

# GENERAL SERVICES ADMINISTRATION 1975 ANNUAL REPORT

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When a nation is observing its 200th anniversary, it is only natural to look back, review the changes in our society and our technology and plan for the future. This review can be especially important to a service agency such as the General Services Administration, the business conglomerate of government. The results of serious and objective review can be used as building blocks to finding better ways to serve our customers—the other agencies of government—and our stockholders, the American taxpayers.

We are going through such a period of healthy self-analysis. It should lead to the construction of a framework for dealing more efficiently with the complexities of our mission of attending to the common needs of our customers, such as housing, supply, communications, records keeping and continuity of government in case of national disaster.

Each of our employees plays a role in carrying out this mission. Each is encouraged in this time of expanding costs to put forth the maximum effort in finding ways to do our job more efficiently and effectively.

If we can rekindle the kind of voluntary discipline and respect for priorities that was characteristic of the early days of this nation, each succeeding anniversary will bring us even more pride than we enjoy in this Bicentennial year.



Jack Eckerd, Administrator

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# INTRODUCTION

The celebration of any anniversary is an occasion for comparisons of Then and Now. So it is on the eve of the Bicentennial, when the American people and their government become newly aware of shared history, of present interaction and the mutuality of our hopes for the future.

Looking back from our present vantage point, the structure of American government was comparatively clear and simple 200 years ago. Certainly there was no federal organization the size and complexity of the General Services Administration. But if one focuses on the everyday functions of that newborn government, one can spot the scattered sources from which the agency grew.

Today the structure of government is no longer clear and simple. It reflects the times. But the complexity, when looked at in the light of 200 years' growth, reveals a definite pattern: a need occurs and is followed by a response. The needs and responses happen over and over again on multiplying levels over the years to form a structure that is alive and changing every minute.

The General Services Administration is such a structure; growing, branching and growing again in a continuous process of identifying and responding to the needs of government, of people and of passing time.

In our 1975 annual report, we have compared Then and Now in an effort to reveal that pattern which is the key to our complexity and which shapes our present efforts and directs us toward the future.



# GENERAL SERVICES ADMINISTRATION: BUSINESS MANAGER OF THE FEDERAL GOVERNMENT

From its beginnings during the American Revolution, our government has had certain day-to-day needs such as housing, supplies and records—not unlike the needs of any fledgling business. It is remarkable that 175 years elapsed before a central agency was established to satisfy such needs.

In the early years of the nation, office space first was provided for by three commissioners and then by a single commissioner, who reported to the President and later to the Secretary of the Interior. The Department of State had responsibility for preserving some of the nation's valuable documents; but nothing was available to researchers and historians until the National Archives was created in 1934. Supplies were handled initially by the Treasury; but during the War of 1812 and partly because of it, individual agencies set up their own programs for procurement and supply.

As the government grew, its activities and services piled up in a haphazard fashion as federal agencies attempted to be their own suppliers, recorders, and housing experts. In 1947, after the Depression, New Deal and World War II had forced formidable growth, a commission was appointed to study the administrative activities of the federal

government; this commission brought the problem of duplication, confusion and excessive costs into sharp focus.

With some doubt as to the possibility of combining all these functions into one agency, the General Services Administration (GSA) was created in 1949 as a result of the Federal Property and Administrative Services Act. GSA assumed the responsibilities of the Treasury Department's Bureau of Federal Supply, the National Archives, the Public Buildings Administration and the War Assets Administration. These separate agencies became the original divisions of GSA: the Federal Supply Service, the National Archives and Records Service and the Public Buildings Service.

GSA's success in handling its functions prompted Congress and the President to give the agency more authority and further responsibilities as the years went by. Transportation, telecommunications, property management and disposal and the management of automated data processing were added to the agency's list of services. And two more major divisions were added to the original structure: the Automated Data and Telecommunications Service and the Federal Preparedness Agency.

Today, GSA is a governmental conglomerate with nationwide responsibilities. Some might wonder

if such a giant organization is efficient and, indeed, if it is even necessary. But the agencies it serves appreciate the existence of a central source on which they can depend for housing supplies, communications, data processing assistance and other needs.

GSA's diversified activities are handled through its five major divisions. Management and policy for the divisions are established in the central offices, and programs are carried out through 10 regional offices across the country—each a microcosmic GSA.

The staff offices, which make up the central GSA structure, exist to provide management and coordination and to perform agencywide functions and services. They have such internal functions as personnel support and record-keeping, paperwork management and financial and budgetary operations. They also maintain liaison—with regional offices, with other agencies, with Congress, the media and the public.

For example, the final checkpoint between the formation and implementation of agency programs is the Office of General Counsel. It is the arbiter between program goals and the interests of the American taxpayer and the advocate of both



GSA and the American consumer with private enterprise.

#### Office of General Counsel

As the attorney for GSA, the Office of General Counsel is responsible for a wide variety of legal matters each year. In 1975 activities included the drafting of regulations providing for public access to the Presidential historical materials of the Nixon administration and for implementation within GSA of the Privacy Act and amendments to the Freedom of Information Act. Other legal actions involved dealing with environmental and legislative problems associated with the sale by the Office of Stockpile Disposal of 23 million pounds of excess sperm oil and antitrust questions about the proposed sale of 80 million pounds of surplus lithium to the lithium-producing industry.

The Office represented GSA before various regulatory commissions in rate increase and rulemaking proceedings involving transportation, telecommunications and other public utility matters. The results of proceedings were a total savings of \$13,777,000 to GSA and other federal agencies in addition to benefiting the private consumer in those areas.

#### Stockpile Sales

In terms of dollar volume, the 1975 sales made by the Office of Stockpile Disposal would rank GSA

as one of the largest U.S. mining corporations.

A significant factor in the \$439 million worth of materials sold was the 754,800 troy ounces of gold put up for sale by GSA for the Department of the Treasury. The value of this single transaction exceeded the total worth of 1973 U.S. mine production of gold; and the amount of gold was enough to service all U.S. dental patients for one year.

Other materials sold included enough lead to make eight million automobile batteries, enough metallurgical grade manganese ore to cover at least three football fields to a depth of 17 feet, and enough tungsten to make about 300 million lightbulbs. The weight of total sales was more than three million tons—which exceeds the tonnages received in one year by many of the 100 largest ports in North America.

The administration of stockpile disposal is a highly complex program involving constant coordination and contacts with other federal agencies, users, the Congress and the White House. In January 1976 the Office of Stockpile Disposal was transferred to the Federal Preparedness Agency.

#### An Equal Chance for All

With the firm belief that all employees should have equal employment advancement opportunities, GSA ensures that hiring and promotion procedures are conducted without discrimination on the basis of race or sex and that

businesses who deal with the government through GSA are in compliance with such guidelines.

As a result, minorities constitute 40 percent of all GSA employees. Women make up 31.9 percent. During 1975 women received 40.5 percent of all promotions and minorities 36.8 percent. All GSA supervisors receive equal opportunity training, and every effort is made to encourage the employee to develop to his or her fullest potential.

GSA ranked among the top five federal agencies in the number of handicapped employees. And, in support of the President's emphasis on hiring Vietnam era veterans, GSA had over 4,400 on its rolls.

#### Federal Information Centers

Besides providing a wide range of services and information, the federal government administers laws and regulations that affect the business and personal lives of all Americans. Daily, people have need of and a right to information and assistance from their government. The Federal Information Center (FIC) program was established to meet these needs.

Currently, 37 major metropolitan areas in the United States possess an FIC operated jointly by GSA and the U.S. Civil Service Commission. Residents of 38 other cities are provided FIC services through toll-free telephone connections. Specialists in each FIC are

knowledgeable about the vast number of agencies, programs and activities of the federal government. They either answer questions or direct the caller to the office that can be of assistance.

In 1975, FIC's helped nearly seven million people with common questions about taxes, federal jobs, passports, immigration and naturalization, social security, "Medicare," and veterans benefits. They answered more intricate queries, too, such as "Is there a federal law requiring a company to notify an applicant in writing of the reason credit was denied?" Staffs at a center are also used to such unusual questions as "How can I obtain a road map of Guam?" and "How would I go about having a tree planted in one of the national forests as a wedding present?"

#### Consumer Information Center

Since the 1960's, American consumers have faced growing problems affecting buying decisions. Products have become more complicated, and consumers have found themselves with less individualized assistance. Increasing use of credit and computer billing have further complicated the picture.

The Consumer Information Center was established in 1970 to combat these problems and to share the government's consumer information with the public.

The Center works with over two dozen federal agencies to develop and release consumer information. It publishes the free quarterly *Consumer Information Index*, which lists the government's best free or low-cost publications over a broad range of consumer subjects. This past year, more than 20 million copies of the *Index* were distributed.

A media service, *New for Consumers*, consists of news releases distributed twice a week to more than 4,000 newspaper and magazine editors. The releases highlight consumer publications from various federal agencies. The *Federal Consumer Focus*, a monthly series of 24 scripts, is distributed to more than 3,500 radio and television stations. As a further effort to increase the consumer's awareness of the *Index*, the Center is involved in a national multimedia public service campaign.

In 1975 consumers ordered more than 8.5 million publications in response to the Center's efforts, and it is projected that requests will reach 11 million in 1976.

#### Business Service Centers

GSA operates 13 Business Service Centers (BSC) in major cities throughout the United States to provide business firms with advice, assistance and in-depth counseling on the subject of doing business with the federal government.

BSC staffers explain the preferential procurement programs for small business concerns and for

minority businesses, tell who buys what in the federal government and help with paperwork.

