

24. cont'd.

divisional/bureau
copies of telegrams

working files

diary copies

Frequency
(per day or per week or per month, etc.)

25. What do you consider to be the six most important sources of information -

Directly related to your present responsibilities	Peripheral to your present responsibilities	Professional Development
Source	Source	Source

26. Is the flow of information in the department adequate to meet your needs with respect to matters indirectly relating to your present responsibilities or for your professional development

27 a) Indicate the proportion of time spent for the following activities during the breaking-in period of a new assignment

	5	10	25	50	70	85	%
Fact-finding, assembling, reading	[]						
Taking action based on the above	[]						
Other activities (specify) involving significant amounts of time	[]						