the system are used to assist the staff to enforce rule compliance, to respond to public or staff inquiries, and to disclose nonreporting status.

## S05300-010

*Investment Company Data File System (IVT).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The IVT system was designed to maintain a data base of salient information on investment companies and investment company complexes (e.g., principal underwriters, sponsors, investment advisers, underlying companies). The data file contains a unique record for each registered investment company. Each record contains 24 unique data items, such as: name of company, address, type of company, amount of assets, status and branch assignment for both registered and inactive companies. The IVT data file can be interfaced with other data base files to extract and generate data on the total universe of investment company information. The system is used primarily to produce periodic directories and to compile various listings for staff reference.

## S05300-011

*Investigation Enforcement-Litigation Reporting System (INV).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The INV system was designed to produce statistical reports and analyses on Commission investigation and enforcement activities. The Name-Relationship Index data file (NRS) record used in this system contains 14 unique data items for each case or enforcement action, such as: case name, case file number, date case of action opened, date case of action closed, date formal order renewed or terminated, suspense code and type of case. The primary end-product is a Quarterly Workload and Analysis Report. The system is also capable of producing actions which are used for management and resource planning.

## S05300-012

*Management Investment Company Quarterly Reports System (NIQ).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The NIQ system processes data related to transactions and holdings on certain listed portfolio securities as filed by management investment companies. The system is designed to 'examine' each report filed for deficiencies under program control. The compatability of the NIQ data file with other comparative market data files makes possible various calculations and analyses for market impact studies and for producing stock-volume-performance data for surveillance studies.

## S05300-013

*Management Investment Company Annual Reports System (NIR).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The NIR system was designed to process statistical and name data items contained in the EDP attachments to management investment company annual reports. The computer file maintained by this system contains a composite record for each annual report. Each report contains approximately 300 major items of information and approximately 1,000 sub-items. The system is used to achieve two basic objectives: to produce aggregate statistical analyses, and to 'screen' selected items responses, through program control, to 'spot' possible deficiencies.

## S05300-014

*Name Relationship Search System (NRS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The NRS system was designed to maintain a comprehensive file of volatile name information consisting of registrants, principal persons, investigation cases and related individuals who have had a previous or have a current relationship with the Commission. The NRS file contains a separate record for each name indexed to a particular SEC docket file number. The number of data items for a name record may contain up to 37 unique items of information but varies contingent on the category of the source document. Its primary objective is to provide a ready index of name information from which automated search reports are generated for staff use. The file is also used to produce statistical reports concerning investigations and related enforcement actions.

## S05300-015

*Ownership Reports System (ORS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The ORS system was designed primarily to automate and expedite the publication of the 'official summary' of insider holdings of securities. The computer file maintained by the system contains a unique record, with up to 23 data items, for each insider by class of security of the issuer. The system verifies share balances, and is programmed to detect liabilities for short-swing profits. Additionally, raw data are analyzed to assist in the enforcement of anti-fraud rules.

## S05300-016

*Over-The-Counter Market Surveillance System (OTC).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The OTC system is designed to process market activity information acquired from the National Quotation Bureau. The system is programmed to generate price quotation histories for selected stocks. The data file contains 13 unique items of information, such as security number, broker number, date of bid, ask price, and bid price. It monitors all issues to detect unusual fluctuations in prices quoted and in dealer interest.

## S05300-017

*Proposed Sale of Securities System (PSS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The PSS system processes data reported on notices of proposed sale of securities pursuant to Rule 144 of the 1933 Securities Act. Rule 144 provides for full and fair disclosure of securities sales that otherwise would require formal SEC registration. The system provides a cross-reference to other SEC data base systems to produce information used in connection with investigations and regulatory-enforcement actions.

## S05300-018

*Registration Offering Statistics (ROS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The ROS system was designed to maintain a data base of statistical information pertaining to securities registrations and offerings. The computer file maintained by the system contains a unique record, with up to 45 data items, for each registration offering which has been filed with the Commission. The system is used primarily to compile and produce aggregate statistical data on corporate offerings. Additionally, it is used to produce periodic reports for the Federal Reserve Board, generate tables for publication in the 'Statistical Bulletin' and to perform one-time analyses.

## S05300-019

*Statistical Bulletin Series System (STB).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The STB system is comprised of five independent sub-systems, namely: Market Indicators (MI), Form R-31 Transactions (R-31), American Stock Exchange Transactions (ASE), New York Stock Exchange Transactions (NYS) and Odd-Lot Transactions (ODD). Each system maintains separate data files and programs. The data files which comprise the data base for the several STB sub-systems collectively contain 61 unique data items. These sub-systems are used collectively and separately to compile statistics on common stocks transacted on the national securities exchange. Aggregate data are produced and published in the 'Statistical Bulletin'.

## S05300-020

*Securities Violations Bulletin System (SVB).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The SVB system processes name and related data with respect to persons involved in State, NASD, Exchange, and Federal securities' violation actions. The computer file maintained by the system contains a unique name record, with ten data items, for each individual indexed. Names, file numbers and type of violation action are updated to the name relationship file (NRS) and then added to SVB data file under program control. The system is designed primarily to produce the publication, 'Securities Violations Bulletin' and periodic supplements. Additionally the system produces a 'Wanted Supplement' of persons involved in connection with the offering or sale of securities. The publication, 'SV Bulletin Index' is used by state securities administrations and other regulatory bodies concerned with securities law enforcement.

## S05300-021

*Workload Filing Requirements System (WFR).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The WFR system was designed to process data regarding the receipt, assignment and disposition of registration statement, periodic reports, applications, proxy statements, small issue offerings and similar material filed under the securities regulatory Acts. Approximately 125 public-use documents are identified in the workload inventory. The system is used to produce workload inventory reports which indicate whether active registrants are complying with reporting requirements. The data file is used as a data base in conjunction with the Delinquency Control System. Additionally, the system provides data for workload management and for resource planning and policy formulation.

## S05300-022

*Corporate Index System (CIN).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The CIN system was designed to facilitate the publication of two directories, 'Corporation Index' and 'Directory of Companies Filing Annual Reports'. The system maintains a data base of active and inactive records detailing the filing status of companies which have filed under the Securities' Act of 1933, Securities' Exchange Act of 1934, Public Utility Act of 1935 and Trust Indenture Act of 1939. The computer file maintained by this system contains a unique record of 10 items of data for each registrant, such as: current and former name of issues or registrant, address, applicable law, SEC docketed file number, SIC code, filing requirement information and geographic location identification. In addition to the production of directories, the system generates reports which are used as management reference tools by the examining branches.

## S05300-023

*Securities Traded on Exchanges System (STK).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The STK system maintains a data file containing information on issuers and issues of securities traded on exchanges. The system was designed specifically to produce the publication, 'Securities Traded on Exchanges.' The computer file maintained by this system contains a record for each issuer and issue of securities traded on a national securities exchange. Each record contains 25 items of data, such as: security identification, exchange, exemption privileges, issues, security status and security description. In addition to producing the publication cited above, the system provides the Commission's staff with statistical reports concerning all listed security issues.

## S05300-024

*CUSIP Numbering System (CUP).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The American Bankers Association Committee on Uniform Security Identification Procedures (CUSIP) Numbering System (CUP) was adopted to provide a common method of identifying issuers and issues. The system is comprised of a CUSIP master file, and a SEC file number index, which is adapted to cross reference several other computer files. It is used primarily for processing ownership reports. The CUSIP file is updated on a 10-day cycle to reflect transactions originating via SEC filings or furnished by the CUSIP Service Bureau. The system was implemented in March 1972. The data contained in the data file for this system are derived from the CUSIP Master Tape, a file produced by the CUSIP Service Bureau. The computer file contains a unique record for each issuer and corresponding issue of security. Each record contains five unique data items identifying the issuer, various issues of securities and current status. The system produces Transaction Registers and a CUSIP Master Directory on a regularly scheduled basis.

## S05300-025

*Corporate Pension Fund System (CPF).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Corporate Pension Fund (CPF) system was designed to process statistical data concerning private non-insured pension plans. The system is used primarily to assist in conducting economic research studies, and to compile aggregate statistics for publication. The data file consists of a universe of approximately 1,000 reporting companies. Data for this system are requested annually and submitted on a voluntary basis. Since there is no statutory requirement to file, the information available may not represent the entire universe of private non-insured pension plans. Individual company information is classified non-public. The data file was established in 1966. Data are available beginning with the year 1964, through 1972. Data contained in the data files for this system are derived from Form R-4i: Private non-insured pension plan questionnaire. The computer file maintained by this system contains a unique record for each respondent's questionnaire reporting for a given time period. Each record contains 33 unique items of information. These items include asset, disbursement, employment and receipts data. The system produces annual analytical and summary reports showing Fund, Asset, Receipt and Reserv information.

## S05300-026

*Investment Statistical Laboratory System (ISL).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Investment Statistical Laboratory (ISL) system provides stock price performance and volume information for equity securities traded daily on the New York and American stock exchanges. The system provides a base of market data which is used for comparative analysis in connection with the Management Investment Company Quarterly Reports System. An original objective of this system is to compile statistics concerning stock activity by investment companies registered under the Act. The ISD system was created in 1968, and is updated on calendar quarter basis. Data are available from the 4th quarter, 1967. The data contained in the file for this system are received in magnetic tape format from Interactive Data Services, Inc. The computer file maintained by this system contains a series of records for each issue traded. Each record contains 30 unique data items including stock price, volume, earnings, dividend and interest information. The system produces Issuer Status, Price-Volume, and Alphabetic Listing registers on a quarterly basis.

## S05300-027

*Income and Expense System (INE).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The New York Stock Exchange Income and Expense (INE) data file contains data on member firms who carry customer accounts. Data for this file are received twice yearly in the form of a preliminary report followed by a final report. Information is available from 1965. The INE data file is one of several received in machine-readable tape format from the New York Stock Exchange which contains information on the overall financial condition of NYSE member firms. The data file contains a separate record for each member firm. Each record contains approximately 380 line items of data categorized as follows: Gross income; Security commission income; All other income; Gain or loss from principal transaction; Profit or loss from management of and participation in underwriting syndicates and selling groups; Income from sale of investment company securities; Gain or loss from investments; Commissions paid to other brokers; Distribution of income; Communication costs; Salaries and other employment costs; Losses in error account and bad debts; Other expenses; Total expenses; Assets; and Liabilities and capital funds. Nonrecurring reports and listings are produced from this system based on specific need.

## S05300-028

*Joint Regulatory Report System (JRR).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

A Joint Regulatory Report data file (JRR) is maintained to process current information on the financial and operating conditions of New York and American Stock Exchange member firms. The JRR data file incorporates unconsolidated income, expense, balance sheet, and operational data. Such information is filed on a monthly basis by all New York and American Stock Exchange member firms doing business with the public. The JRR data file is used as an informational data base in connection with Commission rate hearings, special studies requested by the Commission, or other analysis of the brokerage industry. The JRR file is one of several data files received from the New York Stock Exchange which gives the overall financial condition of NYSE member firms. The data contained in the file for this system are derived from the Joint Regulatory Report: Broker/Dealers' Financial and Operational Condition. The computer file maintained by this system contains a separate record for each member brokerage firm. Each record contains financial data reported for each month, and approximately 350 unique data items categorized as follows: Capital requirements; Key financial data; Unconsolidated income; Statement of computation of net capital and aggregate indebtedness; Allowable assets in computation of net capital; Non-allowable assets in computation of net capital; Liabilities not included in aggregate indebtedness; Capital; Capital exposure items; Operational data; and Income and expense statement. Nonrecurring reports and listings are produced from this system based on specific need.

## S05300-029

*Liquid Asset Survey System (LAS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Liquid Asset Survey System (LAS) was designed to perform statistical analysis on firms having assets of 100 million dollars or more. Approximately 450 companies are included in a quarterly survey which include U.S. non-financial companies (excluding manufacturing companies). The LAS system is used to compile data for economic research in corporate liquidity. Additionally, aggregate data are made available to the Federal Reserve Board. Information for this system is collected on a sampling basis only. Since there is no statutory requirement to file, the information may not be complete. The data file was established beginning with the 4th quarter of 1969, and is updated quarterly. The data contained on the data file maintained by this system is derived from the Form R-1a: Survey of Liquid Assets. The computer file maintained by this system contains a unique record for each respondent to a Form R-1a questionnaire. Each record contains 21 data items involving asset, liability and credit information. The system produces quarterly reports facilitating analysis of data for current quarter and previous quarter.

## S05300-030

*National Association of Securities Dealers Form Q Reports System (NSD).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The National Association of Security Dealers (NASD) quarterly report system (NSD) maintains a data file of broker-dealer financial data filed with the NASD by its members on NASD form Q. The data are used to assist the staff in performing economic analysis of the brokerage industry. This system was created in October 1973. Data are available beginning with the first quarter of 1971. The data contained on the computer file for this system is obtained in magnetic tape format from the NASD. Each record contains a data field for each of the 50 line items and respective sub-items for a total of approximately 300 separate data items categorized as follows: Broker classification; Allowable assets in computation of net capital; Non-Allowable assets in computation of net capital; Liabilities included in aggregate indebtedness; Liabilities not included in aggregate indebtedness; Net capital summary; Operational report; Reserve requirement under SEC Rule 15c3-3 of the 1934 Act; Intra-State offerings; and Fails to deliver. Nonrecurring reports and listings are produced from this system based on specific need.

## S05300-031

*New York Exchange Rule 384 System (NYS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Rule 384 data file system (NYS) incorporates data on New York Stock Exchange firms having transactions over $300,000 for a given week. This data file contains information on orders eligible for negotiated commission rates which are executed during the second full calendar week of each month. Data for this system are received quarterly and are available from the third quarter 1971 to the fourth quarter 1973. This data file is one of several data files received from the New York Stock Exchange in machine-readable tape format which contains data on the overall financial condition of NYSE member firms. The computer file maintained by this system contains a separate record for each reporting member firm. Each record incorporates 25 separate items of information including: volume, market value, commission, security description, number of shares, market and trade data. Nonrecurring reports and listings are produced from this system based on specific need.

## S05300-032

*Pension Fund Monthly System (PFM).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Pension Fund Monthly (PFM) system was designed to collect and generate aggregate statistics on non-insured pension plans. The system processes estimated data concerning assets, acquisitions, disposals and net acquisition of common stock. The primary end-product is a quarterly publication of statistics in the Statistical Bulletin Series. Individual pension plan information is non-public. Quarterly data are available for the 1964-present period; monthly data are available from October 1971 to the present. Data contained in the file for this system are derived from the Form R-4a: Report by Trustee-Agent on Private Non-insured Pension plans. The computer file maintained by this system contains a unique record for each respondent's report for a given month. Each record contains 42 unique items of information including asset type and activity data. The system produces quarterly reports reflecting aggregate statistics on reported items.

## S05300-033

*Periodic Payment Plan Certificates System (PPC).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Periodic Payment Plan Certificates System (PPC) was designed to process data for investment companies which offer mutual fund payment plans to the public. The system generates reports showing pertinent data reported on quarterly reports, such as number of plans issued, number withdrawn, number of plans outstanding. These data statistics are presented in tabular format and categorized in year, quarter, item sequence. The data file contains information beginning with the fourth quarter 1971, and is updated quarterly. Data collected and processed by the system are submitted on the Form N-27D-2: Quarterly Report of Registered Investment Companies That Are Issuers of Periodic Payment Plan Certificates Subject to the Surrender Right of Section 27 (d) of the Investment Company Act of 1940. The computer data file for this system contains a unique record for each Form N-27D-2 filed. Each record contains a data field for each form item and various sub-items. Each data record contains approximately 121 separate items of information including certificate description and issuance data. The system produces quarterly tabular reports showing number of plans filed.