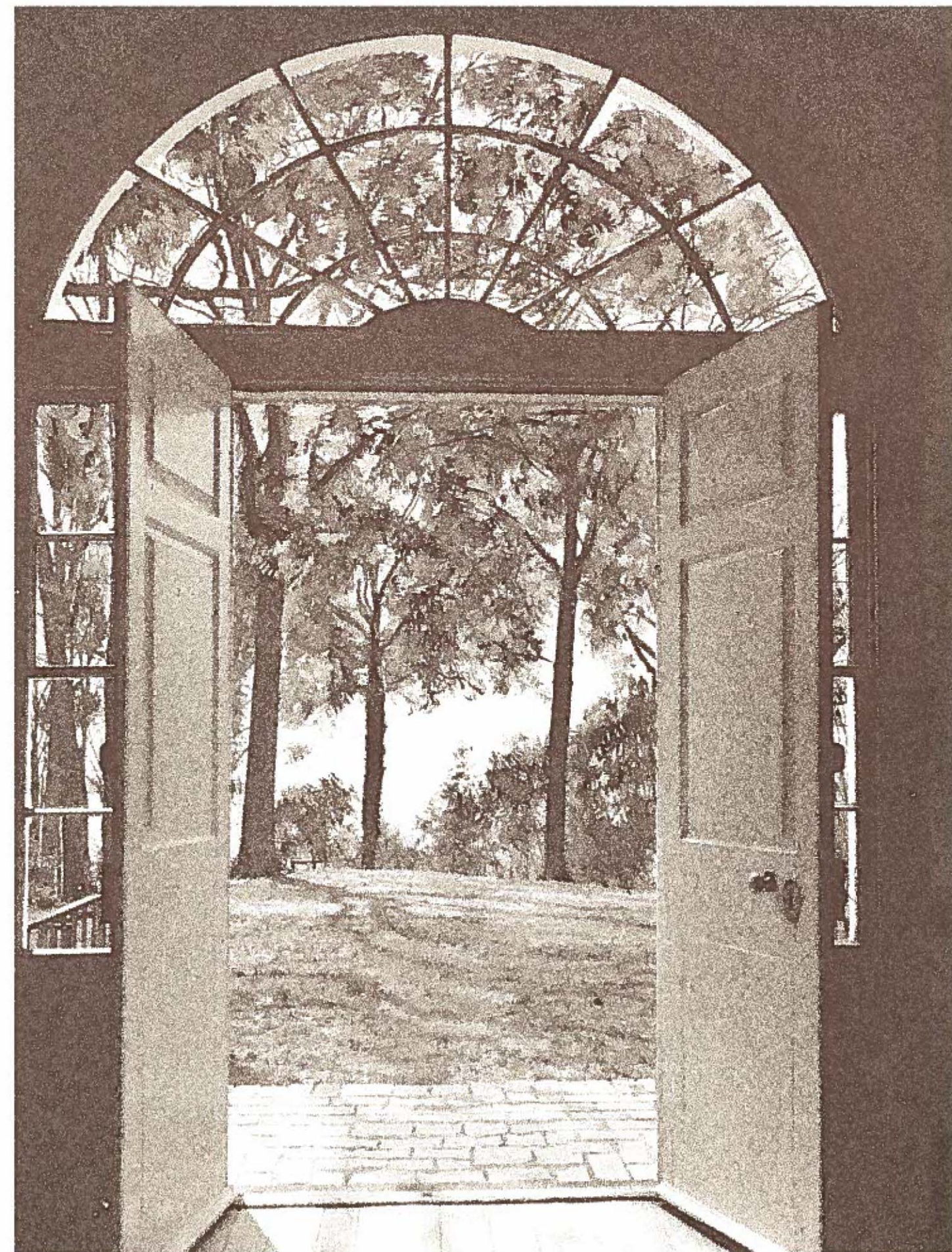
A "circuit rider" program took BSC counselors to some 120 U.S. cities last year. During 1975 a total of 152,000 business counseling actions were recorded in the BSC program.

#### Special Offices

Sometimes a national problem or series of events occurs that necessitates the establishment of a special office to deal with the situation. Such special offices and short-term agencies become the responsibility of GSA for administrative and executive management and budget, payroll, legal, accounting, auditing and personnel services.

The Office of Presidential Materials is one such special office. Formalized in March 1975, it is responsible for the security of the Presidential historical materials as required and has performed searches and reviews on behalf of the Watergate Special Prosecution Force and others and coordinated and supervised the transfer of materials from the Old Executive Office Building to the Washington National Records Center in Suitland, Md. When existing court orders are lifted, the administrative functions of this office will be transferred to the Office of Presidential Libraries, National Archives and Records Service.





# PUBLIC BUILDINGS SERVICE: PROVIDING THE WORK SPACE

On Monday morning, July 1, 1776, the clock under the eaves of Philadelphia's red brick colonial assembly house had just struck nine. Inside in a borrowed room, 40 or 50 men met to discuss the signing of a declaration of independence. In the months to come, they would establish the framework for a new government and the earliest national business of the United States.

Already on July 1, some of the basic functions for which the Public Buildings Service was created had become necessary. Meeting rooms had to be located and acquired and doorkeepers assigned for security. Someone had to see to opening the windows as it was warm—81.5 degrees according to Thomas Jefferson's thermometer.

Later in the evening some of the paperwork and discussion went on at Tun Tavern near the Walnut Street wharf, in a bricklayer's house at Seventh and Market where Jefferson lodged and in John Adams' room at Mrs. Yard's boardinghouse.

But before the framework these men were discussing became an operating reality, plans had to be made for a headquarters, for buildings and offices and for storerooms to keep supplies and records safe. Provisions were necessary for heating, lighting, furnishing and making comfortable the work space in which a growing number of Americans would go about the new nation's daily business. One day this would become the task of the Public Buildings Service.







The responsibility for providing and maintaining a working environment for more than 850,000 federal employees rests with GSA's Public Buildings Service (PBS). With more than 22,000 employees and an annual budget of more than \$1 billion, PBS manages 236 million square feet of space in 2,200 government-owned and 7,000 leased buildings.

In recent years PBS has responded to energy, environmental and inflationary concerns by implementing several dramatic changes in its nationwide construction program. Ongoing programs to control costs, increase efficiency and satisfy environmental and human needs include: construction management, value management, life-cycle costing and phased design and

construction. During 1975, PBS completed several projects which reflect these new approaches to construction, yield benefits to the nation's taxpayers and serve as an innovative force throughout the construction industry.

#### Managing Construction

This year at a seminar of 350 experts from government, industry

and the media, PBS introduced a new system for construction management. Construction management lowers costs through improved efficiency on large and complex construction projects. For example, from 1971 through 1975, the average time to sequentially design and construct projects in the \$4 million to \$12 million range was 52 months compared with 28 months using construction management and phased design and construction. On larger projects, in the \$15 million to \$30 million range, the sequential method averaged 64 months compared with 43 months for the construction management approach.

Under this new system, five construction management contracts were awarded for projects having a total estimated construction cost of \$71.9 million. The projects are in Ft. Lauderdale, Fla.; Columbia, S.C.; Jackson, Miss.; Huron, S.D.; and Bastrop, Tex.

Value management is a functional approach that identifies and eliminates unnecessary costs in building designs, administrative procedures and data services. Since the value management program started, \$19.7 million in unnecessary costs have been identified and eliminated; and for every dollar expended for



value management activities, the program has saved the federal government \$7.70. Value management saves money without sacrificing quality or performance.

Public Buildings has taken a major step toward advancing the state of the art in life-cycle costing. In conjunction with the National Bureau of Standards of the Department of Commerce, PBS is engaged in the development of a life-cycle planning and budgeting model designed to aid in the economic evaluation of alternative ways to satisfy space needs.

This was a landmark year for building systems. In September, the first major office buildings that were constructed by using performance-based building systems were dedicated in Richmond, Calif., and Philadelphia, Pa. These, and a larger program center in Chicago scheduled for completion in 1976, provided the first application of the PBS performance specification for office buildings. The California and Pennsylvania centers for the Social Security Administration were completed a month ahead of schedule—despite strikes and weather delays—at \$1.7 million under budget.

The purchase contract program, which expired on June 30, 1975,



resulted in an unprecedented three-year, \$1 billion construction program. Under this unique system, 68 new federal buildings were financed. When these buildings in 34 states, Puerto Rico and the Virgin Islands are completed, 15.5 million square feet of space will be added to the federal inventory and provide an improved working environment for more than 130,000 employees. The past year, 14 buildings worth \$185.9 million and containing 4.75 million square feet were completed under this program.

#### Leasing

In addition to constructing buildings, PBS satisfies the government's requirements by leasing space in commercial buildings. At the end of fiscal 1975, Public Buildings had 7,000 leases for 81.3 million square feet with an annual rental valued at \$376.2 million. Through GSA's lease-construction program, small federal buildings have been built in communities where construction of government-owned buildings would be economically infeasible. The \$4 million Federal Building-Courthouse in Helena, Mont., which is a lease-construction project, will use about one-third of the energy consumed by a more conventional building because of its energy conservation design features. This is an example of how PBS is encouraging innovation in the construction industry.



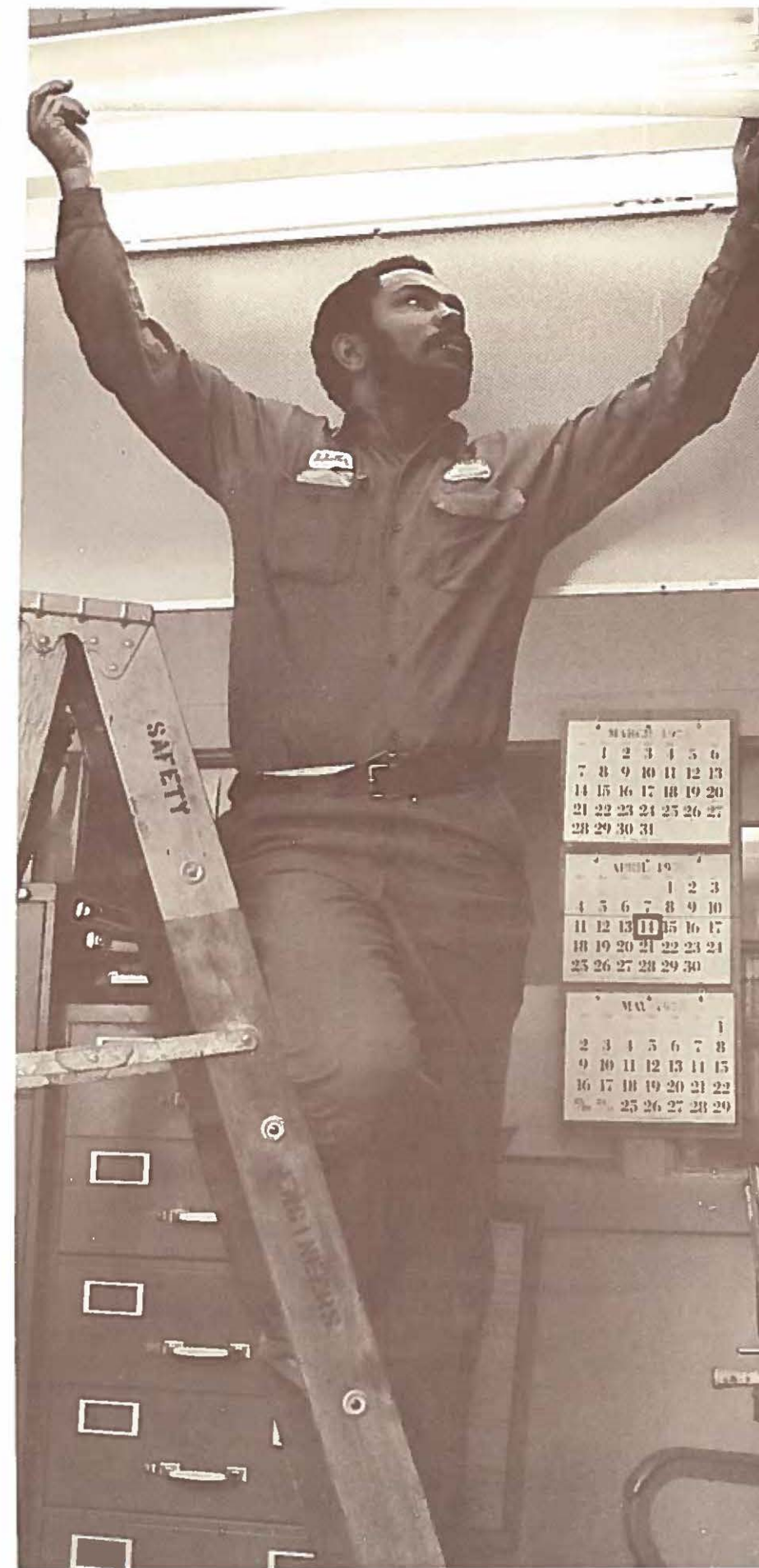
#### Energy and the Environment

Since the Arab oil embargo of 1973, the term "energy crisis" has gained household usage. With the skyrocketing cost of fuel, GSA has earmarked nearly \$138.4 million for utilities in federal buildings in fiscal 1977. Energy conservation has become a necessity.

