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MEMORANDUM FOR THE RECORD

SUBJECT: Planning & Budgeting Branch/PS/NPIC  
Budget Printout System



1. The following AID people will help Plans & Management Branch and Planning & Budgeting Branch/PS/NPIC on the MIS and Budget System:



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2. Planning & Budgeting Branch/PS/NPIC sees the following tasks as necessary:

- a. Systems-analyst review of C/PBB/PS suggestions and existing documentation/programs
- b. Preparation of comments & rough flow chart
- c. Obtaining group/staff comments -- Already requested informally
- d. Systems analysis & design (including documentation of procedures and flowchart)
- e. Briefing Group/Staff/PS
- f. PBB/PS & PS approval
- g. Programming
- h. Implementation

PBB/PS as a whole will assist throughout the process;   will be the PBB/PS/NPIC representative on the systems analysis team.

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3. PBB/PS/NPIC has the following primary requirements:

- a. Group/Staff data entry or transcript input to AID keypunchers & error check of printouts .
- b. One day or less turnaround from AID on file update and printouts.

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c. Monthly printouts at two levels:

- (1) Branch/Division detail
- (2) Planning Staff aggregates of detail less than  for sub-object classes.

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d. AID responsible officer(s) to control file update and initiate printouts.

e. Planning Staff aggregate printouts on white lined paper easily inserted in standard folders.

f. Prepare data-input transcription forms easy to use by the Group/Staff program/budget officers.

4. PBB/PS/NPIC has the following secondary requirements or suggestions:

a. Collate the budget, MIS (and IIS?) data files, records, and elements and programs to check for commonality with a view to using similar or the same programs to process the data elements, even if they are slightly longer or shorter and placed differently in the records.

b. Arrange to use existing CRTs/TTYs to maintain the files and get printouts.

c. Keep the existing batch input and processing methods as backup methods.

d. Arrange an easy way to use FB/SS  obligations records as input to the budget system.

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5. Monthly printouts should help Groups/Staffs/Divisions/Branches plan, review, and control their overall funds, obligations, and balances.

Planning & Budgeting Branch/PS/NPIC

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