## S05300-034

*Privately Placed Securities System (PPS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Privately Placed Securities system (PPS) was designed to process data regarding issues privately placed by specific foreign and domestic companies and governments. Essentially this system maintains a master file of securities not registered under the Securities Act of 1933. Data for this system are requested quarterly for economic research purposes and submitted on a voluntary basis. Since there is no statutory requirement to file, the information available may not represent the entire universe of privately placed securities. The PPS system incorporates pertinent characteristics of each security to be sold. This system is used for special studies and analysis, and for preparing reports used by the Federal Reserve Board. Statistical compilations are also published in the 'Statistical Bulletin.' The data file was created in July 1970, and is updated quarterly. The data are derived from a survey letter sent to certain insurance companies, and from various periodic reports. The computer file maintained by this system contains a record for each company which has issued private offerings. Each record contains 14 unique data items including: asset size, interest rate, industry, security type, takedown and maturity data. The system produces monthly reports listing itemized transactions and quarterly reports of new security offerings.

## S05300-035

*Quarterly Financial Report System (QFR).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Quarterly Financial Report system (QFR) was designed to process summary income and balance sheet data filed by manufacturing companies. This system is part of the Federal Government's general statistical program. The system is used primarily to produce aggregate statistics for internal studies and analysis. Data for this system are requested quarterly for economic survey purposes by the Federal Trade Commission. The data are received in magnetic tape machine-readable format from the Federal Trade Commission. The computer file maintained by this system consists of aggregate data received on a quarterly basis. There are 37 major items of information including: revenue, income, tax, gain and loss, dividend, capital stock, working capital and equity data. Nonrecurring reports and listings are produced from this system based on specific need.

## S05300-036

*Third Market Notifications System (TMN).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Third Market Notifications system (TMN) was designed to process data on broker-dealers who commenced or ceased to make a market in a common stock. Basically, the system provides identification of broker-dealers making off-board markets in common stocks traded on exchanges as well as summaries of over-the-counter (OTC) stocks traded on the NYSE. This system provides data for analysis of market regulatory activities in connection with market oversight responsibilities of the Commission. This system is related to the Third Market Transactions system (XSN) which provides Rule 17a-9 OTC market data. The system was implemented in April 1968, and is updated quarterly. Data are available beginning with the 1st quarter 1968. Data are derived from the Form X-17A-9 (1): Notification by Market Makers in Common Stocks Traded on National Securities Exchanges. The computer data file maintained by this system contains a unique record for each broker-dealer engaged in market making activity. Each record contains 8 data items of information including: name of broker-dealer, commencement date, cessation date and exchange identification data. The system produces quarterly reports reflecting active and inactive lists of broker-dealers and common stocks in third market notifications.

## S05300-037

*Transaction Revenue Study System (TRS).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Transaction Revenue Study system (TRS) consists of a data file of approximately 100 New York Stock Exchange member firms. The data file incorporates revenue information and is used primarily in conducting and analyzing data for revenue studies. The data for this system are submitted on a staggered basis; 20 member firms report monthly, the other member firms report on a rotating basis. The Transaction Revenue data file is one of several files received in machine-readable tape format from the New York Stock Exchange which contain data on the overall financial condition of NYSE member firms. The data file maintained by this system contains 18 separate items of data for each record including: type of firm, customer type, type of account, market, commission and service charge information. Nonrecurring reports are produced from this system based on specific need.

## S05300-038

*Repeal of Section 22d Study System (TTD).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

This data file was created to facilitate a special study on the repeal of Section 22 (d) of the Investment Company Act and its potential impact on the mutual fund industry. This project was conducted in conjunction with a related study undertaken by the National Association of Securities Dealers. The universe of information consists of quantitative data received on special questionnaire forms sent to selected respondents which included 250 open-end companies, 600 broker-dealers and 70 principal underwriters. The study was conducted in May 1971. The computer data file for this system contains a separate record for each respondent. In total, there are approximately 2,700 unique items of information. Nonrecurring reports are produced from this system based on specific need.

## S05300-039

*Working Capital Data System (WCD).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Working Capital Data System maintains a data file containing current asset and liability information on a universe of approximately 1,500 non-financial U. S. companies (manufacturing type firms are excluded). Data are received and calculated to estimate the working capital position of these corporations. The system also provides for statistical analysis of long-term debt categorized by industry. The data file was created in July 1968 and is updated quarterly. Data for this system are requested quarterly for economic survey purposes and submitted on a voluntary basis. Since there is no statutory requirement to file, the information available may not represent the entire universe for such companies. The data contained in the data file for this system are derived from the Form R-2: Quarterly Report on Working Capital and Long-Term Debt. The computer file maintained by this system contains a record for each reporting corporation. Each record contains 15 unique items of information including: cash, asset, liability, tax, inventory, debt, receivable, industry and size data. This system produces quarterly reports reflecting working capital by industry group and by comparing current and previous quarter entries.

## S05300-040

*Third Market Transactions System (XSN).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The Third Market Transactions System (XSN) was designed to process third market transaction data submitted pursuant to the requirements of rule 17a-9 of the Securities Exchange Act of 1934. As required by rule 17a-9, Form X17A-9 is filed by each broker-dealer who is a market maker in a common stock listed on the New York and other stock exchanges. The system compiles such data as stock totals, broker-dealer totals, money and share volume on purchases and sales for a given stock. The XSN system also provides data for the Management Investment Company Quarterly Reports System (NIQ) which is used for analysis of investment company portfolio activity. The system was implemented in April 1967. Data are available beginning with the 3rd quarter 1967. However, data from 1967 thru 1970 is incomplete. The data file is updated quarterly, and is derived from reports of transactions by market makers and broker-dealers. The computer data file maintained by this system contains a unique record for each market maker reported on Form X-17A-9. Each record contains 12 unique data items of information including: dollar volume, purchases, sales, exchange and share volumes. The system produces regularly scheduled quarterly reports reflecting broker-dealer activity and share volumes by stock.

## S05300-041

*Over-the-Counter (OTC) Notification System (XST).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

The OTC Notification System (XST) is designed to process pertinent data on market makers in OTC margin securities. These data are filed by OTC market makers pursuant to Rule 17a-12 of the Securities Exchange Act of 1934. The system produces summary and detail listings sequenced by security and brokers who are making markets in such securities. Data submitted pursuant to rule 17a-12 are used in conjunction with data furnished by the National Quotation Bureau (NQB). The system generates listings and reports which are used to materially assist in Commission surveillance functions. Additionally, information is sent to the Federal Reserve Board on a quarterly basis. The system was implemented in July 1969. The data file is updated on a quarterly basis, and is derived from notifications by OTC market makers in OTC margin securities, and NQB data tapes. The computer file maintained by this system contains a unique record for each broker-dealer who reported on Form X17a-12(1). Each record contains 8 unique items of information identified as follows: Broker-Dealer, commence date, cessation date, CUSIP number, file number, NQB number, name of security, and withdrawn code. The system produces regularly scheduled quarterly reports listing activity of broker-dealers and listings by security of active market makers.

## S05309-001

*Directory of Companies Filing Annual Reports with the Securities and Exchange Commission, under the Securities Exchange Act of 1934.* Office of Registrations and Reports, SEC. June 30, 1974. 439 pp.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** GPO, Stock No. 4600-00097, $4.20.

**Agency Contact:** Ralph L. Bell, Director, Office of Data Processing. 755-1152.

This report makes available a listing of 9,996 companies filing annual reports with the Securities and Exchange Commission (SEC) as of June 30, 1974. The directory includes companies with securities listed on national securities exchanges, companies with securities traded over the counter which are registered under section 12(g) of the Securities Exchange Act, and certain companies filing pursuant to section 15(d) of the Securities Exchange Act as a result of having securities registered under the Securities Act of 1933. Indication of filing provision is provided by a prefix to the Docket Number: '12(g)' companies by 0-, '15(d)' companies by 2-, and companies listed on exchanges by 1-. The companies are presented alphabetically and by industry classification. Industry groups are based on the Enterprise Standard Industrial Classification developed by the Office of Management and Budget. The organization or unit classified consists of the company and all subsidiaries included in the consolidated financial statements submitted to the SEC. Each company was classified on the basis of its major activity as determined by the product or group of products produced or handled, or services rendered, as reflected by the gross revenue of the company.

# Selective Service System

## S05400-001

*Automated Accounting System.*

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** C. E. Boston, Office of the Director. 343-7117.

This system contains several categories of fiscal data used exclusively within the agency. No information produced by the system is distributed outside the agency, although data are extracted from the output printouts and used to prepare reports sent outside the agency, such as the SF-224, Statement of Transactions, sent to the Treasury Department. The sources of input data are warrants, allotments, obligating documents, invoices, schedules of payments, computer tapes from the automated payroll system and journal vouchers. The two major output products of the system are the Financial Plan and the Budget Activity Report. The Financial Plan is the basic financial management report for monitoring the status of funds throughout the fiscal year. The report is monthly except that at critical times, e.g., near the year end, it is available on demand. This report contains a detailed list by cost center, major object class and sub-object class of allotments, obligations, unobligated balances and disbursements. It also contains an agency-wide consolidated listing and shows the total allotments to date, reimbursements earned and total obligational authority. The Budget Activity Report accumulates cost information for monitoring the utilization of appropriated funds in accordance with program levels established by the Congress. The report is quarterly, but also can be produced on demand. The major subdivisions of this report are the six budget activities in the appropriation structure of the agency. Data are accumulated under each activity by major object class and sub-object class and are displayed in the form of amounts of obligations, accrued expenditures and disbursements.

## S05400-002

*The Registrant Information Bank System (RIB).*

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** C. E. Boston, Office of the Director. 343-7117.

The primary purpose of the RIB system is to serve and assist the local boards and operations managers. Accordingly, the system is concerned with assembling, editing and processing registrant data received from the field. The results of these operations are returned to the field via established RIB reports. The system maintains a unique record for each local board registrant. Each record contains those items of information which describe a registrant's current status; i.e., selective service number (SSN), name, address, date of birth, SSAN, random sequence number (RSN), physical characteristics, extended liability, previous examination, procedural rights, and examination or induction status. In addition, the system identifies the local board which currently has permanent custody of a registrant's file. The RIB system generates a number of output reports for use by local boards and other administrators, such as: (1) The Classification Summary-By-Year Group: These are RIB reports which provide the local boards, state headquarters and national headquarters with trends in registration and classification, by age groups, for registrants whose records are established in RIB. (2) The Report of Medical Specialists: This report identifies medical specialists registrants of the local board for whom records have been established in RIB through the as-of-date listed on the report. The report is periodically furnished to the local board when needed to process the registrants for classification, examination and induction. (3) The RSN Statistical Report (State): This is an annual RIB report prepared following the lottery drawing which indicates to the state headquarters the number of registrants, combined for all its local boards, within a particular RSN and the cumulative number of registrants up to and including a particular RSN. This report is a summary of the Registrant RSN Report by SSN furnished to the local boards. (4) Summary of Processing Delays: This is a monthly RIB report which indicates to the state headquarters, based on information in RIB, the number of possible processing delays, by category, for each of the state's local boards. Each delay is measured up to the date of report. This report is a summary of the Agenda of Processing Delays report that is issued to the local boards for the same reporting period.

## S05404-001

*SSS Reserve and National Guard Personnel Records and Related Files System.*

**Budget Function/Subfunction:** Defense-related activities (054).

**Agency Contact:** C. E. Boston, Office of the Director. 343-7117.

This system contains data on currently assigned officers and warrant officers of the Reserve and National Guard assigned to the Selective Service, and former officers and warrant officers. System records contain a variety of information relating to selection, placement and utilization of military personnel. The records also contain information about members such as name, rank, social security account number, date of birth, physical profile, residence and business addresses, and telephone numbers. Information is also recorded on unit of assignment, occupational codes and data pertaining to training, cost factors, efficiency ratings and mobilization assignments and duties, and other information relating to the status of the member. Information in these records may be used by agency officials for purposes of review in connection with appointments, assignments, promotions and determination of qualifications of individuals. The system provides statistical reports to management and the member's Branch of Service for the administration of the Reserve Forces Program of the Selective Service. Information may also be used to respond to general requests for statistical information or specific individual requests under the Freedom of Information Act, and as a locator file.

# Small Business Administration

## S05500-001

*SBA Management Information Summary Report.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Herbert T. Mills, Acting Assistant Administrator for Administration. 382-6805.

This monthly publication presents significant information for overall management evaluation. It includes national summary highlights on all loan programs for current and past fiscal year, status of loan portfolio, loanmaking by category and other outputs, loan applications pending at end of month, comparison of loan approvals FY to date, status report of procurement and management assistance, percentages of trouble loans and accounts by programs by month (SBA dollars), investment division activities, Small Business Investment Company data, and status report on prime contracts. Similar information is included for regional offices.

## S05500-002

*SBA Lease Guarantee and Loan Accounting (System).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Herbert T. Mills, Acting Assistant Administrator for Administration. 382-6805.

Data files are maintained on lease guarantees and loans to small business. Lease guarantees permit small businesses to obtain the use of premises in cases where their credit rating might not otherwise justify it. Data elements include amount of rent guaranteed by calendar period and the status of guarantees. Data collected on loans include: loan program and type, geographical location, SIC code, name of borrower, and amount approved and disbursed. Periodic reports are prepared summarizing the status of loan activities.

## S05500-003

*SBA Procurement Activities (Data).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Herbert T. Mills, Acting Assistant Administrator for Administration. 382-6805.

Information is collected and reports are prepared to indicate the level of activity in SBA programs designed to help small businesses obtain Federal contracts. The data identify the procuring agency, the nature and amount of the contract, name and address of the company and the status of the contract. Minority firms are identified. Cases that involve an SBA review and the issuance of a Certificate of Competency are also described.

## S05500-004

*SBIC and MESBIC Financial Data (System).*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Herbert T. Mills, Acting Assistant Administrator for Administration. 382-6805.

Statistical information is collected regularly from Small Business Investment Companies (SBIC) and Minority Enterprise SBIC's (MESBIC's). Periodic reports are prepared that summarize financial data and provide indicators of the level of activity.

# Smithsonian Institution

## S05600-001

*Natural History Information Retrieval System.*

**Budget Function/Subfunction:** Research and general education aids (503).

**Agency Contact:** James F. Millo, Assistant to the Director, National Museum of Natural History. 381-5191.

The data bank of the system contains specimen and bibliographic records in the fields of natural history that pertain to the important biological and geological collections of the museum. Information is entered on specimens mentioned in scientific literature and cataloged for current research projects. The NHIR data base contains over 100,000 specimen records.

## S05600-002

*Catalog of American Portraits.*

**Budget Function/Subfunction:** Research and general education aids (503).

**Agency Contact:** Wilford P. Cole, Keeper, Catalog of American Portraits. 381-5681.

The Catalog of American Portraits includes information about portraits of and by Americans from all periods of history. Biographical data that describe artists and subjects are collected and organized so as to be accessible for research. Details of individual portraits, such as the medium of the work and the history of ownership, are also retained in the file. The catalog contains over 200,000 records of portraits, literary references, and graphics.

