

and allotment ledger accounts. We have an accounting manual that establishes the principles and procedures for this accounting system. The manual was approved by the General Accounting Office in 1958. We do not have, however, an internal audit system for the accounting program.

D. MANAGEMENT INFORMATION SYSTEM

Mr. BROOKS. We will cover that a little later.

Let me ask the Chairman about the management information system that you have now. Do you have one?

Mr. HARTWIG. Yes. We have developed two monthly reports which we use for management purposes.

I have here a workload report which sets forth the input and output of each office, each division, and each regional board on a monthly basis.

Mr. BROOKS. Is it done on a computer? Do you keep an account of the number of contracts, the status, and how the work is coming along?

Mr. HARTWIG. No, sir. It is done manually. Each office feeds the data into this report on a monthly basis. The report shows such information as the number of filings made by contractors during the month, the number of filings completed in headquarters by various offices involved in the screening process, the number of assignments to each regional board, the number of assignments completed by each regional board, the beginning of the year backlog, the beginning of the month backlog, the backlog at the end of the reporting month. Altogether it is a very useful report because, by studying this report I can ascertain in a matter of minutes whether any office has fallen behind during the month. This gives me an opportunity to call in the head of the office to find out why they fell behind.

The report is geared to the case flow through the Board, on, you might say, a production line basis: opening inventory, input, completion, ending inventory, by each office.

Mr. BROOKS. Does the manual system seem to be working efficiently in your instance?

Mr. HARTWIG. Yes, sir. As a matter of fact, the report itself is self-policing because no office wants to submit a monthly report to me which shows that they have fallen behind because they know they will be called on the carpet. It has been of great assistance to me.

Mr. BROOKS. I might adapt it to some of my own operations.

Mr. HARTWIG. In addition to that, we have a monthly financial report which reflects the monthly and cumulative obligations by each object classification in our accounting system. This includes monthly and cumulative obligations for personnel services, personnel benefits, travel and transportation, transportation of things, rent, communications and utilities, printing and reproduction, services of other agencies, supplies and material, equipment, and other services.

E. INTERNAL AUDIT SYSTEM

Mr. BROOKS. Mr. Chairman, would you give me a brief description of your internal audit system? Or perhaps Mr. Stone would go into it. You touched on it earlier.