TRANSMITTAL SLIP	DATE

TO: Lee

ROOM NO.	BUILDING

REMARKS:

Jim checking on other offices - let you know shortly

FROM: Dave V.

ROOM NO.	BUILDING	EXTENSION

FORM NO 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

CONFIDENTIAL

December 4, 1970

25X1

TO:

FROM:

SUBJECT: Time-Sheets

1. CRS/EDPSD (50-60 people) and particularly its applications-programming branch(22-23 people) have programmers complete simple time-sheets, with 4-6 work-codes (for such as coding, debugging), showing where their work hours went, every day. The bme exception are computer-operators, whose hours are pro-rated among jobs. Every morning at0900 hours the branch secretaries pick up the time-sheets, briefly check them, and send thmm on to the key-punchers. The system is part of their MIS (on disk) and they produce a monthly MIS report showing man-hours and machine-hours spent per project, etc. They've had the system for years.*

2. Besides producing monthly MIS reports, they use the system to compile records and compute costs for their five-year (PPB) plans, for answers on project costs to the DDI/OP, etc. Their spokesman commented, "How else could they tell how much a project cost (in man-hours)?"

3. Benefits accrue from every-day completion of sheets, in that you don't load down the key-punchers with much work at the end of the month, or other reporting period; and also hold up your report -- at the end, you have only one day's worth of sheets to keypunch. Also, programmers don't have to think or rememeber much about what they worked on when they complete the sheet. The repetition gets them used to completing the sheets.

CONFIDENTIAL

OFFICE OF COMPUTER SERVICES

OCS INSTRUCTION 68-6 17 JUL 1968

SUBJECT: PRISM Bi-Weekly Time Report

1. Effective 1 July 1968, all OCS staff employees will complete Form 2763 (Revised), PRISM Bi-Weekly Time Report. One form is to be completed for each pay period for each person on board during the pay period.

2. Regular T/A clerks in each component are responsible for issuing, collecting, editing, and forwarding reports to the Chief, Administrative Staff within one week of the end of the pay period.

3. The Chief, Administrative Staff will be responsible for overall control of the Bi-Weekly Time Reports and their input to PRISM (Project and Resources Information System).

4. Information from these forms will provide a means for accounting for manpower expended on various projects and activities. This information will be combined with equipment utilization data in project reports to be forwarded to our customers and Agency management. The Bi-Weekly Time Report is for project accounting, not employee accounting; it should not be construed as a monitoring device over OCS personnel.

5. Projects for which manpower and equipment accounting is desired are listed and described in a Project Register, which is controlled in the Office of the D/OCS and available in each component.

6. Instructions for completing the form are as follows (sample attached):

a. OCS Comp Code: Enter two position alphanumeric code designating assigned OCS division or staff component.

b. Last Name, Initials: Enter name.

c. Contract Employee: Leave Blank.

d. Beginning Date for Pay Period: Enter one numeric character for year and three numeric characters for day

number. Example: 14 July 1968 equals 8196 (see data conversions attached).

e. Project Number: Enter the three position Project Number as shown in the Project Register.

f. Project Name: Enter the alphanumeric Project Name as shown in the Project Register, up to 10 characters.

g. Program: If hours worked can be identified by computer program, enter the alphanumeric code for Program Number from Form 2278 or the Program Name (up to eight characters).

h. Customer Code: Enter two position alphanumeric Customer Code. Use OCS Component Code only when these are appropriate to the designated project or when a customer cannot be identified with the hours worked.

i. Activity Code: Enter one-letter code for the type of activity performed:

Activity Code	Activity Description
D	Development. Time spent in system or problem analyses, design, and programming associated with major extensions to operational projects or development of new projects. Include time spent in preliminary meetings or studies prior to a decision to proceed with a particular project.
M	Maintenance. Time spent in making system and program changes, writing additional or special programs, error checking, documentation, and keeping manual control records for projects which are already operational.
C	Conversion. Time spent in analysis, design, and programming directly related to conversion from one hardware or software system to another.

Activity Code	Activity Description
P	Production. Time spent in setting up computer runs, reviewing output, and operating equipment.

j. Total Hours: Enter total time for each unique combination of Project, Program (when identified), Customer, and Activity to the nearest whole hour.

k. Paid Overtime Hours: Enter overtime hours for each Project, Program (when identified), Customer, and Activity.

l. Unpaid Overtime Hours: Enter overtime hours for each Project, Program (when identified), Customer, and Activity.

m. Totals for Pay Period: Enter totals for hours columns. (Note: Total Hours for the bi-weekly period should equal 80 Regular Hours plus the number of Overtime Hours, paid or unpaid.)