Since an estimated 85 percent of all the buildings that will be in operation at the turn of the century are already built, any meaningful energy conservation program must include retrofitting existing buildings. Recognizing the long-term effect of the energy crisis, PBS has awarded a professional services contract to determine the feasibility of retrofitting 10 existing buildings with solar collectors.

PBS has developed a 10-year program to inspect public buildings to identify cost effective energy conservation projects. As a start, one major building in each of GSA's 10 regions is receiving a comprehensive engineering evaluation. It's anticipated that these studies will identify approximately \$2.5 million in energy related repair projects that could ultimately save 30,000 barrels of oil per year.

Public Buildings' multi-year plan calls for the expenditure of about \$125 million in half of PBS-controlled buildings over the next 10 years. This should save an additional 14 percent over and above the 27.2 percent energy savings already achieved.







Looking to the future, PBS is constructing an energy conservation demonstration project in Manchester, N.H. This building will be a living laboratory equipped with \$700,000 worth of electronic sensors to monitor performance of the energy conservation features. The most striking feature will be the 4,600-square-foot rooftop solar collector.

Energy conservation goes hand in hand with a genuine concern for preserving the environment and stretching natural resources. During 1975, design was completed for a single-story, environmental-demonstration federal building in Saginaw, Mich. Environmental features include a landscaped roof available for public use, large and open work spaces, recycled rain-water for use in the building's lawn sprinkler system and a rooftop solar collector.

PBS's commitment to preserving and enhancing the environment goes far beyond this project. Routinely, the environmental and cultural impacts of projects are assessed before they begin. In fiscal 1975, PBS studied nearly 435 property disposal and construction projects and filed 35 environmental impact statements—including one for the new Soviet embassy planned for Washington, D.C.

### Historic Properties

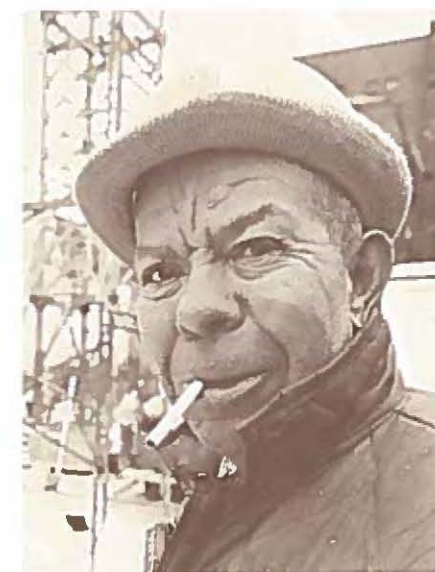
In the year that we honor our country's Bicentennial, it's important to remember that much of the record of our nation is preserved in the architectural grace of our historic buildings. PBS in 1975 disposed of several surplus federal properties for historical and cultural uses.

The Old Federal Building in Grand Rapids, Mich., was deeded to the city on March 27 for use as a community arts center and art museum. The building, which is situated on a little over an acre of land, was constructed in 1911 and is listed in the National Register of Historic Places.

The Farm Storage Facility, which includes a little over six acres of land and one building, was deeded to the Mississippi State Department of Archives and History on April 15. The land is part of the Jaketown Indian Village Site, which was settled around 1,000 B.C. Mississippi will use the property to study the prehistoric life in the area.

### Protecting People and Property

The Federal Protective Service (FPS) is a specially trained police force responding to the challenging demands of modern building security. For example, during 1975 it surveyed 21 Federal Supply Service distribution facilities to determine methods for reducing thefts. It also began theft prevention surveys of strategic and critical materials storage sites.



FPS also has continued to make the transition from static guard duties to mobile response by utilizing roving patrols to provide the best protection services possible at the least cost.

In 1975, FPS's training branch presented regional training officers with a pilot course for the newly created special operations response teams. Team members will receive special training at three regional academies in bomb search and recognition, response to terrorist and hostage situations, motivational factors, first aid and the history of terrorist groups.

FPS long has been aware of the need for new protection methods and equipment, and a major protection program is being incorporated into the design of new office buildings. The new 37-story federal building in Seattle, Wash., is equipped with one of the world's most sophisticated protection systems.

### Opportunities for Disadvantaged Businessmen

During the past year, 57 construction contracts totaling nearly \$7 million were awarded to disadvantaged, minority small businessmen in cooperation with the Small Business Administration.

### Concessions

The PBS concessions program includes 125 cafeterias and snack bars, nearly 500 vending stands operated by the blind, 59 minority business concessions, 250 federal employee health units and several thousand vending machines.

During the past year, 14 contracts were awarded to provide food service for federal employees across the country. Estimated sales under these contracts will exceed \$4.5 million.

GSA, through PBS, is a leader among federal agencies in supporting the spirit and letter of the Randolph-Sheppard Act, which gives preference to the blind in obtaining concessions on federally owned or leased property. Although PBS controls only 8.2 percent of all federal properties, statistics show that out of the 891 Randolph-Sheppard facilities, 488—or 55 percent—are in PBS-controlled buildings.



# FEDERAL SUPPLY SERVICE: PROVIDING THE TOOLS

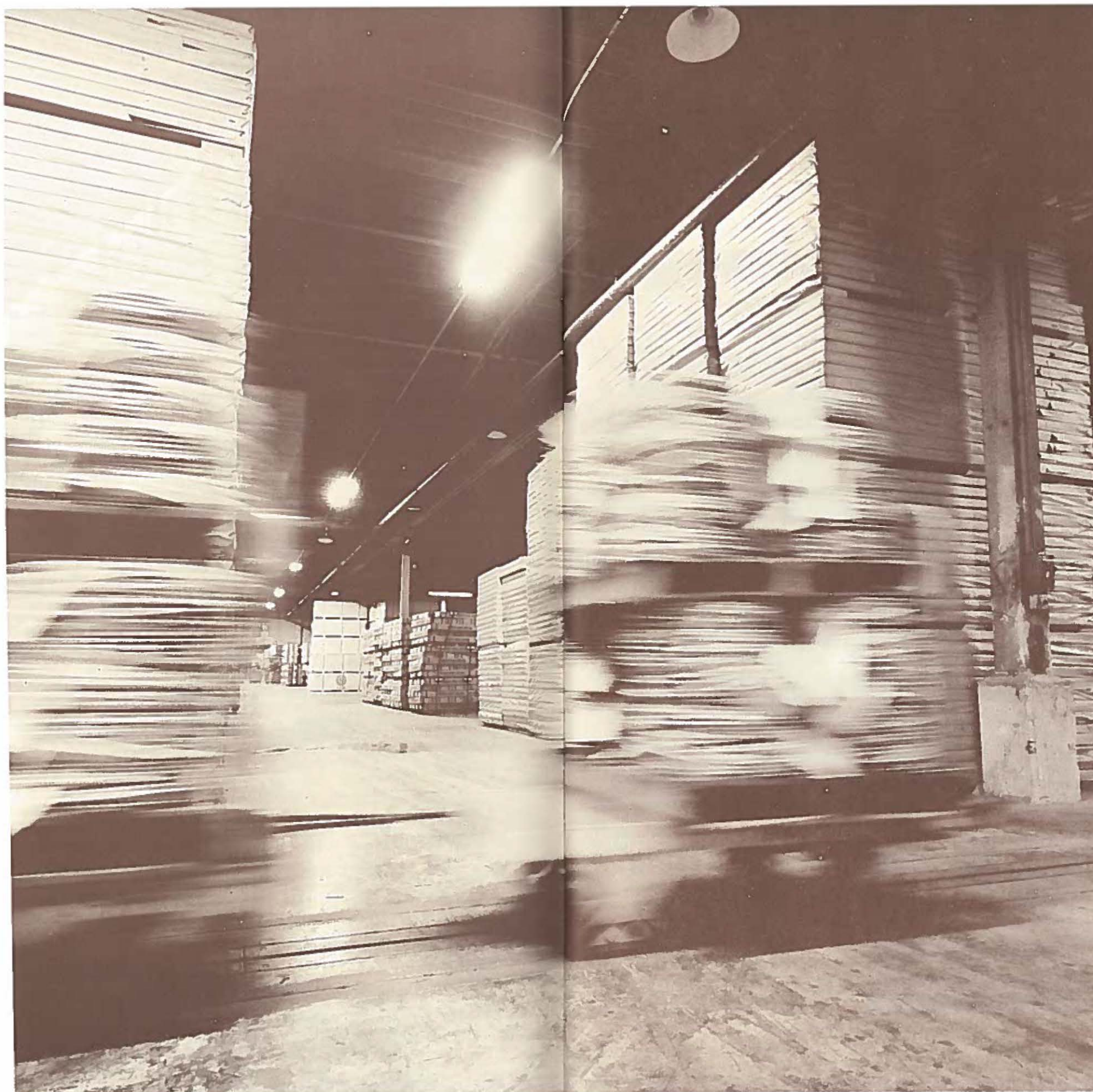
In June 1776 the Philadelphian who regularly printed copies of the *Journals* of the Continental Congress was ordered to produce no more of the old edition because of a shortage of paper. Eighty copies of the last *Journal* were sold; the rest were converted into cartridges for the army. In Annapolis a public official recorded that progress on several buildings was being delayed solely because of the lack of paper with which to draw up plans.

During the Revolution and immediately after, those men who served the government often furnished their office supplies at their own expense. Pens, paper, ink, blotters, desks and chairs were acquired by each man or his office as the need arose.

Alexander Hamilton as Secretary of the Treasury in 1789 personally approved each item needed by federal employees. Later, in 1795, it was necessary to set up the Office of Purveyor of Public Supplies. It was this centralized purchasing body that would evolve into the Federal Supply Service.







Keeping the federal government supplied with materials for its daily business is the responsibility of GSA's Federal Supply Service (FSS). This organization, which procures and distributes office furniture and supplies, vehicles and thousands of other commodities, is American industry's largest single customer for common commercial items. It is GSA's most diversified service. Operating with an annual budget of \$300 million and nearly 8,000 employees, FSS manages inventories, holds the nation's stockpile of strategic and critical materials, operates motor vehicle pools, sells surplus merchandise, represents the interest of the federal community in utility rate cases and serves as the link between American business and government.

