Preliminary MIS - Input Data (Man Hour) <u>Verify Edit and Correct</u>, <u>Audit</u>, and Analysis, work paper and flow chart.

OPERATING PROCEDURE

- 1. Each group within NPIC will be responsible for getting their time cards key punched and transmitted to the U-494 via Dct 2000 by 1600 hours on Tuesday of each week.
- 2. Error listings will be returned via Dct 2000 to each group submitting time cards.
- 3. Each group will correct all errors and resubmit the corrected time cards via Dct 2000 to the U-494.
- 4. Two additional copies of all errors will be produced at the Central Computer facility for distribution to AID/SIS and PPBS/RAD.
- 5. Components resident in and users of the MIS but not members of IEG, PSG, TS&SG, or PPBS will submit their time cards in such a manner as will be decided by Chief, AID.

SYSTEM REQUIREMENTS

- 1. The system will require that tables of all active projects, activity codes, and component codes be stored in the computer for time card validation purposes.
- 2. In addition, a table of NPIC skill codes will be stored within the computer for each individual. On input of man hour data a table lookup will be performed selecting for each individual by badge number the correct skill code for that individual.
- 3. The skill code will become part of the man hour data record stored on the drum.

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- 4. A scheme will be developed that will identify all DTA personnel by badge number and such identification will be included within the man hour data record stored on the drum.
- 5. The basic record stored on the drum will contain the persons name, Badge number, grade, component, project number, activity, man hour (RT and OT), skill, and DTA codes.
- 6. There will appear as many records for each person as the number of projects and different activity codes that were used by that person.
- 7. Eleven words will be contained in a record or 3 records to a sector.
- 8. It is estimated that between 1000 to 1200 Fastrand II sectors will be required.

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Approved For Release 2008/06/03 : CIA-RDP73T00325R000100020016-4 MIS - INPUT DATA VERIFY AND CORRECT, AUDIT, AND ANALYSIS DIA Personnel Skill Project Activity Component Code Codes Numbers Codes Codes IEG TS&SG U-494 Time Sheet's Dct Verify, Edit, or rect and Audit Det Time Sheets Time Cards 2000 Time Cards 2000 Phase 1 and 2 Fastrand MIS AID/SIS File & PPBS/ Error Error AID/SIS RAD Recei Listing Α Listing & PPBS/ RAD Reves Copy ceives copy PPBS/RAD and AID/ SIS give the ap-TEG Corrects Normal MIS proval to procede with MIS Update. TS&SG Errors Α Update after Com-Correct pletion of Phase Errors 1 and 2 O/DIR_PPBS_ PSG Det/ U-494 Phase 3 - Independent of Phase 2000 Dct Time Sheets Time Cards Time Sheets 2000 Time Cards 1 and 2. Error Det Listing 2000 AID/SIS AID/SIS Error PPBS/RAD Receives Analytical & PPBS/ Listing Copy of Reports Corrects RAD Re-Errors ceives comy Errors PPBS/PPD PSG.Corrects Analyzes Errors Drum File (<u>a</u> A