



General Accounting Office Publications

June 30, 1979



FOREWORD

This pamphlet lists current reports of the U.S. General Accounting Office and other publications, available either at specified nominal charges or free upon request.



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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity. The document also highlights the need for regular reconciliation of accounts to identify any discrepancies early on.

In addition, the document provides a detailed overview of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing and recording business transactions, posting to the ledger, preparing a trial balance, adjusting entries, preparing financial statements, and closing the books. Each step is explained in detail, with examples and practical tips to help the reader understand the process.

The document also covers the importance of internal controls and the role of the auditor. It discusses how internal controls can help prevent fraud and errors, and how an auditor's role is to provide an independent opinion on the accuracy of the financial statements. The document also provides a list of common accounting errors and how to avoid them.

Finally, the document concludes with a summary of the key points and a list of references. It emphasizes that accounting is a vital part of any business and that understanding the basics of accounting is essential for anyone involved in the business.

Comptroller General Reports to the Congress and Federal Agencies

These are reports of GAO audits and surveys of U.S. Government Activities issued from July 1, 1978 to June 30, 1979.

The reports are listed by functions of Government, not by departments or agencies. Results of audits or surveys concerning one agency frequently have applications to others. An index, by agency, follows the listing of reports.

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9 Opportunities for improvement in local government purchasing Part 1: Study of selected local procurement systems Part 2: Checklist and guidelines for evaluating local procurement systems		PSAD-78-95 August 1978
10 State and local government productivity improvement: what is the Federal role?		GGD-78-104 Dec. 6, 1978
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152 The United States refining policy in a changing world oil environment.		EMD-79-59 June 29, 1979

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158 Interior programs for assessing mineral resources on Federal lands need improvements and acceleration.		EMD-78-83 July 27, 1978
159 An overview of benefit-cost analysis for water resources projects — improvements still needed.		CED-78-127 Aug. 7, 1978
160 Environmental effects of airport development: better assessment needed.		CED-78-156 Aug. 22, 1978
161 Congressional guidance needed on the Environmental Protection Agency's responsibilities for preparing environmental impact statements.		CED-78-104 Sept. 13, 1978
162 Corps of Engineers flood control projects could be completed faster through legislative and managerial changes.		CED-78-179 Sept. 22, 1978
163 Sewage sludge — how do we cope with it?		CED-78-152 Sept. 25, 1978

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165 More effective action by the Environmental Protection Agency needed to enforce industrial compliance with water pollution control discharge permits.		CED-78-182 Oct. 17, 1978
166 Better water management and conservation possible — but constraints need to be overcome.		CED-79-1 Oct. 31, 1978
167 Community-managed septic systems — a viable alternative to sewage treatment plants.		CED-78-168 Nov. 3, 1978
168 Review of the President's June 6, 1978, water policy message.		CED-79-2 Nov. 6, 1978
169 Reuse of municipal wastewater and development of new technology — emphasis and direction needed.		CED-78-177 Nov. 13, 1978
170 Reserved water rights for Federal and Indian reservations: a growing controversy in need of resolution.		CED-78-176 Nov. 16, 1978
171 Land use issues.		CED-79-15 Nov. 16, 1978

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174 How to dispose of hazardous waste — a serious question that needs to be resolved.		CED-79-13 Dec. 19, 1978
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177 Better enforcement of car emission standards — a way to improve air quality.	108467	CED-78-180 Jan. 23, 1979
178 An assessment of DOD's pollution control progress and future cost.	108540	LCD-79-303 Jan. 26, 1979
179 Congress needs reliable cost estimates and established priorities for allocating funds for water resources projects.		PSAD-79-13 Jan. 29, 1979
180 Cleaning up commingled uranium mill tailings: is Federal assistance necessary?	108575	EMD-79-29 Feb. 5, 1979
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186 Georgia Embayment — illustrating again the need for more data before selecting and leasing Outer Continental Shelf lands.	108866	EMD-79-22 Mar. 19, 1979
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188 Allegations regarding the Small Business Set-Aside Program for federal timber sales.	109123	CED-79-8 Apr. 5, 1979
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190 Learning to look ahead: the need for a national materials policy and planning process.	109148	EMD-79-30 Apr. 19, 1979
191 Ways to resolve critical water resources issues facing the nation.	109280	CED-79-87 Apr. 27, 1979
192 Colorado River Basin water problems: how to reduce their impact.	109267	CEd-79-11 May 4, 1979

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194 Codisposal of garbage and sewage sludge — a promising solution to two problems.	109396	CED-79-59 May 16, 1979
195 Air quality: do we really know what it is?	109931	CED-79-84 May 31, 1979
196 Water supply for urban areas: problems in meeting future demand.	109630	CED-79-56 June 15, 1979

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FINANCIAL STATEMENTS

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198 Audit of the Senate Recording Studio revolving fund for the fiscal year ended March 31, 1978.	GGD-78-86 Aug. 3, 1978
199 Audit of the House Recording Studio revolving fund for the fiscal year ended March 31, 1978.	GGD-78-90 Aug. 8, 1978
200 Audit of the Majority Printing Clerk, House of Representatives, for the fiscal year ended August 31, 1977.	GGD-78-88 Aug. 9, 1978

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201 Audit of the Minority Printing Clerk, House of Representatives for the fiscal year ended September 30, 1977.		GGD-78-89 Aug. 9, 1978
202 Examination of records, House of Representatives Finance Office for the 15-month period ended September 30, 1977.		GGD-78-94 Aug. 9, 1978
203 Examination of financial statements of the National Credit Union Administration for the 15 months ended September 30, 1977.		FOD-78-2 Aug. 14, 1978
204 Audit of financial transactions of the Sergeant at Arms for the 12 months ended June 30, 1978. House of Representatives.		GGD-79-1 Oct. 18, 1978
205 Examination of the financial statements of the Panama Canal Company and the Canal Zone Government for fiscal periods 1977, transition quarter, and 1976.		ID-78-61 Nov. 30, 1978
206 Audit of the United States Capital Historical Society for the year ended January 31, 1978.		GGD-79-2 Dec. 5, 1978
207 Audit of the Office of The Attending Physician revolving fund — fiscal year 1978	108353	GGD-79-23 Jan. 15, 1979
208 Audit of the stationery revolving fund for fiscal year ended June 30, 1978.	108781	GGD-79-22 Mar. 13, 1979

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209 Audit of the United States Senate restaurants revolving fund October 2, 1977, to September 30, 1978.	109128	GGD-79-31 Apr. 19, 1979
210 Examination of financial statements of the Pension Benefit Guaranty Corporation for the fiscal year ended September 30, 1977.	109242	HRD-79-44 May 3, 1979
211 Audit of the House of Representatives Beauty Shop calendar year 1978.	109266	GGD-79-46 May 4, 1979
212 Audit of the House Recording Studio revolving fund for the 9-month period ended December 31, 1978.	109401	GGD-79-57 May 18, 1979
213 Examination of records, House of Representatives Finance Office for fiscal year 1978.	109502	GGD-79-47 May 30, 1979
214 Audit of the financial statements of Federal Crop Insurance Corporation, fiscal year 1978.	109515	CED-79-72 May 31, 1979
215 Examination of financial statements of the National Flood Insurance Program as of December 31, 1977.	109522	CED-79-70 June 1, 1979
216 Reveiw of Senate Barber Shops revolving fund for calendar year 1978.	109534	GGD-79-66 June 5, 1979

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217 Examination of financial statements of the Federal Home Loan Bank Board and related agencies for the years ended December 31, 1978 and 1977.	109701	GGD-79-72 June 21, 1979
218 Examination of financial statements of the Panama Canal Company and the Canal Zone Government for the fiscal year ended September 30, 1978.	109779	ID-79-31 June 27, 1979

