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Report Distribution Instructions

**Comprehensive Audit Memorandum
No.2**

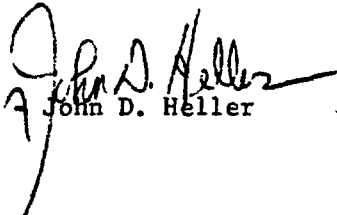


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Memorandum

October 16, 1978

TO : Heads of Divisions and Offices

FROM : Assistant to the Comptroller General  John D. Heller

SUBJECT: Comprehensive Audit Memorandum No. 2, Revised (Preparing GAO Form 115 - Approval for Distribution of Report Signed by the Comptroller General or a Division Director)

PURPOSE

This memorandum contains instructions for preparing GAO Form 115 (Approval for Distribution of Report) and Form 115-1 (Continuation Sheet). The forms are used for planning the distribution of GAO reports and staff studies and determining the quantity to be printed. Chapter 20 of the Report Manual should be consulted for our report distribution policies.

This memorandum supersedes Comprehensive Audit Memorandum No. 2 revised June 17, 1977, and Supplement No. 1, September 13, 1977.

EFFECTIVE DATE

These instructions are effective immediately and the revised Form 115 and 115-1 should be used for all reports and staff studies submitted for final processing on or after November 1, 1978.

PRINCIPAL CHANGES

1. This memorandum has been reformatted into a booklet to make the instructions for preparing the forms easier to use.
2. The listings of individuals, committees and agencies to receive copies of reports have been updated (Part 1).
3. The organization and issue areas/lines of effort codes have been updated and the budget functions have been revised and expanded (Appendix I).

4. The Forms have been revised principally to permit the use of GAO Form 371 to transmit copies of initially restricted reports to the Director, Office of Management and Budget, when such reports are released. The instructions in this memorandum have been expanded to explain the use of Form 371 instead of nonbasic letters in transmitting such reports (Part 1, Section B). The forms have also been revised to provide for using primary codes in classifying reports by budget function, organization and issue area/line of effort; and to identify assignment code numbers, requestors (on congressional request assignments), and the level of classification (for classified reports).

5. The instructions have been expanded to include examples of types of special distribution arrangements that divisions should consider when our reports would affect individuals or non-federal organizations (Part 1, Section B).

Distribution: All holders of the Report Manual in Washington - 1 ea.
Regional Managers and Branch Directors - 5 ea.
OPS - 5

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INTRODUCTION

A Form 115 is required for each report to be signed by the Comptroller General or a division director and for each staff study to be signed by a division director. The original signed form is to accompany the report or study when it is submitted to Editorial Services for final processing. (See ch. 19, Report Manual.)

Divisions are to fill in the front of the Form 115, except for the "Date Issued", "OCR Approval" and number of copies for "Ranking Minority Members of Committees and Subcommittees" and "Other Recipients." For classified reports, the level of classification should be shown on the line next to the "classified" block. Divisions will also fill in the information called for on the back except for the "Quantity" column under the section called "Determination of Quantity to be Prepared." The various codes to be used (budget function, organizational index, and issue areas and lines of effort) are listed in Appendix I. The number of report copies to be prepared will be computed by the Office of Publishing Services based on information from the division and the Information Officer.

The "Special Instructions" block on the front of the Form 115 should be used by the divisions to record instructions for special handling, additional distributions, and/or release of initially restricted request assignment reports.

For each restricted report, the division must indicate (1) the number of days after issuance when it will be available for general distribution or (2) that OCR will notify the Distribution Services Section of the release date.

When the division wants an additional distribution made to specific individuals after a restricted report is issued to the basic addressee(s), separate Forms 115 should be prepared listing the recipients and providing instructions when the distribution is to be made. All of the Forms 115 for a particular report should be submitted with the report when it is forwarded for final processing.

OCR will signify concurrence with all special instructions on restricted request assignment reports by initialing the form when the final report package is routed to them prior to signature by the Comptroller General or a division director.

Sample Forms 115 for various types of reports are shown in Appendix II.

3. The appropriate subcommittee of the House Committee on Post Office and Civil Service when copies are being sent to the full Committee.
4. The following committees and members on the basis of special requests for copies of reports on the subjects listed (one copy unless otherwise noted). Some of the recipients listed are the committees which would normally receive reports on the subject matter listed. Their inclusion on this list is to emphasize their desire to receive copies of these reports. It is not meant to increase the number of copies sent to them.

<u>Subject</u>	<u>Recipient</u>
Access to records-- agency delay or refusal	Subcommittee on the Constitution, Senate Committee on the Judiciary
Defense	House Committee on Armed Services Senate Committee on Armed Services Representative Norman D. Dicks Representative Patricia Schroeder Attention: Jerryl Stacy
Defense Production Act	House Committee on Armed Services House Committee on Banking, Finance and Urban Affairs Senate Committee on Armed Services Senate Committee on Banking, Finance and Urban Affairs
Department of Agriculture	Subcommittee on Intergovernmental Relations and Human Resources, House Committee on Government Operations
Department of Health, Education and Welfare	Subcommittee on Intergovernmental Relations and Human Resources, House Committee on Government Operations Senate Committee on Human Resources

<u>Subject</u>	<u>Recipient</u>
	House Committee on Education and Labor
Department of Labor	Subcommittee on Manpower and Housing, House Committee on Government Operations
	Senate Committee on Human Resources
	House Committee on Education and Labor
Department of Labor-- activities financed by special Federal taxes	House Committee on Ways and Means
	Senate Committee on Finance
District of Columbia	House Committee on District of Columbia
	Subcommittee on Governmental Efficiency and the District of Columbia, Senate Committee on Governmental Affairs (six copies)
Fast Breeder Reactor Program	Senator Howard Baker, 313 U.S. Post Office Bldg., Knoxville, Tenn. 37901
Federal-Aid Highway Program	House Committee on Public Works and Transportation (6 copies)
	Subcommittee on Surface Transportation, House Committee on Public Works and Transportation
Federal Savings and Loan Insurance Corporation	Subcommittee on Housing and Urban Affairs, Senate Committee on Banking, Housing and Urban Affairs
Foreign military sales	Subcommittee on International Security and Scientific Affairs, House Committee on International Relations
	Attention: Forrest Frank

<u>Subject</u>	<u>Recipient</u>
Government-owned facilities and machinery used by private contractors	House Committee on Armed Services Senate Committee on Armed Services
Health	Subcommittee on Health and Long-Term Care, House Select Committee on Aging Attention: Robert Weiner Subcommittee on Housing and Community Development, House Committee on Banking, Finance and Urban Affairs
Housing	Subcommittee on Housing and Urban Affairs, Senate Committee on Banking, Housing and Urban Affairs
"Impoundments," pursuant to the Impoundment Control Act of 1974	Senate Committee on Appropriations
International activities	Subcommittee on Legislation and National Security, House Committee on Government Operations House Committee on International Relations Senate Committee on Foreign Relations (Chairman - 22 copies, Chief of Staff - 1 copy)
Major acquisitions	Subcommittee on International Security and Scientific Affairs, House International Relations Committee Attention: Forrest Frank

<u>Subject</u>	<u>Recipient</u>
Manpower utilization and personnel manage- ment	House Committee on Post Office and Civil Service Subcommittee on Manpower, House Committee on Post Office and Civil Service Subcommittee on Civil Service and General Service, Senate Committee on Governmental Affairs
Military Construc- tion	Subcommittee on Military Construction, Senate Committee on Appropriations
Military personnel	Subcommittee on Military Personnel, House Committee on Armed Services Subcommittee on Manpower and Personnel, Senate Committee on Armed Services
Missiles	House Committee on Science and Technology Subcommittee on Science, Technology and Space; Senate Committee on Commerce, Science, and Transporta- tion Attention: John Stewart
Nuclear Proliferation	Subcommittee on International Security and Scientific Affairs, House International Relations Committee Attention: Forrest Frank
Printing and binding activities, Govern- ment Printing Office	Joint Committee on Printing (10 copies)
Procurement and contracts	House Committee on Small Business Senate Select Committee on Small Business

<u>Subject</u>	<u>Recipient</u>
Research and Development	Subcommittee on Science, Research and Technology; House Committee on Science and Technology
Social Security	House Committee on Ways and Means Senate Committee on Finance
Stockpiling	House Committee on Armed Services Senate Committee on Armed Services
TVA	Senator Howard Baker, 313 U.S. Post Office Bldg., Knoxville, Tenn. 37901
U.S. Coast Guard, Merchant Marine, Panama Canal, fisheries, international fishing agreements, oceanography, coastal zone management, navigation, pilotage, wildlife	House Committee on Merchant Marine and Fisheries (50 copies)
Veterans	House Committee on Veterans Affairs

5. Committees and Members of Congress (not otherwise designated to receive copies of the report) believed to have an immediate need for or interest in the subject of the report. Copies should not be sent to subcommittees of the House Committee on Appropriations unless specifically requested.

6. The heads of the departments and agencies responsible for the activities discussed in the report. The President of the United States should be sent a copy only when justified by the importance of the matter; advance concurrence by the Director, Office of Policy, is required for such distribution.
7. The agencies and officials listed below who have been approved to receive copies of reports on selected subjects in the initial distribution. (One copy unless otherwise noted.)

<u>Subject</u>	<u>Recipient</u>
Contracts subject to renegotiation	Renegotiation Board
Responsibilities or interests of:	
Department of Agriculture	Director, Policy, Liaison and Information Staff, Office of Inspector General Department of Agriculture (15 copies)
Department of Health, Education and Welfare	Director, HEW Audit Agency (20 copies)
Department of Housing and Urban Development	Stuart Addison, Office of the Inspector General, Room 8280, HUD Bldg., 451 7th St., SW Washington, D.C. 20410 (14 copies)
General Services Administration	Administrator of General Services (4 copies) Director, Office of Audits (8 copies)
Department of Energy	The Honorable The Secretary of Energy Washington, D.C. 20545 (2 copies)

<u>Subject</u>	<u>Recipient</u>
Department of Energy	The Department of Energy Office of the Controller Washington, D.C. 20545 Attention: Fred Hiser (15 copies)
Department of Defense	Assistant for Audit Reports OASD (C) Audit, Room 3A336 The Pentagon Washington, D.C. 20301 (14 copies)
Department of the Army	The Secretary of the Army Attn: The Inspector General, DAIG-AI, Room 1E717 The Pentagon, Washington, D.C. 20310 (40 copies)
Department of the Navy	Comptroller of the Navy (NCB-4) Room 5D830 The Pentagon, Washington, D.C. 20350 (30 copies)
Department of the Air Force	The Secretary of the Air Force Attn: Assistant Auditor General AF/ACUG, Room 4D172 The Pentagon Washington, D.C. 20330 (20 copies)
Procurement and contracts	Office of Procurement Policy, Office of Management and Budget (5 copies)
All reports when copies are sent to the Secretary of State	Director, Operations Analysis and GAO Liaison, Department of State
Matters of interest to State Governments	Council of State Governments, Iron Works Pike, Lexington, KY 40511

8. Interested agency officials not otherwise designated to receive copies.

9. Other persons directly involved in the matters discussed in the report whether or not they are named, including State and local government officials, contractors and grantees. (Show the full mailing addresses on Form 115.)

Other unrestricted report

Recipients who have a need for or interest in the report and the number of copies to be sent to each recipient should be designated on the form. The recipients listed should include:

- The report addressee (check basic letter column).
- The Director, Office of Management and Budget (three copies, plus one additional copy for each additional agency if more than one agency is involved).
- The head of the department or agency involved (if other than the report addressee).
- Appropriate subordinate agency officials.
- Interested Members and committee of Congress. (See p. 3, item 4 for congressional recipients who have requested reports on certain subjects.)
- Other interested parties such as grantees, contractors and State and local officials. (Show full mailing addresses on Form 115.)
- For reports addressed to the heads of departments and agencies (one copy unless otherwise noted):
 - House Committee on Appropriations (2 copies)
 - House Committee on Government Operations (3 copies)
 - Cognizant House Legislative Committee
 - Senate Committee on Appropriations (Attn: Tom Allison)
 - Cognizant subcommittee, Senate Committee on Appropriations (see note on page 2)
 - Senate Committee on Governmental Affairs
 - Cognizant Senate Legislative Committee

Copies of reports on the listed subjects should also be sent to the following recipients (One copy unless otherwise noted.)

<u>Subject</u>	<u>Recipient</u>
Responsibilities or interests of:	
Department of Agriculture	Director, Policy, Liaison and Information Staff Office of Inspector General Department of Agriculture (15 copies) Representative L.H. Fountain
Department of Defense	Representative Norman D. Dicks Representative Patricia Schroeder Attention: Jerryl Stacy Assistant for Audit Reports OASD (C) Audit Room 3A336 The Pentagon Washington, D.C. 20301 (14 copies)
Department of the Army	The Secretary of the Army Attn: The Inspector General, DAIG-AI, Room 1E717 The Pentagon, Washington, D.C. 20310 (40 copies)
Department of the Navy	Comptroller of the Navy (NCB-4) Room 5D830 The Pentagon, Washington, D.C. 20350 (30 copies)
Department of the Air Force	The Secretary of the Air Force Attn: Assistant Auditor General AF/ACUG, Room 4D172 The Pentagon Washington, D.C. 20330 (20 copies)
Department of Health, Education and Wel- fare	Representative L.H. Fountain Director, HEW Audit Agency (20 copies)
Department of Housing and Urban Development	Stuart Addison, Office of the Inspector General, Room 8280, HUD Bldg., 451 7th St., SW Washington, D.C. 20410 (14 copies)

<u>Subject</u>	<u>Recipient</u>
General Services Administration	Administrator of General Services (4 copies) Director, Office of Audits (8 copies)
Department of Energy	The Honorable The Secretary of Energy Washington, D.C. 20545 (2 copies) The Department of Energy Office of the Controller Washington, D.C. 20545 Attention: Fred Hiser (15 copies)
Contracts subject to renegotiation	Renegotiation Board
Reports addressed to the Secretary of State	Director, Operations Analysis and GAO Liaison, Department of State
Reports on: Procurement and contracts	Office of Procurement Policy, Office of Management and Budget (5 copies)
Fast Breeder Reactor Program or TVA	Senator Howard Baker, 313 U.S. Post Office Bldg., Knoxville, Tenn. 37901
National Defense	Representative Robert N. Giaino
Veterans	House Committee on Veterans Affairs

RESTRICTED REPORT

Request assignment report

The initial distribution of reports which are not available for unrestricted distribution when issued to the basic addressee will be in accordance with advance arrangements made with the requester.

A separate Form 115 should be prepared and submitted with such reports when they are forwarded for final processing to show the distribution to be made when the report is released.

The instructions for "Other unrestricted report" (see p. 10) should be used for planning the distribution to be made on release. A copy of all initially restricted reports, when released, should also be sent to:

Representative John Moss
Attention: Mr. Silbey

In addition, if a report contains recommendations to the head of a department or agency, it should be sent to the following committees and their cognizant subcommittees, when released. (One copy unless otherwise noted.)

House Committee on Appropriations (2 copies)

Senate Committee on Appropriations (Attn: Tom Allison)

House Committee on Governmental Operations (3 copies)

Senate Committee on Governmental Affairs

Divisions must arrange for persons or non-Federal organizations located outside the Washington Metropolitan area which are named in a restricted report to receive copies before the news media when the report is subsequently released for general distribution.

Other restricted report

When the distribution of a report is limited for reasons other than because it resulted from a request assignment, the initial external distribution should be restricted, as appropriate, considering the factors requiring restriction. Copies are not ordinarily sent to local Senators and Representatives (unless they have a standing or specific request) or to parties outside the Federal Government, such as contractors and State and local agencies.

The following have requested copies of restricted reports addressed to heads of certain agencies. If the division director deems it inappropriate to release a restricted report to these recipients, the matter should be discussed with the Office of Congressional Relations. Otherwise, the Form 115 should provide for the following distribution.

<u>Report addressee</u>	<u>Send one copy to</u>
Secretary of Agriculture Secretary of Health, Education and Welfare	Representative L.H. Fountain
Administrator of Veterans Affairs	House and Senate Committees on Veterans' Affairs
Department of Defense	Representative Patricia Schroeder Attention: Jerryl Stacy

CLASSIFIED REPORT

The distribution of a classified report must be approved in advance by the responsible agency. See chapter 18, Report Manual.

