

distribution of approximately 90,000 copies of various Safety Board publications and documents per year.

6. Would you describe the principal operations that are involved in producing this output?

The principal operations involved are management formulation, control and review of program areas, the design of budgetary appropriation processing and coordination control systems, management direction, personnel operations, paperwork and records processing, maintenance of control and accountability authority for expenditure of funds.

7. How many employees are involved in the program and in what general type of employment categories do they fall?

Eighteen employees are authorized for this program and fall into the following personnel categories: executive management, budget and personnel management, office services, clerical.

8. What is the grade structure and how many supergrades—quota and non-quota—are involved?

The grade structure includes one GS-18 (quota supergrade), two GS-14's, one GS-13, two GS-12's, one GS-9, two GS-7's, one GS-6, two GS-5's, three GS-4's, and three GS-2's.

9. What capital equipment, such as ADP, if any, do you rely upon to fulfill this program?

Limited personal property, supplies, etc., plus the rental of approximately 700 hours of computer time per year.

10. Do you expect the expenditures or the benefits of the program to grow appreciably in the future?

Yes; expenditures will increase due to various administrative support costs furnished by the DOT for which the Safety Board will reimburse them.

11. At what level are the personnel responsible for the various parts of the program coordinated to determine if the program as a whole is being efficiently carried out?

At the Executive Director level.

12. Is there a continual program review within the agency, other than the annual budgetary review, to determine more effective and efficient ways to achieve these program objectives?

Yes; the program is reviewed periodically.

13. To your knowledge, does this program duplicate or parallel work being done by any other agency?

No; it does not.

14. Is your organizational structure such that the program is being carried out most efficiently and effectively?

We feel that it is; however, we will constantly strive to improve the effectiveness of all program areas.

15. Are there any outstanding GAO reports on this program? If so, what is the status of the GAO recommendations the report contains?

No.

16. What significant problems, if any, are you facing in accomplishing the program objectives?

Lack of adequate personnel ceilings and available funding plus the growing pains of a new organization and the selective recruitment of key personnel.

17. Do you administer any grants, loans, or other disbursed funds related to this program? If so, is the size of your administrative staff commensurate with the magnitude of the outlays?

No.

18. If your appropriations were reduced, how could you absorb the cut—by an overall reduction, or by cutting or curtailing certain activities?

And reduction in funds would require a curtailment of program activities.

19. If additional funds were available what would you do with the new money?

Increase activities in the areas of safety promotion and accident prevention, and conduct more special studies, which would lead to improved support of the accident prevention and safety promotion programs of the Safety Board.

#### *Activity 2 (NTSB): Policy Formulation, Decision; Legal and Information*

1. What is the nature of and authority for this program?

The nature of this program is to provide for the formulation of general policies and programs of the National Transportation Safety Board; giving legal advice and assistance to the Safety Board as well as to operating bureaus and offices;