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**A GUIDE
TO SOURCES FOR IDENTIFYING
GENERAL ACCOUNTING OFFICE
REPORTS**



U.S. General Accounting Office
Office of Information Systems and Services
1980

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A Guide to Sources for Identifying
General Accounting Office
Reports

U.S. General Accounting Office
Office of Information Systems and Services
Technical Information Sources and Services Branch
Audit Reference Services

1980

Introduction

This publication is a description of various sources, including printed materials and computerized data base files, and how they can be used to identify GAO reports.

The U.S. General Accounting Office (GAO) is an independent nonpolitical agency in the legislative branch of the Government. It was established by the Budget and Accounting Act of 1921, and is under the direction of the Comptroller General of the United States. Since 1921, GAO's responsibility and authority have been broadened by additional acts of the Congress.

Currently, GAO performs special audits, surveys, investigations, and evaluations of Federal programs. This work is either self-initiated or performed at the request of congressional committees or members. GAO's findings and recommendations are published as a "Report to the Congress," often referred to as GAO reports or GAO audit reports.

GAO has used several systems (A-Numbers, B-Numbers, division numbers, and I-Numbers) to identify its reports, decisions, etc. A-Numbers were numerical classifications for subject areas. From January 1924 through December 1938, A-Numbers (A-1 to A-99999) were assigned to subjects as they were established. A few subjects with A-Numbers were still active until November 1979.

B-Numbers were also numerical classifications for subject areas. The first B-Number, B-1, was assigned in December 1938. In November 1979, the new computerized correspondence control system in the Office of General Counsel made it necessary for the Index and Files Section to assign a unique B-Number to each new job.

Before fiscal year 1975, it was necessary to know the exact date a report was issued to obtain a copy, as A-Numbers and B-Numbers represented subjects and were not unique identifying numbers.

Beginning with fiscal year 1975, GAO began assigning a division number in conjunction with the A-Number or B-Number. The division number is unique to an individual report, and includes the acronym for the division which issued the report, the last two digits of the year in which the report was issued, and a sequentially assigned number. See example:

Acronym for Human Resources Division
/ Last 2 digits of year
/ / Sequentially assigned number

/ / /
HRD-77-78

Since fiscal year 1975, the division number is all that is required to obtain a copy of a report.

The Office of Investigations, abolished in fiscal year 1956, also issued various correspondence, including reports identified by I-Numbers (I-18170). I-Numbers were numerical classifications for subject areas and the exact date a report was issued is essential to obtain a copy of a specific I-Number report.

Assistance in identifying GAO reports can be obtained from the GAO Document Handling and Information Services Facility (DHISF) by calling (202) 275-6241. DHISF has developed a bibliographic data base which is used to generate and photocompose the GAO Documents journal. This data base can also be used for searching and retrieving information on documents published by the GAO. There are various access points in the data base. These include subject, agency/organization concerned, congressional relevance, GAO issue area, and budget functions. The data base includes information beginning with fiscal year 1977 (Oct. 1976) through the present date.

Copies of GAO reports can be obtained from DHISF by calling (202) 275-6241.

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GAO DOCUMENTS

United States. General Accounting Office. GAO Documents.
Washington: GPO, May 1977- .
Ref. Z1223.AIU47.

GAO Documents is issued every month to help the GAO staff and the Members of Congress increase their awareness of and access to the many GAO information resources. GAO Documents is a comprehensive record of current GAO publications and documents, including audit reports, staff studies, memoranda, opinions, speeches, testimonies, and Comptroller General decisions.

GAO Documents began publication with Vol. 1, No. 8, May 1977 issue. In October 1977, a CITATIONS BACKLOG ISSUE containing issues 1-7, (October 1976 through March 1977) was published. There is no printed hard-copy index to accompany this issue. Annual cumulated indexes of GAO Documents are issued, and are available only on microfiche.

How To Use GAO Documents

GAO Documents is organized into two sections: an INDEX SECTION (yellow pages) and a CITATION SECTION (white pages). The journal may be used for a variety of purposes, including in-depth research into a specific topic, search for a particular document, maintaining current awareness on a given topic, and general browsing.

The INDEX SECTION is currently composed of eight separate indexes, enabling the user to search for information via any one or combination of the following points:

- Subject Index
(Free indexing terms for Vols. 1 through 3; GAO Thesaurus terms beginning with Vol. 4)
- Agency/Organization Index
(Includes both Federal agencies and nongovernmental corporate bodies)
- Personal Name Index
(Includes names of individuals who are the subjects of the documents)
- Congressional Index
(Includes entries under relevant congressional committees/agencies, and individual Representatives and Senators to whom documents are addressed)

- Law/Authority Index
(Includes entries under Code of Federal Regulations, Decisions of the Comptroller General, Executive Orders, Federal Procurement Regulations, Federal Register, Public Law Name, Public Law Number, other statutory as well as nonstatutory authorities, U.S. Code, and U.S. Statutes at Large references)
- GAO Issue Area Index
(Official GAO issue areas and approved priority lines-of-effort)
- GAO Division/Office Index
(Includes the GAO division/office that had prime responsibility for preparing a report, decision, opinion, etc., or for conducting the project or investigation about which the document is concerned)
- Budget Function Index
(Function categories by which Federal funds are appropriated and identified in the Federal budget document)

The following index was included in GAO Documents. It was published on microfiche for the backlog citation issue and for each monthly issue beginning with Vol. 1, No. 8, May 1977 and ending with Vol. 2, No. 6, April 1978:

- Document Number Index
(The identifying numbers assigned by GAO divisions and offices to the documents they issue).

The CITATION SECTION consists of brief descriptions of the documents and often includes an informative abstract. Some or all of the following information is contained in each citation, as appropriate:

- title/subtitle
- Document numbers and report number
- type, date, and pagination of the document
- author/witness
- GAO issue areas
- agencies/organizations concerned
- congressional committees/agencies/Members to whom the document is specifically relevant
- law and/or related statutory/regulatory authorities on which the document is based
- GAO control (division/office) for additional information

Reference from index entries to the corresponding citations is provided by a unique six-digit accession number assigned to each citation. This accession number should also be used to request copies of the actual document described by the citation.

Public Issuance Of GAO Documents

GAO Documents, Vols. 1 thru 3, are restricted to "Internal GAO Use Only." Beginning with the issuance of Vol. 4, GAO Documents is available to the general public through subscription from GPO. The basic format remains the same except there will be no reference to restricted or classified documents.

GAO Documents On-Line

When available, the GAO Documents on-line data base file will contain two separate files, one for restricted documents and the other for unrestricted. The GAO Thesaurus has been developed for use with the on-line system.

KWOC INDEX

United States. General Accounting Office. KWOC (Key Word Out of Context) Index. Washington: GAO, July 1973- .

The KWOC Index is issued irregularly. Normally it is cumulated into a combined computer printout covering an entire fiscal year, although there have been indexes that covered portions of a fiscal year.

The KWOC Index uses all major words in the title of GAO audit reports as index terms. Each term used cites GAO audit report by complete title, and includes references to B-Number, (sometimes A-Number), date, budget function index, agency or agencies involved, issue area number, job assignment code, division number, and restricted, unrestricted or secret designation.

Besides the major words in the title, each element of the citation (except the restricted, unrestricted or secret designation), is also searchable. (Beginning in November 1979, a new or unique B-Number was assigned to every GAO report. Prior to this date, B-Numbers represented assigned subject areas.)

B-NUMBER

If the user knows the B-Number for the subject being researched, or finds in the KWOC Index a B-Number that appears to be appropriate, this element is searchable by turning to the "B" section of the Index. The B-Numbers, for the period covered by the Index, are grouped together numerically with a complete list of reports under that number.

DIVISION NUMBER (July 1974-)

The division which issued a report is also searchable. Division numbers are entered by their alphanumeric number. (EXAMPLE: LCD-76-1 is listed in the "L" section of the Index, and then all LCD reports are listed by number).

DATE

At the end of the KWOC Index, GAO audit reports are listed by the date they were issued. The specific date order is: year/month/day.

Agency Or Agencies Involved

Agency designations are normally in an abbreviated form within the citation and can also be abbreviated as the index term. (EXAMPLE: DHEW for Department of Health, Education, and Welfare; DN for Department of the Navy). A searcher looking for reports involving departments or agencies should check both the abbreviated and spelled-out forms.

Issue Areas Numbers

GAO work assignments normally fall within a specific numerically designated issue area. (EXAMPLE: 1900--Federal Procurement of Goods and Services.) A searcher could use the issue area number to locate GAO audit reports which were related very generally in subject content.

Budget Function Index

These are function categories by which Federal funds are appropriated and identified in the Federal budget document.

JAC (Job Assignment Code) (July 1975--)

This is a unique number assigned to individual jobs.

The KWOC Index has several unique features not available in GAO Documents. These include the ability to search GAO reports by their title, issue date, and division numbers.

The KWOC Index contains references to restricted GAO audit reports and is not available for researchers outside the General Accounting Office.

GAO NEWSLETTER

United States. General Accounting Office. GAO Newsletter.
Washington: GAO, Vol. 1, No. 1, Feb. 1967-Vol. 6,
No. 12, Jan. 1973.

The GAO Newsletter is issued monthly and contains references to GAO audit reports, selected Comptroller General decisions, speeches by GAO staff, and general news regarding staff changes, congressional testimony, public activities, etc.

Each issue contains all reports issued for the previous month and any missed from the month before. Selected GAO audit reports are listed under bold type captions containing an abbreviated form of the report title. An abstract of these reports is included as well as the B-Number. Reports not selected for abstracting are listed by title and B-Number only. The exact date a report is issued is not always given, but a user can determine the B-Number, the month, and the year a report was issued.

A user needs to know the approximate date a report was issued for this publication to be a useful tool.

There is no index to accompany the GAO Newsletter. Each issue must be scanned to determine what reports were issued.

This publication continues, in a slightly different format, as the Monthly List of GAO Reports.

MONTHLY LIST OF GAO REPORTS

United States. General Accounting Office. Monthly List of GAO Reports. Washington: GAO, Vol. 7, No. 1, Feb. 1973- .

The Monthly List of GAO Reports continues the GAO Newsletter. The coverage was changed to include only GAO reports, legal decisions, and opinions. The legal decisions and opinions were also excluded beginning with Vol. 11, No. 2, the March 1977 issue.

Reports are listed by broad subject headings (e.g., agriculture, national defense, general government, etc.). Under the subject headings, reports are listed by title and include an abstract, a report number, and the date of the report. Letter reports do not have abstracts. The GAO Documents accession number has been included as part of the entry beginning with Vol. 13, No. 4, the May 1979 issue.

A user needs to know approximately when a report was issued for the Monthly List of GAO Reports to be a useful tool, as there are no cumulative issues or indexes to this publication.

GENERAL ACCOUNTING OFFICE PUBLICATIONS

United States. General Accounting Office. General Accounting Office Publications. Washington: GAO, June 1973-
Ref. GAO Z1221.A164.

General Accounting Office Publications is published semiannually, in June and December. It is a catalog of GAO publications, including unrestricted audit reports, congressional testimony by GAO officials, speeches by the Comptroller General, and various other publications including those of the Joint Financial Management Improvement Program (JFMIP). Addresses and phone numbers are given for offices within GAO where free publications may be obtained at the time of publication. Publications available from GPO have references to the GPO stock number and the prices in effect at the time of publication.

Prior to the December 1979 edition, each issue cumulated the previous issue, giving access to publications issued over a 1 year period (i.e., the June issue covered July-June, and the December issue covers January-December). Beginning with the December 1979 edition, the period covered by an issue was reduced to 6 months (i.e., January-June and July-December).

Audit reports are indexed under broad subject headings. Entries under a particular subject heading contain references to report title, report number, and date. Beginning with the June 1979 edition, the accession number from GAO Documents is also included. There is a subject index which lists all the subject headings and the page number on which their entries begin. The user needs to check each item listed under a subject heading to locate a specific report. References to related reports appearing in the same issue are noted, by item number, at the end of each subject heading. See examples below:

SUBJECT INDEX

Agriculture	7
American Indians	7
Assistance to State and Local Governments	9
Atomic Energy	10
Civil Agency Procurement	11

Examples of pages taken from the subject listing, format prior to June 1979.

AGRICULTURE

Item	Report Number	Date
1 The Statistical Reporting Service's crop reports could be of more use to farmers.	GGD-78-29	Apr. 13, 1978
2 Difficulties in coordinating farm assistance programs operated by Farmers Home Administration and Small Business Administration.	CED-78-118	May 25, 1978
3 Foreign ownership of U.S. farmland—much concern, little data.	CED-78-132	June 12, 1978
4 Changing character and structure of American agriculture: an overview.	CED-78-178	Sept. 26, 1978

Related Reports: Items 220, 280, 300, 510, 522

Format containing GAO Documents accession number.

ACCOUNTING CONTROLS OF FEDERAL AGENCIES

Item	Accession Number	Report Number and Date
1 The Inter-American Foundation could improve its internal controls	110157	ID-79-49 Aug. 21, 1979
2 Weaknesses in internal controls over financial transactions within HEW's Health Services Administration	110193	FGMSD-79-32 Aug. 22, 1979
3 Status, progress, and problems in federal agency accounting during fiscal year 1978	110202	FGMSD-79-40 Aug. 24, 1979

There is also an agency index which is set up alphabetically by the department or agency which is concerned with or involved in the report. This index refers the user to item number, not to the subject heading, of the related report. Each item number must be checked when searching for a specific report.

AGENCY INDEX

Department or Agency	Item
Agriculture, Department of	280,300
Commodity Credit Corporation	220
Farmers Home Administration	2, 174
Statistical Reporting Service	1
American University, Cairo	254
Asian Development Bank	304
Civil Service Commission	46, 47, 52
Commerce, Department of	
Maritime Administration	511
National Weather Service	176 .
Consolidated Rail Corporation (Conrail)	552, 558, 563, 566, 576, 578
Consumer Product Safety Commission	91, 94
Defense, Department of	191, 264, 267, 271, 273, 276, 277, 278, 284, 287, 305, 368, 369, 424, 427, 437, 438, 441, 444, 445, 448
Air Force, Department of the	83, 102, 105, 107, 110, 295, 454
Army, Department of the	101, 103, 108, 116, 247, 296, 374, 432, 436, 446, 447, 451, 457

LIST OF AUDIT REPORTS ISSUED TO THE CONGRESS,
FISCAL YEARS 1956-1962

United States. General Accounting Office. List of Audit
Reports Issued to the Congress by the Comptroller General
of the United States during Fiscal Years 1956-62.
Washington: GAO, 1962. GAO Z1223.A1U484.

This list was prepared by the Accounting and Auditing
Staff in August 1962.

It contains unrestricted GAO reports, arranged first by
the department or agency involved, and then arranged alphabeti-
cally by report title under that department or agency.

Reports issued to committees, members, or officers of
the Congress are excluded.

See example on next page:

**LIST OF AUDIT REPORTS
ISSUED TO THE CONGRESS
BY
THE COMPTROLLER GENERAL OF THE UNITED STATES
DURING FISCAL YEARS 1956-1962¹**

	<u>Reference</u>	<u>Date issued</u>
<u>DEPARTMENT OF AGRICULTURE</u>		
Agricultural Conservation Program Service (1955)	B-114882	4- 5-57
Agricultural Marketing Service:		
Direct distribution program (1957)	B-133059	9-30-58
National school lunch program and special school milk program (1955-56)	B-114866	10- 9-57
Agricultural Research Service:		
Meat Inspection Division (Sept. 1958)	B-133192	6-19-59
Commodity Credit Corporation:		
1954	B-114824	11-29-55
1955	B-114824	3- 1-57
1956	B-114824	12- 3-57
1957	B-114824	5-13-58
1958	B-114824	5-29-59
1959	B-114824	1-19-61
1960	B-114824	5-31-61
Additional costs incurred in using tin cans for packaging nonfat dry milk and processed cheese for donation abroad	B-114824	5- 4-59
Operations of unlimited sales agencies under the 1959 and 1960 cotton purchase programs ..	B-114824	6-29-62
National Wool Act program (Aug. 1958)	B-114824	9-14-59
Commodity Stabilization Service:		
Automatic data-processing installation, New Orleans Commodity Office (Oct. 1959)	B-133306	5-20-60
Evanston Commodity Office (1958)	B-118622	1-11-60
New Orleans Commodity Office (Jan. 1959)	B-118622	11-10-59
Burley and flue-cured tobacco price-support and agricultural adjustment programs in North Carolina and Tennessee and review of warehouse tobacco sales in Kentucky (1956-57)	B-118622	2-25-59

¹ Excludes reports issued to committees, Members, or officers of the Congress.

INDEX OF AUDIT REPORTS ISSUED TO THE CONGRESS
CALENDAR YEAR 1959

United States. General Accounting Office. Index of Audit Reports Issued to the Congress by the Comptroller General of the United States, Calendar Year 1959.
Washington: GAO, 1960. GAO Z1223.A1U483

This index pertains to unclassified and otherwise unrestricted reports issued by the Comptroller General to the Congress during calendar year 1959.

The index contains three parts:

- Part I --Topical index of findings
- Part II --List of audit reports included in index with identifying numbers referred to in the topical index
- Part III --List of contractors referred to in audit reports

The topical part of the index is primarily an index of findings rather than a complete index of all subjects contained in the reports. The emphasis on findings was adopted as they represent the main interest of GAO audit report users.

Findings are classified by main headings and appropriate subheadings. References are to specific reports and to the report pages which contain the findings. Each report is referred to by an identifying number. With this number, Part II of the index should be consulted to ascertain the name of the report.

Example: If in consulting the index, the user found this entry:

BORROWING DIRECTLY FROM THE PUBLIC
INCREASED INTEREST COST R 34/30

then he would look at Part II(a) of the index to find that report number 34 referred to the report on Federal National Mortgage Association for 1958. By obtaining a copy of that report, he would find on page 30 a discussion of increased interest costs resulting from direct borrowing from the public by a Government agency.

