

- (h) Transportation management.
- (i) Communications management.
- (j) Accounting, payroll, and personnel management.

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

GSA's automated management information systems were developed to meet the specific needs of individual programs. Although they operate as special purpose information systems within their respective functional areas, wherever feasible they are interfaced and integrated with related information systems.

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

In general, systems development has been based upon management's expressed need for specific information. "Requirements" analyses, however, have been made in selected areas, such as accounting, payroll, and personnel management. It is current GSA policy to base all future systems upon a full "requirements" analysis.

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

The basic Government-wide mission of GSA makes imperative careful consideration of the information requirements of other agencies prior to development of GSA management information systems. Examples of such prior consideration of other agency needs are:

(a) The Federal supply system is a Government-wide system which interrelates both military and civilian supply requirements. The civilian Federal standard requisitioning and issue procedure (FEDSTRIP) was devised as a counterpart to MILSTRIP and only after extensive cooperation and study by GSA and DOD officials.

(b) The master reference and management data system is a joint GSA/DOD system operated through the Defense Logistics Supply Center (DLSC) to serve both military and civilian needs as a data bank for the cataloging of supply items and for addressing operations for purposes of billing, shipping, and mailing.

(c) The accounting system and the payroll and personnel management system are geared to the data needs of the Department of the Treasury. GSA furnishes the Bureau of Accounts, Disbursement Division, with magnetic tapes for its use in issuing payroll checks and checks to vendors, etc. Similarly, this GSA management information system conforms to Civil Service Commission, Bureau of the Budget, and General Accounting Office requirements for specific data elements designed to provide consistent information on a Government-wide basis.

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

No. The diverse programs in GSA do not lend themselves to a single standard data base.

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

There are no coding standards currently in use by GSA. We are participating, however, on several interagency committees which are in process of devising Federal coding standards. A project to establish internal GSA standards also is underway.

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

The management information systems in the supply management functional area illustrate the manner in which the data base of other agencies are explored prior to establishment of our own systems (see item 24, above). Such analyses result from our normal Government-wide service mission.

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

The development and operation of management information systems is performed, generally, in-house. Contractors may be used for special developmental problems when the employment of full-time permanent staff is clearly uneconomical.

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

The principal management benefits derived from our management information systems include: