

A second general recommendation is that ADAF make better use of existing manual and automated system records of employee "tombstone" data, and contribute in a more positive manner to the upkeep of those systems.

The following specific recommendations have been made;

1. The ADAF financial operations and record-keeping systems be automated, and a personal computer be provided to ADAF for the development and maintenance of these operations.
2. The personal computer be equipped with the necessary protocol and peripherals to allow for communications with the Mitel KONTACT.
3. PMIS be used as the departmental person-year allocation and utilization reporting system and ADAF, through an ad-hoc verification process, periodically confirm the accuracy of PMIS reporting.
4. Monthly PMIS reports be used by ADAF to provide the latest salary information when costing salary changes, ABM employee pay cards be referenced by ADAF when historical salary records are required, and the Employee Pay records in ADAF be eliminated.
5. ADAF identify its information needs from the SSC pay transaction tape and ensure that MFRS is aware of these requirements in light of the proposed project to read this tape into the Departmental FMS on a regular basis.
6. ADAF use the Financial Encumbrance (FE) commitment code, to be introduced in FY 1984/85 in FMS, to maintain commitment control.