The pattern of this index contemplates that Part II will be used to identify reports on specific departments and agencies of the Government and their subordinate bureaus and offices. In a few cases, however, names of organizations or types of organizations are listed in the topical index (Part I), particularly where their location in Part II may not be readily apparent (e.g., local housing authorities, Federal credit unions).

Part III of the index is intended as a convenient list of the names of contractors who are referred to in more than a passing manner within the report. This information is not always apparent from a report title.

INDEX OF AUDIT REPORTS ISSUED TO THE CONGRESS,
DEPARTMENT OF DEFENSE ACTIVITIES,
FISCAL YEARS 1956-1963

United States General Accounting Office. Index of Audit Reports Issued to the Congress, its Committees and Members on Department of Defense Activities, Fiscal Years 1956 through 1963. Washington: GAO, 1963. GAO Z1223.AIU5152

This index provides a ready reference to GAO audit reports, dealing with various activities conducted by the Department of Defense. These reports were issued to the Congress, its committees, and Members by the Comptroller General during fiscal year 1956 through 1963.

The index is arranged by the principal report subjects and cites the reference numbers (B-Numbers) and issue dates of the related reports. The military service or department whose activity is the subject of the cited report is identified by its initial, as follows: Army (A), Navy (N), Air Force (AF), and Defense (D). Classified reports are identified as secret or confidential.

Reports to congressional committees and to Members of Congress are generally under restricted distribution. Such reports are identified by an asterisk (*) preceding the reference number of the report.

A table of the principal subjects appearing in the index is included.

The Defense Accounting and Auditing Division also published an Index of Reports Issued to Congress, its Committees and Members on Defense Activities, Fiscal Years 1959, 1960, and 1961. The arrangement is the same as above except there is no table of principal subjects.

See examples of the "Table of Principal Subjects" and a page from the "Index of Reports" on the following pages.

TABLE OF PRINCIPAL SUBJECTS *

	<u>Page</u>
Access to records, denial of	1
Accrual accounting	1
Appropriations	4
Automatic data processing systems	8
Consolidation of operations	13
Contracts	14
Currencies	22
Disbursing officers and agents	23
Duplication of facilities and functions	24
Funds	28
Government-owned equipment and facilities	29
Government property, miscellaneous	30
Hospital and medical services	32
Housing	32
Manpower utilization	39

*In addition to the above subjects, the index includes cross-references among subjects. It also includes the names of (1) contractors, subcontractors and other organizations, (2) military installations, (3) weapon systems, and (4) major categories of supplies and equipment, where they are significant to the subject matter of the report.

INDEX OF REPORTS

Abbott, B. L. Construction Co., Houston, Tex.	(A) *B-145424	6/22/61
Access to records, denial of Air Force ballistic missile programs	(AF) B-133042	5/19/60
(Secret)	(AF) B-133042	12/27/60
Management, ballistic missile program, report on survey of	(AF) *B-133149; B-134192	1/27/60
Military assistance program		
France	(D) *B-133217	3/23/60
Turkey	(D) B-133217	12/18/59
Military Sea Transportation Service	(N) *B-133149; B-134192	1/27/60
Accrual accounting Implementation of P. L. 863	(D) *B-146665	9/8/61
ACF Electronics Division, ACF Industries, Inc., Paramus, N. J.	(D) B-146781	5/20/63
Admiral Corp., Chicago, Ill.	(N) *B-133344	12/5/60
	(N) *B-133344	8/15/62
Advertising procurement (See <u>Procurement practices</u>)		
Aeroflex Corp., Aeroflex Laboratories Division, Long Island City, N. Y.	(N) B-146758	12/4/62
Aerojet-General Corp., Azusa, Calif.	(AF) *B-132910	6/30/58
	(A) B-132910	1/29/50
	(D) B-133371	6/7/61
Aeronautical Chart and Information Center, St. Louis, Mo. Contracting to avoid personnel ceilings	(AF) *B-141060	6/30/60
Aerospace Corp., El Segundo, Calif.	(AF) *B-118716	8/13/62
Airborne, Inc., Chicago, Ill.	(N) *B-133015	7/31/58
Aircraft		
Airframes, accessories, and related equipment (See <u>Procurement of supplies, equipment, and services</u>)		
Engines		
Interservice use of	(D) B-146730	5/17/62

* B-numbers so marked in this index refer to restricted reports. Information in such reports is not to be released to persons outside GAO without the approval of the official to whom the report is addressed.

INDEX OF AUDIT REPORTS ISSUED TO THE CONGRESS,
DEFENSE DIVISION,
FISCAL YEARS 1964-1967

United States. General Accounting Office. Defense Division.
Index of Audit Reports Issued to the Congress, its Com-
mittees and Members on Department of Defense Activities,
Fiscal Years 1964 through 1967. Washington: GAO, [1968].
GAO Z1223.A1U5152

This index provides a ready reference GAO audit reports dealing with various activities conducted by the Department of Defense. These reports were issued to the Congress, its committees, and Members by the Comptroller General during fiscal years 1964 through 1967.

This index is arranged by the principal report subjects and cites the reference numbers (B-Numbers) and dates of issuance of the related reports. The military service or department whose activity is the subject of the cited report is identified by its initial, as follows: Army (A), Navy (N), Air Force (AF), and Defense (D). Classified reports are identified as secret or confidential.

Reports to congressional committees and to Members of Congress are generally under restricted distribution. Such reports are identified by an asterisk (*) preceding the reference number of the report.

TABLE OF PRINCIPAL SUBJECTS

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ACCOUNTING (<u>See Management control systems</u>)	
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Lease vs. purchase of equipment	1
Overpayment of rentals	1
Utilization	1
Other	2
COMMUNICATIONS	3
COMPENSATION (<u>See Pay and allowances, civil;</u> <u>Pay and allowances, military</u>)	
CONGRESSIONAL INQUIRIES (Note)	4
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Senate committees	7
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Members of the House	9
Members of the Senate	15
CONSOLIDATION, RELOCATION, OR CURTAILMENT OF OPERATIONS	18
CONTRACTORS	19
CONTRACTS (<u>See Procurement</u>)	
DEVELOPMENT OF NEW WEAPON SYSTEMS OR EQUIPMENT	20
ELECTRONIC DATA PROCESSING (<u>See Automatic data</u> <u>processing</u>)	
GENERAL AND MISCELLANEOUS MATTERS	21
GOVERNMENT-OWNED PROPERTY (<u>See Government-owned</u> <u>real estate and improvements; Supply management</u>)	
GOVERNMENT-OWNED REAL ESTATE AND IMPROVEMENTS	22
Military construction	22
Unnecessary retention	22
Utilization	22
Other	22

Note: All reports are listed under alphabetical listings of recipient committees and members. Reports on significant matters (most reports to committees; some reports to members) are also listed under other pertinent captions.

AUTOMATIC DATA PROCESSING

Lease vs. purchase of equipment		
Lease by contractors		
Aerojet General Corp.	(D)	B-146732 6/12/64
Aro, Inc.	(D)	B-146732 6/26/64
Boeing Co.	(D)	B-146732 4/23/64
do.	(D)	B-146732 8/12/64
Chrysler Corp.	(D)	B-146732 4/28/64
Continental Aviation and Engineering Corp.	(D)	B-146732 4/29/64
General Dynamics Corp.	(D)	B-146732 6/11/64
do.	(D)	B-146732 10/5/64
General Electric Co. Flight Propulsion Division	(D)	B-146732 7/31/64
General Electric Co. Heavy Military Electronics		
Department	(D)	B-146732 7/31/64
General Electric Co.	(D)	B-146732 8/13/64
do.	(D)	B-146732 10/30/64
General Motors Corp.	(D)	B-146732 8/5/64
Goodyear Aerospace Corp.	(D)	B-146732 6/30/64
Hercules Powder Co.	(D)	B-146732 9/30/64
Lear, Siegler, Inc.	(D)	B-146732 9/3/64
Lincoln Laboratory	(D)	B-146732 8/31/64
Lockheed Missiles and Space Co.	(D)	B-146732 1/27/65
Martin-Marietta Corp.	(D)	B-146812 9/19/63
do.	(D)	B-146812 3/18/64
McDonnell Aircraft Corp.	(D)	B-146732 1/19/65
North American Aviation, Inc.	(D)	B-146732 6/15/64
Radio Corp. of America	(D)	B-146732 12/2/64
Westinghouse Electric Corp.	(D)	B-146732 3/15/65
Lease by Government		
White Sands Missile Range	(A)	B-146732 11/13/63
Kirtland AFB	(AF)	B-146732 12/24/63
Plans to purchase leased equipment	(D)	B-146796 2/25/64
Finance Center, Fort Benjamin Harrison	(A)	B-133063 6/18/64
Mare Island Naval Shipyard	(N)	B-118734 1/25/65
Overpayment of rentals		
General Dynamics Corp.	(AF)	B-146920 8/20/64
General Dynamics Corp. and Lockheed Missiles and		
Space Co.	(D)	B-146920 11/30/64
Lockheed Missiles and Space Co.	(D)	B-146732 1/7/65
do.	(D)	*B-146732 4/30/65
Utilization		
Duplication of systems	(AF)	*B-151204 11/5/63
Philadelphia Naval Shipyard	(N)	B-146936 9/4/64
Army depots	(A)	B-146961 12/21/64
Air Force Cambridge Research Laboratories	(AF)	B-146981 8/19/65

DIGEST OF AUDIT REPORTS ISSUED TO THE CONGRESS,
DEPARTMENT OF DEFENSE ACTIVITIES

- United States. General Accounting Office. Defense Accounting and Auditing Division. Digest of Audit Reports Issued to the Congress, its Committees and Members on Department of Defense Activities, Fiscal Years 1956, 1957, and 1958. Washington: GAO, [1959]. RESTRICTED--Not to be released to persons outside the General Accounting Office. GAO Z1223.A1U515.
- United States. General Accounting Office. Defense Accounting and Auditing Division. Digest of Reports issued to Congress, its Committees and Members on Defense Activities, Fiscal Years 1959, 1960 and 1961. Washington: GAO, [1962]. RESTRICTED--Not to be released to persons outside the General Accounting Office. GAO Z1223.A1U515.
- United States. General Accounting Office. Defense Accounting and Auditing Division. Digest of Reports Issued to Congress, its Committees and Members on Defense Activities, Fiscal Years 1962 and 1963. Washington: GAO, [1964]. RESTRICTED--Not to be released to persons outside the General Accounting Office. GAO Z1223.A1U515.
- U.S. General Accounting Office. Defense Division. Digest of Audit Reports Issued to Committees, and Members on Department of Defense Activities, Fiscal Years 1964 through 1967. Washington: GAO, Vols. 1-3, [1968]. RESTRICTED--Not to be released to persons outside the General Accounting Office. GAO Z1223.A1U515.

The Digest of Reports is arranged by report number (I-Number, A-Number, or B-Number) and date. If there is more than one report with the same number, the earliest dated report is entered first. Each entry also includes the report title, and GAO findings and recommendations.

To locate a report in the Digest, a user must know the report number and the date issued. This information can be obtained from the Index of Audit Reports Issued to the Congress (also described in this guide).

INDEX AND DIGESTS OF FINDINGS IN REPORTS
TO THE CONGRESS

United States. General Accounting Office. Index and Digests of Findings in Reports Issued to the Congress and to its Committees, Members, and Officers. Washington: GAO, 1956-. RESTRICTED--Not to be released to persons outside the General Accounting Office.

Indexes: GAO Z1223.A1U5

Fiscal Years

1956 ()
1957 -----one volume(Civil Accounting and
1958 (Auditing Division)
1959 thru 1963---one volume()
1964 ()
1965-----one volume(Civil Division)
1966 ()
1967 ()

These indexes furnish a ready reference to significant findings contained in GAO audit reports on various activities of the civil departments and agencies.

The findings are arranged in alphabetical order by subject. Each finding is identified by the related department or agency abbreviation or acronym (listed in the beginning of the Index and Digest), the report number, and the date of issuance.

References to restricted, secret and confidential reports are included. Each index also includes, as an appendix, a list of reports by department or agency.

The index for fiscal years 1964-1967 contains two additional appendixes. One furnishes a list of reports to Congressional committees and to individual Members of Congress, and is arranged alphabetically by committee and individual addressee. The other is a list of contractors related either directly or indirectly to the subject of a finding.

Digests: GAO Z1223.A1U512

Fiscal Years

1956, 1957, and 1958-----Volume I (Civil Accounting
1959, 1960, and 1961-----Volume II (and Auditing
1962 and 1963-----Volume III (Division
1964, 1965, 1966, and 1967--Volume IV(Civil Division

The digests are arranged by report number and date. If there is more than one report with the same number, the earliest dated report is entered first.

Each entry also includes the report title and GAO's findings and recommendations.

The findings included in these Digests are indexed by subject matter in the Index of Findings.

Index and Digests (issued as one volume): GAO Z1223.A1U513

Fiscal year 1968-----Volume V)
Fiscal year 1969-----Volume VI)
Fiscal year 1970-----Volume VII)-Civil Division
Fiscal year 1971-----Volume VIII)
Fiscal year 1972-----Volume IX)
Fiscal year 1972-----Volume IX, supp.) General Govern-
Fiscal year 1973-----Volume X) ment Division,
Fiscal year 1974-----Volume XI)-Manpower & Wel-
Fiscal year 1975-----Volume XII) fare Division,
Fiscal year 1976 and) Resources &
transitional quarter) Economic Devel-
ending September 30, 1976--Volume XIII) opment Divi-
sion

Fiscal year 1977-----Volume XIV)

Community &
Economic
Development
Division,
General
Government
Division,
Human Resources
Division

These volumes comprise an index and digest of findings in GAO audit reports on activities of civil departments and agencies under the cognizance of various GAO divisions. (See table above).

The material is arranged in three parts as follows:

Part I, Index

The subjects under which the index entries are listed are arranged in alphabetical order. Each index entry consists of a brief description of the finding, a symbol representing the department or agency involved, the reference number (B-Number or, beginning with Vol. XIV, division number), and the date of the report.

Restricted reports are indicated by an asterisk (*) preceding the reference number.

Part II, Digests

Digests are arranged numerically by reference number. Where more than one digest bears the same reference number, the digests are arranged chronologically.

Part III Appendixes

Appendix I is a list of the reports submitted to congressional committees and individual addresses, respectively. Appendix II is a list of all reports submitted to the Congress including those listed in Appendix I, arranged alphabetically under department and agency headings.

Volumes 5 through 9 contained an Appendix III, a list of contractors related directly or indirectly to the subject of a finding and mentioned in an audit report.

ANNUAL REPORT - U.S. GENERAL ACCOUNTING OFFICE

United States. General Accounting Office. Annual Report--
United States General Accounting Office. Washington:
GAO, 1922- . HJ9802.A42.

This report has also been issued under the following titles:

Annual Report of the General Accounting Office

Annual Report of the Comptroller General of the United
States

Annual Report of the Acting Comptroller General of the
United States

The U.S. General Accounting Office Annual Report is submitted
to the Congress in accordance with section 312(a) of the
Budget and Accounting Act of 1921.

Various indexes or lists of GAO reports are included in
the appendixes of Annual Reports. The following is
a description of those indexes or lists, grouped
together by fiscal year and type or format of the
list:

FY 1945-1949, Subject Index of Reports

This Subject Index gave references to reports by date
only. There were no references to report numbers. See
example taken from the fiscal year 1949 report on the
following page:

Subject Index of Reports

Subject	Date of report
Accounting methods in the Government:	
Joint program for improvement.....	{ Oct. 20, 1948 Jan. 11, 1949
Reclamation Bureau; improved accounting system for.....	Mar. 18, 1949
Administrative expenses for departments and agencies. Legislative authority for Bureau of Standards. See National Bureau of Standards.	
Agents and attorneys: Retired officers of armed forces prosecuting claims against the Government.....	Mar. 10, 1949
Agricultural marketing revolving fund Audit report.....	Aug. 12, 1948
Agriculture Department: Employees; misuse of funds by.....	Jan. 7, 1949
Aircraft:	
Adaptation of civil aircraft for military service.....	Feb. 14, 1949
Construction of experimental craft.....	Feb. 11, 1949
Radio telegraph installations.....	May 19, 1949
Restriction on use of foreign aircraft for official Government travel.....	Feb. 7, 1949
Safety regulations, enforcement by States.....	June 6, 1949
Airports:	
Advance payments to contractors.....	{ Mar. 30, 1949 Apr. 20, 1949
Development of.....	Mar. 25, 1949
Facilities and services available to Federal agencies.....	June 6, 1949
Facilities for District of Columbia.....	Feb. 23, 1949
Increase in United States share under grant agreements.....	Apr. 6, 1949
Land acquisition for.....	Mar. 29, 1949
Minimum wage rates in contracts.....	Mar. 31, 1949
Projects in national parks.....	Apr. 7, 1949
Reduction of appropriations for State projects.....	Apr. 7, 1949
Use by States without payment of fair compensation.....	{ Feb. 21, 1949 Mar. 16, 1949
Air mail. See Postal matters: Air mail.	
Alaska Railroad:	
Contract amendments of wage rate provisions.....	{ Dec. 16, 1948 Apr. 12, 1949
Overpayments under:	
Exceptions taken.....	Jan. 18, 1949
Removal of exceptions.....	June 20, 1949
Disposition of surplus equipment.....	Jan. 13, 1949
Employees, salary and overtime payments.....	Jan. 18, 1949
American business and industry:	
Dissemination of Government information.....	Mar. 1, 1949
Small business. See Small business.	
American Veterans' Committee: Incorporation of.....	
Annual Report of General Accounting Office for 1948.....	{ Apr. 25, 1949 May 23, 1949
Appropriations.....	*Mar. 2, 1949
Appropriations:	
Lapsed, payment of certified claims chargeable to.....	{ *Feb. 24, 1949 June 6, 1949
Obligation prior to authorization for performance of functions in Alaska.....	May 20, 1949
Prohibition against salary payments:	
AEC fellowship awards.....	May 23, 1949
Reclamation Bureau employees.....	May 11, 1949
Study of restrictions on use of.....	*Jan. 4, 1949
Armed services:	
Allotment overpayment.....	May 25, 1949
Correction of military records; claims resulting from.....	Apr. 15, 1949
Deceased personnel; claim for amount due estate.....	*Feb. 23, 1949
Furlough travel allowances for enlisted Navy personnel.....	*Mar. 15, 1949
Military leave for civilian employees. See Leaves of absences. Military.	
National Guard. See National Guard.	
Retired:	
Acting as agents and attorneys. See Agents and attorneys.	
Concurrent retired and civilian compensation.....	
Increase in maximum limitation.....	Feb. 23, 1949
Relief of Army officer for refund of.....	May 13, 1949
Relief of warrant officer for refund of.....	Apr. 15, 1949
Transportation of household effects; relief of Navy officer for shipment of effects prior to change of duty station.....	Mar. 16, 1949
Army Department:	
Amendment of excavation contract.....	Apr. 6, 1949
Army Price Adjustment Board.....	Nov. 10, 1948
Atomic Energy Commission:	
Fellowship awards; application of provision prohibiting salary payments to subversive employees.....	May 23, 1949
Attorneys. See Agents and attorneys.	
Audits by General Accounting Office:	
Commodity Credit Corporation for 1945.....	*Mar. 30, 1949
Congress:	
House of Representatives, Office of Sergeant at Arms; period Nov. 4, 1947, to Jan. 3, 1949.....	**Jan. 27, 1949
Joint Senate and House Recording Facility.....	**June 22, 1949

1 (*)—Reports to the Congress, (**)—reports to officers of the Congress; no asterisk—reports to committees of the Congress.

