REPORT BY THE U.S.

General Accounting Office

Duplication In The Navy's Management Information Systems Is Costly

Most major Navy commands have developed their own management information systems for accounting, supply, payroll, personnel, and facilities management, even though these and related functions are common to all commands regardless of mission or structure.

The Navy does not have enough systems analysts or computer programmers for so many systems. When procedural changes are required, scarce personnel are used to implement the same change in each separate system. Contractors often are needed to effect changes or redesign systems.

The Navy needs to establish Department-wide requirements and use data resources in support of functional information requirements rather than to support individual commands.

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Logistics and Communications Division

B-163074

The Honorable R. James Woolsey Acting Secretary of the Navy

bear Mr. Secretary:

This report discusses improvements that can be made in developing and using computer software to support functional rather than commandwide information systems. These computerized applications are essentially the same. The automated procedures and processes to support the management functions are the same. Much of the data the automated management information systems accumulate, process, and store is the same, and a large majority of the management reports the systems produce are the same. However, these systems are designed independently by individual commands without consideration of the information needs of functional managers on a Navy-wide basis.

Opportunities exist for the Navy to more efficiently and effectively use its scarce technical resources—systems analysts and programmers—to develop, operate, and maintain the numerous and essential management information systems it operates.

This report contains recommendations to you on page 27. As you know section 236 of the Legislative Reorganization Act requires the head of a Federal agency to submit a written statement on actions taken on our recommendations to the Senate Committee on Governmental Affairs and the House Committee on Government Operations not later than 60 days after the date of the report and to the House and Senate Committees on Appropriations with the agency's first request for appropriations made more than 60 days after the date of the report.

We are sending copies of the report to the Chairmen, Senate Committees on Appropriations, Armed Services, and Governmental Affairs; the Chairmen, House Committees on



Appropriations, Armed Services, and Government Operations; and the Secretary of Defense.

Sincerely yours,

R. W. Gutmann

Director

GENERAL ACCOUNTING OFFICE REPORT TO THE SECRETARY OF THE NAVY DUPLICATION IN THE NAVY'S MANAGEMENT INFORMATION SYSTEMS IS COSTLY

DIGEST

During fiscal year 1978, the Navy spent \$481 million to operate and maintain automated management information systems that support many similar management functions. These different computerized systems produce essentially the same kinds of management reports; have approximately the same automated procedures and processes; and accumulate, process, and store much of the same data.

The Navy does not have an adequate number of systems analysts and computer programmers to maintain the numerous management information systems it operates. Central design activities, responsible for maintaining the systems, have huge backlogs of requests for system improvements, and resources are not available to satisfy the requests. When changes in functional procedures are mandated, these scarce personnel must implement the changes in each automated system. (See pp. 18 to 20.)

The Navy does not need separate management information systems for each of its major commands. Automated data processing is a management tool that, when properly used, can rapidly accumulate, process, analyze, store, and report accurate information. Effective use of this tool does not depend on organizational structures or command lines.

The primary differences among the automated information systems are

- -- the extent that manual procedures and processes have been automated,
- -- the way the systems have been designed, and
- -- the makes and models of computers the systems operate on. (See p. 14.)

However, these differences occur because systems are designed independently of the information needs of Navy-wide functional managers. For example, as described on page 14, one supply officer uses an "out-dated" locally developed system which produces inaccurate and untimely data and is cumbersome to use because many of the processing procedures have not been automated and are performed manually, although a standard or uniform system would meet his needs.

The lack of sufficient programming resources is a factor which dictates the extent to which manual procedures can be automated. Independently developing systems without considering information requirements on a Navy-wide basis results in the acquisition of computers that are used exclusively in support of a single system. This condition makes it difficult, if not impossible, to effectively exchange data and/or equipment between commands. It also compounds analyst and programmer training because what has been learned about the operating characteristics of one vendor's equipment and software cannot be applied to the equipment and software of another vendor even though the same or similar applications are processed on the equipment. (See p. 16.)

Efforts currently are underway to develop standard, Navy-wide systems to support payroll and personnel management. However, these development efforts are not without problems. They need strong central coordination. (See pp. 15 and 16.)

The establishment of the Data Automation Command is a step in the right direction to better control and use automated data processing resources. The new command cannot be completely effective, however, until the Navy resolves a central issue that has plagued management of the data processing program since its inception; that is, whether data processing resources should be organized to support separate commands or functional programs. (See p. 18.)

The Secretary of the Navy should conduct a system-by-system analysis to identify, on a Navy-wide basis, the common management functions supported by the Navy's many information systems. This analysis should be used to develop a long-range plan for organizing and using technical resources along functional, rather than command lines. (See p. 27.)

The Navy officials with whom GAO discussed this report agreed that greater use should be made of standard systems for similar functions and they cited a number of steps being taken to accomplish this goal. (See p. 26.)



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ABBREVIATIONS

ADP	automated data processing
CDA	central design activity
GAO	General Accounting Office
MIS	management information system
NIF	Navy Industrial Fund

CHAPTER 1

INTRODUCTION

Automated data processing (ADP) in the Department of the Navy is a large, complex, and diverse program. In terms of resources it represents

- --1,160 computer configurations at 317 Navy activities around the world;
- -- over 13,000 staff-years of effort;
- -- an operating budget of \$481 million for fiscal year 1978 (see app. II for details); and
- --44 management information systems (MISs) supporting 22 different offices, commands, and bureaus. (See app. 1 for a list of the 44 systems.)

Although the ADP program makes up less than 2 percent of the total Navy budget, without computers the Navy would find it difficult to navigate its ships, fly its airplanes, repair engines, draw up budgets, issue spare parts, or prepare paychecks. Thus, all offices, commands, and bureaus are heavily dependent on data processing to carry out assigned missions and to manage day-to-day operations.

EVOLUTION OF THE NAVY ADP PROGRAM

The 1960s was a period of significant growth in the Navy's ADP program. With the introduction of third generation computers, higher level programming languages, and teleprocessing capabilities, the Navy, like the other military services, came to realize and began to exploit the full potential of the burgeoning computer technology.