25X1

Director of Computer Services

Att

Distribution: OCS Division and Staff Chiefs

PRISM Bi-Weekly Time Report

Conversion of Pay Period Beginning Dates to Year/Day Numbers

Pay Period Beginning	Year/Day Number
30 June 68	8182
14 July 68	8196
28 July 68	8210
11 Aug 68	8224
25 Aug 68	8238
8 Sep 68	8252
22 Sep 68	8266
6 Oct 68	8280
20 Oct 68	8294
3 Nov 68	8308
17 Nov 68	8322
1 Dec 68	8336
15 Dec 68	8350
29 Dec 68	8364
12 Jan 69	9012
26 " "	9026
9 Feb "	9040
23 " "	9054
9 Mar	9068
23 "	9082

(When Filled In)

PRISM: Bi-Weekly Time Report

OCS Comp Code: 3A	Last Name, Initials DOE, J.A.	Contr Empl	Begin Date for pay period (yr & day no.): 8182

PROJECT No.	PROJECT Name	Program	Cust. Code	Activ. Code	Tot Hrs	Pd O/T Hrs	Unpd O/T Hrs
990	MGMT-ADM						
991	TRAINING				16		
992	LEAVE				8		
247	NIPROD		05	D	12		
247	NIPROD		05	M	4		
418	FEASIBLE		15	D	12		
418	FEASIBLE		37	D	8		
039	FMSACAID	SHIP	37	M	8		
039	FMSACAID	SHIP	37	P	12	2	4
	Totals For Pay Peric..				80	2	4

Form 2763 (Rev)

SECRET

25X1

TOP SECRET

25X1

Copy 11 of 40

9 July 1970

MEMORANDUM FOR: See Distribution

SUBJECT : OCS Resource Distribution Report (12 January 1969 - 10 January 1970)

REFERENCE : OCS Resource Distribution Report (12 January 1969 - 20 September 1969)

1. Forwarded herewith is a copy of a report which shows OCS resources applied to projects during the period 12 January 1969 through 10 January 1970. The referent memorandum which was forwarded with the first of these reports provides additional information about their content.

2. The following costs of OCS services are provided as a "rule of thumb" guide for users to estimate the costs of OCS support to their projects. These costs were determined by dividing total costs of OCS manpower, equipment, and supplies for each service by user hours of support. The costs do not take into consideration factors such as scheduling priorities and core storage and peripheral devices used which would be required if OCS were actually charging users for its services.

25X1

Service	
Man Hours	
IBM 360/20	
IBM 360/65	
RCA 70/35	
RCA 70/45	
CDC Page Reader	
Drum Plotter	

*See explanation next page

TOP SECRET

Downgraded to Secret when detached from enclosure

SUBJECT: OCS Resource Distribution Report

The costs for interactive services on the IBM 360/67 have not been determined because usage is not presently being recorded on a project basis.

3. Any questions concerning the data in this report may be directed to [redacted] 25X1

[redacted] 25X1

Acting Director of Computer Services

Attachment: a/s

*DDI/PS Comment: According to [redacted] OCS/EXO, 25X1 they arrived at a $17 hourly rate for applications programmers by adding the total personnel costs (salaries and benefits) of all personnel in its applications divisions (ISD, MSD, SAD) to one-half of the OD/OCS and Admin/OCS personnel costs (the other half figured in their machine costing); then dividing that sum by the total productive hours charged by applications programmers to projects. Total productive hours do not include those for leave or training or administrative duties.

ADP COST FIGURES FROM OCS 2 July 1970

MOD 65 (IBM 360/65) with 1026K ~~mmmmmm~~ bytes of core storage and ~~all the OCS overhead (systems programmers in APS and Tech Staff,~~ etc.)

costs approximately [redacted] 25X1

~~based on a three-shift, 24-hour day, minus maintenance and testing~~ or about 450+ hours/month or about 5400+ hours/year

N.B. OCS may differentiate between 1st, 2nd, and 3rd-shift ~~costs later on, and give discounts or surcharges depending on~~ user-program priorities, core requirements, and ease of handling.

Their 65-1 and 65-2 both have 1026K bytes of core storage, but the 65-3 now has only 512K bytes and will have 768K bytes in Dec.70, but OCS doesn't differentiate and believes that the [redacted] will cover 1026K bytes and overhead, averaged among all three 65's. 25X1

MOD 20 = [redacted] as of January 1970 25X1

CALCOMP Plotter = [redacted] - as of Jan 70 25X1

BENSON-LEHNER PLOTTER = [redacted] (B-L is in OBGI) ?Cost [redacted] amortized over 25X1

a five-year period = [redacted] 25X1

[redacted] for limited usage. 25X1

CDC 915 PAGE-READER (OCR) [redacted] 25X1

Applicationns Programmer (ISD, SAD, MSD) = [redacted] 25X1

* Cost of the hardware rental alone on an IBM 360/65J(1026+K core) == [redacted] 25X1

based on 460 hours of user support/month (500+hours/month minus software development for users, testing of system software, debugging, and jobs that OCS cannot identify with a particular user office: OCS figures a 5-10% factor for maintenance/reruns; and up to 20% factor for machine use that doesn't benefit a particular user)

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CALCOMP Plotter = [redacted] - as of Jan 70 25X1

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a five-year period = [redacted] 25X1
[redacted] for limited usage. 25X1

CDC 915 PAGE-READER (OCR) = [redacted] 25X1

Applications Programmer (ISD, SAD, MSD) [redacted] 25X1

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