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219 What causes food prices to rise? What can be done about it?		CED-78-170 Sept. 8, 1978
220 Beef marketing: issues and concerns.		CED-78-153 Sept. 26, 1978
221 The Department of the Army's food irradiation program — is it worth continuing?		PSAD-78-146 Sept. 29, 1978
222 Future of the national nutrition intelligence system.		CED-79-5 Nov. 7, 1978
223 Recommended dietary allowances: more research and better food guides are needed.		CED-78-169 Nov. 30, 1978
224 Proposed changes in meat and poultry net weight labeling regulations based on insufficient data.		CED-79-28 Dec. 20, 1978

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225 Formulated grain-food products: proposed restrictions on use in school breakfast program should be reevaluated.		CED-79-12 Dec. 26, 1978
226 Food, agriculture, and nutrition issues for planning.	108472	CED-79-36 Jan. 29, 1979
227 Food salvage industry should be prevented from selling unfit and misbranded food to the public.	108619	HRD-79-32 Feb. 14, 1979
228 Better regulation of pesticide exports and pesticide residues in imported food is essential.	109731	CED-79-43 June 22, 1979

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229 U.S. economic aid for the West Bank and Gaza — a positive contribution.		ID-78-35 July 5, 1978
230 Multilateral and bilateral assistance for developing foreign mineral projects.		ID-78-50 Aug. 15, 1978
231 U.S. economic assistance for Israel.		ID-78-31 Aug. 18, 1978
232 Profiles of military assistance advisory groups in 15 countries.		ID-78-51 Sept. 1, 1978
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235 U.S. development assistance to the Sahel — progress and problems.	108897	ID-79-9 Mar. 29, 1979
236 Meeting U.S. political objectives through economic aid in the Middle East and Southern Africa.	109530	ID-79-23 May 31, 1979

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237 Inadequate methods still used to account for and recover personnel costs of the Foreign Military Sales Program.		FGMSD-78-47 July 25, 1978
238 The Department of Defense continues to improperly subsidize foreign military sales.		FGMSD-78-51 Aug. 25, 1978
239 Cost waivers under the Foreign Military Sales program: more attention and control needed.		FGMSD-78-48A Sept. 26, 1978
240 Summary of efforts to recover U.S. Government costs in foreign military sales.		ID-77-56 Sept. 27, 1978
241 Improved procedures needed for identifying programs requiring arms control impact statements.		ID-78-48 Sept. 27, 1978

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242 Defense department is not doing enough to maximize competition when awarding contracts for Foreign Military Sales Programs.		PSAD-78-147 Oct. 17, 1978
243 Correct balance of Navy's foreign military sales trust fund unknown.		FGMSD-79-2 Nov. 15, 1978
244 The Defense Department's systems of accounting for the value of foreign military sales need improvement.	108890	FGMSD-79-21 Mar. 16, 1979
245 Improperly subsidizing the Foreign Military Sales Program — a continuing problem.	108876	FGMSD-79-16 Mar. 22, 1979
246 The Defense Department continues to subsidize the Foreign Military Sales Program by not charging for normal inventory losses.	109357	FGMSD-79-31 May 15, 1979
247 Centralization: best long-range solution to financial management problems of the Foreign Military Sales Program.	109499	FGMSD-79-33 May 17, 1979
248 Opportunities to improve decisionmaking and oversight of arms sales.	109422	ID-79-22 May 21, 1979
249 Efforts to charge for using government-owned assets for foreign military sales: marked improvement but additional action needed.	109558	FGMSD-79-36 June 1, 1979

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251 Use of discount airline fares and teleticketing would help save on Government travel expenses.		FGMSD-78-46 July 21, 1978
252 GSA can improve traffic management practices.		LCD-77-240 July 28, 1978
253 Progress in improving program and budget information for congressional use.		PAD-78-78 Aug. 29, 1978
254 Further implementation of full funding in the Federal Government.		PAD-78-80 Sept. 7, 1978
255 No-year appropriations in the Department of Agriculture.		PAD-78-14 Sept. 19, 1978
256 Federal agencies can, and should, do more to combat fraud in Government programs.		GGD-78-62 Sept. 19, 1978
257 Need for increased emphasis on timely contract and grant closeout activities.		HRD-78-142 Sept. 21, 1978
258 The National Science Foundation needs a formal system for followup on audit reports.		HRD-78-147 Oct. 3, 1978
259 Independent review and evaluation at the Asian Development Bank.		ID-78-49 Oct. 8, 1978

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260 Evaluation of agency comments on cash and investment management of Defense nonappropriated funds.		FPCD-78-78 Oct. 11, 1978
261 The Government needs to do a better job of collecting amounts owed by the public.		FGMSD-78-61 Oct. 20, 1978
262 More effective action is needed on auditors' findings — millions can be collected or saved.		FGMSD-79-3 Oct. 25, 1978
263 State Department's Office of Inspector General, Foreign Service, needs to improve its internal evaluation process.		ID-78-19 Dec. 6, 1978
264 Liberal deposit requirements of States' Social Security contributions adversely affected trust funds.		HRD-79-14 Dec. 18, 1978
265 Financial status of major Federal acquisitions.	108338	PSAD-79-14 Jan. 11, 1979
266 The award of funds to the National Farm Workers Service Center, Inc. was poorly managed.	108407	HRD-79-30 Jan. 15, 1979
267 Social Security should improve its collection of overpayments to supplemental security income recipients.	108466	HRD-79-21 Jan. 16, 1979
268 Social Security Administration should improve its recovery of overpayments made to retirement survivors, and disability insurance beneficiaries.	108372	HRD-79-31 Jan. 17, 1979

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270 Congressional control over appropriations to the Corps of Engineers can be strengthened.	108511	FGMSD-79-12 Jan. 31, 1979
271 Federal budget outlay estimates: a growing problem.	108615	PAD-79-20 Feb. 9, 1979
272 Agency for International Development needs to strengthen its management of study, research, and evaluation activities.	108656	ID-79-13 Feb. 12, 1979
273 The Government can be more productive in collecting its debts by following commercial practices.	108778	FGMSD-78-59 Feb. 23, 1979
274 Action being taken to correct weaknesses in the rehabilitation loan program.	108823	FGMSD-79-14 Mar. 14, 1979
275 Selected budget issues in the Federal Aviation Administration.	108826	CED-79-61 Mar. 15, 1979
276 Oil and gas royalty collections — serious financial management problems need congressional attention.	109080	FGMSD-79-24 Apr. 13, 1979
277 More effective Federal and state cash management would increase interest income of unemployment trust fund.	109100	FGMSD-79-20 Apr. 17, 1979

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280 Ineffective management of GSA's multiple award schedule program — a costly, serious and longstanding problem.	109295	PSAD-79-71 May 2, 1979
281 The Congress should act to establish military compensation principles.	109294	FPCD-79-11 May 9, 1979
282 Increased productivity can lead to lower costs at Federal hydroelectric plants.	109783	FGMSD-79-15 May 29, 1979
283 Federal leasing policy — is the split responsibility working?	109747	EMD-79-60 June 4, 1979
284 Navy shipyard accounting system needs improvement.	109552	FGMSD-79-34 June 6, 1979