It was a formative period during which differing management approaches and organizational structures for the use and control of the Navy's rapidly expanding ADP resources were adopted by the various offices, commands, and bureaus. During the 1960s, the data processing systems of single installations evolved into integrated MISs in support of the missions and functions of entire commands. These commandwide systems and the resources required to operate and maintain them were independently designed and organized to fit the needs of the individual commands and support activities without consideration of the information needs of functional managers on a Navy-wide basis.

The five major subordinate commands of the Naval Material Command managed large and complex field activities such as shippards, supply centers, ordnance and weapons stations, and aircraft rework facilities. These activities were spread throughout the country, but because of the differing missions for support of the operating forces, they were concentrated in a small number of geographic areas.

The complexity of operations and size of the workloads at these activities were readily adaptable to automation. The workloads were large enough to enable each activity to acquire its own computer. Because each of the various types of activities (shipyards, supply centers, etc.) performed common functions and had similar information requirements, the automated systems lent themselves to standardization. To accomplish this, the major subordinate commands established central design activities (CDAs). CDAs represented a consolidation of systems analysts and computer programmers into a single organizational entity responsible for the design, development, implementation, and maintenance of commandwide MISs. Although CDAs were not computer operators, except for tests, and were not considered system users, they were made responsible for assuring that MISs were corrected, modified, and enhanced to meet the everchanging information requirements of user activities.

Because of centralized organizational structures, other headquarters commands took a different approach to satisfying the information requirements of functional managers. Large centralized ADP support activities were established which combined systems analysts and programmers and computer operations into one organization. These activities designed the systems, accumulated and processed the data, and produced management reports at a central location.

Three such ADP support activities were established in the Washington, D.C., area to support the information requirements of the Office of the Chief of Naval Operations, the Naval Material Command, and the Office of the Comptroller. The Education and Training Command established a centralized ADP support activity in Pensacola, Florida, and the Naval Facilities Command established a similar activity in Port Hueneme, California.

These different approaches to using and allocating ADP resources did not address the needs of innumerable smaller Navy activities scattered throughout the country. The approaches were inapplicable because these activities were

not (1) users of commandwide MISs and (2) located close enough to central ADP support activities. Also, many of them were not large enough to justify the acquisition of their own hardware. To remedy this situation and other problems that emerged during this period, the Navy, in the early 1970s, initiated a program to establish regional ADP service centers. The ADP resources--computers, analysts, and programmers -- of various field activities were consolidated within the service centers to operate and maintain designated systems, and to provide multicommand support to other activities in the immediate area. Initially, six regional ADP service centers were to be established in areas where the Navy had high concentrations of field activities--Norfolk, Virginia; Pensacola, Florida; Jacksonville, Florida; San Diego, California; Alameda, California; and Cherry Point, North Carolina.

The evolutionary process of allocating and distributing ADP resources by individual commands has adversely affected the Navy's ability to manage its ADP program. Many of the different commandwide MISs were installed in field activities in close proximity to one another. The ADP resources required by these systems were concentrated in small geographic areas and dedicated to the support of individual systems. This concentration of ADP resources is illustrated by the map on the following page of the Norfolk, Virginia, area where 23 Navy activities are located within a 20-mile radius of one another.

Also, the distribution of ADP resources by individual commands resulted in the development of MISs that supported common management functions that cut across command organizational boundaries.

MANAGEMENT OF THE NAVY ADP PROGRAM

Management of the Navy ADP program has been restructured a number of times since the Navy installed its first computers. Various offices and management staffs have been established within the Offices of the Secretary of the Navy, Chief of Naval Operations, and Chief of Naval Material. Authority and responsibility for Navy-wide management of data processing have shifted back and forth among these offices.

Groups from within and external to the Navy have made a number of studies of the ADP program and management structure. These groups generally recommended stronger, more centralized leadership. Despite efforts to better manage the program and to more effectively use resources, problems continue to persist.

ATTENDED FOR

CONCENTRATION OF NAVY ACTIVITIES AND INFORMATION REQUIREMENTS

NAVY ACTIVITIES

- 1 Naval Weapons Station
- 2 Mine Engineering Facility
- 3 Commander, Naval Surface Forces
- 4 Operations Support Facility
- 5 Atlantic Readiness Support Group
- 6 Naval Safety Center
- Manpower Material Analysis
 Center
- 8 Ship Engineering Center
- 9 Fleet Aviation Accounting Center
- 10 Human Resources Management Center
- 11 Naval Supply Center
- 12 Naval Air Station, Norfolk
- 13 Naval An Rework Facility
- 4 Data Processing Service Center
- 15 Public Works Center
- 16 Fleet Training Center
- 17 Electronics Systems Engineering Center
- 18 Facilities Engineering Command
- 19 Naval Shipyard
- 20 Amphibious School
- 21 Guided Missiles School
- 22 Naval Air Station, Oceana
- 23 Air Systems Command Representative

MIS SYSTEMS

- Ordnance Station MIS
- B Stock Point MIS
- C Shipyard MIS
- D Operating Air Station MIS
- E Industrial Air Station MIS
- F Public Works Center MIS
- G Education and Training MIS
- H MIS for Fleet Staffs
- I Safety Office MIS
- J MIS for CNO Stations
- K Sea Command Support MIS
- L Electronics Command Support MIS
- M Facilities Command Support
- N Air Logistics Support MIS
- MIS for Fleet Stations

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The latest effort to resolve these problems was initiated in 1976 when the Vice Chief of Naval Operations convened a staff study group to determine whether a realinement and/or consolidation of the Navy ADP management and operational functions was required.

In a comprehensive and rather critical self-analysis, the study group reported:

"The present system of control of Navy ADP personnel, dollars, and computer installations does not insure optimum resource utilization nor effective overall fullfillment of Navy ADP user requirements.

