FRANK   5504

DRAFT:TEDunk:gm
20 August 1970

MEMORANDUM FOR: See Distribution
FROM C14 P/P'S
SUBJECT: MIS Time Sheet Procedures

GROUP AND STAFF OFFICES SHOULD
SUBMIT

5 1. Effective Monday, 31 August 1970, MIS Time Sheets should be

ANALYSIS

submitted directly to Operations Branch, Production Control Section

(Room 2N636). This will expedite AID processing of manhour information

and should improve overall MIS turnaround time.

2. 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. The MIS software will make certain routine checks (e.g., time

charged against non-existent project number) and error listings will

be returned to the responsible components on Wednesday of each week.

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. 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.

3. It is imperative that the data in the file be kept accurate

and up-to-date if the reports produced by the MIS system are to be

correct.

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4.   If you need assistance, please call [   ]   25X1

[   ]   25X1

Chief, Automated Information Division, PSG

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