

49. Assuming it is necessary to acquire equipment from the commercial market, do you normally invite all qualified suppliers to submit proposals. What are the exceptions?

It has not been necessary to acquire equipment from the commercial market.

50. Who makes the final selection of equipment, and on what basis is the decision made?

The Assistant Chief, Identification and Statistics Division, Office of Assignments, on the basis of an actual need.

51. Describe your program for evaluating the actual results of computer use against the results anticipated when the use of the computer was approved.

Not applicable.

52. In general, have your computers produced the benefits that were expected?

Not applicable.

53. How many computers do you now have, and how many of these are purchased?

None.

54. Who makes the decision of whether computers are purchased or leased? On what basis are the decisions made?

Not applicable.

55. Is your agency now using any leased ADP equipment? If so, how much longer do you expect to use it?

Yes, we expect to lease it until we can make a favorable purchase.

56. Have you made use of third-party leasing arrangements? If so, what has been your experience with these arrangements?

No.

57. To what extent have you developed standard systems or applications which are used by your computer installations?

Not applicable.

58. Will you describe the steps you have taken for the development of standard data elements for use by your department under the program recently established by Bureau of the Budget Circular A-86.

Thus far we have not been able to use the recommended standard data elements.

59. What do you consider to be the most pressing problems that need to be overcome for you to make better and more efficient use of computers in your agency?

Not applicable.

G. Personnel management

60. Where is the responsibility placed for manpower planning in your agency?

Manpower planning at the staff level is the responsibility of the Director, Office of Administration, under the direction of the Chairman. Final decisions on budgetary matters rest with the full Board.

61. What manpower requirements are forecast for your agency and how are these determined?

Manpower requirements are forecast for both clerical and professional employees. These are determined on the basis of the overall workload projected for the Board.

62. Is the work in your agency organized with some consideration of the effect on position classification so that the mission can be accomplished with the minimum number and cost of positions?

Yes.

63. Is the classification of positions in your agency in accord with applicable Civil Service Commission standards?

Yes.

64. Has the agency established career possibilities to assist in development and advancement of employees?

Yes.

65. Would you describe what means your agency uses to recruit quality personnel?

We use CSC registers and contact Federal agencies.

66. Does your agency emphasize promotion of employees on the basis of merit?

Yes.

67. How does your agency consider employee complaints, grievances, and appeals?

We attempt to resolve complaints and grievances on an informal basis. These are handled by the Director of Administration, or by the equal employment opportunity officer when the grievance or complaint involves discrimination.