"The completely decentralized management of the approximate 13,500 ADP personnel appears to foster immobility, duplication of effort, inadequate career development, and maldistribution of people in relation to the overall ADP workload.

"This decentralized management of the large computer installations has made it difficult, if not impossible, to accurately forecast overall hardware requirements and develop and implement a consolidated long-range ADP plan. Current user requests for large hardware upgrades in the same geographic areas with supporting information systems for shipyards, ordnance stations, NARFs [naval air rework facilities] and stock point programs cannot be effectively coordinated under the present decentralized management structure to assure adequate support at minimum cost."

The study group reviewed the Navy-wide organization for management and use of ADP resources. It cited numerous instances of fragmented responsibility and duplicate effort. It concluded that consideration should be given to establishing a new command to be responsible for managing the ADP program.

In January 1977, the Secretary of the Navy established the Naval Data Automation Command and made it responsible for administering and coordinating the Navy nontactical ADP program. This responsibility included (1) collaborating with all Navy claimants on ADP matters, (2) developing policy and procedures, (3) approving systems development and acquisition/use of ADP equipment and service contracts,

(4) sponsoring improvements in the use of ADP technology, and (5) providing career development and training of ADP personnel.

The new command absorbed the resources of many of the headquarters management staffs. The ADP service centers in the Washington, D.C., area were consolidated and realined, with most of the resources placed under the new command. Also, on a time-phased basis, the new command is to assume management control of five regional data processing service centers.

SCOPE OF REVIEW

Because of the different management approaches and organizational structures involved in the management and control of the Navy's ADP resources, we examined in detail 8 of the 44 MISs currently operated by various offices, commands, and bureaus. We selected these eight MISs for the following reasons.

- --The annual cost to operate and maintain them represented almost 30 percent of the fiscal year 1978 ADP program budget.
- --Computer program development and operating costs represented approximately 75 percent of the total costs of a system.
- --Differing management approaches and organizational structures resulted in the costly duplication of computer programs that supported similar management functions.
- --They were used by many different commands and field activities with diverse missions.
- -- They were centrally maintained.

In addition, we reviewed Department of the Navy regulations and guidelines related to the development, planning for, and management of ADP resources. We also reviewed ADP systems documentation and related functional descriptions for the eight MISs.

The results of our work were discussed with responsible officials throughout the Navy. The sites included in our examination are listed below.

--Office of the Comptroller, Washington, D.C.

- --Office of Civilian Personnel, Washington, D.C.
- -- Naval Data Automation Command, Washington, D.C.
- -- Naval Material Command, Washington, D.C.
- -- Naval Air Systems Command, Washington, D.C.
- -- Naval Sea Systems Command, Washington, D.C.
- -- Naval Facilities Command, Washington, D.C.
- -- Naval Supply Systems Command, Washington, D.C.
- -- Naval Supply Center, Norfolk, Virginia.
- -- Naval Air Station, Norfolk, Virginia.
- --Data Processing Service Center, Norfolk, Virginia.
- -- Naval Air Station, Oceana, Virginia.
- -- Naval Air Test Center, Patuxent River, Maryland.
- --Management Systems Development Directorate, Patuxent River, Maryland.
- --Central Naval Ordnance Management Information Systems Office, Indian Head, Maryland.
- --Naval Shipyard, Philadelphia, Pennsylvania.
- --Fleet Material Support Office, Mechanicsburg, Pennsylvania.
- --Naval Avionics Center, Indianapolis, Indiana.

CHAPTER 2

DIFFERENT MANAGEMENT INFORMATION SYSTEMS

SUPPORT SAME MANAGEMENT FUNCTIONS

The Navy spends hundreds of millions of dollars each year to operate and maintain commandwide MISs that support similar management functions. The systems are designed independently by individual commands for use by field activities with similar missions and under jurisdiction of the respective command. Many of the management functions these systems support—accounting, supply, payroll, personnel, and facilities management—are common to most Navy field activities, regardless of mission or command structure.

Other activities that are not users of a commandwide MIS have developed local automated systems to support these same management functions.

The following table illustrates the extent of similarity among the functions performed by the MISs we examined.

	•	Mana	gement func	tion	
MIS	Industrial fund accounting	Supply	Personnel	Payroll	Facilities management
Stockpoint		x	x	x	x
Shipboard		x			
Ordnance					
Station	x	x	x	×	x
Shipyard	x	x	x	x	x
Air Station		x			
Industrial Ai	r				
Station	x	x		x	
Public Works					
Center	x	x			x
Construction					
Battalion		x	x	x	x

The computerized applications of these different MISs are essentially the same. The automated procedures and processes to support the management functions are the same. Much of the data the systems accumulate, process, and store is the same, and a large majority of the management reports the systems produce are the same.

Thus, our work showed that most of the costs incurred to operate and maintain commandwide MISs were attributable to supporting functions common to Navy field activities. The

Navy does not need, nor can it afford the amount of similarity that exists within the MISs it currently operates.

INDUSTRIAL FUND ACCOUNTING SYSTEMS

There are 50 Navy activities whose operations are financed by the Navy Industrial Fund (NIF). The Navy operates and maintains 23 different automated systems to account for NIF financial operations.

NIF activities, such as shipyards, public works centers, and research labs, use working capital funds to finance their operations. Navy "customers" place orders with these activities to have ships overhauled, buildings remodeled, or research projects undertaken. NIF activities use their working capital to pay their employees, buy the needed material, and pay for other costs incurred to complete the work. NIF activities bill customers for completed services and use the cash to replenish their working capital funds.

NIF activities are supposed to operate on a nonprofit basis, therefore, they must have accurate cost accounting systems to record costs incurred against customers' individual work orders. Accurate accounting systems also enhance the budgeting process in that they enable NIF activities to better estimate the cost of doing work and their financial requirements for future periods.

Although the services the NIF activities provide are extremely diverse, the objectives of the cost accounting systems are the same--to record material, labor, and overhead costs against customer work orders.

A schedule of NIF activities and their accounting systems is illustrated on the following page.

