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A guide to GAO's reporting policies has been designed to supplement the Report Manual as an aid to report writers and reviewers. Part I of the guide deals with report preparation, format, organization, and content. Part II presents report processing procedures and forms. Findings/Conclusions: Chapter and letter formats are flexible enough for effectively discharging most of GAO's reporting responsibilities. The chapter format is preferred if the report is lengthy--generally exceeding 10 pages. The makeup of a report in chapter format addressed to the Congress is illustrated. Sample transmittal letters for reports addressed to congressional requesters and agency officials are presented. The letter format usually will be appropriate when the information to be reported is relatively short or when there is some other good reason for not using the more formal chapter format. The details usually should not be in the body of the letter if the material is lengthy. Report processing steps include: tasks to be completed before requesting editorial services; requesting editorial services; division/editing conference; requesting Office of Policy and Office of the General Counsel review; and final typing and proofing. The following items should be included in the signature and report review package: nonbasic transmittal letter; Comptroller General's explanatory memorandum; and GAO forms 475, 115, 371, 116, and 117. Samples of these items are included. A flow chart demonstrating the final processing of reports for the Comptroller General's signature is included. (SC)

Report Preparation & Processing

OFFICE OF POLICY

UNITED STATES GENERAL ACCOUNTING OFFICE

FOREWORD

This guide was prepared for quick and convenient reference to GAO's reporting policies. It should be useful to report writers and reviewers throughout the office. It is designed to supplement the Report Manual and make it easier to use.

There are two parts--one deals with report preparation, format, organization, and content and the other deals with report processing procedures and forms.

Part I illustrates the various parts of a report in chapter format. The facing page (left side) highlights major points that should be considered in preparing a report. The page is cross referenced to the Report Manual where additional information may be found.

Part II gives step-by-step instructions on how to process a report and illustrates what must be included in the signature and review packages.

Comments and suggestions for improvements should be submitted to the Director, Office of Policy. Additional copies of the guide may be obtained from the Distribution Section.

Director, Office
of Policy

Donald J. Horan

April 1977

CONTENTS

PART I

PART II

PART I

REPORT PREPARATION

Experience has shown that the two basic formats—chapter and letter—are flexible enough for us to effectively discharge most of our reporting responsibilities. The Office of Policy should be consulted before using any other format.

Chapter Format

The chapter format is preferred if the report is lengthy. With few exceptions, the chapter format should be used in reports prepared for the Comptroller General's signature if the text will exceed 10 pages.

The makeup of a report in chapter format addressed to the Congress is illustrated in this part.

Except for some differences in the basic transmittal letter, chapter format requirements for reports addressed to congressional requesters or agency officials are the same. Basic transmittal letters for these reports are illustrated at the end of this part.

Letter Format

The letter format (either with or without covers) usually will be appropriate when the information to be reported is relatively short or when there is some other good reason for not using the more formal chapter format.

The details usually should not be in the body of the letter if the material is lengthy. Instead, the report should be a brief transmittal letter summarizing the most important points, including any recommendations, followed by enclosures: financial statements or schedules, exhibits and/or appendixes. Although not required, in some cases it will be helpful to include a table of contents.

REPORT COVERS
REPORT MANUAL CHAPTER 9

REPORT TO THE CONGRESS 1

BY THE COMPTROLLER GENERAL OF THE UNITED STATES

Classification Of Federal White-Collar Jobs Should Be Better Controlled 2

Civil Service Commission
Office of Management and Budget 3

Weak controls and pressures on job classifications have produced overgraded Federal positions. How many is unknown. Overgraded positions increase costs and affect employee morale and productivity.

Top Federal management must improve job classifications and organize the work of Federal departments and agencies economically. This attitude must exist at all Government levels. 4

5

FPCD-77-173

PAG

1 B-NUMBER 19-5
- Obtain from Index and Files Section, OGC, before editing.

2 ADDRESSEE, SALUTATION, AND COMPLIMENTARY CLOSE 10-1
- Three identical letters, except for distribution paragraphs (see item 6 below), addressed to (1) the President of the Senate, (2) the Speaker of the House of Representatives, and (3) the two officials jointly.
- For letter address, salutation, and complimentary close see Operations Manual - Supplement for Secretaries and Typists (Chap. 8)

3 OPENING STATEMENT 10-2
- A statement which is interesting, meaningful, and introduces the subject - not simply a repetition or paraphrase of the report title.

4 WHY THE REVIEW WAS MADE 10-3
- Present the major reason for making the review. Secondary reasons should be stated in the report.
- This information should not be repeated in the digest or body of the report unless there is a purpose for doing it.

5 CITATION OF LEGAL AUTHORITY. 10-3
- Required in all reports addressed to the Congress. Unless a more specific law applies, use our broad audit authority (illustrated).

6 DISTRIBUTION NOTICE (Joint letter illustrated) 10-3
- The two individually addressed letters should state that the report - not a copy - is being sent to the other addressee, e.g., "We are sending this report today to the President of the Senate."
- All three letters should include a statement that copies of the report are being sent to the President (in those limited cases in which this is done), the Director, OMB, and the heads of the Federal agencies involved.

7 SIGNER OF REPORTS TO THE CONGRESS 5-5
- Always prepared for the Comptroller General's signature.

GENERAL NOTES

Basic transmittal letters are used to transmit a report to the official to whom the report is addressed. Some other matters which should be considered:
- Avoid abbreviations
- Do not refer to the report as an enclosure. (RM 10-1)
- The lack of adequate advance review and comment or any limitations on the use of the report information should be noted. (RM 10-4)

COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

1

B-123456

2

To the President of the Senate and the
Speaker of the House of Representatives

This report describes (1) the problems contractors have because of shortages of processed materials and (2) the effect of the shortages on programs of vital national interest. 3

While reviewing Government acquisitions of major civil and military systems in 19--and 19--, we found that contractors frequently had problems in getting materials. This has increased costs and extended leadtimes. 4

We made our review pursuant to the Budget and Accounting Act, 1921 (31 U.S.C. 53), and the Accounting and Auditing Act of 1950 (31 U.S.C. 67). 5

We are sending copies of this report to the Director, Office of Management and Budget; the Secretaries of Commerce, Defense, and Labor; the Administrator, Environmental Protection Agency, and the Administrator of General Services. 6

Comptroller General
of the United States

7

DIGEST
REPORT MANUAL CHAPTER 11

(1) HEADINGS — 11-4
- Title should be the same as that on the cover.

(2) FINDINGS AND CONCLUSIONS — 11-2
- Briefly and clearly state the principal findings and conclusions.
- Examples are encouraged.
- Include dates, or any limitations on our work, which are important in placing our findings and conclusions in perspective.

(3) PAGE AND/OR CHAPTER REFERENCES — 11-4
- Use page and/or chapter references to refer readers to the detailed discussion in the body of the report.

(4) REPORT NUMBER — 19-5
- Use the same number as on the cover.

* * * (Continued on page I-8) * * *

GENERAL NOTES

Digests are required in all chapter format reports signed by the Comptroller General or by directors. Because many recipients will read only the digest, it must present the major issues covered in the report clearly, accurately and fairly. Digests should:

- Not introduce facts or opinions not in the report.
- Have side captions when they will help the reader. They are not required, however.
- Not exceed four pages except in those rare cases when a longer digest is essential to effectively communicate the report's message.
- Not include abbreviations other than those listed on Report Manual page 11-4 without clearance by the Information Officer.
- Use short sentences and paragraphs and simple nontechnical words.
- Use third person construction ("GAO recommends", etc.).
- Not include classified material whenever possible (RM 18-9).
- State limitations on report distribution:
  —Unless restriction is based solely on requester's wishes, state why the distribution is limited. (Underline for emphasis.) (RM 11-3).
  —Special notice may also be required. (RM 9-7)
- Be reviewed by the Information Officer before editing if report signed by Comptroller General. (Unclassified only). (RM 19-4).

Classified report digests are discussed in Chapter 18 of the Report Manual.

COMPTROLLER GENERAL'S
REPORT TO THE CONGRESS

1

BILINGUAL EDUCATION:
MORE NEEDS TO BE DONE
Department of Health,
Education, and Welfare

D I G E S T

2 **EXAMPLE A**

The Small Business Administration requires employees in key positions to file a statement of outside employment and financial interest. Many employees making or influencing decisions do not file statements because regulations emphasize an employee's grade level rather than his duties. Also, statements that are filed are not closely reviewed by the agency.