Report to the Congress

A classified report addressed to the Congress should receive the same initial external distribution as an unrestricted report addressed to the Congress, except as follows:

1. Copies are not sent:

Senator William Proxmire

Joint Economic Committee

Permanent Subcommittee on Investigations, Senate Committee on Governmental Affairs

Subcommittee on Science, Research and Technology, House Committee on Science and Technology

Subcommittee on Energy, Nuclear Proliferation and Federal Services, Senate Committee on Governmental Affairs

Other interested committees and Members of Congress as described in item 5 on page 7, except upon specific request.

Interested agency officials identified under item 8 on page 9, except upon specific request.

2. The Senate Committee on Foreign Relations should be furnished three (instead of 23) copies of reports dealing with international activities.
3. The House Committee on Government Operations should be furnished two (instead of three) copies of all classified reports.

4. One copy of each report should be sent to:

Representative Edward P. Boland

Representative Robert N. Giaimo

Representative William Dickinson (Attn: J. C. Steen)

House Permanent Select Committee on Intelligence

H-405 Capitol

Attn: G. Elizabeth Keyes and Carol A Wiik

5. One copy (unless otherwise noted) should be sent to each of the following recipients who normally receive a copy of an unrestricted report to the Congress in the subsequent distribution:

<u>Subject</u>	<u>Recipient</u>
All	Commandant Industrial College of the Armed Forces Code ICDP Washington, DC 20319
National Defense	Defense Documentation Center Attention: DDC-TCA Cameron Station, VA 22314 Defense Logistics Studies Information Exchange Attention: DRXMC-D Fort Lee, VA 23801
Military Assistance Program	Inspector General, Foreign Assistance, Department of State (2 copies)
Agency for Inter- national Development (AID)	Inspector General, Foreign Assistance, Department of State (2 copies) Controller, Agency for International Development (20 copies)
AID lending activi- ties and Export Import Bank	International Information Center, Division of International Finance, Federal Reserve System Attention: Reed Irvine
Antitrust, research and development, and patent problems	Subcommittee on Antitrust and Monopoly, Senate Committee on the Judiciary Attention: Chief Counsel

National Defense;
Department of Housing
and Urban Develop-
ment; independent
agencies under the
jurisdiction of the
Subcommittee

Representative Lawrence Coughlin,
Ranking Minority Member, Sub-
committee on HUD - Independent
Agencies, House Committee on
Appropriations, 1536 Longworth
Office Bldg., Attention: Kenny
Kraft

Other classified report

The initial distribution will be the same as described for "Other unrestricted report" (see page 10). The following additional distributions (one copy unless otherwise noted) are made for a classified report.

<u>Subject</u>	<u>Recipient</u>
All	Commandant Industrial College of the Armed Forces Code ICDP Washington, DC 20319
Military Assistance Program	Inspector General, Foreign Assistance, Department of State (2 copies)
Agency for Inter- national Develop- ment	Inspector General, Foreign Assistance, Department of State (2 copies) Controller, AID (20 copies)

CLASSIFIED REPORT
WITH UNCLASSIFIED DIGEST

The report should be distributed in accordance with the instructions applicable to a classified report. The digest should be distributed to recipients who (1) are not receiving copies of the full report and (2) normally receive copies of unclassified reports on the subject matter being reported. Two Forms 115 should be used; the one for the distribution of the unclassified digest should be clearly marked "Digest Only".

CLASSIFIED SUPPLEMENT TO
UNCLASSIFIED REPORT

The classified supplement should be distributed in accordance with the instructions applicable to a classified report, and the report should be distributed in accordance with the instructions applicable to an unclassified report. Two Forms 115 should be used; the one for the distribution of the unclassified report should be clearly marked "Report Only". A recipient who receives both the report and the supplement should receive them simultaneously.

STAFF STUDY

The initial external distribution will be determined by the responsible division official. The Office of Congressional Relations should be consulted on the best means of transmitting staff studies to congressional offices.

SECTION B--TRANSMITTAL AND DELIVERY METHODS

TRANSMITTAL DOCUMENTS

The type of transmittal document to be used for each recipient in the initial external distribution should be checked in the appropriate column on the Form 115.

<u>Column</u>	<u>Recipient</u>
Basic letter	This column should be checked for the official(s) to whom the report is addressed, including addressees of letter reports. For a report to the Congress, check the Speaker of the House and the President of the Senate.
Nonbasic letter	This column should be checked for recipients <u>other than the report addressee</u> , for whom special transmittal letters are to be used. (See Report Manual, ch. 10.)
GAO Form 371	This column should be checked for the following committees and their cognizant subcommittees when the report contains recommendations to the head of an agency <u>and</u> transmittal letters are not being used. House Committee on Appropriations Senate Committee on Appropriations House Committee on Government Operations Senate Committee on Governmental Affairs When a restricted report is subsequently released, unless nonbasic letters are needed to convey special messages, a Form 371 will be used to send it to the above listed committees and their subcommittees, and to the Director, Office of Management and Budget. The divisions should provide special instructions for the Distribution Services Section to stamp the Form 371 transmittal with the date the report was release to the agency. The release date marks the beginning of the 60-day response time on such

reports. The Form 371 will be attached to the report copies by the Distribution Services Section. The Form is illustrated on page 20-12 of the Report Manual.

None This column should be checked for all others.

DELIVERY

Reports (and copies) sent to congressional recipients with transmittal letters are hand carried. Others are delivered to the mail rooms of the buildings of the committees or Members.

The best way to expedite committee mail is to designate delivery to the responsible committee staff member. Committee business is handled exclusively at the committee office; not at the chairman's congressional office. The Form 115 should show the responsible staff member's name, title, room number, building, etc.

Unless special instructions are given on the Form 115, the following delivery methods will be used.

<u>Location of Recipient</u>	<u>Recipient</u>	<u>Delivery Method</u>
Washington, D.C. area	Congressional <u>1/</u>	GAO messenger
	Agency heads and agencies reported on <u>2/</u>	GAO messenger
	Other recipients in D.C. area not near normal delivery area <u>3/</u>	First-class mail
	GAO staff <u>2/</u>	GAO messenger
Outside Washington, D.C.:		
Unclassified report	All recipients including GAO field offices <u>3/</u>	First-class mail

1/ Show full subcommittee and/or committee name on Form 115.

2/ Show room number and street address but not ZIP code on Form 115.

3/ Show complete address, including ZIP code, on Form 115.

Classified report:

Confidential	"	Certified mail
Secret	"	Registered mail

The divisions should provide the Distribution Services Section with special instructions in situations such as the following:

- A report deals with the activities of non-Federal organizations and persons named in the report.
- A report is likely to have strong public interest in localities far from Washington, D.C.
- Inquiries from the media are anticipated after issuance or release of the report.

When our reports involve non-Federal organizations and persons, divisions should make sure that the named persons or organizations receive copies of the report before the media distribution is made. For such persons and organizations located outside the Washington Metropolitan area, divisions should consider special instructions such as

- mailing advance copies of report after it has been signed but before the initial distribution is made;
- sending advance copies to GAO regional offices which will make distribution to the named parties after notification that the report has been signed; or
- delaying the media distribution for at least 48 hours to allow the named parties to receive copies mailed to them.

PART 2
PLANNING THE INITIAL DISTRIBUTION
WITHIN THE OFFICE

UNRESTRICTED REPORT

Number of
copies

1	Comptroller General
1	Assistant to the Comptroller General, Policy and Program Planning (<u>Bound</u> Reports Only)
5	Office of Congressional Relations
(a)	Director of originating division or office
(a)	Cognizant deputy director
(a)	Cognizant associate and/or assistant director
10	Information Officer
(a)	Each participating regional or branch office
(a)	Directors of participating divisions or offices
1	Director, Claims Division (reports on claims, receivables, and collections)

RESTRICTED REPORT

Same as unrestricted report, unless special restrictions are deemed necessary by the cognizant GAO official.

CLASSIFIED REPORT

Same as unrestricted report except that copies are not furnished to:

Comptroller General b/
Assistant to the Comptroller General, Policy and Program
Planning
Office of Congressional Relations
Information Officer

a/ Determined by cognizant associate director or comparable official.

b/ The Comptroller General should be sent a copy of the unclassified digest of a classified report not signed by him. If there is no such digest the responsible division should notify him of the issuance of the report.

STAFF STUDY

The Director, OP should receive one copy; the Director, OCR and the Information Officer should receive 5 copies. Other internal distribution will be determined by the responsible division official.

PART 3
DETERMINING THE QUANTITY TO BE PREPARED

Except as provided below Editorial Services will compute and enter all of the data needed in the section of the Form 115 for determining the total quantity to be prepared.

The Division must indicate whether it wishes subsequent external distribution to be made to the "All" list, "Selected Subjects" list or neither by checking the applicable box(es) on the Form 115. These lists identify Members of Congress; Federal, State, and local government officials; university libraries and professors; members of the press; and nonprofit organizations who have requested copies of all unclassified reports to the Congress, or reports on specific subjects or organizations. The following criteria should be used for checking the boxes on the "Recurring Subsequent Distribution" line.

- Both "All" and "Selected Subjects" should be checked for unrestricted reports to the Congress.
- "None" should be checked for classified reports and those restricted for reasons other than that they are reports on request assignments.
- For all other types of reports and staff studies, the division should check the appropriate box(es) based on its estimate of the importance of or interest in the report. For restricted congressional request reports these distributions will be made after the general release date given on the front of the Form 115.

When the report's title, cover summary, and digest are reviewed, the Information Officer will inform the division of the applicable news media codes and the number of copies to be distributed. (This applies only to unclassified reports signed by the Comptroller General.) The division is responsible for seeing that this information is recorded on the Form 115 submitted with the report to Editorial Services.

If the division anticipates unusually heavy demand for copies of a particular report, Editorial Services should be consulted so that provision for additional quantities can be made on the Form 115.

CODES TO BE SHOWN
ON GAO FORM 115

This appendix identifies the (1) budget function, (2) organization, and (3) issue area/line of effort codes to be entered in the appropriate blocks on the Form 115. If the budget function(s) or organization(s) reported on do not match these codes, the new function(s) or name(s) should be written in the blocks ordinarily used for the codes. If the report is not related to any of the issue areas/lines of effort "none" should be written in that block.

These codes are used by the Distribution Services Section for indexing reports and for making recurring subsequent distributions to parties who have asked for copies of reports on certain subjects. Some of them are also used to compile comprehensive listings of GAO reports. Consequently, the divisions should carefully consider which codes are the most appropriate for each report. The primary budget function, organization and issue areas/line of effort should be entered on the first line in each block.

The Distribution Services Section also maintains a list of parties who are sent copies of all reports, regardless of subject, when the divisions check the "All" box on the back of the Form 115.

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Budget functions	2
Organizational index	6
Issue areas and lines of effort	12

BUDGET FUNCTIONS

	<u>CODE</u>
NATIONAL DEFENSE	0050
Department of Defense - Military (except procurement and contracts)	0051
Military Assistance	0052
Atomic Energy Defense Activities	0053
Defense-related Activities	0054
Weapons Systems	0057
Department of Defense - Procurement and Contracts	0058
Military Pay	0060
INTERNATIONAL AFFAIRS	0150
Foreign Economic and Financial Assistance	0151
Conduct of Foreign Affairs	0152
Foreign Information and Exchange Activities	0153
International Financial Programs	0155
GENERAL SCIENCE, SPACE, AND TECHNOLOGY	0250
General Science and Basic Research	0251
Space Flight	0253
Space Science, Applications, and Technology	0254
Supporting Space Activities	0255
Telecommunications and Radio Frequency Spectrum Use	0258
ENERGY	0270
Energy Supply	0271
Energy Conservation	0272
Emergency Energy Preparedness	0274
Energy Information, Policy, and Regulation	0276
NATURAL RESOURCES AND ENVIRONMENT	0300
Water Resources	0301
Conservation and Land Management	0302
Recreational Resources	0303
Pollution Control and Abatement	0304
Other Natural Resources	0306

	<u>CODE</u>
AGRICULTURE	0350
Farm Income Stabilization	0351
Agricultural Research and Services	0352
Import-Export Issues	0353
COMMERCE AND HOUSING CREDIT	0370
Mortgage Credit and Thrift Insurance	0371
Postal Service	0372
Federal Financing Bank	0374
Other Advancement and Regulation of Commerce	0376
TRANSPORTATION	0400
Ground Transportation	0404
Air Transportation	0405
Water Transportation	0406
Other Transportation	0407
COMMUNITY AND REGIONAL DEVELOPMENT	0450
Community Development	0451
Area and Regional Development	0452
Disaster Relief and Insurance	0453
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Elementary, Secondary, and Vocational Education	0501
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	<u>CODE</u>
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	<u>CODE</u>
FINANCIAL MANAGEMENT AND INFORMATION SYSTEMS	1100
Accounting Systems in Operation	1101
Review and Approval of Accounting Systems	1102
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Developing and Disseminating Audit Standards	1104
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NONDISCRIMINATION AND EQUAL OPPORTUNITY PROGRAMS	1006
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ORGANIZATIONAL INDEX

	<u>Abbreviation</u>
LEGISLATIVE BRANCH	LB
Congress	C
Architect of the Capitol	AC
United States Botanic Garden	BG
General Accounting Office	GAO
Government Printing Office	GPO
Library of Congress	LC
Cost Accounting Standards Board	CASB
Office of Technology Assessment	OTA
Congressional Budget Office	CBO
JUDICIAL BRANCH	JB
The Supreme Court of the United States	SC
Administrative Office of the United States Courts	AOC
Federal Judicial Center	FJC
EXECUTIVE BRANCH	EB
The President of the United States	P
The Executive Office of the President	EOP
The White House Office	WHO
Office of Management and Budget	OMB
Council of Economic Advisers	CEA
National Security Council	NSC
Central Intelligence Agency	CIA
Domestic Council	DOMC

Abbreviation

EXECUTIVE BRANCH (continued)

Executive Office of the President
(continued)

Energy Resources Council	ERC
Federal Property Council	FPRC
Office of the Special Representative for Trade Negotiations	OSRTN
Council on Environmental Quality	CEQ
Office of Telecommunications Policy	OTP
Council on International Economic Policy	CIEP
Office of Drug Abuse Policy	ODAP
Council on Wage and Price Stability	CWPS
Office of Science and Technology Policy	OSTP

Office of the Vice President	OVP
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Executive Departments	ED
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Department of Agriculture	DAGR
Department of Commerce	DCOM
Department of Defense	DOD
Department of Air Force	DAF
Department of the Army	DA
Department of the Army--Corps of Engineers	DA-CE
Department of the Navy	DN
Department of Defense Agencies and Joint Service Schools	DAJSS
Department of Energy	DOE

Abbreviation

EXECUTIVE BRANCH (continued)

Executive Departments (continued)

Department of Health, Education, and Welfare	DHEW
Department of Housing and Urban Development	DHUD
Department of the Interior	DINT
Department of Justice	DJUS
Department of Labor	DLAB
Department of State	DST
Department of Transportation	DOT
Department of the Treasury	DTRS

Independent Agencies

	IA
ACTION	ACT
Administrative Conference of the United States	ACUS
American Battle Monuments Commission	ABMC
American Revolution Bicentennial Administration	ARBA
Appalachian Regional Commission	ARC
Board for International Broadcasting	BIB
Canal Zone Government	CZG
Civil Aeronautics Board	CAB
Commission of Fine Arts	CFA
Commission on Civil Rights	CCR
Commodity Futures Trading Commission	CFTC

Abbreviation

EXECUTIVE BRANCH (continued)

Independent Agencies (continued)

Community Service Administration	CSA
Consumer Product Safety Commission	CPSC
District of Columbia	DC
Environmental Protection Agency	EPA
Equal Employment Opportunity Commission	EEOC
Export-Import Bank of the United States	EIB
Farm Credit Administration	FCA
Federal Communications Commission	FCC
Federal Deposit Insurance Corporation	FDIC
Federal Election Commission	FEC
Federal Home Loan Bank Board	FHLBB
Federal Maritime Commission	FMC
Federal Mediation and Conciliation Service	FMCS
Federal Reserve System	FRS
Federal Trade Commission	FTC
Foreign Claims Settlement Commission of the United States	FCSC
General Services Administration	GSA
Indian Claims Commission	IC
Inter-American Foundation	IAF
Interstate Commerce Commission	ICC
National Aeronautics and Space Administration	NASA

Abbreviation

EXECUTIVE BRANCH (continued)

Independent Agencies (continued)

National Credit Union Administration	NCUA
National Foundation on the Arts and the Humanities	NFAH
National Labor Relations Board	NLRB
National Mediation Board	NMB
National Science Foundation	NSF
National Transportation Safety Board	NTSB
Nuclear Regulatory Commission	NRC
Occupational Safety and Health Review Commission	OSHRC
Overseas Private Investment Corporation	OPIC
Panama Canal Company	PCC
Pension Benefit Guaranty Corporation	PBGC
Postal Rate Commission	PRC
Railroad Retirement Board	RRB
Renegotiation Board	RB
Securities and Exchange Commission	SEC
Selective Service System	SSS
Small Business Administration	SBA
Smithsonian Institution	SI
Tennessee Valley Authority	TVA
United States Arms Control and Disarmament Agency	ACDA
United States Civil Service Commission	CSC

Abbreviation

EXECUTIVE BRANCH (continued)

Independent Agencies (continued)

United States Information Agency	USIA
United States International Trade Commission	USITC
United States Postal Service	USPS
Veterans Administration	VA

ISSUE AREAS
AND LINES OF EFFORT

	<u>LEAD DIVISION</u>	<u>CODE</u>
1. Automatic Data Processing.	FGMSD	0100
--Statement of User Requirements and User Systems Specifications for ADP Software.		0105
--Detailed Design, Development, and Installation of ADP Software.		0106
--Conversion, or Changeover to Other ADP Systems.		0107
--Improving the Quality of ADP Products.		0108
--Assessing the Social Impacts of Computer-Based Systems.		0109
--Development of Guidelines for Use in Improving Selected ADP Management and Control Practices.		0110
--Improving the Technical Planning for Acquisition of ADP Goods and Services.		0111
2. Internal Auditing Systems for Federal and Federally Assisted Programs.	FGMSD	0200
--Are There Sufficient Federal Auditors Performing A Proper Mixture of Audits to Provide Adequate Coverage of Federal Programs?		0201
--Are Internal Audits Being Planned Properly and Is Planning Coordinated With Program Evaluation and With Other Groups Having Audit Responsibilities?		0202
--Are Audit Reports of Acceptable Quality, and Are Recommendations Followed Up Promptly?		0203

--Are Federal Audit Agencies Coordinating Their Work As Well As Cooperating with State and Local Auditors and Independent Public Accountants Auditing the Billions In Federal Grants to Avoid Duplication of Efforts and Provide for Timely Audits?		0204
3. Federal Personnel Management and Compensation.	FPCD	0300
--Are Federal Pay Principles Sound and Do the Pay Determination Processes Fulfill the Principles?		0306
--Are Federal Retirement Policies and Practices Equitable, Affordable and Serving Management and Employee Needs?		0307
--Are the Government's Retirement Programs Being Effectively and Efficiently Administered?		0308
--Do Federal Leave Policies Fulfill Agency and Employee Needs?		0309
--Is There a Job Evaluation Structure or System that Would Better Meet Federal Personnel Management Goals?		0311
--To What Extent Should the Federal Government Operate and Subsidize Morale, Welfare, and Recreation Activities?		0312
--Does Agency Work Force Planning Identify the Numbers of Employees Needed to Effectively and Efficiently Accomplish the Government's Essential Work?		0313
--Is Military Skill Training Being Managed So It Can Be Carried Out at the Lowest Possible Cost?		0314

- Assisting the Congress as It Develops
Legislation for a Federal Employees'
Labor-Management Program. 0315
- Promoting Effective Systems and
Developing New, More Explicit
Standards of Financial Disclosure
and Ethics for Identifying and
Resolving Conflicts of Interest. 0316
- Does the Military Justice System
Provide Fair, Equitable, and
Consistent Treatment for Military
People and, at the Same Time,
Effectively Serve the Interests of
Both the Military and the Public? 0317
- What Have Been the Progress and
Problems in Implementing the Defense
Manpower Commission's Recommendations
Concerning the All Volunteer Force
and the Manpower Factors Affecting
the Ability of the National Guard
And Reserve Components to Meet
Mission Requirements? 0318
- 4. Intergovernmental Policies and
Fiscal Relations. GGD 0400
 - Encourage and Evaluate Federal
Efforts to Standardize and
Simplify Administrative Require-
ments of the Assistance System. 0401
 - Promoting Effective Mechanisms
for Coordinating Federal, State,
Area-wide, and Local Activities. 0402
 - Evaluation of Potentials for
Increasing the Efficiency and
Effectiveness of Federal Assistance
Through Consolidation or Reorgani-
zation of Federal Programs and
Agencies. 0405
 - Improving General Financial
Assistance Programs. 0406

	--Assessing Intergovernmental Fiscal Problems and Potential Solutions.		0407
5.	Law Enforcement and Crime Prevention.	GGD	0500
	--Do Adequate Efforts Exist to Detect and Prevent White-Collar Crime?		0509
	--Is Adequate Protection Provided Persons and Property in Federally Controlled Areas?		0510
	--Is the Single Agency Approach to Domestic Drug Law Enforcement Viable?		0511
	--What Impact Have Federally Assisted Efforts to Strengthen State and Local Law Enforcement Capabilities Had Upon Controlling Crime and Improving Police Performance?		0512
	--How Effective Are the Efforts to Reduce the Backlog of Cases and Provide for Speedy Trials for Defendants in Federal Courts?		0513
	--How Effective Are Correctional Programs in Treating Criminal Offenders?		0514
	--Is a Single National Crime Statistics and Information System Needed?		0515
	--How is LEAA Leading the Effort to Establish Priorities, Implement Research and Demonstration Programs Based on Those Priorities and Disseminate Resulting Information for Preventing and Reducing Juvenile Delinquency?		0516
6.	International Economic and Military Programs.	ID	0600
	--Improving the Impact of U.S. Development Assistance Overseas.		0603
	--Improving Oversight and Impact Assessment of Foreign Military Sales.		0605

--Effecting Needed Changes in U.S. Policies and Programs Affecting International Investment and Credit Flows.		0606
--Enhancing International Security Through Improved Controls Over Weapons and Destructive Elements.		0607
--Optimizing the U.S. Comparative Advantage in Trade and Technology.		0608
--Assessing Management of U.S. Participation in Activities of International Organizations.		0609
--Assessing U.S. International Security Commitments Abroad.		0610
--Evaluating the Impact of U.S. Security Supporting Assistance Abroad.		0611
--Improving Programs Providing Relief From Import Injury and Unfair Trade Practices.		0612
7. Facilities and Material Management.	LCD	0700
--Are Existing Federal Facilities Being Utilized to the Maximum Extent Possible, Including Joint Use Where Feasible?		0709
--Why, Despite the Congress' Emphasis on Federal Construction to Meet Increased Space Needs, Has the Amount of Space Leased by the Government Continued to Increase?		0710
--To What Extent is the Federal Buildings Fund Meeting Its Objectives of (1) Reducing the Backlogs for Construction and Major Repair and Alteration Projects, and (2) Motivating Federal Agencies to Seek Space Utilization Economies?		0711

- Are Federal Construction Agencies Maximizing Effort to Control Construction Costs, Including Consideration of Life Cycle Costs and the Application of New and Innovative Construction Techniques to the Federal Construction Process? 0712
- Are Federal Agencies Operating and Maintaining Government Facilities in the Most Cost-Effective Manner? 0713
- What Effect Has DOD's Floor on Maintenance Expenditures Had on Insuring Adequate Maintenance of Military Facilities and in Reducing the Backlog of Maintenance and Repair Projects? 0714
- How Effective Are Current Policies, Procedures and Practices for Identifying and Economically Disposing of Excess and Surplus Property? 0715
- Should There Be Single Logistics Managers? 0716
- ...Agency or Government-wide?
- ...For discrete functions?
- Are There Opportunities to Reduce Support Costs Through Greater Interagency or Inter-service Logistics Support? 0717
- Have Logistics Requirements Been Identified Early in the Development Stage of complex Weapons Systems and Logistics Planning Projected Throughout the Life Cycle of the Equipment? 0718
- Are Procedures Adequate to Assure That Sufficient, but Not Excessive, Amounts of Material are Requisitioned to Meet Needs? 0719
- Are Shipments of Material Managed so as to Achieve the Lowest Overall Cost Consistent with User's Needs? 0720

- Can Order and Shipping Time be Reduced to Improve Logistics Support to Users and Achieve Reductions in Inventory Investment? 0721
- Have Reasonable Usage Standards Been Prescribed to Measure the Continuing Need for Equipment and Are These Standards Met? 0722
- Is Maintenance Being Appropriately Performed at the Organizational Level to Assure Optimum Use of Facilities, Personnel and Other Maintenance Resources? 0723
- 8. Adequacy of Implementation of Military Preparedness Plans Including Mobilization Planning. LCD 0800
 - Are Needed War Reserves, Prepositioned Stocks, and the Industrial Base Properly Balanced to Meet Contingency Plans? 0806
 - Does Industrial Mobilization Planning Properly Identify Requirements and Does the Industrial Base--Government and Private Sector--Have the Capacity and Technological Capability to Produce Them? 0807
 - Can the Military Forces Active and Reserve Perform Their Wartime Missions Under Rapid Mobilization Scenarios? 0808
 - Are Surface Transportation Capabilities Adequate to Support DOD Movements of Troops and Material From Origins to Embarkation Points in Response to Contingencies? 0809
 - Is DOD's Planned Overseas Deployment Capability for a Contingency Adequate to Meet Required Movements from Points of Debarkation to Combat Areas? 0810
 - Are Strategic Communications and the World Wide Military Command and Control System (WWMCCS) Being Planned and Engineered for Effective Control of Military Forces and Strategic Weapons? 0811

--Is Logistics Support Sufficiently Responsive to Provide a High Level of Equipment Readiness Without Requiring an Excessive Investment in Spare Parts, Equipment, and Facilities Thereby Causing Inordinately High Support Costs?		0812
9. Consumer and Worker Protection.	HRD	0900
--How Safe are Food Additives?		0905
--Is the Consumer Being Protected from Chemical Contaminants and Natural Poisons in Food?		0906
--Is Drug Safety and Efficacy being Adequately Evaluated Prior to Marketing?		0907
--Is the Regulation of Biological Products Such as Vaccines, Blood and Blood Products Adequate to Insure their Safety, Purity, Potency, and Efficacy?		0908
--Are Most Hazardous Consumer Products Identified and Acted Upon?		0909
--Are Death and Serious Disability Caused by Workplace Safety Hazards being Reduced?		0910
--What can be done to Expedite Development and Promulgation of Necessary Health Standards?		0911
--Are Employers Complying With Occupational Health Standards?		0912
--Are Consumers being Protected from Unfair or Deceptive Trade Practices, Including Advertising and Warranties?		0913

10. Administration of Non-Discrimination and Equal Opportunity Programs.	HRD	1000
--Discrimination in Providing Services Under Federal Financial Assistance Programs.		1005
--Assessment of School Desegregation Efforts.		1009
--Effectiveness of Federal Agencies' Organizations to Achieve Equal Opportunity and Non-discrimination Objectives.		1010
--Employment Discrimination in Skilled Craft Unions.		1011
--Need for Generally Accepted Methodology for Determining Equal Employment Opportunity Status.		1012
--Impact of State Civil Service Employment Standards and Practices on Equal Employment Opportunity.		1013
--Effectiveness of Agencies' Effort to Provide Equal Opportunity for Access to Housing.		1014
--Ensuring that Equal Employment Opportunity is Accorded to All Federal Employees.		1015
12. Federally Sponsored or Assisted Health Programs.	HRD	1200
--How Many and What Types of Health Providers Are Needed?		1202
--To What Extent Does Fraud and Abuse Exist In the Financing Program?		1206
--Are Federal and State Agencies and Fiscal Intermediaries Complying With Financing Laws and Regulations?		1207

--Are Costs Contained Through Reimbursement Policies and Utilization Controls?		1208
--Can Education be Used to Change Health Habits?		1210
--Do Surveillance, Control and Screening Activities Reduce the Incidence of Disease?		1211
--What Factors Impact on the Fiscal Viability of Health Facilities?		1212
--What Constitutes Quality Care and How is it Assured?		1213
--Are Health Maintenance Organizations in Compliance with the Law and Are They a Viable Alternative to the Fee-for-Service Mode of Procuring Care?		1214
--Are Grantees and Contractors Efficiently and Effectively Providing Treatment Services?		1215
--To What Extent are the Direct Delivery Programs of the Federal Government Controlling Costs Through Coordination and Efficient Management.		1216
13. Federally Sponsored or Assisted Income Security Programs.	HRD	1300
--Eligibility Determinations.		1307
--Fraud and Abuse.		1308
--Payment Processes, Procedures, and Systems--Timeliness and Accuracy.		1309
--Resource Allocation and Utilization in Selected Income Security Programs.		1310
--Impact of Multi-Agency Multi-Purpose Federal Programs on Quality of Life of the Elderly.		1311

--Impact of Multi-Agency Single-Purpose Programs on Quality of Legal Services for the Economically Disadvantaged.		1312
--Examining the Interaction Between the Economy and Income Security Programs.		1313
--Assessing Alternative Designs for an American System of Income Security.		1314
--Impact of Regulatory Legislation Upon Wages.		1315
--Impact of Regulatory Legislation Upon Employee Benefits.		1316
14. Federal Information--Creation, Protection, Access, Disclosure, and Management.	LCD	1400
--Assessing Agencies' Progress and Problems in Implementing the Privacy Act of 1974.		1401
--Effect of the Privacy Act on Exchange of Information Between Agencies.		1402
--Protection of Information Contained in Automated Data Processing Systems.		1403
--Assessing Agencies' Classification, Declassification, and Protection of National Security Information.		1404
--Adequacy of Management Attention Being Provided to Records Practices in Federal Agencies.		1405
15. Tax Policy.	PAD	1500
--identification and Specification of Goals and Objectives for Tax Expenditures.		1501

--Adequacy of Federal Revenue Data and Estimates.		1502
--Analysis of Tax Provisions Impact on Economic Stabilization and Growth.		1503
16. Energy.	EMD	1600
--How Do Federal Efforts Affect Energy Conservation Actions?		1607
--What Are the Problems and Potential Solutions Associated with Making Nuclear Fission a Substantial Energy Source?		1608
--What Will Be the Role of Fossil Fuels in Meeting Future Energy Needs?		1609
--How Do Federal Financial Incen- tives, Tax Policies, and Regula- tory Policies Affect Energy Supply Actions?		1610
--What Are the Prospects for Transi- tion to Essentially Inexhaustible Energy Resources?		1612
--Is the International Component of U.S. Energy Policy Coordinated and Consistent with Domestic Energy Requirements?		1613
--Is the Federal Government Wisely Exercising Its Trusteeship Over Energy Sources on Federal Lands?		1614
17. Food.	CED	1700
--Effectiveness of Federal Efforts to Establish and Promote Nutri- tional Standards.		1708
--Effectiveness of Grain Inspection and Commodity Grading Programs.		1709

--Evaluating Federally Assisted Domestic Feeding Programs for School Children and the Poor.		1710
--Government Programs Affecting the Future Cost and Supply of Resources Necessary to Sustain High Levels of Food Production.		1711
--Assessing the Costs and Benefits of Federal and State Regulations that Impact on the Efficiency of Food Marketing.		1712
--Federal Programs Designed to Reduce Malnutrition in Developing Countries.		1713
--Effectiveness of Federal Involvement to Maintain Strong U.S. Agricultural Commercial Export Sales.		1714
--Improving the Federal Food Policy Decisionmaking Structure.		1715
18. Materials.	EMD	1800
--Can the Multitude of Government Material Information Systems Be Improved to Provide More Accurate, Timely, Reliable, and Relevant Data for Decisionmaking in Both Private and Public Sector? (Short title: Information System Deficiencies.)		1808
--What Changes in Government Policies Would Protect Against Disruptions of and Enhance Access to Foreign Sources of Materials, as well as Ensure Proper Development of Reserves Contained in the United States? (Short title: Access to Materials.)		1809
--What Government Policies are Appropriate for Expanding Materials Availability through Increased		