## S05600-003

*Smithsonian Science Information Exchange, Inc.*

**Budget Function/Subfunction:** Research and general education aids (503).

**Agency Contact:** David F. Hersey, Director. 381-5511.

The Smithsonian Science Information Exchange, Inc. provides for the national research community a comprehensive, computerized source of prepublication information about research programs that are planned or actually in progress in the biomedical, social, behavioral, physical, and engineering sciences. The Exchange, located at 1730 M Street, N.W., in downtown Washington, was founded in 1948 by a number of Federal agencies for the purpose of coordination and communication in research programming. The number of participating agencies has grown steadily through the years. Most federal research programs, as well as those of a substantial number of private foundations, professional organizations, industries, and local governments are now included. Both Federal and nonfederal users pay a nominal fee for services. Approximately 100,000 notices of research projects are received and processed annually. These records in most cases are prepared by principal investigators and updated each year. Registration of foreign research is limited but growing. Each record fed into the Exchange's computer data bank contains a brief technical summary of the program in question together with other essential information: principal investigators, where the work is taking place, pertinent dates, and sources of support. The subjects of research recorded in this continually updated system cover basic and applied work across a full spectrum of subjects: nuclear fuel technology, oceanography, public health, highway technology, linguistics, crime and delinquency, agriculture, and wild-life conservation. The current file, which covers the past two Government fiscal years, contains records on more than 200,000 ongoing or recently completed projects. Services offered include searches of the file by technical subject field, performing or funding organization and compilations that indicate the amount of funding by year.

## S05600-004

*Increase and Diffusion; a brief introduction to the Smithsonian Institution.* Office of Public Affairs, Smithsonian Institution. 1975. 86 pp.

**Budget Function/Subfunction:** Research and general education aids (503).

**Agency Contact:** Carl W. Larson, Director, Office of Public Affairs. 628-4422.

The purpose of this book is to provide information on the meaning of the Smithsonian Institution, its work in science, history and art, public service, and kinds of programs that the museum provides.

# Tennessee Valley Authority

## S05700-001

*Fiscal and Budgeting Accounting System.*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** John S. Barron, Assistant to the General Manager. (615) 637-0101.

The Fiscal and Budgetary Accounting System consists of an automated system of accounting records covering the transactions of the five major accounting offices--Central, Chemical, Power, Construction, and Plant--and the related activities of the Treasurer's Office, Retirement System, and Budget Staff. In addition to detailed information required for operations management and audit purposes, the system provides in summary form the following major management reports on a monthly basis: (1) Organization Statements--Contain actual and fiscal year-to-date expenditures and fiscal year budget allocations. Generally these reports are broken down to the specific activity (account number) level, and are used by the several organizations for cost reporting and budget control. (2) Financial Statement, Volume I--Consists of a corporate-type balance sheet; statements of operations and funds; schedules of changes in completed plant; changes in construction and investigations in progress; administrative and general expenses; and operation of multiple-use facilities. (3) Financial Statement, Volume II--Consists of fiscal and budget information pertaining to the accounting for and application of appropriations, revenues, and borrowings, and summaries of fiscal year-to-date expenditures and fiscal year budgets by major TVA functions and within function by organization. An annual summary of the financial statement information is provided at the end of each fiscal year containing a balance sheet, statements of operations and changes in financial condition, and other information on TVA's expenses and capital outlays.

## S05700-002

*Electric Sales Statistics.*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** John S. Barron, Assistant to the General Manager. (615) 637-0101.

Electric power sales statistics are compiled on magnetic tape on a regular and continuing basis as an aid in the management of the TVA electric power system. These statistics are also used by the power distributors for management purposes. From information supplied by the 160 power distributors, a variety of monthly statistical summaries are compiled; e.g., sales by rate and class, use by residential and commercial and industrial users by levels of energy use, and TVA sales by delivery points to the 160 power distributors and 50 industries and Federal agencies.

# United States Arms Control and Disarmament Agency

## S05800-001

*Annual Survey of Federal Funds for Research, Development and Other Scientific Activities.* Annual Report. Gail Callaghan. Budget and Fiscal Section, Office of Administration. Vo. XXIV, NSF Form 818. March 1975. various pagings.

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** Edward Grove, Officer, Budget and Fiscal Section, Office of Administration. 235-9788.

This report is prepared annually by the Budget and Fiscal Section for the National Science Foundation. It reports the Agency's external research contract activities by the following categories: (1) research versus development; (2) type of academic discipline, i.e., economic, engineering, etc.; and (3) type of contractor/vendor, i.e., institution, profit/nonprofit organizations, private firms, etc. In addition, dollar amount of award is indicated by category by contractor.

## S05800-002

*Accounting System.*

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** Edward Grove, Officer, Budget and Fiscal Section, Office of Administration. 235-9788.

This system provides the agency with a series of computer-generated reports on a monthly basis. These reports give a comprehensive overview of accounting history, allotment status and funds which have been obligated for expenditure by specific object class and activity. They are used for detailed management financial planning, and for the preparation of monthly spread sheets and memoranda utilized in analyzing the Agency's financial situation.

# Civil Service Commission

## S05900-001

*CSC Special Library Data Collections.*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

The CSC Library maintains special reference collections on personnel literature, administration, law, and civil service which are described as follows: (1) Personnel Administration and Civil Service. Includes all books, pamphlets, brochures, serials, documents, unpublished papers, periodicals, and microforms which relate to the Federal civil service or the Federal personnel administration; selected Federal agency personnel manuals; major materials on personnel administration; state, local, and foreign civil service; public administration; and management. (2) Social and Behavioral Sciences. Includes materials such as political science, psychology, sociology, economics, and education. Only latest editions of texts are retained and generally the collection is weeded more stringently than the personnel materials. In addition, selected publications may be secured in such fields as history, financial management, and statistics. Retention is determined by use. (3) Legislative Reference Collection. Contains selected copies of bills, reports, hearings, documents, and public laws from the 19th to the current Congress. In addition, the Library has compiled legislative histories on all major civil service laws. Basic research tools in legislative reference are also included. (4) College Catalog Collection. A collection of current catalogs from American universities and colleges. Only the most recent issue is retained. (5) Pendleton Room Collection. Contains books, pamphlets, brochures, manuscripts, or other materials considered to have historical significance for the study of the Federal Civil Service, and to have value to historical researchers. It also houses memorabilia and other objects related to civil service history, as well as the National Civil Service League Collection, the Baruch Collection, the Job Evaluation and Pay Review, Task Force Collections, Civil Service Papers Collection, a picture collection and a clipping collection.

## S05904-001

*Labor Agreement Information Retrieval System.*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

This system is an automated index and data base for retrieval of information and statistics on various labor management contracts between agencies of the Federal Government and unions representing Federal employees. The text of the contracts is maintained in microfiche files which are indexed by computer, thus making specific clauses of interest quickly accessible to interested parties. A terminal at the central office is connected to a computer in El Segundo, California, which contains the data base of 3,800 records. Examples of record content are as follows: management rights (GP), supervisor's role, management grievance procedures, arbitration provisions, number of arbitrators, arbitrator selection procedures, payment of arbitration fees, type of arbitration, scope of arbitration authority, and arbitration exclusions.

## S05908-001

*Federal Automated Career System (FACS).*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

The Federal Automated Career System (FACS) is a CSC program designed to assist agencies in meeting their staffing needs. FACS is a centralized computer-based skills inventory covering career Federal employees at certain key grade levels and in certain occupational groups. It is a system of identifying, through advanced computer techniques, persons for filling specific job vacancies. FACS includes records of most current Federal employees who are now serving or have previously served under competitive full-time career or career-conditional appointments in one of the occupations and grade levels as follows: 0200, Personnel Management and Industrial Relations (GS-11/14); 0300, General Administration (GS-13/14); 0500, Finance and Accounting (GS-13/14); 0800, Architecture and Engineering (GS-13/14); 1100, Business and Industry (GS-13/14); and 1500, Mathematics and Statistics (GS-13/14). There are over 80 searchable fields or unique elements of information in an individual's record. These elements are grouped by identification information, current and prior work experience, personal preferences, education, training, and special qualifications. This allows FACS to be very detailed in its search requirements. In addition, the system permits combining any of these searchable fields in any logical sequence to obtain optimum results. When a vacancy occurs, an authorized agency official may telephone the request to the FACS Control Unit, make a request by mail, or come to the FACS desk in person for search requirements.

## S05909-001

*Retiree Annuitant System.*

**Budget Function/Subfunction:** Health care services (551).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

The purpose of this system is to maintain all necessary records of Federal retirees and/or their survivors, and to produce monthly annuity checks for them. Files in the present system include the master file, the change file, the withholdings file, the waiver master file, the home address file, the due later file, and the survivor file. In addition, there are files for the accumulation of reports data and for control purposes. The basic monthly output of this system is a series of tape files for the Department of the Treasury to use in printing the annuity checks. Other outputs include the following reports: pay data, insurance, health benefits, tax withholding and actuarial and control.

## S05911-001

*Agency Evaluation Statistics.*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

This system is used for recording, maintaining, and reporting Agency evaluation statistics which are gathered during, and reflect the results of, CSC evaluation visits at approximately 750 Government installations per year. Information is maintained on punched cards. Input is derived from CSC Form 1045. The system produces a quarterly report for use by the Bureau of Personnel Management Evaluation.

## S05911-002

*Agency EEO Evaluations.*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

This system is used for input preparation, item analysis, and selective sorts of questionnaire responses for approximately 100 to 150 Agency EEO questionnaire surveys annually (CSC Form 1165), maintenance of questionnaire data base on magnetic tape and use of factor analysis and correlations on up to 30,000 questionnaires annually; and percentile and analysis on all questionnaire surveys processed. Reports produced are (1) percentage of positive and negative responses, and (2) percentages against a mean and standard unit deviation table. Data elements consist of multiple-choice replies to questions related to discrimination in the work situation.

## S05912-001

*Executive Assignment System.*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

The Executive Assignment System was established to: (1) make available to agency heads the most capable executives throughout the Federal service when they are making assignments at grades GS-16, 17, and 18; (2) provide the comprehensive data necessary for more effective planning in the executive manpower area; and (3) give outstanding executives expanded opportunities to use their talents throughout the Government. All employees in grades GS-15 and above are required to complete SF 161. Data from this form are keypunched into at least 30, at most 54, cards. Data are then entered into the three tape files: (1) screening file, containing a condensed record of coded information on each person in the master file; (2) master inventory file, containing full records (the coded information plus translations of certain codes and some free-form information); and (3) working master file, containing everything in the master except the translations. When a supergrade career position is to be filled agencies must request a referral list from the Bureau of Executive Manpower (BEM), as well as consider their own internal merit promotion plans. Search criteria are divided into mandatory and desirable ones, and are run against the screening file. Selections are reviewed by BEM and narrowed down until a referral selection list is ready. A complete printout is then sent to the requesting agency.

## S05915-001

**Data Base Master Plan.* Bureau of Manpower Information Systems, Information Systems Division. 34 pp.

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

The Data Base Master Plan presents both present and proposed systems within CSC. For each system identified in the plan, the following information is delineated in some detail: system purpose, current status, future plans, user, system data elements and output reports.

## S05915-002

*Central Personnel Data File (CPDF).*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

This system receives personnel action, training, and certain personal characteristics data from the Federal agencies on a monthly basis. These transactions are used to update a master file of data covering most active civilian Federal employees. It is used for the generation of many monthly, quarterly, and annual statistical reports of Government-wide personnel information. Many reports are generated also as a result of requests for special studies. The system is used by most of the bureaus in CSC, CSC regional offices, other Federal agencies, the Congress, and the public. It generates the following reports: status of work force employed by the legislative branch; number of full-time permanent Federal employees by agency; number of full-time permanent Federal employees by agency wage system; full-time permanent appointment employment by agency all pay systems; CS retirement and FEGLI--current status coverage by salary group; CS retirement and FEGLI--current status coverage by age and length of service; CSR/FEGLI work schedule and average salary; CSR grade and step report; FEGLI grade and step report; occupational distribution by category series and grade for employees; distribution by occupational category and grade for employees under the general schedule; life insurance status by agency; retirement status by agency; average grade full-time GS similar employees-agency summary; employment dynamics by NAC by agency; employment dynamics by NAC all agencies; white-collar hires and separations; blue-collar hires and separations; grade and step distribution report; control and edit reports; quality assurance reports; and reports to fill special requests--about ten a month.

## S05915-003

*Automated Personnel Registers.*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

The Civil Service Commission maintains automated personnel registers for the following Federal examinations: (1) Summer Employment Examination, Office Assistant, Junior Federal Assistant. Data elements include test scores; rating of education and experience; preparation of notice of rating; index and punch cards for area offices; statistics and listings on competitors. (2) Professional and Administrative Career Examination (PACE): This examination is a replacement for the FSEE exam. Examination papers are scored, and scores and other applicant information are entered into the computer system. Ratings for twelve categories are developed on the applicant, and are sent to the appropriate area office in the desired format (magnetic tape or punched cards). The data are sent from a terminal at CSC, to the Washington, Philadelphia, and St. Louis Area offices. (3) Mid-Level Examination. Data elements include application processing; letters of acceptance, examination record cards, punched register cards, magnetic tape file; nationwide file on all competitors centrally processed; statistical reports. (4) Senior Level Examination: A register of all grade 13-15 applicants, provides nationwide certification. Maintains a history of number of referrals for an applicant. Provides quarterly reports on number available by grade, age, sex, and occupation; and quarterly reports on appointments. (5) Librarian Examination. (6) Engineering and Physical Science Technician Examination. (7) Engineer and Scientist Examination. This system includes a computerized register for these exams. (8) Schedule C Positions. The system output includes a report tabulating the number of Schedule C positions and listing vacant positions.

## S05917-001

*Merit System Review of State and Local Agencies.*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

This system is used by the Bureau of Intergovernmental Personnel Programs to generate an annual compilation of personnel statistics received from state and local agencies on accessions, separations, employment, costs, classification actions, promotions and related data. System data elements include the following: (1) merit system data elements--number of employees in various categories, amount expended, number of appeals by type of appeal, number of applicants by type of examination, number of selections by selection devices, number of test centers, sources of test materials, and disposition of appeals; and (2) grant system data elements--number of employees in various categories, number of accessions by type of appointment, and number of separations by type. System output reports are: (1) Merit System Reports--state and local aggregations of costs, EEO, recruitment, layoffs and separations and (2) System Reports--employment security, employment and related data, and state accessions and vacancies.

## S05917-002

*Equal Employment Opportunity Statistics on State and Local Government Employees System.*

**Budget Function/Subfunction:** Central personnel management (805).

**Agency Contact:** Philip A. D. Schneider, Information Systems Division. 632-7737.

This system compiles EEO data on state and local government employment statistics. System data elements include type of jurisdiction (state, county, city), function (public welfare, health or employment security), and number of employees by minority, sex and occupational groups. Examples of system output reports are: Total, All Employees by Jurisdiction; Total, All Employees by Occupations; Percentages, Each Ethnic Group; and Percentages, Each Jurisdiction. The EEO state and local government data system is used by the Bureau of Intergovernmental Personnel Programs and the Bureau of Policies and Standards.