We examined system documentation for 5 of the Navy's 23 computerized NIF accounting systems. Four of these were standard commandwide MISs, and the fifth was designed and maintained by a Navy laboratory. These 5 systems were used at 33 of the 50 activities as the following paragraphs illustrate.

All of the systems established computerized work order records upon receipt of customer orders. Work orders are controlled by numbering schemes, and larger orders may be broken down into a series of specific job orders. Job/work order numbers are recorded on employee time and attendance records. When these records are processed, direct labor

costs are charged against the work order. Material requisitions also contain applicable job/work order numbers to permit accumulation of material costs against the work order.

Type of		Automated	system
Activity	Number	Standard	Unique
Shipyards	8	1	-
Air rework facilities	6	1	-
Ordnance activities	10	1	1
Public works centers	8	1	-
Research labs and test centers	13	-	13
Publications and printing office Polaris missile	1	-	1
facilities	2	-	2
Military Sealift Command	1	-	1
Naval avionics facility	_1	<u>-</u>	_1
Total	50	4	<u>19</u>

In four of the systems we examined, general and administrative overhead costs were allocated among work orders based on the number of direct labor hours charged. Overhead expenses incurred by the research lab were not NIF financed.

The systems all contained validation processes that edited accounting transactions to assure accuracy of the data and the validity of job/work order numbers. Transactions that did not pass the validation process were listed on unallocated cost reports for manual review and error correction.

All of the systems maintained summary data files of customer orders, most of which showed the amount and source of funds authorized by customers, activity cost estimates to perform the work, and actual costs incurred to date and charged to the job/work orders.

The four systems that were part of commandwide MISs had computerized routines that prepared customer bills and automatically posted accounting transactions to the general

ledger. These functions were not automated as part of the local system maintained by the research laboratory, and comptroller personnel at that activity had to prepare manually customer bills and post to the general ledger.

The five NIF systems we examined produced a wide variety of management reports for use at the activity and command level. While the reports varied considerably in format and level of detail, the basic information contained in many of the reports was essentially the same. For example, all of the systems we examined produced:

- -- Reports of actual and authorized expenditures by customer order.
- --Reports of actual and authorized expenditures by cost center.
- --Detailed transaction lists of expenditures allocated to customer orders.
- --A summary of the various sources of revenue.
- --Lists of valid customer orders against which costs can be allocated.

The Comptroller of the Navy is required to periodically furnish consolidated financial statements to the Department of Defense showing the status and financial position of NIF. This information is accumulated from the various NIF activities. The systems supporting those activities must be able to produce for specified time periods total revenues received, direct costs, production, and general expenses incurred, inventory values onhand, orders received, obligations incurred, profit and loss statements, balance sheets, and summary data showing results of financial operations.

Each of the various types of activities use NIF handbooks which outline detailed procedures to be followed in accounting for NIF funds. These handbooks have been tailored to fit the detailed requirements of the various types of NIF activities. Six such handbooks have been published by the Office of the Comptroller. One Navy official told us that the handbooks were available before the Navy began using computers for NIF accounting, and that the different systems were designed in accordance with the detailed procedures in each handbook. He said that if only one handbook had been available, the Navy probably would have developed only one automated NIF accounting system.

In this regard, the Under Secretary of the Navy requested in October 1977 that a study be made to determine the feasibility of having a single automated NIF accounting system for the 13 research and development laboratories. The Under Secretary cited the economies of scale that might be available if the development and maintenance of the accounting system was assigned to a single CDA.

Such a study was made under the auspices of the Deputy Assistant Comptroller of the Navy. In a report issued in July 1978, the study group concluded that it was feasible for a single activity to design and maintain a standard NIF accounting system for use by the 13 laboratories. Preliminary estimates indicated that this approach would make resources in excess of \$5 million available to the laboratories for other purposes. The Navy is currently pursuing this course of action.

SUPPLY MANAGEMENT SYSTEMS

All of the commandwide MISs examined provided automated support for supply and related financial management functions. Although the Navy has designated the Stockpoint MIS as its standard supply system, other commands and field activities continue to operate and maintain different automated systems for supply support.

The following schedule summarizes these supply systems by user activity.

MIS	User activities	Number of activities
Stockpoint	Supply centers/depots, air stations, shipyards, air test centers	33
Shipboard	Ships, Marine air groups	82
Ordnance	Ordnance/weapons stations	9
Shipyard	Shipyards	8
Air Station Industrial Air	Operating air stations	10
Station Public Works	Air rework facilities	6
Center Construction	Public works centers	8
Battalion	Construction battalions	3

The Navy manages about 1.7 million secondary line items of supply with an inventory value of \$6 billion. About half of the dollar value of this inventory is owned by the Navy stock fund and is centrally managed by two Navy inventory

control points. These two inventory points achieve central management by receiving daily transaction reports for the more than 57 local supply activities. The remaining inventory represents items which are (1) centrally managed by another Government agency or military service, (2) stored aboard ships, or (3) purchased from the Navy stock fund by industrially funded activities. This inventory is managed locally by individual supply activities.

Since the Stockpoint MIS was designated as the Navy's standard supply system, we reviewed the documentation for that system. We identified ll modules or subsystems with automated routines in support of certain basic supply functions. We then reviewed documentation for seven additional systems to determine whether automated support was provided for the same basic functions.

The following chart illustrates the results of our comparison.