- Recycling and Recovery of Resources and through Developing Ways to Enhance Supplies of Renewable Resources? (Short title: Renewing Resources.) 1810
- What Role Can Government Play in the Development of Policies that Extend the Availability of Non-renewable Resources through Technological Development, Enhanced Substitution Between Minerals, Improvement of Existing Processes, and Through Reduction in Use of Energy-Intensive Components? (Short title: Extending Availability of Non-renewable Resources.) 1811
- Can the Government Improve its Administration and Coordination of Materials Policies through Enactment of New Programs or Reorganization of Existing Programs? (Short title: Administration and Coordination of Materials Policy.) 1812
19. Federal Procurement of Goods and Services. PSAD 1900
- Providing the Congress with Accurate and Objective Information on the Status, Progress, and Issues of Individual Major Systems for Which Funds are Being Requested. 1907
- Determining if Agencies Are Adequately Defining Their Missions and Goals as a Prerequisite for Major Acquisitions. 1908
- Assessing Cost/Effectiveness Analyses of Various Alternatives Leading to the Selection of a Preferred Solution to the Operational Problem that Is Consistent With the Agency's Mission. 1909

--Determining Whether Testing and Evaluation of Major Acquisitions is Effectively Planned, Conducted, Reported, and Considered in Decisionmaking.		1910
--Assessing the Impact of OMB Circular A-109 on Major Acquisitions and Determining Whether It and Related Procurement Regulations Facilitate the Acquisition of Systems that Meet the Need on Time and Within Cost.		1911
--Assuring that Only Those Quantities of Goods are Procured that Are Needed to Accomplish Agencies' Missions.		1912
--Assuring that the Government Negotiates a Price that is Reasonable Based on the Costs to be Incurred and that Includes No More Than a Fair Profit.		1913
--Assuring that Contractor's Operations Are as Efficient and Economical as Possible.		1914
--Assuring Appropriate Consideration of All Factors in Deciding Whether to Make or Buy Needed Goods or Services.		1915
--Improving the Effectiveness of Civilian Agencies' Procurement Activities.		1916
--Assuring that Procurement Practices Under Federal Grants are Efficient, Effective, and Economical.		1917
20. Science and Technology Policies and Programs.	PSAD	2000
--What can the Federal Government Do to Help Satisfy the Nation's Need for Scientific and Engineering Manpower.		2002

--How Can the Roles and Management of Federal Laboratories and Other Federally Supported Organizations Performing Research and Development Be Improved?		2003
--How Can Government/Industry Cooperation Be Improved By Balancing Incentives and Regulatory Constraints and Other Factors that Affect Technological Innovation and Productivity?		2005
--How Can the Federal Government Foster Increased Application of Science and Technology to the Solution of State and Local Government Problems?		2006
--How Can Federally Sponsored Services Essential to Science and Technology Policy Determination, Resource Allocation, Program Planning and Technology Application Be Improved?		2007
--How Can the Federal Government's Support of Basic Research be Improved?		2008
21. Domestic Housing and Community Development Programs (Urban and Rural.)	CED	2100
--Evaluation of Federal Efforts to House Lower Income Families.		2101
--Assisting Urban Communities to Prevent and Eliminate Blight and Deterioration.		2102
--Encouraging and Fostering Economic Development in Communities Through Improved Public Facilities.		2103
--Effectiveness of Federal Credit Incentives to Stimulate Housing Construction and Purchasing.		2104
--Minimizing Costs in Maintaining Integrity and Livability of Subsidized Housing.		2107

--Minimizing Mortgage Insurance Losses Through Better Underwriting and Property Acquisition and Dis- position Practices.		2108
--Assessment of the Decisionmaking Processes for Developing Housing Strategies.		2109
--Assisting the Development of Communities through Loans and Grants to Business		2110
22. Environmental Protection Programs.	CED	2200
--Management of Federal Contracts, Loans, and Grants for Environ- mental Protection Programs.		2202
--Solid Waste Disposal and Resource Recovery.		2206
--Effectiveness of Environmental Protection Regulatory Strategies (Air, Water, Noise, Radiation).		2208
--Economic Impact of Environmental Protection Programs on the Public and Private Sectors.		2209
--Effectiveness of Institutional Arrangements to Implement Environmental Laws and to Consider Trade-offs.		2210
--Protecting Humans and the Environment from Harmful Pesticides and Toxic Substances.		2211
--Ensuring the Purity and Safety of Drinking Water in the United States.		2212
23. Land Use Planning and Control.	CED	2300
--Are Existing Land Planning Programs Adequate or is There A Need for a National Land Use Policy and Program?		2305

--Are Federal Lands and Related Resources Being Effectively Managed on a Multiple Use Basis, and Giving Adequate Consideration to Competing Needs?	2306
--How Effective Are Federal Programs Designed to Promote the Development, Rehabilitation, Conservation, and Preservation of Non-Public Lands and Related Resources?	2307
--What Are the Effects of Tax Policies on Land Use?	2308
--Are Federal Programs and Activities Effective in Meeting Shortages of Outdoor Recreation?	2309
--Are Federally-Owned and Federally-Supported Recreation Areas Being Properly Developed, Managed, and Maintained?	2310
24. Transportation Systems and Policies. CED	2400
--Developing and Coordinating Balanced National Transportation Policies.	2406
--Restructuring and Rehabilitating the Railroad Freight Transportation System.	2407
--Developing a Safe Motor Vehicle-Highway Transportation System.	2408
--Developing and Maintaining an Adequate and Cost-Effective National Highway System.	2409
--Regulating the Commercial Trucking Industry to Promote Economic Efficiency.	2410

	--Developing Economically Viable Urban Public Transit Systems.		2411
	--Determining the Role of Intercity Rail Passenger Service in the U.S. Transportation System.		2412
	--Developing a Safe and Economically Productive Domestic Air Carrier System.		2413
25.	Water and Water Related Programs.	CED	2500
	--Are Existing Water Resources Plans and Programs Adequate to Meet The Competing Demands for Water Uses?		2503
	--Do Water Agencies and Industry Have Effective Water Conservation and Reuse Programs Which Reduce Demand and Make More Efficient Use of Water Supplies?		2504
	--How Can the Constraints of Water Laws and Rights on Meeting Water Needs be Effectively Resolved?		2505
	--Do Federal Agencies' Benefit-Cost Analyses Fully and Realistically Consider the Beneficial and Adverse Effects of Water Resource Projects?		2506
26.	Evaluation Guidelines, Techniques, and Methodology.	PAD	2600
	--Appraising and Improving Agency Evaluation to Ensure Quality and Efficiency of Both the Process and the Product.		2601
	--Developing and Demonstrating New Techniques and Standards in Program Evaluation.		2602

--Informing Congress and the Public About the Uses and Limitations of Program Evaluation and Assisting the Congress to Make Use of this Information.		2603
27. Tax Administration.	GGD	2700
--Effectiveness of IRS Efforts to Identify Non-Filers and Underreporters.		2701
--Adequacy of Controls used to Insure Audit Quality and Prevent Unwarranted Tax Assessments.		2702
--Effectiveness and Appropriateness of Intelligence Activities to Insure Tax Law Compliance.		2703
--Effectiveness of Methods to Simplify and Communicate Tax Law Requirements to Taxpayers.		2704
--Improving Federal-State Tax Administration Through Cooperative Efforts.		2705
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28. Accounting and Financial Reporting.	FGMSD	2800
--Are Executive Agency Accounting System Designs Adequate and in Conformity with the Comptroller General's Principles, Standards, and Related Requirements?		2801
--Do Government Corporation and Agency Financial Statements Present Fairly the Results of Operations, Financial Position, and Changes in Financial Position?		2802

--Are Pricing, Billing, and Collection Systems Adequate to Insure that Amounts Owed the Federal Government are Fully and Promptly Collected?		2803
--Do the Systems Provide Maximum Assurance that Agencies Do Not Overobligate and/or Overexpend Their Appropriations?		2804
--Do Agency Accounting Systems Provide For Sound Cash Management?		2805
--Do Agency Accounting Systems Provide for Adequate Financial Accounting and Control Procedures for Investment in Personal Property?		2806
--Are Agency Internal Controls Over Receipts and Disbursements Adequate (Account Settlement Responsibility)?		2810
--Are Present Financial Reporting Systems Adequate to Disclose the Results of Government Operations and to Provide Useful Information to Agency Managers?		2811
29. National Productivity.	FGMSD	2900
--Foster Increase in Manufacturing Technology.		2901
--Evaluate Productivity for Common Government Functional Areas.		2902
--Evaluate the Actions by the National Center for Productivity and Quality of Working Life in Carrying Out Its Responsibility Under Public Law 94-136.		2903
--Evaluate the Productivity Impact of Federal Personnel Policies, Procedures, and Controls.		2904

	--Fostering the Use of Productivity Data in the Budget Process.		2905
31.	Data Collected from Non-Federal Sources--Statistical and Paperwork Implications.	GGD	3100
	--Is Information Published by the Government Reliable and Accurate, and Does it Reflect What is Meant to be Measured?		3101
	--Is Information Accessible to Users and Disseminated in a Timely Manner and Proper Format to Promote Maximum Use?		3102
	--Are the Government's Needs for Information Well Defined and Justified When Balanced Against Burden on Respondents?		3103
	--Are Legal and Administrative Obstacles to Data Exchange and Full Data Utilization Justified?		3104
	--Is Adequate Consideration Given to the Statistical and Paperwork Implications of Proposed Legislation?		3105
	--Are the Federal Government's Information Management Controls Adequate to Insure that Reliable and Useful Information is Collected With Minimum Burden on the Public and at Minimum Cost to the Government?		3106
	--Does Information Collected by Independent Regulatory Agencies Duplicate Information Already Available from Other Federal Agencies or Create Undue Burden on Respondents?		3107
32.	Federally Sponsored or Assisted Employment and Training Programs.	HRD	3200
	--Employment and Training Program Contributions to Enhancing the Employability of Selected Target Groups.		3201

	--Efforts to Maximize the Job Creating Impact of Public Service Employment Programs.		3202
	--Opportunities to Improve Inter- relationship of Federal, State, and Local Employment and Training Programs.		3203
	--Adequacy of Internal Administrative Controls Over Selected Areas of CETA Programs.		3204
	--Efforts to Alleviate Unemployment by Incentives to the Private Sector.		3205
	--Employment Disincentives Caused by Unemployment Insurance.		3206
	--Identify Alternatives to Improve the Fiscal Integrity of the Unem- ployment Insurance Program.		3207
	--Comprehensive Report on the Trade Act of 1974.		3208
33.	Federally Sponsored or Assisted Education Programs.	HRD	3300
	--Organization and Management of Federal Education Programs.		3301
	--Federal Programs to Foster Educational Opportunities.		3302
	--Specialized Education Services to Prepare Students to Function in Society.		3303
	--Developmental Services to Prepare the Quality of Life of Children and Their Families.		3304
34.	Program and Budget Information for Congressional Use.	PAD	3400
35.	Regional and National Economic Problems.	PAD	3500

36. Alternative Approaches or Methods to Achieve Federal Program Objectives.	PAD	3600
37. Communications	LCD	3700

SAMPLE FORMS 115

The sample Forms 115 in this appendix are shown only to illustrate some of the types of information which would appear on the Form. Each Form 115 should be prepared in accordance with the instructions in parts 1 through 3 of this memorandum.

All of the Forms 115 for a particular report should accompany the report when it is forwarded for final processing.

No. ___ of ___

TITLE OF REPORT (and Requester on Congressional Assignments)

SAMPLE FORM 115- Unrestricted Report to the Congress

REQUISITION NUMBER DIV -XX- XXX	B-NUMBER XXXXXX	ASSIGNMENT CODE XXXXXX	DATE ISSUED XX-XX-XX	CHECK ONE: <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED <input type="checkbox"/> CLASSIFIED _____
THE ACCOMPANYING LETTERS ARE FOR SIGNATURE BY: <input checked="" type="checkbox"/> THE COMPTROLLER GENERAL <input type="checkbox"/> DIRECTOR, _____				

SPECIAL INSTRUCTIONS: * Mail advance copy before initial distribution	This restricted report will be available for general distribution: <input type="checkbox"/> ___ days after issuance <input type="checkbox"/> When notified by OCR	OCR Approval
	If this distribution is to be made after issuance to basic addressee(s): <input type="checkbox"/> Distribute ___ days after issuance <input type="checkbox"/> Distribute when notified by OCR	

INITIAL EXTERNAL DISTRIBUTION		TRANSMITTAL DOCUMENT (Check One)			
NO. OF COPIES	RECIPIENT	BASIC LETTER	NON-BASIC LETTER	GAO FORM 371	NONE
3	SPEAKER OF THE HOUSE	X			
1	PRESIDENT OF THE SENATE	X			
2	HOUSE COMMITTEE ON APPROPRIATIONS			X	
3	HOUSE COMMITTEE ON GOVERNMENT OPERATIONS			X	
1	HOUSE COMM. ON <u>Armed Services</u> (Legislative Committee)				X
1	HOUSE COMMITTEE ON THE BUDGET				X
1	SENATE COMMITTEE ON APPROPRIATIONS ATTN: Tom Allison			X	
1	SENATE SUBCOMM. ON <u>Defense</u> (Appropriations Subcommittee)			X	
1	SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS			X	
1	PERMANENT SUBCOMMITTEE ON INVESTIGATIONS SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS			X	
1	SENATE COMM. ON <u>Armed Services</u> (Legislative Committee)				X
1	SENATE COMMITTEE ON THE BUDGET				X
	RANKING MINORITY MEMBERS OF COMMITTEES & SUBCOMMITTEES				
3	DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET				X
*1	Mr. Edwin Hartzman President Avondale Shipyards Inc. P.O. Box 50280 New Orleans La. 70150		X		
	(Divisions should continue listing of recipients on GAO Form 115-1 if necessary)				
	OTHER RECIPIENTS (Per GAO Form 115-1 attached)				

NO. OF COPIES	INITIAL INTERNAL DISTRIBUTION	APPENDIX 11
1	COMPTROLLER GENERAL - RM. 7000	Page 3
1	ASSISTANT TO THE COMPTROLLER GENERAL, POLICY AND PROGRAM PLANNING - RM. 7124	
5	OFFICE OF CONGRESSIONAL RELATIONS - RM. 7023	
3	DIRECTOR OF ORIGINATING DIVISION OR OFFICE _____ XXXXXXXX _____ RM. _____ XXXX _____	
12	COGNIZANT DEPUTY DIRECTOR, _____ XXXXXXXX _____ - RM. _____ XXXX _____	
5	COGNIZANT ASSOCIATE DIRECTOR, _____ XXXXXXXX _____ - RM. _____ XXXX _____	
10	COGNIZANT ASSISTANT DIRECTOR, _____ XXXXXXXX _____ - RM. _____ XXXX _____	
10	INFORMATION OFFICER - RM. 7015	
8	_____ 2 _____ TO EACH PARTICIPATING REGIONAL AND BRANCH OFFICE	
	Washington	
	Dallas	
	Norfolk	
	Boston	
CODES		
BUDGET FUNCTIONS	ORGANIZATIONS	ISSUE AREAS/LINES OF EFFORT
0058 (Primary) _____	DOD (Primary) _____ DN _____	1900 (Primary) _____
DETERMINATION OF QUANTITY TO BE PREPARED		QUANTITY
INITIAL DISTRIBUTION	EXTERNAL DISTRIBUTION	XX
	INTERNAL DISTRIBUTION	XX
	TOTAL INITIAL DISTRIBUTION	XXX
SUBSEQUENT DISTRIBUTION AND RESERVE STOCK	RECURRING SUBSEQUENT DISTRIBUTION	
	DIVISION IS TO CHECK APPLICABLE BOX(ES): <input checked="" type="checkbox"/> ALL <input checked="" type="checkbox"/> SELECTED SUBJECTS <input type="checkbox"/> NONE	
	RESERVE STOCK	
	PROVISION FOR DISTRIBUTION TO THE NEWS MEDIA	
	BY MAIL <u> X </u> _____ BY HAND <u> X </u> _____	XXX
PROVISION FOR ADDITIONAL QUANTITIES, IF NECESSARY		
TOTAL SUBSEQUENT DISTRIBUTION AND RESERVE STOCK		
TOTAL QUANTITY TO BE PREPARED		
APPROVED		FOR FURTHER INFORMATION CONTACT:
/s/ _____ XXXXXXXX _____ XX-XX-XX _____ (Associate Director or Comparable Official) (Date)		_____ XXXXXXXX _____ (Name)
/s/ _____ XXXXXXXX _____ XX-XX-XX _____ (Director) (Date)		_____ XXXXXX _____ (Phone Number)

no. 2 of 2

TITLE OF REPORT (and Requester on Congressional Assignments)

SAMPLE FORM 115- Distribution on Release of an Initially Restricted Request Assignment Report-

