which will expand our management information base on July 1, 1968 is being designed in part by a contracting firm.

29. What main benefits do you feel your management information system will provide in the management of your agency's activities?

Our management information system provides an effective mechanism for communicating up and down the line. It is extremely useful in assessing the status of plans, programs and operations and it focuses specifically on problem areas that need management's attention.

30. What is your estimated dollar cost for the completion and operation of the basic parts of your management information system?

We do not have precise cost data for development and operation of our management information system. We estimate that the annual cost for compiling, analyzing and presenting management information approximates $200,000. More precise costs will be available after we install our automated fiscal system.

31. At what level is the determination made concerning what is needed in the management information system?

The Executive Director of the Civil Service Commission determines what is needed in the total management information system. Program managers and regional directors are also directly involved in the determination process insofar as their own specific needs are concerned.

E. Internal audit system

32. Do you have a centrally organized internal audit system within your agency which operates independently of department and agency operations?

The Office of Management Analysis and Audits provides the internal audit capability within the Civil Service Commission and operates independently of department and agency operation. The work performed by this office includes financial, management and operational audits.

33. Is your internal audit staff made up of persons with experience in accounting and auditing?

Yes. Two of the audit staff have extensive backgrounds in accounting and auditing (more than 20 years each). Some others have education and some experience in the field.

34. Is the scope of review by the internal audit staff limited in any way?

No.

35. Are all reports and recommendations of the internal audit staff submitted in full directly to the head of the agency?

Yes. The reports are submitted through the Executive Director to the Chairman.

36. Is the audit staff responsible to or subject to direction by any official who is also primarily responsible for an activity which might be audited?

Yes. Because of the allied function of programing, planning and budgeting which is placed in the office, the Office of Management Analysis and Audits is organizationally in the Bureau of Management Services. The reports of internal audit involving this Bureau, however, are submitted directly to the Executive Director.

37. Are the personnel assigned to the internal audit function adequately protected from recriminations and arbitrary personnel action that might result from an adverse effect of their reports upon other agency employees?

Yes.

38. Are all reports and recommendations of the internal audit staff available to the Comptroller General and to appropriate congressional committees?

Yes.

F. Automatic data processing

39. Do you have a central organization in your agency which is responsible for ADP management?

Yes. The Bureau of Management Services is responsible for management of ADP within the Civil Service Commission.

40. Will you describe its functions?

The Bureau of Management Services exercises direction of the management systems division. This division provides centralized data processing services to the entire Civil Service Commission, consisting of (1) systems analysis and design; (2) computer programing: and (3) operation of punch card equipment, optical scanners, paper tape equipment, and computers in support of all Commission programs.