# Energy Research and Development Administration

## S06000-001

*ERDA Technical Information Center (TIC).*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Edwin Stokely, Deputy Director, Office of Public Affairs. (301) 973-3338.

The ERDA Technical Information Center (TIC) in Oak Ridge, Tennessee is the collection, processing, and distribution point for scientific and technical information generated by ERDA programs. One of the primary objectives of TIC is to ensure that ERDA-sponsored research is reported promptly and that reports are distributed within ERDA and to its contractors and, when suitable, made available to the general public. Authority for public availability of ERDA's research and development is derived from the Energy Reorganization Act of 1974. In pursuing its mandate, TIC locates and acquires energy-related scientific and technical information nationally and internationally through bilateral agreements with foreign countries, special exchange programs and organization-to-organization agreements. Selected information items then become part of ERDA's science information archives and data base, and are retrievable on both a current and a retrospective basis. The TIC bases are divided according to broad subject disciplines and are available for use in several ways: batch searching (RESPONSA), on-line interactive searching (RECON), as separate tapes available to others for local application, as tapes representing the U.S. input to the International Nuclear Information System of the IAEA, and for bibliography preparation. Nearly 800,000 citations are subject indexed and machine searchable in all areas of nuclear science, power reactor licensing and regulation, energy policy, coal technology, solar energy, geothermal energy, oil shale, magnetohydrodynamics, superconductivity, conservation, electric power engineering, direct energy conversion, thermonuclear power, environment and safety, and basic research and development supporting all the above. The TIC publishes Nuclear Science Abstracts, Nuclear Safety and ERDA Research Abstracts, which are regular abstract journals. The center also provides technical reference services and document and film request services and carries out an educational services program devoted to aiding students and teachers in their studies of energy.

## S06000-002

*Nuclear Science Abstracts Data Base.*

**Budget Function/Subfunction:** Energy (305).

**Public Availability:** GPO, $75.50 a year, $3.25 a single copy; index volumes, $35.70 each.

**Agency Contact:** Edwin Stokely, Deputy Director, Office of Public Affairs. (301) 973-3338.

Nuclear Science Abstracts (NSA), published semimonthly by the U.S. Energy Research and Development Administration (ERDA) Technical Information Center (TIC), provides abstracting and indexing coverage of the world's literature in the fields of nuclear science and technology. Within the subject scope covered by these fields NSA currently announces, abstracts, and indexes approximately 60,000 items each year. The following types of literature are covered: scientific and technical reports, journals, books, conference proceedings, individual conference papers, patents, dissertations, translations, and engineering materials. NSA is directed to the scientific and technical community and does not generally include textbooks below the graduate level, theses below the doctoral level, or articles of a popular nature. A Nuclear Science Abstracts data base of approximately 500,000 citations from 1968 to the present is also an output of the TIC. The NSA data base is accessible through ERDA/RECON, a computerized information retrieval package which is designed to allow the user to browse through large files of document citations to find those of interest. Searches of NSA through RECON may be done via authors, corporate codes, contract number codes, countries, keywords, journal codes, patent countries, or report codes.

## S06000-003

*ERDA Reports Abstracts.*

**Budget Function/Subfunction:** Energy (305).

**Public Availability:** ERDA Technical Information Center, P.O. Box 62, Oak Ridge, Tennessee 37830; available free to ERDA and its contractors.

**Agency Contact:** Edwin Stokely, Deputy Director, Office of Public Affairs. (301) 973-3338.

ERDA Reports Abstracts (ERA) provides abstracting and indexing coverage of non-nuclear energy scientific and technical reports, patents, journal articles, conference papers, theses, and monographs originated by the Energy Research and Development Administration (ERDA) and its laboratories, energy centers, and contractors. It also covers reports from foreign governments with which ERDA has agreements for technical cooperation. ERA does not cover literature which is not of ERDA origin. Non-nuclear energy literature issued by other U.S. Government agencies, private research organizations, state agencies, industrial organizations, universities, or by foreign sources with which ERDA has no exchange agreements, is presumed to be covered in existing abstracting and indexing services in the United States. Each issue of ERA contains subject, personal author, corporate author, and report number indexes. The latter indicates the availability of each report. Indexes are cumulated annually.

## S06000-004

*Energy Abstracts for Policy Analysis.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Edwin Stokely, Deputy Director, Office of Public Affairs. (301) 973-3338.

Energy Abstracts for Policy Analysis (EAPA), formerly NSD-RANN Energy Abstracts, is sponsored by the National Science Foundation, Research Applied to National Needs, the Federal Energy Administration and the Energy Research and Development Administration (ERDA). It is a joint monthly publication of the Information Center Complex of Holifield National Laboratory and the Technical Information Center of the ERDA Office of Public Affairs. Each issue contains author, subject, and report number indexes. A cumulative index is prepared annually. EAPA provides abstracting and indexing coverage of selected publicly available non-technical literature contributing to energy-related analysis and evaluation in the following areas: policy; conservation; research and development studies; economics; supply and demand, forecasting; systems studies; and environmental effects. Specific fields of energy sources, including fossil fuels, nuclear fuels, hydrogen and synthetic fuels, and hydroelectric; unconventional energy sources, including solar, wind, geothermal, tidal, and waste products; electric power; energy conversion and storage; and energy consumption, including residential, commercial, industrial, agricultural, and transportation sectors and intersectional studies; and efficient energy utilization in these sectors. EAPA covers pertinent material from Congressional Committee prints; ERDA, NSF, FEA and other Federal agency and department reports; regional state government documents; news reports; books; and conference proceedings and papers. In general, only documents considered to have significant reference value and published within the past two years are included.

## S06000-005

*Technical Books and Monographs.* Technical Information Center, ERDA. TID-4582-R10. 1974 130pp.

**Budget Function/Subfunction:** Energy (305).

**Public Availability:** Free on request to ERDA Technical Information Center, P. O. Box 62, Oak Ridge, Tenn. 37830.

**Agency Contact:** Edwin Stokely, Deputy Director, Office of Public Affairs. (301) 973-3338.

This catalogue is a bibliography of books and monographs sponsored by the Energy Research and Development Administration (ERDA). The books and monographs are grouped under thirteen subject catagories. Information for each published book, or each book in press when known, includes 1) title, 2) author and author affiliation, 3) publisher and publication date, 4) a physical description of the book consisting of page and illustration count, size, price, and availability of information if the book is not available from the publisher, 5) Library of Congress card number, 6) International Standard Book Number, 7) a brief descriptive statement concerning the book, and 8) a list or a description of the contents for more recent books. Recent symposiums published as ERDA project reports appear in a special section at the end of each subject category. Additional ERDA publications are described at the end of the catalog.

## S06001-001

*Accelerator Information Center, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** F. T. Howard, Director. (615) 483-8611.

The Accelerator Information Center is sponsored by the Oak Ridge National Laboratory, Physics Division. Original work on the Center was started in 1955; it was finally established in 1963. The Center maintains a worldwide directory of cyclotron and other types of resonance accelerators and the tandem Van de Graaf machines. Emphasis is on the machines and their characteristics. Tabulations of various types of machines have been published in connection with high energy particle accelerator and cyclotron conferences. The Center is operated primarily as a service to accelerator installations, but published materials are made available generally.

## S06001-002

*Advisory Center on Toxicology, National Academy of Sciences, Washington, D. C.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Ralph C. Wands, Director. 389-6751.

The Advisory Center on Toxicology is sponsored by the Office of Naval Research on behalf of nine Federal agencies including the ERDA Division of Biomedical and Environmental Research. The Advisory Committee on Toxicology was established in 1947, and the Advisory Center in 1957. The Center maintains extensive coverage of published and unpublished data on the toxicity of materials with emphasis on mammalian toxicology as applied to humans. Very little information is maintained on pharmaceuticals. The Center provides information and advice on problems involving toxicology in response to requests from the sponsors; serves as a focal point for coordination of toxicology research programs of the sponsors in order to avoid unnecessary duplication; fosters discussion of questions of broad policy on issues involving toxicology; promotes the exchange and dissemination of toxicity data; acts as liaison between the sponsors and the Committee on Toxicology of the NAS/NRC; and reviews and evaluates the literature on specific topics in toxicology, and assists the Committee on Toxicology in providing advice and recommendations on the topics. Qualified users of the Center include ERDA and any of the other sponsoring agencies. Requests are submitted by liaison representatives; for ERDA this resides in the Division of Biomedical and Environmental Research. Requests involving little manpower are honored without charge from other health scientists in other agencies or industry.

## S06001-003

*Argonne Code Center, Argonne National Laboratory, Argonne, Illinois.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Margaret Butler, Director. (312) 739-7711.

The Argonne Code Center is sponsored by ERDA and was established in 1960. It serves as a central information agency and library for computer programs developed under ERDA offices and contractors, U.S. government and contracting agencies, research and educational institutions, and industrial concerns consistent with guidelines established by ERDA Headquarters program divisions. The Center collects, reviews, maintains, and distributes computer programs, systems, and associated documentation; tests and evaluates library programs to facilitate use by persons or installations other than the originators; answers technical inquiries; assists others in program implementation and conversion; prepares and publishes the Computer Program Abstract reports describing the Center's library collection and the Computer Program Summaries Report describing ERDA-funded computer program development efforts; performs literature searches, maintains information files and compiles bibliographies of computer program literature in ERDA program areas; maintains world-wide communications and exchange agreements with other computer program information centers; coordinates acquisitions of non-government software; and issues Software Newsletters containing information on commercial software packages, programs and systems developed by other government agencies; publishes and maintains the American Nuclear Society Mathematics and Computation Division's benchmark problem book; and participates in preparation of standards and guidelines directed to effective exchange of computer programs. The Center operates primarily through installation representatives at cooperating U.S. government and contracting agencies, research and educational institutions, and industrial concerns engaged in nuclear science, reactor development, and other ERDA program areas. It serves persons and institutions with a professional interest in computer programs in these areas.

## S06001-004

*Berkeley Particle Data Group, Lawrence Berkeley Laboratory, Berkeley, California.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Arthur H. Rosenfeld, Director. (415) 843-2740.

The Berkeley Particle Data Group was established in 1958 and is sponsored by ERDA, the National Bureau of Standards, and the National Science Foundation. The Group compiles and publishes data on properties of particles, and compiles reports on cross sections for particle reactions. It also produces an annual 'Review of Particle Properties', and a series of reports compiling cross sections for particle reactions; and it conducts data retrieval and bibliographical searches to meet requirements of individual physicists. Qualified users include physicists engaged in high energy physics research.

## S06001-005

*Biomedical Studies Group, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** James Edward Huff, Director. (615) 483-8611.

The Biomedical Studies Group is sponsored by the Toxicology Information Program, National Library of Medicine; the Solid and Hazardous Waste Research Laboratory, Environmental Protection Agency; and the Energy Research and Development Administration. The Studies Group was established in 1973, and concerns itself with biomedically oriented information and consultation, particularly toxicology. Its services include toxicology literature collection and evaluation; toxicology data extraction and data base building; toxicology state-of-the-art reviews; and toxicology consultation. The Group serves the sponsors and the interested scientific community.

## S06001-006

*Controlled Fusion Atomic Data Center, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** C. F. Barnett, Director. (615) 483-8611.

The Controlled Fusion Atomic Data Center was established in 1965 and is sponsored by the Energy Research and Development Administration, Division of Controlled Thermonuclear Research. The Center produces data on collisions involving charged and neutral particles with gases and surfaces which are directly related to controlled thermonuclear research. The Center publishes data compilations and state-of-the-art reviews, and maintains a bibliography of collision processes.

Government agencies and their contractors, research and educational institutions, and industry may use data produced by the Center.

## S06001-007

*Criticality Data Center, Oak Ridge Y-1w Plant, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** E. B. Johnson, Director. (615) 483-8611.

The Criticality Data Center is sponsored by the Energy Research and Development Administration, Division of Military Applications. The Center was established in 1965, and concerns itself with criticality safety in transportation, storage, and chemical and metallurgical processing of fissile materials. It performs analyses of the critical dimensions of accumulations of fissile materials; publishes data compilations, together with necessary correlations, technical guides and standards; and provides guidance in the preparation of regulations and standards related to criticality safety. Government agencies and their contractors, research and educational institutions, and industry may use data produced by the Center.

## S06001-008

*Ecological Sciences Information Center, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Carol Oen, Director. (615) 483-8611.

The Ecological Sciences Information Center is sponsored by the Energy Research and Development Administration, Division of Biomedical and Environmental Research, Washington, D.C., and the Nevada Applied Ecology Group (NAEG) of the ERDA Nevada Operations Office, Las Vegas, Nevada. The Center was established in 1968 and was formerly called the Biogeochemical Ecology Information Center. Its work is oriented to radioecology investigations of the ERDA or the Environmental Sciences Division of the Oak Ridge National Laboratory. Subjects include radionuclide cycling and effects in freshwater and terrestrial systems, and thermal effects. The biomedical and environmental aspects of uranium, plutonium, and the transplutonic elements are the topics of the NAEG information support. Services of the Center include identification, collection, analysis, storage, and retrieval of bibliographic and numerical information relevant to the interests of the sponsors. The information is maintained in files of the Oak Ridge Computerized Hierarchical Information System.

## S06001-009

*Energy Information Center, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Marian P. Guthrie, Director. (615) 483-8611.

The Energy Information Center is sponsored by the National Science Foundation, Federal Energy Administration, and the U.S. Energy Research and Development Administration. The Center was established in 1971 for the purpose of collecting information contributing to energy-related analysis and evaluation in the following areas: policy; conservation; research and development studies; economics, supply and demand; forecasting; systems studies; and environmental effects. Specific fields of energy covered are: energy sources, including fossil fuels, nuclear fuels, hydrogen and synthetic fuels, and hydroelectric; unconventional energy sources, including solar, wind, geothermal, tidal, and waste products; electric power; energy conversion and storage; and energy consumption. In cooperation with the ERDA Technical Information Center, the Energy Information Center prepares and edits Energy Abstracts for Policy Analysis, a monthly abstract journal of recent publications in the fields mentioned above. In response to specific requests the Center conducts computer searches of the Energy Data Base, a bibliography with abstracts of energy-related publications; and prepares specialized energy-related bibliographies, also on request. Federal, state and regional government agencies and their contractors, research and educational institutions, and industry are qualified users of the Information Center.

## S06001-010

*Energy Research and Development Inventory, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** G. M. Caton, Director. (615) 483-8611.

The Energy Research and Development Inventory was started in 1971 and is sponsored by the Energy Research and Development Administration, Division of Biomedical and Environmental Research, and National Science Foundation-RANN. The inventory is a computerized file containing descriptions of current energy-related research in the United States. The scope of interest is broad, including: (1) all energy sources--fossil fuels, nuclear, and unconventional; (2) electric power generation, transmission, distribution, and storage; (3) energy uses; and (4) environmental and biomedical aspects. In relation to the above subjects information concerning exploration, mining, processing, resources and reserve studies, any basic or applied research, engineering development, economics, conservation, regulations, and legislative studies are of interest. The descriptions of energy research projects are arranged by subject categories and consist of, when available: title, research institution and address, sponsor, principal investigator(s), project duration, funding level, description of research, and publications. Summary tables of funding in difference research areas and by types of sponsors are also included.

## S06001-011

*Environmental Information System Office, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** G. U. Ubrikson, Director. (615) 483-8611.