REQUISITION NUMBER DIV.- XX- XXX	B-NUMBER XXXXXX	ASSIGNMENT CODE XXXXXX	DATE ISSUED XX- XX- XX	CHECK ONE: <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED <input type="checkbox"/> CLASSIFIED _____
THE ACCOMPANYING LETTERS ARE FOR SIGNATURE BY: <input checked="" type="checkbox"/> THE COMPTROLLER GENERAL <input type="checkbox"/> DIRECTOR, _____				

SPECIAL INSTRUCTIONS: Date stamp Forms 371	This restricted report will be available for general distribution: <input checked="" type="checkbox"/> 30 days after issuance <input type="checkbox"/> When notified by OCR If this distribution is to be made after issuance to basic addressee(s): <input checked="" type="checkbox"/> Distribute 30 days after issuance <input type="checkbox"/> Distribute when notified by OCR OCR Approval
---	--

INITIAL EXTERNAL DISTRIBUTION		TRANSMITTAL DOCUMENT (Check One)			
NO. OF COPIES	RECIPIENT	BASIC LETTER	NON-BASIC LETTER	GAO FORM 371	NONE
	SPEAKER OF THE HOUSE				
	PRESIDENT OF THE SENATE				
2	HOUSE COMMITTEE ON APPROPRIATIONS			X	
3	HOUSE COMMITTEE ON GOVERNMENT OPERATIONS			X	
1	COMM. ON <u>International Relations</u> (Legislative Committee)				X
1	HOUSE COMMITTEE ON THE BUDGET				X
1	SENATE COMMITTEE ON APPROPRIATIONS ATTN: Tom Allison			X	
1	SENATE SUBCOMM. ON <u>Foreign Operations</u> (Appropriations Subcommittee)			X	
1	SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS			X	
1	PERMANENT SUBCOMMITTEE ON INVESTIGATIONS SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS			X	
22	SENATE COMM. ON <u>Foreign Relations</u> (Legislative Committee)				X
1	SENATE COMMITTEE ON THE BUDGET				X
	RANKING MINORITY MEMBERS OF COMMITTEES & SUBCOMMITTEES				
5	DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET			Y	
1	Secretary of State c/o Director Operations Analysis and GAO Liaison Department of State Rm XXXX New State			X	
	(Divisions should continue listing of recipients on GAO Form 115-1 if necessary)				
	OTHER RECIPIENTS (Per GAO Form 115-1 attached)				

NO. OF COPIES	INITIAL INTERNAL DISTRIBUTION		APPENDIX 11
	COMPTROLLER GENERAL - RM. 7000		Page 5
	ASSISTANT TO THE COMPTROLLER GENERAL, POLICY AND PROGRAM PLANNING - RM. 7124		
	OFFICE OF CONGRESSIONAL RELATIONS - RM. 7023		
	DIRECTOR OF ORIGINATING DIVISION OR OFFICE _____ RM. _____		
	COGNIZANT DEPUTY DIRECTOR, _____ - RM. _____		
	COGNIZANT ASSOCIATE DIRECTOR, _____ - RM. _____		
	COGNIZANT ASSISTANT DIRECTOR, _____ - RM. _____		
	INFORMATION OFFICER - RM. 7015		
	_____ TO EACH PARTICIPATING REGIONAL AND BRANCH OFFICE		
	(the initial internal distribution would have been shown on the Form 115 for the initial restricted distribution)		
	CODES		
	BUDGET FUNCTIONS	ORGANIZATIONS	ISSUE AREAS/LINES OF EFFORT
	<u>0151</u> (Primary) <u>0152</u>	<u>AID</u> (Primary) <u>DAGR</u>	<u>0702</u> (Primary) <u>0706</u>
	<u>0350</u>	<u>DST</u> <u>DTRS</u>	<u>0603</u>
	DETERMINATION OF QUANTITY TO BE PREPARED		QUANTITY
INITIAL DISTRIBUTION	EXTERNAL DISTRIBUTION		
	INTERNAL DISTRIBUTION		
	TOTAL INITIAL DISTRIBUTION		
SUBSEQUENT DISTRIBUTION AND RESERVE STOCK	RECURRING SUBSEQUENT DISTRIBUTION		
	DIVISION IS TO CHECK APPLICABLE BOX(ES): <input type="checkbox"/> ALL <input type="checkbox"/> SELECTED SUBJECTS <input type="checkbox"/> NONE		
	RESERVE STOCK		
	PROVISION FOR DISTRIBUTION TO THE NEWS MEDIA		
	BY MAIL <u> X </u> _____		
	BY HAND <u> X </u> _____		XXX
PROVISION FOR ADDITIONAL QUANTITIES, IF NECESSARY			
TOTAL SUBSEQUENT DISTRIBUTION AND RESERVE STOCK			
TOTAL QUANTITY TO BE PREPARED			
APPROVED		FOR FURTHER INFORMATION CONTACT:	
<u> 'S </u> <u>XXXXXXXX</u>		<u>XXXXXXXX</u>	
(Associate Director or Comparable Official)		(Name)	
<u> 'S </u> <u>XXXXXXXX</u>		<u>XXXXX</u>	
(Director)		(Phone Number)	
		<u>XX-XX-XX</u>	
		-(Date)	
		<u>XX-XX-XX</u>	
		(Date)	

No. 2 of 2

TITLE OF REPORT (and Requester on Congressional Assignments)
SAMPLE FORM 115- Unclassified Digest for a Classified Report

REQUISITION NUMBER DIV. - XX- XXX	B-NUMBER XXXXXX	ASSIGNMENT CODE XXXXXX	DATE ISSUED - XX- XX- XX	CHECK ONE: <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED <input type="checkbox"/> CLASSIFIED _____
THE ACCOMPANYING LETTERS ARE FOR SIGNATURE BY: <input checked="" type="checkbox"/> THE COMPTROLLER GENERAL <input type="checkbox"/> DIRECTOR, _____				

SPECIAL INSTRUCTIONS: This distribution is for the unclassified digest only.	This restricted report will be available for general distribution: <input type="checkbox"/> _____ days after issuance <input type="checkbox"/> When notified by OCR	OCR Approval
	If this distribution is to be made after issuance to basic addressee(s): <input type="checkbox"/> Distribute _____ days after issuance <input type="checkbox"/> Distribute when notified by OCR	

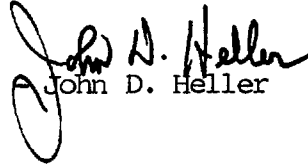
INITIAL EXTERNAL DISTRIBUTION		TRANSMITTAL DOCUMENT (Check One)			
NO. OF COPIES	RECIPIENT	BASIC LETTER	NON-BASIC LETTER	GAO FORM 371	NONE
	SPEAKER OF THE HOUSE				
	PRESIDENT OF THE SENATE				
	HOUSE COMMITTEE ON APPROPRIATIONS				
	HOUSE COMMITTEE ON GOVERNMENT OPERATIONS				
	HOUSE COMM. ON _____ (Legislative Committee)				
	HOUSE COMMITTEE ON THE BUDGET				
	SENATE COMMITTEE ON APPROPRIATIONS				
	SENATE SUBCOMM. ON _____ (Appropriations Subcommittee)				
	SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS				
1	PERMANENT SUBCOMMITTEE ON INVESTIGATIONS SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS			X	
	SENATE COMM. ON _____ (Legislative Committee)				
	SENATE COMMITTEE ON THE BUDGET				
	RANKING MINORITY MEMBERS OF COMMITTEES & SUBCOMMITTEES				
	DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET				
1	Joint Economic Committee ATTN: Richard Kaufman				X
	(Divisions should continue listing of recipients on GAO Form 115-1 if necessary.)				
	OTHER RECIPIENTS (Per GAO Form 115-1 attached)				

Memorandum

April 3, 1981

TO : Heads of Divisions and Offices

FROM : Assistant Comptroller General


John D. Heller

SUBJECT: Comprehensive Audit Memorandum No. 2, Revised (Preparing GAO Form 115 - Approval for Distribution of Report Signed by the Comptroller General or a Division Director)

PURPOSE

This memorandum contains instructions for preparing GAO Form 115 (Approval for Distribution of Report) and Form 115-1 (Continuation Sheet). The forms are used for planning the distribution of reports and staff studies and determining the quantity to be printed. Chapter 20 of the Report Manual should be consulted for our report distribution policies.

This memorandum supersedes Comprehensive Audit Memorandum No. 2, revised October 22, 1979.

EFFECTIVE DATE

These instructions are effective immediately.

PRINCIPAL CHANGES

1. The listings of individuals, committees, and agencies to receive copies of reports have been updated.
2. Clarifications have been made throughout, particularly to the instructions for distributing classified reports externally.
3. A new Form 115 has been designed to recognize that certain reports will be printed and distributed in summary and complete versions.

Distribution: All GS 12's and above

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INTRODUCTION

A Form 115 is required for each report to be signed by the Comptroller General or a division director and for each staff study to be signed by a division director. The original signed form is to accompany the report or study when it is submitted for final processing. (See ch. 19, Report Manual.)

Divisions are to complete the Form 115, except for the "Date Issued" and "OCR Approval." For classified reports, the level of classification should be shown on the line next to the "classified" block. The various codes to be used (budget function, organization and issue areas/lines of effort) are discussed in Appendix I. The Information Officer will provide the divisions with the information to determine the number of copies needed for any news media distribution.

The "Special Instructions" block on the front of the Form 115 should be used by the divisions to record instructions for special handling, additional distributions, and/or release of initially restricted request assignment reports.

For each restricted report, the division must indicate (1) the number of days after issuance when it will be available for general distribution or (2) that OCR will notify the Document Distribution Section of the release date. If the division wants a report released before the date specified on the Form 115, it should first notify OCR. Distribution will not release a report without notification from OCR.

When the division wants an additional distribution made to specific individuals after a restricted report is issued to the basic addressee(s), separate Forms 115 should be prepared listing the recipients and providing instructions when the distribution is to be made. Both Forms 115 for a particular report should be submitted with the report when it is forwarded for final processing.

OCR will concur with all special instructions on restricted request reports by initialing the form when the final report package is routed to OCR prior to signature by the Comptroller General or a division director.

PART 1
PLANNING THE INITIAL DISTRIBUTION
OUTSIDE THE OFFICE

Section A below should be used to plan the initial external distribution of all reports to be signed by the Comptroller General and reports or staff studies to be signed by division directors. Instructions on the transmittal and delivery of such documents are included in Section B.

SECTION A--NUMBER OF COPIES AND RECIPIENTS

UNRESTRICTED REPORT

Report to the Congress

All

<u>Number of copies</u>	<u>Recipient</u>
3	Speaker of the House
1	President of the Senate
2	House Committee on Appropriations
3	House Committee on Government Operations
1	House Committee on _____ (Legislative committee)
1	House Committee on the Budget
1	Senate Committee on Appropriations
1	Senate Subcommittee on (see note at end of list) (Appropriations subcommittee)
2	Senate Committee on Governmental Affairs
1	Senate Committee on _____ (Legislative committee)
1	Senate Committee on Budget
3	Director, Office of Management and Budget

- 1 Chairman, Subcommittee on Priorities and Economy
in Government, Joint Economic Committee
Room 5241 DSOB
- 1 Subcommittee on Federal Expenditures Research
and Rules, Senate Committee on Governmental
Affairs
- 1 Joint Economic Committee
Attention: Richard Kaufman
- 1 Senator Orin Hatch
Attention: Mr. Silbey, 302 Senate Courts
- 1 Congressional Budget Office, Attn: Edward
Swoboda, 3322 HOB Annex 2
- 5 Service Librarian, Library Services Division,
Congressional Research Service, Library of Congress

NOTE: If the report covers subjects under the
jurisdiction of more than one subcommittee,
send 1 copy to each subcommittee involved.

The news media will receive copies of all unrestricted reports
to the Congress shortly after the initial distribution. See special
arrangements on page 23 for distributing reports to individuals
or non-Federal organizations located outside the Washington
Metropolitan area which are named in a report before distributing
them to the news media.

Selected Subjects or Interest

1. Senators and Representatives of States and districts
in which the activities discussed in the report are
located, such as field offices of Federal agencies,
contractors, grantees, and State and local agencies.

Note: If all Members of the Senate and/or House
from a particular State are to receive copies, the Form
115 may name the delegation rather than listing each
Member. In such cases, the form must specify (1) the
total number of copies needed, (2) "Senate," "House,"
or "Congressional" delegation, and (3) the State.

2. The Subcommittee on Investigations of the House Committee
on Armed Services when copies are being sent to the full
Committee.
3. The appropriate subcommittee of the House Committee on
Post Office and Civil Service when copies are being
sent to the full Committee.

4. The following committees, members and other congressional recipients on the basis of special requests for copies of reports on the subjects listed (one copy unless otherwise noted). Some of the recipients listed are the committees which would normally receive reports on the subject matter listed. Their inclusion on this list is to emphasize their desire to receive copies of these reports. It is not meant to increase the number of copies sent to them.

<u>Subject</u>	<u>Recipient</u>
Access to records-- agency delay or refusal	Subcommittee on Constitution, Senate Committee on the Judiciary
	Subcommittee on Legislation and National Security, House Committee on Government Operations
Defense	House Committee on Armed Services
	Senate Committee on Armed Services
	Representative Norman D. Dicks
	Representative Patricia Schroeder Attention: Nina Gilden
	Senator Carl Levin Attention: Peter Lennon
Defense Production Act	House Committee on Armed Services
	House Committee on Banking, Finance and Urban Affairs
	Senate Committee on Armed Services
	Senate Committee on Banking, Finance and Urban Affairs
Department of Agriculture	Subcommittee on Intergovernmental Relations and Human Resources, House Committee on Government Operations
	Frank Tsutras, Staff Director Congressional Rural Caucus Room 309, House Annex Bldg.
Department of Health and Human Services and Department of Education	Subcommittee on Intergovernmental Relations and Human Resources, House Committee on Government Operations

<u>Subject</u>	<u>Recipient</u>
	Senate Committee on Labor and Human Resources
	House Committee on Education and Labor (2 copies)
Department of Labor	Subcommittee on Manpower and Housing, House Committee on Government Operations
	Senate Committee on Labor and Human Resources
	House Committee on Education and Labor (2 copies)
Department of Labor-- activities financed by special Federal taxes	House Committee on Ways and Means (6 copies)
	Senate Committee on Finance
District of Columbia	House Committee on District of Columbia
	Subcommittee on Governmental Efficiency and the District of Columbia, Senate Committee on Governmental Affairs (6 copies)
Fast Breeder Reactor Program	Senator Howard Baker, 313 U.S. Post Office Bldg., Knoxville, Tenn. 37901
Federal-Aid Highway Program	House Committee on Public Works and Transportation (6 copies)
	Subcommittee on Surface Transportation, House Committee on Public Works and Transportation
Federal Savings and Loan Insurance Corporation	Subcommittee on Housing and Urban Affairs, Senate Committee on Banking, Housing and Urban Affairs
Foreign military sales	Subcommittee on International Security and Scientific Affairs, House Committee on Foreign Affairs
Government-owned facilities and machinery used by private contractors	House Committee on Armed Services
	Senate Committee on Armed Services

<u>Subject</u>	<u>Recipient</u>
Health	Subcommittee on Health and Long-Term Care, House Select Committee on Aging Attention: Robert Weiner
	Subcommittee on Housing and Community Development, House Committee on Banking, Finance and Urban Affairs
Housing	Subcommittee on Housing and Urban Affairs, Senate Committee on Banking, Housing and Urban Affairs
"Impoundments," pursuant to the Impoundment Control Act of 1974	Senate Committee on Appropriations
International activities	Subcommittee on Legislation and National Security, House Committee on Government Operations House Committee on Foreign Affairs Senate Committee on Foreign Relations (Chairman - 4 copies, Chief of Staff - 1 copy)
Major acquisitions	Subcommittee on International Security and Scientific Affairs, House Committee on Foreign Affairs
Manpower utilization and personnel management	House Committee on Post Office and Civil Service Subcommittee on Civil Service, Post Office and General Services, Senate Committee on Governmental Affairs
Military construction	Subcommittee on Military Construction, Senate Committee on Appropriations
Military personnel	Subcommittee on Military Personnel and Compensation House Committee on Armed Services Subcommittee on Manpower and Personnel, Senate Committee on Armed Services

<u>Subject</u>	<u>Recipient</u>
Missiles	House Committee on Science and Technology Subcommittee on Science, Technology and Space, Senate Committee on Commerce, Science, and Transportation
Nuclear proliferation	Subcommittee on International Security and Scientific Affairs, House Committee on Foreign Affairs
Printing and binding activities, Government Printing Office	Joint Committee on Printing (10 copies)
Procurement and contracts	House Committee on Small Business Senate Select Committee on Small Business
Research and development	Subcommittee on Science, Research and Technology, House Committee on Science and Technology
Social security	House Committee on Ways and Means (6 copies) Senate Committee on Finance
Stockpiling	House Committee on Armed Services Senate Committee on Armed Services
TVA	Senator Howard Baker, 313 U.S. Post Office Bldg., Knoxville, Tenn. 37901

<u>Subject</u>	<u>Recipient</u>
U.S. Coast Guard, Merchant Marine, Panama Canal, fisheries, inter- national fishing agreements, ocean- ography, coastal zone management, navigation, pilotage, wildlife	House Committee on Merchant Marine and Fisheries (50 copies)

Veterans	House Committee on Veterans Affairs
----------	--

5. Committees and Members of Congress (not otherwise designated to receive copies of the report) believed to have an immediate need for or interest in the subject of the report. Copies should not be sent to subcommittees of the House Committee on Appropriations unless specifically requested.
6. The heads of the departments and agencies responsible for the activities discussed in the report. The President of the United States should be sent a copy only when justified by the importance of the matter; advance concurrence by the Director, Office of Policy, is required for such distribution.
7. The agencies and officials listed below who have been approved to receive copies of reports on selected subjects in the initial distribution.
(One copy unless otherwise noted.)