FY 1950-1951, Table of Reports

FY 1952-1953, Table of Legislative Reports

Although these tables have different titles, they contain the same types of information. Listings are by subject with reference to addressee, date, and report number. See example taken from the fiscal year 1953 report below:

TABLE OF LEGISLATIVE REPORTS

[Reports of general interest only are included]

Subject	To—	Date	Reference No.
Accounting methods in the Government— Appraisal of articles and suggestions on Government accounting and auditing Cost auditing Relationship between purchasing agencies and GAO. Joint program for improvement Contribution of accounting to better management.	Senator Byrd	May 6, 1953	B-114383
	Senator Mansfield	June 10, 1953	B-115707
	Senator Douglas	Apr. 15, 1953	B-110450
Fourth Annual Progress Report....	House: Appropriations	Aug. 18, 1952	B-84290
	House: Expenditures in the Executive Departments.	do	B-84260
	Senate: Appropriations	do	B-84290
	Senate: Government Operations.	do	B-84290
Payroll systems study.....	6 committees and numerous individual Members of Congress.	Dec. 9, 1952	B-84290
	Dec. 10, 1952	B-84290	
Agriculture Commodity Credit Corporation Austrian winter peas sale	Representative Hoffmann.....	Apr. 28, 1953	B-114701
	House Agriculture	June 5, 1953	B-115616
	do	June 16, 1953	B-115616
	Representative Taber	July 16, 1952	I-17472
	House Appropriations.....	July 21, 1952	I-17048
	Senate Agriculture and Forestry.	do	I-17048
	Senator Aiken	Nov. 21, 1952	B-58331
	Senator Williams	do	B-58331
	Senate Agriculture and Forestry.	Jan. 29, 1953	B-58331
	do	Feb. 25, 1953	B-58331

FY 1954, Division of Audits Reports Issued to Agency
Officials

FY 1955-1956, Audit Reports Issued to Agency Officials

Reports are listed by the organization or activity involved in the report, then by the report title with references to the date and report number. See example taken from the fiscal year 1956 report on the following page:

AUDIT REPORTS ISSUED TO AGENCY OFFICIALS IN FISCAL YEAR 1956

Organization or activity	Date of report	Reference No.
Department of the Army		
Review of fixed-price subcontract operations under Contract No. DA 40-058 FNG 966, Hiwassee Constructors, Chattanooga, Tenn.	July 1, 1955	B-118659
Review of activities of the Signal Supply Control Agency, Signal Division, U. S. Army, Europe.	July 18, 1955	
Army Printing Service, St. Louis, Mo.	Aug. 9, 1955	B-118668
Contract examination, Engineer Procurement Center, Frankfurt, Germany, Europe	Aug. 25, 1955	B-125317
Procurement of 3.5-inch rockets, Ordnance Procurement Center, Sandhofen, Germany, Europe	Sept. 27, 1955	B-114895
Survey report, Adjustment Branch, Reconciliation Division, Allotment Operations, Finance Center, U. S. Army.	Oct. 14, 1955	
Review of U. S. Army program for disposal of excess personal property in France	Nov. 29, 1955	B-114897
Review of supply operations, Fontenot Ordnance Depot, Fontenot, France, Europe.	Feb. 2, 1956	B-114869
Review of supply operations, Toul Engineer Depot, Toul, France, Europe.do.....	B-114869
Summary of audit findings, Army Audit Branch	Feb. 23, 1956	B-118633
Review of Contract DA-33 019-ORD-1719 with the Murray Ohio Manufacturing Company.	June 28, 1956	B-118690
Two reports pertaining to confidential activities		
Department of the Navy:		
Military Sea Transportation Service		
Pacific Area Command - Memorandum on procedural matters	July 28, 1955	B-118667
Gulf Subarea Command	Aug. 9, 1955	B-118667
North Pacific Command	Dec. 13, 1955	B-118667
Review of cargo loss and damage claims processed by headquarters	July 8, 1955	B-114840
Stores Audit Division, Navy Regional Accounts Office, Cleveland, Ohio	Aug. 8, 1955	
Review of operations at the Naval Ammunition Depot, Shumaker, Ark.	Oct. 11, 1955	B-118671
Survey of audit activities of the Spanish base construction program, Europe	Oct. 18, 1955	B-125784
Survey of Accounting and Examination Branch, Central Accounts Division, Navy Finance Center, Cleveland, Ohio.	Feb. 13, 1956	
Summary of audit findings, Navy Audit Branch	Feb. 23, 1956	B-118656
Naval Research Laboratory, Office of Naval Research, Washington, D. C.	May 29, 1956	B-118687
Department of the Air Force:		
Survey of operations and internal procedures relating to receipt and disbursement of public funds, Receipt and Disbursement Branch, Central Disbursing Division, Air Force Center	July 25, 1955	
Review of Contract No. AF-08(606) 103 with Paydist Navigation Corporation, Hampton, Va.	July 26, 1955	B-118666
Survey of operations and internal procedures relating to Receipt and Disbursement Branch, Central Disbursing Division, Air Force Finance Center.	Jan. 13, 1956	
Summary of audit findings, Air Force Audit Branch	Mar. 16, 1956	B-118643
Supply operations at the Chateauroux Air Depot	Mar. 30, 1956	B-106190
Evaluation of organization and selected activities, Comptroller, Part I, Organization	May 2, 1956	B-61938
Supply operations at Bordeaux Air Depot	Mar. 7, 1956	
Department of Defense		
Duplication of accounting for Government property at the American Bosch Arma Corp., Arma Division, Garden City, N. Y.	July 12, 1955	B-118633
Review of the Administrator of Government-owned property in possession of Columbia University, New York, N. Y.	Feb. 29, 1956	B-118684
Excessive payments under various contracts between the Department of the Army, the Navy, and the Air Force and Western Electric Co., Inc., North Carolina	Mar. 21, 1956	B-118685
Certain operations under various Government contracts with California Institute of Technology.	May 15, 1956	B-118689
Department of the Interior:		
Alaska Railroad:		
Review of accounting and financial procedures of the Alaska Railroad:		
1953-1954	July 5, 1955	B-118664
1955	Feb. 9, 1956	B-118664
Bureau of Indian Affairs:		
Aberdeen Area Office	June 25, 1956	B-118601
Anchorage Area Office	Feb. 27, 1956	B-118601
Billings Area Office	Mar. 21, 1956	B-118601
Gallup Area Office	July 7, 1955	B-118601
Minneapolis Area Office	Apr. 24, 1956	B-118601
Muskogee Area Office	Mar. 21, 1956	B-118601
Phoenix Area Office	do	B-118601
Portland Area Office:		
1954	July 6, 1955	B-118601
1955	Mar. 12, 1956	B-118601
Bureau of Land Management:		
Review of grazing operations, District Grazing Offices	Feb. 7, 1956	B-118602
Bureau of Reclamation:		
Assistant Commissioner and Chief Engineer's Office	July 15, 1955	B-118605
Region II	Aug. 12, 1955	B-118605
Region III	Apr. 17, 1956	B-118605
Region IV	July 22, 1955	B-118605
Region V	Aug. 22, 1955	B-118605
Region VI	Aug. 24, 1955	B-118605
Region VII	Aug. 31, 1955	B-118605

See footnote at end of table.

FY 1957-1961, Audit Reports Issued by the General Accounting Office

These lists are first divided by reports involving 1) civil departments and agencies, 2) military departments, and 3) other reports. They are further divided by the addressee of the report. References to report numbers and the issue date are included. See examples taken from the fiscal year 1961 report on the following pages:

**AUDIT REPORTS ISSUED BY THE GENERAL ACCOUNTING OFFICE
DURING THE FISCAL YEAR 1961**

CIVIL DEPARTMENTS AND AGENCIES

[494 Reports]

Reports Issued to Congress, Committees, Members of Congress, or Officers of the Congress

	<i>Reference</i>	<i>Date issued</i>
Department of Agriculture:		
Commodity Credit Corporation:		
Audit (1959).....	114824	1-19-61
Audit (1960).....	114824	5-31-61
Sale of peanuts to Planters Nut and Chocolate Company.....	143524	7-29-60
Shipments of Government-owned nonfat dry milk from Duluth, Minnesota, to other ports for export.....	144914	4-28-61
Farmers Home Administration (1958 and 1959).....	114873	10- 4-60
Federal Crop Insurance Corporation (1960).....	114834	1-27-61
Soil Conservation Service:		
Operating practices of soil conservation districts.....	114833	2- 9-61
Estimated installation costs of selected watershed projects.....	144269	5-17-61
Department of the Army, Corps of Engineers (Civil Functions) and Department of the Interior, Southwestern Power Administration: Southwestern Power System and related activities (1958-1959).....		
	125031	10-21-60
Department of the Army, Corps of Engineers (Civil Functions) and Department of the Interior, Bureau of Reclamation and Bonneville Power Administration: Columbia River Power System and related activities (1960).....		
	114858	12-13-60
Department of Commerce:		
Bureau of Public Roads:		
Federal-Aid Highway Program:		
State of Arkansas.....	118653	7-29-60
States of Montana and Oregon.....	118653	10- 4-60
States of New Mexico and Wyoming.....	118653	5-17-61
Research activities of the Federal-Aid Highway Program.....	125052	4-14-61
Coast and Geodetic Survey.....	133188	5-10-61
Inland Waterways Corporation (1960).....	114848	1-16-61
Maritime Administration:		
Certain contracts by Federal Maritime Board for construction-differential subsidy and related ship construction.....	118779	2-10-61
Analysis of the record of the hearings before the Subcommittee on Merchant Marine on H. R. 8093 and similar bills to eliminate the 6 percent differential applicable to certain Pacific coast shipbuilders, as provided in section 502(d) of the Merchant Marine Act, 1936.....	124074	2-31-61
Department of Health, Education, and Welfare:		
Social Security Administration, Bureau of Old-Age and Survivors Insurance:		
Accounting for earnings of covered workers under old-age, survivors, and disability insurance program.....	114836	4-28-61
Accounting for office furniture and equipment.....	114836	5-31-61
Office of Education: Regulations, policies, and practices relating to Federal grants for school construction.....		
	114836	6-12-61
Public Health Service:		
Procurement of 5-Fluorodeoxyuridine, an experimental cancer drug by NIH.....	133294	2- 4-60
Property management and accounting, NIH.....	114836	5-17-61
Certain activities, Indian Health Area Office, Aberdeen, S. Dak.....	145074	6-29-61

"Reference" is to B-Number unless otherwise stated.

CIVIL DEPARTMENTS AND AGENCIES—Continued

Reports Issued to Heads of Departments or Agencies

Department of Agriculture:		
Agricultural Marketing Service: Activities at cotton classing offices.....	118712	2-28-61
Agricultural Research Service:		
Regional Business Offices:		
Eastern, Wyndmore, Pa.....	133192	2-13-61
Southern, New Orleans, La.....	133192	7-27-60
Utilization Research and Development Divisions:		
Eastern, Wyndmore, Pa.....	133192	6-15-61
Southern, New Orleans, La.....	133192	8-22-60
Western, Albany, Calif.....	133192	8-19-60
Agricultural Stabilization and Conservation Service:		
Certain activities of Stabilization Conservation State office and selected county offices:		
Alabama.....	118662	8-10-60
Colorado.....	118662	10-31-60
Connecticut.....	118662	7-25-60
Idaho.....	118662	7-13-60
Louisiana.....	118662	1-16-61
Missouri.....	118662	9-29-60
New Mexico.....	118662	7-28-60
Commodity offices:		
Dallas.....	118662	11-29-60
Evanston.....	118662	1-31-61
Minneapolis.....	118662	1-31-61
Improper leave practices for employees in travel status.....	144830	6-30-61
Federal Crop Insurance Corporation: Certain weaknesses in the administration of the insurance program, Chicago branch office.....	114834	4-27-61
Forest Service:		
Review of selected activities:		
Region 4.....	125053	7-29-60
Region 5.....	125053	2-16-61
Review of State and private forestry cooperation activities, region 9.....	125053	1-31-61
Soil Conservation Service: Great Plains conservation program.....	118719	12-19-60
Department of the Army—Corps of Engineers:		
Beach erosion projects constructed through the cooperative efforts of the Corps of Engineers (Civil Functions) and State municipal governments.....	118634	11-18-60
Selected administrative and revolving fund operations and related financial practices.....	118634	6-27-61
Department of Health, Education, and Welfare:		
Office of Secretary: Surplus Property Program in Region III, Charlottesville, Va..	133265	10-25-60
Social Security Administration:		
Bureau of Old-Age and Survivors Insurance:		
Selected procedures for accounting for appropriations.....	114836	3-10-61
Selected procedures for the payment of old-age, survivors, and disability insurance benefits.....	114836	3-31-61
Bureau of Public Assistance: Administration of grants to States for public assistance programs.....	114836	1-27-61
Children's Bureau: Maternal and child welfare grant programs.....	114836	11-21-60
Public Health Service:		
Public Health Service hospitals:		
Fort Worth, Tex.....	133038	8-26-60
Lexington, Ky.....	133038	12-13-60

Reports Issued to Other Departmental or Agency Officials

	<i>Date issued</i>
Department of Agriculture:	
Forest Service: Review of State and private forestry cooperation activities, region 6.....	10-26-60
Soil Conservation Service: Payrolls and related records, New Jersey State Office.....	6-12-61
Department of the Army—Corps of Engineers (civil functions):	
Selected administrative operations and related financial practices at district offices:	
Charleston.....	7-26-60
Galveston.....	9-14-60
Louisville.....	9-16-60
Nashville.....	9-19-60
Rock Island.....	8-11-60
Washington.....	9-20-60
Selected administrative operations and related financial practices: review of utilization of revolving fund plant, equipment, and repair shops at district offices:	
Detroit.....	2 24-61
Memphis.....	10-12-60
New Orleans.....	9-20-60
Omaha.....	11-17-60
San Francisco.....	2- 3-61
Selected aspects of accounting for power generating projects and selected administrative operations and related financial practices: North Pacific Division.....	3- 6-61
Selected administrative operations and related financial practices: review of revolving fund warehousing activities and general administrative services: St. Louis District Office.....	6-10-61
United States Study Commission, Southeast River basins: U.S. Study Commission on the Savannah, Altamaha, Saint Marys, Apalachicola-Chattahoochee, and Perdido-Escambia River basins, and intervening areas.....	7- 1-60
Department of Commerce:	
Administrative Office: Civilian payrolls.....	6-13-61
Bureau of the Census:	
Payrolls for permanent civilian employees at regional offices:	
Denver.....	2- 7-61
Kansas City.....	5-22-61
New Orleans.....	1-10-61
New York.....	2-20-61
Philadelphia.....	12- 8-60

MILITARY DEPARTMENTS

(399 Reports)

Reports Issued to Congress, Committees, Members of Congress, or Officers of the Congress

