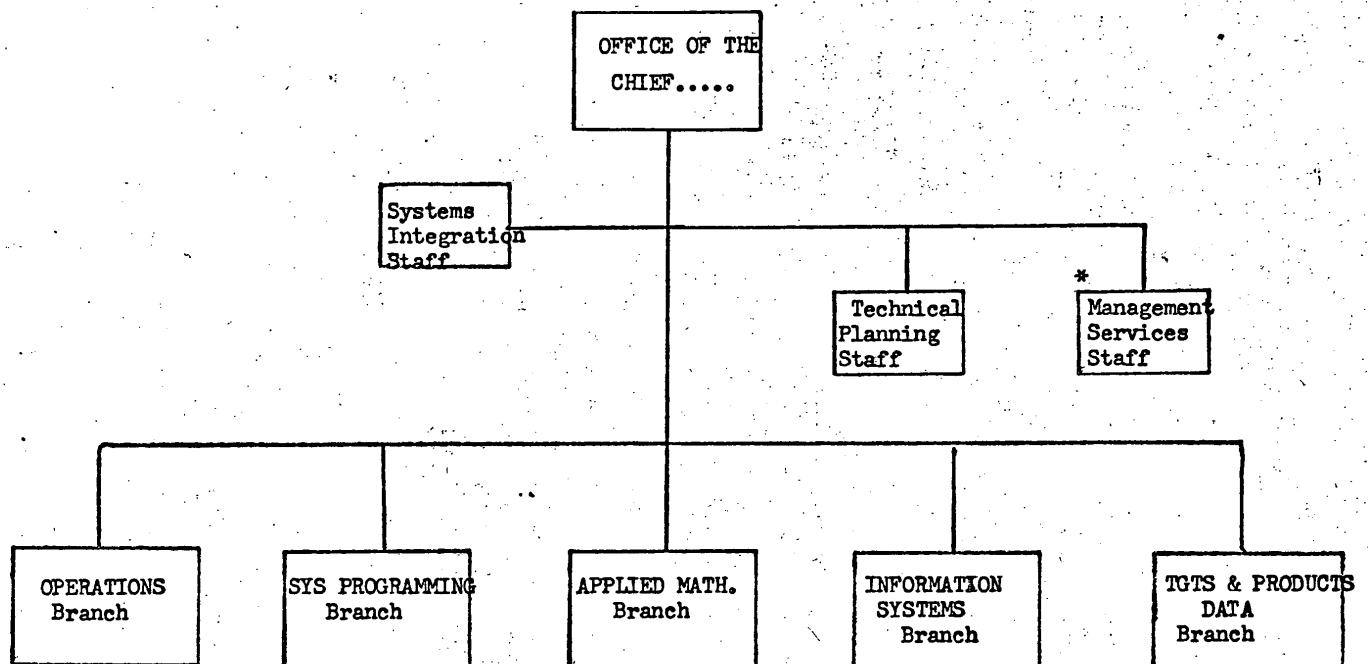


8/6/68

AUTOMATED INFORMATION DIVISION



(* - Mission/Functions/Position Description Statements - attached)

8/5/68

MANAGEMENT SERVICES STAFF - (Automated Information Division)

MISSION: The Management Services Staff is responsible for the design, maintenance and operation of a Center-wide computerized Management Information System (MIS) to provide NPIC Managers with essential planning and operational information in forms that combine manpower utilization, program schedule, and cost data into meaningful relationships. Systems design must be practical and flexible - operated in a "Total-Center" environment - and aid managers and supervisors throughout NPIC in solving their day-to-day planning, scheduling and resource allocation control problems.

FUNCTIONS: The Management Services Staff shall:

1. Operate and improve the MIS (in cooperation with Center managers) to ensure:
 - a. Identification, collection, storage and retrieval of essential elements of management data.
 - b. Refinement and improvement of the automated data base to provide managers throughout all levels of management - an overview of Center operations as they relate to established management objectives.
2. Provide automated management reporting and related services to assist Center managers in translating current and past performance data into meaningful predictions of future performance and/or capabilities in context with various alternatives of workload/resource combinations.
3. Provide a continuing program of system design/control evaluation to ensure:
 - a. Interface with essential internal/external program requirements,

i.e. Programming, Planning and Budgeting System, COMIREX and National Tasking Plan requirements, Production Control, etc.

b. Data file timeliness, integrity and consistency.

c. Current awareness of new developments in the field of information management systems.

d. Conceptual design of new or improved computer assisted management services to include use of on-line devices for the purpose of data base maintenance, manipulation and retrieval.

