

**SECRET**

26 August 1970

MEMORANDUM FOR: See Distribution

SUBJECT : Revised MIS Time Sheet Validation Procedures

1. The effectiveness of the MIS is chiefly determined by the information entered into it. Since most of the information going into the system comes from the individual employee accounting for his time, the wholehearted cooperation of each person responsible for filling out a time sheet, regardless of grade, position, etc., is essential for the system to work properly.

2. Since the data compiled is often used to provide Center management with a frame of reference by which to render executive action in matters of budgets, policies, work loads, personnel, etc., it is imperative that any such action taken is based on reliable data. Further, sometimes the MIS is the only source of data providing information about the tasks levied on the Center, the effort expended by Center personnel, or the number of resulting products; therefore, it is in the best interest of the Center that the data be reliable so as not to distort the reporting of Center accomplishments or invalidate predictions as to future needs.

3. In order to improve overall MIS effectiveness, time sheets validation, which in the past has been a responsibility shared by the submitting component and AID, is now placed exclusively upon the submitting component, according to the following schedule and procedures:

- a. Effective Monday, 31 August 1970, Group, Staff Offices, IAS and SPAD will submit MIS Time Sheets directly to Operations Branch, Production Analysis Section (Room 2N636). This will expedite AID processing of manhour information in order to improve overall MIS turnaround time.
- b. Time Sheets are due in AID by 1200 hours each Monday. The thorough validation of time sheet data by the responsible components is of utmost importance, since no manual validity checks will be made by AID.
- c. The MIS software will make certain routine checks (e.g., time charged against non-existent project number); error listings will be returned to the responsible components on Wednesday of each week.
- d. Components must submit corrections to the error listings by c.o.b. Thursday of each week or erroneous data will be introduced into the file.

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GROUP 1 Excluded from automatic downgrading and declassification
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e. In the event a component fails to submit corrections on time, AID will assume that the data as originally submitted is valid and will proceed with file updating to ensure that MIS schedules are met.

4. If you have questions concerning these changes, please call

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Chief, Planning, Programming & Budgeting Staff  
NPIC

**Distribution:**

- 1 - NPIC/ODIR
- 1 - NPIC/PPBS
- 1 - NPIC/SS
- 1 - NPIC/IEG
- 1 - NPIC/TSG
- 1 - NPIC/PSG
- 2 - NPIC/PSG/AID
- 1 - NPIC/SPAD
- 1 - NPIC/IAS

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