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ADM-70-5

4 October 1966
DDS&T #4922-66

MEMORANDUM FOR: Director of Finance

**SUBJECT : Proposal for Establishment of an OCS
Card Punch and Balancing Facility in
Key Building to Support Accounts
Division/OF**

A. GENERAL

1. It is proposed that OCS perform the card punching and balancing for daily accounting work, Jobs 501, 502, and 515 at Key Building. These operations are now being performed in the OCS Computer Center at Headquarters Building.

2. Advantages anticipated by this proposed move are:

a. Communication problems in reconciliation of errors or in making accounting adjustments will be eliminated or greatly reduced.

b. The time lag between the preparation of vouchers for punching and the beginning of the card punch activities will be reduced, thus providing OCS with a better opportunity for meeting existing production schedules.

c. Transportation of vouchers between buildings will be eliminated or greatly reduced, thus providing better protection against possible loss of documents in transit.

d. Closer coordination of data preparation activities in OF and OCS will permit better regulation of work flow and reduction in peak loads.

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B. EQUIPMENT REQUIREMENTS

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1. Over a six-month period, the daily mean average number of cards punched for Accounts Division is 3500. It is estimated that a machine complement of [REDACTED] 029 keypunches and [REDACTED] 059 verifiers located in Key Building will be sufficient for this volume.

2. Attached is an equipment layout for Rooms 613-613A Key Building, showing the location of card punch equipment, desk, files, and table. It will not be necessary to relocate any electrical or telephone outlets. The machines and furnishings to be installed in 613-613A are now located in the OCS Computer Center and will be moved to Key Building as soon as possible after concurrence in this memorandum.

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3. For balancing and proof listing operations, arrangements are being made to utilize DCS equipment located on the eighth floor of Key Building. [REDACTED]

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[REDACTED] are the persons who are responsible for the DCS equipment which OCS plans to use.

C. PERSONNEL

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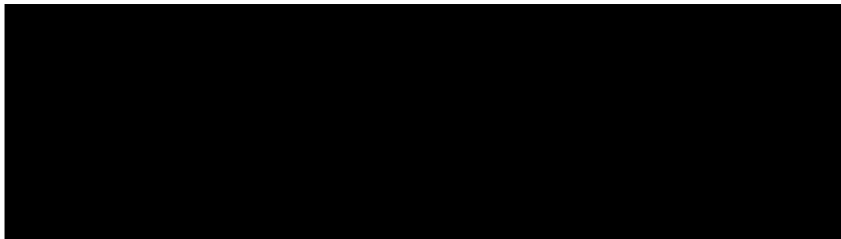
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1. [REDACTED] OCS, x6469, will have overall responsibility for the operations to be performed in Key Building on Jobs 501, 502, and 515. [REDACTED] a contract employee, will participate during planning and implementation phases.

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2. [REDACTED] will be supervisor in charge of OCS personnel listed below:

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D. OPERATIONS

1. Hours of operation for the OCS activity will be from 0900 to 1730 daily, Monday through Friday.

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2. Batches of vouchers will be delivered from the Voucher Review Section, Accounts Division, OF, to the card punch unit throughout each day as rapidly as they are completed by the Voucher Review Section.

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3. Day-to-day coordination of work in process will be the responsibility of [REDACTED], OF, or their designated alternates. [REDACTED] will be responsible for preparation of vouchers for card punching. [REDACTED] will be responsible for card punching, verifying, and balancing operations. If balancing operations surface the need for adjustments in vouchers or batch controls, [REDACTED] will be responsible for making such adjustments.

4. Upon completion of OCS card processing operations, vouchers, with the exception of those which are for "Total Cards," will be returned to the Voucher Review Section. The Voucher Review Section will hold all vouchers in original batches until completed daily reports have been returned from OCS. Vouchers from which "Total Cards" are punched are for the following:

- a. Logistics - Mid month
- b. Logistics - Month end
- c. Vouchered Payroll Expenses
- d. Unvouchered Payroll Expenses

When these vouchers appear, they will be sent to the OCS Computer Center to provide necessary information for computer operations.

5. For the present, cards, computer reports, and necessary vouchers will be transported between Key Building and Headquarters by OCS courier runs. In the future, other arrangements for courier functions will be explored in order to gain more effective utilization of OCS personnel.

E. SCHEDULES

1. In September 1962, the Finance Division and Automatic Data Processing Division established schedules for picking up processing, and returning completed reports as follows:

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<u>Transaction Day</u>	<u>Pick up Last Batch from OF 1000 Hours</u>	<u>Process</u>	<u>Return Data and Reports to OF 1000 Hours</u>
Monday	Tuesday	Wednesday	Thursday
Tuesday	Wednesday	Thursday	Friday
Wednesday	Thursday	Friday	Monday
Thursday	Friday	Monday	Tuesday
Friday	Monday	Tuesday	Wednesday

2. Under this proposal, the above schedules will remain in effect until experience indicates that a revision is in order.

F. CONCLUSION

Neither OF nor OCS has been satisfied with data processing production of the reports desired for accounting purposes. The principal objective of this proposal is to establish a means by which OCS can provide improved service to the Accounts Division, OF. Implementation of this proposal should result in more timely processing than has been possible in the past.

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[Redacted Signature]
Director of Computer Services

Attachment: a/s

CONCURRENCE:
[Redacted]
[Redacted]
[Redacted]

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131 [Redacted]
Director, Office of Finance

10 OCT 66
Date