

### Collateral Files / Systems

- C/D 1. Contract reporting system
- B/C 2. Programming & Budgeting system  
Wilson's Monthly Obligations
- D. 3. Product dissemination file & / EPDF
- C. 4. T/A Reporting
- E. 5. "Check-off"
- E. 6. "Tippett File"
- B.2. 7. Equipment inventory / OL

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- 1. Budget File
  - 2. Comments on Reading
  - 3. Grand Scheme
  - 4. Inventory File

#### Personnel Data File

Training Files

Contract File (R&RD)

~~Briefings File~~ " "

Cables File " "

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ALP Orientation 3 x 8

Reading Improvement 10 x 2

Executive Workshop in the Design of an MRS (IV)  
4 x 8 ~~May 8-17~~

Introductory Statistics  
1 yr

Correlation & Regression Analysis  
5 x 8  
May 1-5 \$325

AID Contribution  
to MIS Improvement

Short-range problems/questions:

- M 1. What is the cost of the present MIS?  
i.e. what AID resources (manpower/equipment  
money) are committed to the MIS?
- W 2. Are the MIS country codes identical  
to the BE codes? If not, what  
are the problems involved in conversion?
- W 3. Are current salary tables up-to-date?
- M 4. How might a DIA identifier  
best be incorporated into the  
MIS (to permit differentiation between  
CIA and DIA overtime, for example)?
- T 5. How can and should the MIS  
support function in AID be  
strengthened?
- T 6. Can the time recording sheet  
be simplified? (Why record punch  
name and badge no. and component  
and grade weekly?)
- W 7. What time and dollar savings would  
be realized by deleting various  
support & administrative components  
from the regular reporting system?  
What are the attendant drawbacks?

T 8. How can timeliness be improved in the short run? what costs are involved?

M 9. Can edit routines be automated?

W 10. what are the merits and drawbacks of editing data after initial dissemination?

## Long-Range Problems / Projects:

1. Investigate the feasibility and desirability of a Production Control capability.  
Considerations —

A. What are the key blocks to timeliness in the present system?

B. How could timeliness be improved? What are the costs relative to the present system? (What would constitute an "adequate" input/response cycle?) [In-process storage, remote input/output, etc.]

C. What additional data would be required? In what form and how often?

D. What role will "check-off" play?

E. Develop estimative routines (manual and/or automated) for analysis of work-load, productivity, training payoff, etc.

2. Revitalize product reporting.
3. Consider the potential utility of a "human resources file" including skills, training info., etc.
4. Can the activity codes be improved?
5. Is there value in structuring the MIS<sup>+</sup> reader retrieval by FAN Account No.?
6. Is it feasible to eliminate redundancy of project numbers and activity codes?