

17. Are the costs of the agency's physical assets considered in establishing the charges for services to other agencies?

Only with respect to reimbursable investigations financed through the Commission's revolving fund.

18. Are agency accounting reports used regularly in program management?

Yes, the Commission's accounting system is decentralized to its regional offices and accounting reports are used at all levels of management.

19. Are agency accounting policies summarized in an accounting manual with which your staff accountants must comply?

Yes, accounting and fiscal procedures are formalized and issued as a part of the Commission's administrative manual system.

#### *D. Management information system*

20. Do you have an automated management information system for your agency?

The Civil Service Commission does not have an automated management information system. However, our work reporting system which provides key management data, is mechanized. Our fiscal procedures are presently being automated; fiscal data for management will be further automated when our new procedures are installed July 1, 1968.

21. In general, what functional areas are included in the management information system? (Examples: financial, planning and program budgeting; inventory, personnel, etc.)

All functional areas are included in the Commission's management information system.

22. Briefly describe the state of development of your system and how it operates.

Our system emphasizes face-to-face communication. Controls are kept to an economical minimum, with management by exception being the rule. Formal management review sessions are scheduled on a recurring basis with program directors and regional office directors. These face-to-face management sessions are supplemented with written progress reports, work reporting and most analysis reports, and a special monthly flash report for top management. All of the elements of our management information system are presently in operation; under development are automated fiscal procedures which will provide a more extensive coverage of financial management information.

23. Did you perform a "requirements" analysis of the entire agency, or just selected areas?

All areas of the Commission have been and continue to be subjected to a "requirements" analysis.

24. To what extent have you considered the needs of other agencies for exchanging information with your agency in the development of your system?

To the extent that our management information system provides data to other agencies, such as to the Bureau of the Budget, we have built into our system these data needs. As we extend our information base, we will give further consideration to other agency needs.

25. Are you developing a standard data base of information for the entire agency?

We already have a standard data base of information built into our work reporting and analysis system and in our flash report to top management. Our future additions will likewise have a standard data base.

26. In reporting statistical information, what standards for coding are you using?

Whenever we codify our information base, as we do in work reporting, these data codes are applied throughout the Commission on a standardized basis.

27. Have you explored all of the information requirements common to your agency which might exist within the data base of other agencies?

We do not believe that extensive commonality exists between our internal information requirements and those of other agencies. However, where they do exist, we maintain close liaison with those agencies primarily through our interagency advisory committees and through the budget review process.

28. Are you performing the work in-house, or are you utilizing contractor personnel?

Our management information system has been designed and installed substantially with in-house resources. However, our new automated fiscal procedures