The regulations should be revised to require all employees in decision making or influencing positions to file financial disclosure statements. Improvements are also needed for the standards-of-conduct for those who review financial statements. (See p. 12.)

2 **EXAMPLE B**

The synthetic narcotic methadone, used to treat heroin addiction, can be medically beneficial but when these drugs are misused they can cause injury and death.

Eight hundred methadone related deaths (either used alone or in combination with other drugs) reported for 22 metropolitan areas in fiscal year 1975, show that the illicit use of methadone is a serious problem. (See p. 7.) 3

The Drug Enforcement Administration has been unable to carry out an effective methadone anti-diversion program because it has no authority to regulate and enforce activities to control diversion from treatment programs. This condition has been corrected. (See p. 29.)

The Food and Drug Administration needs to act decisively against persons in methadone treatment programs who violate Federal regulations and to improve its inspection program. (See p. 11.)

4

(Illustration continued on page I-9)

PA

(5) RECOMMENDATIONS OR SUGGESTIONS . . . . II-

- Do not simply refer the reader to the body of the report. Summarize the principal recommendations and/or suggestions (1) to agency officials and (2) for congressional action.
- When possible, special matters for Congressional attention should be placed near the start of the digest.
- Recommendations should be stated in the present tense, e.g., GAO recommends or is recommending.

(6) VIEWS OF RESPONSIBLE OFFICIALS 11-2

- Clearly show the thrust of advance comments, whether written or oral, on our findings, conclusions and recommendations together with any evaluative comments.
- When we disagree with the agency's comments, the digest should make this clear.
- If comments were not obtained and the report contains direct, indirect, or implied criticism of a person, an agency, or a non-Federal organization, state the reason why comments were not solicited.

5 **EXAMPLE A - RECOMMENDATIONS TO AN AGENCY HEAD**

GAO recommends that the Secretary of Health, Education, and Welfare limit allowances for laboratory services under Medicare and Medicaid to the lowest charges widely and consistently available in a locality. Also, the Secretary should establish policy and instructions on handling charges for services claimed by physicians. (See p. 5.)

5 **EXAMPLE B - RECOMMENDATION TO THE CONGRESS**

The Congress should enact legislation to

—eliminate the waiting period for Medicare coverage to resume for transplant patients who reject their transplants after 12 months and

—encourage greater use of home dialysis treatment by providing an incentive for medically and psychologically suited patients to select home over center dialysis.

Suggested legislative language to address these problems is included on pages 58 and 59.

6 **EXAMPLE A - AGENCY AGREEMENT**

HEW agreed with GAO's recommendations and said proposed regulations on the "lowest charge level" provision of the 1972 amendments have been developed and are being reviewed within the Social Security Administration. In addition, the Bureau of Health Insurance is developing guidelines and instructions on laboratory service billings subject to the carriers' regular reasonable charge criteria. (See p. 16.) GAO believes these actions will meet the intent of the 1972 amendments.

6 **EXAMPLE B - AGENCY DISAGREEMENT**

The Energy Research and Development Administration does not agree with GAO's recommendation to eliminate the use of operating funds for construction activities. The agency believes its procedures and controls are satisfactory. (See p. 20.)

GAO disagrees with the policy of funding construction projects with operating funds and believes a formal reporting system must be developed so that the Congress is informed. (See p. 24.)

TABLE OF CONTENTS
REPORT MANUAL CHAPTER 9

GENERAL NOTES

A table of contents for a financial statement report is illustrated on Report Manual page 9-10.

Contents

ABBREVIATIONS

GAO General Accounting Office
USPS United States Postal Service

GLOSSARY

Dactylography The study of fingerprints for purposes of identification.

INTRODUCTORY INFORMATION
REPORT MANUAL CHAPTER 12

* * * (Continued on page I-14) * * *

GENERAL NOTES

LENGTH

- If introductory information exceeds 3 or 4 pages, consider including some of it in an appendix. (RM 12-1)

SIDE CAPTIONS

- If the chapter is long, it should be divided into a number of short sections, each with a side caption describing the topic discussed. (RM 12-1)
- Do not use captions such as "Background" or "General Information."

FOOTNOTES AND REFERENCES

- Illustrated in Operations Manual - Supplement for Secretaries and Typists (Chapter 18).

CHAPTER 1

INTRODUCTION

This report discusses the use of Federal funds provided
by three formula grant programs--general public health, author-
ized by section 314(d) of the Public Health Service Act (42 1
U.S C. 246) and maternal and child health and crippled children's
services, authorized by title V of the Social Security Act
(42 U.S.C. 701). A previous GAO report discussed the plans to
change the method of distributing funds under title V of the 4
Social Security Act and the impact of the proposed change. 1/

The idea behind Federal formula grant programs (Federal
funds distributed to States based on a formula using population
and per capita income) is that State and local governments are 2
more aware of their needs than the Federal Government and should
be permitted to decide, within broad program categories, how to
spend Federal funds. In fiscal year 19--, Federal funds totalling
about $331 million were available to the States to support the
three programs.

Our review included those elements of the three formula 6
grant programs which appeared to need attention, rather than a
comprehensive review of the programs. Our objective was to find 5
out how States plan for and use formula grant funds, the extent
to which they are aware of constituents health needs, and whether
or not they have established programs to meet these needs. We
also reviewed the extent of the Department of Health, Education,
and Welfare's assistance to and monitoring of State programs.

ROLE OF THE FEDERAL GOVERNMENT

3

The formula grant programs are managed jointly by the
Department of Health, Education and Welfare (HEW) headquarters
and regional offices. Headquarters responsibilities include
establishing policy, issuing program regulations and guidelines,
and distributing the funds. Policy and program guidelines are
given to the regional offices and the States in manuals. HEW head-
quarters also evaluates programs and a percentage of each
appropriation is available to cover this cost.

1/ "Maternal and Child Health Programs Authorized by Title V, Social Security Act," HRD-76-90, June 23, 19--.

	PAGE
7 IDENTIFY SPECIFIC GEOGRAPHICAL LOCATIONS	12-3

- If there are too many activities or locations to be conveniently discussed, list them in the findings sections or in a separate scope chapter.

8 PERIOD COVERED BY REVIEW	12-3

- Indicate period covered or the period when the reported conditions existed.

GENERAL NOTES

SCOPE OF REVIEW	12-4

- Scope information of the type discussed in items 5 thru 8 should be placed in a separate chapter near the end of the report unless it is very brief or it is needed to alert the reader to limitations on our work. Because the scope information should supplement--rather than repeat--information discussed elsewhere in the report, including it in the introductory chapter eliminates the need for a separate scope chapter later in the report.
- Examples of scope statements are included in chapter 15 of the Report Manual.
- When included in the introduction, "Scope of Review" side caption must be used.

Grant program management has been decentralized by assigning HEW regional offices responsibility to

--provide advice on programs,

--conduct visits to review programs,

--do financial audits of the grants, and

--review and approve State plans required by the three grant programs.

ROLES OF THE STATES

States manage formula grant programs day-to-day, including monitoring program activities and evaluating results. Each State must send reports to HEW regional offices, on its program activities.

States must also prepare a plan for each program. Although Federal law and regulations specify areas which must be addressed in a State plan, the States are free to determine how the funds will be used within broad program categories. The States decide which health programs will receive grant support and the amount of support. The States also fully control how the funds will be used to provide community services.

SCOPE OF REVIEW

We interviewed State health department officials res-
ponsible for the plans in Indiana, Kentucky, and West 7
Virginia. We reviewed HEW internal audit reports, regulations, grant files, and correspondence at HEW headquarters in Rockville, Maryland; and HEW regional offices in Philadelphia (region III); Atlanta (region IV); and Chicago (regionV).

Our review in Kentucky, Indiana, and West Virginia 8
covered fiscal years 19-- through 19--.

FINDINGS CHAPTER
REPORT MANUAL CHAPTER 13

PAGE

(1) CHAPTER TITLE 13-8
- Short, meaningful, and constructive.

(2) SUMMARY 13-8
- A brief summary paragraph at the beginning of a chapter is helpful.

(3) SIDECAPTIONS 13-8
- Descriptive/constructive sidecaption should introduce each finding.
- See Operations Manual - Supplement for Secretaries and Typists (Chap. 18) for guidance on positioning in the report.