<i>Department of Defense</i>	<i>Reference</i>	<i>Date issued</i>
Air-travel policies of selected defense contractors.....	133371	6- 7-61
Annual report on significant findings.....	106190	2-15-61
Capehart housing program.....	133102	7-29-61
Fraudulent transactions relating to accounts of disbursing officers.....	133032	4-12-61
Identical bidding by suppliers.....	145661	5-11-61
Management of idle production equipment.....	133372	6-30-61
Military assistance program operations in:		
Korea.....	125099	1-31-61
Philippines.....	133359	4-12-61
Spain.....	125086	6-27-61
Taiwan.....	125087	5-22-61
Negotiation practices and procedures.....	39995	7-15-60
Procurement of aerial cameras.....	142440	12- 6-60
Procurement of aerial cameras.....	142440	3- 8-61
Programing and financing of selected facilities constructed at Army, Navy, and Air Force installations.....	133316	1-24-61
Single manager plan of unified purchasing for the Armed Forces.....	140389	8-10-60
Summary of overcharges by defense contractors.....	146163	6-22-61
United States Civil Administration of the Ryukyu Islands.....	133245	11-30-60
Volume of defense contracts awarded certain electrical companies.....	145299	3-21-61
Contract audit: American Institute for Research, Pittsburgh, Pa.....	125098	7-18-60
<i>Department of the Army</i>		
Acquisition of a facility at Point Lookout, Md.....	143488	10-19-60
Administration of the dependents' medical care program.....	133142	5-31-61
Airitem supply operations, Army Transportation Materiel Command, St. Louis, Mo.....	125073	8-31-60
Automatic data processing system, Army Transportation Materiel Command, St. Louis, Mo.....	125073	9- 7-60
Maintenance and construction projects at Army Chemical Center, Edgewood, Md.....	133358	3-17-61
Phase-down of the Marion Engineer Depot, Marion, Ohio.....	144099	9-28-60
Planned procurement and concurrent disposal of compressed gas cylinders.....	133376	6-30-61
Procurement of 105 mm. guns.....	133312	8-11-60
Procurement of eggs by Army Biological Warfare Laboratories, Fort Detrick, Frederick, Md.....	143385	3-23-61
Relocation of certain Army units to vacant buildings at Alabama Ordnance Works, Birmingham, Ala.....	143054	7-13-60
Supply activities of the United States Army Japan Depot-Complex, Sagami, Japan.....	133349	2- 9-61
Supply activities of the United States Army Signal Depot, Ascom City, Korea.....	132990	5-31-61
Contract audits:		
Butler Manufacturing Co., Kansas City, Mo.....	133035	5-31-61
Chrysler Corp., Detroit, Mich.....	133295	3-24-61
Electro-Security Corp., Webster, Mass., and Singer Manufacturing Co., Bridgeport, Conn.....	145087	5-25-61
Fruehauf Trailer Co., Detroit, Mich.....	133346	1-10-61
Martin Co., Orlando, Fla.....	143869	2-24-61
Motorola, Inc., Western Electronics Division, Phoenix, Ariz., subcontracts issued by Gillilan Bros., Inc., Los Angeles, Calif.....	125027	6-20-61
Parsons Co., Ralph M., Los Angeles, Calif.....	125083	7-21-60
RCA Service Co., Camden, N.J.....	144277	3-30-61
<i>Department of the Navy</i>		
Certification of certain expenditure documents.....	143372	7- 7-60
Cost estimates for construction of an aircraft carrier.....	143822	12- 2-60
Manpower utilization in selected areas of the Public Works Department, Fleet Activities, Yokosuka, Japan.....	133370	4-28-61
Prices and characteristics of certain cord assemblies.....	125070	3-21-61
Procurement of radar indicators.....	143920	1-31-61
Progress payments made on selected ship construction contracts.....	133342	6-29-61
Supply management activities of the Marine Corps.....	133324	8-11-60
Supply management of selected electronic equipment programs.....	133313	1-31-61
Supply management activities, Marine Corps Air Facility, Iwakuni, Japan.....	133324	3-17-61
Violations of sections 3678 and 3679, Revised Statutes.....	133347	1-27-61
Contract audits:		
Admiral Corp., Chicago, Ill.....	133344	12- 5-60
Brown-Raymond-Walsh, Madrid, Spain.....	118763	12-30-60
Phileo Corp., Philadelphia, Pa.....	132995	10-10-60
United Aircraft Corp., East Hartford, Conn.....	133300	6-21-61

"Reference" is to B-Number unless otherwise stated.

Reports Issued to Officials in Headquarters of Departments or Agencies

	<i>Reference</i>	<i>Date issued</i>
<i>Department of Defense</i>		
Contracts for supplies destined for overseas awarded on an f.o.b. destination basis by the Army and Navy.....	133379	6-30-61
Military assistance program operations in Norway.....	133356	2- 9-61
Contract audit:		
Greer Hydraulics, Inc., Los Angeles, Calif., subcontract issued by Lockheed Aircraft Corp., Burbank, Calif.....	125082	9-25-60
<i>Department of the Army</i>		
Active duty pay of Army reserve officers.....	149649	5- 1-61
Dependents' medical care program, State of Oregon.....	133142	8- 8-60
Selected operations of Northern and Southern Area Commands, U.S. Army, Europe..	133345	11-21-60
Contract audits:		
Thompson Ramo Wooldridge, Inc., Cleveland, Ohio.....	133360	3-20-61
Chrysler Corp., Highland Park, Mich.....	133304	10-31-60
<i>Department of the Navy</i>		
Military pay records of separated members of the Marine Corps.....	-----	11-30-60
Contract audits:		
E. W. Bliss Co., Canton, Ohio.....	-----	1-18-61
General Dynamics Corp., Convair Division, Pomona, Calif.....	-----	6-27-61
Motorola, Inc., Western Military Electronics Center, Phoenix, Ariz.....	-----	4-27-61
Westinghouse Electric Co., Kansas City, Mo.....	146035	6-20-61
<i>Department of the Air Force</i>		
Management of aeronautical spare parts, Mobile Air Materiel Area, Mobile, Ala.....	133019	4- 7-61
Requirements controls and related procurement actions, Rome Air Materiel Area, Rome, N.Y.....	-----	7-26-60
Contract audits:		
Ralph M. Parsons Co., Los Angeles, Calif, subcontract issued by Marquardt Aircraft Co., Van Nuys, Calif.....	-----	8-18-60
United Aircraft Corp., Sikorsky Aircraft Division, Stratford, Conn.....	-----	8-26-60

Reports Issued to Other Departmental or Agency Officials

		<i>Date issued</i>
<i>Department of the Army</i>		
Reviews of selected activities:		
Aberdeen Proving Ground, Aberdeen, Md.....		9-21-60
Alaska Communication System, Seattle, Wash.....		11- 1-60
Army Chemical Center, Edgewood, Md.....		8-23-60
Army Chemical Center, Edgewood, Md.....		9-30-60
Army Transportation Terminal Command, Brooklyn, N.Y.....		6-14-61
Atlanta General Depot, Forest Park, Ga.....		1- 3-61
Atlanta General Depot, Forest Park, Ga.....		5- 4-61
Camp Hanford, Wash.....		2-27-61
Corps of Engineers, Army Engineer Division, Mediterranean, Europe.....		8-26-60
Dugway Proving Ground, Dugway, Utah.....		6-13-61
Fort Lewis, Wash.....		2-20-61
Fort Ord, Calif.....		4-25-61
Fort Sam Houston, Tex.....		6- 2-61
Fort Sill, Okla.....		10-31-60
Military Traffic Management Agency, Washington, D.C.....		10- 6-60

OTHER REPORTS

(4 Reports)

Reports Issued to Congress or to Congressional Committees

	<i>Reference</i>	<i>Date issued</i>
Compilation of General Accounting Office findings and recommendations for improving Government operations (printed as H. Doc. No. 212, 87th Cong., 1st sess.).....	138162	3-27-61
Review of automatic data processing developments in the Federal Government.....	115369	12-30-60
Practices of Government agencies and departments in the hiring of individuals as experts and consultants and organizations and firms for management advisory services..	143330	1-10-61
Interim report on policies of Federal agencies regarding leasing vs. purchasing automatic data processing equipment.....	115386	8-26-60

"Reference" is to B-Number unless otherwise stated.

FY 1962-1972, Audit Reports Issued During Fiscal Year

These lists are first divided by reports involving 1) civil departments, 2) independent agencies, 3) the legislative branch, 4) military departments, 5) international activities, 6) Government-wide reports, and 7) organizations outside the Federal Government. They are further divided by the agency or organization involved. References include report numbers, addressee, and the date the report was issued. See example taken from the fiscal year 1972 report on the following pages:

AUDIT REPORTS ISSUED DURING THE FISCAL YEAR 1972

	Reference	Addressee and date issued	
		Congress	Agency officials
CIVIL DEPARTMENTS AND AGENCIES			
Department of Agriculture:			
Department-wide:			
Need for improved controls in the automated central payroll system	146951		11-29-71
Agricultural Marketing Service:			
Prices paid to producers under Federal milk marketing orders			5- 8-72
Agricultural Research Service:			
Real property management operations			5-22-72
Agricultural Stabilization and Conservation Service and Commodity Credit Corporation:			
Audit of Commodity Credit Corporation for fiscal year 1971	114824	1-14-72	
Greater conservation benefits could be attained under the Rural Environmental Assistance Program	114833	2-16-72	
Payment limitation under the 1971 cotton, wheat, and feed grain programs had limited effect on reducing expenditures	142011	4-12-72	
Potential benefit from considering discounts for prompt payment			4-27-72
Review of accounts and financial reports at the Minneapolis Commodity Office, fiscal year 1971			5- 2-72
Consumer and Marketing Service:			
Enforcement of Federal sanitation standards at poultry plants continues to be weak	163450	11-16-71	
Better inspection and improved methods of administration needed for foreign meat imports	163450	2-18-72	
Farmers Home Administration			
Legislation recommended to reduce losses of two insured loan funds	114873	7-20-71	
Recreational projects financed by FHA provide benefits to a limited number of rural residents	114873	8-23-71	
Review of certain aspects of a sewer project in Adena, Ohio (request of Congressman Wayne L. Hays)	173465		2-22-72
Information regarding a water project loan in Okmulgee County, Okla. (request of Senator William Proxmire)	114873		6-19-72
Selected activities of the rural housing loan program in Arkansas, California, Georgia, Indiana, and Oklahoma (request of Chairman, Rural Development Subcommittee, Senate Committee on Agriculture and Forestry)	114873		6-22-72
Review of certain aspects of the farm ownership and operating loan program			3-16-72
Subsidized interest rates on rural housing loans			4-28-72
Federal Crop Insurance Corporation:			
Audit for fiscal year 1971	114834	1-14-72	
Food and Nutrition Service:			
Two ways the Food and Nutrition Service could reduce costs of donating commodities	133059	2- 4-72	
Review of data gathered and reported for the Federal Outlays Report (request of Congressman Alvin E. O'Konski)	175150		6-27-72
Administration and effectiveness of the Food Stamp Program			5-16-72

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488-068 O-72-12

	Reference	Addresses and date issued	
		Congress	Agency offices
INDEPENDENT AGENCIES			
Advisory Commission on Intergovernmental Relations:			
Fund control regulations			5- 8-72
Atomic Energy Commission:			
Potential for improved effectiveness of scientific and technical information dissemination activities	165117	7-15-71	
Costs, schedule, and design aspects of selected construction projects	164105	8-17-71	
Improved production cost data for individual nuclear weapon systems to be provided to the Congress	165546	2-29-72	
Public information activities relating to underground nuclear tests at Amchitka Island, Alaska (request of Senator Mike Gravel)	164105		9-10-71
Improvements needed in Department of Defense controls over nuclear bomb components supplied by the Atomic Energy Commission (addressed to Chairman and Vice Chairmen of Senate and House Committees on Armed Services) (confidential)	165546		12- 3-71
Management improvements needed in the review and evaluation of applications to construct and operate nuclear powerplants (request of Chairman, Joint Committee on Atomic Energy)	127945		1-31-72
Policies and procedures relating to the disposition of patent rights (request of Chairman, Joint Committee on Atomic Energy)	159687		3-15-72
Need for increased management attention to certain laboratory operating practices in the nuclear weapons testing program	165546		9-17-71
Review of quality assurance programs			10-26-71
Selected aspects of management of the chemistry research program	165117		2-14-72
Need for Atomic Energy Commission and Department of Defense to jointly determine handling-equipment requirements for nuclear bombs (secret)	165546		3-30-72
Accounting principles, theories, and methods used in developing financial statements for the uranium enrichment activity	159687		3-31-72
Proposed computerized travel voucher forms			5- 2-72
Civil Aeronautics Board:			
Analysis of the proposed survey by the Civil Aeronautics Board of claims against air carriers for cargo lost or damaged (request of Chairman, Senate Select Committee on Small Business)	142142		12-20-71
Settlement of accounts of accountable officers			2- 2-72

	Reference	Addressee and date issued		
		Congress	Committees or Members of Congress	Agency officials
LEGISLATIVE BRANCH				
Architect of the Capitol:				
Senate Restaurants (June 28, 1970, to June 26, 1971)	114871			1-18-72
Capitol Guide Force:				
Audit of financial statements, January 1, 1970, through January 2, 1971, and liquidation of assets and liabilities, January 3 through March 4, 1971	133224			7- 2-71
Government Printing Office:				
Examination of financial statements for fiscal year 1971	114829	5-10-72		
House of Representatives:				
Majority Printing Clerk, fiscal year 1971	164163	6- 6-72		
Minority Printing Clerk, fiscal year 1971	164163	6- 6-72		
Recording Studio revolving fund (1971)	114842			10-13-71
Sergeant at Arms (1971)	114854			10-27-71
Stationery revolving fund (1971)	114862			11-17-71
House Restaurant (June 28, 1970, to June 26, 1971)	114891			12-15-71
Finance Office (1971)	114864			5- 4-72
Beauty Shop (1971)	162878			5-12-72
Office equipment service	114865			6-23-72
Senate:				
Beauty Shop (1970)	133046			9-15-71
Recording Studio revolving fund (1971)	125079			11-15-71
Senate and House of Representatives:				
Budgetary and fiscal information needs of the Congress	115398	2-17-72		

	Reference	Address and date issued		
		Congress	Committees or Members of Congress	Agency officials
MILITARY DEPARTMENTS				
Department of Defense:				
Better cost accounting needed for operation and maintenance of military family housing	159797	7-	2-71	
Transfer of inventory accounting stock funds to industrial funds at the installation level	159797	7-10-	71	
Second review of phasedown of U S military activities in Vietnam	171579	8-	9-71	
Audit of payments from special fund to Lockheed Aircraft Corporation for C-5A aircraft program:				
Period ended 6-30-71	162578	8-	9-71	
Quarter ended 9-30-71	162578	11-	17-71	
Quarter ended 12-31-71	162578	2-	18-72	
Quarter ended 3-31-72	162578	5-	30-72	
Pricing of noncompetitive contracts subject to the requirements of the Truth-in-Negotiations Act—a summary of reports issued in fiscal year 1971	39995	10-	14-71	
Improvements needed in establishing requirements for, and uses of, medical professional personnel in the military services	169556	12-	16-71	
Costly replacement of faulty potting compounds—a protective material—in major weapon systems	163058	1-	5-72	
Problems associated with converting defense research facilities to meet different needs—the case of Fort Detrick	160140	2-	16-72	
Better controls needed in reviewing selection of in-house or contract performance of support activities	158685	3-	17-72	
Extensive use of military personnel in civilian-type positions	146890	3-	20-72	
Improved use of cargo space on ammunition ships by better planning	133025	3-	21-72	
Opportunities to consolidate support functions in the Pacific to reduce military costs	160683	5-	11-72	
Observations on financial inventory accounting—what it is and what it could be	146828	5-	17-72	
Opportunities to increase effectiveness of long-term, full-time training programs for civilian employees	70896	6-	30-72	
Operations of the National Civil Defense Computer Facility (request of Senator Marlow W. Cook)	163774		7- 2-71	
Institute for Defense Analyses (request of Congressman H. R. Gross)	135058		7- 8-71	
Comparison of military research and development expenditures of the United States and the Soviet Union (request of Chairman, Subcommittee on Research and Development, Senate Committee on Armed Services)	172553		7-23-71	
News releases to news-dispensing media (request of Congressman Charles H. Griffin)	156248		7-23-71	
Publications at military bases by civilian contractors (request of Senator William Proxmire)	170924		7-26-71	
Military procurement program and defense spending (request of Congressman Frank Horton)	169300		7-28-71	
Relationship of the General Accounting Office to the defense contracting process (request of Senator Margaret Chase Smith)	169434		8- 3-71	
Influence of public affairs organizations on information and advertising programs	161939		8-10-71	
Test results inconclusive for determining economies of using Great Lakes instead of tidal ports for shipping military cargo (request of Senators Walter F. Mondale, William Proxmire, William B. Spong, Jr., Jacob K. Javits, and Congressmen Dominick V. Daniels and G. William Whitehurst)	165421		9- 7-71	
Procurement of luggage for the Army and Air Force Exchange Service (request of Congresswoman Margaret M. Heckler)	173215		10- 5-71	
Estimated acquisition costs of major weapon systems (request of Chairman, Subcommittee on Priorities and Economy in Government, Joint Economic Committee)	163058		10-14-71	
Do	163058		11- 3-71	

Reference	Addressee and date issued	
	Congress	Committees or Members of Congress Agency officials

INTERNATIONAL ACTIVITIES

Action:

Need for the Peace Corps to improve its controls over unused transportation tickets and travel advances	150996	12-8-71
Improvements needed in the management of Peace Corps training activities	161724	6-15-72

Agency for International Development:

U.S. assistance to Morocco (secret)	171888	8-13-71
U.S. participation in the foreign assistance programs for Indonesia (secret)	172450	9-7-71
U.S. programs in Afghanistan (secret)	174120	11-25-71
U.S. technical assistance to support Indian agricultural development	161854	6-22-72
Information relating to amounts appropriated, authorized, or obligated for selected international programs (request of Chairman, Subcommittee on Foreign Operations, Senate Committee on Appropriations)	173240	7-2-71
U.S. disaster relief to Pakistan following the November 1970 cyclone in East Pakistan (request of Senator Edward M. Kennedy)	173651	2-23-72
Civilian health and war-related casualty program in Vietnam—1 year later (request of Chairman, Subcommittee to Investigate Problems Connected with Refugees and Escapees, Senate Committee on the Judiciary)	133001	2-29-72
Followup review of civilian health and war-related casualty program in Laos (request of Chairman, Subcommittee to Investigate Problems Connected with Refugees and Escapees, Senate Committee on the Judiciary) (secret)	133001	3-13-72
Followup review on assistance to war victims in Vietnam (request of Chairman, Subcommittee to Investigate Problems Connected with Refugees and Escapees, Senate Committee on the Judiciary)	133001	1-27-72
Followup review of the refugee relief program in Laos (request of Chairman, Subcommittee to Investigate Problems Connected with Refugees and Escapees, Senate Committee on the Judiciary) (secret)	133001	3-29-72