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286 Securities and Exchange Commission should strengthen its inspection oversight of the National Association of Securities Dealers.		FGMSD-78-65 Oct. 5, 1978
287 Federal paperwork: its impact on American businesses.		GGD-79-4 Nov. 17, 1978
288 Progress and problems of fisheries management under the fishery conservation and management act.	108333	CED-79-23 Jan. 9, 1979
289 Electric utility fuel-procurement practices and the impact of rate reform activities on small businesses.	108492	EMD-79-2 Jan. 19, 1979
290 Banks having problems need better identification and disclosure.	108456	FOD-79-1 Jan. 24, 1979
291 Use, cost, purpose, and makeup of Department of Energy advisory committees.	108616	EMD-79-17 Feb. 2, 1979
292 Why the National Park Service's appropriation request process makes congressional oversight difficult.	108830	FGMSD-79-18 Mar. 1, 1979
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297 The Maritime Administration and the National Maritime Council — was their relationship appropriate?	109501	CED-79-91 May 18, 1979
298 Coast Guard action needed to promote safer marine transportation.	109443	CED-79-37 May 21, 1979
299 Selected FCC regulatory policies: their purpose and consequences for commercial radio and TV.	109651	CED-79-62 June 4, 1979

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301 Problems in administration of two health grant projects in region VIII.		HRD-78-61 July 20, 1978
302 Progress and problems in improving the availability of primary care physicians in underserved areas.		HRD-77-135 Aug. 22, 1978
303 HEW progress and problems in establishing Professional Standards Review Organizations.		HRD-78-92 Sept. 12, 1978

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305 Opportunities to reduce administrative costs of Professional Standards Review Organizations.		HRD-78-168 Oct. 12, 1978
306 Status of the implementation of the National Health Planning and Resources Development Act of 1974.		HRD-77-157 Nov. 2, 1978
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308 Federal hospitals could improve certain cancer treatment capability by sharing.	108541	HRD-79-42 Feb. 7, 1979
309 Hospice care — a growing concept in the United States.	108711	HRD-79-50 Mar. 6, 1979
310 The VA Health Manpower Assistance Programs: goals, progress, and shortcomings.	108895	HRD-79-8 Mar. 16, 1979
311 Health effects of exposure to Herbicide Orange in South Vietnam should be resolved.	109127	CED-79-22 Apr. 6, 1979
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315 Legislative and administrative changes needed in community mental health centers program.	109529	HRD-79-38 May 2, 1979
316 Hospital loan assistance programs: actions needed to reduce anticipated defaults.	109743	HRD-79-64 June 27, 1979
317 Home health care services—tighter fiscal controls needed.	109398	HRD-79-17 May 15, 1979

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318 HUD's evaluation system — an assessment.		PAD-78-44 July 20, 1978
319 Housing abandonment: a national problem needing new approaches.		CED-78-126 Aug. 10, 1978
320 Management and evaluation of the Community Development Block Grant program need to be strengthened.		CED-78-160 Aug. 30, 1978
321 The Community Development Block Grant program: discretionary grant funds not always given to the most promising small city programs.		CED-78-157 Aug. 31, 1978

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322 What was the effect of the emergency housing program on single-family housing construction?		CED-78-155 Nov. 21, 1978
323 Domestic housing and community development — issues for planning.		CED-79-44 Feb. 5, 1979

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324 Coordination of international exchange and training programs — opportunities and limitations.		ID-78-37 July 24, 1978
325 Study of foreign languages and related areas: — Federal support — administration — need		ID-78-46 Sept. 13, 1978
326 Reporting of U.S. international agreements by executive agencies has improved.		ID-78-57 Oct. 31, 1978
327 State Department should improve foreign national pay setting.	108329	FPCD-78-81 Jan. 8, 1979
328 Information on immigration in 17 countries.	108493	GGD-79-15 Jan. 12, 1979
329 Changes needed for a better Peace Corps.	108581	ID-78-26 Feb. 6, 1979
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336 Are OPEC financial holdings a danger to U.S. banks or the economy?	109900	EMD-79-45 June 11, 1979

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337 Job training programs need more effective management.	HRD-78-96 July 7, 1978
338 A compilation of Federal laws and executive orders for nondiscrimination and equal opportunity programs.	HRD-78-138 Aug. 2, 1978

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339 A plan for improving the disability determination process by bringing it under complete Federal management should be developed.		HRD-78-146 Aug. 31, 1978
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341 Laws protecting union members and their pension and welfare benefits should be better enforced.		HRD-78-154 Sept. 28, 1978
342 Are pension beneficiaries harmed by large bank trust department sales of large common stock positions? The evidence.		PAD-78-75 Oct. 19, 1978
343 Much more could be done for veterans in employment and training programs.		HRD-78-166 Dec. 29, 1978
344 Correctional institutions can do more to improve the employability of offenders.	108543	GGD-79-13 Feb. 6, 1979
345 More effective management is needed to improve the quality of the summer youth employment program.	108775	HRD-79-45 Feb. 20, 1979
346 Administrative weaknesses in St. Louis Comprehensive Employment and Training Act program.	108807	HRD-79-15 Mar. 2, 1979
347 Information on federally assisted health professions scholarship programs.	108783	HRD-79-57 Mar. 9, 1979

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350 Rehabilitating blind and disabled Supplemental Security Income recipients: Federal role needs assessing.	109556	HRD-79-5 June 6,	1979
351 Railroad retirement program — how does it compare to other selected retirement programs?	109573	HRD-79-41 June 8,	1979

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352 Evaluation needs of — crime control planners, — decisionmakers, and — policymakers are not being met.		GGD-77-72 July 14,	1978
Summary of above report.		GGD-77-72A July 14,	1978
353 The Danbury Prison fire — What happened? What has been done to prevent recur- rence?		GGD-78-82 Aug. 4,	1978
354 FBI has improved its system for handling allegations of improprieties and miscon- duct against its employees.		GGD-78-92 Aug. 11,	1978

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357 Activities of special police and guard forces in the District of Columbia can be improved.		GGD-78-16 Oct. 4, 1978
358 The Federal bail process fosters inequities.		GGD-78-105 Oct. 17, 1978
359 Statistical results of the bail process in eight Federal district courts.		GGD-78-106 Nov. 1, 1978
360 Fundamental changes needed to improve the independence and efficiency of the military justice system.		FPCD-78-16 Oct. 31, 1978
361 Free legal services for the poor — increased coordination, community legal education, and outreach needed.		HRD-78-164 Nov. 6, 1978
362 A Federal strategy is needed to help improve medical and dental care in prisons and hospitals.		GGD-78-96 Dec. 22, 1978
363 The FBI can improve its management control over operations by providing effective internal audit.	108428	GGD-78-93 Jan. 17, 1979

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365 The drinking-driver problem — what can be done about it?	108653	CED-79-33 Feb. 21, 1979
366 The Department of Justice should improve its equal employment opportunity programs.	108669	FPCD-78-79 Feb. 23, 1979
367 Resources devoted by the Department of Justice to combat white-collar crime and public corruption.	108983	GGD-79-35 Mar. 19, 1979
368 Reducing Federal judicial sentencing and prosecuting disparities: a systemwide approach needed.	108834	GGD-78-112 Mar. 19, 1979
369 Better use of currency and foreign account reports by Treasury and IRS needed for law enforcement purposes.	109024	GGD-79-24 Apr. 6, 1979
370 Impact of the exclusionary rule on Federal criminal prosecutions.	109279	GGD-79-45 Apr. 19, 1979
371 Custom's Office of Investigations needs to concentrate its resources on quality cases.	109349	GGD-79-33 Apr. 20, 1979
372 Speedy Trial Act — its impact on the judicial system still unknown.	109318	GGD-79-55 May 2, 1979

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373 The Interstate Organized Crime Index.	109516	GGD-79-37 May 25, 1979
374 New alien identification sys- tem — little help in stopping illegal aliens.	109505	GGD-79-44 May 30, 1979