The Environmental Information System Office was established in 1970 and is sponsored by the Energy Research and Development Administration, National Science Foundation-RANN, National Library of Medicine, National Institute for Environmental Health Sciences, National Cancer Institute, Department of Agriculture--Forest Service, and Environmental Protection Agency. This office coordinates information needs and services for several topical, mission-oriented environmental information centers, a variety of data base groups, special projects, and specialized retrieval and referral services. Component groups include the Toxic Materials Information Center, the Toxicology Information Response Center, the Environmental Mutagen Information Center, the Energy Data Base, the Inventory of Energy Research and Development, Biomedical Studies Group, and the Ecological Sciences Information Center. Most aspects of man's environment, especially those related to toxic materials, ecological sciences, land use, social and demographic sciences, and biological sciences are included in this coverage. The office conducts literature searches using computer-based systems and manual sources in response to inquiries. It publishes state-of-the-art reviews and indexed bibliographies. Government agencies and their contractors, research and educational institutions, and industry are qualified users of the system office applications.

## S06001-012

*Environmental Mutagen Information Center, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** John S. Wassom, Director. (615) 483-8611.

The Environmental Mutagen Information Center is sponsored by the National Cancer Institute, National Institute of Environmental Health Services, and the U.S. Energy Research and Development Administration. The Center was established in 1969, and maintains a data base pertaining to the mutagenic activity of chemicals. It answers specific inquiries on mutagenic problems, prepares state-of-the-art reports, and publishes yearly compilations of the chemical mutagenesis literature. It serves the whole interested scientific community.

## S06001-013

*Information Center for Internal Exposure, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** S. R. Bernard, Director. (615) 483-8611.

The Information Center for Internal Exposure is sponsored by the Energy Research and Development Administration, Division of Biomedical and Environmental Research, Washington, D.C. Original work of the Center started in 1948; it was formally established in 1965. The Center is concerned with the estimation of dose received from internally deposited radionuclides; calculation of maximum permissible concentrations of radionuclides in air, water, and food; body-burden calculations; and analysis of information relevant to metabolic questions involved in estimating internal exposure. The Center answers inquiries on topics within its scope of interest and conducts literature searches, prepares compilations of data and information, and supplies interpretations and recommendations to the committees on Internal Dose of the International Commission on Radiological Protection and the National Council on Radiation Protection and Measurement. Work is performed primarily for government agencies, their contractor laboratories, and for NCRP and ICRP committees. Inquiries from other sources are honored as work load permits.

## S06001-014

*LMFBR (Liquid Metal Fast Breeder Reactor) Full-Cladding Information Center, Hanford Engineering Development Laboratory, Richland, Washington.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** F. R. Shober, Director. (509) 942-3284.

The LMFBR Information Center was established in 1969 and is sponsored by the Division of Reactor Research and Development, Energy Research and Development Administration. The mission of the Center is to provide a broad base of engineering data on LMFBR (Liquid Metal Fast Breeder Reactor) fuels and cladding materials and central service to users for the evaluation and prediction of materials performance in nuclear materials. Scope of the Center's interest includes fuels and cladding materials data for LMFBR mixed oxide fuel pin development programs. Data for all experimental mixed oxide fuel pins irradiated in the EBR-II (Experimental Breeder Reactor) are maintained in modular computerized data files. These files are nominally: cladding fabrication, fuel pin fabrication, cladding properties, irradiation history, postirradiation examination results, and fuel pin failure files. The Center has data for these phases of fuel element technology and on production of mixed oxide fuel pins for the FFTF (Fast Flux Test Facility). The Center answers inquiries and provides data compilation to users. The data system provides traceability to original component raw materials with key parameters at each major process operation. Data are available directly from the computer in the form of tables, plotted curves, and simple statistical analysis. Summaries are prepared for experimental fuel pins irradiated in the EBR-II. The Center interfaces with related systems. The files contain data only for U.S. technology. Services are free to designees of ERDA-RRD.

## S06001-015

*National Neutron Cross Section Center, Brookhaven National Laboratory, Upton, Long Island, New York.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Sol Pearlstein, Director. (516) 345-2902.

The National Neutron Cross Section Center (NNCSC) was established in 1967 (continuation of cross-section activities started in 1951), and is sponsored by the Energy Research and Development Administration, Division of Reactor Research and Development and Division of Physical Research. The NNCSC collects and disseminates data on neutron-induced nuclear reaction and related quantities. These are stored in either of the Center's two automated library systems and consist mainly of energy- and angle-dependent cross sections and resonance parameters, although other types of data are also included. This information is primarily for use in reactor design, neutronics calculations, and nuclear physics studies. An important corollary to the NNCSC's data collection activities is the development of new methods of cross-section analysis, whereby theoretical and empirical models are used to parameterize the experimental data. The Center also publishes compilations of cross section data and bibliographies, including BNL-325 and BNL-400; maintains on magnetic tape the CSISRS (Cross Section Information Storage and Retrieval System) library containing all experimentally measured neutron cross sections; maintains on magnetic tape the Evaluated Nuclear Data File (ENDF) containing complete experimental and theoretical values recommended for applied scientific use, and such information as radioactive decay data, photon interaction data, and charged particle data; and answers specific inquiries for tabulated data with output in tape, computer card, printout, or graphic form. Experimental data are generally available to anyone in the scientific or technical community.

## S06001-016

*Nevada Applied Ecology Information Center, Nevada Operations Office, ERDA, Las Vegas, Nevada.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Paul B. Dunaway, Director. (702) 734-3802.

The Nevada Applied Ecology Information Center was established in 1971 and is sponsored by the Energy Research and Development Administration Nevada Operations Office. The Center studies the bioenvironmental effects of the nuclear testing program, with special emphasis on man's welfare and the quality of his environment. It serves as a consolidated source of reliable data for ERDA with respect to bioenvironmental effects of nuclear testing. Specialized bibliographic services, including verified abstracts and data, are available to anyone with a professional interest. These services at present are mainly limited to plutonium, uranium and americium and their ecological and radiobiological significance.

## S06001-017

*Nuclear Data Project, Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** D. J. Horen, Director. (615) 483-8611.

The Nuclear Data Project was started in 1948 and is sponsored by the Energy Research and Development Administration, Division of Physical Research Washington, D. C. The primary purpose of the Project is the preparation of Nuclear Data Sheets. This involves the maintenance of a complete bibliography of all published works in experimental nuclear physics, the evaluation and correlation of data contained therein, and the attempt to arrive at a best and consistent set of data for describing nuclear structure characteristics. This is done by having an experimental nuclear physicist thoroughly read and evaluate all the available literature pertaining to the specific A-chain which he is compiling. In addition, the Project stays abreast of and tries to coordinate with other national and international groups contributing to the dissemination of nuclear structure information and remains in close contact with nuclear physicists in the field. Information is made available through the Project's major publication, Nuclear Data Sheets, which can be purchased from Academic Press, Inc., New York, N.Y.

## S06001-018

*Nuclear Safety Information Center (NSIC), Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** William B. Cottrell, Director. (615) 483-8611.

The Nuclear Safety Information Center was established in 1963 and is sponsored by the Energy Research and Development Administration, Division of Reactor Safety Research and Reactor Research and Development. The Center covers all aspects of nuclear safety, such as general criteria, analysis, and operating systems; environmental surveys; monitoring; siting and containment of facilities; transporting and handling of radioactive materials; reactor transients, kinetics, and stability; nuclear instrumentation and control; other engineered safety features, such as emergency power systems and emergency core cooling systems, filter systems release and transport of fission products; accident analyses and risk assessment; and, generally all technical information involved in the licensing of nuclear facilities and all operational data relating to their safe operation. The Center publishes state-of-the-art reports, the Technical Progress Review Nuclear Safety, and topical bibliographies; answers technical inquiries, and prepares retrospective bibliographies; provides current awareness (Selective Dissemination of Information) service; and makes the collection of documents at the Center and technical consultations available to qualified users. Qualified users of NCIC applications include U.S. Government agencies and their contractors, research and educational institutions, and industry. NSIC reports are sold on a cost recovery basis by the National Technical Information Service (NTIS), U.S. Department of Commerce, Springfield, Va. 22151. All other services except SDI and retrospective searches are provided free to ERDA and ERDA contract personnel.

## S06001-019

*Physical Data Group, Lawrence Livermore Laboratory, Livermore, California.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Robert J. Howerton, Group Leader. (415) 447-1100.

The Physical Data Group was started in 1957 and is sponsored by the Energy Research and Development Administration Division of Military Application, and the Defense Nuclear Agency. The Center covers neutron, photon and charged particle cross-section data required for weapons, weapon effects, shielding, and reactor calculations (experimental and evaluated data); development of data processing codes for producing constants required for neutronic and photonic codes employing diffusion, discrete ordinates, and Monte Carlo methods; integral neutron experiment data, critical and bulk, static and dynamic, required for the testing and evaluation of neutronic and photonic data, and for the improvement of calculational methods; development of Monte Carlo neutronics and photonics computer codes including linked neutronics-photonics; and development of advanced computer programs to unify storage, manipulation, reorganization, retrieval, and display of numeric and bibliographic information. The Center answers inquiries on topics within its scope and publishes state-of-the-art reviews and data compilations. Qualified users include Government agencies and their contractors and others if work load permits.

## S06001-020

*Radiation Chemistry Data Center, University of Notre Dame, Notre Dame, Indiana.*

**Budget Function/Subfunction:** Energy (305).

**Agency contact:** J. L. Mager, Director. (219) 283-6527.

The Radiation Chemistry Data Center was started in 1965 and is sponsored by the Energy Research and

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Development Administration, Division of Physical Research, and the National Bureau of Standards Office of Standard Reference Data. The Center covers kinetic data on reactions of chemical systems brought about by ionizing radiation. It answers inquiries on topics within its scope, prepares bibliographies and compilations of data, and publishes a weekly list of papers on radiation chemistry. Services of the Center are available to everyone.

## S06001-021

*Radiation Shielding Information Center (RSIC), Oak Ridge National Laboratory, Oak Ridge, Tennessee.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Betty F. Maskewitz, Director. (615) 483-8611.

The Radiation Shielding Information Center was started in 1962, and is sponsored by the Division of Reactor Research and Development (RRD) and Division of Controlled Thermonuclear Research (CTR), U.S. Energy Research and Development Administration; and the Defense Nuclear Agency (DNA). The Center functions as a technical institute, serving as an information exchange medium between shielding research and design projects throughout the Government and industry. Specifically, it collects, organizes, evaluates, and disseminates information related to radiation from reactors, radioisotopes, weapons, accelerators, and to that occurring in space. In addition to published information, RSIC disseminates complex digital computer codes, evaluates cross-section data sets, multigroup data libraries, radiation environment data, and benchmark problems for use in shielding calculations. With the assistance of the computerized Storage and Retrieval Information System (SARIS), the Center answers technical inquiries, publishes general bibliographies, writes state-of-the-art reviews and routinely disseminates selected information to fill individual needs indicated by customer profiles. RSIC also publishes abstracts of computer code and data packages and fills requests for the packages; and serves as a clearinghouse for DNA and ERDA CTR sponsored nuclear data activities, maintaining and distributing evaluated and processed cross section libraries. All scientific and tecnical personnel are qualified users of the Center.

## S06001-022

*Rare-Earth Information Center, Energy and Mineral Resources Research Institute, Iowa State University, Ames, Iowa.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** Karl A. Gschneidner, Jr., Director. (515) 294-2272.

The Rare-Earth Information Center was started in 1966 and is sponsored by the Ames Laboratory, Energy Research and Development Administration, and Iowa State University's Energy and Mineral Resources Research Institute. Approximately 60 percent of the support is from the world-wide rare earth industry. The Center is concerned with the metallurgy and solid state physics of the rare earth metals, intermetallic compounds and alloys, and analytical, inorganic and physical chemistry, ceramics, technology, geochemistry, and toxicity of the rare earth elements and compounds. Emphasis is on the physical metallurgy and solid state physics of the metals and their alloys. The Center answers inquiries on topics within its scope for a minimum service charge of $25.00. It also makes referrals; provides extensive surveys and in-depth analyses on a cost recovery basis; prepares and publishes reviews, bibliographies and compilations at irregular intervals; publishes RIC News, a quarterly newsletter containing items of current interest concerning the science and technology of the rare earths; and maintains a file of journal articles, reports, books and translations concerned with the rare earths. Files are accessible for on site use by prior arrangements.

## S06001-023

*Research Materials Informaton Center, Oak Ridge National Laboratory, Oak Ridge, Tennesse.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** T. F. Connolly, Director. (615) 483-8611.

The Research Materials Information Center was started in 1964 and is sponsored by the Energy Research and Development Administration, Division of Physical Research, Washington, D.C. Primary emphasis is placed on the availability, the preparation, and the physical, optical, magnetic, and electrical properties of high-purity inorganic research materials. The Center answers specific inquiries regarding availability of research-quality specimens, maintains an up-to-date listing of available and desired materials, and serves as a focal point for exchange of information between producers and users of research-quality materials. It also provides references to documents and to current research and development projects, conducts literature searches, and publishes data compilations and bibliographies.

## S06001-024

*Shock Wave Data Center, Lawrence Radiation Laboratory, Livermore, California.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** M. Van Thiel, Director. (415) 447-1100.

The Shock Wave Data Center was started in 1965 and is sponsored by the Lawrence Radiation Laboratory. The Center collects shock wave information on chemically classifiable materials, that allows the calculation of at least one Hugoniot curve. Shock and particle velocity, pressure, compression and density are listed for all Hugoniot curves. Other pressure volume curves will be listed as they become available. The Center answers inquiries concerning data within its scope and publishes a compilation of shock wave data which is revised periodically.

## S06001-025

*Table of Isotopes Project, Lawrence Berkeley Laboratory, Berkeley, California.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** C. Michael Lederer, Manager. (415) 843-2740.

The Table of Isotopes Project is sponsored by the U.S. Energy Research and Development Administration, Division of Physical Research, and the National Bureau of Standards. The first edition of the Table of Isotopes was published in 1940. A seventh edition is scheduled for publication in July 1976. Besides producing the Table, the project's purpose is to (1) create computerized data files, develop programs for updating and editing the files, and for printing data compilations directly from them; and (2) produce secondary nuclear data compilations, of use primarily to applied scientists. Examples of the type of compilations envisaged are tables of gamma rays (and/or other radiations) ordered by energy ('activation analysis tables'), and condensed tables of radioactive properties. These tables would contain only best values rather than selected experimental data. Services include answering requests for references or data, access to the primary data files and some computer services.

## S06015-001

*ERDA Financial Management System.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** T. Burchard, Management Analyst, Management Analysis and Directives Branch (301) 973-5595.

The financial management system is composed of two primary modules, the accounting module and the budgeting module. The accounting and budgeting modules are interfaced to provide comparisons of actual costs with financial plan estimates. This provides a tool for measuring performance by month. Also, the interface enables much of the past year actual data to be recast into the new budget structure by machine rather than manually. Data in these modules are organized in a programmatic rather than object class or special analysis structure. The accounting module is designed to collect and disseminate cost data at varying levels by budget and reporting classification, reporting organization, contractor, and location. The budgeting module is essentially made up of two major submodules, budget formulation and budget execution. Budget execution is built around the Financial Plan, a document which provides guidance and ceilings on costs at a detailed level. Each office or organization which receives an allotment also receives a financial plan to provide guidance in expending the allotment. Since ERDA receives two appropriations, one for operating expenses and one for plant and capital equipment, each program is actually controlled by two financial plans. Both financial plans are computer-generated and contain only current year data. The financial plan is organized by office and organization and by program. The operating expenses financial plan is maintained on a cost basis while the plant and capital equipment financial plan is on an obligational basis. Budget formulation is primarily a manual system. All data show a 3-year spread (past year actuals, current year estimates, and budget year estimates) for comparison purposes. Since the budget structure changes somewhat from year-to-year, past year actuals and the current year estimates are recast into the new budget year structure for comparability. Special analyses of the budget data are also prepared as are certain crosscuts which emphasize computers, laboratories, personnel, etc.