4. Provide guidance and assistance to Center components in the proper utilization of the MIS, and of the related capabilities resident within the Management Services Staff.

8/6/68

MANAGEMENT SERVICES STAFF

<u>Position Title</u>	<u>Grade</u>
Management Officer, Chief	GS-13
Management Officer	GS-11
Statistical Assistant	GS-9
Statistical Assistant	GS-7
Clerk Typist	GS-5

TOTAL:

- 5 -

POSITION DESCRIPTION		1. SERVICE DESIGNATION		2. POSITION NUMBER		
ION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
INITIATING OFFICE	Management Officer			13		8/6/68
4. ORGANIZATIONAL TITLE OF POSITION (If any)		6. CERTIFICATION				
Chief		A. EMPLOYEE		C. OFFICE REPRESENTATIVE		
5. ORGANIZATIONAL LOCATION		B. SUPERVISOR		D. SWD		
DDI, NPIC, PSG, Automated Info Div. Management Services Staff						
7. DESCRIPTION OF POSITION						

I. DUTIES AND RESPONSIBILITIES:

1. Serves as Chief, Management Services Staff. This involves responsibility for the operation of the NPIC computer-based Management Information System - designed to provide NPIC Managers with information combining manpower utilization, program schedule, cost and product data into forms meaningful in solving day-to-day planning, scheduling and resource allocation control problems.

2. Plans, organizes and directs the work of the Staff to ensure efficient utilization of allotted resources. Provides for training and career development needs of assigned resources in context with current and projected mission requirements.

3. Provides guidance and direction to Group/Staff Management Information System (MIS) Coordinators for proper implementation and utilization of the MIS. Serves as Chairman of periodic meetings of Coordinators to resolve operating problems of the System and to ensure uniform application of procedures and methods.

4. Ensures currency of the NPIC Management Information System Handbook - the implementing directive for NPIC Regulation 7-1, directive upon all NPIC Components. Promulgates appropriate policy and procedural directives applicable to the MIS - in coordination with appropriate management levels within NPIC.

5. Performs frequent review of overall system operation to ensure data file timeliness, integrity and consistency with currently defined essential elements of management information.

6. Consults with Center Managers to determine their needs for special reports, periodic reports and other statistical data resident within the computerized files, and directs the efforts of the Management Services Staff in providing responses to such requirements. Resolves priority and production problems with requesters and works with members of the Automated Information Division in solving special computer problems involving storage and retrieval of management information from the system.

II. SUPERVISION:

Receives general policy guidance from the Chief and Deputy Chief, Automated Information Division, PSG.

POSITION DESCRIPTION		1. SERVICE DESIGNATION		2. POSITION NUMBER		
ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
SWD						
INITIATING OFFICE	Management Officer			11		8/6/68
4. ORGANIZATIONAL TITLE OF POSITION (If any)		6. CERTIFICATION				
5. ORGANIZATIONAL LOCATION DDI, NPIC, Automated Info. Division Management Services Staff		A. EMPLOYEE			C. OFFICE REPRESENTATIVE	
		B. SUPERVISOR			D. SWD	
7. DESCRIPTION OF POSITION						

I. DUTIES AND RESPONSIBILITIES:

1. Provides overall supervision of the input and output of data used in the Management Information System (MIS) insuring that prescribed procedures are adhered to.
2. Guides and assists component representatives in determining their needs for management information. Receives requests for MIS output data and translates these requests into retrieval algorithms suitable for use against the computer based management information files.
3. Maintains frequent liaison with operating officials in the Automated Information Division to ensure that necessary data processing procedures are being employed to meet the requirements of the Management Information System. Resolves scheduling problems for computer services with the Operations Branch (AID) to ensure responsiveness to priority MIS requests.
4. Develops and supervises internal procedures for authenticating MIS input data, stored information, and output information.
5. Reviews MIS Computer outputs for effectiveness in providing answers requested, assists requesters in use of computer listings when necessary - and monitors requests for output data to ensure timely responses to requested information.
6. Assists in designing improved automated management reports from the MIS. Recommends computer solutions to management information problems.
7. Plans for and supervises the maintenance of selected data to provided quick responses to ad-hoc requests for management information which otherwise would require special computer searches.
8. Serves as Acting Chief, Management Services Staff - during temporary absences of the Chief.

II. SUPERVISION:

Under the supervision of the Chief, Management Services Staff. Receives general policy guidance as well as specific instructions on matters pertaining to the administration of the Management Information System.