This year, FSS undertook major organizational changes to improve service to its customers and better manage its huge inventories.

The centralized Office of Customer Service and Support was established to give customer agencies one point of contact for information and problem solving.

In order to consolidate contracting, inventory management and specifications and standards development for major commodity groups, three national centers were established for furniture, automobiles and tools. This consolidation will provide for more effective total management of commodities by means of centralized responsibility.

To enhance the ability of the new organization to fulfill its mission, a management planning and program analysis office has been established. Its function is to monitor the daily activities of Federal Supply and to assist in short- and long-range policy development.

Another change was the transfer of the transportation audit function from the General Accounting Office to Federal Supply's Office of Transportation and Public Utilities. The audit unit reviews paid transportation bills for all executive branch agencies and takes care of adjustments. Its transfer to FSS should help improve traffic management practices in the agencies by simplifying paperwork.

#### ETIP and Value Management

In 1975 these two programs were highly successful. The Experimental Technology Incentives Program, ETIP, is a cooperative effort by GSA and the National Bureau of Standards to discover ways to stimulate product improvement through the use of procurement incentives. For example, using a procurement technique called life cycle costing—where a contract award is made for those products with the lowest total cost of ownership as opposed to lowest initial price—ETIP assisted in several procurements that show appreciable energy consumption savings were effected on room air conditioners and \$326,000 and 13 percent on water heaters.





In the value management program—an organization-wide effort to apply cost-effective techniques to procurement—an innovative concept in contracting was put into use. Under a newly devised value incentive clause, a contractor may submit a value change proposal calling for cost effective improvements in an existing contract. If the proposal is

approved, the contractor stands to share in the government's savings. Already, a number of proposals have been received with possible benefits in excess of \$100,000 for contractors and similar savings for the government.

#### New Supply System

For the past 10 years, the vast, nationwide supply system for federal

offices has been so highly integrated that a change in one regional system could not be made without considering the computer processing in others. To solve that problem, FSS is working on a new regional supply system comprised of independent computer modules for each. Until the necessary computer and telecommunications equipment can be

acquired, an interim system has been devised to bridge the gap between the present and projected systems.

The first phase of the interim system established centralized inventory management for a given item or commodity group and assigned responsibility for it to a single manager for the entire country. The second phase—scheduled to go into effect April 1, 1976—will centralize requisition routing by directing an item request to the depot from which shipping would be the least expensive.

#### Operation's New Life and New Arrival

When the massive influx of South Vietnamese refugees arrived in Guam and the Philippines in April 1975, FSS helped provide supplies such as cooking and eating utensils, bedding and equipment needed at the reception centers to house and feed more than 130,000 people. FSS personnel at logistics control centers worked around the clock with representatives of the Departments of State and Defense to coordinate the efforts of Operation New Life.

The second phase was the airlift of refugees from the Pacific area to the U.S. mainland. Under Operation New Arrival, FSS on-site coordinators helped establish housing and feeding facilities at the four military bases singled out to receive the refugees.







# AUTOMATED DATA AND TELECOMMUNI- CATIONS SERVICE: ASSISTING THE FLOW OF INFORMATION

On the night of April 18, 1775, some 800 British troops under Lt. Col. Francis Smith and Major John Pitcairn moved out of Boston on their way to Concord to seize artillery and ammunition being stored there by New England patriots. Dr. Joseph Warren learned of them boating across the Charles River to begin their trek, and he sent William Dawes and Paul Revere off to warn the townspeople along their route. As the British marched out, church bells clanged and word spread quickly enough to alert as many as 3,500 minutemen. First one and then another detachment fought the British soldiers all the way to Concord and back to Boston.

Communications among the colonial American patriots often depended upon networks of horseback messengers such as Paul Revere, who served as an express rider for the Boston Committee of Correspondence. The Committee was the first of many underground organizations formed to keep Americans abreast of the latest British infringements on their rights. It was Revere's duty to distribute circulars describing British actions and the Committee's resolutions and to keep the Boston Committee in touch with similar committees springing up in other towns.

It was not until the 20th century that the government of the United States began to consolidate certain of its communications needs and set up its own telephone network rather than relying on couriers and private communications facilities. In 1963 the Federal Telecommunications Service was established; in 1972 it was combined with federal data processing needs to form the Automated Data and Telecommunications Service.







The Automated Data and Telecommunications Service (ADTS) is the federal government's electronics manager. It is responsible for fulfilling the data processing and telecommunications needs of all federal agencies by directing and coordinating the management, procurement and use of equipment and services. Created in 1972 and now employing 2,700 people, ADTS is one of the largest users of communications in the world and the civilian government's chief buyer and lessor of computer services and equipment.

One of the goals of ADTS is to enable federal agencies to meet their data processing and communications needs in the most cost effective and efficient way possible. To measure its performance, ADTS calculates achievements in terms of cost avoidance. Through its management of procurement, telecommunications, data processing and teleprocessing programs in 1975, ADTS achieved a total cost avoidance of over \$550 million.

#### Telecommunications Services and Operations

ADTS manages and operates the largest private long distance network in the world—the federal telecommunications system (FTS). With equipment leased from commercial communications suppliers, the system provides voice,

teletypewriter, facsimile and data transmission services to over a million telephones and terminals in all 50 states and Puerto Rico. FTS also provides for the continuity of government telecommunications during national emergencies. Circuitry for the system is procured on a centralized basis, and bulk procurements are made to get the maximum benefit of tariff offerings and other economies.

FTS local service is provided in major metropolitan areas through switchboards, primarily located in federal office buildings, that link the FTS long distance network with local commercial service.

Nationwide data and record telecommunications are provided by the advanced record system, which uses computers linked to switching facilities throughout the United States. A complement of this system is the "mailgram" service, through which the federal community can send and receive written messages, with delivery on the next business day, at rates far below commercial

prices. Consolidated agency requirements for record teletypewriter and facsimile telecommunications are also serviced by the federal telecommunications records centers. The centers, generally located in federal office building complexes, eliminate costly duplication of staff, equipment and circuits.

In 1975, ADTS cut expenses through competitive procurements (one of which was for 166 voice-graded circuits between New York and Washington) and through automating and consolidating operator service facilities. During the Thanksgiving holiday, ADTS converted the FTS dialing system from 10 digits to seven. This opened the way to system improvements that should ultimately save the government over half a million dollars annually. Also during 1975, new FTS automatic calling arrangements were implemented for the Los Angeles and Chicago metropolitan areas. FTS users around the country can now dial directly to commercial telephone numbers in these cities and their suburbs without operator assistance. The change is expected to save the government approximately \$200,000 annually.



The FTS voice teleconferencing service, which enables federal employees to "travel by phone," was used for nearly 170 conferences per month in 1975. The program currently provides for up to 28 FTS telephones, located anywhere in the United States, to be interconnected through the conference control center in Washington, D.C. This year specifically designed teleconference centers were installed in 11 major metropolitan areas to augment the program.

#### Automated Data Processing: Services and Procurement

Managing the procurement and utilization of computer equipment software and maintenance services for the federal government is a huge job, especially since the government's requirements have grown remarkably in volume and complexity.

ADTS has the responsibility of reviewing the data processing requirements of agencies and either conducting the necessary procurement or delegating that authority. Several procurement vehicles are managed by ADTS to assist agencies in procurements and in reducing costs. For example, the automated

data processing sharing exchange program provides agencies with source and service information through a nationwide system of clearinghouses. The sharing exchanges save money through efficient utilization of existing resources and provide the most economical answer to agency one-time or short-term computational needs. Another program—excess automated data processing equipment utilization—provides for re-use within the government of equipment no longer needed by a particular agency.

For full-service teleprocessing capabilities, GSA's national teleprocessing services contract provides a mandatory source of supply. The remote access multi-user system (RAMUS) is a GSA-operated, nationwide, time-sharing computer and communications service—based in Atlanta, Ga.—that provides an economical alternative for government agencies. The remote interactive computer service (RICS)—based in Kansas City, Mo.—provides a companion teleprocessing capability.

Procurement programs help agencies in the acquisition of computer equipment, systems and terminals. In the requirement contracts program, a contract that

features high-volume discounts is awarded by GSA for specific equipment. Such a contract becomes the mandatory source of supply for agencies who want that piece of equipment. The automated data processing schedule contracting program provides agencies with non-mandatory sources for equipment and service. And to obtain further price reductions in the competitive computer industry, the third party procurement program allows an agency to lease brand name equipment from other vendors than the original manufacturer.

The Federal Computer Performance Evaluation and Simulation Center, operated by the Air Force and sponsored by ADTS, provides agencies with assistance in getting the most from computer resources.

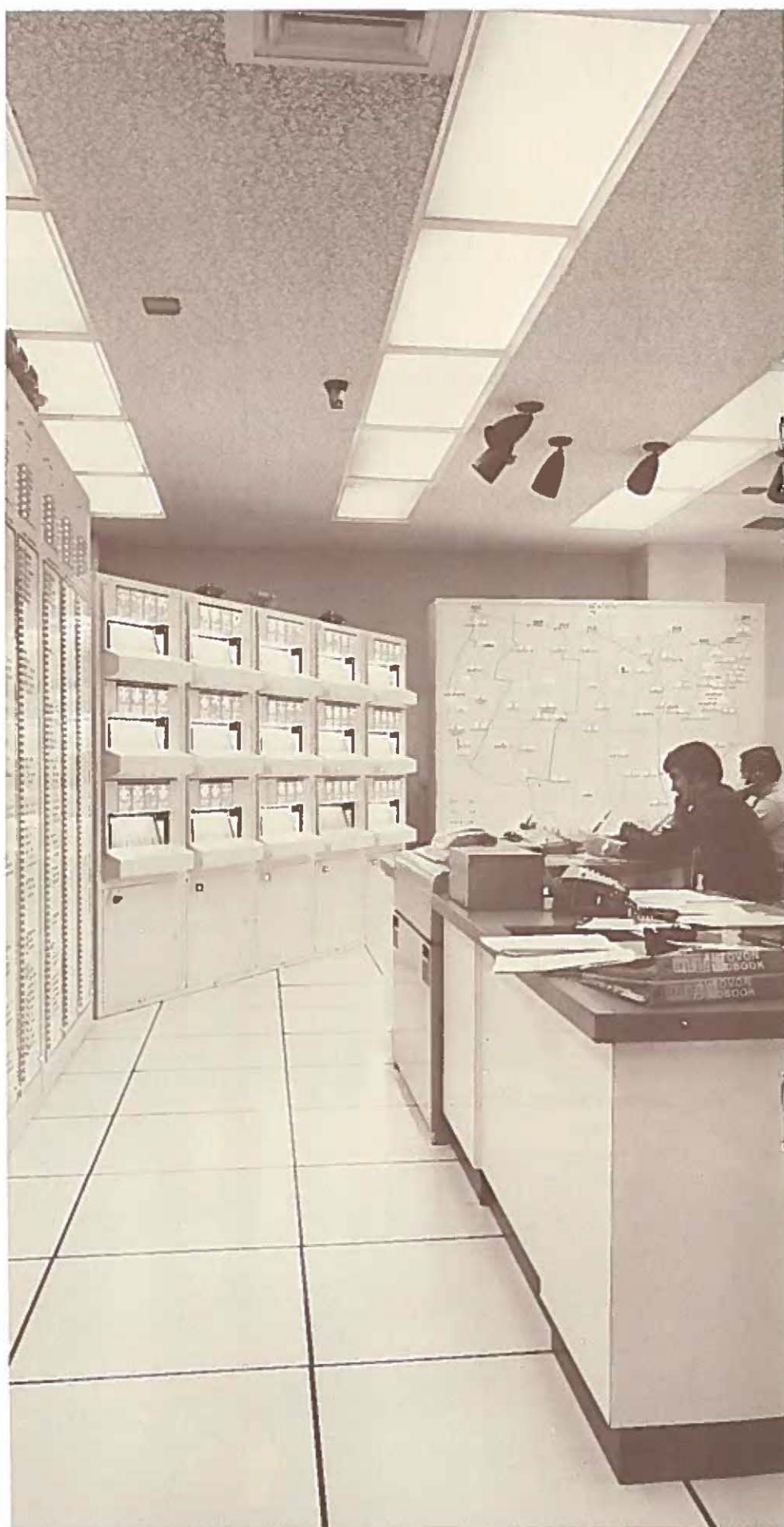
#### 1975 Activities

During 1975, the responsibilities for automated data processing were reorganized in line with increased emphasis in ADTS on policy and management rather than