GOVERNMENT-WIDE AND MULTIAGENCY ACTIVITIES

Comments on the first annual report of the Office of Management and Budget and the Department of the Treasury regarding implementation of sections 201 and 202 of the Legislative Reorganization Act of 1970	115398	9-30-71
Fees allowed nonsponsored not-for-profit organizations by various Government agencies	146810	11-26-71
Status, progress, and problems in Federal agency accounting during 1970 and 1971	115398	5-19-72
Survey of the application of the Government's policy on self-insurance	168106	6-14-72
Instances of alleged waste (request of Senator Henry M. Jackson)	171594	7-6-71
Carrier's billings supported by certificates in lieu of lost bills of lading which GAO had determined to be barred for payment by statute of limitations (request of Senator Hugh Scott)	172370	7-30-71
Restrictions on the use of travel agencies for the procurement of transportation for Government personnel (request of Congressman Nick Begich)	103315	9-3-71
Each Government agency is responsible for establishing minimum overcharges per bill of lading (request of Congressman Earle Cabell)	174034	9-21-71

	Reference	Addressee and date issued	
		Congress	Committees or Members of Congress Agency or Head
ORGANIZATIONS OUTSIDE THE FEDERAL GOVERNMENT			
Gorgas Memorial Institute of Tropical and Preventive Medicine, Inc.:			
Examination of financial statements for fiscal year 1971	114867		1- 7-72
Government Services, Inc.:			
Audit of financial statements for year ended Dec. 31, 1971	114820		3-24-72
Audit of financial statements of the Employee Retirement and Benefit Trust Fund and the Supplemental Pension Plan for year ended Dec. 31, 1971	114820		3-24-72
Informatics, Inc.:			
Comments on matters contained in GAO's report to the Congress on "Acquisition and Use of Software Products for Automatic Data Processing Systems in the Federal Government" (request of the President of Informatics, Inc., and Congressman Glenn M. Anderson)	115369		11-16-71
Examination of financial statements of Disabled American Veterans—National Headquarters and Service Foundation for year ended Dec. 31, 1970, and Life Membership Fund for year ended June 30, 1971	55712	1-21-72	

The fiscal year 1966 Annual Report also contained a section entitled Digests of General Accounting Office Reports to the Congress. A sample from this digest is included below:

DIGESTS OF GENERAL ACCOUNTING OFFICE REPORTS TO THE CONGRESS DURING FISCAL YEAR 1966

Most of our audit work in the departments and agencies of the Federal Government is performed in furtherance of our policy of directing our available manpower resources to those areas which, in our opinion, will be most productive of significant findings and recommendations for improving Government operations and achieving greater efficiency and economy.

Accordingly, it must be understood that our reports are not intended as overall evaluations of agency performance with respect to the programs or activities with which the reports are concerned. While we are exerting constant effort to present our findings and recommendations in proper perspective, the conclusions stated in the reports should not be taken as extending to broader areas than indicated in the reports.

In the light of these qualifications, a digest of General Accounting Office reports to the Congress during fiscal year 1966 is presented below.

CIVIL DEPARTMENTS AND AGENCIES

DEPARTMENT OF AGRICULTURE

DEPARTMENTWIDE

Review of safety conditions in certain storage areas, primarily in the South Building of the Department of Agriculture, Washington, D.C., B-158427, Apr. 12, 1966

We observed certain fire hazards and unsafe conditions, primarily in printed matter storage areas in the South Building of the Department of Agriculture, Washington, D.C., resulting from (1) unsound housekeeping and warehousing practices, (2) inadequate maintenance of fire extinguishers and electrical equipment, and (3) absence of fire walls and fire doors between printed matter storage areas and an adjacent garage facility. Generally similar conditions were noted in three other governmental agency buildings in Washington, D.C. The Department and the General Services Administration advised us that they had taken corrective action substantially responsive to our proposals.

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE AND COMMODITY CREDIT CORPORATION

Additional costs incurred for farm storage of grain, Commodity Credit Corporation, B-114824, Aug. 23, 1965

Contrary to established policy, grain storage rates to be paid on farm stored grain for the 1964-65 storage year under the resale loan program were established prior to the announcement of the revised Uniform Grain Storage Agreement rates payable to commercial warehousemen, and exceeded the Agreement rates. We estimated that as a result of this action the Corporation would incur additional costs of about \$4.7 million or \$5.6 million. We proposed that, as long as the policy of the Corporation's Board of Directors was to establish storage rates for the resale program in line with the Agreement rates, the Board establish annual storage rates for the resale program only after the related Agreement rates had been established.

We proposed also that, before approving such rates, the Board give consideration to whether proposed changes in policies or deviations from policies will unnecessarily increase program costs. On May 12, 1965, the Department announced new storage rates for grain stored in warehouses operating under the Agreement and stated that the new rates applied also to grain in farm storage under resale price-support loans. We estimated that the reduced rates would result in savings of approximately \$9.2 million during the 1965-66 storage year.

FY 1973-1974, Audit Reports Issued During Fiscal Year

These lists are first divided by reports involving 1) the Executive Office of the President, 2) civil departments, 3) military departments, 4) independent agencies, 5) international activities, 6) Government-wide and multi-agency activities, and 7) other organizations. References include B-Numbers, addressee, and the date the report was issued. See example taken from the fiscal year 1974 report:

	Reference	Addressee and date issued			Agency officials
		Congress	Committees	Members	
EXECUTIVE OFFICE OF THE PRESIDENT					
Protection of the President at Key Biscayne and San Clemente (with information on protection of past Presidents)	155950	12-18-73			
Request for information on White House attorneys working on Watergate and related matters (request of Congressman Edward R. Roybal)	133209			5-13-74	
Office of Economic Opportunity:					
Economic development programs in Bedford-Stuyvesant, Brooklyn, New York, under the Special Impact Program	130515	8-20-73			
Better use should be made of physicians and dentists in health centers	164031(2)	4-9-74			
Review of the Office of Economic Opportunity's use of experts and consultants (request of Senator James Abourezk, Congressmen Herman Badillo and Robert Steele, and Congresswoman Patricia Schroeder)	130515			9-6-73	
Review of certain aspects of an Office of Economic Opportunity contract with CPI Associates, Inc., Dallas, Texas (request of Congressman Henry B. Gonzalez)	130515			10-5-73	
Review of certain aspects of an Office of Economic Opportunity contract with Project MAP, Inc. (request of Congressman Joel T. Broyhill)	179409			10-31-73	
Review of manpower services provided by four community action agencies located in the States of California, Massachusetts, Mississippi, and Texas					7-12-73
Survey of the Mountain Comprehensive Health Corporation at Hazard, Kentucky					7-23-73
Financial and program controls of selected community action agencies	130515				8-23-73
Review of selected activities of the Opportunity Funding Corporation, a grantee of the Office of Economic Opportunity					11-9-73
Office of Management and Budget:					
Letter report to Director, Office of Management and Budget, on the need for a policy for space and services used by employees associations in Federal civil facilities	112840				3-19-74
CIVIL DEPARTMENTS					
Department of Agriculture:					
Department-wide:					
Improvements needed in the Department of Agriculture's commodity distribution program	114824				9-18-73
Agricultural Marketing Service:					
Consumer protection would be increased by improving the administration of intrastate meat plant inspection programs	163450	11-2-73			
Information on Federal agencies having an impact on production and marketing of meat (request of Chairman, Subcommittee on Livestock and Grains, House Committee on Agriculture)	136888		3-25-74		
Review of Cotton, Incorporated, for operations and relocation expenditures and related Department of Agriculture oversight of the company's research and promotion programs (request of Congressman Paul Findley)	142011			7-9-73	

	Addressee and date issued			
	Reference	Congress	Committees	Members Agency officials
MILITARY DEPARTMENTS				
Department of Defense:				
Contracts with foreign firms should be priced in local currency	146749			7-6-73
Potential for greater consolidation of the maintenance workload in the military services	178756			7-6-73
Should appropriated funds be used for transportation procured specifically for armed forces exchange goods? ..	169972			8-6-73
Greater use of flight simulators in military pilot training can lower costs and increase pilot proficiency	157905			8-9-73
Audit of payments from special bank account to Lockheed Aircraft Corporation for the C-5A aircraft program during the quarter ended June 30, 1973	162578			8-10-73
Ways for the Department of Defense to reduce its administrative costs of awarding negotiated contracts	168450			9-17-73
Financial status of selected major weapon systems	163058			10-2-73
Financial status of selected major weapon systems	163058			11-13-73
Improving outreach and effectiveness of Department of Defense reviews of discharges given service members because of drug involvement	173688			11-30-73
Audit of payments from special bank account to Lockheed Aircraft Corporation for the C-5A aircraft program during the quarter ended September 30, 1973	162578			12-3-73
Effective central control could improve Department of Defense's ammunition logistics	176139			12-6-73
Audit of payments from special bank account to Lockheed Aircraft Corporation for the C-5A aircraft program during the quarter ended December 31, 1973	162578			2-19-74
Department of Defense stock funds—accomplishments, problems, and ways to improve	159797			4-2-74
Review of testing and evaluation policies and procedures	163058			4-18-74
Audit of payments from special bank account to Lockheed Aircraft Corporation for the C-5A aircraft program during the quarter ended March 31, 1974	162578			5-20-74
Department of Defense's requirement for air-conditioning military family housing in Hawaii is unnecessary	172376			5-20-74
Better methods needed for canceling orders for materiel no longer required	162152			5-21-74
Problems in managing the development of aircraft engines	179166			5-23-74
Status of selected major weapon systems	163058			5-31-74
Benefits and drawbacks of U.S. participation in military cooperative research and development programs with Allied countries	167034			6-4-74

	Addressee and date issued				
	Reference	Congress	Committees	Members	Agency officials
INDEPENDENT AGENCIES					
Advisory Commission on Intergovernmental Relations:					
Review of financial operations, fiscal year 1973, and payroll and leave operations for the 8 months ended September 1, 1973					12-14-73
Report on violation of the Anti-Deficiency Act	133380				5-16-74
Appalachian Regional Commission:					
Investigation of the Appalachian Regional Commission's two contracts with Macro Systems, Inc., and American Health Profiles (request of Congressman Ken Hechler)	164031				8-31-73
Atomic Energy Commission					
Opportunity for AEC to improve procedures for making sure that containers used for transporting radioactive materials are safe	164105				7-31-73
Improvements needed in the program for the physical protection of special nuclear materials	164105				11-7-73
Progress and problems in developing nuclear and other experimental techniques for recovering natural gas in the Rocky Mountains area	164105				4-2-74
Protecting special nuclear material in transit: improvements made and existing problems (report to Chairman, Joint Committee on Atomic Energy)	164105				4-12-74
Review of Atomic Energy Commission's public information activities relating to the Rio Blanco nuclear gas stimulation test (request of Senator Floyd K. Haskell)	161939				8-9-73
Information on the potential liability of the Federal Government resulting from a nuclear accident (request of Congressman Daniel J. Flood)	164105				9-17-73
Information on energy efficiency of nuclear and other fuel (request of Congressman Pierre S. du Pont IV)	178205				5-28-74
Survey of program plans and observations of certain contractor problems in Atomic Energy Commission's Liquid Metal Fast Breeder Reactor Program					7-17-73
Need for policy to guide General Manager's research responsibilities to the regulatory organization					9-19-73
Improper use of contractor-furnished employees by Atomic Energy Commission's regulator organization	164105				11-1-73
Opportunities for improving Atomic Energy Commission's internal audit function	164105				1-28-74
Observations on need for coordination between AEC and NIH in development of radiopharmaceuticals					3-27-74
Need to inform fertile females of potential radiation hazards	164105				5-17-74

	Addressee and date issued				Agency officials
	Reference	Congress	Committees	Members	
INTERNATIONAL ACTIVITIES					
ACTION:					
Unused tickets and refunds	153862				9-20-73
Agency for International Development:					
U.S. assistance for the economic development of Korea	164264		7-12-73		
Supplemental report on U.S. assistance for the economic development of Korea (Secret)	164264		7-12-73		
U.S. foreign aid to education: Does Brazil need it?	133283		7-30-73		
Summary of U.S. assistance to Jordan	179001		8-8-73		
U.S. assistance to the Khmer Republic (Cambodia) ..	169832		10-10-73		
United States programs in Ghana	179421		2-12-74		
Review of Endowment Grant to the American University in Cairo (request of Chairman, Subcommittee on Foreign Operations and Government Information, House Committee on Government Operations)	156766			8-23-73	
Observations and conclusions on the feasibility of eliminating the use of commercial banks and the purchase of insurance in AID-financed shipments (request of Chairman, Subcommittee on Foreign Operations and Government Information, House Committee on Government Operations)	173240			11-2-73	
Overseas vehicle assignment policies of the Agency for International Development (request of Chairman, Subcommittee on Foreign Operations, Senate Appropriations Committee)	158712			3-4-74	
Followup review of problems of war victims, civilian health, and war-related casualties in Cambodia (request of Chairman, Subcommittee on Refugees and Escapees, Senate Judiciary Committee)	169832			4-30-74	
Information concerning voluntary foreign aid programs (request of Chairman, Subcommittee on Children and Youth, Senate Committee on Labor and Public Welfare)	179284			6-6-74	
Followup review of refugee, war casualty, civilian health, and social welfare programs in Laos (request of Chairman, Subcommittee on Refugees and Escapees, Senate Judiciary Committee) (Secret)	133001			6-10-74	
Followup review of refugee, war casualty, civilian health, and social welfare programs in South Vietnam (request of Chairman, Subcommittee on Refugees and Escapees, Senate Judiciary Committee)	133001			6-10-74	
Implementation of aid cutoff provisions in the Foreign Assistance Act and lending institution legislation concerning countries not cooperating in controlling narcotics trafficking (request of Congressman Charles B. Rangel)	176095			8-15-73	
Selection and use of SS <i>Manhattan</i> as a floating silo during the Bangladesh food crisis (request of Senator William Proxmire)	177521			10-17-73	
U.S. regional economic assistance to East Asia	159451			8-10-73	
U.S. grant support of International Planned Parenthood Federation needs better oversight	173240			9-14-73	
Nonutilization of U.S. excess property provided to Vietnam Engineering and Construction Company	159451			5-10-74	
U.S. assistance to the Government of Vietnam for roads and highways	159451			6-11-74	

	Addressee and date issued				Agency officials
	Reference	Congress	Committees	Members	
GOVERNMENT-WIDE AND MULTIAGENCY ACTIVITIES					
Better management needed in civil agencies over selection of in-house or contract performance of support activities	158685	7-31-73			
Use of formal advertising for Government procurement can and should be improved	176418	8-14-73			
Status, progress, and problems in Federal agency accounting during the 18 months ended June 30, 1973	115398	9-19-73			
Improving the effectiveness of the Government employees incentive awards program	166802	11-1-73			
Need for increased use of value engineering, a proven cost-saving technique, in Federal construction	163762	5-6-74			
Emphasis needed on Government's efforts to standardize data elements and codes for computer systems	115369	5-16-74			
Tools and techniques for improving the efficiency of Federal automatic data processing operations	115369	6-3-74			
Proper use of the economic order quantity principle can lead to more savings	133396	6-27-74			
Use of economy cars by Federal agencies (request of Chairman, Senate Committee on Government Operations)	178819			8-30-73	
Progress of executive branch action on recommendations of the Commission on Government Procurement (request of Chairman, House Committee on Government Operations)	160725			9-19-73	
Usefulness to the Congress of reports submitted by the executive branch (request of Chairman, House Committee on Government Operations)	115398			10-26-73	
Report on GAO audits of merged accounts and compliance with section 1311, Supplemental Appropriation Act, 1955 (request of Chairman, House Committee on Appropriations)	179708			12-27-73	
Recommendations of the Commission on Government Procurement: executive branch progress and status (request of Chairman, House Committee on Government Operations)	160725			1-31-74	
Significant audit findings in the civil departments and agencies of the Government (request of Chairman, House Committee on Appropriations)	106190			2-6-74	
Actions needed to improve Federal efforts in collecting, analyzing, and reporting energy data (request of Chairman, Senate Committee on Interior and Insular Affairs)	178205			2-6-74	
Need to take action on the salary compression problem of the Federal work force (submitted to the Speaker of the House of Representatives and the Chairmen, Senate and House Committees on Post Office and Civil Service)	101892			2-19-74	
Significant audit findings in the Department of Defense (request of Chairman, House Committee on Appropriations)	106190			2-21-74	
Report on vehicles owned or leased by Government agencies and departments (request of Chairman, Senate Committee on Government Operations and Chairman, Special Ad Hoc Subcommittee on Vehicle Use in the Government, Senate Committee on Appropriations)	158712			4-1-74	
Comparison of cost and other data for polar orbiting weather satellite programs (request of Chairman, Senate Committee on Aeronautical and Space Sciences)	180466			4-11-74	
Review of selected Federal and private solar energy activities (request of Chairman, Subcommittee on Energy, House Committee on Science and Astronautics)	178726			6-18-74	
Implementation of Public Law 92-582 for architectural and engineering services (request of Senator Charles H. Percy)	152306			7-6-73	

	Addressee and date issued				
	Reference	Congress	Committees	Members	Agency officials
OTHER ORGANIZATIONS OUTSIDE THE FEDERAL GOVERNMENT					
National Railroad Passenger Corporation:					
Fewer and fewer AMTRAK trains arrive on time—causes of delays (request of Chairman, Subcommittee on Transport and Aeronautics, House Committee on Interstate and Foreign Commerce)	175155			12-28-73	
Examination of financial statements of Disabled American Veterans National Headquarters, Service Foundation, and Life Membership Fund for year ended December 31, 1972	55712				12-7-73
Gorgas Memorial Institute of Tropical and Preventive Medicine, Inc.: examination of financial statements for fiscal year 1973	114867				1-9-74
Examination of financial statements, Government Services, Inc., year ended December 31, 1973	114820				4-9-74
Review of management activities of Government Services, Inc.					5-6-74