(4) STATEMENT OF CONDITION 13-3
- Describe the situation as we found it.
- Visual aids are often helpful. (See also page I-26.)
- State whether adverse conditions are isolated or widespread.
- Include only important, relevant information.
- Identify important assumptions and opinions.
- Examples will help in most cases but do not overdo it.

(5) CRITERIA 13-3
- Criteria (such as laws, regulations, and program objectives) used to evaluate the conditions observed.

(6) EFFECT 13-4
- Explain differences between conditions and criteria.
- State in measureable terms, such as dollars, time, number of transactions. (May be actual, potential, or intangible.)
- Convince reader that corrective action is needed.
- Explain estimates and projections.

(7) CAUSE 13-4
- State why the deviation occurred (basic causes).
- Good recommendations depend on identifying causes.
- Include lack of internal audit or review, when appropriate.

(8) CLASSIFIED REPORT PAGE MARKINGS 13-10
- Required when using either the blocked or paragraph style.

(9) MARKING CLASSIFIED MATERIAL (BLOCKED STYLE) 13-11
- This style is preferred. Use of the paragraph style must be justified in the explanatory memorandum. (See RM 18-12.)

* * * (Continued on page I-18) * * *

GENERAL NOTES

PRESENTING FINDINGS AND RECOMMENDATIONS
- The preferred report format is a series of chapters, each presenting an individual finding or group of related findings with information pertaining to that finding, i.e., conclusions, recommendations, agency comments, etc. Separate chapters with our conclusions and recommendations and the agency comments should be avoided in reports with multiple findings. (RM 13-7 and 14-13.)

NOTE: NONE OF THE MATERIAL APPEARING BELOW IS ACTUALLY CLASSIFIED.
THIS SAMPLE PAGE IS SO MARKED FOR ILLUSTRATIVE PURPOSES ONLY.

8 **CONFIDENTIAL**

The blocked material is classified as indicated. All other material on this page is UNCLASSIFIED.

1

CHAPTER 2

BUREAU EDUCATION PROGRAMS--

ARE THEY CLOSING THE EDUCATION GAP?

Little progress has been made by the Bureau of Indian Affairs to close the education gap between Indians and other Americans by 19--. The Bureau's education programs are not designed to achieve this goal and its information system does not provide the data necessary to effectively manage the program. The Bureau should identify educational needs and develop an information system that provides necessary data. 2

NEED TO CLOSE THE EDUCATION GAP 3

In recent years both the President and the Congress have discussed continuing problems with Indian education. Senate Report 91-501, entitled "Indian Education: A National Tragedy--A National Challenge", recommended that the Federal Government set goals for giving equal educational opportunity for Indian children, including the achievement of parity between Indian high schools and national norms. The report pointed out that Indians graduating from Indian high schools generally had the equivalent of a ninth-grade education. This compares to the national average of an 11th grade education. 4

The major goal set for the Bureau of Indian Affairs' education program was to close the education gap between Indians and other Americans by raising the academic achievement level of Indian students within 10 years to the national average. 5 However, little progress has been made toward achieving the goal. Although about $500 million was spent by the Bureau during the first 5 years of the program to educate some 50,000 Indian children, the Bureau estimated that Indians graduating from Bureau high schools still had only about a ninth-grade education as measured by standardized academic-achievement tests. 6 (CONFIDENTIAL) 9

The Bureau's education programs were not designed to reach the goal. Officals at five of 12 schools and at one of three area offices visited told us they were not aware of the goal. Officials at the remaining schools and area offices said that they had not designed their programs to reach this goal and had not received guidelines or instructions to do it from the Bureau. 7

The Bureau does not have a management information system to give education program officials data necessary to identify educational needs of Indian children, design programs and activities to accomplish educational goals, allocate resources to these programs, and evaluate the costs and benefits in relation to the educational goals.

8 **CONFIDENTIAL**

PAG

10 CONCLUSIONS 13-

- Each finding section or chapter should have a clear statement of our final position. (RM 13-9)
- Must be reasonable and logical.
- A side caption may be used, but it is not mandatory.

11 RECOMMENDATIONS 14-1

- Include if our work indicates action is needed.
- Do not include if the agency has completed the desired action. (RM 14-13)
- Avoid recommendations to (1) make a study, (2) continue to do something, unless the report shows that it is being discontinued, and (3) consider doing something if the evidence supports a recommendation for corrective action.
- Must follow logically from the information provided in the report.
- Should always be directed to an official--not the agency. In reports to the Congress, committees, or members they are addressed to agency heads. (RM 14-11).
- Should closely follow the finding to which it relates, rather than in a separate chapter. (RM 14-13)
- Use "we recommend that, etc.," (RM 14-11)
- Side caption required.

12 AGENCY COMMENTS 6-1

- The report should fairly present the agency's comments on our conclusions and recommendations.
- Our presentation of the findings should reflect comments on the findings and any general comments.
- Comments which oppose our findings and conclusions must be rebutted. (RM 6-9)
- Formal comments should be attributed to the agency rather than to the official who signed the letter. For example, we should say "The Department of Labor said * * *" rather than "The Assistant Secretary for Administration said * * *." (RM 6-7)

13 RECOMMENDATIONS AND/OR MATTERS FOR CONGRESSIONAL CONSIDERATION . . 14-3

- Recommendations are preferred over "matters for consideration." Be as specific and direct as possible. If we believe the Congress should do something we should recommend action rather than consideration.
- Recommendations to the Congress must be cleared with the Office of the General Counsel.
- When congressional policy is involved, we should avoid the appearance of usurping congressional prerogatives. In such cases, a statement of the issues and alternatives warranting the Congress's attention would be appropriate.
- Specific legislative language should be included when we are recommending changes in laws. For guidance on this and other recommendations requiring special consideration see pages 14-6 thru 14-9 of the Report Manual.

CONCLUSIONS 10

Because educational needs have not been identified, the Bureau's programs will not raise the academic achievement level of Indians to the national average within 10 years. Program officials do not have data necessary to identify educational needs and design new programs to meet the established goal.

RECOMMENDATIONS 11

We recommend that the Secretary of Interior require the Commissioner of Indian Affairs to:

--Apprise all operating levels of the educational program goals.

--Develop a management information system to provide:

1. Useful information on the academic aptitude and achievement levels of students in the Bureau school system.
2. Program-oriented financial management reports geared toward the management needs of Bureau education program officials.

AGENCY COMMENTS AND OUR EVALUATION 12

The Department of the Interior said it agreed with the findings and that our conclusions and recommendations would constructively support Bureau attempts to improve its education program. (App. I.)

According to the Department, from 5 to 10 years would be required to prove increased effectiveness through student test results. The Department noted we did not recognize departmental and congressional commitments and progress to improve education opportunity for the American Indian.

We agree that it would have been desirable to obtain student academic achievement data covering several years. Such data was not available, however, and, by necessity, our evaluation of progress achieved by the Bureau was limited to available data.

RECOMMENDATION TO THE CONGRESS 13

We recommend that the Congress enact legislation authorizing the Bureau to collect the information discussed in this report. This information can be used to evaluate the progress being made in improving Indian education. Suggested legislative language is in Appendix II.

1 FORMAT

- Use "APPENDIX" for bound reports.
- Use "ENCLOSURE" for unbound reports.
- Locate heading on right and left margins.
- Use Roman numerals.

2 HANDLING PAGE REFERENCES

- A general note should be used if the page numbers shown do not agree with those in the final report.

3 HANDLING COMMENTS ON MATERIAL DELETED IN THE FINAL REPORT

- If material commented on has been deleted from the final report, the comments should be deleted and a note added as shown. (RM 6-10)

GENERAL NOTES

- Other items which may be included are
  --copies of congressional requests (See also RM 15-2)
  --lists of earlier GAO reports on the same or a related subject (See also RM 12-4.)

- Last appendix in report to the Congress should be a listing of the names, titles and periods of service of the top agency officials responsible for the activities discussed in the report.

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

July 29, 1976

Auditor General

Mr. J. K. Fasick
Director
International Division
U.S. General Accounting Office
441 G Street, N.W.
Washington, D.C. 20548

Dear Mr. Fasick:

Thank you for providing the GAO draft report "World Population Growth: Its Impact on Development Efforts and the Quality of Life" to the State Department and the Agency for International Development for comment. Our response to the report is generally favorable, however, we do not concur with the following recommendations.