<u>Subject</u>	<u>Recipient</u>
Research and develop- ment	Administrator DDC-DDA-2 Cameron Station Alexandria, VA 22314 (2 copies)
Responsibilities or interests of:	
Department of Agriculture	The Honorable <u>name</u> The Secretary of Agriculture Room 24-E Administration Bldg. Department of Agriculture

<u>Subject</u>	<u>Recipient</u>
	Inspector General Department of Agriculture, Room 24-E, Administration Bldg., USDA (21 copies)
	Dean Crowther, Director, Office of Operations and Finance, Department of Agriculture, Room 118-W, Administration Bldg., USDA
Forest Service	Chief, Forest Service Room 3008 South Agriculture Bldg. (6 copies)
Department of Health and Human Services	Director, HHS Audit Agency (20 copies)
Department of Housing and Urban Development	Stuart Addison, Office of the Inspector General, Room 8280, HUD Bldg., 451 7th St., SW Washington, D.C. 20410 (14 copies)
General Services Administration	Administrator of General Services Attn: Director, Audit Reports Control Office (HEC) Room 5116, GSA Bldg. 18th and F Sts. NW Washington, DC 20405 (12 copies)
Department of Energy	The Honorable <u> name </u> The Secretary of Energy Washington, D.C. 20545 (2 copies)
	The Department of Energy Office of the Controller Washington, D.C. 20585 Attention: Donald C. Gestiehr (15 copies)
Department of Defense	Assistant for Audit Reports DAS CWB, 10th Floor 1300 Wilson Blvd. Arlington, VA 22209 (14 copies)

<u>Subject</u>	<u>Recipient</u>
Department of the Army	The Secretary of the Army Attn: The Inspector General, DAIG-AI, Room 1E721 The Pentagon, Washington, D.C. 20310 (40 copies)
Department of the Navy	Comptroller of the Navy (NCB-53) Room 2C345, The Pentagon Washington, D.C. 20350 (35 copies)
Department of the Air Force	The Secretary of the Air Force Attn: Assistant Auditor General Det 10, AFAA, Room 4C138, The Pentagon Washington, D.C. 20330 (30 copies)
All reports when copies are sent to the Secretary of State	Director, Operations Analysis and GAO Liaison, Department of State
Matters of interest to State Governments	Council of State Governments, Iron Works Pike, Lexington, KY 40511

8. Interested agency officials not otherwise designated to receive copies.
9. Other persons directly involved in the matters discussed in the report whether or not they are named, including State and local government officials, contractors and grantees. (Show the full mailing addresses on Form 115.)

Other unrestricted report

These reports are to be distributed to those having a need for or interest in a particular report's subject matter. The number of copies to be sent to each recipient should be designated on the form. The recipients listed should include:

- The report addressee (check basic letter column).
- The Director, Office of Management and Budget (3 copies).
- The head of the department or agency involved (if other than the report addressee).
- Appropriate subordinate agency officials.
- Service Librarian, Library Services Division,
Congressional Research Service, Library of Congress (5 copies).

-Other interested parties such as grantees, contractors and State and local officials. (Show full mailing addresses on Form 115.)

The following congressional recipients (one copy unless otherwise noted):

—House Committee on Appropriations (2 copies).

—House Committee on Government Operations (3 copies).

—Cognizant House legislative committee.

—Senate Committee on Appropriations.

—Cognizant subcommittee, Senate Committee on Appropriations (see first note on page 2).

—Senate Committee on Governmental Affairs (2 copies).

—Subcommittee on Federal Expenditures, Research, and Rules, Senate Committee on Governmental Affairs.

—Cognizant Senate legislative committee.

-Interested Members and committees of Congress. Use item 1, p. 2 and item 4, p. 3 for congressional recipients who have (1) an interest in reports on activities affecting the residents of the State or district they represent or (2) requested reports on certain subjects.

-The following recipients, listed by area of interest, who have also requested copies.

—Responsibilities or interests of:

Department of Agriculture

Representative L.H. Fountain

Department of Health and Human Services and Department of Education

Representative L.H. Fountain

Matters affecting rural areas

Frank Tsutras, Staff Director, Congressional Rural Caucus Room 309, House Annex Bldg.

-Agencies and officials who have been approved to receive copies of reports on selected subjects in the initial distribution. Using item 7, p. 7 as a guide, note that the State Department official will receive one copy of reports addressed to the Secretary of State.

-Interested agency officials not otherwise designated to receive copies.

RESTRICTED REPORT

Request assignment report

The initial distribution of reports which are not available for unrestricted distribution when issued to the basic addressee will be in accordance with advance arrangements made with the requester.

A separate Form 115 should be prepared and submitted with such reports when they are forwarded for final processing to show who will receive copies of the report when it is released for general distribution.

The instructions for "Other unrestricted report" (see p. 9) should be used for planning the distribution to be made on release.

Divisions must arrange for persons or non-Federal organizations located outside the Washington Metropolitan area which are named in a restricted report to receive copies before the news media when the report is subsequently released for general distribution. See page 23 for special distribution arrangements.

Other restricted report

When the distribution of a report is limited for reasons other than because it resulted from a request assignment, the initial external distribution should be restricted, as appropriate, considering the factors requiring restriction. **Copies are not** ordinarily sent to Senators and Representatives (unless they have a standing or specific request) or to parties outside the Federal Government, such as contractors and State and local agencies.

The following have requested copies of restricted reports addressed to heads of certain agencies. **If the division director** deems it inappropriate to release a restricted report to these recipients, the matter should be discussed with OCR. Otherwise, the Form 115 should provide for the following distribution.

<u>Report addressee</u>	<u>Send one copy to</u>
Secretary of Agriculture, Secretary of Health and Human Services, and Secretary of Education	Representative L.H. Fountain
Administrator of Veterans Affairs	House and Senate Committees on Veterans' Affairs
Department of Defense	Representative Patricia Schroeder Attention: Nina Gilden

CLASSIFIED REPORT

The release of classified information must be approved in advance by the responsible agency. Obtaining this authorization is the responsibility of the cognizant operating division or office. The authorization obtained must cover the report addressee as well as any proposed recipients of copies of the report. Even if a request is received from within the originating agency, specific authorization to fill such a request should be obtained. A limited distribution will be made when reports contain classified information.

All external distribution of classified reports should, to the extent possible, be included in the initial distribution. In making the distribution, the Office of Publishing Services will be responsible for establishing and following procedures which ensure that delivery of classified reports will be made only to those persons who possess proper security clearances. However, it is the division directors' responsibility to assure proper distribution of classified reports, and to assure that recipients have a need to know and the proper security clearance. Those individuals in the operating divisions responsible for preparing Forms 115 may verify security clearances of congressional staff by calling the Department of Defense at OX 7-9166.

Printing Services, Office of Publishing Services, will number for control purposes each copy of all reports released that are classified as security information, under the designation Top Secret, Secret, or Confidential prior to forwarding the copies to Distribution Services. The successive numbers, beginning with the number 1 for each report, will be stamped on the front covers of the reports.

If a particular numbered report is to go to a certain recipient in the initial distribution, the division should so indicate on the GAO form 115, placing the number of the report immediately to the right of the name (or title) of the recipient. This procedure may be significant if typewritten copies of the report are being issued and there is a variation in the legibility of the xerox copies. If the GAO form 115 is not so marked, the copies of each classified report which bear the lowest successive control numbers, beginning with 1, will be selected by Distribution Services for the basic and internal initial distribution and forwarded for release. (See Chapter 18, Report Manual)

The following sections are somewhat redundant of those showing the initial external distribution of unrestricted reports. This was purposely done to minimize confusion which may exist with an exception-basis presentation.

Report to congressional committees

Classified reports will not be addressed to the Congress. A classified report which would be addressed to the Congress if unclassified will instead be addressed to appropriate committees. With certain exceptions, it should receive the same initial external distribution as an unrestricted report addressed to the Congress. It is particularly important not to send copies of classified reports to any individual senator or representative or their staff members.

<u>Number of copies</u>	<u>Recipient</u>
2	House Committee on Appropriations
2	House Committee on Government Operations
1	House Committee on _____ (Legislative committee)
1	House Committee on the Budget
1	Senate Committee on Appropriations
1	Senate Subcommittee on (see note at end of list) (Appropriations subcommittee)
1	Senate Committee on Governmental Affairs
1	Senate Committee on _____ (Legislative committee)
3	Director, Office of Management and Budget
1	Congressional Budget Office, Attn: Edward Swoboda, 3322 HOB Annex 2
1	House Permanent Select Committee on Intelligence, H-405 Capitol Attn: Michael Flannigan and Donald Brennan
1	Commandant Industrial College of the Armed Forces Code ICDP Washington, DC 20319

NOTE: If the report covers subjects under the jurisdiction of more than one subcommittee, send 1 copy to each subcommittee involved.

Selected Subjects or Interest

1. The Subcommittee on Investigations of the House Committee on Armed Services when copies are being sent to the full Committee.
2. The appropriate subcommittee of the House Committee on Post Office and Civil Service when copies are being sent to the full Committee.

3. The following committees and subcommittees on the basis of special requests for copies of reports on the subjects listed (one copy unless otherwise noted). Some of the recipients listed are the committees which would normally receive reports on the subject matter listed. Their inclusion on this list is to emphasize their desire to receive copies of these reports. It is not meant to increase the number of copies sent to them.

<u>Subject</u>	<u>Recipient</u>
Access to records--- agency delay or refusal	Subcommittee on Constitution, Senate Committee on the Judiciary
Defense	House Committee on Armed Services Senate Committee on Armed Services Subcommittee on Defense, Senate Committee on Appropriations
Defense Production Act	House Committee on Armed Services House Committee on Banking, Finance and Urban Affairs Senate Committee on Armed Services Senate Committee on Banking, Finance and Urban Affairs
Department of Agriculture	Subcommittee on Intergovernmental Relations and Human Resources, House Committee on Government Operations
Department of Health and Human Services and Department of Education	Subcommittee on Intergovernmental Relations and Human Resources, House Committee on Government Operations Senate Committee on Labor and Human Resources, House Committee on Education and Labor (2 copies)

<u>Subject</u>	<u>Recipient</u>
Department of Labor	Subcommittee on Manpower and Housing, House Committee on Government Operations
	Senate Committee on Labor and Human Resources
	House Committee on Education and Labor (2 copies)
Department of Labor-- activities financed by special Federal taxes	House Committee on Ways and Means
	Senate Committee on Finance
District of Columbia	House Committee on District of Columbia
	Subcommittee on Governmental Efficiency and the District of Columbia, Senate Committee on Governmental Affairs (6 copies)
Federal-Aid Highway Program	House Committee on Public Works and Transportation (6 copies)
	Subcommittee on Surface Transportation, House Committee on Public Works and Transportation
Federal Savings and Loan Insurance Corporation	Subcommittee on Housing and Urban Affairs, Senate Committee on Banking, Housing and Urban Affairs
Foreign military sales	Subcommittee on International Security and Scientific Affairs, House Committee on Foreign Affairs
Government-owned facilities and machinery used by private contractors	House Committee on Armed Services
	Senate Committee on Armed Services
Health	Subcommittee on Health and Long- Term Care, House Select Committee on Aging Attention: Robert Weiner
	Subcommittee on Housing and Community Development, House Committee on Banking, Finance and Urban Affairs
Housing	Subcommittee on Housing and Urban Affairs, Senate Committee on Banking, Housing and Urban Affairs
"Impoundments," pursuant to the Impoundment Con- trol Act of 1974	Senate Committee on Appropriations

<u>Subject</u>	<u>Recipient</u>
International activities	Subcommittee on Legislation and National Security, House Committee on Government Operations House Committee on Foreign Affairs Senate Committee on Foreign Relations (2 copies)
Major acquisitions	Subcommittee on International Security and Scientific Affairs, House Committee on Foreign Affairs
Manpower utilization and personnel management	House Committee on Post Office and Civil Service Subcommittee on Civil Service, Post Office, and General Services, Senate Committee on Governmental Affairs
Military construction	Subcommittee on Military Construction, Senate Committee on Appropriations
Military personnel	Subcommittee on Military Personnel and Compensation, House Committee on Armed Services Subcommittee on Manpower and Personnel, Senate Committee on Armed Services
Missiles	Subcommittee on Science, Technology and Space, Senate Committee on Commerce, Science, and Transportation Attention: John Stewart
Nuclear proliferation	Subcommittee on International Security and Scientific Affairs, House Committee on Foreign Affairs
Printing and binding activities, Government Printing Office	Joint Committee on Printing (10 copies)
Procurement and contracts	House Committee on Small Business Senate Select Committee on Small Business
Social security	House Committee on Ways and Means Senate Committee on Finance

<u>Subject</u>	<u>Recipient</u>
Stockpiling	House Committee on Armed Services Senate Committee on Armed Services
U.S. Coast Guard, Merchant Marine, Panama Canal, fisheries, international fishing agreements, oceanography, coastal zone management, navigation, pilotage, wildlife	House Committee on Merchant Marine and Fisheries (50 copies)
Veterans	House Committee on Veterans Affairs

4. Committees (not otherwise designated to receive copies of the report) which specifically request the report.
5. The heads of the departments and agencies responsible for the activities discussed in the report. The President of the United States should be sent a copy only when justified by the importance of the matter; advance concurrence by the Director, Office of Policy, is required for such distribution.
6. The agencies and officials listed below who have been approved to receive copies of reports on selected subjects in the initial distribution. (One copy unless otherwise noted.)