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376 Attainable benefits of the Medicaid management infor- mation system are not being realized.		HRD-78-151 Sept. 26, 1978
377 Improved administration could reduce the costs of Ohio's Medicaid program.		HRD-78-98 Oct. 23, 1978
378 Ohio's Medicaid program: problems identified can have national importance.		HRD-78-98A Oct. 23, 1979
379 Problems in auditing medi- caid nursing home chains.	108331	HRD-78-158 Jan. 9, 1979
380 Actions needed to stop ex- cess medicare payments for blood and blood products.	108668	HRD-78-172 Feb. 26, 1979
381 Evaluation of a proposal to increase Medicare equity re- turn payments to for-profit hospitals.	109448	HRD-79-63 Apr. 23, 1979
382 The Medicare Hospital Cer- tification system needs re- form.	109358	HRD-79-37 May 14, 1979

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385 The Department of Defense could save several million dollars annually through improved management and control of reusable containers.		LCD-78-214 July 19, 1978
386 Progress made and improvements needed in developing a containerized ammunition system.		LCD-78-222A Aug. 3, 1978
387 The Navy's ship support improvement project.		LCD-78-433 Sept. 12, 1978
388 Use of the Military Aircraft Storage and Disposition Center could be improved.		LCD-78-425 Sept. 25, 1978
389 The Civil Reserve Air Fleet —an effective program to meet defense emergency airlift requirements.		LCD-78-239 Dec. 7, 1978
390 The key to improving maintenance of Army equipment: commanders must motivate their personnel.		LCD-78-428 Dec. 22, 1978

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392 Transfer of Army Pacific support functions resulted in unwarranted personnel costs.	108269	FPCD-78-80 Jan. 2, 1979
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395 Increased use of available aviation assets in new production can save millions.	108712	LCD-79-201 Mar. 5, 1979
396 Fragmented management delays centralized Federal cataloging and standardization of 5 million supply items.	108825	LCD-79-403 Mar. 15, 1979
397 The services can further refine management of flying hour programs.	108984	LCD-79-401 Mar. 27, 1979
398 National defense requirements for a silver stockpile.	109037	LCD-79-410 Apr. 10, 1979
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403 Defense's response to the issues in the Defense Manpower Commission report.		FPCD-78-51 July 28, 1978
404 Department of Defense is overcompensating its foreign employees.		FPCD-78-64 Aug. 2, 1978
405 Continuous management attention needed for Army to improve combat unit personnel requirements.		FPCD-78-61 Sept. 5, 1978
406 The Army can improve peacetime use of deployable enlisted personnel.		FPCD-78-66 Sept. 7, 1978
407 Using civilian personnel for military administrative and support positions — can more be done?		FPCD-78-69 Sept. 26, 1978
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412 Improvements can be made in the management of naval recruit training.	108579	FPCD-79-22 Feb. 9, 1979
413 Military and civilian managers of defense manpower: improvements possible in their experience, training, and rewards. 2 volumes.	108622	FPCD-79-1 FPCD-79-1A Feb. 16, 1979
414 High cost of military attrition can be reduced.	108667	FPCD-79-28 Feb. 16, 1979
415 Naval Reserve drill and personnel field reporting system needs improvement.	108714	FPCD-79-12 Mar. 6, 1979
416 AWOL in the military: a serious and costly problem.	108918	PFCD-78-52 Mar. 30, 1979
417 Needed — a more complete definition of a quality first-term enlisted person.	109190	FPCD-79-34 Apr. 25, 1979
418 Defense use of military personnel in industrial facilities — largely unnecessary and very expensive.	109239	FPCD-79-10 May 1, 1979
419 Problems in getting people into the active force after mobilization.	109392	FPCD-79-40 May 17, 1979
420 Improvements needed in Army's determination of manpower requirements for support and administrative functions.	109425	FPCD-79-32 May 21, 1979

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422 Science and engineering manpower forecasting: its use in policymaking.	109742	PSAD-79-75 June 25, 1979

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424 NORAD's information processing improvement program — will it enhance mission capability?		LCD-78-117 Sept. 21, 1978
425 U.S. military equipment prepositioned in Europe — significant improvements made but some problems remain.		LCD-78-431A Dec. 5, 1978
426 Army's requirements for war reserve materiel can be reduced without impairing combat effectiveness.		LCD-78-422A Dec. 14, 1978
427 The Navy's submarine launched ballistic missile force is highly ready.		LCD-78-429A Dec. 21, 1978
428 The Navy overhaul policy — a costly means of insuring readiness for support ships.		LCD-78-434 Dec. 27, 1978
429 Better equipment maintenance and personnel training needed to improve fire-fighting capability on Navy ships.	108369	PSAD-79-6 Jan. 16, 1979

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430 Observations on the fleet support provided by the Navy's shore installations in the Western Pacific and Indian Ocean.	108469	LCD-78-426A Jan. 26, 1979
431 Marine amphibious forces: a look at their readiness, role, and mission.	108545	LCD-78-417A Feb. 6, 1979
432 A time to consider alternative sources of quick-response sealift capability.	108542	LCD-78-244 Feb. 7, 1979
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The Navy's FFG-7 class frigate shipbuilding program and other ship program issues, by Jerome H. Stolarow, Director, Procurement and Systems Acquisition Division, before the Subcommittee on Priorities and Economy in Government, Joint Economic Committee. January 3.

HEW regulations increasing the frequency of state deposits of Social Security contributions, by Gregory J. Ahart, Director, Human Resources Division, before the Subcommittee on Social Security, Senate Committee on Finance. January 29.

The administration's anti-inflation program as applied to government procurement, by Milton J. Socolar, General Counsel, before the Subcommittee on Commerce, Consumer, and Monetary Affairs, House Committee on Government Operations. February 5. (2 parts).

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GSA's multiple award schedule program, by Jerome H. Stolarow, Director, Procurement and Systems Acquisition Division, before the Subcommittee on Federal Spending Practices and Open Government, Senate Committee on Governmental Affairs. February 6.

Social Security student beneficiaries, by Gregory J. Ahart, Director, Human Resources Division, before the Subcommittee on Oversight, House Committee on Ways and Means. February 8.

Changing character and structure of American agriculture, by Henry Eschwege, Director, Community and Economic Development Division, before the House Committee on Agriculture. February 22.

The Navy's Service Life Extension Program (SLEP), by Elmer B. Staats, Comptroller General of the United States, before the Senate Armed Services Committee. February 9.

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Electric energy options hold great promise for the Tennessee Valley Authority, by J. Dexter Peach, Director, Energy and Minerals Division, before the Senate Committee on the Budget. February 15.

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The U.S. conventional arms transfer policy, by J. Kenneth Fasick, Director, International Division, before the Subcommittee on International Security and Scientific Affairs, House Committee on Foreign Affairs. February 23.

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Strategic Petroleum Reserve, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Energy and Power, House Committee on Interstate and Foreign Commerce. February 26.

Legislation to implement the Panama Canal Treaty, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on the Panama Canal, House Committee on Merchant Marine and Fisheries. February 26.

Child Nutrition Programs, by Henry Eschwege, Director, Community and Economic Development Division, before the Subcommittee on Nutrition, Senate Committee on Agriculture, Nutrition, and Forestry. February 27.

Claimed default on General Services Administration participation certificates, series A through E, by Joseph P. Normile, Associate Director, Logistics and Communications Division, before the Subcommittee on Public Buildings and Grounds, House Committee on Public Works and Transportation. February 27.

Federal Trade Commission's consumer redress activities, by Edward A. Densmore, Jr., Associate Director, Human Resources Division, before the Subcommittee on Consumer Protection and Finance, House Committee on Interstate and Foreign Commerce. February 28.

The U.S. conventional arms transfer policy, by J. Kenneth Fasick, Director, International Division, before the Senate Committee on Foreign Relations. February 28.

