

36. Is the audit staff responsible to or subject to direction by any official who is also primarily responsible for an activity which might be audited?

The audit staff is not subject to the direction of any official who is also primarily responsible for an activity which might be audited.

37. Are the personnel assigned to the internal audit function adequately protected from recriminations and arbitrary personnel action that might result from an adverse effect of their reports upon other agency employees?

Adequate protection in this regard is provided.

38. Are all reports and recommendations of the internal audit staff available to the Comptroller General and to appropriate congressional committees?

Yes, all such reports and recommendations are available either routinely or upon request.

F. Automatic Data Processing

39. Do you have a central organization in your agency which is responsible for ADP management?

Yes. The Office of ADP Management which is a part of the Bureau of Finance and Administration.

40. Will you describe its functions?

(1) Develops policy recommendations and plans for the Post Office Department's automatic data processing program.

(2) Administers the design, development, and implementation of automatic data processing systems in the Department and the postal field service.

(3) Administers headquarters' data processing operations and the automatic data processing centers.

(4) Provides technical guidance to the postal data centers on matters concerning automatic data processing.

(5) Develops the budget for departmental and field service automatic data processing programs.

(6) Determines departmental and field service expenditures for automatic data processing equipment, supplies, and services.

(7) Directs the review and evaluation of departmental and field service automatic data processing programs.

(8) Administers a program of ADP research.

(9) Directs an ADP standards program.

(10) Makes the selection and approves the release of all ADP equipment.

(11) Such other duties and responsibilities as would normally fall within the scope of the position.

41. Who has the responsibility for deciding whether or not the use of a computer for a particular function within your agency is justified?

The Office of ADP Management, and the staff of the function involved.

42. On what basis is the decision made? Are there documented systems studies available for review in all cases?

Part I—A feasibility study is made for all major applications.

Part II—Yes, except for minor applications; in these cases the documentation is completed as the project is developed.

43. Can you cite instances in which a request for a computer system was disapproved for lack of adequate justifications?

No, if the question means a computer. Yes, if it refers to a computer application.

44. Assuming the use of a computer has been fully justified by a proper study, are there procedures for determining whether the requirement can be satisfied by using (sharing) equipment already installed in your agency? Will you describe the procedure.

Part I—Yes.

Part II—The available time on all existing computers is analyzed as to: the type of equipment, the location of equipment, and the specific time that computer capacity is available.

45. To what extent have you been successful in getting the users to share equipment instead of acquiring their own?

The development of all applications is controlled by the Office of ADP Management. This office is responsible for sharing equipment already installed. We have been sharing other agencies' computers over the past 2 years. We have also transferred workload from one Post Office Department's computer to another in several instances.

46. Do you review the GSA lists of available excess equipment before going to the open market to acquire equipment?

Yes.