Supply Function		Mana	gemen	t Infor	mation	Syster	n_	
	Stockpoint	Shipboard	Ordnance Station	Shipyard	Air Station	Industrial Air Station	Public Works Center	Construction Battalion
Requisition monitoring	×	x	×	х		×	×	×
Receipt/due in due out processing	×	×	×	×	×	х	×	×
Demand processing	×	×	X	x	×	Х	X	X
Requirements determination	x	x	x	х	X	X	Х	×
Financial inventory control	х	X	X	X	Х	×	Х	х
Stores accounting	×				X			χ.
Transaction item reporting	×		X		X			×
Physical inventory	×	×	×	×	×	×	×	×
Excess/disposal	×	×	×	×	×	×	×	×
Master file maintenance	×	х	X	X	×	X	X	X
Repairable item management	Х	×						

The data needed to perform these basic supply functions was essentially the same. Likewise, the information needed to manage supply operations was essentially the same. We found that basically the same data was accumulated and stored in the systems' computerized files. The data identified and described the item and classified it by various management categories. It showed item peculiarities such as shelf-life or hazardous material and physical storage locations. Considerable quantitative data was stored showing quantities onhand, due-in, backordered, and issued and their planned requirements and reorder points. Unit prices and dollar values of line items were also stored. While the computerized files of the larger systems generally contained more detailed data, essential information was the same in all the systems.

Like NIF accounting, the management reports produced by the different supply systems varied widely in format and level of detail; however, the basic management information was comparable. For example, all of the systems produced reports showing

- --values of inventory onhand at the supply activity,
- --various standard effectiveness rates to measure supply performance,
- --summary results of physical inventories,
- --detailed transaction listings processed against master files, and
- --potential excess item lists.

The primary differences we identified among the supply systems were (1) the computers used to run the systems, (2) the way the systems were designed, and (3) the degree to which supply functions had been automated. For example, the eight supply systems we examined operated on six different makes and/or models of computer hardware. File structures and sizes, record formats, and storage media varied considerably because of the way the systems were designed. Some systems were more highly automated than others.

One field activity we visited did not use any of the commandwide MISs, but it had developed a local automated supply system. The supply officer said the system was "outdated," the information was inaccurate and untimely, and because many supply functions had never been automated, it required a great deal of manual processing. This activity was planning to bring in the Stockpoint MIS.

However, these differences are not significant and represent the conditions that occur when systems are designed independently of the information needs of functional managers on a Navy-wide basis. It does not appear reasonable for one supply officer to use an independently (locally) developed system which is "outdated," produces inaccurate and untimely data, and is cumbersome to use because many of the processing procedures have not been automated and are performed manually. These are the conditions that can be eliminated by the design and development of standard or uniform management information systems that give recognition to the information needs of functional managers on a Navy-wide basis, as opposed to a commandwide basis. In addition, the exclusive use of computers in support of each commandwide MIS makes it difficult, if not impossible, for the Navy to effectively plan for and coordinate its future computer requirements on a Navy-wide basis.

In our opinion, the differences we identified among the systems could be reconciled by defining functional information requirements and planning for hardware acquisitions on a Navy-wide, rather than a commandwide basis.

COMMONALITY OF OTHER MANAGEMENT FUNCTIONS

There were no essential differences among the payroll and personnel applications in the MISs we examined. The Navy is aware of this similarity and has been directed by higher authorities to take corrective action. Efforts are currently underway to develop standard, Navy-wide systems to support these functions. These development efforts are not without problems, however, and they need strong central coordination.

Navy-wide personnel/payroll systems

The Bureau of Naval Personnel has under development an automated system to support centralized management of all elements of manpower and personnel—active, reserve, civilian, and contractor. The system envisions colocation of 3,500 military personnel offices and 500 disbursing offices into 100 pay/personnel sites. These sites will be supported by a series of minicomputers, coupled with a central host computer site and remote terminals through a worldwide telecommunications network. The system is supposed to be largely operational by 1983, and it will cost an estimated \$130 million.

This effort was undertaken after the Senate Committee on Armed Services and the Defense Manpower Commission were

critical of Navy manpower management practices. For example, in Senate report 94-878 (May 14, 1976), the Senate Committee on Armed Services stated:

"* * Navy manpower and personnel management appears to be fragmented * * * Different offices are responsible for planning, developing requirements, training, and managing the allocation and assignment of military, civilian, and reserve manpower. The result is a piecemeal approach to manpower issues."

The Defense Manpower Commission expressed similar criticisms.

At the request of the House Committee on Government Operations, we reviewed the Navy's developmental effort for this new system. We reported in September 1978, 1/ that if the system were to meet its objectives, basic deficiencies regarding the management approach, the acquisition of computer equipment, and the design selected for the field reporting system needed to be corrected. We also reported that concurrent with this effort, the Naval Education and Training Command and the Naval Bureau of Medicine had efforts underway to develop automated personnel systems to meet their own management requirements.

Also, for the past 2 years, the Office of Civilian Personnel has been exporting a standard system to civilian personnel offices at field activities throughout the country. At the time of our September 1978 review, the system was being operated on a commercial time-sharing service, and the Navy planned to have it fully operational at 188 civilian personnel offices by 1984.

A task force, under the auspices of the Office of the Comptroller, is currently defining functional requirements for a standard Navy-wide civilian payroll system. This study is the result of the Department of Defense directing the Navy in 1975 to standardize its civilian payroll systems to effect the economies of operation and maintenance of a single system.

Officials of the Data Automation Command informed us that these efforts to standardize Navy-wide pay/personnel systems would be coordinated.

^{1/&}quot;The Navy's Advanced Information System--A Personnel Management Information System for the 1980-1990s," (LCD-78-122).

Facilities management applications

Five of the MISs we reviewed contained some type of an automated application to schedule and/or record the cost of maintaining buildings, equipment, military housing, vehicles, utilities, etc. The cost reports, for the most part, were by-products of MIS cost accounting applications. We found, however, that the Office of the Comptroller was requiring every Navy field activity to submit periodic reports showing the cost incurred for utilities and maintenance of buildings, equipment, military housing, and vehicles.

For ease of compilation, the Office of the Comptroller has prescribed standard formats for each of the various reports. We believe it would be more efficient if these standard reports were produced by standard cost accounting systems.

CONCLUSIONS

We do not believe that the Navy needs separate management information systems for each of its major commands. Initial design of these systems began 15 to 20 years ago. Since that time, they have been redesigned, enlarged, and made more sophisticated to the point where they now support virtually every function performed by the activities that use the systems. Many of these functions, however, are common to most Navy field activities.