2 1. On page 23, the report recommends that the Secretary of State estimate AID's donor assistance for each country for a 20 year period. We do not agree a 20 year period should be used in all cases. Our Office of Population believes that where a country (a) is fully committed to reducing excessive growth and (b) employs effective, low cost service delivery systems and adequate supplies, donor assistance will not be needed after approximately 10 years.

[See GAO Note 1] 3

Please let me know if we can be of any further assistance in this matter.

Sincerely yours,

Carry C. Homer

GAO notes:

1. The deleted comments relate to matters which were discussed in the draft report but omitted in this final report.
2. Page references in this appendix refer to the draft report and do not necessary agree with the page number in the final report.

BASIC TRANSMITTAL LETTER
CONGRESSIONAL REQUEST
REPORT MANUAL CHAPTER 10

PAGE

(1) B-NUMBER 19-

- Obtain from Index and Files Section, OGC, before editing.

(2) ADDRESSEE, SALUTATION AND COMPLIMENTARY CLOSE. 10-1

- Address letter to requester.
- Reports addressed to two or more requesters require a basic letter for each and a joint letter for report copies. (RM 10-3)
- For letter address, salutation and complimentary close see Operations Manual - Supplement for Secretaries and Typists (Chap. 8). For joint letters, call Editorial Services for assistance.

(3) OPENING STATEMENT 10-4

- Briefly introduce the subject matter of the report.
- Include general reference to the request or inquiry or other reason for the review.

(4) RESTRICTIONS 10-4

- State important restrictions on the use of the report information.

(5) LIMITATIONS ON ADVANCE REVIEW AND COMMENT 10-4

- If requested not to get comments, state this as the reason for not following our usual policy. CAUTION: Do not use the expression "As agreed with you (or your office)..." (RM 6-2)

(6) PROVISIONS OF SECTION 236 20-1

- Used only when the report includes recommendations to the head of a Federal agency and advance arrangements have not been made to send copies to the agency and the committees.

(7) DISTRIBUTION NOTICE 20-7

- Advise requester of parties to whom copies of the report are being sent. CAUTION: Copies should be given only to the requester unless prior arrangements have been made.
- Unrestricted reports with recommendations to the head of a Federal agency should be distributed to the agency, the Director, OMB, the House and Senate Committees on Appropriations, the House Committee on Government Operations, and the Senate Committee on Governmental Affairs.

(8) SIGNERS OF CONGRESSIONAL REQUEST REPORTS 5-5

- The Comptroller General signs all except those addressed to individual members of the Congress containing general information or factual data (no conclusions or recommendations) or nonsubstantive responses to constituent inquiries which may be signed by directors.

GENERAL NOTES

- Do not refer to discussions with congressional staff members. Use such wording as "Our representatives were informed that you..." or "In accordance with discussions with your office..." (RM 15-3)
- Our audit authority should not be cited. (RM 10-4)

COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

B-123456 1

2

The Honorable John Doe
Chairman, Committee on Armed Services
United States Senate

Dear Mr. Chairman:

As requested in your June 24, 19--, letter, this report
discusses the defects in the R-99 aircraft, including those 3
in the aircraft's elevator. It also shows the estimated cost
to correct these defects.

Litigation has started alleging that Zero Co. is liable
for damages leading to the R-99 crash near Camden, New Jersey.
Claims have been filed against the United States Government,
and the Government may also be involved in litigation in the 4
near future. This report contains information which may be
prejudicial to the interests of both Zero Co. and the Government.

At your request, we did not take the additional time to
obtain written agency comments. The matters covered in the re-
port, however, were discussed with Air Force and Zero Co. 5
officials and their comments are incorporated where appropriate.

This report contains recommendations to the Secretary of
the Air Force on page 27. As you know, section 236 of the
Legislative Reorganization Act of 1970 requires the head of a
Federal agency to submit a written statement on actions taken 6
on our recommendations to the House Committee on Government
Operations and the Senate Committee on Governmental Affairs not
later than 60 days after the date of the report and to the House
and Senate Committees on Appropriations with the agency's first
request for appropriations made more than 60 days after the date
of the report. We will be in touch with your office in the near
future to arrange for release of the report so that the require- 7
ment of section 236 can be set in motion.

Sincerely yours,

8

Comptroller General
of the United States

BASIC TRANSMITTAL LETTER
AGENCY OFFICIALS
REPORT MANUAL CHAPTER 10

PAGE

1. B-NUMBER 19-5
   - Not used on reports signed by officials below the director.
   - Obtain from Index and Files, OGC, before editing.

2. ADDRESSEE, SALUTATION AND COMPLIMENTARY CLOSE 10-1
   - Address letter to agency official.
   - Reports addressed to two or more officials require a basic letter to each official and a joint letter for report copies.
   - For letter address, salutation and complimentary close see Operations Manual - Supplement for Secretaries and Typists (Chap. 8). For joint letters, call Editorial Services for assistance.

3. OPENING STATEMENT 10-
   - Briefly introduce the subject matter of the report.

4. WHY THE REVIEW WAS MADE 10-3
   - The essential reason or reasons for making the review.
   - Generally, this information should not be repeated elsewhere in the report.
   - Our audit authority should not be cited (except to meet some special purpose.)

5. RESTRICTIONS 1
   - State restrictions on the use of the report.

6. PROVISIONS OF SECTION 236 10-5
   - Use only when the report includes recommendations to the head of a Federal agency.

7. DISTRIBUTION NOTICE 10-5
   - Advise recipient of our plans for distributing copies of the report to subordinate agency officials, officials of other agencies, or congressional committees or members.

8. SIGNERS 5-5
   - Prepared for the Comptroller General's signature when the subject or issues warrant it.
   - Directors sign:
     —reports addressed to the heads of departments and independent agencies
     —reports to lower level agency officials if distribution to members of Congress is anticipated.
   - See page 5-5 of the Report Manual for signers of reports addressed to officials below the Secretary or comparable level.

UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

LOGISTICS AND COMMUNICATIONS
DIVISION

B-123456

The Honorable
The Secretary of Defense

Dear Mr. Secretary:

This report discusses the Department's transportation data systems and suggests ways to reduce duplicate systems.

This review was made because, while working at various military installations, we noted many computer facilities were processing the same standard supply and transportation documents for the same shipments.

We discussed the report with Department officials and have incorporated their comments. They said the data included as appendix II is subject to verification by the individual Services and should be used with this qualification.

This report contains recommendations to you on page 11. As you know, section 236 of the Legislative Reorganization Act of 1970 requires the head of a Federal agency to submit a written statement on actions taken on our recommendations to the House Committee on Government Operations and the Senate Committee on Governmental Affairs not later than 60 days after the date of the report and to the House and Senate Committees on Appropriations with the agency's first request for appropriations made more than 60 days after the date of the report.

We are sending copies of this report to the Director, Office of Management and Budget; the Chairmen, House Committee on Government Operations, Senate Committee on Governmental Affairs, the House and Senate Committees on Appropriations, and Armed Services; the Secretaries of the Army, Navy, and Air Force; and the Director, Defense Supply Agency.