# United States Information Agency

## S06114-001

*ADP Handbook--Summary of ADP Program in USIA.* Computer Services Center, Finance and Data Management Division, Office of Administration. February 1973. 45 pp. + bibliography.

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management. 632-4990.

This handbook is intended to be used as a training tool, an aid for briefings, and as a congessional automatic data processing (ADP) budget document. It describes management responsibilities within the Agency for developing and implementing the ADP program, and contains an inventory of operating and developmental automated applications, domestic and overseas. Budgetary and staffing data are also included.

## S06114-002

*Periodical Subscription Operation.*

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management. 632-4990.

This system assists the Information Center Service (ICS) with the annual procurement activity involved in maintaining nearly 25,000 subscriptions to about 1,000 different titles for use in binational centers, information centers, reading rooms and for presentations. ICS receives analyses of the statistics regarding the procurement and use of these periodicals. ADP reporting consists of: (1) statistical data, in various arrays, of the procurement order for budget presentation, analysis and review, and (2) selective reporting of subscription and title use for management purposes; for example, a list of subscriptions to non-recommended titles or a list of titles according to relative volume of subscriptions.

## S06114-003

*Donated Book Operation.*

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management. 632-4990.

The Information Center Service (ICS) is responsible for administering the distribution of donated books. Approximately one book order list containing up to 60 book titles is distributed each month to USIS and Peace Corps posts. Annually, approximately 3 million books are made available to USIA for donations abroad through the ordering posts. Certain publishers have restrictions on the distribution of their books; therefore, each post is required to review the restrictions prior to ordering. Requests for books are limited to titles on the Donated Books List and must be submitted to ICS by the date noted on the front cover of each list. The number of books in stock is given as a guide in placing orders. When total orders from the field exceed the quantity in the warehouse, adjustments are made in Washington. Requests for donated books are submitted by posts for direct input to the automated system. The final output is a four part Donated Book Order which is transmitted to New York for processing shipments.

## S06114-004

*Exhibit Property Inventory System.*

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management. 632-4990.

Inventory records for property exhibits at foreign trade fairs and other exhibitions are maintained by USIA in automated files. Exhibit property includes loaned, rented, purchased and donated items. The Exhibits Division of the Information Center Service (ICS/EO) is responsible for the operation and maintenance of the Exhibit Property Inventory System. The Computer Service Center provides ICS/EO with a transaction register for all changes. In addition, a monthly warehouse inventory report is printed, as well as a quarterly worldwide inventory (in various data sequences) and opening and closing exhibits inventory reports on an as-requested basis.

## S06114-005

*Radio Script Usage Reporting System.*

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management. 632-4990.

The Radio Script Usage Reporting System produces statistical reports for the Voice of America (VOA). Script Menu records are maintained on a magnetic tape file which is updated monthly by the addition of new script titles and by the deletion of script titles which are no longer current. Script title data are combined with script usage data to produce the required statistical reports. All reports are produced on a calendar month basis. The system has recently been expanded to include statistics relating to language service (in-house) originated scripts, and it has been revised to include air time for each script broadcast. Other data elements have been added to enhance the usefulness of monthly reports, as a management tool, for VOA officials.

## S06114-006

*Radio Transistor Contest Reporting System.*

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management. 632-4990.

In countries where sample surveys cannot be conducted to assess Voice of America (VOA) audience program preferences, the VOA sometimes attempts to obtain this type of information by offering some prizes. Listeners are offered a chance to win a shortwave transistor radio in return for information relating to the program on which they heard the contest announcement. These data have been shown to reflect general audience program preferences, and, therefore, provide information for VOA programming decisions. In addition, the contests provide names and addresses which USIS posts can use for local mailings, in certain instances. However, in areas where it is possible, scientifically-designed surveys are used instead of contests.

## S06114-007

*Resource Management System (RMS).*

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management. 632-4990.

The Resource Management System (RMS) was developed to expand the Public Affairs Officer's (PAO) control over the responsibility for his country's program by enabling him to directly affect the level and nature of Washington activities supporting his program, through (1) informing the PAO what it costs the Agency to supply his program with media services from Washington, and (2) giving the PAO direct control over that portion of those resources which can be attributed to his country, and which can be reprogrammed. Two monthly reports generate summaries of status of funds for each USIS post. Another report lists all transactions for each post and a fourth monthly report reflects the changes in the resource code by area.

## S06114-008

*Radio Frequency Reporting System.*

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management. 632-4990.

This system produces four different types of reports: two from the monitoring office data and two from the relay station data. These reports are processed on a monthly and seasonal basis. The purposes for these reports are: (1) forwarding relay stations a summary of their operations; (2) long-range planning of radio frequencies; (3) making adjustments to the broadcast schedule; and (4) reporting on seasonal broadcast propagation effectiveness. Data observations are received via data communications from relay and monitoring stations world-wide. These data, approximately 100,000 observations per month, provide the input for the Broadcasting Service Automated Radio Frequency Reporting System.

## S06114-009

*TV Inventory and Catalog System.*

**Budget Function/Subfunction:** Foreign information and exchange activities (153).

**Agency Contact:** Edward J. Nickel, Assistant Director, Administration and Management 632-4990.

This system provides a master data bank of information on films and TV programs in use by overseas posts. These data are currently used in preparing through automated means Post Inventories, Master Catalogs, Post Catalogs and other special reports as deemed necessary by the Motion Picture and Television Service, and other agency elements.

# Nuclear Regulatory Commission

## S06200-001

*NRC Financial and Manpower Systems.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** John J. Burke, Deputy Director, Office of Administration. (301) 492-7000.

The Nuclear Regulatory Commission (NRC) automated accounting system identifies significant and accountable aspects of financial transactions or events as they occur. This system provides a current systematic record of changes in assets, liabilities, and sources of funds growing out of the incurrence of obligations, expenditures, and costs and expenses; the earning of revenues; the receipt and disbursement of cash; and other financial transactions. Appropriate records on obligations incurred and liquidated are kept to provide information to assist in controlling expenditures and disbursements and reporting on the status of appropriations and funds. This system employs the use of consistent classifications to bring about the coordination of NRC programming, budgeting, accounting and reporting practices. Financial management information reports are generated to meet the internal reporting requirements of NRC management and the external reporting requirements of other government agencies such as Treasury, OMB and Commerce. Budget estimates for the budget year and current year by cost account and task within the cost account are generated in a related system. These budget estimates are used as a control ceiling for costs incurred for a fiscal year. The manpower reporting system covers 2,000 NRC staff employees. Manhours spent by program and activity are reported by each employee on a weekly basis. The information is processed into a series of management reports analyzing the expenditures of manpower on various NRC programs. Additionally, monthly, quarterly, and annual summary reports combine this manpower information with other performance data for management review.

## S06200-002

*NRC Inspection, Investigation and Inquiry System.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** John J. Burke, Deputy Director, Office of Administration. (301) 492-7000.

A computer based information system designated as the '766 System' is used for the collection, processing, storage, retrieval, analysis and reporting of statistical and planning data for inspection, investigation and inquiry activities and associated enforcement actions performed by the Office of Inspection and Enforcement (IE). Data captured on each activity are maintained on computer disk files at the NIH Computer Center. (Data prior to July 1, 1975 are maintained at the ERDA Germantown Computer Center). Information from the system feeds into three data processing routines: (a) basic statistical data--number and type of inspections; number and type of findings of noncompliance; time in days required to conduct inspections and reply to licensee; (b) enforcement text system--text of each cited item of noncompliance used to prepare input to monthly inspection status publications; and (c) module tracking system--data to update inspection results (MTS). The latter subsystem (MTS) maintains specific details on the current inspection status for each major reactor facility. Procedural requirements for inspections, including inspection dates and estimated manpower needs, have been set forth in a PERT type network within the computer system. Monthly updates enable IE management to keep a current status of the inspection program, amount of manpower expended, and inspection history as well as providing support for manpower forecasts. The MTS can also be used to assist with inspection scheduling and manpower needs.

## S06200-003

*License Information Systems.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** John J. Burke, Deputy Director, Office of Administration. (301) 492-7000.

The Nuclear Regulatory Commission operates a closely related group of systems which process nuclear facility licensing information. An on-line data system contains status and scheduling of NRC regulatory activities; inspection results; and characteristics of nuclear licensees. The system provides for the periodic reporting of status change and other update information; the maintenance of various information files; and the publication of status reports. These reports are used in the administration and management of NRC; copies of selected reports are sent to other Federal agencies and to firms in the nuclear industry. Data on revenues received from indemnity, material and facility license fees are collected regularly and maintained on file. An internal management report is generated on a monthly basis showing the following information: allotment fund code, budget and reporting number, contract identification or purchase order number, appropriation fund code, bureau voucher number, type of fee, month processed and the amount. Another report details refunds of license fees to licensees. It contains the company name, license number, invoice number and the amount of the refund. Other information is maintained which details the procedures and processes for reviewing information reported by nuclear licensees under the NRC performance evaluation program. The information covers routine operating information, release of radioactive effluents, and licensee incidents or events. This reported information is reviewed and evaluated; analytic reports are published. These reports are widely distributed in NRC and the nuclear industry.

## S06200-004

*Radiation Exposure Information and Reports System (REIRS).*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** John J. Burke, Deputy Director, Office of Administration. (301) 492-7000.

Radiation exposure records are maintained as follows pursuant to the Code of Federal Regulations: (1) on terminated employees who are monitored for radiation exposure while employed by certain NRC licensees; (2) on individuals who are exposed to radiation or radioactive materials in incidents required to be reported pursuant to 10 CFR 20.403 and 20.405 by all NRC licensees; (3) on monitored individuals terminating their service with the Department of the Navy as required by NAVMED P-5055, Radiation Health Protection Manual; and (4) on monitored employees of all the registrants of the State of Illinois. For individuals terminating their employment, the following information is maintained: individual name, social security number, date of birth, period of employment, period of exposure, radiation doses received during this period, and name and license number of individual's employer (essentially Form AEC-5, 'Current Occupational External Radiation Exposure'). The primary use that is made of the termination data is the development of statistical reports assessing the exposure experience of transient-type radiation workers. For all individuals overexposed to radiation or radioactive materials licensed by NRC the following information is maintained: licensee name and number reporting the incident, exposed individuals' names, social security numbers, dates of birth, date of incident, and estimates of exposure or of concentrations of radioactive materials. The data obtained from overexposure reports are routinely used in the development of statistical reports to help describe the exposure experience of radiation workers. Since the licensee and the exposed individual are identified, these data are also used to ascertain the compliance of the licensee with certain regulations. Data contained in termination reports submitted pursuant to 10 CFR 20.407 are computerized and maintained on magnetic tape. Some information is also kept on file in the form of computer printouts. Pertinent information contained in personnel overexposure reports submitted pursuant to 10 CFR 20.405 is computerized and maintained on magnetic tape and in log books kept at Headquarters. The incoming report is also kept on file alphabetically by licensee name and number. The data maintained on magnetic tape is accessible by individual name, by social security number, and by licensee name or number.

## S06200-005

*NRC Public Document Room.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** John J. Burke, Deputy Director, Office of Administration. (301) 492-7000.

The Nuclear Regulatory Commission maintains a Public Document Room in the lobby of their 1717 H Street, N.W., offices in accordance with 10 CFR Part 9 Section 9.7. This office is charged with maintaining and providing public records of the Commission in accordance with the Freedom of Information Act. The collection consists of principal correspondence, Commission and Licensing Board decisions, transcripts of public hearings, technical reports, and other related items which deal primarily with the licensing and regulation of nuclear power plants. Copies of press releases, speeches, and Federal Register notices are also in the file. Members of the public requiring information can do reference work at the Document Room. Referral service to other sources of nuclear information is provided by the staff at no charge to the public. The Regulatory Central Files provide an index to correspondence relating to individual nuclear power plants. The Public Document Room staff compiles a Daily Accession List of all incoming documents.

## S06200-006

*Nuclear Safety Information Center.*

**Budget Function/Subfunction:** Energy (305).

**Agency Contact:** John J. Burke, Deputy Director, Office of Administration. (301) 492-7000.

The Nuclear Safety Information Center (NSIC) primarily funded by the NRC, is located at the Oak Ridge National Laboratory, Tennessee. It provides a focal point for the collection, evaluation, and dissemination of safety information on reactors and other nuclear facilities. The Center provides evaluation services and replies to questions from NRC, ERDA, the nuclear community, and the general public. NSIC publishes a bimonthly journal, Nuclear Safety, topical reports, and indexed bibliographies. In addition, the center provides selective dissemination of information, whereby references are automatically selected by the computer according to the interest profiles of each subscriber.

# United States Postal Service

## S06300-001

*Air Taxi Service System (ATS).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The purpose of this system is to record the volume of mail transported and to monitor the performance of the Air Taxi Mail Service. Weekly reports are provided which list Air Taxi operators, type of aircraft, mileage, cities of origin and destination, ton miles, cost per ton mile, and capacity utilized. Periodic summary reports by region and nationwide identify the route, number of trips, miles flown, volume of mail carried in pounds, ton miles and cost.

## S06300-002

*USPS Banking System (BKS).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The purpose of this system is to capture postal revenue data at the point of their deposit and to control the bank balances and transfers of such revenues until credited to the United States Postal Service (USPS) account at the Federal Reserve Banks. The Postal Service is thus able to release for investment or other use the optimum amount of monies from float and excess bank balances. This optimum deposit and cash transfer system also provides for future USPS commercial banking requirements such as bank line credit, regional disbursement and money order reconciliation assistance.

## S06300-003

*Postal Service-wide Contract Data System (CSD).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system provides a quarterly updated listing of equipment, supply, service and facility contracts (except those for the transportation of mail). The listing identifies the procurement activity making the award, the method of award (formal advertising, negotiated, etc.), the value of the contract, the item or service being procured, the contractor (if the requirement was formally solicited), and whether or not the contractor is a small or minority concern.

## S06300-004

*Customer Complaint Analysis Program System (CCAP).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system provides a procedure for collecting and consolidating customer complaint information, for assessing postal service, and determining probable causes of complaints. It is used as a basis for recommended corrective action. Reports produced for each accounting period summarize complaints received by Office, District, Region and nationwide, and provide comparative data on subjects, dispositions and estimates of causes for customer complaints.

## S06300-005

*Delivery Services Analysis System (DEL).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system provides all levels of management, i.e., national, regional, district, sectional, and post offices, with timely delivery services operation, production and cost control information pertinent to over 6,000 post offices. Reports produced provide detailed data on post office deliveries, pickups and costs.

## S06300-006

*Delivery Statistics, City and Rural (DLV).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system provides information about the nature and extent of services provided by individual installations. Information processed is on the number and kind of routes. It is used to budget and allocate resources, to manage all City and Rural Delivery Offices, to prepare statistical reports, and to study trends.