<u>Subject</u>	<u>Recipient</u>
Research and development	Administrator DDC-DDA-2, Cameron Station, Alexandria, VA 22314 (2 copies)
Responsibilities or interests of:	
Department of Agriculture	The Honorable <u>name</u> The Secretary of Agriculture Room 24-E, Administration Bldg. Department of Agriculture Inspector General, Department of Agriculture, Room 24-E, Administration Bldg. USDA (21 copies) Dean Crowther, Director, Office of Operations and Finance, Department of Agriculture, Room 118-W, Administration Bldg., USDA
Forest Service	Chief, Forest Service Room 3008 So. Agriculture Bldg. (6 copies)
Department of Health and Human Services	Director, HHS Audit Agency (20 copies)

<u>Subject</u>	<u>Recipient</u>
Department of Housing and Urban Development	Stuart Addison, Office of the Inspector General, Room 8280, HUD Bldg., 451 7th St., SW, Washington, DC 20410 (14 copies)
General Services Administration	Administrator of General Services Attn: Director, Audit Reports Control Office (HEC), Room 5116, GSA Bldg. 18th and F Sts. NW Washington, DC 20405 (12 copies)
Department of Energy	The Honorable <u> name </u> The Secretary of Energy Washington, DC 20545 (2 copies)
	The Department of Energy Office of the Controller Washington, DC 20585 Attention: Donald C. Gestiehr (15 copies)
Department of Defense	Assistant for Audit Reports DAS CWB, 10th Floor, 1300 Wilson Blvd. Arlington, VA 22209 (14 copies)
Department of the Army	The Secretary of the Army Attn: The Inspector General, DAIG-AI, Room 1E721, The Pentagon, Washington, DC 20310 (40 copies)
Department of the Navy	Comptroller of the Navy (NCB-53) Room 2C345, The Pentagon, Washington, DC 20350 (35 copies)
Department of the Air Force	The Secretary of the Air Force Attn: Assistant Auditor General Det 10, AFAA, Room 4C138, The Pentagon Washington, DC 20330 (30 copies)
All reports when copies are sent to the Secretary of State	Director, Operations Analysis and GAO Liaison, Department of State
Matters of interest to State Governments	Council of State Governments, Iron Works Pike, Lexington, KY 40511

7. Other interested agency officials (not otherwise designated to receive copies) who specifically request the report.

One copy (unless otherwise noted) should be sent to each of the following recipients who normally receive a copy of an unrestricted report to the Congress in the subsequent distribution:

<u>Subject</u>	<u>Recipient</u>
National defense	Defense Documentation Center Attention: DDC-TCA Cameron Station, VA 22314
	Defense Logistics Studies Information Exchange Attention: DRXMC-D Fort Lee, VA 23801
Agency for Inter- national Development (AID)	Controller, Agency for International Development (20 copies)
AID lending activi- ties and Export Import Bank	International Information Center, Division of International Finance, Federal Reserve System Attention: Reed Irvine
Antitrust, research and development, and patent problems	Subcommittee on Antitrust and Monopoly, Senate Committee on the Judiciary Attention: Chief Counsel

Other classified report

With certain exceptions the initial distribution should be the same as for unrestricted reports to other than the Congress. The recipients listed should include

- The report addressee (check basic letter column).
- The Director, Office of Management and Budget (3 copies).
- The head of the department or agency involved (if other than the report addressee).
- Appropriate subordinate agency officials.
- Other interested parties such as grantees, contractors and State and local officials (Show full mailing addresses on Form 115.)
- The following congressional recipients (one copy unless otherwise noted):
 - House Committee on Appropriations (2 copies)
 - House Committee on Government Operations (2 copies)
 - Cognizant House legislative committee
 - Senate Committee on Appropriations
 - Cognizant subcommittee, Senate Committee on Appropriations (see note on page 2)
 - Senate Committee on Governmental Affairs (2 copies)
 - Cognizant Senate legislative committee

-Congressional recipients who have made special requests for reports on certain subjects. Use item 4, page 3 as a guide but exclude (1) any individual senator or representative or their staff member and (2) the Subcommittee on Science, Research and Technology, House Committee on Science and Technology. Also, the Senate Committee on Foreign Relations should be furnished two (instead of five) copies of reports dealing with international activities.

--Agencies and officials who have been approved to receive copies of reports on selected subjects. Using item 7, p. 7 as a guide, please note that the State Department official will receive a copy of reports addressed to the Secretary of State.

--The House Committee on Government Operations should be furnished two copies.

The following additional distributions should be made.

<u>Subject</u>	<u>Recipient</u>
All	Commandant, Industrial College of the Armed Forces Code ICDP Washington, DC 20319, (one copy)
Agency for International Development	Controller, AID (20 copies)
Defense	Subcommittee on Defense, Senate Committee on Appropriations (one copy)

CLASSIFIED REPORT WITH UNCLASSIFIED DIGEST

Every effort should be made to have an unclassified digest so that it can be detached from the classified report and given wider distribution. Provision should be made on a separate Form 115 for the printing and distribution of copies of the unclassified digest for those recipients who (1) are not receiving copies of the full report and (2) normally receive copies of unclassified reports on the subject matter being reported.

UNCLASSIFIED VERSION OF CLASSIFIED REPORT AND CLASSIFIED SUPPLEMENT TO UNCLASSIFIED REPORT

The unclassified version of a classified report will require the advance approval of the Director, Office of Policy. The classified supplement should be distributed in accordance with the instructions applicable to a classified report, and the unclassified version should be distributed in accordance with the instructions applicable to an unclassified report.

Two Forms 115 should be used; the one for the distribution of the unclassified report should be clearly marked "Report Only." A recipient who receives both the unclassified report and the classified document should receive them simultaneously.

STAFF STUDY

The initial external distribution will be determined by the responsible division official. OCR should be consulted on the best means of transmitting staff studies to congressional offices.

SECTION B--TRANSMITTAL AND DELIVERY METHODS

TRANSMITTAL DOCUMENTS

The type of transmittal document to be used for each recipient in the initial external distribution should be checked in the appropriate column on the Form 115.

<u>Column</u>	<u>Recipient</u>
Basic letter	This column should be checked for the official(s) to whom the report is addressed, including addressees of letter reports. For an unclassified report to the Congress, check the Speaker of the House and the President of the Senate.
Nonbasic letter	This column should be checked for recipients <u>other than the report addressee</u> , for whom special transmittal letters are to be used. (See Report Manual, ch. 10.)
GAO Form 371	This column should be checked for the following committees and their cognizant subcommittees when the report contains recommendations to the head of an agency <u>and</u> transmittal letters are not being used.

House Committee on Appropriations

Senate Committee on Appropriations

House Committee on Government Operations

Senate Committee on Governmental Affairs

When a restricted report is subsequently released, unless nonbasic letters are needed to convey special messages, a Form 371 will be used to send it to the above listed committees and their subcommittees, and to the Director, Office of Management and Budget. The divisions should provide special instructions for the Document Distribution Section to stamp the Form 371 transmittal with the date the report was released to the agency. The release date marks the beginning of the 60-day response time to these

committees on such reports. The Form 371 will be attached to the report copies by the Document Distribution Section. The Form is illustrated on page 20-12 of the Report Manual.

None This column should be checked for all other recipients.

DELIVERY

Reports (and copies) sent to congressional recipients with transmittal letters are hand carried. Others are delivered to the mail rooms of the buildings of the committees or Members.

The best way to expedite committee mail is to designate delivery to the responsible committee staff member. **Committee** business is handled exclusively at the committee office; not at the chairman's congressional office. The Form 115 should show the responsible staff member's name, title, room number, building, etc.

Unless special instructions are given on the Form 115, the following delivery methods will be used.

<u>Location of Recipient</u>	<u>Recipient</u>	<u>Delivery Method</u>
Washington, D.C. area	Congressional <u>1/</u>	GAO messenger
	Agency heads and other agency recipients <u>2/</u>	GAO messenger
	Other recipients in D.C. area not near normal delivery area <u>3/</u>	First-class mail
	GAO staff <u>2/</u>	GAO messenger
Outside Washington, D.C.:		
Unclassified report	All recipients including GAO field offices <u>3/</u>	First-class mail
Classified report:		
Confidential	"	Certified mail
Secret	"	Registered mail

1/ Show full subcommittee and/or committee name on Form 115.

2/ Show room number and street address but not ZIP code on Form 115.

3/ Show complete address, including ZIP code, on Form 115.

The divisions should provide the Document Distribution Section with special instructions in situations such as the following:

- A report deals with the activities of non-Federal organizations and persons named in the report.
- A report is likely to have strong public interest in localities far from Washington, D.C.
- Inquiries from the media are anticipated after issuance or release of the report.

When our reports involve non-Federal organizations and persons, divisions should make sure that the named persons or organizations receive copies of the report before the media distribution is made. For such persons and organizations located outside the Washington Metropolitan area, divisions should consider special instructions such as

- mailing advance copies of report after it has been signed but before the initial distribution is made;
- sending advance copies to GAO regional offices which will make distribution to the named parties after notification that the report has been signed; or
- delaying the media distribution for at least 48 hours to allow the named parties to receive copies mailed to them.

PART 2
PLANNING THE INITIAL DISTRIBUTION
WITHIN THE OFFICE

UNRESTRICTED REPORT

Number of
copies

1	Comptroller General
1	Assistant Comptroller General, Policy and Program Planning (<u>Bound</u> Reports Only)
1	Director, Office of Policy
8	Office of Congressional Relations

- (a) Director of originating division or office
- (a) Cognizant deputy director
- (a) Cognizant associate director
- (a) Cognizant deputy associate and/or group director
- 25 Office of Public Information
- 3 Document Services, Office of Information Systems and Services
- (a) Each participating regional or branch office
- (a) Directors of participating divisions or offices
- 1 Director, Accounting and Financial Management Division (reports on claims, receivables, and collections)
- 1 Issue area coordinator (note b)

RESTRICTED REPORT

Same as unrestricted report, unless special restrictions are deemed necessary by the cognizant GAO official.

CLASSIFIED REPORT

Same as unrestricted report except that copies are not furnished to:

Comptroller General c/
 Assistant Comptroller General, Policy and Program Planning
 Office of Congressional Relations
 Office of Public Information
 Director, Office of Policy
 GAO Document Services, Office of Information Systems and Services

STAFF STUDY

The Director, OP, should receive one copy; GAO Document Services, Office of Information Systems and Services, 3 copies; issue area coordinators, 1 copy; and the Director, OCR, and the Office of Public Information, 5 copies each. Other internal distribution will be determined by the responsible division official.

a/ Determined by cognizant associate director or comparable official.

b/ One copy to the issue area coordinator(s) for the issue area code(s) shown if the individual(s) are not otherwise listed on initial internal distribution.

c/ The Comptroller General should be notified by the responsible division of the issuance of classified reports signed by the director or other division officials.

PART 3
DETERMINING THE QUANTITY TO BE PREPARED

The Division must indicate whether it wishes subsequent external distribution to be made to the "All" list, "Selected Subjects" list or neither by checking the applicable box(es) on the Form 115. These lists identify Members of Congress; Federal, State, and local government officials; university libraries and professors; members of the press; and nonprofit organizations who have requested copies of all unclassified reports to the Congress, or reports on specific subjects or organizations. The following criteria should be used for checking the boxes on the "Recurring Subsequent Distribution" line.

-Both "All" and "Selected Subjects" should be checked for unrestricted reports to the Congress.

-"None" should be checked for classified reports and those restricted for reasons other than that they are reports on request assignments.

-For all other types of reports and staff studies, the division should check the appropriate box(es) based on its estimate of the importance of or interest in the report. For restricted congressional request reports these distributions will be made in accordance with instructions given on the front of the Form 115.

When the report's title, cover summary, and digest are reviewed, the Office of Public Information will inform the division of the applicable news media codes and the number of copies to be distributed. (This applies only to unclassified reports signed by the Comptroller General.) The division is responsible for seeing that this information is recorded on the Form 115.

The quantity for reserve stock should be entered on the "Reserve Stock" line of the form 115 in the section "Determination of Quantity to be Prepared." These stock quantities (based on data of usage trends of GAO reports) will be used to supply requesters of GAO documents.

-Reserve quantities for classified reports should be stocked at the 15 copy level.

-Reserve stock quantities for unclassified bound reports in chapter-format should range between 800 and 1,500.

-Reserve stock quantities for unclassified letter reports should range between 100 to 300, except that letter reports which are more than 20 pages or which are bound, should be stocked at the 300 copy level.

-Unclassified reports expected to generate low or average demand should be stocked close to the lower end of each range. Conversely, certain subject areas have tended to generate high demand and may be candidates for stocking at the higher end of the range. These subject areas include: Energy, Health, the Elderly, Consumer Affairs, the Environment, and Computer/ADP issues.

If the Division anticipates unusually high demand, they may add to the above limits.

Whenever a wide distribution of a chapter-format report is planned it will be printed in both a summary and a complete version. The purpose of the summary version is to help us economically meet our reporting responsibilities when a report warrants a wide distribution. It consists of the cover page, digest and table of contents from the complete version.

Summary versions will be used routinely on the recurring subsequent distribution of chapter-format reports when divisions check the "ALL" box. This will mainly apply to unrestricted reports to the Congress. Summary versions will also be used when divisions decide that a chapter-format report warrants an initial external distribution to the entire congressional delegation--535 copies. Each year only a few reports receive such a distribution. The Form 115 has been revised to accommodate this approach. (See appendix II)

CODES TO BE SHOWN
ON GAO FORM 115

This appendix identifies the budget function and organization codes to be entered in the appropriate blocks on the Form 115. If the budget function or organization reported on do not match these codes, the name of the function or organization should be written in the blocks used to list the codes.

Also, the codes for the latest approved issue area/line of effort are to be shown on the Form 115. An updated comprehensive listing of approved issue areas and lines-of-effort (and their codes) is periodically distributed by the Executive Secretary of the Program Planning Committee. In addition, the operating divisions are advised of approved changes as they occur. If the report is not related to any of the latest approved issue areas/lines of effort, "none" should be written in the block.

The codes shown on the Form 115 are used for indexing reports and for making recurring subsequent distributions to parties who have asked for copies of reports on certain subjects. Some of them are also used to compile comprehensive listings of reports. Consequently, the divisions should carefully consider which codes are the most appropriate for each report. The primary budget function, organization and issue areas/line of effort should be entered on the first line in each block.

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BUDGET FUNCTIONS

	<u>CODE</u>
NATIONAL DEFENSE	0050
Department of Defense - Military (except procurement and contracting)	0051
Atomic Energy Defense Activities	0053
Defense-related Activities	0054
Weapons Systems	0057
Department of Defense - Procurement and Contracts	0058
Military Pay	0060
INTERNATIONAL AFFAIRS	0150
Foreign Economic and Financial Assistance	0151
Military Assistance	0152
Conduct of Foreign Affairs	0153
Foreign Information and Exchange Activities	0154
International Financial Programs	0155
GENERAL SCIENCE, SPACE, AND TECHNOLOGY	0250
General Science and Basic Research	0251
Space Flight	0253
Space Science, Applications, and Technology	0254
Supporting Space Activities	0255
Telecommunications and Radio Frequency Spectrum Use	0258
ENERGY	0270
Energy Supply	0271
Energy Conservation	0272
Emergency Energy Preparedness	0274
Energy Information, Policy, and Regulation	0276
NATURAL RESOURCES AND ENVIRONMENT	0300
Water Resources	0301
Conservation and Land Management	0302
Recreational Resources	0303
Pollution Control and Abatement	0304
Other Natural Resources	0306

	<u>CODE</u>
AGRICULTURE	0350
Farm Income Stabilization	0351
Agricultural Research and Services	0352
Import-Export Issues	0353
COMMERCE AND HOUSING CREDIT	0370
Mortgage Credit and Thrift Insurance	0371
Postal Service	0372
Federal Financing Bank	0374
Other Advancement and Regulation of Commerce	0376
TRANSPORTATION	0400
Ground Transportation	0401
Air Transportation	0402
Water Transportation	0403
Other Transportation	0407
COMMUNITY AND REGIONAL DEVELOPMENT	0450
Community Development	0451
Area and Regional Development	0452
Disaster Relief and Insurance	0453
EDUCATION, TRAINING, EMPLOYMENT, AND SOCIAL SERVICES	0500
Elementary, Secondary, and Vocational Education	0501
Higher Education	0502
Research and General Education Aids	0503
Training and Employment	0504
Other Labor Services	0505
Social Services	0506
HEALTH	0550
Health Care Services	0551
Health Research	0552
Education and Training of Health Care Work Force	0553
Consumer and Occupational Health and Safety	0554
Nursing Homes	0557
Prevention and Control of Health Problems	0558
Health Planning and Construction	0559

	<u>CODE</u>
INCOME SECURITY	0600
General Retirement and Disability Insurance	0601
Federal Employee Retirement and Disability	0602
Unemployment Compensation	0603
Public Assistance and Other Income Supplements	0604
VETERANS BENEFITS AND SERVICES	0700
Income Security for Veterans	0701
Veterans Education, Training, and Rehabilitation	0702
Hospital and Medical Care for Veterans	0703
Veterans Housing	0704
Other Veterans Benefits and Services	0705
ADMINISTRATION OF JUSTICE	0750
Federal Law Enforcement Activities	0751
Federal Litigative and Judicial Activities	0752
Federal Correctional Activities	0753
Criminal Justice Assistance	0754
GENERAL GOVERNMENT	0800
Legislative Functions	0801
Executive Direction and Management	0802
Central Fiscal Operations	0803
General Property and Records Management	0804
Central Personnel Management	0805
Other General Government	0806
Tax Administration	0807
GENERAL PURPOSE FISCAL ASSISTANCE	0850
General Revenue Sharing	0851
Other General Purpose Fiscal Assistance	0852
INTEREST	0900
Interest on the Public Debt	0901
Other Interest	0902
EMPLOYER SHARE, EMPLOYEE RETIREMENT	0951
INTEREST RECEIVED - TRUST FUNDS	0952
RENTS AND ROYALTIES - OUTER CONTINENTAL SHELF	0953