Budget estimates for fiscal year 1980, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Legislation, Senate Committee on Appropriations. February 28.

Liquefied energy gases safety, by J. Dexter Peach, Director Energy and Minerals Division, before the Subcommittee on Energy and Power, House Committee on Interstate and Foreign Commerce. March 1.

Administration of export controls, by J. Kenneth Fasick, Director, International Division, before the Subcommittee on International Economic Policy and Trade, House Committee on Foreign Affairs. March 15.

GAO efforts related to fraud, abuse and mismanagement in Federal programs, by Elmer B. Staats, Comptroller General of the United States, before the Senate Committee on the Budget. March 15.

Sugar programs, by Henry Eschwege, Director, Community and Economic Development Division, before the Subcommittee on Trade, House Committee on Ways and Means. March 16.

Bridge deck deterioration, by Jerome H. Stolarow, Director, Procurement and Systems Acquisition Division, before the Subcommittee on Transportation, Aviation and Communications, House Committee on Science and Technology. March 19.

Improving government debt collection operations, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Legislation, Senate Appropriations Committee. March 20.

Early childhood and family development programs improve the quality of life for low-income families, by Gregory J. Ahart, Director, Human Resources Division, submitted for the record to the Subcommittee on Child and Human Development, Senate Committee on Labor and Human Resources. March 20.

Peace Corps activities, by J. Kenneth Fasick, Director, International Division, before the Senate Committee on Foreign Relations. March 21.

The Defense Department's new profit policy, by Elmer B. Staats, Comptroller General of the United States, before the Senate Committee on Banking, Housing, and Urban Affairs. March 21.

Actions of Federal agencies to resolve auditor's findings, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Legislation and National Security, House Committee on Government Operations. March 21.

Results of auditing at the Council for Economic Opportunities in Greater Cleveland, by Donald L. Scantlebury, Director, Financial and General Management Studies Division, before the Subcommittee on Labor, Health, Education, and Welfare, Senate Committee on Appropriations. March 22.

Standby energy conservation and gasoline rationing plans, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Energy and Power, House Committee on Interstate and Foreign Commerce. March 26.

Comptroller General's position on the \$2 million of funds appropriated to Justice for the prosecution of Nazi war criminals, by Milton J. Socolar, General Council, before the Subcommittee on Immigration, Refugees and International Law, Senate Committee on the Judiciary. March 28.

Implementation of the time frames legislated in the Speedy Trial Act of 1974, by Allen R. Voss, Director, General Government Division, before the Subcommittee on Crime, House Judiciary Committee. July 11.

Drug abuse treatment efforts of the National Institute on Drug Abuse, by Gregory J. Ahart, Director, Human Resources Division, before the Subcommittee on Alcoholism and Drug Abuse, Senate Committee on Human Resources. March 7.

The Office of Federal Procurement Policy, by Robert F. Keller, Deputy Comptroller General of the United States, before the Subcommittee on Federal Spending Practices and Open Government, Senate Committee on Governmental Affairs. March 2.

Administration of export controls, by Elmer B. Staats, Comptroller General of the United States, before the Senate Committee on Banking, Housing and Urban Affairs. March 7.

Disclosure of lobbying activities, by Robert F. Keller, Deputy Comptroller General of the United States, before the Subcommittee on Administrative Law and Governmental Relations, House Committee on the Judiciary. March 7.

Bureau of the Census' planning, budgeting and accounting for the 1980 census, by Allen R. Voss, Director, General Government Division, before the Subcommittee on Census and Population, House Committee on Post Office and Civil Service. March 7.

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Child nutrition programs, by Henry Eschwege, Director, Community and Economic Development Division, before the Subcommittee on Elementary, Secondary, and Vocational Education, House Committee on Education and Labor. March 13.

Energy tax policy analysis, by Douglas L. McCullough, Deputy Director, Energy and Minerals Division, before the Subcommittee on Commerce, Consumer and Monetary Affairs, House Committee on Government Operations. March 13.

The Federal program to strengthen developing institutions of higher education lacks direction, by J. Ahart, Director, Human Resources Division, before the Subcommittee on Post Secondary Education, House Committee on Education and Labor. March 28.

Views concerning tax expenditures and results of a recent study on investment tax credit, by Harry S. Havens, Director, Program Analysis Division, before the Subcommittee on Oversight, House Committee on Ways and Means, March 27.

Department of Energy personnel management activities, statement submitted for the record by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Civil Service, House Committee on Post Office and Civil Service. March 29.

Equal employment opportunity programs in the Department of Justice, by Clifford I. Gould, Deputy Director, Federal Personnel and Compensation Division, before the Subcommittee on Civil and Constitutional Rights, House Committee on the Judiciary. March 28.

Immigration and Naturalization Service's survey of illegal aliens and alien documentation, identification and telecommunication system, by Allen R. Voss, Director, General Government Division, before the Subcommittee on Immigration, Refugees, and International Law, House Committee on the Judiciary. March 29.

The endangered species program, by Henry Eschwege, Director, Community and Economic Development Division, before the Subcommittee on Resource Protection, Senate Committee on Environment and Public Works. April 3.

The Nuclear Regulatory Commission's system for acquiring and using outside assistance and expertise, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Nuclear Regulation, Senate Committee on Environment and Public Works. April 2.

Federal response to consumer fraud in the travel industry, by Henry Eschwege, Director, Community and Economic Development Division, before the Subcommittee on Commerce, Consumer and Monetary Affairs, House Committee on Government Operations. April 5.

The Navy's strategic communications system, by Jerome H. Stolarow, Director, Procurement and Systems Acquisition Division, before the Senate Armed Services Committee. April 5.

The Federal R&D budget, by Elmer B. Staats, Comptroller General of the United States, before the House Committee on Science and Technology. April 6.

The 1978-79 flu program, by Philip A. Bernstein, Deputy Director, Human Resources Division, before the Subcommittee on Health and Scientific Research, Senate Committee on Labor and Human Resources. April 6.

GAO recommendations for improving the management of Social Security Administration programs, by Gregory J. Ahart, Director, Human Resources Division, before the Subcommittee on Social Security, Senate Committee on Finance. April 19.

Fraud, abuse, waste and mismanagement in the Veterans Administration, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Special Investigations, House Committee on Veterans Affairs. April 10.

The efforts of the Department of Labor to develop a computer system to support the Federal Employees Compensation Act program, by Philip A. Bernstein, Deputy Director, Human Resources Division, before the Subcommittee on Manpower and Housing, House Committee on Government Operations. April 10.

Proposed increase in funds authorized for the temporary commission on financial oversight of the District of Columbia, by Donald L. Scantlebury, Director, Financial and General Management Studies Division, before the Subcommittee on Governmental Efficiency and the District of Columbia, Senate Committee on Governmental Affairs. April 11.

Internal Revenue Service's efforts directed at multiple false filers, by Richard L. Fogel, Associate Director, General Government Division, before the Subcommittee on Commerce, Consumer and Monetary Affairs, House Committee on Government Operations. April 24.

Problems associated with the world wide military command and control system, by Richard W. Gutmann, Director, Logistics and Communications Division, before the Subcommittee on Research and Development, House Committee on Armed Services. April 23.

Energy conservation within the Federal Government: The Department of Energy's role, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Environment, Energy and Natural Resources, House Committee on Government Operations. April 24.

Federal energy impact assistance, by F. Kevin Boland, Associate Director, Energy and Minerals Division, before the Subcommittee on Regional and Community Development, Senate Committee on Environment and Public Works. April 24.

GAO reviews of Department of Agriculture activities, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Agriculture, Rural Development, and Related Agencies, Senate Committee on Appropriations. April 25.