We do not believe, for example, that separate automated supply systems are needed for each type of activity that performs a supply function. The information a supply officer at a shipyard needs is much the same as that a supply officer at an aircraft rework facility needs. We acknowledge that the repair parts these activities use may be different, but the information they need to manage and control the parts is the same.

We believe that the information these activities require to manage any function common to more than one type of field activity should be defined on a Navy-wide basis. Until this is done, MISs supporting the same functions will continue to be designed differently, and it will be very difficult for the Navy to acquire compatible hardware to support the systems.

CHAPTER 3

INADEQUATE RESOURCES TO MAINTAIN

SIMILAR MANAGEMENT INFORMATION SYSTEMS

The Navy does not have adequate technical resources to maintain the numerous MISs it operates. About 3,400 systems analysts and computer programmers are spread throughout the various offices, commands, and bureaus to support 44 MISs. In addition, almost \$40 million was budgeted in fiscal year 1978 for contractor support in software development.

CDAs responsible for maintaining commandwide MISs have huge backlogs of user requests for system improvements. CDA officials informed us that resources were not available to satisfy all of the requests. When changes in accounting, supply, or payroll procedures are mandated by a higher authority, these scarce resources are used to implement the same change in each automated system.

Currently, the Navy is formulating plans that call for the complete redesign of two major MISs in our review. Many of the management functions these systems support are similar. The two CDAs responsible for these systems will have to rely on contractor support to accomplish some of the redesign effort. These efforts are being pursued independently because the MISs have supported historically functional requirements of separate commands.

The establishment of the Data Automation Command is a step in the right direction to better control and use ADP resources. We are concerned, however, that the new command cannot be completely effective until the Navy resolves a central issue that has plagued management of the ADP program since its inception; that is, whether ADP resources should be organized to support separate commands or functional programs.

CENTRAL DESIGN ACTIVITIES' WORKLOAD AND STAFFING

As the following table illustrates, four of the five major commands of the Naval Material Command have CDAs which are responsible for maintaining designated commandwide MISs.

Naval Air Systems Command/ Management Systems Development Directorate

CDA

Industrial Air Station
Operating Air Station (note a)

Naval Facilities Command/ Facilities Systems Office Public Works Center Construction Battalion

Naval Sea Systems Command/ Computer Application Support and Development Office

Shipyard

Central Naval Ordnance Management Information System Office

Ordnance Station

Naval Supply Systems Command/ Fleet Material Support Office Inventory Control Point
Stockpoint
Shipboard (note a)

a/Responsibility for maintenance of these systems has been transferred recently. (See pp. 22 and 24.)

CDAs follow the same general procedures in satisfying user requests for system changes and enhancements. Periodic meetings are held with representatives of user activities to discuss and define system changes. Requests for changes are given priority either by user activities or parent commands. Portions of the CDAs' analyst/programmer time are set aside to complete work already in progress and to make mandatory changes which a higher authority has directed. The remaining time available is allocated to the list of new change requests. This represents the CDA workload for the ensuing period. Change requests for which resources are not available represent CDA backlogs of work. Officials of three CDAs said that it would require approximately 1 to 2 years of total resource effort to complete this backlogged work.

In April 1975, 1/ and again in December 1978, 2/ we reported that standard MISs in the Navy were standard in name only, and that user activities modified the systems or

^{1/&}quot;Ways to Improve Management of Automated Data Processing Resources--Department of the Navy" (LCD-74-110, Apr. 16, 1975).

^{2/}Letter report to the Secretary of the Navy (LCD-78-107, Dec. 1, 1978).

developed local computer programs for use in lieu of standard systems. One reason cited for this condition was that standard systems did not meet the needs of user activities.

We believe one reason that CDAs cannot keep standard systems current with user needs is because too many of the resources are devoted to making the same changes in similar systems.

MAINTENANCE OF SIMILAR SYSTEMS IS COSTLY

The maintenance of similar commandwide MISs results in inefficient use of scarce resources. Numerous changes in functional procedures are directed each year by higher authorities. These changes can require considerable time and the expenditure of large amounts of resources to incorporate them into computerized systems. When the same procedural change must be incorporated into similar systems, unnecessary expenditure of resources occurs.

For example, in 1976 the Navy directed that all industrially funded activities adopt the use of predetermined rates for billing customers. The rates were to be expressed as costs per hour, per day, unit of output, etc., and were intended to enable customers of NIF activities to more accurately budget for work. The Navy directed that this change be implemented in phases beginning in fiscal year 1976.

The CDA that maintains the Ordnance Station MIS spent 12.1 staff-years--or an estimated \$176,000--to incorporate this mandatory change into the automated NIF accounting system. The responsible CDA for Shipyard MIS spent 3.4 staff-years--or an estimated \$76,000--to incorporate the same change into its NIF accounting system.

Officials of the responsible CDA for the Industrial Air Station MIS informed us that the computer programs that needed to be revised to effect the mandatory change were not part of the standard MIS. They said that changes needed to incorporate predetermined billing rates were made by local analysts and programmers at each of the six rework facilities, and that we would have to determine the amount of resources expended at each individual activity. We did not attempt to determine the cost incurred to incorporate this same revision into the other 19 automated NIF accounting systems the Navy operates and maintains. It is apparent that the costs incurred by CDAs to incorporate the same change into

different automated systems results in the inefficient and costly use of resources to maintain similar systems.

REDESIGN EFFORTS REQUIRE CONTRACTOR SUPPORT

The Shipyard and Industrial Air Station—two of the MISs included in our review—cost \$17,681,000 and \$19,661,000, respectively, to operate and maintain in fiscal year 1978. These are extremely large and complex systems that support depot level maintenance for ships and aircraft. Both systems contain automated applications for supply management, industrial fund accounting, payroll, and other similar maintenance functions.

At the time of our review, efforts were underway to completely redefine the information requirements of functional managers at both the shipyards and aircraft rework facilities. This is the first phase of the developmental process for automated MISs.