## S06300-007

*Energy Reporting System (ERG).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system provides various levels of management with data concerning energy utilized by postal facilities and vehicles, and postal transportation contractors. Monthly reports are produced showing Energy Usage for Facilities, Energy Usage by Postal Vehicles, and Energy Usage for Postal Transportation Contracts.

## S06300-008

*Highway Register System (HWY).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system provides a complete record of star route contracts of services provided the USPS. It is the source of basic data necessary for research and analysis on highway transportation. The register also supplies statistical reference information called for by the Federal and state government agencies. It provides data on master routes and segments, type of movements, and type of vehicle. Summary reports by state, region, and nationwide by type of movement and within type of movement by type of vehicle are produced for use by state roads commissions for allocation of Federal highway funds. Reports show also the number of routes and dollar values for each pay grouping with totals by state, region, and nationwide.

## S06300-009

*Highway Van Control System (HVC).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The Highway Van Control System maintains a data file containing operational and statistical information for each inter-sector center facility star route. The results are used to provide daily management information, performance appraisal, and traffic research. Data produced in periodic reports include: highway in-transit daily highway errors, highway daily activity, arrival/departure delay, volume load deficiencies, excessive unload hours, and performance standards. This system provides USPS with a capability to analyze overall performance by contractors and postal personnel.

## S06300-010

*Lockbox Inventory System (LBX).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The Lockbox Inventory System provides information about lockbox delivery and similar services to make possible effective management of those systems at every level of the USPS organizational structure. It provides detailed information concerning services provided to lockbox users, and a listing of boxes by class of post offices showing expected revenues.

## S06300-011

*Mail Fraud and Prohibited Mailings System (MEP).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system maintains information pertaining to the type, frequency and location of various occurrences of mail fraud and prohibited mailing schemes. It enables the Inspection Service, USPS, to give prompt investigative attention where needed. Reports are produced to indicate the details of investigations in progress and investigations completed. Data are broken down under Federal judicial district or non-federal judicial district to indicate the number and date for presentations, prosecution declined, indictments, arrests, dismissals, acquittals or convictions. The kind of sentence and length of sentence, and the amount of fines or restitutions also appear. In addition fraud cases contain the amount of public loss or public savings and prohibited mailing cases contain the amount of dealers' gross annual receipts.

## S06300-012

*Mail Losses Reporting System (MLS).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system is designed to maintain a two-year history of mail losses at all post offices and sectional center facilities (SCF). Reports of valid mail losses are produced showing mailing office and receiving office, content and dollar value, and type of mail.

## S06300-013

*Origin-Destination Information System (ODIS).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

ODIS is an information system by which mail volume data, service analysis data and other characteristics of mail data are collected, developed and presented in a variety of report formats for use by all levels of postal management in such areas as: (1) design and development of bulk and preferential mail centers; (2) development of forecasts of mail volume for planning purposes; (3) measurement of overall service performance through the National Service Index Report; (4) measurement of service standard achievement; and (5) forecasting, budgeting, fiscal control and manpower planning operations. Reports include class of service achievement, service analyses, national and inter-regional distributions, mail characteristics and ZIP Code usage.

## S06300-014

*Project Authorization Control System (PACS).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system establishes and maintains a reporting system on a weekly and accounting period basis for all outstanding budget authorizations, commitments and payments on construction and improvement projects for the U. S. Corps of Engineers (COE) and the U. S. Postal System controlled by the U. S. Postal Service. Also provided is a journal voucher file including 'contra' entries to adjust accounts each accounting period as the project progresses through authorization and commitment to payment and completion of all obligations.

## S06300-015

*Property Accounting System (PRA).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The Property Accounting System provides accounting procedures for the capitalized property of the USPS. Capitalized property is classified as either: plant, i.e., land and buildings (and modifications) referred to as real property; or equipment, i.e., all property owned by the government and in the custody of the USPS or under lease contract (exclusive of lease and/or lease-with-an-option-to-buy contracts) referred to as personal property.

## S06300-016

*Railway Van Control System (RVC).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system records and monitors vans that are transported via rail and provides all levels of management with performance appraisal of railroads and postal facilities. It provides reports indicating excessive unloading hours, van utilization deficiency, vans not dispatched, in-transit vans, and arrived but not unloaded vans.

## S06300-017

*Resources Utilization Study System (RUS).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system is designed to meet the need by USPS Headquarters and Regional administration for current information on the utilization of resources (manpower, equipment, forms and procedures) in post office field operations.

## S06300-018

*Revenue History Report System (RHR).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system provides an annual historic revenue report of selected revenue accounts for use by the Economic Analysis Division, USPS, in monitoring revenue patterns nationwide starting with Fiscal Year 1973. It contains annual revenue data for all post offices within each three-digit postal ZIP Code area.

## S06300-019

*Revenue/Cost Analysis System (RCA).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The 'revenue' portion of the system estimates revenue, pieces and weight of mail, and the cost of handling such mail by class and subclass and type of mail service. It is called the Revenue, Pieces & Weight System (RPW). The domestic and foreign probability estimates account for about 90 percent and 5 percent respectively, of the total revenue, and are generated by the Domestic Cost Ascertainment and Foreign Cost Ascertainment systems, respectively. The domestic non-probability estimates (publishers second-class, controlled circulation, third class bulk rate, and fourth class catalogs) account for the remaining 5 percent, and are derived from samples at destination points in post offices. COD, registered, and insured mail are sampled at originating points in order to record the special service fees separate from the mailing revenues. The In-Office Cost System (costs) samples the work of employees in first and second class offices to estimate within-office direct labor costs of handling mail by class and subclass and other postal services. This system deals with about 60 percent of all wage and salary costs during the year. Annually, approximately 4 1/2 million observations are used to estimate the labor cost by class of mail. The data collected and estimates made are used to prepare the Annual Revenue and Cost Analyses Report and the Postmaster General's Annual Report. Weight per cubic feet estimates are used for distributing transportation costs under the fully distributed cost concept. Estimates of franked mail are used to bill Congress for USPS services. The revenue and cost estimates by class of mail and type of service are used as a basis for rate proposals prepared for review by the Rate Commission.

## S06300-020

*Second Class Publications-Newspaper Treatment System (SNT).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

In compliance with the requirement established by Report 92-8600, 14 June 72, U.S. Senate, Post Office and Civil Service Committee, this system produces a listing of publications authorized, and not authorized, to receive 'Newspaper Treatment', or certain preferential airmail handling. This listing could be purged of all publications not authorized by this preferred handling pursuant to Title 39 USC. Reports are produced which list by state, entry office and publications, the titled second-class magazines authorized to receive newspaper treatment.

## S06300-021

*Statement of Ownership, Management and Circulation System (SOC).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system is designed to determine whether publishers are complying with the conditions under which second-class mailing privileges have been authorized for their publications.

## S06300-022

*National Zip Code System (ZIP).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This is an automated information system which maintains records of ZIP codes assigned to post offices throughout the United States and its possessions. Data are arrayed to indicate class or type of unit. In addition, records are maintained for multi-ZIP coded cities, which indicate post office box numbers, rural routes, stations and branches, buildings, firms having unique ZIP Codes, hospitals, apartments, hotels, motels, government buildings, colleges, universities, military installations, and named and numbered streets. The data maintained are used to produce the Directory of Post Offices and the National ZIP Code Directory, which are updated quarterly. County Data are updated annually. Zip-a-list master tapes and zip-a-list change tapes are produced quarterly and are available for loan to postal customers from Postal Data Centers.

## S06300-023

*Concentration Bank Analysis System (CBA).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The purpose of this system is to enable the Banking Division, USPS, to analyze earnings, expenses, and profitability of concentration bank operations in order to make needed monthly adjustments, to deposits in each of the 21 concentration banks.

## S06300-024

*USPS Financial Reporting System (POF).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system is used by the USPS management to control costs. It is designed to compare both the current and year-to-date actual revenue and expense with the plan for the same period last year. Reports provide a condensed revenue and expense statement and average productive hourly rates by employee category for each of the 5000 largest post offices, as well as summaries for all sectional centers, districts, regions and the nation. Summaries are also produced for individual headquarters organizational units such as departments and groups.

## S06300-025

*Budget and Reporting System.*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The Budget and Reporting System provides financial plan data to managers in the Postal Service for the purpose of comparing approved budget authorizations against actual data. Reports produced by this system are distributed to organizations by finance number, departments and groups.

## S06300-026

*Cash Management and Investment Accounting System.*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The computerized Cash Management and Investment Accounting System has been designed to assist the U.S. Postal Service's Cash Management Department in cash flow and investment portfolio management. This time-shared system also provides an effective forecasting and analysis model that will aid in investment decisions.

## S06300-027

*Facilities Management System (FMS).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system provides regional and national Postal Service organizations with timely and accurate real estate data, schedules, and cost data relating to the USPS nationwide facilities program. The FMS consists of three integrated subsystems and a common data base for each of five postal regions and USPS Headquarters: (1) Facilities Visibility Subsystem (FVS)--An inventory of all USPS Facilities including facility description data, real estate information, miscellaneous facilities data, untracked project data and GSA information; (2) Project Management Scheduling Subsystem (PMSS)--A network based scheduling system, using Critical Path Method (CPM), to generate original, current and projected schedules for construction and improvement projects. Exception reports and schedule forecasts are key elements of the system, along with computer generated status turnaround documents; and (3) Financial Subsystem (FSS)--A tool to provide financial control for the facilities program, which is used for capital budget development in conjunction with PMSS. The system provides cost comparison data at the project and program level relating to estimates, authorizations, budgets, and also produces cash requirement outputs. Project and program-oriented reports are available to District Managers, Functional Managers, Program Managers, General Managers, and Directors within each Postal Region and USPS Headquarters.

## S06300-028

*Government Fiscal Year Revenue System (GFY).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The system is designed to collect revenue data reported on postmasters' statements of accounts and to compile such data into various revenue categories and cost groupings. Reports produced identify each post office's revenue in dollars, its cost ascertainment, revenue units and other pertinent information.

## S06300-029

*Management Operating Data System (MOD).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

The Management Operating Data System is designed to provide postal management with essential information on the relationship between workloads and actual and planned work hours. The system is not designed to compare one installation with another, but to provide local management with information needed for planning and control. Management summary type reports are produced identifying by post office the following operational data: work hours by division, mail volume, detailed breakout by operation, volume transactions by time, work hours by operation/tour, station/branch operation breakouts, letter sorting machine performance and trend analysis.

## S06300-030

*National Bulk Mail System (NBMS).*

**Budget Function/Subfunction:** Payment to the Postal Service (402).

**Agency Contact:** Gerrit Verhoeff, Manager, Management Support Division, Finance Group. 245-5544.

This system functions as the major control mechanism for the National Bulk Mail System. It provides management information daily on the operating condition of each bulk mail center. Operational information includes: vehicle control (van status), mail processing (volumes processed recycled by major sorting system), and production control (plant efficiency, man hours expended, plant recycle rate, and percent damage).

# U.S. International Trade Commission

## S06400-001

*Tariff Schedules of the United States Annotated (TSUSA).* U.S. International Trade Commission. 1975. 100 + pp.

**Budget Function/Subfunction:** Conduct of foreign affairs (152).

**Agency Contact:** E. C. Wallington, Jr., Chief, Financial Management. 523-0117.

Pursuant to section 201 of the Tariff Classification Act of 1962, the Commission is charged with the responsibility of maintaining and publishing on a current basis the Tariff Schedules of the United States Annotated, to show the duty and other customs treatment accorded U.S. imports and the statistical subdivisions to be used for the purposes of reporting the commodity composition of imports for analytical purposes. The TSUSA is usually published annually, and supplements are issued periodically to reflect changes in the schedules and maintain it on a current basis. The schedules are essential both to domestic and foreign private and national institutions as well as to international organizations, such as the General Agreement on Tariffs and Trade (GATT). Since it is the only authoritative source for determinations respecting the duty and other customs treatment accorded U.S. imports on a commodity basis, great accuracy is required. Changes in the Tariff Schedules of the United States reflect primarily the results of legislation, Presidential proclamations issued pursuant of trade agreements, and modifications adopted by the Interagency Committee for the Statistical Annotation of the Tariff Schedules. The activities of this latter Committee, which is composed of representatives of the Secretary of the Treasury, the Secretary of Commerce, and the Chairman of the Commission, and which is chaired by a Commission representative, are conducted pursuant to section 484(e) of the Tariff Act of 1930. The primary object of the Committee has been improvement in the quality and utility of import trade data for analytical purposes. The Committee has recently been engaged in the development of standards and requirements to be incorporated in the TSUSA for the collection of c.i.f. (cost, insurance, and freight) data on U.S. imports, by commodity and by country. Present data are generally based on export values.

# Veterans Administration

## S06500-001

*VA Catalog of Recurring Publication Code Numbers.* VA Catalog No. 2. July 1975. 25 pp.

**Budget Function/Subfunction:** Veterans Benefits and Services (700).

**Public Availability:** On request to the VA.

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

The purpose of this catalog is to provide lists of recurring publication code numbers. It is divided into three parts. Part I lists administrative issues in alphabetical sequence by category, such as: Administrator's Decisions, Bulletins, and Catalogs. These issues are identified by the short title (numerical designation) in most instances and long title followed by the recurring publication code number. Part II contains the same issues listed under Part I, but they occur in recurring publication code number sequence. Part III is a list of new, cancelled or converted codes. Revisions to the catalog will be issued at least semiannually.

## S06500-002

*Index to Veterans Administration Publications.* VA Index I-03-1. November I, 1974. 213 pp.

**Budget Function/Subfunction:** Veterans Benefits and Services (700).

**Public Availability:** On request to the VA.

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This Index to Veterans Administration Publications covers publications distributed through August 1, 1974, and supersedes previous issues. The index is composed of three sections; Basic Classifications Subject, Current VA Directives, and Rescinded VA Directives. It is considered appropriate for use by the public and VA personnel. All material listed is available for public inspection and copying. To obtain maximum use of the basic classifications subject listing, users should familiarize themselves with the major key subjects, and the relationships of the subdivision listings to the major subject. Examples are given in the Preface, as well as a list of abbreviations used, and symbols identifying publications. Listings of VA form letters and forms are also contained in the index.

## S06501-001

*Automated Management Information System (AMIS).*

**Budget Function/Subfunction:** Hospital and medical care for veterans (703).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This system and its associated data base include all quantitative data (patient care, radiology, pharmacy, dietetics, etc.) for each VA hospital and outpatient clinic; workload and productivity data for veterans benefits programs (compensation, pension, education, insurance, loan guaranty, and supporting services) for VA regional officers and centers; summary personnel statistics for all VA field stations; communications service cost data from field stations for accounting purposes; and work performance reports for the Department of Data Management. Through linkages with the Insurance and Financial Accounting Systems it also produces financial reports. Each month the data are updated by field stations through the use of a series of standardized telecommunication messages and by linkage from other systems. Through a series of computer programs, output can be provided in any format required, and any field of data can be manipulated in any manner desired.