Sincerely yours,

Director

(1) PHOTOGRAPHS

- Use to emphasize a point or to illustrate a product being discussed. (RM 17-1)
- Do not use photographs which might adversely affect or tend to single out for praise persons or non-Federal organizations without discussing the circumstances first with the Office of Policy. (RM 17-3)
- Use black and white 8" x 10" glossy prints with good contrast for best results.
- Always use a caption. Phrases such as "view of " or "picture of" should not be used. (RM 17-4)
- Name the source in the text or in the credit lines. (RM17-2)
- Do not write on photograph. Tape the information needed on the back.
- Include an indication of size when possible, such as a ruler, a person, etc. (RM 17-4)

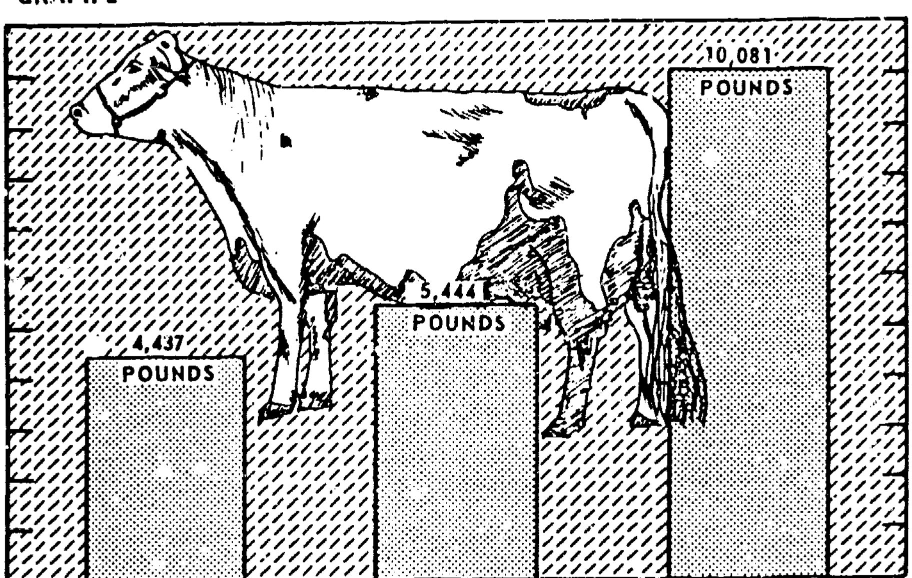
(2) CHARTS, GRAPHS, MAPS

- General visual aids (particularly maps) should be placed in the opening pages of reports. (RM 17-4)
- Look for opportunities where visual aids will make the report clearer and more concise. The material should be easy to read and understand without long explanations.
- Color printing should not be planned for our reports, except in very unusual circumstances. (6-8 weeks must be allowed to have color material printed.) (RM 17-2)

GENERAL NOTES

- Place visual aids close to where the subject is discussed. (RM 17-4)
- If you need help contact Illustrating Services. Request for illustrating should be submitted on GAO Form 317 at least 30 days before the report is expected to be submitted for final processing (RM 19-3)
- See page 17-3 of the Report Manual for other suggestions.
- Guidance on preparing tables or financial schedules can be found in the Operations Manual - Supplement for Secretaries and Typists (Chap. 18).

GRAPH 1 MILK PRODUCTION PER COW



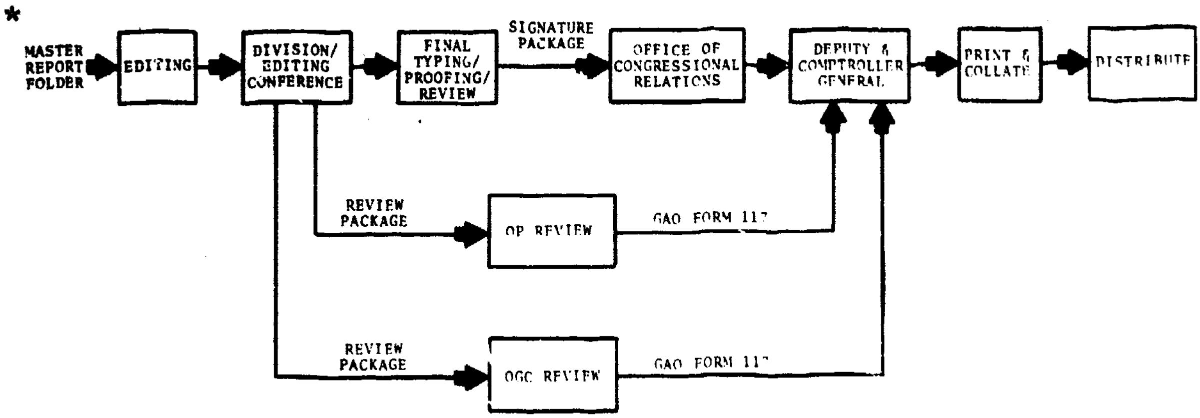
SOURCE: PREPARED BY GAO FROM INFORMATION OBTAINED FROM THE DEPARTMENT OF AGRICULTURE

NOTES

PART II

REPORT PROCESSING
REPORT MANUAL CHAPTER 19

The following chart shows the steps in the final processing of reports for the Comptroller General's signature.



*The Information Officers review and all Division report processing steps should be completed prior to this point.

This part highlights operating division responsibilities to process reports and illustrates the following items which should be included in the signature and report review packages:

REPORT PROCESSING STEPS

STEP 1 - BEFORE REQUESTING EDITORIAL SERVICES

- Prepare Master Report Folder consisting of one or more red expansion folders with identification label (GAO Form 279) be affixed to the back upper right corner of each folder. (RM 19-1) The folder should contain:
  - --Referenced draft and all referenced changes. Comments by the referencers and reviewers annotated to show their disposition.
  - --Regional office draft.
  - --Copy of draft sent to the agency for comment.
  - --Copies of drafts reviewed by internal report reviewers, and drafts revised after considering the reviewer's comments.
  - --Digest and cover sheet proposed by the Information Officer. (RM 19-4)
  - --Originals of pertinent congressional requests and agency comments. (If they are to be reproduced in the report they should be inlcuded in the portfolio discussed below.)
  - --Pertinent contact memorandums (legible copies)
  - --Other pertinent correspondence.

- Prepare and insert in the Master Report Folder a portfolio of all material (originals except as noted) to be included in the signature package (RM 19-2):
  - --GAO Form 115. This form is illustrated on p. II-10.
  - --Comptroller General's explanatory memorandum (blue copy) and attachment. This memorandum is illustrated on p. II-6.
  - --Control copy of the report.
  - --Draft basic transmittal letter(s).
  - --Congressional request letters and agency comments to be reproduced in the report. Copies for all other reports.
  - --Pertinent contact memorandums (legible copies).
  - --Visual aids.
  - --Other pertinent material (legible copies).

  NOTES:
  1. Tan or blue portfolios for report to be signed by the Comptroller General or directors, respectively.
  2. Attach Action Routing Slip (GAO Form 319) to the portfolio. Specific routing instructions can be found on Report Manual pages 19-23 through 19-25.

- Although not a part of the Master Report Folder, the following items for the OP and OGC report review packages should be assembled at this time. Must be legible copies or will be returned. (RM 19-9):
  - --GAO Form 115.
  - --Comptroller General's explanatory memorandum with GAO Form 475 attached.
  - --Congressional request letters.
  - --Pertinent contact memorandums.
  - --Other pertinent information which might facilitate the review, i.e., agency comments annotated to show how and where they are handled in the report. (See also RM 19-10.)

  NOTE: Copies of the edited drafts will be inserted in the packages in step 3.

STEP 2 - REQUESTING EDITORIAL SERVICES (RM 19-6)

- Complete GAO Form 116. This form is illustrated on p. II-14.
- Send the Master Report Folder to Editorial Services with the GAO Form 116 (original and two copies).

NOTE: All reports to be signed by the Comptroller General must be edited. Editorial services are available upon request for other reports.

STEP 3 - DIVISION/EDITING CONFERENCE (RM 19-7)

- Clear the editing comments. Make certain the intended meaning remains intact.
- Make two copies of the agreed upon edited draft report and basic transmittal letter(s) and insert one copy into each of the OP and OGC report review packages prepared in Step 1 above. (Must be legible or will be returned.)

NOTE: Editing comments are advisory. The division or office is responsible for the report content. From this point on, no changes should be made in the report unless they are absolutely essential (RM 19-7).

STEP 4 - REQUESTING OP AND OGC REVIEW (CONCURRENT WITH STEP 5)

- Prepare two GAO Form 117s (one for OP and one for OGC). This form is illustrated on p. II-16.
- After getting the division directors approval send the report review packages completed in Step 3 above to OP and OGC using the appropriate GAO Form 117.

NOTES:
1. OP and OGC reviews are required for all reports to be signed by the Comptroller General. These reviews may be requested for other reports.
2. Seven work days should be allowed for OP and OGC review and at least two working days for review by the Deputy Comptroller General and the Comptroller General.
3. Division representatives are responsible for seeing that Editorial Services is advised of any changes needed based on the OP and OGC reviews.

STEP 5 - FINAL TYPING AND PROOFING (RM 19-11)

- Reports over five pages should be typed by Editorial Services, unless the division director approves a deviation. (See note below.)
- Remember to return the original edited draft report and transmittal letters to Editorial Services.
- Editorial Services will complete the remaining processing steps.
- Advance copies of the final report will be sent to the division director's office when the signature package is ready to be sent to the Comptroller General. If any corrections are required, the editors should be notified immediately. (RM 19-12).

