

In March 1967 the General Accounting Office submitted a report of its review of the internal auditing activities of the Civil Service Commission. As a result of this review, GAO reported the following three broad conclusions:

1. The internal audit function in the organizational structure of the Commission should be independent of those officials responsible for the operations and activities reviewed by the auditors.

2. The authorized scope of the audit work should be broad enough to cover all operations and activities of the Commission on a systematic basis without specific requests from operating officials being required.

3. A single centralized internal audit organization should be established responsible to the highest organizational level practical, preferably the Chairman of the Commission or its executive director, with authority to review systematically all the Commission's programs and activities.

At the time of the GAO review the internal audit functions in the Commission were divided. Financial reviews were conducted by auditors in the Budget and Finance Division, operational audits were conducted by the Management Analysis Division of the Bureau of Management Services and personnel management audits were conducted by the Personnel Division. The financial audits were on a regular basis covering all phases of the Commission's operations. The operational audits were conducted upon request of the head of an operating program when he asked for assistance in reviewing his program. There had not been many of these inspections and they covered only a small portion of the Commission's functions. Personnel management reviews were not being conducted on a regular basis.

63. If so, to what extent have the recommendations contained in these reports been carried out?

As a result of the problems pointed up by GAO and as a result of the need for initiation of the program, planning, and budgeting functions, the Office of Management Analysis and Audits was established in May 1967 in the Bureau of Management Services. This Office performs the functions of financial audits, management and operational audits, and personnel management audits; in addition it is the focal point for leadership in the initiation of the program, planning, and budgeting function in the Commission. The personnel management audits will become a part of management and operational audits. Financial audits will continue to be performed on a regular basis and, insofar as possible, will be coordinated with management and operational audits. A definite cycle is being established for management and operational audits which will insure coverage of all programs and activities over a reasonable period of time and they will no longer be dependent on the request of operating officials. The office of Management Analysis and Audits will also conduct special studies as needs arise to assist in solving special management or operational problems.

PROGRAM CATEGORY A—ADMINISTERING THE MERIT STAFFING SYSTEM

1. What is the nature of and authority for this program?

This program was established by the Civil Service Act of 1883. Basic policy governing its operations is found in that act and in the Veterans Preference Act. Both basic laws are now codified into title 5 of the United State Code.

The major objective of the program is to provide the public with a systematic means whereby they can compete for available Federal jobs, to evaluate and rank these applicants solely on the basis of merit and fitness and to refer the best qualified eligibles to the appointing officers for consideration in filling specific job vacancies.

2. Who is the person primarily in charge of this program at the operative level?

Mr. Raymond Jacobson, Director of the Bureau of Recruiting and Examining is primarily responsible for the operation of the competitive recruiting and examining system for all jobs through GS-15. Mr. Seymour S. Berlin, Director of the Bureau of Executive Manpower is responsible for the staffing of positions at grades GS-16 through 18, or equivalents. Mr. O. Glenn Stahl, Director of the Bureau of Policies and Standards is responsible for the establishment of the qualifications requirements for the various occupations and for the development of the tests and other measurement methods.

3. How much money and capital equipment is available under this program for fiscal 1968?