	<u>CODE</u>
SIGNIFICANT OR RECURRING REPORT SUBJECTS	1000
Automatic Data Processing	1001
Impoundment Control Act of 1974	1005
Nondiscrimination - Equal Opportunity Programs	1006
Procurement - Other than Defense	1007
Congressional Information Services	1008
Security of ADP Systems	1011
FINANCIAL MANAGEMENT AND INFORMATION SYSTEMS	1100
Accounting Systems in Operation	1101
Review and Approval of Accounting Systems	1102
Internal Audit	1103
Developing and Disseminating Audit Standards	1104
Joint Financial Management Improvement Program	1105
Regulatory Accounting Rules and Financial Reporting	1106

ORGANIZATIONAL INDEX

	<u>Abbreviation</u>
LEGISLATIVE BRANCH	LB
Congress	C
Architect of the Capitol	AC
United States Botanic Garden	BG
General Accounting Office	GAO
Government Printing Office	GPO
Library of Congress	LC
Office of Technology Assessment	OTA
Congressional Budget Office	CBO
Copyright Royalty Tribunal	CRT
JUDICIAL BRANCH	JB
The Supreme Court of the United States	SC
Administrative Office of the United States Courts	AOC
Federal Judicial Center	FJC
EXECUTIVE BRANCH	EB
The President of the United States	P
The Executive Office of the President	EOP
The White House Office	WHO
Office of Management and Budget	OMB
Council of Economic Advisers	CEA
National Security Council	NSC
Central Intelligence Agency	CIA
Domestic Policy Staff	DPS

Abbreviation

EXECUTIVE BRANCH (continued)

Executive Office of the President
(continued)

Office of the United States Trade Representative	OTR
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Council on Environmental Quality	CEQ
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Council on Wage and Price Stability	CWPS
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Office of Science and Technology Policy	OSTP
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Office of Administration	OA
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Office of the Vice President	OVP
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Executive Departments	ED
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Department of Agriculture	DAGR
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Department of Commerce	DCOM
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Department of Defense	DOD
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Department of Air Force	DAF
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Department of the Army	DA
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Department of the Navy	DN
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Department of Defense Agencies and Joint Service Schools	DAJSS
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Department of Education	DE
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Department of Energy	DOE
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Department of Health and Human Services	DHHS
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Department of Housing and Urban Development	DHUD
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Department of the Interior	DINT
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Abbreviation

EXECUTIVE BRANCH (continued)

Executive Departments (continued)

Department of Justice	DJUS
Department of Labor	DLAB
Department of State	DST
Department of Transportation	DOT
Department of the Treasury	DTRS

Independent Agencies

ACTION	IA
ACT	ACT
Administrative Conference of the United States	ACUS
American Battle Monuments Commission	ABMC
Appalachian Regional Commission	ARC
Board for International Broadcasting	BIB
Civil Aeronautics Board	CAB
Commission of Fine Arts	CFA
Commission on Civil Rights	CCR
Commodity Futures Trading Commission	CFTC
Community Services Administration	CSA
Consumer Product Safety Commission	CPSC
Environmental Protection Agency	EPA
Equal Employment Opportunity Commission	EEOC
Export-Import Bank of the United States	EIB
Farm Credit Administration	FCA
Federal Communications Commission	FCC

Abbreviation

EXECUTIVE BRANCH (continued)

Independent Agencies (continued)

Federal Deposit Insurance Corporation	FDIC
Federal Election Commission	FEC
Federal Emergency Management Agency	FEMA
Federal Home Loan Bank Board	FHLBB
Federal Labor Relations Authority	FLRA
Federal Maritime Commission	FMC
Federal Mediation and Conciliation Service	FMCS
Federal Reserve System	FRS
Federal Trade Commission	FTC
General Services Administration	GSA
Inter-American Foundation	IAF
International Communication Agency	ICA
Interstate Commerce Commission	ICC
Merit Systems Protection Board	MSPB
National Aeronautics and Space Administration	NASA
National Capital Planning Commission	NCPC
National Credit Union Administration	NCUA
National Foundation on the Arts and the Humanities	NFAH
National Labor Relations Board	NLRB
National Mediation Board	NMB
National Science Foundation	NSF

Abbreviation

EXECUTIVE BRANCH (continued)

Independent Agencies (continued)

National Transportation Safety Board	NTSB
Nuclear Regulatory Commission	NRC
Occupational Safety and Health Review Commission	OSHRC
Office of Personnel Management	OPM
Panama Canal Commission	PCC
Peace Corps	PC
Pennsylvania Avenue Development Corporation	PADC
Pension Benefit Guaranty Corporation	PBGC
Postal Rate Commission	PRC
Railroad Retirement Board	RRB
Securities and Exchange Commission	SEC
Selective Service System	SSS
Small Business Administration	SBA
Tennessee Valley Authority	TVA
United States Arms Control and Disarmament Agency	ACDA
United States International Development Cooperation Agency	IDCA
United States International Trade Commission	ITC
United States Metric Board	MB
United States Postal Service	PS
Veterans Administration	VA

Abbreviation

EXECUTIVE BRANCH (continued)

Quasi-official agencies

Legal Services Corporation	LSC
National Consumer Cooperative Bank	NCCB
National Railroad Passenger Corporation (AMTRAK)	NRPC
Smithsonian Institution	SI
United States Railway Association	RA

SAMPLE FORMS 115

The sample Forms 115 in this appendix are shown only to illustrate some of the types of information which would appear on the Form. Each Form 115 should be prepared in accordance with the instructions in this memorandum.

All of the Forms 115 for a particular report should accompany the report when it is forwarded for final processing.

GAO Form 115 (REV. 4-81) (Destroy previous editions)		U.S. GENERAL ACCOUNTING OFFICE			(CAM NO. 2)
No. <u>1</u> of <u>1</u>		APPROVAL FOR DISTRIBUTION OF REPORT			
TITLE OF REPORT (and Requester on Congressional Assignments) SAMPLE FORM 115 - Unrestricted Report to the Congress					
REPORT NUMBER Div-XX-XX	B-NUMBER XXXXXX	ASSIGNMENT CODE XXXXXX	DATE ISSUED XX-XX-XX	CHECK ONE: <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED <input type="checkbox"/> CLASSIFIED _____	
THE ACCOMPANYING LETTERS ARE FOR SIGNATURE BY <input checked="" type="checkbox"/> THE COMPTROLLER GENERAL <input type="checkbox"/> DIRECTOR _____					
SPECIAL INSTRUCTIONS *Mail advance copy before initial distribution			This restricted report will be available for general distribution: <input type="checkbox"/> _____ days after issuance <input type="checkbox"/> When notified by OCR If this distribution is to be made after issuance to basic addressee(s): <input type="checkbox"/> Distribute _____ days after issuance <input type="checkbox"/> Distribute when notified by OCR: OCR Approval		
INITIAL EXTERNAL DISTRIBUTION			TRANSMITTAL DOCUMENT (Check One)		
NO OF COPIES	RECIPIENT	BASIC LETTER	NON-BASIC LETTER	GAO FORM 371	NONE
3	SPEAKER OF THE HOUSE	X			
1	PRESIDENT OF THE SENATE	X			
2	HOUSE COMMITTEE ON APPROPRIATIONS			X	
3	HOUSE COMMITTEE ON GOVERNMENT OPERATIONS			X	
1	HOUSE COMM ON <u>Armed Services</u> <small>(Legislative Committee)</small>				X
1	HOUSE COMMITTEE ON THE BUDGET				X
1	SENATE COMMITTEE ON APPROPRIATIONS			X	
1	SENATE SUBCOMM ON <u>Defense</u> <small>(Appropriations Subcommittee)</small>			X	
2	SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS			X	
1	SENATE COMM ON <u>Armed Services</u> <small>(Legislative Committee)</small>				X
1	SENATE COMMITTEE ON THE BUDGET				X
11	RANKING MINORITY MEMBERS OF COMMITTEES & SUBCOMMITTEES				
3	DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET				X
*1	Mr. Edwin Hartzman, President Avondele Shipyards, Inc. P.O. Box 50280 New Orleans, La. 70150		X		
40	OTHER RECIPIENTS (Per GAO Form 115-1 attached)				

NO. OF COPIES		INITIAL INTERNAL DISTRIBUTION		
1		COMPTROLLER GENERAL - RM. 7000		
1		ASSISTANT COMPTROLLER GENERAL, POLICY AND PROGRAM PLANNING - RM. 7124		
1		DIRECTOR, OFFICE OF POLICY - RM. 7132		
8		OFFICE OF CONGRESSIONAL RELATIONS - RM. 7023		
3		DIRECTOR OF ORIGINATING DIVISION OR OFFICE _____ RM. _____		
12		COGNIZANT DEPUTY DIRECTOR, _____ -RM. _____		
6		COGNIZANT ASSOCIATE DIRECTOR, _____ -RM. _____		
10		COGNIZANT GROUP DIRECTOR _____ -RM. _____		
25		INFORMATION OFFICER - RM.7015		
3		GAO DOCUMENT SERVICES, OFFICE OF INFORMATION SYSTEMS AND SERVICES - RM. 4131		
8		<u>2</u> TO EACH PARTICIPATING REGIONAL AND BRANCH OFFICE		
		Washington, Dallas, Norfolk, Boston		
CODES				
BUDGET FUNCTIONS		ORGANIZATIONS		
<u>0058</u>	_____	<u>DOD</u>	_____	
(Primary)	_____	(Primary)	_____	
_____	_____	_____	_____	
		ISSUE AREAS/LINES OF EFFORT		
		<u>1900</u>	_____	
		(Primary)	_____	
		_____	_____	
DETERMINATION OF QUANTITY TO BE PREPARED			SUMMARY	COMPLETE
INITIAL DISTRIBUTION	EXTERNAL DISTRIBUTION (Use summary only for chapter - format reports to be distributed to the entire congressional delegation)			72
	INTERNAL DISTRIBUTION			78
	TOTAL INITIAL DISTRIBUTION			150
SUBSEQUENT DISTRIBUTION AND RESERVE STOCK	RECURRING SUBSEQUENT DISTRIBUTION (Use summary only when the ALL box is checked for chapter - format reports)			
	<input checked="" type="checkbox"/> ALL <input checked="" type="checkbox"/> SELECTED SUBJECTS <input type="checkbox"/> NONE		700	250
	RESERVE STOCK			850
	PROVISION FOR DISTRIBUTION TO THE NEWS MEDIA			
	BY MAIL _____			
	BY HAND _____			125
PROVISION FOR ADDITIONAL QUANTITIES, IF NECESSARY			0	
TOTAL SUBSEQUENT DISTRIBUTION AND RESERVE STOCK		700	1,225	
TOTAL QUANTITY TO BE PREPARED			700	1,375
APPROVED.			FOR FURTHER INFORMATION CONTACT	
_____ (Associate Director or Comparable Official)			XXXXXXXXXX	
_____ (Director)			XXX XXXX (Name)	
_____ (Date)			_____ (Phone Number)	

GAO Form 115 (REV. 4-81) (Destroy previous editions)		U.S. GENERAL ACCOUNTING OFFICE		(CAM NO. 2)	
No. <u>2</u> of <u>2</u>		APPROVAL FOR DISTRIBUTION OF REPORT			
TITLE OF REPORT (and Requester on Congressional Assignments) SAMPLE FORM 115 - Release of an Initially Restricted Request Assignment Report					
REPORT NUMBER Div-XX-XX	B-NUMBER XXXXXX	ASSIGNMENT CODE XXXXXX	DATE ISSUED XX-XX-XX	CHECK ONE: <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED <input type="checkbox"/> CLASSIFIED _____	
THE ACCOMPANYING LETTERS ARE FOR SIGNATURE BY: <input checked="" type="checkbox"/> THE COMPTROLLER GENERAL <input type="checkbox"/> DIRECTOR, _____					
SPECIAL INSTRUCTIONS			This restricted report will be available for general distribution: <input type="checkbox"/> ___ days after issuance <input type="checkbox"/> When notified by OCR If this distribution is to be made after issuance to basic addressee(s): <input checked="" type="checkbox"/> Distribute <u>30</u> days after issuance <input type="checkbox"/> Distribute when notified by OCR		
INITIAL EXTERNAL DISTRIBUTION			TRANSMITTAL DOCUMENT (Check One)		
NO OF COPIES	RECIPIENT	BASIC LETTER	NON BASIC LETTER	GAO FORM 371	NONE
	SPEAKER OF THE HOUSE				
	PRESIDENT OF THE SENATE				
2	HOUSE COMMITTEE ON APPROPRIATIONS			X	
3	HOUSE COMMITTEE ON GOVERNMENT OPERATIONS			X	
1	HOUSE COMM ON <u>Foreign Affairs</u> <small>(Legislative Committee)</small>				X
1	HOUSE COMMITTEE ON THE BUDGET				X
1	SENATE COMMITTEE ON APPROPRIATIONS			X	
1	SENATE SUBCOMM ON <u>Foreign Operations</u> <small>(Appropriations Subcommittee)</small>			X	
2	SENATE COMMITTEE ON GOVERNMENTAL AFFAIRS			X	
1	SENATE COMM ON <u>Foreign Relations</u> <small>(Legislative Committee)</small>				X
1	SENATE COMMITTEE ON THE BUDGET				X
13	RANKING MINORITY MEMBERS OF COMMITTEES & SUBCOMMITTEES				
3	DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET			X	
1	Secretary of State		X		
1	Subcommittee on Federal Spending Practices and Open Government, Senate Committee on Governmental Affairs			X	
19	OTHER RECIPIENTS (Per GAO Form 115-1 attached)				

NO. OF COPIES	INITIAL INTERNAL DISTRIBUTION		
	COMPTROLLER GENERAL - RM. 7000		
	ASSISTANT COMPTROLLER GENERAL, POLICY AND PROGRAM PLANNING - RM. 7124		
	DIRECTOR, OFFICE OF POLICY - RM. 7132		
	OFFICE OF CONGRESSIONAL RELATIONS - RM. 7023		
	DIRECTOR OF ORIGINATING DIVISION OR OFFICE _____ RM. _____		
	COGNIZANT DEPUTY DIRECTOR, _____ -RM. _____		
	COGNIZANT ASSOCIATE DIRECTOR, _____ -RM. _____		
	COGNIZANT GROUP DIRECTOR _____ -RM. _____		
	INFORMATION OFFICER - RM.7015		
	GAO DOCUMENT SERVICES, OFFICE OF INFORMATION SYSTEMS AND SERVICES - RM. 4131		
	_____ TO EACH PARTICIPATING REGIONAL AND BRANCH OFFICE		
	(The initial internal distribution would be on the Form 115 for the initial restricted distribution)		
	BUDGET FUNCTIONS <u>0150</u> <i>(Primary)</i>	ORGANIZATIONS DST _____ <i>(Primary)</i> DAGR _____	ISSUE AREAS/LINES OF EFFORT <u>0702</u> <i>(Primary)</i>
DETERMINATION OF QUANTITY TO BE PREPARED		SUMMARY	COMPLETE
INITIAL DISTRIBUTION	EXTERNAL DISTRIBUTION <small>(Use summary only for chapter - format reports to be distributed to the entire congressional delegation)</small>		50
	INTERNAL DISTRIBUTION		
	TOTAL INITIAL DISTRIBUTION		50
SUBSEQUENT DISTRIBUTION AND RESERVE STOCK	RECURRING SUBSEQUENT DISTRIBUTION <input type="checkbox"/> ALL <input checked="" type="checkbox"/> SELECTED SUBJECTS <input type="checkbox"/> NONE <small>(Use summary only when the ALL box is checked for chapter - format reports)</small>		125
	RESERVE STOCK		800
	PROVISION FOR DISTRIBUTION TO THE NEWS MEDIA		
	BY MAIL _____		
	BY HAND _____		150
	PROVISION FOR ADDITIONAL QUANTITIES, IF NECESSARY		0
TOTAL SUBSEQUENT DISTRIBUTION AND RESERVE STOCK			1075
TOTAL QUANTITY TO BE PREPARED			1125
APPROVED:		FOR FURTHER INFORMATION CONTACT:	
<u>/s/ XXXXXXXX</u> <i>(Associate Director or Comparable Official)</i> <u>/s/ XXXXXXXX</u> <i>(Director)</i>		XXXXXXXXXX _____ XXX-XXXX <i>(Name)</i> _____ _____ <i>(Phone Number)</i>	
XX-XX-XX _____ XX-XX-XX _____ <i>(Date)</i>			