The shippards began this effort in 1975. After 3 years and an expenditure of \$2.7 million in personnel and travel costs, a plan for the complete redesign of Shippard MIS was undergoing review through the Navy approval process. Functional managers of the air rework facilities had been meeting periodically for about a year, and they had not completed defining functional requirements.

Officials involved in both of these projects informed us that CDAs responsible for these systems did not have sufficient resources to accomplish the redesign, and would have to rely on contractor support. One official said that the existing plan for redesign of Shipyard MIS represented a detailed description of functional information requirements and a general overview of the ADP system design. He said that systems analysts of the Sea Systems Command will need contractor support in converting the general ADP system design into detailed design specifications, and they will have to rely totally on contractor support to develop computer programs. Preliminary estimates of the costs to design, program, test, and implement the new Shipyard MIS are \$30 million.

In view of the cost of this effort and the fact that the air rework facilities have a similar effort underway, we believe there is an opportunity for significant savings if the common information requirements of functional managers at these different types of activities can be satisfied jointly.

RECENT CHANGES HAVE NOT ELIMINATED DUPLICATE SUPPORT

In the past 2 years the Navy has reassigned responsibility for a number of MISs among its various CDAs. Studies are currently being conducted which may result in further realinement. These actions are being taken, however, without any apparent central direction, and they adversely affect the Navy ADP program.

For example, the Supply Systems Command CDA has historically supported the supply and non-NIF accounting system the many shore based activities use, and the Shipboard MIS that performs these functions for the fleet.

In 1977, responsibility for maintaining the Operating Air Station MIS was transferred from the Air Systems Command CDA to the Supply Systems Command CDA. The transfer was based on an Inspector General report which pointed out that the Air Command CDA did not have adequate resources or expertise to support the supply and financial systems used by the air stations, and the support being provided duplicated the supply and financial support provided other Navy activities by the Supply Command CDA.

In May 1978, the Supply Command CDA was given responsibility for designing and developing a new system to support operational and intermediate level maintenance at shore-based fleet activities, including operating air stations.

The Naval Material Command established a new CDA in October 1978 to support the information requirements of the fleet and affiliated shore activities. Responsibility for the supply and financial management of systems used by the fleet, along with the analysts and programmer personnel, was transferred from the Supply Command CDA to the new Material Command CDA.

Also, design and development of the operational and intermediate level maintenance system for shipboard use will be the responsibility of the newly established Material Command CDA. These actions will result in duplicating the same systems support that the Inspector General reported in 1977. The Material Command CDA will support the maintenance, supply and financial management systems for shipboard use, while the Supply Command (a suborganizational element of the Material Command) will support the same systems for shore activities.

The study conducted in 1978 by the Deputy Assistant Comptroller of the Navy recommended that the Supply Command

CDA be given responsibility for a standard NIF accounting system for research and development laboratories. It is significant to note that the Supply Command has no functional responsibility for NIF accounting, and its CDA does not maintain any NIF accounting systems. The shipyards, air rework facilities, and ordnance stations are among the largest industrially funded activities in the Navy. These activities are under the jurisdiction of the Air Systems Command and the Sea Systems Command. CDAs that support these activities all maintain MISs which include large automated NIF accounting applications.

Assignment of NIF accounting system support for research and development laboratories to the Supply Command CDA duplicates support being provided by other CDAs.

Organizational realinements and changes in missions and responsibilities of this magnitude are usually disruptive to the day-to-day operations of any organization. When employees who are affected by these changes do not fully understand the reasoning behind them, the disruption and trauma are even greater.

Data processing professionals--both military and civilian--from numerous commands and bureaus expressed to us a general feeling of frustration and dismay over these various reorganizations and realinements and the unwillingness of these commands and bureaus to work together co-operatively.

ADP SUPPORT FOR THE OPERATING FORCES

In its ADP reorganization study of 1976, the Navy highlighted the lack of a single coordinated ADP program to support the information requirements of the Operating Forces. The study identified 11 commands, bureaus, and offices that placed information requirements upon the fleets and affiliated shore-based activities. Information systems support was being provided by five different system design activities.

A number of efforts were underway at the time of the study to improve the fleet's ADP capability. The efforts included plans to

--replace existing shipboard hardware and acquire new compatible hardware for smaller ships and shore-based activities;

- --design, program, and implement a new computerized information system to support aircraft maintenance programs for shipboard and shore activity use;
- --redesign the Shipboard MIS for supply and financial management;
- --provide source data automation equipment for about 300 smaller ships; and
- --establish shore-based maintenance activities for surface ships which would require compatible hardware and soft-ware in support of supply and maintenance functions.

The study pointed out that the decentralized and uncoordinated approach of providing ADP support had resulted in an unsatisfactory readiness posture for the fleet. Further, the study noted that the current efforts to improve this posture addressed information requirements of almost 500 Navy activities afloat and ashore and could cost about \$500 million. The study recommended establishment of a single office to coordinate the various command and bureau information requirements being placed on the fleet. It further recommended that the resources of seven different ADP support activities be consolidated into a single CDA under the command of the recently established Regional Data Center in Norfolk, Virginia.

Acting on this recommendation, the Chief of Naval Operations in July 1978 established the Fleet Non-tactical ADP Policy Council of senior level managers to establish policy, provide centralized direction, reconcile conflicting demands, and assure a proper balance between shipboard and shore-based information systems requirements. Also, the Chief directed that the Fleet Technical Support Department be established within the Regional Data Center, Norfolk, Virginia.

In October 1978, the Chief of Naval Material established the Navy Maintenance and Supply Systems Office—also in Norfolk, Virginia—by consolidating the resources of four ADP support units. Some of the functions assigned these new ADP support offices were as follows:

Data Automation Command Technical Support Department

- 1. Act as a central coordinating point with vendors of software products to develop, maintain, and distribute system software including operating systems, compilers, file and data base management systems, and utility programs. Develop and maintain all system software not provided by vendors.
- 2. Prepare and publish technical standards for the development of computer programs.
- 3. Provide training and assistance relative to computer equipment operations and system software utilization.
- 4. Monitor the configuration and utilization of computer equipment and software to allow timely planning for increased capacity.
- 5. Test all application software and its revisions for technical compatibility with Navy standards and system constraints.
- 6. Act as a single point of contact for fleet units to get assistance in resolving computer equipment, system software, or application software discrepancies.