operations. Privacy activities were a large part of the policy emphasis because of the unique relationship between the computer and privacy concerns.

Although the Privacy Act of 1974 gave responsibility for the issuance of privacy guidelines and regulations to the Office of Management and Budget, it was necessary for ADTS to institute interim procedures for agencies to follow until final regulations were issued. The procedures, which included security/privacy certification requirements, were employed by agencies in submitting procurement requests for automated data processing and data communications equipment and services.

In November, ADTS released the *Fiscal Year 1975 Inventory for ADP Equipment within the Federal Government*, which includes the location, manufacturer, management classifications, dollar value and user agency of all general purpose automated data processing systems and equipment. The statistics show that the number of computers has increased by more than 350 percent in the last 10 years and that the government owns nearly \$3 billion worth of equipment.





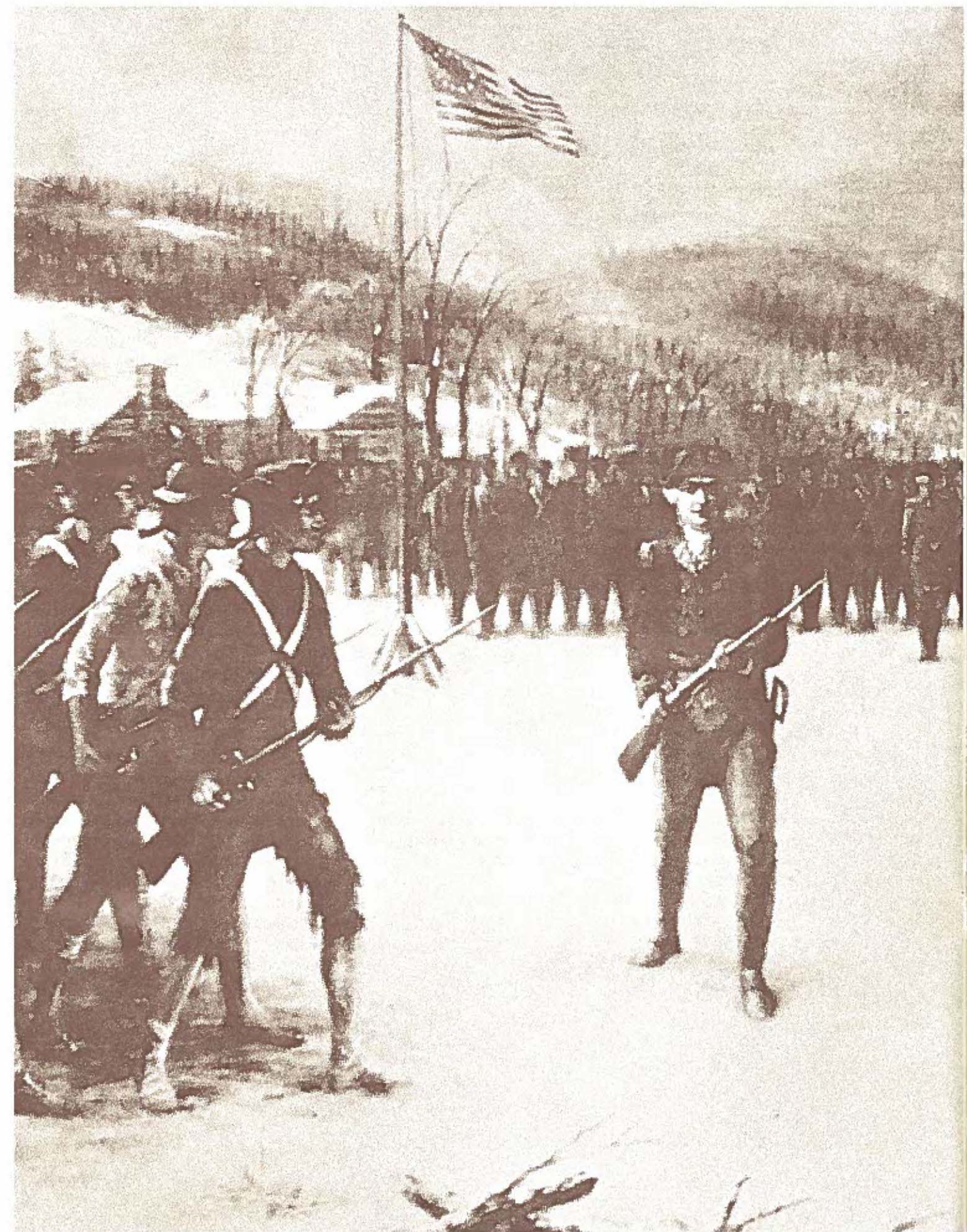
# FEDERAL PREPAREDNESS AGENCY: PROVIDING THE SAFEGUARDS

In June 1775 the Continental Congress acceded to a request from Massachusetts and assumed responsibility for the army forming around Boston. Men had gathered as a result of the "shot heard round the world" that had been fired on April 19 in Lexington and its following skirmishes. War with Britain was becoming obvious. The Continental Army was created, and on June 15 the Congress unanimously chose George Washington as commander in chief.

Washington set about trying to make a disciplined army out of a collection of artisans, tradesmen and farmers from as far south as Virginia. Congress somehow had to produce money to pay the officers and soldiers and keep the troops supplied with food, arms and ammunition, horses, blankets and other necessities.

On the homefront, several states organized their own militias, and each state issued its own currency. The Continental dollars issued by Congress depreciated year by year. The states were unwilling or unable to help out by levying taxes, and inflation crippled the new nation's economy.

After 200 years of development and growth, our nation can no longer afford disorganization on the homefront during a major emergency. The Federal Preparedness Agency has evolved from the need to make provisions for government and civil stability in times of national crises; it establishes plans to ensure smooth operations and makes sure crucial resources are available during emergencies.





The Federal Preparedness Agency (FPA) became a major organizational element of GSA in 1975 and was given the increased autonomy of an agency. It essentially is a coordinator and policymaker. It works with all departments of the federal government, and with state and local governments to prepare the civilian sector for a wide variety of national emergencies—from disruption of economic stability to nuclear war.

FPA's responsibilities include planning in the areas of civil defense, the economy, the continuity of government at all levels and the supply of crucial national resources. In times of crisis, FPA is a central authority for federal action.

#### **General War Preparedness and Continuity of Government**

This is a major program area of FPA, dealing with the problems of preparing for survival in the event of all-out war. With the advent of the nuclear age and the improvements in intercontinental weapons systems, the ability of the federal government and the nation to survive an attack has become a major issue in preparedness planning.

FPA's role is to develop policies and plans for the nonmilitary pre-

paredness of the nation for war. FPA evaluates the plans of federal agencies and assists them in performing their emergency functions; it provides guidance to state and local governments in preparation for civil defense, continuity of government, and communications in a war-related environment.

In order for government to operate in times of emergency, provision must be made for standby staffs to assume the responsibilities of running it. That is the function of the national defense executive reserve program administered by FPA. Reserve personnel are selected from various public positions for training to fulfill federal executive responsibilities in the event of emergency. FPA provides standards for recruitment and training and issues necessary regulations in connection with the program. There are nine departments and agencies with 17 executive reserve units.

This year, FPA worked with the Council of State Governments in developing programs to improve coordination of emergency planning among state and local governments. It also conducted geographic studies to gather information on areas in which regional components of the federal government could reconsti-

tute following a general nuclear war.

#### **Controlled Conflict Preparedness**

The prospect of all-out nuclear war may no longer be a deterrent in all international crisis situations; therefore, FPA is studying a concept called controlled nuclear conflict. It is defined as a strategy in which at least one of the adversary nations threatens to employ, or employs, a severely limited and carefully tailored nuclear attack against enemy homeland targets in an effort to attain political objectives through negotiations without precipitating a total nuclear war.

Research on controlled nuclear conflict, still in an early stage, has long-term objectives of program design and implementation. Preliminary work has included the evaluation of various resources that might be especially vulnerable in a controlled nuclear conflict and the development of a scenario that was gamed in an effort to determine the information requirements for such a situation.

#### **Peacetime Nuclear Emergencies**

Expanding nuclear technology and the increasing quantity of nuclear materials in today's world lead to the inescapable conclusion that Ameri-

cans are being exposed to increasing risks. One hazard is the accidental or unauthorized detonation of a nuclear device. FPA is coordinating a planning effort for a federal response to peacetime nuclear emergencies. Some 23 federal departments and agencies are assisting in drafting the plan, which will include actions to cope with a minor incident involving dangerous materials, a potential extortion, a theft or sabotage threat and an accidental launch of a nuclear weapon.

#### **Defense Support and Crisis Management**

FPA is charged with administering important standby and emergency authorities of the President in the allocation of vital resources in support of defense. The basis for this responsibility goes back to the original concept of the separation of powers as seen by the framers of our Constitution. Under that concept, civil authority has primacy—even in war. So GSA's FPA, being a civil agency, is trusted with the power of controlling national resources in an emergency.

During World War II, President Roosevelt determined that if the United States was to be the true arsenal for democracy, a national production program must relate to,

but be separate from, the purely military task of fighting the war. FPA is a direct descendant of wartime production agencies and maintains civil support of defense requirements by providing policy and guidelines under the authorities of the Defense Production Act. The Director of FPA recently set new policy for the administration of authorities to insure that resource requirements meet the tests of being necessary and appropriate to promote the national defense.