## S06501-002

*Fiscal Accounting System--Centralized Accounting for Local Management (CALM).*

**Budget Function/Subfunction:** Other veterans benefits and services (705).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

CALM is a computer-oriented accounting system which centralizes the administrative accounting, voucher audit, and payment activity for the Veterans Administration. Input is introduced by field stations via the Advanced Record System (teletype) and by the Austin data processing center finance activity. The input data update field station financial records from which the system generates financial reports and checks issue tapes for Treasury processing.

## S06505-001

*Patient Treatment File (PTF).*

**Budget Function/Subfunction:** Hospital and medical care for veterans (703).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This centralized file system contains detailed data on individual treatment episodes for VA hospital patients, members of domiciliaries, nursing homes, non-VA hospitals and community nursing homes at VA expense. The file record includes patient identification, admission and discharge status, diagnoses, surgeries performed and other information. The tape file contains over 3 million patient records and approximately 750,000 episodes are added to the file each year.

## S06505-002

*VA Integrated Procurement, Storage and Distribution System (LOG I).*

**Budget Function/Subfunction:** Other veterans benefits and services (705).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This system handles all data related to the VA Supply Program and is known as the VA Integrated Procurement, Storage and Distribution System (LOG I). LOG I maintains all supply inventory records for field stations and supply depots. These records, updated daily as transactions, are received via mail and communication lines from field stations supply depots, marketing center, and central office. As the transactions are processed, data are accumulated to produce inventory listings, registers, analyses, summaries and reports which are furnished to the supply program for supply accounting, supply statistics, and supply management. LOG I also serves as the basic source of input for fiscal processing of VA supply transactions through interface with the

Centralized Accounting for Local Management (CALM) system.

## S06506-001

*Federal Benefits for Veterans and Dependents.* Fact sheet. VA IS-1. January 1, 1975. 53 pp.

**Budget Function/Subfunction:** Veterans Benefits and Services (700).

**Public Availability:** GPO, Stock No. 051-0-00078-1, 75 cents.

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

The purpose of this fact sheet is to provide a summary of all United States benefits for veterans and dependents. Areas covered include: alcoholism treatment; automobiles; aid for the blind; burial information; clothing allowances; compensation for service-connected disabilities; death payments; dental treatment; drug-dependence program treatment; education and training; education for certain dependents; eligibility; Federal Civil Service preference; hospitalization; insurance; jobs; loans; medical benefits; military information; and many others.

## S06506-002

*Loan Guaranty - Portfolio Loan System (PLACE).*

**Budget Function/Subfunction:** Veterans housing (704).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This system is used to assist in the control of the VA portfolio loan program. Records data are not normally supplied to other users. Only statistical and accounting extracts are published. Listings of accounts by name are released to tax collectors to obtain tax bills. The data bank for this system contains data on all veterans and nonveterans who have outstanding or inactive portfolio loans made by VA or who have applications pending for direct loans. The data bank contains the name and address of the individual, social security number, date of birth, identification of loan, status of loan, data on delinquencies, and information on status and repayment of loans. These records are updated periodically with loan status information.

## S06506-003

*Financial Benefits System--Compensation and Pension.*

**Budget Function/Subfunction:** Income security for veterans (701).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This system's data file contains information on each individual necessary for determining and paying the financial benefits to which he is entitled. It contains identification of each beneficiary, amount of payment, birth, marriage, or death dates; children and dependency indication, diagnostic code, social security number. The system stores statistics on beneficiaries, benefits, and costs to the nation, and provides inputs for the automated production of benefit checks. The active file contains tape records for approximately 5 1/2 million veterans, widows, parents and children. The Inactive Compensation and Pension File contains about 8 1/2 million tape records for cases where payment is no longer being made or has been disallowed. It is used for reference and for statistical purposes.

## S06506-004

*Financial Benefits System--Education.*

**Budget Function/Subfunction:** Veterans education, training, and rehabilitation (702).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This system and its related data file are used to administer the education benefits programs for veterans, wives of totally disabled veterans, widows and children. It contains identification of the beneficiary, his address, amount of payment, his children or dependency status, military service, age, type and location of education facility, course objective, delimiting date, his absentee record, education background, and counseling received. The file contains about 3 million tape records on participants in the program (active and inactive).

## S06506-005

*Insurance System--Underwriting and Accounting (UWA).*

**Budget Function/Subfunction:** Other veterans benefits and services (705).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This system contains the following information necessary to administer the various VA insurance programs: identification of veteran and policy, date of birth, loan and lien information, loan transactions, disability income provision, if any, guardianship status, if applicable, payment data and dividend data. There are records for approximately 5 million individuals in the data base.

## S06506-006

*Beneficiary Identification and Records Locator System (BIRL 1).*

**Budget Function/Subfunction:** Other veterans benefits and services (705).

**Agency Contact:** Harrie White, Jr., Reports and Statistics Service. 393-4120.

This system was developed for the central office master index and claims folder locator operation. This system automatically indexes, stores, and retrieves basic identification and related data for millions of veterans and other beneficiaries. It also provides information on the location of records. The system is designed to encompass other closely related functions such as assignment of claim numbers, processing of notices of death, and transfer of records.

# Advisory Commission on Intergovernmental Relations

## S06600-001

*ACIR Mailing List.*

**Budget Function/Subfunction:** Other general government (806).

**Agency Contact:** F.A. Steinko, Assistant to Executive Director. 382-4953.

The objective of this system is to provide ACIR with current addresses of those people who are defined as the prime audience of ACIR reports, activities, and programs. The system was established to provide accurate targeting of ACIR policy implementation and reports as determined by the recipients' functional area and interests and by the contents of the report or policy effort. The audience includes Federal, state, county, city, regional and special district executive and legislative officials, as well as important professional staff. The records may be pulled by functional code, interest code, publication code, alphabetical listing, ZIP code, or a combination of these fields. The system is updated monthly. This is believed to be the most complete and up-to-date mailing list on state, county, and city officials available.

## S06600-002

*ACIR Financial Accounts.*

**Budget Function/Subfunction:** Other general government (806).

**Agency Contact:** F.A. Steinko, Assistant to Executive Director. 382-4953.

The objective of the system is to provide ACIR current records of financial transactions with suppliers, contractors, consultants, etc. Each file in the system contains all records pertaining to the account for the current fiscal year. A new file is established for each transaction involving a new entity.

# National Commission on Productivity and Work Quality

## S07100-001

*Public Sector Publications on Productivity.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Mark Tilden, Assistant Director, Communications. 254-9890.

The Productivity Commission supports basic research and demonstration projects which identify opportunities for productivity improvement in the economy. A number of public sector publications have been developed by or funded by the Commission which deal with improving productivity and productivity measurement in State and local government; improving police services and productivity; improving productivity in solid waste collection; guides to governmental productivity improvement activities and projects; and employee incentives to improve State and local government productivity. A complete descriptive publications list is available from the Commission.

## S07100-002

*Private Sector Publications on Productivity.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Mark Tilden, Assistant Director, Communications. 254-9890.

The Productivity Commission supports basic research and demonstration projects which identify opportunities for productivity improvement in various sectors of the economy. A number of private sector publications have been developed by or funded by the Commission which deal with improving productivity and productivity measurement for individual industries. Industry studies include: productivity in the food industry; productivity in the fishing industries; railroad productivity; transportation of processed foods--distribution productivity; measuring productivity in the construction industry; and technology applied to the food industry. A complete descriptive publications list is available from the Commission.

## S07100-003

*Productivity Centers Around the World.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Mark Tilden, Assistant Director, Communications. 254-9890.

This report describes the current objectives, functions, and operations of major productivity centers around the world and suggests some reasons for their continued growth and influence. Selected centers are described in detail in case studies. The centers covered by this report include the members of the European Association of National Productivity Centers: Belgium, Bulgaria, Czechoslovakia, Denmark, France, West Germany, Greece, Hungary, Iceland, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Turkey and Yugoslavia. The centers of Australia, Israel, Japan, New Zealand, and South Africa are also covered.

## S07100-004

*Labor-Management Productivity Committees in American Industry.*

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Mark Tilden, Assistant Director, Communications. 254-9890.

This report briefly reviews the limited experience in the United States with joint labor-management commmittees established to deal with production and related problems. Beginning with committees set up in the 1920's and 1930's, the report also describes the joint committee effort during World War II, and post-war experience with the Scanlon Plan and committees in government agencies. Recent cooperative initiatives in basic steel, retail food, trucking, railroads, and other areas, are also reviewed.

## S07100-005

*Conference on an Agenda for Economic Research on Productivity.* Appraisal Report. NCOP 73006. 68 pp.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Agency Contact:** Mark Tilden, Assistant Director, Communications. 254-9890.

This report presents scholarly appraisals of what can be done through economic research to broaden knowledge of productivity measurement, growth, impact of cyclical variation, and impact of productivity change.

Authors were asked to review critically the state of knowledge, major gaps, and research priorities in the fields assigned to them.

## S07100-006

*Productivity: An International Perspective.* NCOP CP75014. 84 pp.

**Budget Function/Subfunction:** Other advancement and regulation of commerce (403).

**Public Availability:** GPO, Stock No. 2901-01333.

**Agency Contact:** Mark Tilden, Assistant Director, Communications. 254-9880.

This is a chartbook which provides basic information on productivity trends and levels, and permits comparison of productivity levels in the United States and other developed countries. It illustrates how differences in productivity affect costs and living standards, and also discusses other factors which affect productivity growth.

# President's Committee on Employment of the Handicapped

## S07300-001

*One in Eleven Handicapped Adults In America.* Martin Hershkowitz. Operations Research, Inc. 71 pp.

**Budget Function/Subfunction:** Other manpower services (505).

**Agency Contact:** Robert H. Ruffner, Office of the Committee. 961-2473.

This survey, based on the 1970 U.S. Census data, examines the number of handicapped persons in the United States--nationally and state-by-state. It also examines some of the characteristics of the adult handicapped population: sex, age, education, income, poverty status, and labor force status.

# United States Water Resources Council

## S07400-001

*Fiscal and Budgetary Reports System.*

**Budget Function/Subfunction:** Water resources and power (301).

**Agency Contact:** Richard Vandy, Assistant Director, Program Coordination and Management. 254-6453.

The Water Resources Council Fiscal and Budgetary System produces two reports: (1) OAD-45, Accounting History--containing accounting transactions during the month by allotment area, object class, and document number; and (2) OAD-47, Allotment Status Report--containing the status of WRC obligations by object class, current month obligations, current quarter obligations, year to date total cost, year to data obligations, and open commitments.

# APPENDIX

COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

B-115398

July 1, 1975

Dear:

As mentioned in my letter dated March 28, 1975 (B-115398) concerning our inventory of recurring reports to the Congress, we are also conducting an inventory of information sources and systems. The Legislative Reorganization Act of 1970, as amended by Title VIII of the Congressional Budget Act of 1974, requires the Comptroller General to develop and maintain an inventory of sources and information systems containing fiscal, budgetary, and program-related data and information and a brief description of their content. Executive agency responsibilities under this section of the Act include furnishing to the Comptroller General information as to the location and nature of such data and information.

Our initial step is to develop, with your help and cooperation, an understanding of present executive branch information capabilities. We are requesting your assistance in obtaining (1) existing directories, catalogs, and publications describing agency sources and information systems containing fiscal, budgetary and program-related data and information presently maintained by your organization; or (2) if such publications are not produced by your organization, summary listings of agency sources and systems with a brief description of their content.

The enclosure contains guidelines for furnishing this information. Please send the existing agency publications (Item 1) to us by July 31, 1975. The summary listings and descriptions (Item 2) may be submitted by August 15, 1975.

We are assuming that the person designated by you as a result of my March 28, 1975, request will be our liaison for this request unless another individual is designated. We will be contacting this person at a later time for review and comment on our proposed future data requirements.

If you have any questions concerning this request, you may contact Mr. Kenneth W. Hunter on 376-5330 (IDS 196-65330) or Mr. Robert Jaxel on 376-5378 (IDS 196-65378) of our Office of Program Analysis.

B-115398

Your continuing assistance and cooperation is appreciated.

Sincerely yours,

Comptroller General
of the United States

Enclosure

-2-

ENCLOSURE

GUIDELINES FOR IDENTIFYING
SOURCES AND INFORMATION SYSTEMS

In order that we can compile a useful and accurate inventory of sources and information systems containing fiscal, budgetary and program-related data and information, we ask your cooperation in preparing responses in accordance with the following guidelines.

GAO Contacts

For information about this request, please contact:

| | |
|---|---|
| Mr. Kenneth W. Hunter | 376-5330 (IDS 196-65330) |
| Mr. Robert Jaxel | 376-5378 (IDS 196-65378) |

Please send completed inventory responses to:

Mr. Kenneth W. Hunter
Assistant Director-In-Charge
Office of Program Analysis
U.S. General Accounting Office
Washington, D.C. 20548

Legislative Requirement for Inventory

Title VIII of P.L. 93-344, the "Congressional Budget Act of 1974", amended Title II of the Legislative Reorganization Act of 1970. Specifically, section 203(b) of the 1970 Act, as amended, states:

"The Comptroller General, in cooperation with the Director of the Congressional Budget Office, the Secretary of Treasury, and the Director of the Office of Management and Budget shall -

develop, establish, and maintain an up-to-date inventory and directory of sources and information systems containing fiscal, budgetary, and program-related data and information and a brief description of their content."

Uses for the Inventory

The inventory data you provide us will be used for the following purposes:

a. To meet the requirements of P.L. 93-344, the Congressional Budget Act of 1974, by providing information to the Congress through inclusion in a Congressional Sourcebook.

b. To provide congressional staffs assistance in obtaining fiscal, budgetary, and program-related data and information for congressional committees and members.

c. To provide GAO with information on agencies' information sources to assist in refining and standardizing our future inventory requirements and procedures.

Instructions

1. Please provide existing directories, catalogs and publications describing agency sources and information systems containing fiscal, budgetary, and program-related data and information presently maintained by your organization.

a. For purposes of this inventory the term "sources" includes such agency activities as data and information collection and analysis centers, clearinghouses and information centers, documentation centers, library and information networks and data use and access centers.

b. "Information systems" includes organized collections of procedures and data bases used to store, update, manipulate, and generate information for specific purposes and functions.

Please submit all currently available publications of sources and information systems by July 31, 1975.

2. If sources and systems publications as described above containing fiscal, budgetary and program-related data are not produced by your organization, we would like to obtain the following information for our use in developing our inventory and in planning our work with you for the next few years to improve our inventories.

a. For Information Sources - Provide a listing of your information sources containing fiscal, budgetary and program-related data and a brief description of the content and dissemination methods (200-250 words).

b. Information Systems - Provide a listing of systems containing fiscal, budgetary and program-related data and information. Identify each system by title and include a brief description of the content, (200-250 words).

Please furnish this information to us by August 15, 1975.

3. Each source and system should be identified to the Department and agency/bureau or equivalent organizational level(s) responsible for its maintenance.

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4. Please submit only unclassified publications in completing the sources and systems inventory. For classified publications of sources and systems, please note level of classification and provide unclassified short titles and an unclassified summary description.

5. Responsible person - In order that we may refer to a specific individual for follow-up information, and to respond to questions about the sources and systems directories and listings, please provide the name, telephone number, and office of the person who is directly responsible for preparation of the directory or listing.

6. New and updated information - Please place our name on your mailing lists to receive new and updated sources and systems publications as they are issued by your organization.

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UNITED STATES GENERAL ACCOUNTING OFFICE

## INCOME

UNITED STATES GENERAL ACCOUNTING OFFICE

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