POSITION DESCRIPTION		1. SERVICE DESIGNATION		2. POSITION NUMBER		
ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
SWD						
8. INITIATING OFFICE	Statistical Assistant			09		(*) 8/6/68
4. ORGANIZATIONAL TITLE OF POSITION (If any)		6. CERTIFICATION				
5. ORGANIZATIONAL LOCATION DDI, NPIC, PSG, Automated Info. Division Management Services Staff		A. EMPLOYEE		C. OFFICE REPRESENTATIVE		
		B. SUPERVISOR		D. SWD		

7. DESCRIPTION OF POSITION

I. DUTIES AND RESPONSIBILITIES:

1. Receives data to be input into the Management Information System including Weekly Time Sheets submitted by all NPIC personnel, and Work Phase Notices received from Center components containing project progress data and product information. Reviews such data making spot checks as necessary to ensure its accuracy and conformance with established procedures.
2. Analyzes project information sheets received from the Requirements Division, PPBS to determine type, category, products or services to be produced, requester information, and other required elements of project data. Codes essential elements of information on prepared forms and submits same to the Operations Branch (AID) for conversion to machineable form - and subsequent storage in the computer based files.
3. Assists in developing and implementing procedures for authenticating and correcting when necessary all stored data in the Management Information System.
4. Assists in preparing machine language requests for computer outputs from the Management Information System.
5. Works with component representatives in resolving problems regarding project or product status information. Recommends new and improved methods for recording data for use within the MIS.
6. Attends periodic production scheduling meetings to keep aware of current production efforts and to facilitate project status reporting.
- (*) 7. Performs as required manual extractions, arithmetic manipulation and presentation of statistical data derived from computer retrievals to satisfy user needs.

II. SUPERVISION:

Under general supervision of the Chief, Management Services Staff. Receives specific and general instructions from the Management Officer responsible for the overall supervision of the input/output data control function.

POSITION DESCRIPTION		1. SERVICE DESIGNATION		2. POSITION NUMBER		
A. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
A. SWD						
B. INITIATING OFFICE	Statistical Assistant			Ø7		8/7/68
4. ORGANIZATIONAL TITLE OF POSITION (If any)		6. CERTIFICATION				
5. ORGANIZATIONAL LOCATION DDI, NPIC, PSG, Automated Info. Division Management Services Staff		A. EMPLOYEE		C. OFFICE REPRESENTATIVE		
		B. SUPERVISOR		D. SWD		
7. DESCRIPTION OF POSITION						

I. DUTIES AND RESPONSIBILITIES:

1. Assists in the receipt, control, verification and correction of input data into the Management Information System, to include Project Notices, Work Phase Notices and Weekly Time Sheets submitted by Center components.
2. Assists in the analysis/categorization and coding of project information received from the Requirements Division, PPBS, for input to the Management Information System.
3. Works with other personnel of the MSS Staff in performing data validity/consistency checks against the MIS Master File - and assists in the preparation of appropriate corrections to the file.
4. Assists in preparation of as required manual extractions, arithmetic manipulation and presentation of statistical data derived from computer retrievals to satisfy user needs.
5. Provides as required assistance to other members of the MSS Staff during cyclical periods of increased workload activity.

II. SUPERVISION:

Under general supervision of the Chief, Management Services Staff. Receives specific and general instructions from the GS-9, Statistical Assistant.

POSITION DESCRIPTION		1. SERVICE DESIGNATION		2. POSITION NUMBER		
ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
A. SWD						
B. INITIATING OFFICE	Clerk - Typist			Ø5		8/7/68
4. ORGANIZATIONAL TITLE OF POSITION (If any)		6. CERTIFICATION				
5. ORGANIZATIONAL LOCATION DDI, NPIC, PSG, Automated Info. Division Management Services Staff		A. EMPLOYEE		C. OFFICE REPRESENTATIVE		
		B. SUPERVISOR		D. SWD		
7. DESCRIPTION OF POSITION						

I. DUTIES AND RESPONSIBILITIES:

1. Provides typing, filing and telephone answering services for the Management Support Staff.
2. Performs routine distribution of standard product reports produced as output from the Management Information System.
3. Assists other members of the Management Services Staff in, ^{the} performance of routine administrative tasks - on a time available basis.
4. Orders, procures and distributes normal administrative supplies required by the Management Services Staff.
5. Acts in a liaison capacity for the Management Services Staff in routine matters dealing with administration of T&A's and related personnel matters.
6. Maintains centralized administrative control logs for material(s) designated by the Chief, Management Services Staff.

II. SUPERVISION:

Under general supervision of the Chief, Management Services Staff - or his designated alternate.