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Colonel James R. Tolbert
U. S. Army, Commander
DCASR - Detroit
1580 East Grand Boulevard
Detroit, Michigan 48211

Dear Colonel Tolbert:

We completed our evaluation of management controls over computer-generated reports being produced at your installation. Our study was part of a Government-wide survey of management programs for computer reports (GAO Code 941045.)

According to Chapter 101, Section 11.207-3(a)(3) & (5), in Title 41 of the Federal Property Management Regulations, Federal agencies are required to establish standards and procedures for identifying and eliminating computer-generated reports no longer useful to management. Currently the Defense Supply Agency (DSA) has no such guidelines. And, in their absence, Detroit-DCASR has not established any procedures of its own.

To determine the impact of not having a viable management control program, we distributed over 400 questionnaires to report users. This distribution covered about 25 percent of the computer reports produced at your installation. The responses received showed that 31 percent of the report copies were not needed. For example, the Discount Difference Listing -- used to investigate conflicting purchase discount rates per contract and invoice -- could be reduced from 6 copies to 1. Also, several entire reports could be eliminated, such as the Acceptance Suspense Over 30 Days, which is to be used to initiate DCASR action to clarify the status of shipments over 30 days old.

On analyzing these responses, we estimate that about \$18,000 in excess paper cost could be saved annually. In

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addition, there is an undetermined amount of costs related to report preparation, distribution and filing for these unneeded report copies.

These are not new problems. In prior audit work at DCASR, we disclosed similar findings to top management. And about a year ago your staff notified DSA that corrective action was needed. As of this date, however, it appears no corrective action has been taken.

Detroit-DCASR, in our opinion, needs to establish its own program for identifying computer reports and report copies no longer useful to management, and to recommend to DSA that they be discontinued. As a start toward achieving this objective, we have provided your staff with our survey findings.

We look forward to a reply from you on corrective action taken by your staff. We also wish to acknowledge the excellent cooperation and courtesies extended to us during our survey.

Sincerely yours,

W. C. HERRMANN, JR.

Walter C. Herrmann, Jr.
Regional Manager