15. What basis do you use for establishing the charges for products or services provided to other agencies, and how are these handled in your accounting system?

No products or services are provided.

16. Are capital assets, such as building and equipment items, formally recorded in the accounting system, and upon what basis are they depreciated?

Equipment items are recorded in the accounting system. They are not depreciated.

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

Not applicable.

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

Yes.

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

Yes.

D. Management information system

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

No.

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

Financial, planning, budgeting, and personnel.

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

The management information system consists of a monthly workload report and a monthly financial report. The workload report sets forth in detail the input and output of offices, divisions, and regional boards. The report reflects such information as the number of filings received from contractors and subcontractors, the number of filings completed in the headquarters by various offices involved in our screening process, the number of assignments received by each regional board, the number of assignments completed, the beginning of year backlog, the backlog at the end of the reporting month, the assignments processed in the two major offices in the headquarters, the beginning of year backlog in each office and the backlog at the end of the reporting month.

The financial report 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.

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

The entire agency.

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

We have, but our information is of little use to other agencies.

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

Yes.

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

Standard industrial classification (SIC) for industrial groups and post office letter codes for our States' coding.

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

Yes. We now receive annual and semiannual contract award data from the Department of Defense and prime and subcontract award data from NASA.

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

In-house.

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

The system will enable the board to (*a*) meet production goals, (*b*) determine manpower requirements, (*c*) develop realistic budgetary requirements, and (*d*) assure maximum utilization of personnel.