Financial oversight of the District of Columbia, by Donald L. Scantlebury, Director, Financial and General Management Studies Division, before the Subcommittee on Fiscal Affairs and Health, House Committee on the District of Columbia. April 25.

Use of currency and foreign account reports by Treasury and IRS, by Richard L. Fogel, Associate Director, General Government Division, before the Subcommittee on Oversight, House Committee on Ways and Means. April 25.

Regulation of boarding homes where Supplemental Security Income recipients reside. by Gregory J. Ahart, Director, Human Resources Division, before the Select Committee on Aging. April 25.

Indochina refugee assistance programs, by J. Kenneth Fasick, Director, International Division, before the Subcommittee on Asian and Pacific Affairs, House Committee on Foreign Affairs. April 25.

Liquefied Energy Gases Safety, by J. Dexter Peach, Director, International Division, before the Senate Committee on Commerce, Science and Transportation. April 25.

Bureau of the Census planning and budgeting for the 1980 Census and programs to reduce the Decennial Census undercount, by Arnold P. Jones, Associate Director, General Government Division, before the Subcommittee on Commerce, Consumer and Monetary Affairs, House Committee on Government Operations. April 27.

Implementation of the Randolph-Sheppard Act Amendments of 1974, by H.L. Krieger, Director, Federal Personnel and Compensation Division, before the Subcommittee on the Handicapped, Senate Committee on Labor, and Human Resources. April 30.

Improving development coordination, by Elmer B. Staats, Comptroller General of the United States, before the Senate Committee on Governmental Affairs. May 1.

Davis-Bacon Act should be repealed, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Housing and Urban Affairs, Senate Committee on Banking, Housing and Urban Affairs. May 2.

The implementation of the time frames legislated in the Speedy Trial Act of 1974, by Allen R. Voss, Director, General Government Division, before the Committee on the Judiciary. May 2.

The Office of Federal Procurement Policy, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Legislation and National Security, House Committee on Government Operations. May 3.

Merit Systems Protection Board and Office of Special Counsel, by Clifford I. Gould, Deputy Director, Federal Personnel and Compensation Division, before the Senate Committee on Governmental Affairs. May 8.

Set-aside program for Federal timber sales, by Henry Eschwege, Director, Community and Economic Development Division, before the Senate Select Committee on Small Business. May 7.

Emergency preparedness around nuclear powerplants, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Environment, Energy and Natural Resources, House Committee on Government Operations. May 8.

Impact and validity of PACE: A Federal employment examination, by Clifford I. Gould, Deputy Director, Federal Personnel and Compensation Division, before the Subcommittee on Civil Service, House Committee on Post Office and Civil Service. May 15.

Indochina refugee assistance programs, by J. Kenneth Fasick, Director, International Division, before the Subcommittee on Immigration, Refugees, and International Law, House Committee on the Judiciary. May 16.

Presidential Transition Act of 1963, by Allen R. Voss, Director, General Government Division, before the Subcommittee on Civil Service and General Services, Senate Committee on Governmental Affairs. May 16.

96th S 414 — The University and Small Business Patent Procedures Act, by Elmer B. Staats, Comptroller General of the United States, before the Committee on the Judiciary. May 16.

Emergency preparedness around nuclear facilities, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Military Installations and Facilities, House Committee on Armed Services. May 16.

Conditions of older people: national information system needed, by Gregory J. Ahart, Director, Human Resources Division, before the Special Committee on Aging. May 21.

Improving development coordination, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Legislation and National Security, House Committee on Government Operations. May 21.

Small Business Impact Statement Act of 1979 H.R. 1306, and the Small Business Regulatory Relief Act, H.R. 1745, by Morton A. Myers, Deputy Director, Program Analysis Division, before the Subcommittee on Special Small Business Problems, House Committee on Small Business. May 22.

National Cancer Institute's management of a prime contract with Tracor-Jitco, Inc., by Philip A. Bernstein, Deputy Director, Human Resources Division, before the Subcommittee on Labor and Health, Education and Welfare, Senate Committee on Appropriations. May 22.

Reform of Federal Regulation Act of 1979, S. 262, and the Regulation Reform Act of 1979, S. 755, by Elmer B. Staats, Comptroller General of the United States, before the Senate Committee on Governmental Affairs. May 23.

Congressional Oversight Reform Legislation, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on the Legislative Process, House Committee on Rules. May 23.

Review of urban development action grant program administered by HUD, by Dennis J. Dugan, Chief Economist, before the Subcommittee on Intergovernmental Relations and Human Resources, House Committee on Government Operations. May 25.

Interrelationships of Federal and District of Columbia retirement systems, by H.L. Kreiger, Director, Federal Personnel and Compensation Division, before the Subcommittee on Compensation and Employee Benefits, House Committee on Post Office and Civil Service. May 25.

Adequacy of the Department of Energy's enforcement of crude oil reseller price controls, by J. Dexter Peach, Director, Energy and Minerals Division, before the Joint Hearing of the Subcommittee on Energy and Power, House Committee on Interstate and Foreign Commerce, and the Subcommittee on Crime, House Committee on the Judiciary. May 30.

Uranium supply and demand estimates, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Energy Research and Production, House Committee on Science and Technology. May 31.

Placement of foster care children with members of the Peoples Temple, by Franklin A. Curtis, Associate Director, Human Resources Division, before the Subcommittee on Child and Human Development, Senate Committee on Labor and Human Resources. May 31.

Coal trespass in the Eastern United States, by J. Dexter Peach, Director, Energy and Minerals Division, Subcommittee on Energy and Power, House Committee on Interstate and Foreign Commerce. June 1.

Environmental Protection Agency and state hazardous waste management programs, by Henry Eschwege, Director, Community and Economic Development Division, before the Subcommittee on Oversight and Investigations, House Committee on Interstate and Foreign Commerce. June 4.

Need to improve accountability to reduce fraud and mismanagement and improve productivity in the Federal Government, by Elmer B. Staats, Comptroller General of the United States, before the Joint Economic Committee. June 7.

Status of implementation of the national blood policy, by Stephen J. Varholy, Associate Director, Human Resources Division, before the Subcommittee on Health and Scientific Research, Senate Committee on Labor and Human Resources. June 7.

Improvements needed in the operations of the Railroad Retirement Board, by Joseph W. Kegel, Manager, Chicago Regional Office, before the Subcommittee on Manpower and Housing, House Committee on Government Operations. June 8.

Transferring Veterans Administration Records Center activity to the General Services Administration, by Donald J. Horan, Deputy Director, Logistics and Communications Division, before the Subcommittee on Government Information and Individual Rights, House Committee on Government Operations. June 11.

Competitiveness of the U.S. Mining and Mineral Processing Industry, by Charles D. Hylander, Deputy Director, International Division, before the Subcommittee on Mines and Mining, House Committee on Interior and Insular Affairs. June 13.

Results of the General Accounting Office's analysis of the economic value of selected Medicare supplement and dread disease policies, statement for the record to the Select Committee on Aging. June 13.

Davis-Bacon Act should be repealed, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Labor Standards, House Committee on Education and Labor. June 14.

Federal productivity and performance appraisal systems, by Donald L. Scantlebury, Director, Financial and General Management Studies Division, before the Subcommittee on Civil Service, House Committee on Post Office and Civil Service. June 14.

Regulatory sunset proposals, by Harry S. Havens, Director, Program Analysis Division, before the Senate Committee on Governmental Affairs. June 15.

Administrative efficiency of the aid to families with dependent children program in Contra Costa County, California, by Michael Zimmerman, Assistant Director, Human Resources Division, before the Subcommittee on Oversight, House Committee on Ways and Means. June 15.

