

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

Yes, we do have an accounting manual which is followed by our accounting personnel.

*D. Management information system*

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

The Commission does not have an automated management information system that is structured to provide information for all management functions. However, certain computer-based files of information that have been developed for operating levels of the Commission are extremely useful for management planning and control. For example, a data base containing radio license information for certain safety and special radio services is used by management to analyze radio station activity for regulatory planning purposes. Another data base contains radiofrequency assignment information which is used for frequency allocation planning.

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

Computer systems under development in the Commission will provide data banks for use in personnel management, program planning, payroll accounting, and financial and property management.

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

The management information system will consist of levels of information according to needs, and will have more than one data base as opposed to a single standard data base. It will provide information appropriate to the various Commission programs. The development of these systems will take place over an extended period as work processes are converted to the computer.

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

Only selected functional areas have been considered thus far for automated management control purposes.

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

Where applicable, consideration has been given to the need of other agencies for exchanging information. For example, our system for collecting and storing data in connection with radiofrequency assignments is coordinated with requirements of the Director, Telecommunications Management Office, in order that we may furnish that office with current frequency data in a compatible format.

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

The Commission does not have plans to develop an agencywide standard data base. However, experience gained with the individual data base concept may indicate that this course should be considered.

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

The Commission has made comments and recommendations on the various data element standards that have been proposed or adopted for use by the Federal Government. We anticipate using the standard codes for countries, and State and city in reporting statistical information. There may be other forthcoming standard codes that can be used in our reporting processes.

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

No, we have not explored all of the information requirements common to our agency which might exist within the data base of other agencies. However, we recognize that this common requirement could exist and intend to investigate this at a latter time.

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

All work in connection with the Commission's management information system is performed in-house.

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

We feel that a management information system, if it can be fully automated, will permit a timely response by management to changing conditions. We