

6. Would you describe the principal operations that are involved in producing this output?

The principal operations involve the following:

(a) *Policy guidance*.—A three-member bipartisan Commission appointed by the President by and with the consent of the Senate establishes the overall policy of the Civil Service Commission.

(b) *Executive direction*.—The Executive Director provides direction of all internal management and other staff activities of the Commission and exercises general supervision from both a technical and a management viewpoint over all bureaus and staff offices of the Commission including its field operations.

(c) *Legal services*.—A variety of legal services are performed relating to the Commission's policies, procedures, and operations on which advice and counsel are sought by the Commissioners, Commission officials, officials of other Government agencies, Members of Congress, and attorneys having business before the Commission.

(d) *Budget and fiscal services*.—Internal services to Commission offices, both central office and field, are provided with respect to budget estimates, allotments of funds, work reporting and cost analysis, financial reporting, and centralized payroll services.

(e) *Personnel services*.—Advice and assistance are rendered to central office bureaus and regional offices pertaining to the classification of positions, selection of employees, reduction in force, appointments, training, and employee development.

(f) *Office services*.—General office services are provided to operating offices for procurement, property management, space assignment, printing, communication services, office equipment, mail, and records management.

(g) *Library services*.—A library collection is available to commission employees consisting of general reference books, and basic literature in professional and technical fields with particular emphasis on civil service, personnel administration, and public administration.

(h) *Management systems and internal audit services*.—A comprehensive internal audit program is conducted as well as reviews of the management and organization of Commission offices. The Commission's PPB capability is also located here.

(i) *Health services*.—Commission employees are provided health counseling service and emergency care in the event of illness or injury on the job.

(j) *Public information services*.—The general public is informed about activities of the Civil Service Commission and a close relationship is maintained with representatives of all news media.

7. How many employees are involved in the program and in what general type of employment categories do they fall?

The program has 590 employees in professional, administrative, technical, clerical, and blue collar positions.

8. What is the grade structure and how many supergrades—quota and non-quota—are involved?

The three Commissioners and the Executive Director are under the executive schedule; 539 positions are under the general schedule of the Classification Act in grades ranging from GS-2 through GS-18; and 47 positions are under the wage board schedule in levels ranging from WB-1 to WB-22. Included in those positions under the general schedule are 16 supergrades allotted from the Government-wide quota.

9. What capital equipment, such as ADP, if any, do you rely upon to fulfill this program?

ADP equipment, printing and reproduction equipment, and communications equipment.

10. Do you expect the expenditures or the benefits of the program to grow appreciably in the future?

Since approximately 75 percent of the resources available to the program are for providing services to operating programs, any increase in support costs will be predicated upon additional demands resulting from expanded program activity. Such increases in services provided would not necessarily result in proportionate increases in expenditures.

11. At what level are the personnel responsible for the various parts of the program coordinated to determine if the program as a whole is being efficiently carried on?