The dissolution of the Greater Los Angeles Community Action Agency of the Community Services Administration, by Philip A. Bernstein, Deputy Director, Human Resources Division, before the Subcommittee on Manpower and Housing, House Committee on Government Operations. June 14.

The Food and Drug Administration's drug approval process, by Gregory J. Ahart, Director, Human Resources Division, before the Subcommittee on Science, Research and Technology, House Committee on Science and Technology. June 19.

H.R. 24, GAO Act of 1979, by Elmer B. Staats, Comptroller General of the United States, before the Subcommittee on Legislation and National Security, House Committee on Government Operations. June 19.

GAO's current work on the Department of Housing and Urban Development's troubled projects strategy, by Baltas E. Birkle, Deputy Director, Community and Economic Development Division, before the Subcommittee on Manpower and Housing, House Committee on Government Operations. June 19.

Preservation and trust fund operations at the National Archives and Records Service, by Donald J. Horan, Deputy Director, Logistics and Communications Division, before the Subcommittee on Government Information and Individual Rights, House Committee on Government Operations. June 25.

Benefits for air traffic controllers and others, by Henry Eschwege, Director, Community and Economic Development Division, before the Subcommittee on Civil Service, House Committee on Post Office and Civil Service. June 26.

Weapons systems costs, by Jerome H. Stolarow, Director, Procurement and Systems Acquisition Division, before the Subcommittee on Legislation and National Security, House committee on Government Operations. June 25.

Federal coal leasing, by John W. Sprague, Associate Director, Energy and Minerals Division, before the Subcommittee on Mines and Mining, House Committee on Interior and Insular Affairs. June 28.

Needed changes to the Federal Reports Act, by Arnold P. Jones, Associate Director, General Government Division, before the Subcommittee on Government Regulation and Paperwork, Senate Select Committee on Small Business. June 27.

Professional Standards Review Organization Program, by Thomas P. McCormick, Associate Director, Human Resources Division, before the Subcommittee on Oversight, House Committee on Ways and Means. June 27.

Implementation of a national materials R&D policy, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittees on Natural Resources and Environment and Science Research and Technology, House Committee on Science and Technology. June 28.

The Spent Fuel Act of 1979, by J. Dexter Peach, Director, Energy and Minerals Division, before the Subcommittee on Energy and Power, House Committee on Interstate and Foreign Commerce. June 27.

Status of efforts to phase out ocean dumping of municipal sewage sludge, by Henry Eschwege, Director, Community and Economic Development Division, before the Subcommittee on Oceanography, House Committee on Merchant Marine and Fisheries. June 27.

Panama Canal Treaty implementing legislation, by J. Kenneth Fasick, Director, International Division, before the Senate Armed Services Committee. June 27.

Financial management in the United Nations system, by J. Kenneth Fasick, Director, International Division, before a Joint Hearing of the Subcommittees on International Organizations and International Operations, House Committee on Foreign Affairs. June 27.

Speeches by the Comptroller General

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“GAO’s View of the Federal Role in Improving State and Local Government Productivity” before the Workshop on State and Local Government Productivity Improvement: What is the Federal Role?, sponsored by the National Productivity Council, General Accounting Office, Office of Management and Budget and Office of Personnel Management, Washington, D.C., March 1.

“Rebuilding Public Confidence in Government — The Financial Manager’s Role” before the Joint Financial Management Improvement Program’s Eighth Annual Financial Management Conference, Washington, D.C., March 19.

“The General Accounting Office Role in Monitoring Water Pollution Control Programs” before the Water Pollution Control Federation, Washington, D.C., March 20.

“Federal Research Grants: Maintaining Public Accountability Without Inhibiting Creative Research” before the National Graduate University’s Nineteenth Institute on Federal Funding, Washington, D.C., April 10.

“ADP Standards” before the Conference on Data Systems Languages (CODASYL) 20th Anniversary Celebration, Washington, D.C., May 21.

“GAO Efforts Related to Fraud, Abuse and Mismanagement in Federal Programs” before the Association of Federal Investigators, Washington, D.C. May 23.

“Survival Techniques and the Taxpayer Revolt” before the International Conference of World Value, sponsored by the National Conference of the Society of American Value Engineers, Washington, D.C., May 24.

“Export Trade and Government Policy” before the International Business Council Electronic Industries Association, Westbury Hotel, New York City, New York, May 30.

“Objectives of Governmental Accounting” before the Municipal Finance Officers 73rd Annual Conference, Detroit, Michigan, June 4.

“Why Isn’t Policy Research Utilized More by Decisionmakers? (or, Why Do Researchers Just Talk to Each Other?)” before the Council for Applied Social Research, Inc. Annual Meeting, Annapolis, Maryland, June 9.

“Expanding Role of Accounting in Our Economy” before the Association of Government Accountants National Symposium, St. Louis, Missouri, June 18.

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GENERAL

United States General Accounting Office: Answers to Frequently Asked Questions. June 1979, Booklet 39 pp.

General Accounting Office Publications. Catalogue of GAO publications. Issued semi-annually.

Monthly List of GAO Reports. Reports issued or released in the previous month listed and summarized.

ACCOUNTING AND AUDITING PROCEDURES

Accounting Principles and Standards for Federal Agencies. Principles and standards for accounting to be observed by Federal agencies. 1978. Booklet, 96 pp.

Illustrative Accounting Procedures for Federal Agencies. Application of the accrual basis of accounting and simplified fund control procedures for agencies and programs having predominantly personal service cost. 1962. Booklet, 28 pp. 20 cents.

Illustrative Accounting Procedures for Federal Agencies — Accounting for Accrued Expenditures. A brief resume of acceptable methods of recording accrued expenditure data in agency accounts. 1969. Booklet, 77 pp. \$1.10.

Illustrative Accounting Procedures for Federal Agencies — Guidelines for Accounting for Automatic Data Processing Costs. Guidance for identifying cost elements, capitalization, depreciation, reporting, and billing to users. 1978. Booklet, 30 pp.

Illustrative Accounting Procedures for Federal Agencies — Simplified Payroll System. Describes the forms, records, and procedures required for small Government agencies. 1965. Booklet, 34 pp. 20 cents.

Frequently Asked Questions about Accrual Accounting in the Federal Government. Information on the advantages of maintaining agency accounts on the accrual basis instead of the cash basis. 1970. Booklet, 47 pp. 80 cents.

Guidelines for Financial and Compliance Audits of Federally Assisted Programs. Guidelines to standardize procedures for financial audits of State and local records for federally assisted programs. 1978. Booklet, 72 pp.

Comprehensive Approach for Planning and Coordinating a Program Results Review. (Exposure Draft.) Guidelines to provide conceptual and practical guidance in conducting program results reviews of State and local federally assisted programs. To be evaluated after a 1-year trial period. 1978. Booklet, 81 pp.

Guidelines for Economy and Efficiency Audits for Federally Assisted Programs. (Exposure Draft.) Guidelines to assess the economy and efficiency of State and local federally assisted programs. To be evaluated after a 1-year trial period. 1978. Booklet, 36 pp.

Lessons Learned About Acquiring Financial Management and Other Information Systems. Contains guidelines for management in planning, contracting, designing, developing, testing, implementing, and operating systems. 1976. Booklet, 61 pp.

Directory of Federal Audit Organizations. A listing of Federal audit groups directly involved in the audit of Federal funds, intended to help intergovernmental cooperation. 1977. Booklet, 77 pp.

Directory of State Audit Organizations. Information about State-level offices and agencies that perform postaudits as a normal function of their operations, including State examiners, legislation analysts, comptrollers, and auditors. 1977. Looseleaf, 130 pp.

