

(e) Personnel source data collection system—a flexowriter system for preparing personnel action documents and simultaneous inputs for the payroll files.

(f) Employee profile data system.

(g) Work measurement—being developed as a part of the postal source data system.

22. Briefly describe the state of development of your system and how it operates. Since the advent of ADP the bureaus have automated their individual reporting requirements as time and resources have permitted. In recent years this effort has been expanded and at present the Department is installing and testing a partially integrated reports system under the planning-programing-budgeting system. The other subsystems are in varying states of development. For example, the financial subsystem is currently operating on ADP equipment using traditional methods for data collection, processing, and reporting with considerable manual intervention. The same is generally true of the other reporting subsystems which are currently being run. Our work measurement system is presently a completely manual operation; however, the postal source data system is intended to automate the WMS. We will have a greatly enhanced capability by using the computers and communications lines of the postal source data system as the foundation for building and improving our management information system.

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

Efforts have been made to develop a valid concept for evaluating a requirements analysis for a management information system. To date, this has not extended beyond individual bureau parameters of authority except under the auspices of financial and program management. We have performed a number of requirements analyses in conjunction with the investigation of various aspects of management information as it was affected by the postal source data system and the planning-programing-budgeting system. Although they were very comprehensive, they probably should not be classified as a requirements analysis of the entire agency for the purpose of developing a total integrated management information system. The Department is currently in the process of refining these requirements and determining the departmentwide requirements.

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

We have been supplying information to various other agencies, such as the Office of Economic Opportunity, the Civil Service Commission, and the Bureau of the Budget, and our subsystems have been developed with their requirements in mind. However, we are aware there is a definite need for more coordination among Government agencies to keep abreast of the data available and already stored in data banks. Maximum use of these facilities would lessen the costs of operating data systems and management information systems.

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

We have made a beginning in this area by initiating a series of regular management information briefings, both in headquarters and at the regional directors level, and using the resultant data as the foundation for a data bank. In the near future, it is hoped to store this in automated data banks.

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

At present the Post Office Department has not developed an overall structure for codification of management information other than in the area of financial management. In this connection the PPBS structure is currently being revised and studies are underway to modify the accounts structure as appropriate so that the two will be comparable. As the total Management Information System requirement is developed it is assumed that agreement on an overall coding structure will be a necessary first step toward this end.

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

Where we have been able to determine the availability of such data, we have made full use of it. We conduct a constant interchange of data with Treasury, Census, OEO, and the Civil Service Commission. There is, however, a recognized need for Government-wide leadership in this effort and efforts of the Intergovernmental Task Force on Information System that published their first report in April 1968 is a step in this direction. We plan to participate in this effort to the extent possible within available resources.

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