

7 December 1976

MEMORANDUM FOR: See Distribution

FROM :
Agency Micrographics Officer

SUBJECT : Micrographics Annual Report

1. In 1973 a comprehensive Agency micrographic application/equipment inventory was conducted by OL Plans Staff and MPB. When completed, each Directorate was provided a copy of the portion of the inventory that pertained to their activities, and a complete report was submitted to the DDA. Since then, MPB has maintained the data base with annual requests for only production statistics.

2. With the organizational changes, the increased activity in the micrographics program, and the demand for more program information from management for Budget and other purposes, it is necessary to obtain a general update to the 1973 data. We are interested in application data, production equipment, personnel information, and floor space. To assist in the preparation of this report, we are able to provide you with a copy of the 1973 personnel information you submitted, a list of production equipment from the computer data base and the amount of space reported for your directorate in 1973. If necessary, we will also provide copies of applications data, however, since the majority of this data has been static since 1973, copies you now have should be sufficient. We are not interested in historical data on applications which have been completed. We are only interested in current ongoing applications and hope that you can provide us with this information in an abbreviated form.

3. Attached are basic forms which will provide us with the needed information. will work with you on this task and all requests for information or clarification should be directed to him on extension . Since we hope to submit our annual report to the DDA during the early part of January, we would appreciate receiving your replies by 27 December 1976.



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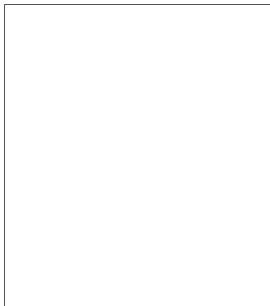
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1976

MICROGRAPHIC INVENTORY

FROM:

Name _____

Date _____

Extension _____

Component _____

Address _____

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(1)

1. ACTIVE APPLICATIONS ONLY

A. SOURCE DOCUMENT

COMPONENT	TOTAL VOL.	TYPE 16/35/105 Fiche (Jacket)	FILM SCHEDULE Day Mo. Yr.	COMMENTS
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(2)

ONGOING APPLICATIONS ONLY

B. COMPUTER OUTPUT MICROFILM

COMPONENT	VOLUME	TYPE/REDUCTION FORMAT	FILMING SCHEDULE	COMMENTS
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(3)

2. PERSONNEL

A. PRODUCTION PERSONNEL

POSITION TITLE	POSITION GRADE	NO. OF POSITIONS	COMMENTS
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(4)

B. NON-PRODUCTION (SUPERVISORS, SYSTEMS ANALYST, ETC.)

TYPE OF POSITION	POSITION GRADE	NO. OF POSITIONS	COMMENTS
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(5)

C. CLERICAL PERSONNEL (FILE PREPARATION, CLERK TYPIST, ETC.)

TYPE OF POSITION	POSITION GRADE	NO. OF POSITIONS	COMMENTS
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(b)

4. FLOOR SPACE (TOTAL FLOOR SPACE IN COMPONENT COMMITTED TO MICROGRAPHICS PRODUCTION.)