

16 September 1970

MEMORANDUM FOR: See Distribution

SUBJECT : Request For MIS Data

1. Effective immediately requests for the retrieval of data from the Center's Management Information System (MIS) will be submitted to [redacted], PPBS (Room 6N 222), for approval prior to submission to PSG/AID.

25X1

2. This action is taken for two reasons: 1) to insure efficient computer utilization by consolidating similar requests and preventing duplicate retrievals; 2) to insure that the information required is not available from other sources, such as previous retrievals, compiled reports, etc. In the latter case, the requestor will be notified as to where and how the needed data can be obtained.

3. Upon approval by PPBS, requests, for which data is not available other than within the MIS magnetic tape files, will be submitted to PSG/AID for coding of the retrieval parameters, for retrieving of the data, and for the return of the retrieved data to both the requestor and PPBS.

25X1

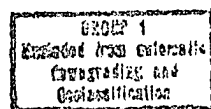
[redacted]
Chief, Planning, Programming & Budgeting Staff
NPIC

Distribution:

- 1 - NPIC/ODIR
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- 1 - NPIC/SPAD
- 1 - NPIC/IAS
- 1 - NPIC/[redacted]
- 2 - NPIC/PPBS/PPD

25X1

SECRET



Memorandum For: See Distribution

Subject: More on the MIS

1. Today (31 August 1970) a new procedure for the submission of time sheets was instituted.

2. A quick glance at the system reveals that although time sheets are being sent to Room 24634 they are arriving at various times after 12 noon and in numerous lots from the various groups.

3. This method makes it very difficult to keep track of which time sheets have not been submitted, and for

the following clarification of the procedure ~~is~~ stated in the memorandum of 26 Aug 1970 and ~~made~~ "Revised MIS Time Sheet Submission Procedures" are made:

a) all Group and Staffs will check that

(A) all individuals within ^{each} Group or Staff have submitted a correctly filled out time sheet.

(B) all time sheets from each Group or Staff will be packaged together and a cover sheet attached showing which Group or Staff is.

- b. Each Group or Staff will submit one package of time sheets (not a separate package from each component within a Group or Staff)
- c. A cover sheet will show which Group or Staff is submitting the time sheets. i.e., when all time sheets are submitted there will be one package of time sheets from each ~~PSG, TSG, PPS, SS, IAS and SPAD~~ Group or Staff, namely, IEG, PSG, TSG, SS, PPS, IAS and SPAD.
4. When a month ends in the middle of the week the same procedure as in the past for filling out time sheets will be followed. These procedures are restated:
- If a month ends on a Friday or Saturday then a time sheet for the previous week's work will be submitted on Monday.
 - If a month ends on a Sunday then the Sunday overtime will be included in the next week's time sheet for the next month.
 - If a month ends on a Monday, Tuesday, or Wednesday then a separate time sheet for that part of the ^{week} will be filled out and submitted on the next working day.
 - The only time that the bi-monthly feature of a time sheet will be used is when a month ends on a Thursday. The Friday's time of the first day of