FY 1975-1977, Audit Reports Issued During Fiscal Year

These lists are first divided by broad subject areas (i.e., agriculture, commerce, health, transportation, etc.). They are then subdivided into specific subject areas. (Under agriculture there is agriculture research and services, farm income stabilization, etc.). References also include report numbers, addressee, and the date the report was issued. See example taken from the fiscal year 1978 report on the following page:

AUDIT REPORTS ISSUED DURING FISCAL YEAR 1977

	Reference	Addressee and Date Issued			Agency Officials
		Congress	Committees	Members	
AGRICULTURE					
Financial Disclosure System for Department of Agriculture Employees Needs Strengthening (request of Representative John E. Moss).	FPCD-77-17	1-31-77			
Examination of the Rural Telephone Bank's Financial Statements for the 15-Month Period Ended September 30, 1976. Department of Agriculture.	FOD-77-2	5-12-77			
Report on Improper Allocation of Certain Expenses by the Rural Telephone Bank Board, Rural Electrification Administration, Department of Agriculture.	FOD	3-15-77
Observations on Soil Conservation Service's 1975 Study of Noncropland Having Potential for Conversion to Cropland. Department of Agriculture.	CED	7-19-77
Agricultural Research and Services					
The Department of Agriculture Should Be Authorized to Charge for Cotton Classing and Tobacco Grading Services.	CED-77-105	8- 2-77			
Food Waste: An Opportunity to Improve Resource Use. Department of Agriculture.	CED-77-118	9-16-77			
Nationwide Food Consumption Survey: Need for Improvement and Expansion. Department of Agriculture (request of Senator George McGovern, Chairman, Senate Select Committee on Nutrition and Human Needs)	CED-77-56	3-25-77		
Need to Establish Safety and Effectiveness of Antibiotics Used in Animal Feeds. Department of Health, Education, and Welfare (request of Representative John E. Moss, Chairman, Subcommittee on Oversight and Investigations, House Committee on Interstate and Foreign Commerce).	HRD-77-81	6-27-77		
Management of Agricultural Research: Need and Opportunities for Improvement. Department of Agriculture (request of Senator Hubert H. Humphrey, Chairman, Joint Economic Committee).	CED-77-121	8-23-77		
Marketing Meat: Are There Any Impediments to Free Trade? Department of Agriculture, and Internal Revenue Service (request of Representatives Alvin Baldus, Berkley Bedell, Glenn English, Charles E. Grassley, Jack Hightower, James P. Johnson, Charles Thone, and Senator John Melcher).	CED-77-81	6- 6-77	
Farm Income Stabilization					
Summary of GAO Reports Issued Since 1973 Pertaining to Farm Bill Legislation. Departments of Agriculture; Health, Education, and Welfare; and State, and Environmental Protection Agency.	CED-77-39	3- 3-77			
New Approach Needed to Control Production of Major Crops If Surpluses Again Occur. Department of Agriculture.	CED-77-57	4-25-77			
Federal Deficiency Payments Should Not Be Made for Crops Not Grown. Department of Agriculture.	CED-77-77	5-24-77			

FY 1978, Audit Reports Issued During Fiscal Year

This list is divided by broad subject areas as are reports for fiscal years 1975 through 1977. The reports are subdivided and formatted differently. See an example on the following page:

AUDIT REPORTS ISSUED DURING FISCAL YEAR 1978

AGRICULTURE

Congress

Changing Character and Structure of American Agriculture: An Overview. *CED-78-178, 9-26-78*

Committees

The Summer Feeding Program for Children: Reforms Begun, Many More Urgently Needed. Department of Agriculture, Food and Nutrition Service (request of Chairman, Subcommittee on Nutrition, Senate Committee on Agriculture, Nutrition, and Forestry). *CED-78-90, 3-31-78*

No-Year Appropriations in the Department of Agriculture (request of Senator Thomas F. Eagleton, Chairman, Subcommittee on Agriculture and Related Agencies, Senate Committee on Appropriations). *PAD-78-74, 9-19-78*

Members

Issues Raised concerning the Report, "The National School Lunch Program: Is It Working?" Department of Agriculture and Department of Health, Education, and Welfare (request of Senator William V. Roth, Jr.). *PAD-78-43, 11-1-77*

How Good Are School Lunches? Department of Agriculture (request of Representative Frederick W. Richmond). *CED-78-22, 2-3-78*

Agency Officials

Opportunities to Reduce the Cost of Government Vehicle Operations. Departments of Agriculture and Defense, General Services Administration, and Office of Management and Budget. *LCD-77-215, 2-28-78*

Agricultural Research and Services

Congress

A Better Way for the Department of Agriculture to Inspect Meat and Poultry Processing Plants. Food Safety and Quality Service. *CED-78-11, 12-9-77*

Linking the Americas: Progress and Problems of the Darien Gap Highway. Departments of State, Agriculture, and Transportation. *PSAD-78-65, 2-23-78*

Informing the Public about Nutrition: Federal Agencies Should Do Better. Department of Agriculture and Department of Health, Education, and Welfare. *CED-78-75, 3-22-78*

Department of Agriculture's Beef Grading: Accuracy and Uniformity Need to Be Improved. Department of Agriculture, Food Safety and Quality Service. *CED-78-141, 7-21-78*

Beef Marketing: Issues and Concerns. Departments of Agriculture and Justice, Federal Trade Commission, Department of Health, Education, and Welfare, and Commodity Futures Trading Commission. *CED-78-153, 9-26-78*

Members

The Statistical Reporting Service's Crop Reports Could Be of More Use to Farmers. Department of Agriculture and Bureau of the Census (request of Senator George McGovern). *GGD-78-29, 4-13-78*

Agency Officials

National Nutrition Issues. Department of Agriculture. *CED-78-7, 12-8-77*

Opportunities for Improving Internal Auditing in the Department of Agriculture. Office of Audit and Office of Inspector General. *CED-78-28, 2-9-78*

Need for a Comprehensive National Nutrition Surveillance System. Department of Health, Education, and Welfare and Department of Agriculture. *CED-78-144 through CED-78-145, 6-29-78*

Farm Income Stabilization

Congress

The Federal Crop Insurance Program Can Be Made More Effective. Department of Agriculture, Federal Crop Insurance Corporation. *FOD-77-7, 12-13-77*

Audit of Commodity Credit Corporation for Fiscal Year 1977. Department of Agriculture. *CED-78-91, 4-4-78*

What Causes Food Prices to Rise? What Can Be Done about It? Departments of Agriculture and Transportation; Department of Labor, Bureau of Labor Statistics; and Interstate Commerce Commission. *CED-78-170, 9-8-78*

Committees

Compilation of Information concerning Federal Disaster Relief Programs. Agricultural Stabilization and Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Federal Disaster Assistance Administration (request of Chairman, Senate Committee on Agriculture, Nutrition, and Forestry). *CED-78-13, 11-17-77*

Members

Analysis of the Effect of the Loophole on Refined Sugar in the Presidential Proclamation on the Domestic Industry and the Sugar Program. Department of Agriculture and Bureau of the Census (request of Representative Robert H. Michel). *CED-78-85, 3-14-78*

INDEX AND FILES SECTION

The Index and Files section is part of the Office of the General Counsel's Legal Information and Reference Service.

Index and Files is responsible for recording and processing all incoming and outgoing correspondence addressed to or signed by the Comptroller General, Deputy Comptroller General, and other officials of the General Accounting Office. The primary responsibility of the section concerns the recording, briefing, and indexing of legal questions submitted to the Comptroller General for decision.

Index and Files has established several card files to identify this correspondence, and GAO audit reports. They include the subject card file, the B-card file, the name card file, and the audit report subject card file.

The subject card file is designed to lead the researcher to the proper B-Number. Subject cards contain the B-Number, the date, and the title of the correspondence. For more complete information on a specific entry the researcher should refer to the B-card file, described below.

There is a special subject term, "Reports--Audit," which is very useful to the researcher who knows the approximate date of the report to be identified. Under this term entries are logged by the report date and include the B-Number and the title of the report.

Names of GAO divisions and offices are also listed in the subject card file. A researcher using a specific division as a subject heading would also need to know the approximate date the report was issued as entries are logged by date. Because entries are not always references to reports, the researcher should also refer to the B-card file.

The B-card file is arranged numerically by B-Number and contains, in date order, the type of correspondence (i.e., letters, reports, office memoranda, etc.), the title of the report or a description of the entry, the division which handled the correspondence, and the report number for the most recent reports.

The name card file lists names of individuals, companies, organizations, etc., and includes all the B-Numbers, the date, and a description of the entry.

The audit report subject file, which began approximately in 1969, is used by Index and Files when a new subject term and B-Number are assigned. A 3x5 index card is made up which contains the new subject term, the new B-Number, and the title of the first report issued under that number. No further entries are made on the card.

There are three specific times that Index and Files makes entries in its card files concerning GAO audit reports. They are the advance review, the final review, and when a report is released by GAO.

In September 1978, Index and Files began to replace the card systems with an automated Correspondence Control System (CCS). Presently, only those documents that routinely flow through the Office of General Counsel are entered, including correspondence addressed to the Comptroller General and GAO audit reports. Eventually, as coverage is expanded, CCS will encompass all significant correspondence, including correspondence signed by division directors. Looking forward to this time and to build consistency between GAO information processing systems, the GAO Thesaurus (GAO report number OIM-79-3) is used as the source of subject matter terms. Future linking of the GAO documents file with the CCS file may provide a unique capability to combine the contents of correspondence with that of all other GAO work products. The card files will be maintained for research prior to September 1978 as there are no plans to input them into the automated correspondence system.

Index and Files is located in Room 7510. GAO staff are welcome to use the files to conduct their own research. Index and Files personnel are available to assist you or conduct research for you if you call the section on 275-5436.

SCORPIO

The Congressional Research Service (CRS) of the Library of Congress permits GAO to use its SCORPIO computer service. SCORPIO is the popular name for the Subject Content-Oriented Retriever for Processing Information On-line. SCORPIO contains nine files, or collections of information. This is a description of two SCORPIO files and how they can be used to identify GAO reports.

The first of these files is the bibliographic information, or CITN file. The CITN file is a collection of references to significant current periodical articles, pamphlets, interest groups, congressional and executive documents, CRS reports, and similar materials selected by CRS. It is a subset of the CRS Bibliographic Data System which was created in 1969.

The CITN file normally includes material from the current year and the previous 2 years, and is updated weekly. (As of April 1980 the 1976 material had not been dropped from the CITN file. CRS is examining the feasibility of enlarging the file to include as much as 5 years on-line.)

GAO provides CRS with copies of all GAO congressional reports. Only classified or similar restricted-access reports are omitted. Where possible, unclassified report digests are given to CRS.

CRS does not include references to all GAO reports in the CITN file. Selection is made on the basis of actual and potential research support value, and pertinence to public policy.

To begin a search for GAO reports on a specific subject, a user must first locate the appropriate subject term or terms to use. There are two ways to do this. The first is to use the hard copy Legislative Indexing Vocabulary (LIV) to identify the term or terms, and then select these terms on-line. (A copy of LIV terms is located in GAO's Audit Reference Services Section.) The second way is to browse the term or terms on-line and then select the appropriate ones from the browse display. See examples on next page:

Browse Display

b government procurement

```
~BRWS TERM FILE:CITN: ENTRY TERM:GOVERNMENT PROCUREMENT
B01+GOVERNMENT PROCUREMENT--//(INDX=330: LIVT)
B02 GOVERNMENT PROCUREMENT WITHIN MILITARY AND//(TITL=2)
B03 GOVERNMENT PROCUREMENT: A SELECTIVE BIBLIOG//(TITL=1)
B04 GOVERNMENT PRODUCTIVITY//(LIVT)
B05 GOVERNMENT PROGRAMS AND THE GROWTH OF HIGH//(TITL=1)
B06 GOVERNMENT PROPERTY--//(INDX=42: LIVT)
B07 GOVERNMENT PROTECTION OF TRANSPORTATION EMP//(TITL=1)
B08 GOVERNMENT PUBLICATIONS--//(INDX=129: LIVT)
B09 GOVERNMENT PUBLICITY--//(INDX=34: LIVT)
B10 GOVERNMENT PURCHASING: REGULATIONS AND PROC//(TITL=1)
```

Then select the appropriate entry from the browse display as follows:

s b1

```
SET 1      330: SLCT INDX/GOVERNMENT PROCUREMENT
```

Select Display

s government procurement

```
SET 2      330: SLCT INDX/GOVERNMENT PROCUREMENT
```

The next step is to browse or select the appropriate entry or entries for the General Accounting Office. As Federal agencies are not listed in the LIV terms, it is better to browse the various ways an agency could be listed rather than to do a select command. See example on the following page:

b u.s. general accounting office

~BRWS TERM FILE:CITN: ENTRY TERM:U.S. GENERAL ACCOUNTING OFFICE
*B01+U.S. GENERAL ACCOUNTING OFFICE//(INDX=42)
B02 U.S. GENERAL ACCOUNTING OFFICE.//(CORP=2,113; INDX=74)
B03 U.S. GENERAL ACCOUNTING OFFICE. LIBRARY.//(CORP=5)
B04 U.S. GENERAL ACCOUNTING OFFICE. OFFICE OF//(CORP=6)
B05 U.S. GENERAL ACCOUNTING OFFICE. PROCUREMENT.//(CORP=1)
B06 U.S. GENERAL ACCOUNTING OFFICE. PROGRAM A.//(CORP=1)
B07 U.S. GENERAL ACCOUNTING OFFICE. SPECIAL T.//(INDX=1)
B08 U.S. GENERAL SERVICES ADMINISTRATION.//(INDX=39)
B09 U.S. GENERAL SERVICES ADMINISTRATION.//(CORP=14; INDX=83)
B10 U.S. GENERAL SERVICES ADMINISTRATION. ADV.//(CORP=1)

*If you had selected "U.S. General Accounting Office" without a period after the word "Office," you would have retrieved only 42 postings. By using the browse command, other entries that apply to the term you are looking for, will be seen. The entry B2 is the one to select. You will get a set with the number of postings for each type of entry, CORP (corporate source or author) and INDX (index) term or subject.

s b2

SET 3 2,113: SLCT CORP/U.S. GENERAL ACCOUNTING OFFICE.
SET 4 74: SLCT INDX/U.S. GENERAL ACCOUNTING OFFICE.

The last step is to combine the set containing the subject terms with the set containing the GAO terms. This produces a final set of material which contains GAO reports on a specific subject. See sample below:

c 1 and 3

SET 5 93: COMB 1 AND 3

There are 93 items in the system containing the subject term "Government procurement" and the term "U.S. General Accounting Office" as a corporate source or author.

This set can be displayed and printed in either the full (ITEM) format or the short (LTTL) format. See examples below:

Item format (This format contains GAO report number and date)

Item

~LRS76-1508 LIMITED AVAILABILITY ITEM 1 OF 93 IN SET 5

U.S. General Accounting Office.

Status and progress toward implementing a national supply system, Department of Defense, General Services Administration; report to the Congress by the Comptroller General of the United States. Washington 1976. 74 p.

"LCD-75-232, Feb. 18, 1976"

"Under a concept known as the 'national supply system,' there would be one, and only one, manager for each supply item throughout the Government. Duplicate management of supply items still exists in the Government in spite of the General Services Administration's and Defense's efforts to eliminate it through negotiations and written agreements."

DESCRIPTORS (INDX):

Government procurement--U.S.

Defense procurement--U.S.

PROFILE TERMS (BUCK):

Defense economics

Public finance

RBC

LTTL format (This format does not contain GAO report numbers)

The LTTL format has three options: TITL, AUTH, LOCN.
See examples of these options on the following pages:

TITL option--Title and Imprint (Standard Display) D 5 or
D 5/TITL

FILE:CITN: TITLE/LINE--SET 5 ITEMS 1-5 OF 93

1. LRS76-1508: Status and progress toward implementing a national supply system./Department of Defense, General Services Administration: report to the Congress by the Comptroller General of the United States. Washington 1976. 74 p. LIMITED AVAILABILITY
2. LRS76-1785: Financial status of major acquisitions, June 30, 1975:/report to the Congress by the Comptroller General of the United States. Washington 1976. 85 p. LIMITED AVAILABILITY
3. LRS76-4089: Uses of minicomputers in the Federal Government: trends, benefits, and problems:/report to the Congress by the Comptroller General of the United States. Washington 1976. 36 p.
4. LRS76-4309: Violations of the Anti-Deficiency Act and other financial management problems at the Equal Employment Opportunity Commission:/report of the Comptroller General of the United States. Washington 1976. 45 p.
5. LRS76-4549: Operations of General Services Administration's General Supply Fund./General Services Administration: report to the Senate and House Committees on Appropriations by the Comptroller General of the United States. Washington 1976. 31 p.

AUTH option--citation number, title, file location, author

d 5/auth

FILE:CITN: TITLE/LINE--SET 5 (AUTH OPTION) ITEMS 1-4 OF 93

1. LRS76-1508: Status and progress toward implementing a national supply system./Department of Defense, General Services Administration: report to the Congress by the Comptroller General of the United States. Washington 1976. 74 p.
RBC (CORP=U.S. General Accounting Office.)
LIMITED AVAILABILITY
2. LRS76-1785: Financial status of major acquisitions, June 30, 1975:/report to the Congress by the Comptroller General of the United States. Washington 1976. 85 p.
JK 1691 (CORP=U.S. General Accounting Office.)
LIMITED AVAILABILITY
3. LRS76-4089: Uses of minicomputers in the Federal Government: trends, benefits, and problems:/report to the Congress by the Comptroller General of the United States. Washington 1976. 36 p.
RBC (CORP=U.S. General Accounting Office.)
4. LRS76-4309: Violations of the Anti-Deficiency Act and other financial management problems at the Equal Employment Opportunity Commission:/report of the Comptroller General of the United States. Washington 1976. 45 p.
RBC (CORP=U.S. General Accounting Office.)

