



UNITED STATES GENERAL ACCOUNTING OFFICE

WASHINGTON, D.C. 20548

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CIVIL DIVISION

OCT 29 1969

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Dear Mr. Washington:

The General Accounting Office has examined into the utilization of personnel by the District of Columbia Government at recreation centers operated by the Recreation Department. We examined into the manpower policies, procedures, and guidelines of the Neighborhood Centers Division of the Recreation Department, which has jurisdiction over neighborhood recreation programs. We also visited 35 of the recreation centers and interviewed officials and employees of the Recreation Department.

Our observations at the 35 centers at various times of the day during the period September through November 1967, indicated that community use of the centers in the fall, winter, and spring is greater in the late afternoon, during evening hours, and on weekends when school is not in session. Our review, however, indicated that the assignment of staff to the centers was not closely aligned to the periods of greatest use. The major problem appeared to occur on weekends when, according to our tests, only about 4 percent of the time of the classified employees and about 17 percent of the time of the per diem employees was devoted to center activities.

The Recreation Department's Attendance Report, RD-13 (Rev), is prepared and submitted monthly by recreation center directors and, in addition to supplying data on the time spent by recreation staff members in their various activities, the report also provides statistics on community participation. For most of the centers we visited, we found that attendance records were not maintained during the month and the reports of staff activities and community participation were estimated at month end.

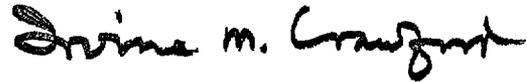
Subsequent to the close of our review, you informed us that (1) the assignment of staff to the recreation centers had been studied and action had been taken to adjust staffing to needs and

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(2) a review of field reports and reporting systems was scheduled with the objectives of streamlining the reporting system and providing more meaningful statements of community participation.

In view of the corrective actions you have indicated, we plan no further reporting of our findings.

Sincerely yours,

A handwritten signature in black ink that reads "Irvine M. Crawford". The signature is written in a cursive, slightly slanted style.

Irvine M. Crawford
Assistant Director

The Honorable Walter E. Washington
Commissioner of the District of
Columbia