NOTE: Divisions are encouraged to final type and proof all reports of five pages or less. When this is done, the final typed report and documentation should be sent to Editorial Services who will complete the remaining processing steps.

GENERAL NOTES

Nonbasic transmittal letters are used to send copies of reports to recipients other than the report addressee for whom we have a special message. Regardless of whether there is a special message, they are also used to send copies to the following recipients:

—Officers of the Congress
—The President
—State Governors and top officials of non-Federal organizations directly affected by the report.

COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

B-123456

1

The Honorable
The Secretary of Housing and
Urban Development

Dear Mr. Secretary:

The enclosed report questions rental increases at two subsidized housing projects in Pennsylvania.

We are recommending that the Congress revise the legislation for these projects. 2

This report also contains recommendations to you on page 9. As you know, section 236 of the Legislative Reorganization Act of 1970 requires the head of a Federal agency to submit a written statement on actions taken on our recommendations to the House Committee on Government Operations and the Senate Committee on Governmental Affairs not later than 60 days after the date of the report and to the House and Senate Committees on Appropriations with the agency's first request for appropriations made more than 60 days after the date of the report. 3

We are sending copies of this report to your Assistant Secretary for Housing Management and to your Inspector General. 4

Sincerely yours, 1

Comptroller General
of the United States 5

Enclosures - 2

EXPLANATORY MEMORANDUM

	PAGE
(1) CONGRESSIONAL INTEREST	19-15

- Disclose any special congressional interest or sensitivity.
- Indicate possible requests for GAO testimony.

(2) GAO REPORTS.	19-15

- Refer to previous or succeeding reports coming out of the same assignment or dealing with the same subject.

(3) SPECIAL OR UNUSUAL MATTERS	19-15

- Information which may be of interest to the Comptroller General

(4) COORDINATION	19-15

- Statement on coordination which has taken place with other GAO divisions and offices. If coordination was not considered necessary, state this.
  A copy of written comments should be attached to the explanatory memorandum.
  Summarize the principal changes made in the report. Explain why suggested changes were not made. Give enough detail to help others understand areas of difference, the rationale for opposing views, the steps taken to resolve the differences, and important unresolved issues.

(5) GAO FORM 475 (See page II-8)	19-16

OTHER IMPORTANT INFORMATION (NOT INCLUDED IN EXAMPLE)

- Sensitive or potentially controversial issues (RM 5-14)
  —Matters involving congressional policy
  —Disclosure of contractor's business information
  covered by 18 U.S.C. 1905
  —Referrals to the Department of Justice
  —Pending or ongoing litigation
- Problems getting agency cooperation; access-to-records problems; delays in obtaining advance comments, etc.
- Findings which may apply internally
  —State whether the issue has been brought to the attention of the official responsible for the area and the Director, OIR.
- Problems on congressional request assignments including
  —Disagreements on the scope
  —Method of reporting, staffing, etc.

GENERAL NOTES

REQUIREMENT	19-14

- Explanatory memorandum required on all reports signed by the Comptroller General if 50 or more staff-days were spent on the assignment.
- If less than 50 staff-days and there are no sensitive or controversial issues, the GAO Form 117 should state (1) that no explanatory memorandum was required and (2) any coordination which has taken place within the office (see item 4 above).

UNITED STATES GOVERNMENT **GENERAL ACCOUNTING OFFICE**

Memorandum

TO : Comptroller General

FROM : Director, CED - Henry Eschwege

SUBJECT: RED 76-12: Transmittal of Report for Signature
Department of Agriculture

We are furnishing for your signature a report to the Congress,
on "Student Participation in the Food Stamp Program at Six Selected
Universities." A prior report "Observations on the Food Stamp Pro-
gram" (RED 75-342, February 28, 1975) dealt with the lack of manage- 2
ment data on groups of program participants, including college stu-
dents. The food stamp program is administered by the Food and
Nutrition Service, Department of Agriculture.

The Service is compiling data from a one-time sample of 10,000
food stamp households for September 1975. These sample results, 3
dealing in part with college student participation, will be released,
according to the Service, about a month from now.

We recommend the Department and the Service routinely obtain
from States and counties data to determine the size and composition
of various segments of the program's target population and its
participants. Hearings before the Committee on food stamp reform 1
are expected to continue at least through April or May. There is
no indication we will be asked to testify on our report, but a
request to testify is possible.

The House Agriculture Committee staff conducted its own analysis of food stamp participation based on State quality control data for April 1975. The results of the staff study on college student participation are similar to our results.

We have coordinated the report with HRD, FGMSD, and EMD, and 4
there were no major issues raised.

Attachment

5

GAO FORM 475
REPORT MANUAL PAGES 19-16 and 19-31

1. **REPORT NUMBER**

2. **ESTIMATED DOLLAR COST**

   The number of staff days times the estimated average cost per staff day for the division or office.

3. **REMARKS**

   Used to record any special notes on the time required to do the job, both positive and negative.

GENERAL NOTES
This form is attached to the Comptroller General's explanatory memorandum.

GAO FORM 475
DEC. 75

TIMEFRAME AND RESOURCES DATA FOR REPORT TO BE SIGNED BY THE COMPTROLLER GENERAL

INSTRUCTIONS FOR PREPARING THIS FORM ARE CONTAINED IN CHAPTER 19, REPORT MANUAL

REPORT TITLE

Student Participation in the Food Stamp Program at Six Selected Universities

REPORT NO. RED-76-12
ASSIGNMENT CODES:
SURVEY 08534
REVIEW 08537

1

TIMEFRAME FOR SUCCESSIVE PERFORMANCE STEPS	DATES FROM	DATES TO	CALENDAR DAYS
SURVEY	10/13/75	11/18/75	37
REVIEW Review (through completion of site work)	11/19/75	1/26/76	69
Draft Report Preparation in Field (after audit)	1/27/76	3/08/76	42
Review and Referencing (field)	3/09/76	3/11/76	3
Washington Analysis of Field Input	3/12/76	3/18/76	7
Draft Report Preparation, Processing (Washington)	3/19/76	3/29/76	11
With Agency for Comment	3/30/76	4/12/76	14
Final Report Processing	4/13/76	4/15/76	3
Editing to Issuance (estimate)	4/16/76	4/30/76	15
TOTAL CALENDAR DAYS – REVIEW			164

RESOURCES EXPENDED	SURVEY	REVIEW
STAFFDAYS SPENT ON ASSIGNMENT	80	580
ESTIMATED DOLLAR COST	$11,440	$82,940

2

REGIONAL OFFICES INVOLVED

Philadelphia (lead region), Atlanta, Chicago, Dallas, San Francisco and Seattle (Portland Suboffice)

REMARKS

Agency officials were briefed on our findings before sending them the draft report for advance review. This procedure helped expedite agency comments.

3

GAO FORM 115
APPROVAL FOR RELEASE AND DISTRIBUTION OF REPORT

REPORT MANUAL DISCUSSION . . . . Chapter 20
(See Comprehensive Audit Memorandum No. 2 for detailed instructions)

(1) BASIC TRANSMITTAL LETTER
The official(s) to whom the report is addressed. For a report to the Congress, check the Speaker of the House and the President of the Senate.

(2) NONBASIC TRANSMITTAL LETTER (See page II-4)

(3) TRANSMITTAL SLIP (Facsimile on p. II-12)
Use only when all three of these conditions are met:

- Distribution is unrestricted.
- The report has recommendations to an agency head.
- A tailored nonbasic letter is not being used to send copies of the report.

NOTE: Can only be used to send copies to the House and Senate Committees on Appropriations, the House Committee on Government Operations, the Senate Committee on Governmental Affairs and their subcommittees.

(4) NO TRANSMITTAL DOCUMENT
All other recipients.

(5) Must be signed by the division director or the acting director.

(6) Total number of copies listed on GAO Form 115-1 (Continuation Sheet).

(7) Used to send copies of unrestricted reports to the ranking minority members of those committees and subcommittees who are to get copies of the report.

(8) Except for reports addressed to that committee copies of our reports are not to be sent to the Senate Committee on Appropriations unless they are specifically requested. However, copies should be sent to the appropriate subcommittee.

* * * (Continued on page II-12) * * *

GENERAL NOTES

- When delivery to any recipient is to be expedited, the form should be marked "Hand Carry to Addressee."
- Provide room numbers, street address, etc. for all recipients added to GAO Forms 115 and 115-1.