LOCN option--title, imprint, location

d 5/locn

~FILE:CITN; TITLE/LINE--SFI 5 (LOCN OPTION)

1. LRS76-150R; Status and progress toward implementing a national supply system./Department of Defense, General Services Administration report to the Congress by the Comptroller General of the United States. Washington 1976. 74 p. ITEMS 1-4 OF 5

RBC LIMITED AVAILABILITY

2. LRS76-178S; Financial status of major acquisitions. June 30, 1975./report to the Congress by the Comptroller General of the United States. Washington 1976. 85 p.

JK 1491 LIMITED AVAILABILITY

3. LRS76-40R9; Uses of minicomputers in the Federal Government: trends, benefits, and problems./report to the Congress by the Comptroller General of the United States. Washington 1976. 36 p.

RBC

4. LRS76-4309; Violations of the Anti-Deficiency Act and other financial management problems at the Equal Employment Opportunity Commission./report of the Comptroller General of the United States. Washington 1976. 45 p.

RBC

It is also possible to identify a GAO report number in the CITN file if the requester knows the exact title of the report.

You must first browse the title, then select the appropriate entry from the browse display, and then display the set created in the item format.

The second of these SCORPIO files is the Library of Congress Computerized Catalog, or LCCC file. The LCCC file contains references extracted from the Library's MARC data base. In general, the references consist of English-language books imprinted from 1968 or cataloged from 1969. French-language books cataloged from 1973, German, Portuguese, and Spanish-language books imprinted from 1975, and references to the Science and Main Reading Room collections. The subject areas covered by the above references are essentially those found in the Library of Congress card catalog. The file is updated approximately every 6 weeks.

Only selected GAO reports have been cataloged by the Library of Congress. The number of years (1969-present) covered by LCCC is its greatest advantage over the CITN file.

Searching in the LCCC file is similar to that of the CITN file, except Library of Congress subject headings are used instead of LIV terms. A hard copy of the Library of Congress Subject Headings is located in the GAO Audit Reference Services Section.

In conducting a search in LCCC, the user must be aware that subject headings are updated and new terms are added to reflect current needs. This is an important factor in searching for reports which cover long periods of time. The user must locate and select all the relevant subject headings.

In performing an actual file search, first select the relevant subject headings, then select the term "General Accounting Office" (drop the "U.S." and the period after the word "Office" in this file). Combine these sets together using the appropriate Boolean Operators. This produces a final set of documents published by GAO on a specific subject. See an example of a LCCC citation displayed in the item format below:

United States. General Accounting Office.
Problems in developing the Atomic Energy Commission's fast flux test facility: report to the Congress by the Comptroller General of the United States. Washington, 1970. 3, 59 p. illus. 27 cm.

LC CALL NUMBER: TK9203.B7 U5

DEWEY DEC:353/.007/232

SUBJECTS (INX):Fast Flux Test Facility Program/Liquid metal fast breeder reactors

NOTES:

Cover title.

"B-164105."

Publication date stamped on t.p.

CONGRESSIONAL RESEARCH SERVICE SUBJECT AND
AUTHOR CATALOGS OF GAO REPORTS

United States. Library of Congress. Congressional Research Service. Library Services Division. Subject Catalog [of] Government [General] Accounting Office Reports, Complete [1969] to 4/7/77. Washington: U.S. Library of Congress.

United States. Library of Congress. Congressional Research Service. Library Services Division. Bibliography on GAO Reports, Subject Catalog, 4/8/77 - 4/28/78. Washington: U.S. Library of Congress.

United States. Library of Congress. Congressional Research Service. Library Services Division. Bibliography on GAO Reports, Author Catalog, 1/1/69 - 9/16/76. Washington: U.S. Library of Congress.

United States. Library of Congress. Congressional Research Service. Library Services Division. Bibliography on GAO Reports, Author Catalog, 1/1/78 - 11/6/78. Washington: U.S. Library of Congress.

These catalogs, furnished to the GAO Library by CRS, are issued in a computer printout format and are taken from the CRS bibliographic data base. They are divided into two categories, which are subject and author catalogs.

The subject catalogs use LIV terms, and author catalogs list GAO reports alphabetically by report title.

MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS

United States. Superintendent of Documents. Monthly Catalog of United States Government Publications. Washington: GPO, 1927- .

The GAO Library maintains the Monthly Catalog of United States Government Publications in the following formats:

Microfilm-----1927-1972

Hard copy (Call no. Ref Z1223.A18)-----1970-present

Computerized Data Base File--Dialog
Information Retrieval Service (File 66)----July 1976-
present

The Monthly Catalog of United States Government Publications was first issued in 1895 and has had six name changes. Since January 1951 it has been issued under its current title, and is simply known as the Monthly Catalog.

Currently, an alphabetical list of Government authors in the preliminary pages locates the catalog sequence of documents issued by a specific agency. This list is compiled each month and includes only Government authors of documents received and cataloged during that timespan. This format makes it possible to look at all GAO publications which are grouped together in one specific section of each monthly catalog.

The index format to the Monthly Catalog has varied over the years. Currently, the index consists of four parts: Author (personal authors, editors, coauthors, corporate authors, and conferences); title (titles, series titles, and sub- or alternate titles); subject, and series/report number (report numbers and series statements). A dictionary-style index has also been used. This type of index groups authors, titles, and subjects together in one alphabetical listing.

GAO reports can be identified in the current index by searching under General Accounting Office in the corporate source index, under the title of the report in the title index, and under its subject matter or, since July 1976, the appropriate LC subject heading for the report in the subject index.

An index is currently published with each monthly catalog and covers only those publications included in that issue. A semiannual index began publication in 1976 and covers

Jan.-June and July-Dec. issues. An annual index is also published.

The Monthly Catalog is also a file available through the Dialog Information Retrieval Service, a computerized data base system. Coverage begins in July 1976 and continues through the present date. The file is updated monthly. A computer printout of GAO reports on a specific topic can be obtained by using basic index terms (abstracts, descriptor, note, and title words) or descriptor terms (generally derived from LC subject headings), and combining these with the corporate source--General Accounting Office. See example below:

```
? ss septic tanks and cs=general(w)cs=accounting
  1      4 SEPTIC TANKS
  2 2151 CS=GENERAL(W)CS=ACCOUNTING
  3      1 1 AND 2
```

? t3/2/1

3/2/1

7905938 GA 1.13-CED-78-168

Community-managed septic systems

United States . General Accounting Office

Washington General Accounting Office 1978

iv. 28 p. : 27 cm.

*CED-78-168.

Descriptors: Septic tanks ; Sewage disposal. Rural ;

GOVERNMENT REPORTS INDEX

U.S. Government Research and Development Reports Index.
Springfield, Va.: National Technical Information Service,
Vol. 68, 1968-Vol. 70, 1970. Z7916.U2 Ref.

Government Reports Announcements. Springfield, Va.: National
Technical Information Service. Vol. 72, Nos. 1-24, 1972.
Z7916.U212 Ref.

Government Reports Index. Springfield, Va.: U.S. Dept. of
Commerce, National Technical Information Service, Vol.
71, 1971, Vol. 73, 1973-Vol. 74, 1974. Z7916.U22 Ref.

Government Reports Announcements & Index. Biweekly, discarded
when annual index is received. Springfield, Va.:
National Technical Information Service. Z7916.U23 Ref.

Government Reports Annual Index. Springfield, Va.: The
National Technical Information Service, Vol. 75, 1975-
Z7916.U24 Ref.

The National Technical Information Service (NTIS) of the U.S. Department of Commerce is the central source for the public sale of Government-sponsored research, development, and engineering reports and other analyses prepared by Federal agencies, their contractors or grantees, or by special technical groups.

The Government Reports Announcements & Index is issued biweekly. Reports are arranged by subject field and group structure. This arrangement permits browsing in a broad subject area, but is not the best method of identifying a specific report. See next page for listing of subject fields:

SUBJECT FIELD AND GROUP STRUCTURE

- FIELD 1. AERONAUTICS.** Includes the following Groups: Aerodynamics, Aeronautics, Aircraft, Aircraft Flight Control and Instrumentation; Air Facilities
- FIELD 2. AGRICULTURE.** Includes the following Groups: Agricultural Chemistry; Agricultural Economics, Agricultural Engineering, Agronomy and Horticulture; Animal Husbandry; Forestry.
- FIELD 3. ASTRONOMY AND ASTROPHYSICS.** Includes the following Groups: Astronomy, Astrophysics, Celestial Mechanics
- FIELD 4. ATMOSPHERIC SCIENCES.** Includes the following Groups: Atmospheric Physics; Meteorology
- FIELD 5. BEHAVIORAL AND SOCIAL SCIENCES.** Includes the following Groups: Administration and Management; Documentation and Information Technology, Economics; History, Law, and Political Science, Human Factors Engineering; Humanities; Linguistics, Man-machine Relations; Personnel Selection, Training, and Evaluation; Psychology (Individual and Group Behavior); Sociology
- FIELD 6. BIOLOGICAL AND MEDICAL SCIENCES.** Includes the following Groups: Biochemistry, Bioengineering, Biology, Bionics; Clinical Medicine, Environmental Biology, Escape, Rescue, and Survival, Food, Hygiene and Sanitation, Industrial (Occupational) Medicine, Life Support, Medical and Hospital Equipment; Microbiology, Personnel Selection and Maintenance (Medical); Pharmacology, Physiology, Protective Equipment; Radiobiology, Stress Physiology, Toxicology, Weapon Effects
- FIELD 7. CHEMISTRY.** Includes the following Groups: Chemical Engineering, Inorganic Chemistry, Organic Chemistry, Physical Chemistry, Radio and Radiation Chemistry.
- FIELD 8. EARTH SCIENCES AND OCEANOGRAPHY.** Includes the following Groups: Biological Oceanography, Cartography, Dynamic Oceanography, Geochemistry; Geodesy, Geography, Geology and Mineralogy, Hydrology and Limnology, Mining Engineering, Physical Oceanography, Seismology; Snow, Ice, and Permafrost, Soil Mechanics, Terrestrial Magnetism
- FIELD 9. ELECTRONICS AND ELECTRICAL ENGINEERING.** Includes the following Groups: Components, Computers, Electronic and Electrical Engineering Information Theory, Subsystems, and Telemetry
- FIELD 10. ENERGY CONVERSION (Non-propulsive).** Includes the following Groups: Conversion Techniques, Power Sources; Energy Storage
- FIELD 11. MATERIALS.** Includes the following Groups: Adhesives and Seals, Ceramics, Refractories, and Glasses, Coatings, Colorants, and Finishes, Composite Materials; Fibers and Textiles, Metallurgy and Metallography; Miscellaneous Materials, Oils, Lubricants, and Hydraulic Fluids; Plastics; Rubbers, Solvents, Cleaners, and Abrasives; Wood and Paper Products.
- FIELD 12. MATHEMATICAL SCIENCES.** Includes the following Groups: Mathematics and Statistics, Operations Research.
- FIELD 13. MECHANICAL, INDUSTRIAL, CIVIL, AND MARINE ENGINEERING.** Includes the following Groups: Air Conditioning, Heating, Lighting, and Ventilating; Civil Engineering; Construction Equipment, Materials, and Supplies; Containers and Packaging; Couplings, Fittings, Fasteners, and Joints; Ground Transportation Equipment; Hydraulic and Pneumatic Equipment; Industrial Processes; Machinery and Tools; Marine Engineering, Pumps, Filters, Pipes, Fittings, Tubing, and Valves; Safety Engineering; Structural Engineering.
- FIELD 14. METHODS AND EQUIPMENT.** Includes the following Groups: Cost Effectiveness; Laboratories, Test Facilities, and Test Equipment; Recording Devices; Reliability; Reprography.
- FIELD 15. MILITARY SCIENCES.** Includes the following Groups: Antisubmarine Warfare; Chemical, Biological, and Radiological Warfare; Defense; Intelligence; Logistics; Nuclear Warfare; Operations, Strategy, and Tactics.
- FIELD 16. MISSILE TECHNOLOGY.** Includes the following Groups: Missile Launching and Ground Support; Missile Trajectories; Missile Warheads and Fuses, Missiles
- FIELD 17. NAVIGATION, COMMUNICATIONS, DETECTION, AND COUNTERMEASURES.** Includes the following Groups: Acoustic Detection; Communications; Direction Finding, Electromagnetic and Acoustic Countermeasures; Infrared and Ultraviolet Detection; Magnetic Detection, Navigation and Guidance, Optical Detection; Radar Detection, Seismic Detection
- FIELD 18. NUCLEAR SCIENCE AND TECHNOLOGY.** Includes the following Groups: Fusion Devices (Thermonuclear), Isotopes, Nuclear Explosions; Nuclear Instrumentation, Nuclear Power Plants, Radiation Shielding and Protection, Radioactive Wastes and Fission Products; Radioactivity; Reactor Engineering and Operation; Reactor Materials; Reactor Physics, Reactors (Power), Reactors (Non power); SNAP Technology.
- FIELD 19. ORDNANCE.** Includes the following Groups: Ammunition Explosives, and Pyrotechnics; Bombs, Combat Vehicles; Explosions, Ballistics, and Armor, Fire Control and Bombing Systems, Guns, Rockets, Underwater Ordnance.
- FIELD 20. PHYSICS.** Includes the following Groups: Acoustics, Crystallography; Electricity and Magnetism; Fluid Mechanics, Masers and Lasers; Optics, Particle Accelerators, Particle Physics, Plasma Physics; Quantum Theory, Solid Mechanics; Solid-state Physics; Thermodynamics; Wave Propagation.
- FIELD 21. PROPULSION AND FUELS.** Includes the following Groups: Air breathing Engines, Combustion and Ignition, Electric Propulsion; Fuels; Jet and Gas Turbine Engines; Nuclear Propulsion; Reciprocating Engines, Rocket Motors and Engines; Rocket Propellants.
- FIELD 22. SPACE TECHNOLOGY.** Includes the following Groups: Astronautics; Spacecraft; Spacecraft Trajectories and Reentry; Spacecraft Launch Vehicles and Ground Support.

*These categories were endorsed by the Committee on Scientific & Technical Information (COSATI) of the Federal Council for Science & Technology in 1964. A booklet describing these categories is available from NTIS; the order number is AD-612 200.

A description and a sample of a main entry are included below.

MAIN ENTRY

Report entries are arranged by subject group and field. Within fields they are arranged alphanumerically by NTIS order number (accession number); alphabetic data precedes numeric.

Field 13 MECHANICAL, INDUSTRIAL,
CIVIL, AND MARINE
ENGINEERING

Group 13B CIVIL ENGINEERING

Order number	—————	PB-267 981/5GA	PC A03/MF A01	—————	Price codes
Corporate author	—————	General Accounting Office, Washington, DC Community and Economic Development Div		—————	Report title
Personal author	—————	Community-Managed Septic Systems - A Viable Alternative to Sewage Treatment Plants. Report to the Congress 3 Nov 78, 36p* CED-78-168			
Keywords — descriptors & identifiers	—————	Descriptors *Septic tanks, *Sewage treatment, Feasibility, Cost effectiveness, Service life, Performance, Water pollution control, Management, Recommendations, Communities, Government policies, National government Identifiers *Alternative planning, Suburban areas			
		This report discusses the benefits and obstacles concerning septic systems as viable waste water treatment alternatives to central treatment processes. Properly operating septic systems can be as permanent and effective as central treatment facilities, at considerably less cost		—————	Abstract of report

There are five separate indexes in each biweekly issue. Index entries are described using the GAO report cited in the sample main entry:

INDEX ENTRIES

Index entries are arranged alphanumerically. Titles are included in all indexes except the Contract Number index.

SUBJECT

SEPTIC TANKS

Community-Managed Septic Systems - A Viable Alternative to Sewage Treatment Plants
PB-287 981/5GA 13B

Entries are sequenced by major subject term (the keywords with an asterisk) and by NTIS order number.

Information given under subject terms does not identify the corporate author, so it is not possible to determine if this is a GAO report unless you know its title or check each main entry.

PERSONAL AUTHOR

GAO Reports do not have personal authors.

Entries are sequenced by personal author, report title, and NTIS order number.

CORPORATE AUTHOR

GENERAL ACCOUNTING OFFICE, WASHINGTON, DC.
COMMUNITY AND ECONOMIC DEVELOPMENT DIV.

CED-78-168
Community Managed Septic Systems - A Viable Alternative to Sewage Treatment Plants
PB-287 981/5GA 13B

Entries are sequenced by corporate author name, original report number, and NTIS order number. The monitor agency number is given following the report title.

CONTRACT GRANT NUMBER

GAO Reports do not have contract grant numbers.

Entries are sequenced by contract or grant number, corporate author, and NTIS order number.

ACCESSION/REPORT NUMBER

PB-287 981/5GA
Community-Managed Septic Systems - A Viable Alternative to Sewage Treatment Plants
PB-287 981/5GA 13B PC A03/MF A01

CED-78-168
Community-Managed Septic Systems - A Viable Alternative to Sewage Treatment Plants
PB-287 981/5GA 13B PC A03/MF A01

Entries are sequenced by NTIS order, original report, or monitor agency number. Price codes are given in this index.

The indexes are not cumulated until the end of the year when NTIS publishes the Government Reports Annual Index.