Managers, Your Accounting System Can Do a Lot for You. Guidelines and illustrative case studies for managers in using accounting systems and information in controlling public funds and other resources and in making program decisions. 1979. Booklet, 53 pp.

PUBLICATIONS BY THE OFFICE OF THE GENERAL COUNSEL

Legislation Relating to the General Accounting Office. A compendium of all statutory authorities through the 93rd Congress applicable to GAO today. Looseleaf. January 1975, June 1976, and December 1976 updates.

Bid Protests at GAO — A Descriptive Guide. Information on GAO's procedures for deciding legal questions arising from the award of Government contracts. 1976. Booklet, 18 pp.

The OGC Adviser. A legal journal for the GAO community — lawyer and non-lawyer — providing legal viewpoints on matters of interest and use to GAO's professional staff. Available to the public on request.

Manual for General Government Matters/Federal Appropriations. Compiled from various rules and statutes which regulate the expenditure of appropriated funds, from the Constitution of the United States and from various decisions of the courts and the Comptroller General. 97 pp.

Transportation Law Manual. Contains legal information relating to Federal expenditures for transportation of property, comprising statutory authority, court case precedents, administrative regulations, and digests of decisions of the Comptroller General.

Civilian Personnel Law Manual. Compilation and explanation of Comptroller General decisions relating to compensation and leave of Federal civilian employees.

Title 1. **Compensation**

Title 2. **Leave.**

Manual on Military Personnel Law. Compilation of Comptroller General decisions relating to military personnel.

Quarterly Digests of Unpublished Decisions of the Comptroller General of the United States. Pamphlets containing digests of those decisions not published in annual volumes. Separate pamphlets are issued for civilian personnel, General Government Matters, Military Personnel, Procurement, and Transportation; and include decision digests for three-month periods ending in March, June, September, and December. Some prior issues are available on request.

AUTOMATIC DATA PROCESSING

These publications were produced in conjunction with the GAO Report, "Millions In Savings Possible In Converting Programs From One Computer To Another" [FGMSD-77-34, September 15, 1977], and are available free from

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Provisional Checklist for Software Conversion Projects. Suggestions for agency actions when planning software conversion work. 15 pp.

A Selected Bibliography on Computer Software Conversion. Citations to over 140 reports, articles, and publications on the subject. 12 pp.

A Working Glossary of Computer Software Terms. Over 75 terms applicable to software defined, and, in some cases, discussed. 19 pp.

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Stock No. 020-000-00110-1

Auditing Computer-Based Systems: Additional GAO Audit Standards. This booklet supplements GAO's basic audit standards, with additional standards, effective Jan. 1, 1980, covering audits of computer based systems. Scope of coverage is same as that for the basic standards (listed above — Stock No. 020-000-00110-1). 1979. Booklet, 20 pp. \$1.10.

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Auditors: Agents for Good Government. (Audit Standards Supplement No. 2) An explanation of the scope of governmental auditing and what it can achieve. 1973. Booklet, 6 pp. 35 cents.

Stock No. 020-000-00109-7

Questions and Answers on the Standards for Audit of Governmental Organizations, Programs, Activities & Functions. (Audit Standards Supplement No. 5) Answers to questions raised by auditors and managers relating to the government and standards (1977 Reprint). Booklet, 25 pp. \$1.75.

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Using Auditing to Improve Efficiency and Economy. (Audit Standards Supplement No. 7) A case study of an efficiency and economy audit of a city public service activity. 1975. (1978 Reprint.) Booklet, 15 pp. \$1.50.

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How Auditors Develop Findings. (Audit Standards Supplement No. 8) A case study showing how the "building block" technique of developing findings is used. 1976. Booklet, 17 pp. 45 cents.

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Self Evaluation Guide for Governmental Audit Organizations. (Audit Standards Supplement No. 9) An interval review guide for audit organizations to evaluate the extent to which their organizations have implemented and are following the audit standards. 1976. Booklet, 42 pp. 75 cents.

Stock No. 020-000-00140-2

Using Broad Scope Auditing to Serve Management — How the Governor of Mississippi Introduced Broad Scope Auditing as a Management Tool. (Audit Standards Supplement No. 10) A case study of how a senior government official used broad scope auditing to aid management. 1978. Booklet, 19 pp. \$1.30.

Stock No. 020-000-00155-1

The Audit Survey — A Key Step in Auditing Government Programs. (Audit Standards Supplement No. 11) What an audit survey is and how it can make economy and efficiency and program results audits better. 1978. Booklet, 15 pp. \$1.10.

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JFMIP is a cooperative program with the goal of improving financial management throughout the Government.

JFMIP — Its Scope, Objectives, and Methods. 1974. Booklet, 6 pp.

JFMIP News Bulletin. Published quarterly.

JFMIP Annual Report, Fiscal Year 1978. Progress in developing improved financial management and work measurement systems for Federal agencies, and examples of financial management improvements by individual Federal agencies. Booklet, 41 pp.

JFMIP Federal Financial Management Directory. Names, addresses, and phone numbers of key financial officials in Federal agencies.

Proceedings from the Eighth Financial Management Conference, "Rebuilding Public Confidence In Government — The Financial Manager's Role." March 19, 1979. Presentations by Federal, State, and local financial managers, as well as workshops on Improving Financial Management Systems For Better Accountability, Increasing Public Trust Through Innovations in the Budgeting Process, Improving Financial Credibility Through Intergovernmental Cooperation, Implementation of the Inspector General Act and its Effect on the Inspection and Audit Function. Booklet.

Operating Budgets — A Practical Approach. Highlights on the report on an inter-agency study team appointed by JFMIP to study use of Operating Budgets for Program Management. 1975. Booklet, 27 pp.

Money Management Study. How Federal agencies can save money by paying careful attention to cash management. January 1976. Booklet, 50 pp.

Implementing a Productivity Program: Points to Consider. Guidance to Federal agencies for developing a comprehensive productivity program and using productivity data. 1977. Booklet, 68 pp.

Proceedings from Cash Management Workshop. Presentations by various Federal officials on cash management techniques and improvements within the Federal Government. 1978. Booklet, 63 pp.

A Checklist: For New Agencies Designing & Implementing Financial Management Systems. February 1979. The checklist details basic governmental requirements and central agency contacts to help new agencies implement their accounting, auditing and budgeting systems and establish firm foundations for sound financial management. Booklet.

Financial Management Functions in the Federal Government. Designed to familiarize its readers with the key central agencies in the Federal Government and with the Federal budgeting process. Pamphlet.

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Terms Used in the Budgetary Process. Glossary of terms for use by Federal agencies in providing fiscal, budgetary, and program-related data and information to the Congress. Includes definitions of zero-base budgetary and economic terms. July 1977. Booklet, 41 pp.

Circular Letters to Heads of Departments, Independent Agencies, and Others. Issued by the Comptroller General to Federal Agency Heads on many subjects.

Debarred List. Consolidated list of persons or firms currently debarred for violations of various public contract acts incorporating labor standards provisions. Quarterly (interim lists are issued semi-monthly).

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Annual Report of the Comptroller General. Activities of the U.S. General Accounting Office for Fiscal Year ended September 30, 1978. Paper cover, 133 pp. \$3.00 (A few copies of annual reports of recent years are also available.)

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General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies. Issued in looseleaf form. Subscription includes basic manual and supplementary service for an indefinite period.

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Index Digest of the Published Decisions of the Comptroller General of the United States. Six volumes for the period 1894 through June 30, 1966, are out of print.

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The GAO Review. Quarterly. Prepared by and for professional staff of the General Accounting Office. \$1.80 single copy; \$7.00 per year, \$1.75 additional for foreign mailing.

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From Auditing to Editing. A guide for teaching report writing. 1974. Booklet, 80 pp. \$1.45.

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