Naval Material Command Maintenance and Supply Systems Office

1. Design, develop, integrate, implement, and maintain fleet maintenance, supply, and financial management systems.

- 2. Develop and maintain standard automated system design and procedures for systems installed in the fleet.
- 3. Train and assist fleet users in the use and operation of fleet installed maintenance, supply, and financial information and data processing systems.
- 4. Evaluate the performance of automated systems and procedures and make recommendations for policy changes and hardware requirements.
- 5. Perform detailed analysis, programming, program testing, and system testing for implementation and maintenance of standard fleet systems.
- 6. Plan and schedule training and provide on-site assistance in support of fleet units including system pre-conversion, conversion, post conversion, and follow-on assistance as required.

We believe there are inherent conflicts in the respective missions of these organizations and, because of the similarity of tasks to be performed, they will have to compete with one another to acquire and retain scarce technical resources. Further, the Material Command CDA will be responsible for supply, financial, and maintenance systems for shipboard use, while the Supply Command CDA will maintain these same systems for shore-based activities.

We do not believe such an arrangement is in the best interest of the Operating Forces.

CONCLUSIONS

The Navy does not have sufficient ADP resources to effectively support the information requirements of functional managers in each separate command and bureau. Qualified systems analysts and computer programmers are a scarce and expensive resource. Application of these resources to perform duplicate functions is inefficient and wasteful.

CDAs that maintain commandwide MISs do not have adequate resources to keep these systems current with user needs. When these systems need complete redesign, the Navy has to rely on contractor support.

The Data Automation Command is relatively new, and it is too early to tell how effective it will be in resolving Navy ADP problems. However, management actions taken to realine ADP support functions since the establishment of the new command had not completely resolved the problem of duplicate support.

AGENCY COMMENTS AND OUR EVALUATION

We discussed the contents of this report with responsible officials from the Office of the Chief of Naval Operations, Assistant Secretary of the Navy (Financial Management), Naval Data Automation Command, and Navy Material Command. We obtained their comments which have been included in the report where appropriate. The Navy agreed that greater use should be made of standard systems for similar functions. Actions cited as being taken to further standardization included

-- the reorganization of the ADP Management Steering Committee to include substantially greater participation of functional users,

- --the establishment of an ADP Planning Subcommittee tasked with identifying Navy-wide sponsors for functional areas and defining information requirements for functional managers, and
- -- the initiation of an ADP planning effort to set objectives and establish a framework for the implementation of standard Navy-wide MISs on a functional level.

In our draft report, we recommended that the Secretary of the Navy direct functional managers to reorganize CDAs so that a single activity would be responsible for a single functional area on a Navy-wide basis. The Navy did not believe that organizational changes were necessary to accomplish Navy-wide standardization, and suggested realining portions of the workload among existing CDAs as an alternative.

We support realining CDA workloads so long as it effectively eliminates the duplicate support being provided by Navy CDAs.

RECOMMENDATIONS

We recommend that the Secretary of the Navy direct:

- --The Naval Data Automation Command, in conjunction with the offices, commands, and bureaus--the functional managers--to identify the common functions which are incorporated into the 44 MISs the Navy currently operates.
- --The Naval Data Automation Command, in conjunction with the functional managers, to define information requirements on a Navy-wide basis.
- --The Naval Data Automation Command, in conjunction with the Assistant Secretary of the Navy (Financial Management) and the functional managers, to develop a long-range ADP plan that provides for the phased design, development, implementation, and operation of standard or uniform MISs that provide functional managers the information they need to accomplish assigned missions and conduct day-to-day operations. The plan should provide for the efficient, effective, and economical organization and use of current and planned ADP resources on a functional rather than commandwide basis.

--The functional managers to realine the workloads of CDAs so that a single activity will be responsible for a single functional area--supply, accounting, etc.--on a Navy-wide basis.

Properly prepared, the long-range plan should be directed toward eliminating the duplication in functional areas that now exists in the Navy's MISs. Although there may be a need for some offices, commands, or bureaus to retain dedicated analysts and programmers to support peculiar or other mission essential functions, these resources should not be allowed to duplicate services provided by functionally alined CDAs.

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If Many of the MISs have been established for budget purposes only, to accumulate ADP costs incurred by similar activities or in support of common functions. They are not standard operating MISs.

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ALLOCATION OF FISCAL YEAR 1978 ADP PROGRAM BUDGET

	Amou (mill:		er 1978 Percentage
Staff offices: Office of the Comptroller Office of Naval Research Office of Civilian Personnel	\$11.1 8.0 1.9	\$ 21.0	4.4
Chief of Naval Operations (note a)	78.6	16.3
Operating Forces: Atlantic Fleet (note a) Pacific Fleet (note a) Naval Forces, Europe Sealift Command	24.5 31.8 2.9 2.2	61.4	12.8
Naval Material Command: Air Systems Command Sea Systems Command Electronics Command Supply Systems Command Facilities Command Strategic System Support Offices Naval Laboratories	42.2 62.6 16.2 53.5 12.1 2.7 40.3	229.6	47.7
Education and Training Command (note a)		19.9	4.1
Naval Reserve Command		2.9	. 6
Naval Intelligence Command		20.7	4.3
Telecommunications Command		. 4	• 1
Office of Oceanographer		7.8	1.6
Bureau of Naval Personnel		32.3	6.7
Bureau of Medicine and Surgery		6.5	1.4
Total		\$481.1	100.0

a/At the time of our review, resources were being transferred from the Atlantic Fleet, Pacific Fleet, and the Education and Training Command to the Chief of Naval Operations.

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