The Government Reports Annual Index contains the five separate indexes previously described. The bibliographic citations and abstracts for documents referred to in this Index are published in the biweekly Government Reports Announcements and Index, issued during the year. The GAO Audit Reference Services Section does not retain these biweekly issues once the annual index is received, but it uses information contained in this index to retrieve the bibliographic citations and abstracts through its access to the Dialog Information Retrieval Service, a computerized data base system.

The Dialog NTIS data base file includes reports from 1964 to the present and is updated biweekly. A computer printout of GAO reports on a specific subject can be obtained by using basic or free index terms and combining these with General Accounting Office as the corporate source. See example below:

```
? ss septic(w)tanks and general(w)accounting/cs
  1  184 SEPTIC(W)TANKS
  2 1235 GENERAL(W)ACCOUNTING/CS
  3    1 1 AND 2
```

? t3/2/1

3/2/1

PB-287 981/5ST NTIS Prices: PC A03/MF A01

Community-Managed Septic Systems - A Viable Alternative to Seware Treatment Plants

General Accounting Office, Washington, DC. Community and Economic Development Div.

Report to the Congress.

FO335J2 Fld: 13B; 68D*. 43F GRAI7905

3 Nov 78 360*

Rept No: CED-78-168

Monitor: 18

Descriptors: *Septic tanks; *Sewage treatment; Feasibility; Cost effectiveness; Service life; Performance; Water pollution control. Management; Recommendations; Communities; Government policies. National government

Identifiers: *Alternative planning, Suburban areas, NTISGAO

It is also possible to search by GAO report number as well as the NTIS number. See examples below:

GAO Report Number

? s rn=ced-78-168

4 1 RN=CED-78-168

? t4/2/1

4/2/1

PB-287 981/5ST NTIS Prices: PC A03/MF A01

Community-Managed Septic Systems - A Viable Alternative to Sewage Treatment Plants :

General Accounting Office, Washington, DC. Community and Economic Development Div.

Report to the Congress.

F0335J2 Fld: 13B, 68D*, 43F GRAI7905

3 Nov 78 36p*

Rept No: CED-78-168

Monitor: 18

Descriptors: *Septic tanks; *Sewage treatment; Feasibility; Cost effectiveness; Service life; Performance; Water pollution control; Management; Recommendations; Communities; Government policies; National government

Identifiers: *Alternative planning; Suburban areas; NTISGAO

NTIS Report Number

? s rn=ob-287981?

5 1 RN=PB-287981?

? t5/2/1

5/2/1

PB-287 981/5ST NTIS Prices! PC A03/MF A01

Community-Managed Septic Systems - A Viable Alternative to Sewage Treatment Plants

General Accounting Office, Washington, DC. Community and Economic Development Div.

Report to the Congress.

F0335J2 Fld: 13B, 48D*, 43F GRAI7905

3 Nov 78 36p*

Rept No: CED-78-168

Monitor: 18

Descriptors: *Septic tanks, *Sewage treatment, Feasibility, Cost effectiveness, Service life, Performance, Water pollution control, Management, Recommendations, Communities, Government policies, National government

Identifiers: *Alternative planning, Suburban areas, NTISGA01

AMERICAN STATISTICS INDEX

American Statistics Index. Washington: Congressional Information Source, 1974- . Ref. Z1223.A1U47.

The American Statistics Index (ASI) aims to be a master guide and index to all the statistical publications of the U.S. Government. It was created to meet the need, expressed in 1971 by the President's Commission on Federal Statistics, for "a central catalog of data available in government agencies . . . a single source in which one could locate all data currently collected by the Federal Government on a particular subject."

Specifically, the purpose of ASI is to perform the following functions, promptly and comprehensively:

- Identify the statistical data published by all branches and agencies of the Federal Government.
- Catalog the publications in which these data appear, providing full bibliographic information about each publication.
- Announce new publications as they appear.
- Describe the contents of the publications fully.
- Index this information in full subject detail.
- Micropublish virtually all the publications covered by ASI, thereby providing, on a continuing basis, reliable access to the statistics themselves. (Maintained in the GAO Audit Reference Services Section.)

ASI is published in two volumes, Abstract and Index, annually.

The base edition of ASI is the 1974 Annual and Retrospective Edition, referred to hereafter as the Retrospective Edition. This edition provides comprehensive abstracting and indexing coverage of Federal Government statistical publications.

In the case of repetitive or continuing publications (annuals or periodicals), which represent continuing series of statistics over long periods of time, the Retrospective Edition does not describe each issuance published since 1960. Rather, it describes in full the format and contents of the most recent edition as of Jan. 1, 1974, and, where possible, characterizes major changes in format that have occurred in recent years.

The Retrospective Edition fully supersedes and expands the coverage of an initial ASI 1973 edition, which was limited to social statistics.

The Retrospective Edition is currently supplemented by the following ASI annual editions, which cover publications issued between 1974 and 1978.

The ASI First Annual Supplement (covering publications issued Jan. 1-Dec. 31, 1974) was published in May 1975. It cumulates coverage of 1974 publications originally provided by ASI 1974 Monthly Supplements.

The ASI Second Annual Supplement (covering publications issued Jan. 1-Dec. 31, 1975) was published in May 1976. It cumulates coverage of all 1975 publications originally provided by ASI 1975 Monthly Supplements.

The ASI Third Annual Supplement (covering publications issued Jan. 1-Dec. 31, 1976) was published in May 1977. It cumulates coverage of all 1976 publications originally provided by ASI 1976 Monthly Supplements.

The ASI Fourth Annual Supplement (covering publications issued Jan. 1-Dec. 31, 1977) was published in May 1978. It cumulates coverage of all 1977 publications originally provided by ASI Monthly Supplements.

The ASI 1978 Fifth Annual Supplement (covering publications issued Jan. 1-Dec. 31, 1978) was published in 1979. It cumulates coverage of all 1978 publications originally provided by ASI 1978 Monthly Supplements.

The ASI Monthly Supplements provide current abstracts and indexing for all new publications issued during each month of the current year. These include wholly new publications, new items in series, and updates or new editions of annuals, semiannuals, or other publications covered in previous ASI editions.

Monthly Supplements may also include abstracts for some publications that were issued prior to the current year, but only recently came to the attention of ASI staff members. Such publications are covered, provided they are still current enough to be of general interest.

Publications included in ASI cover a wide range of subjects, reflecting the many concerns of central and regional Federal agencies. These issuing agencies are listed in the detailed table of contents in the abstracts volume, and in the list of "Issuing Agencies and ASI Accession Number" in the index volume. ASI abstracts and indexes all Federal agency publications that contain social, economic, demographic, or natural resources data, and a selection of publications with scientific and technical data.

ASI includes all Federal publications that contain primary data of research value or secondary data collected on a specific subject, and also special studies and analyses or other statistics-related materials. All types of publications are covered, whether published as periodicals, as special one-time reports, as items within a larger continuing report series, or as annual or biennial reports.

Congressional (includes General Accounting Office) publications that contain substantial statistical information are contained in ASI.

Ordinarily, research in ASI will begin with the index volume. The ASI indexes are designed to lead you to the information from a variety of starting points. The four basic ASI indexes, and how they can be used to identify GAO reports, are described in the following examples:

SUBJECT AND NAME INDEX

This index contains references to subjects, to corporate authors, and to individual authors of articles and publications where the author's name appears on the title page.

In the subject and name index, a user could first search for the subject term that applies to the GAO report. See example below:

Coffee

Production, acreage, yield, and related data,
current primary statistics for 50 crops,
monthly rpt, 1621-1
Production and exports, by country, and US
wholesale prices and imports, FAS
quarterly circular, 1925-5
GAO report----- Production and marketing in 5 countries and
US, and specified US brands shares of US
market, 1977 GAO rpt, 26108 598 *
Production indexes, by SIC 2- to 4-digit
industry, 1972 census, 2499 11
Soviet Union agricultural trade, by major
commodity and country groupings,
1960-76, 248 75

*Use this number to locate abstract of publication or microfiche copy of document.

The user could also search under the name "General Accounting Office." See example below:

General Accounting Office

Coal industry competition, ownership,
concentration of production and reserves,
and expansion plans, 1950s-85, GAO rpt,
26108-607
Coal leases on Fed Govt lands, evaluation of
reserve and production estimates, 1978
GAO rpt, 26108-657
GAO report----- Coffee production and marketing in 5
countries and US, and specified brands
shares of US market, 1977 GAO rpt,
26108-598*

*Use this number to locate abstract of publication or micro-
fiche copy of document.

CATEGORY INDEX

The category index contains references to all publi-
cations, tables, and groups of tables that contain breakdowns
of statistical data by State, industry, age, or some other
standard category.

There are 21 such categories which reflect the major
standard breakdowns found in the publications covered by ASI.
For purposes of this index, we have divided the categories
into three broad areas, as follows:

Geographic Breakdowns

By Census Division	By Region
By City	By SMSA
By County	By State
By Foreign Country	By Urban-Rural
By Outlying Area	

Economic Breakdowns

By Commodity	By Industry
By Federal Agency	By Occupation
By Income	
By Individual Company or Institution	

Demographic Breakdowns

By Age	By Marital Status
By Disease	By Race
By Education Attainment	By Sex

Example from the category index:

**BY INDIVIDUAL COMPANY OR
INSTITUTION**

GAO report----	Agriculture and Food
	Coffee production and marketing in 5 countries and US, and specified brands shares of US market, 1977 GAO rpt, 26108-598
	Egg traits testing, by breeder, 1977, annual rpt, 1704-3
	Export agencies, organizations, officers, and publications, 1978 directory, 1926-1.86
	Food purchases for domestic assistance programs, by commodity and company, weekly rpt, 1372-1
	Foreign fruit and vegetable tariffs, food laws, labeling regulations, import firms, and 1973-76 imports from US, for Norway, Sweden, and Denmark, 1978 rpt, 1926-1.82
	Irrigation projects of Fed Govt, acreage eligible for water purchases, by project and purchaser, Dec 1976, annual rpt, 5824-9
	Meat plants inspected and certified for exporting products to US, by country and plant, 1977 annual rpt, 1374-2

TITLE INDEX

Titles are listed alphabetically in natural word order, as they appear in the abstracts volume. Titles beginning with numbers (e.g., "1970 Census . . .") appear at the end of the index. Where appropriate, alternate word orders of titles have also been provided.

In addition to publication title, titles of individual reports within a publication series are indexed, as are the titles of all periodical articles receiving individual abstracts.

Example from the title index:

Report on coffee-----	Coffee Production and Marketing Systems, 26108-598
(Abstract would	Coffee, Foreign Agriculture Circular, 1925-5
tell user the	Coke and Coal Chemicals, 3162-9
publisher of the	Coke and Coal Chemicals in 1976, 3164-13
document)	Coke Distribution, Annual, 3164-18
	Cold Storage, 1631 5
	Collaborations for Combining Career and Liberal Education, 4506-5.1
	Collective Bargaining Calendar for the Southeast, 1978, 6946-1.43
	Collective Bargaining in the Farm Machinery and Equipment Industry, 6786-4 10
	Collective Bargaining in the Maritime Industry, 6786 4 11
	Collective Bargaining in the Railroad Industry, 6786 4 9
	Collective Bargaining Review and Outlook, 224 1
	Collective Bargaining Summary Reports, 6786 4

Each of the four basic indexes refer to a number. This number permits the user to find an abstract of the cited publication or a microfiche copy of the document.

See sample of an abstract below:

26108-598 COFFEE: Production and Marketing Systems

Oct 28, 1977 iii+91 p.
ID-77-54 eItem 546-D.
GAO 51.00 ASI/MF/4
*GA1 13 ID-77-54.
MC 78-6950 LC 77-604454

Report analyzing coffee marketing systems in the U.S. and 5 major producing countries (Brazil, Colombia, El Salvador, Mexico, Ivory Coast); and coffee data gathering, reporting, and forecasting activities of the Federal Government. Includes review of 1976 International Coffee Agreement Based on data from Government and industry reports, and visits to 5 leading producers.

Includes tables and text statistics on estimated world coffee production and export availability, by country, coffee export earnings of International Coffee Organization (ICO) member nations; production, yield, number of growers, and price in 5 countries visited, ICO indicator prices, U.S. coffee imports, by country of origin, and market shares for major U.S. coffee brands. Most data are for selected years, 1974-77.

AGENCY REPORT NUMBER INDEX

If a user had only a GAO report number and wanted more information about the report, the agency report number can be searched. See example below:

General Accounting Office

GED-78-24	26108-618	GGD-78-104	26108-698
GED-78-38	26108-626	GGD-78-105	26108-684
GED-78-67	26104-9	GGD-78-106	26108-687
GED-78-70	26108-627	HRD-77-92	26108-644
GED-78-86	26108-645	HRD-77-135	26108-674
GED-78-101	26108-646	HRD-77-143	26108-632
GED-78-105	26108-643	HRD-77-157	26108-692
GED-78-113	26108-651	HRD-78-1	26108-633
GED-78-118	26108-647	HRD-78-4	26108-634
GED-78-119	26108-665	HRD-78-6	26108-615
GED-78-125	26108-652	HRD-78-19	26108-596
GED-78-128	26108-697	HRD-78-90	26108-640
GED-78-128A	26108-697	HRD-78-91	26108-679
GED-78-132	26108-654	HRD-78-92	26108-680
GED-78-141	26108-661	HRD-78-96	26108-660
GED-78-155	26108-696	HRD-78-119	26108-682
GED-78-163	26108-695	HRD-78-155	26108-701
GED-78-170	26108-681	HRD-79-24	26108-691
EMD-78-22	26108-607	ID-77-54	26108-598
EMD-78-28	26108-668	ID-77-61	26108-619
EMD-78-32	26108-657	ID-78-6	26108-623
EMD-78-52	26108-650	ID-78-13	26108-606
EMD-78-62	26108-653	ID-78-16	26108-658
EMD-78-73	26108-688	ID-78-27	26108-635
EMD-78-76	26108-671	ID-78-31	26108-664
EMD-78-80	26108-678	ID-78-32	26108-642
EMD-78-90	26108-663	ID-78-44	26108-677
EMD-78-91	26108-699	ID-78-46	26108-670
FGMSD-77-22	26108-603	ID-78-49	26108-686
FGMSD-78-02	26108-662	ID-78-52	26108-667
FGMSD-78-16	26108-616	ID-78-57	26108-694
FGMSD-78-36	26108-648	ID-78-60	26108-693
FGMSD-78-50	26108-673	LCD-77-423	26108-599
FGMSD-78-61	26108-683	LCD-77-447	26108-602
FGMSD-79-3	26108-689	LCD-77-450	26108-631
FPCD-77-60	26108-597	LCD-78-234A	26108-676
FPCD-77-69	26108-601	LCD-78-408A	26108-649
FPCD-77-78	26108-613	LCD-78-425	26108-675
FPCD-77-80	26108-617	LCD-78-429A	26108-702
FPCD-78-16	26108-690	PAD-77-25	26108-600
FPCD-78-25	26108-641	PAD-77-71	26106-51
FPCD-78-28	26108-625	PAD-77-82	26108-630
FPCD-79-4	26108-700	PAD-78-15	26108-622
GGD-77-60	26108-620.4	PAD-78-18	26108-595
GGD-77-69	26108-620.2	PAD-78-27	26106-52
GGD-77-70	26108-620.3	PAD-78-34	26108-624
GGD-77-76	26108-620.1	PAD-78-44	26108-656
GGD-77-86	26108-610	PAD-78-48	26108-638
GGD-77-92	26108-609	PAD-78-51	26108-629
GGD-78-1	26108-605	PAD-78-52	26108-636
GGD-78-17	26108-612	PSAD-77-78	26108-604
GGD-78-21	26108-608	PSAD-78-8	26108-614
GGD-78-22	26108-621	PSAD-78-27	26106-1.1
GGD-78-24	26108-685	PSAD-78-31	26106-1.3
GGD-78-29	26108-637	PSAD-78-35	26106-1.2
GGD-78-45	26108-628	PSAD-78-36	26106-1.4
GGD-78-48	26108-639	PSAD-78-37	26106-1.5
GGD-78-56	26108-620.5	PSAD-78-57	26108-669
GGD-78-56-A	26108-620.6	PSAD-78-60	26104-4
GGD-78-56-B	26108-620.7	PSAD-78-65	26108-611
GGD-78-56-C	26108-620.8		
GGD-78-58	26108-655		
GGD-78-59	26108-666		
GGD-78-87	26108-672		
GGD-78-101	26108-659		

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ASI is also a file available through ORBIT, a computerized data base system. (It also will shortly be available on-line through the Dialog Information Retrieval Service.) Coverage begins in 1973 and continues to the present (selected coverage of publications issued during the 1960's is also included). The file is updated monthly.

A computer printout of GAO reports on a specific subject can be obtained by selecting the subject term and combining it with General Accounting Office. See example on next page:

SS 1 /C?
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SS 1 PSTG (837)

SS 2 /C?
USER:
coffee

PROG:
SS 2 PSTG (180)

SS 3 /C?
USER:
1 and 2

PROG:
SS 3 PSTG (3)

SS 4 /C?
USER:
prt

PROG:

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AN - 78-26108-598
TI - Coffee: Production and Marketing Systems
SO - Oct. 28, 1977. 111+91 p.
AV - GAO \$1.00. ID-77-54. ASI/MF/4
IS - 78SI000
OS - General Accounting Office
SI - GAO. 13: ID-77-54: Item 546-D
MCLC- 78-6950. 77-604454.
RS - 0, 1200, 1200

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AN - 73-26108-63
TI - Soluble Coffee Controversy
SO - June 29, 1973. 16 p.
AV - B 175530. ASI/MF
IS - RETR:
OS - General Accounting Office
RS - 0, 700, 700

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AN - 73-26108-59
TI - Alleged Discrimination Against U.S. Ships in the Carriage of Coffee
SO - June 13, 1973. 8 p.
AV - B 175530. ASI/MF
IS - RETR:
OS - General Accounting Office
RS - 0, 600, 600