

3. How much money and capital equipment is available under this program for fiscal year 1968?

\$181,000 was made available in fiscal year 1968 for the certificate and license appeals function. There are no major items of capital equipment other than furniture and office machines acquired in prior fiscal years. No new capital equipment is scheduled for procurement in fiscal year 1968.

4. Would you describe the output generated by this program?

The output generated in the form of examiners' initial decisions, orders, and other related legal documents.

5. Can you quantify this output in any way?

The five hearing examiners will have approximately 210 appeals presented for hearing in fiscal year 1968.

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

The principal operations relating to this program are the receipt, docketing, preparation for the hearing of appeals, hearing, and the issuing of initial decisions thereon by the examiners.

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

Ten employees. The employment categories include hearing examiners and clerical personnel.

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

The grade structure includes five hearing examiner GS-16's, supergrades; one GS-7, and four GS-6's.

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

None.

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

No, expenditures will remain relatively constant. However, through improved management practices and program reviews, increased benefits will be derived.

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 chief hearing examiner level, with administrative review 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?

An increasing workload.

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 would you absorb the cut—by an overall reduction, or by cutting or curtailing certain activities?

Any reductions below our present staffing levels would require a reduction in the intensity and a stretching out of the time required to process material.

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

Attempt to secure an additional examiner and clerical support.