One of FPA's duties in the area of resources and defense is to prevent dangerous and costly dependence on foreign sources of supply—particularly for energy and critical materials. With that focus, FPA completed an evaluation of the potential threat to national defense caused by projected natural gas curtailments during the 1975-76 heating season. The possible use of the Defense Production Act to maintain essential natural gas supplies was one of the alternatives considered. The defense importance of the Alaska pipeline was also evaluated, and the study provided justification for the use of the authority of the Defense Production Act to obtain materials critical to the construction of the pipeline, pump stations, and terminals.

#### **Resource Capabilities**

This FPA program centers on future threats to the U.S. economy and defense production capabilities that may arise from resource shortages and dependencies on other nations. It develops ways in which to prepare for such possibilities.

The stockpiling of strategic and critical materials provides an important way to insure the nation's mobilization capacity in an emergency. The stockpile is designed to make up for the gap between the estimated supply and requirement rates during a national emergency. The Director of FPA is authorized to determine what materials are strategic and critical and to set quality standards and quantities for stockpiling. FPA's policy and objectives program provides support for these stockpiling activities.

As of June 30, 1975, the estimated value of stockpile materials was \$7.2 billion, and the strategic and critical list included more than 90 items. Some examples are: bauxite (from which aluminum is made), chromium, manganese, and tungsten (essential ingredients in specialty steel) and titanium (a metal with aerospace applications).



The Com<sup>tee</sup> of the whole Congress to whom was referred the resolution and  
approved the Declaration respecting independence. — 17

Resolved That these <sup>united</sup> colonies are and of right  
ought to be free and independant states;  
that they are absolved from all allegiance  
to the british crown and that all political  
connection between them and the State of  
great Britain is and ought to be totally  
dissolved

Report of July 2, 1776.  
The resolution for  
independence  
agreed to July 2, 1776

90  
81  
96  
383

# NATIONAL ARCHIVES AND RECORDS SERVICE: PRESERVING THE HISTORY

As the members of the Continental Congress debated among themselves over the wording of the Declaration of Independence and the concepts involved in establishing a new government, their decisions and resolutions were recorded by Charles Thomson, a classical scholar and former schoolmaster. Thomson was elected secretary of the Continental Congress in September of 1774 and held that post until Congress dissolved in 1789.

Thomson's notations for publication on the proceedings were printed in the *Journals* of the Continental Congress and periodically distributed in the Thirteen Colonies. There were mixed opinions among the delegates, however, as to what should be officially recorded and what was best omitted. Most of them represented extra-legal bodies in their home colonies, and the business they were conducting was without any official sanction. They drew moral authorization from philosophical concepts and a community of mind with their fellow patriots rather than from law.

But everyone knew they were taking part in a process that would affect the history of the world. It was up to Thomson to see that a true and clear account of their progress was preserved for posterity.

While the documents of the Continental Congress, such as the Declaration of Independence, were preserved down the years, no central authority for the keeping and safeguarding of these and other records of the United States was provided until well into the 20th century. In 1934 the National Archives was created as the keeper of the nation's history.







GSA, through its National Archives and Records Service (NARS), is the keeper of the nation's memory in the form of permanently valuable records—some dating back to 1775.

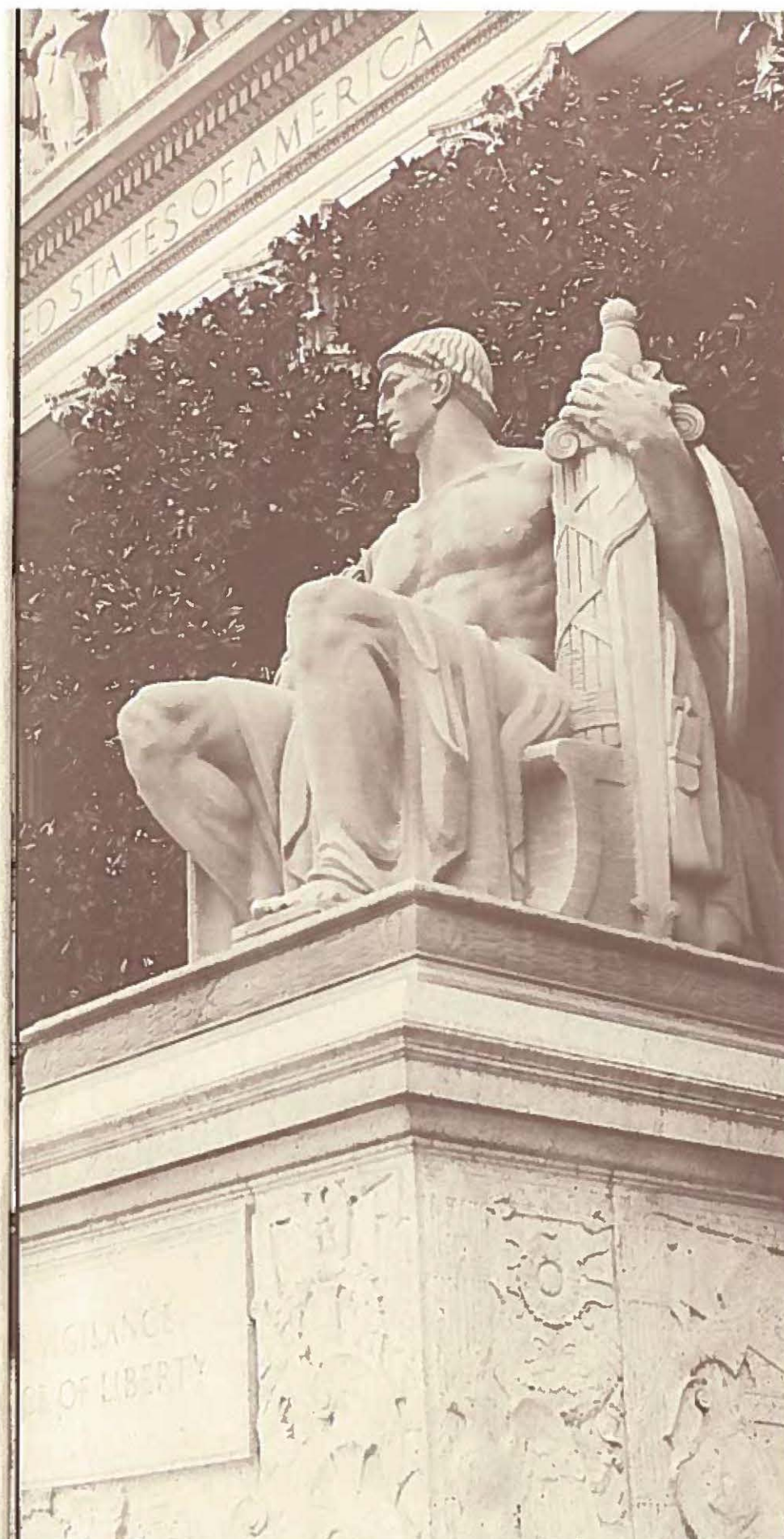
NARS administers a federal archival system of 22 institutions: the National Archives, Washington National Records Center, National Personnel Records Center, 13 regional records centers (11 of which have regional archives attached to them), and six Presidential libraries. In addition, it administers a government-wide records management program and operates as a publisher of official documents of the executive branch.

Preparation for the Bicentennial received particular attention this year. NARS both readied its own Bicentennial activities and serviced the much-increased public demand for historical information. In general, a steady growth in the scope and significance of the NARS mission was apparent.

#### Office of the National Archives

Public use of the Archives continued its upward trend. Reference services in the central office totaled 1.2 million, an increase of more than 17 percent over 1974; and reference services in the 11 regional archives nearly doubled this year.

In addition to the declassification of World War II documents (an ongoing project), work progressed on several one-volume publications to be



issued in honor of the Bicentennial. Included are the important *Index to the Journals of the Continental Congress* and *Guide to Pre-Federal and Related Records in the National Archives*. The series *Films at the Archives* continued with 78 showings and excellent attendance.

#### Office of the Federal Register

Through this office, in accordance with the Privacy Act of 1974, GSA instituted a program that will make it easier for citizens to locate information on the types of records that federal agencies maintain on individuals. The *Federal Register* printed a digest of material published under the Act, and this digest answers some of the most often asked questions about agency records systems.

#### Office of Federal Records Centers

In 1975 the Office of Federal Records Centers instituted a two-year disposition program that prompted the most extensive records scheduling project in the federal government since passage of the Federal Records Act in 1950. All 11 executive departments, one legislative agency, three judicial offices and more than half the independent agencies have undertaken, under NARS guidance, a major updating of their time



schedules for disposing of records or transferring them to the Archives as permanently valuable. The completion of the program in all agencies by the end of 1976 will result in more efficient management for all federal records.

#### National Audiovisual Center

The National Audiovisual Center showed a total income of \$2.4 million from sales and rentals of audiovisual materials. Several high-quality programs were added to the inventory during 1975, including two films produced by the American Revolution Bicentennial Administration. As a contribution to the celebration, the Center listed 50 films from its collection in a brochure titled *Media for the Bicentennial*. The brochure was widely distributed to libraries, schools, colleges, businesses and youth and community groups. The 16-millimeter films in the rental and loan programs were used extensively by the public and particularly by schools. It is estimated that more than 2.1 million people saw films distributed by the Center this year.

*Accounts,  
G. Washington - with the  
United States,  
Commencing June 1775.  
and ending June  
1783.  
Comprehending a Space  
of 8 Years.*

#### The Presidential Libraries

Reference help by all Presidential libraries was exceptionally high in 1975, and important historical material was added to the libraries' holdings. The Kennedy Library acquired John F. Kennedy's original notes for *Profiles in Courage*, and the Hoover Library received papers of former Atomic Energy Commission Chairman Lewis Strauss. Attendance at the Truman Library museum was a record 337,013, up 35 percent from 1974. Major conferences were held at the Truman Library on the Korean war and at the Johnson Library on government and the arts and on women in public life.

The permanent location of the Kennedy Library—in dispute for several years—has been established at the University of Massachusetts' Boston campus. Groundbreaking can be expected within the year.

#### National Historical Publications and Records Commission

With a new name and the addition of records to its responsibilities, the Commission moved to broaden its support of records programs throughout the states. State historical records advisory boards will be set up to work with the Commission to survey the conditions of public and private records in each state and establish priorities for assistance.

The Commission grants funds for projects such as the print and microfilm publication of significant historical papers and studies. The papers of Thomas Jefferson, Booker T. Washington and Aaron Burr are among those being issued. Bicentennial grants were awarded to the American Jewish Historical Society, the New Hampshire Society, the Island Resources Foundation and others.

#### Office of Records Management

Implementation of the Freedom of Information and Privacy Acts emphasized the need for effective

records management. This office designed a system for handling Freedom of Information requests and developed a records management system for implementing the Privacy Act. NARS published and distributed guidelines for the system to all federal agencies and presented a training course to agency personnel.

In regular records management activities, more than 5,000 persons were trained in workshops and symposiums, and 50,000 handbooks were distributed. Technical assistance studies and records management evaluations identified potential savings in excess of \$240 million for the federal government. The NARS interagency reports management program completed clearance of the entire inventory of reports in existence as of July 1, 1973. A 17 percent reduction in the cost of interagency reporting has been achieved since the program began.





### Office of Educational Programs

A major exhibition, *Her Infinite Variety: A 200-Year Record of America's Women*, opened in July and attracted a great deal of publicity and a number of requests to reproduce it. A number of smaller exhibits, including *The Creation of an American Army*, were produced during the year. Close to one million visitors came to the main Exhibition Hall, and as many as two million are expected in 1976.

A new venture for the National Archives was the making of a tape entitled *Sounds of History* for distribution by sales. This tape became a major sales item right away; by the end of the year, 10,000 had been sold.

### Bicentennial Plans

The entire NARS complex — Archives building, regional centers, and the Presidential libraries — will participate in celebrating the nation's 200th birthday with Bicentennial exhibitions, popular and scholarly publications, scholarly projects, national and international conferences, loans of documents to other institutions and special events. The main exhibition area of the Archives will be refurbished.

A major exhibition, titled *The Written Word Endures: Milestone Documents of American History* and featuring more than 25 documents, will open in April. Besides the Declaration of Independence, Constitution and Bill of Rights, the exhibition will feature other key documents such as the Louisiana Purchase Treaty, the Emancipation Proclamation and the Japanese

surrender document of 1945. An illustrated companion book is to be published. A facsimile exhibition of major documents will be produced for display at the regional GSA offices around the country.

NARS is organizing a conference on women's history to be held in the spring, and in the fall it will host the quadrennial congress of the International Council on Archives, ICA '76. Several hundred archivists from around the world are expected to attend.

The Archives is making many loans from its valuable Papers of the Continental Congress and other Revolutionary War documentary holdings. Borrowers have ranged from the Smithsonian to the City of Greenville, Ohio. Eleven documents are aboard the Freedom Train.



# REGIONAL OPERATIONS: BRINGING IT TO THE PEOPLE

While policies and programs originate in GSA's central office in Washington, D.C., it is through the regional offices that they become realities shaped by local needs, resources and situations. It is at the regional level that GSA's efforts reach into the realm of the individual taxpayer who, like the stockholder in a corporate organization, is the ultimate authority.

Each regional office, operating under an Administrator, has the capacity to assess and perform GSA services. Each is structured by the offices and service divisions of GSA, staffed and located according to the region's requirements.

Government activities in the regions have an important role in local economic and cultural well-being. Hundreds of contracts for such items as office equipment, automobiles and other goods and services are awarded each year and send thousands of dollars into local economies. Large projects, such as the construction of federal buildings, represent long-term commitments to a community and create jobs and stimulate local commercial growth. Many programs provide an opportunity for local groups to work hand in hand with the federal government to improve the quality of life in an area.



## REGION 1 CONNECTICUT MAINE MASSACHUSETTS NEW HAMPSHIRE RHODE ISLAND VERMONT



Region 1, encompassing the six New England states, employs 1,300. It supports executive agencies in 91 federal buildings and 29 major leased locations. It furnishes support for over 80 field offices and for 12 Senators and 25 Congressmen.

It was an active year for the Public Buildings Service in Region 1. PBS awarded the construction contract for the superstructure of the energy conservation demonstration project in Manchester, N.H., and obtained funding for the building's solar collector. The construction management system is being used for the first time by Region 1 on a \$10 million building in New Haven, Conn., scheduled for completion in August 1977.

In addition, compliance with the National Environmental Policy Act of 1969 and the National Historic Preservation Act of 1966 in the closing of defense bases created problems and greatly increased costs for the real property division of PBS.

FSS leased 200 compact automobiles on a pilot basis to supplement an aging fleet. More use of compact cars should contribute greatly to government's reduction of energy consumption.

Over 6,500 New England businessmen were counseled by the region's Business Service Center on the procedures involved in doing business with the federal government.

At the request of the Commonwealth of Massachusetts, the region furnished technical assistance in designing a mail handling and distribution system for major office buildings in Boston.



# REGION 2

NEW YORK  
NEW JERSEY  
PUERTO RICO  
VIRGIN ISLANDS



Some 2,874 people staff Region 2 in the heavily metropolitan Northeast. Women and minorities accounted for about two-thirds of its 304 appointments and promotions during the past year.

PBS and ADTS, in cooperation with the Federal Disaster Assistance Administration, provided space and communications assistance to help lessen the human impact of hurricanes and floods in Puerto Rico, 13 New York counties and 12 counties in New Jersey.

More than \$2.6 million Region 2 contracts were awarded to minority businessmen. FSS made \$2.3 million in awards in cooperation with the Small Business Administration.

NARS records management activities, serving an area from New York to Boston, answered technical assistance requests from 33 government agencies and the United Nations.

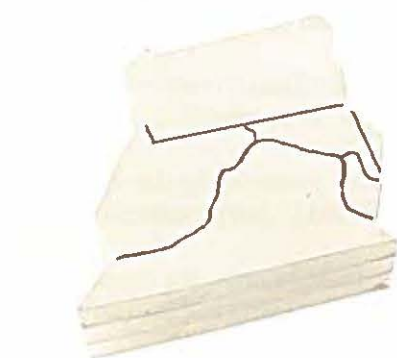
The region opened and outfitted 33 district offices for 16 newly elected Congressmen this past year. PBS renovated the Second Circuit Courtroom in only two months so that the Court's fall session could resume on time. More than \$140,000 was saved through the use of value management and refurbishing.

Among 29 property disposals made this year were 94 acres in New Jersey for parks and recreation areas, the transfer of 63 acres in Queens, N.Y., to the Veterans Administration for hospital use, and the sale of 10 other properties for nearly \$2.3 million.

Under the auspices of ADTS, a closed circuit television system with 10 satellite studios in New York, New Jersey and Connecticut was used to make seminar and program participation possible without much traveling and thus saved money and energy.

# REGION 3

MARYLAND  
PENNSYLVANIA  
DELAWARE  
VIRGINIA  
WEST VIRGINIA



Region 3—which includes the headquarters of all cabinet departments and most other executive agencies—employs 10,872 to meet its heavy responsibilities.

This year ADTS established an interim capacity for the federal supply data processing system using Region 3 equipment. The project was completed 30 days ahead of schedule.

PBS leased more than 850,000 square feet of space in Washington, D.C., for use by the Energy Research and Development Administration, the Department of Housing and Urban Development, the Veterans Administration and other agencies. New buildings were completed for the Department of Labor, the Federal Bureau of Investigation, and the Tax Court. Other buildings completed included the James Byrne Federal Building and Courthouse and the Social Security Administration Payment Center in Philadelphia, Penn., and the federal buildings in Roanoke, Va., and Parkersburg, W. Va.

More than \$50 million worth of modernization, repair and alteration projects were completed during 1975. Some 16.8 acres of parkland in Montgomery County, Md., was transferred to the Department of the Interior.

FSS sold 1,744 surplus used vehicles for about \$1.5 million, or a return of 37.3 percent.

NARS began coordinating a Bicentennial film festival. A series of 12 historical films will be shown in major metropolitan areas throughout the region in the forthcoming year.

# REGION 4

ALABAMA  
FLORIDA  
GEORGIA  
KENTUCKY  
SOUTH CAROLINA  
NORTH CAROLINA  
MISSISSIPPI  
TENNESSEE



Region 4 encompasses the southeastern states, and a staff of 2,256 operates its programs.

The design and construction program reached \$250 million during 1975. The latest project approved was the Richard B. Russell Federal Building in Atlanta with an estimated cost of \$77 million. The first phase was completed on the conversion of the former Glynco Naval Air Station in Brunswick, Ga., to serve as a law enforcement training center. The conversion will be at half the cost of a proposed new facility in Maryland.

The region succeeded in reducing energy consumption by 25 percent from 1973 and initiated studies for solar energy systems on buildings in Oak Ridge, Tenn., and Gainesville, Fla.

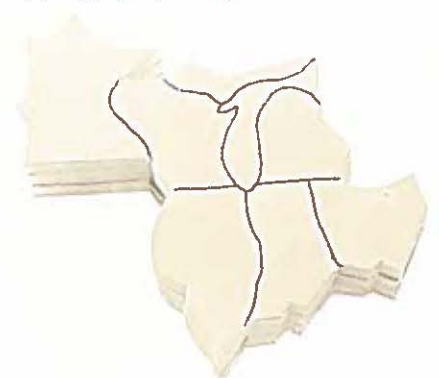
In coordination with the Bureau of Prisons, the region worked toward the development of three federal youth centers, the first of which was completed during the past year in Miami. The youth centers are part of a new approach to criminal justice; the open, campuslike centers are designed to house only youthful offenders so as not to expose them to hardened criminals.

The Federal Protective Service Academy at Marietta, Ga., provided training for 512 officers from four regions as well as personnel from other federal, state and local law enforcement agencies.

A seminar for federal contractors was designed to help them better understand and implement the objectives of the civil rights program. About 200 attended.

# REGION 5

ILLINOIS  
INDIANA  
MICHIGAN  
MINNESOTA  
OHIO  
WISCONSIN



The 2,800 employees of Region 5 have responsibility for activities housed in about 28 million square feet in six midwestern states.

Economy in all its operations was heavily emphasized throughout 1975. Savings were achieved through a substantial reduction of energy consumption, a reorganization of rental space, and a consolidation of property and equipment storage by 36 percent by FSS that yielded a savings of \$2.4 million.

In 1975 major federal buildings were completed in Indianapolis, Akron, Dayton, and Detroit. A new detention facility in downtown Chicago was constructed for the Bureau of Prisons. The major highlight of Chicago construction projects was the occupancy and dedication of the 40-story John C. Kluczynski Federal Building. This completed a three-building federal complex that was highly praised by local architecture critics.

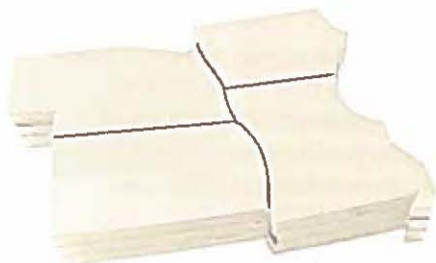
In Saginaw, Mich., construction began in August for the new federal building selected as GSA's environmental demonstration building. The project was redesigned by PBS architects and engineers to reduce construction costs by \$1 million.

Several natural disasters were declared in the region during 1975. They were: a tornado in Canoon, Ill.; Floods in Moorhead, Minn., Eau Claire, Wisc., and Columbus, Ohio; and two flood disasters in Lansing, Mich. The various services within GSA were called upon to provide office and storage space, automobiles, office and communication equipment and procurement assistance for the Department of Housing and Urban Development's Federal Disaster Assistance Administration.



# REGION 6

IOWA  
KANSAS  
MISSOURI  
NEBRASKA



Region 6 is unique among the regions for having three Presidential libraries. It employs 3,200.