NOTE: This is only an example. Each GAO Form must be adapted to the individual report using Comprehensive Audit Memorar 'um No. 2 guidance.

GAO FORM 115 (REV 8-76)
(PREVIOUS EDITION OF 6-73 MAY BE USED UNTIL SUPPLY IS EXHAUSTED)

U. S. GENERAL ACCOUNTING OFFICE

APPROVAL FOR DISTRIBUTION OF REPORT

INSTRUCTIONS FOR PREPARING THIS FORM ARE CONTAINED IN COMPREHENSIVE AUDIT MEMORANDUM NO. 2

TITLE OF REPORT

Overstatement of Petroleum Requirements and Need for Better Management of Bulk Fuels

CHECK ONE:

[X] UNRESTRICTED
[ ] RESTRICTED
[ ] CLASSIFIED

REQUISITION NUMBER 60123 — LCD — 7(— 20

DATE ISSUED

[ ] THIS APPR... FOR AN AD... DISTRI... OF RE... ...TED ...

THE ACCOMPANYING LETTERS ARE FOR SIGNATURE BY:

[X] THE COMPTROLLER GENERAL [ ] DIRECTOR, ______

[ ] ASSISTANT COMPTROLLER GENERAL, ______

INITIAL EXTERNAL DISTRIBUTION

			1	2	3	4
	NO. OF COPIES	RECIPIENT	BASIC TRANS-MITTAL LETTER	NON-BASIC TRANS-MITTAL LETTER	TRANS-MITTAL SLIP (GAO Form 371)	NO TRANS-MITTAL DOCU-MENT
	3	SPEAKER OF THE HOUSE	X			
	1	PRESIDENT OF THE SENATE	X			
	2	HOUSE COMMITTEE ON APPROPRIATIONS			X	
	3	HOUSE COMMITTEE ON GOVERNMENT OPERATIONS			X	
	1	HOUSE COMM. ON Armed Services (Legislative Committee)				X
	1	HOUSE COMMITTEE ON THE BUDGET				X
8		SENATE COMMITTEE ON APPROPRIATIONS				
	1	SENATE SUBCOMM. ON Defense (Appropriations Subcommittee)			X	
	1	SENATE COMMITTEE ON GOVERNMENT OPERATIONS			X	
	1	PERMANENT SUBCOMMITTEE ON INVESTIGATIONS SENATE COMMITTEE ON GOVERNMENT OPERATIONS			X	
	1	SUBCOMMITTEE ON BUDGETING, MANAGEMENT, AND EXPENDITURES SENATE COMMITTEE ON GOVERNMENT OPERATIONS			X	
	1	SENATE COMM. ON Armed Services (Legislative Committee)				X
	1	SENATE COMMITTEE ON THE BUDGET				X
7	10	RANKING MINORITY MEMBERS OF COMMITTEES & SUBCOMMITTEES				X
	3	DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET				X
	43	OTHER RECIPIENTS (Per GAO Form 115-1 attached)				

REPORT AND TRANSMITTAL LETTERS APPROVED:

______ (Associate Director or Comparable Official) 3/8/77 (Date) Joseph P. Smith (Director) 3/9/77 (Date)

(Over)

6 5

GAO FORM 115 (CONTINUED)

9. Quantity obtained from the Information Officer by the division or office at the time of the Information Officer's review of a report's title, cover summary, and digest.

10. OAS will insert quantity.

11. Continuation Sheet (GAO From 115-1).

12. Total number of copies to be recorded on GAO Form 115 in block labeled "OTHER RECIPIENTS."

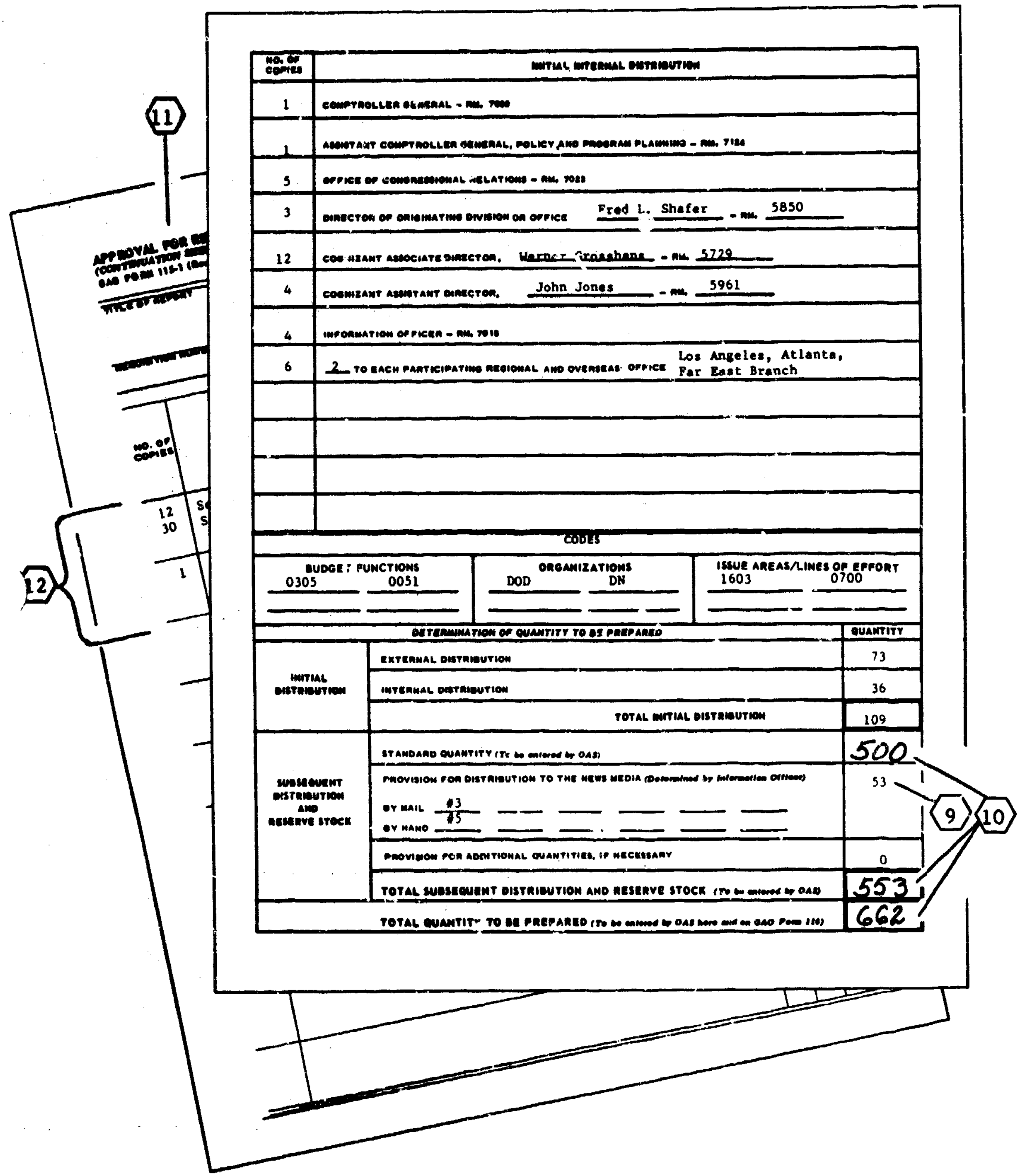
FACSIMILE

TRANSMITTAL SLIP (GAO FORM 371)

UNITED STATES GENERAL ACCOUNTING OFFICE

The accompanying General Accounting Office report contains recommendations to the head of an agency. Under the provisions of Section 236 of the Legislative Reorganization Act of 1970 the agency is required to submit a statement to the Appropriations and Government Operations Committees of both Houses of the Congress advising the Committees of the action taken with respect to the recommendations.

GAO-371 (New Apr. 1971)



NO. OF COPIES	INITIAL INTERNAL DISTRIBUTION
1	COMPTROLLER GENERAL - RM. 7000
1	ASSISTANT COMPTROLLER GENERAL, POLICY AND PROGRAM PLANNING - RM. 7124
5	OFFICE OF CONGRESSIONAL RELATIONS - RM. 7023
3	DIRECTOR OF ORIGINATING DIVISION OR OFFICE Fred L. Shafer - RM. 5850
12	COGNIZANT ASSOCIATE DIRECTOR, Werner Grosshans - RM. 5729
4	COGNIZANT ASSISTANT DIRECTOR, John Jones - RM. 5961
4	INFORMATION OFFICER - RM. 7015
6	2 TO EACH PARTICIPATING REGIONAL AND OVERSEAS OFFICE Los Angeles, Atlanta, Far East Branch

CODES

BUDGET FUNCTIONS		ORGANIZATIONS		ISSUE AREAS/LINES OF EFFORT	
0305	0051	DOD	DN	1603	0700

DETERMINATION OF QUANTITY TO BE PREPARED		QUANTITY
INITIAL DISTRIBUTION	EXTERNAL DISTRIBUTION	73
	INTERNAL DISTRIBUTION	36
	TOTAL INITIAL DISTRIBUTION	109
SUBSEQUENT DISTRIBUTION AND RESERVE STOCK	STANDARD QUANTITY (To be entered by OAS)	500
	PROVISION FOR DISTRIBUTION TO THE NEWS MEDIA (Determined by Information Officer) BY MAIL #3 BY HAND #5	53
	PROVISION FOR ADDITIONAL QUANTITIES, IF NECESSARY	0
	TOTAL SUBSEQUENT DISTRIBUTION AND RESERVE STOCK (To be entered by OAS)	553
TOTAL QUANTITY TO BE PREPARED (To be entered by OAS here and on GAO Form 115)		662

GAO FORM 116

1. REQUISITION NUMBER

2. REPORT CONTROL NUMBER
   - Sequential control number for reports. The number is assigned by the division or office.

3. COVER COLOR
   - Check the appropriate block.
   - For staff studies check the blocked marked "OTHER" and insert "Blue Green".
   - Classified reports—check GRAY and type "with red border".

4. PRELIMINARY PROCESSES
   - Preediting—preferably while the report is with the agency for comment. (RM 19-4)
   - Check the services requested.

5. FINAL PROCESSES
   - Check the specific services requested.

6. PRIORITY PROCESSING
   - Contact Editorial Services early and find out when an advance copy could be available.

7. SPECIAL INSTRUCTIONS
   - Factors which should be considered include
     —Notice that certain material should not be edited.
     —Processing done in the division or office.
     —Format or layout problems.
     —Notice that the material was preedited and/or pretyped.
     —Other unusual procedures or limitations.

GENERAL NOTES

- This form should be used to request final editing, typing, and printing of reports, staff studies, testimony, and speeches. In addition, it should be used for preediting and pretyping of staff studies and reports.
- The same form may be used for a report in preediting or final processing.

☆ U. S. GOVERNMENT PRINTING OFFICE 1976—599-326

GAO FORM 116 (REV. 9-75)

REQUEST FOR REPORT PROCESSING SERVICES

FOR DIVISION USE

JOB CODE	REQUISITION NUMBER			B. NUMBER
08888	FPCD — DIV. OR OFFICE	76 — FISCAL YR.	173 REPORT CONTROL NO.	123456

TITLE

Classification of Federal White-Collar Jobs Should Be Better Controlled

COVER COLOR

[X] BLUE [ ] GRAY [ ] NONE [ ] OTHER ______ (Specify)

FOR FURTHER INFO. CONTACT:	PHONE	ROOM
Sue Mack	55555	7777

PRELIMINARY PROCESSES DESIRED	SIGNATURE	DATE
[ ] PRE-EDIT [ ] PRE-TYPE		

FINAL PROCESSES DESIRED	SIGNATURE (Div. or Office Director or designee)	DATE
[X] EDITING [X] TYPING [X] PRINTING	John Doe	4/26/76

FOR PRIORITY PROCESSING ONLY	DESIRED ADVANCE COPY DATE	SIGNATURE (Div. or Office Director or designee)

SPECIAL INSTRUCTIONS

FOR OAS USE

TYPE OF REPORT	PAGES	NO. OF COPIES
[ ] IC [ ] IA [ ] IC [ ] II [ ] III	EDITED ______	INITIAL ______
EDITOR	TYPED ______	OTHER ______
	PRINTED ______	TOTAL ______
DELIVERED TO DISTRIBUTION (Signature)	DATE	TIME

ORIGINAL

DIVISION/OFFICE COPY

PRINTING SERVICES COPY

EDITORIAL SERVICES COPY

1

2

3

4

5

7

FOR PRIORITY PROCESSING ONLY

		PAGE
1	REVIEWING OFFICE	19-8
2	ADVANCE REVIEW	19-9
3	FINAL REVIEW	19-9
4	FOR INFORMATION CALL	19-9
5	OTHER INFORMATION	19-10
6	DIVISION OR OFFICE COPY	19-10

1 REVIEWING OFFICE 19-8

- A separate form must be prepared for OP and OGC.

2 ADVANCE REVIEW 19-9

- This block should be used to request (1) advance reviews and (2) reviews of draft reports which are to be released.
- A valid reason for this review must be shown in the "Other Information" section.
- Following advance reviews the reviewing offices will advise divisions of problems or suggestions. A recommendation is not sent to the Comptroller General.
- An advance review is not a substitute for a final review.

3 FINAL REVIEW 19-9

- Check this block when requesting final review, i.e., the reviewing office will forward the form 117 with its recommendations to the Comptroller General.
- Send reports for final review after division clearance of the editing comments.
- Provide a legible copy of the edited report to the reviewing offices.

4 FOR INFORMATION CALL 19-9

- Someone who can answer the reviewers questions.
- Telephone number.

5 OTHER INFORMATION. 19-10

- In addition to the information requested on the form, include
  --Reason for the advance review.
  --If an explanatory memo is not required (less than 50 staff days), a statement of any coordination within the Office.

6 DIVISION OR OFFICE COPY. 19-10

- Remove and retain this copy (pink) for division or office files.

GENERAL NOTES

- Allow at least seven working days for OP and OGC review.
- Allow at least two working days for review by the Deputy Comptroller General and the Comptroller General.
- Complete only Part I of the form. The reviewing offices will complete Part II.
- The reviewing offices will notify the divisions of any problems with the reports and the divisions are responsible for seeing that Editorial Services is advised of any changes needed to the reports.

412

U. S. GOVERNMENT PRINTING OFFICE 1975—631—078

GAO FORM 117 (REV 7-75)
Previous edition may be used until supply is exhausted

U S GENERAL ACCOUNTING OFFICE

TRANSMITTAL OF REPORT FOR REVIEW

PART I

(TO BE COMPLETED BY ORIGINATING DIVISION OR OFFICE)

1 To: [X] OFFICE OF POLICY
[ ] OFFICE OF THE GENERAL COUNSEL

For: [ ] ADVANCE REVIEW 2
[X] FINAL REVIEW 3

REPORT TITLE

Classification of Federal White-Collar Jobs Should Be Better Controlled

REPORT NUMBER
FPCD-76-173

B-NUMBER
B-123456

FOR INFORMATION CALL 4
Sue Mack, Ext. 55555

OTHER INFORMATION *(For use in disclosing any special points to be considered by reviewers including reference to memorandums or previous discussions on legal or policy points pertinent to this report, any potentially controversial or sensitive matters or other pertinent matters not evident from the report)*

We expect the issues discussed in chapter 3 will be controversial, especially in the Washington area. The Office of General Counsel helped prepare the chapter and formulate recommendations. OGC memorandum is included in the report review package. 5

Priority processing is requested to help get the report issued before hearings scheduled for May 5, 1976.

THE ACCOMPANYING REPORT HAS BEEN DETERMINED TO COMPLY WITH ALL OFFICE REQUIREMENTS, EXCEPT AS SPECIFIED ABOVE.

4/25/76
(Date)

SIGNATURE *(Director)*

PART II

(TO BE COMPLETED BY REVIEWING OFFICE)

To : COMPTROLLER GENERAL

Thru: DEPUTY COMPTROLLER GENERAL

[ ] ASSISTANT COMPTROLLER GENERAL, PPP

[ ] WE RECOMMEND THAT THE REPORT BE SIGNED.

[ ] FOR THE REASONS STATED IN THE ATTACHED MEMORANDUM, WE RECOMMEND THAT THE REPORT NOT BE SIGNED.

(Date)

SIGNATURE

ORIGINAL

COPY NO. 1

COPY NO. 2

DIVISION OR OFFICE COPY 6

NOTES