During 1975 a 9,148-square foot visitors center was completed at the Eisenhower Library in Abilene, Kans., in time to welcome 250,000 people before the year ended. Special projects are presently underway for the Truman Library in Independence, Mo., and for the Hoover Library in West Branch, Iowa.

The region, working with the Small Business Administration (SBA) to provide technical assistance to minority businesses and prospective contractors, established a Regional Minority Business Enterprise Advisory Council. There was a 10 percent increase in the number of contracts made this past year in cooperation with the SBA.

It also provided extensive emergency support to the Federal Disaster Assistance Administration in response to severe flooding in various parts of the country.

In February a new electronic switchboard was installed in St. Louis, Mo., to provide users of the government's communications system with more efficient local service.

Regional conservation efforts resulted in an estimated 25 percent reduction in energy use in buildings of over 40,000 square feet and in a motor vehicle mileage reduction of 34 percent compared to 1973.

Construction of a six-floor, 563,000-square-foot federal courthouse in Topeka, Kans., was begun using the construction manager concept and phased construction. In St. Louis the Old Post Office Building was identified as a national landmark and was placed on the National Register of Historic Places. Plans have been developed for its restoration, and Region 6 initiated design studies for the project. Upon its completion, the building will be retained for federal use.

One of the region's Bicentennial activities was a ceremony launching a construction site "mural" program in Topeka. The "murals" are on 900 feet of fence around a federal construction project and depict highlights of Kansas history. They were painted by local citizen groups in cooperation with the county Bicentennial agency.

# REGION 7

ARKANSAS  
LOUISIANA  
NEW MEXICO  
OKLAHOMA  
TEXAS



Region 7, employing 2,756, includes some of the country's most important sources of oil and natural gas. GSA employees helped in efficient resource use when specialists from ADTS worked on numerous projects for the U.S. Geological Survey to design computerized systems for managing energy resources. ADTS completed an inspection system for the improved safety and operation of drilling platforms in the Gulf of Mexico.

The region's Office of Civil Rights accomplished a conciliation agreement that resulted in nearly half a million dollars in direct backpay and other employee benefits. The agreement represents the largest monetary settlement ever obtained by any GSA region and signals an intensified commitment to eliminate discrimination and improve employee relations.

FSS provided ground transportation for the joint United States and Soviet Apollo Soyuz Test Project. During the flight, July 12 to August 3, transportation was needed 24 hours a day by American and Russian visitors involved in the project.

Approximately 3,000 researchers were served in the archives branches in the region, and the Records Management Division of NARS provided technical assistance to 22 other agencies, including the Law Enforcement Assistance Administration and the Bureau of Indian Affairs.

PBS developed a women's alert program and two fire-safety programs and presented them to federal employees. Other activities included the installation of an automated system for building control (REDAX) in the Earle Cabell Federal Building in Dallas, Tex. The system controls heating and cooling and lighting and can be expanded to handle security and maintenance.

Major construction projects included a \$200,000 building for the Social Security Administration in Hot Springs, Ark., and an \$8 million U.S. courthouse in San Antonio, Tex.

The total value of the space leased was several millions of dollars.

The region's first minority architect-engineer contract was awarded for the design of the U.S. Border Patrol headquarters in Marfa, Tex. Total minority contract awards this past year showed a dollar value increase of 11½ percent and accounted for 32 percent of all service contracts.



# REGION 8

COLORADO  
MONTANA  
NORTH DAKOTA  
SOUTH DAKOTA  
UTAH  
WYOMING



Region 8 includes states of the northern plains and the Rocky Mountains and employs 1,600.

Three construction contracts—totaling \$1,268,644 or 24 percent of the total regional construction program—were awarded to minority contractors this past year.

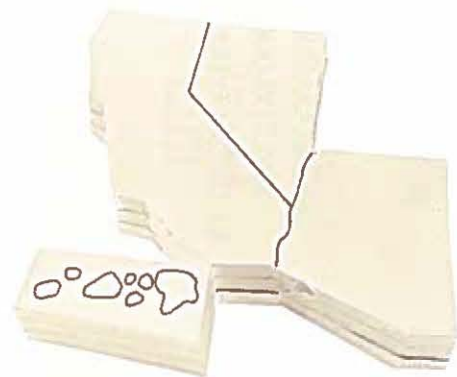
The region has procurement and stock control responsibility for the National Fire Suppression Program. In 1975, \$15 million was spent on equipment stored strategically throughout the western United States. This equipment is used to preserve about \$500 billion worth of our natural resources, including national forests and parks. This year the region was called upon for support during the fire in the White River National Forest in Colorado that destroyed 4,438 acres of valuable timber in October.

In December the region delivered 24 modular ambulances for use on Indian reservations in the Dakotas and filled a long-standing need. Residents in the small town of Ledger, Mont., who had been hauling water by trucks, now have a community water system thanks to the region's disposal of portions of the former Safeguard Missile System in north-central Montana. One of the portions was the \$3 million water line now used in Ledger's system.

Bicentennial projects in the region included a Bicentennial Center at the Denver Federal Building. The Center is designed to serve as a focal point for federal agencies and civic groups for exhibits and events; after the Bicentennial the Center will be a park to permanently reflect the celebration.

# REGION 9

ARIZONA  
CALIFORNIA  
NEVADA  
HAWAII



An atypical region, Region 9 includes two southwestern states and Pacific and Asian areas west of the 98th meridian except Alaska. In addition to assigned GSA programs in those areas, the region is responsible for management and services for Regions 7, 8 and 10. Some 2,896 are employed in Region 9.

In February the region assumed responsibility for providing administrative support to the office of former President Richard M. Nixon under the provisions of the Former Presidents Act.

The regional phase of the sale by GSA of three million Carson City silver dollars ended in September. The region was responsible for processing and accounting for four sales, which resulted in receipts of about \$60 million for the 1.9 million coins sold.

Four federal buildings in the region were completed and occupied in 1975. Projects in Van Nuys, Santa Ana, Santa Rosa and Richmond, Calif., cost an estimated \$50.9 million. Occupancy was completed at the Metropolitan Correctional Center at San Diego, Calif., where GSA acted as agent for the Department of Justice in the site selection, design and construction of this \$14.2 million project.

The Federal Archives and Records Center and its 375,000 cubic feet of records was relocated in 1975 from an unsafe wooden warehouse in Bell, Calif., to the Federal Building at Laguna Niguel in the same state. The Center is drawing large numbers of scholars, researchers and archivists.

The region achieved a 32 percent reduction in electrical usage and 49 percent reduction in gasoline consumption compared with 1973. Solar heating and air conditioning were specified at the 15,000-square-foot U.S. Forest Service office building in Williams, Ariz.

# REGION 10

WASHINGTON  
OREGON  
IDAHO  
ALASKA



Region 10 is the largest region in geographic expanse and covers 835,000 square miles. It employs 1,409.

New construction this past year included the Seattle Federal Building—the first designed and built by GSA to incorporate a total firesafety system. Occupancy was completed in February. A new Portland federal building also incorporates the total firesafety system and provides a unique model for future high-rise construction. In Eugene, Oreg., construction of a new four-story federal courthouse was completed.

The region reduced energy usage during 1975 by 31 percent and trimmed mileage 37.2 percent below the level of 1973. In addition, the region reduced its total space inventory from 1974 by nearly 1.5 million square feet.

Through September, this region had placed 62 percent of its prime procurement with small businesses through the efforts of its Business Service Center and other regional procurement offices.

During the year more than 100 properties were reviewed and processed in accordance with the Alaska Native Claims Settlement Act, which was designed to provide Alaskan natives with land and monetary considerations owed them because of past federal actions. GSA assumed the responsibility for coordinating the activities of all federal agencies in managing, disposing of and analyzing their land holdings.



# COMPARISON OF SELECTED OPERATIONS, FISCAL YEARS 1966 WITH 1975 AND 1976

	1966 (Actual)	1975 (Actual)	1976 (Estimate)
<b>PUBLIC BUILDINGS SERVICE</b>			
Square footage of space in GSA inventory . . . . .	185,500,000	236,400,000	244,400,000
Government-owned space . . . . .	141,700,000	150,600,000	154,400,000
Leased space . . . . .	43,800,000	85,800,000	90,000,000
Number of occupants of buildings . . . . .	623,473	774,664	802,600
Number of leases . . . . .	7,553	7,060	7,120
Construction completions . . . . .	\$198,700,000	\$374,000,000	\$515,800,000
Repair and alteration workload performed . . . . .	\$57,000,000	\$84,700,000	\$110,800,000
Repair and alteration backlog, end of year . . . . .	\$350,600,000	\$1,082,600,000	\$1,092,400,000

	1966 (Actual)	1975 (Actual)	1976 (Estimate)
<b>FEDERAL SUPPLY SERVICE</b>			
Total procurement . . . . .	\$1,808,600,000	\$2,280,700,000	\$2,441,000,000
Number of supply distribution points . . . . .	63	89	91
Stores stock sales . . . . .	\$471,972,000	\$802,400,000	\$825,000,000
Nonstores sales . . . . .	\$194,528,000	\$349,700,000	\$507,000,000
Interagency motor pools in operation . . . . .	94	100	100
Mileage of interagency motor pools . . . . .	473,165,000	783,362,000	951,080,000
Vehicles in interagency motor pools in use, end of year . . . . .	45,612	69,999	79,270
Motor pool sales . . . . .	\$39,264,000	\$106,300,000	\$133,800,000
Transfers of personal property to other federal agencies and donations (acquisition cost) . . . . .	\$1,046,300,000	\$1,402,800,000	\$1,650,000,000
Personal property rehabilitation (replacement cost) . . . . .	\$89,600,000	\$610,800,000	\$650,000,000

<b>NATIONAL ARCHIVES AND RECORDS SERVICE</b>			
Records Centers (number) . . . . .	14	15	15
Inventory at year end (cubic feet) . . . . .	9,288,000	13,776,000	14,000,000
Inquiries handled . . . . .	6,080,000	15,093,507	16,571,000



1966  
(Actual)

1975  
(Actual)

1976  
(Estimate)

AUTOMATED DATA AND TELECOMMUNICATIONS SERVICE

Federal Telecommunications Fund sales . . . . .	\$81,600,000	\$281,676,000	\$326,970,000
Intercity FTS calls . . . . .	36,813,000	146,000,000	161,000,000
Automatic Data Processing Fund sales . . . . .	NA	\$47,512,000	\$58,665,000
ADP leases negotiated . . . . .	NA	56	100

FEDERAL PREPAREDNESS AGENCY

Strategic and Critical Materials in inventory, end of year (acquisition cost) . . . . .	\$7,540,600,000	\$7,201,148,000	\$7,077,148,000
Strategic and Critical Materials sales commitments . . . . .	\$1,028,172,000	\$345,900,000	\$171,300,000

FEDERAL INFORMATION CENTERS

Number of inquiries . . . . .	NA	7,000,000	7,800,000
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AGENCYWIDE

End of year employment, full-time permanent . . . . .	35.955	36.787	36,014
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