SPEED LETTER	REPLY REQUESTED	DATE
	YES ☐ NO ☐	17 April 1970
		LETTER NO.

TO :

ATTN:

FROM:

25X1

SUBJECT: Project to Provide Remote Input/Edit/Update Capabilities within the MIS

1. Attached is a memorandum for your review - written by [redacted] and [redacted] It gives a preliminary readout of our assessment of the system you have proposed - and contains references to matters requiring decision before proceeding too far.

25X1

25X1

2. After you have had an opportunity to digest the contents - suggest we get together for an informal discussion as to where we go from here.

Robby

Robby

SIGNATURE

REPLY	DATE

SIGNATURE

FORM 1831 USE

17 APR 1970

25X1

MEMORANUIM FOR: [redacted]

THROUGH: Chief, Information Systems Branch, AID/PSG/NPIC

SUBJECT: Discussion of Project to Provide Remote Input/Edit/Update Capabilities within the NPIC Management Information System

REFERENCE: Request for Programming Support, dated 12 March 1970, Project Number 920073

1. The purpose of this memorandum is to draw out a broad outline of:

a. The goals and objectives of the proposed system.

b. The assumptions AID personnel will be using as a basis for their system design.

c. The functional provisions applicable to the system.

d. Any problems and/or ambiguities that present themselves.

At this time our discussion is being limited to comments on points b and d above, and phase one of the proposed system, since decisions and specifications for phases two and three are contingent on the groundwork laid by the resolutions reached in phase one.

2. The goal of this system is to make the input to the MIS update cycle timely, accurate, and readily available for analytical and statistical evaluation. The objectives by which we hope to reach this goal are:

a. The creation of a drum base file of the MIS update input data.

b. The creation of supplementary tables that would allow validation of the MIS input and accordingly will contain all active project

numbers, valid activity codes, NPIC skill codes and designation of DIA personnel.

c. To provide programming for a remote access system that would utilize these files to verify and edit the input to the MIS update cycle.

(1) The use of this system utilizing drum based files would allow for the insertion into the system of time card data no later than 1600 hours on Tuesday of each week thus increasing the timeliness of input to the system.

(2) The system would perform edit and verification on the input data immediately upon its receipt, prior to its input to the MIS update cycle thus increasing the accuracy of the data being finally input to the update.

(3) The system would provide an error listing of cards that failed the pass edit and verification checks and which are to be corrected and re-input to the system. This listing would hopefully act as a help in decreasing the time needed to track down errors and correct input cards.

3. The assumptions being used as the basis of our systems design are:

a. Operational considerations such as responsibility for input and output, and updating supplemental tables will be able to be fulfilled.

b. The time card input will reside on a drum based file.

(1) Provisions will be made for the procedures and criteria by which a file of time card input is deemed as historical and

transferred either to a temporary file or tape for use by PPB in analytical studies. Provisions must also be made for file readiness for input to update, status of supplemental tables, etc.

(2) The time card input will be reduced to one project number and activity entry per card.

(3) There will appear on the file as many records for each person as the number of different project and activities that he used that week.

(4) The basic record will contain the person's name, badge number, grade, component, project number, activity, regular time and overtime hours, skill and DIA indicators.

(5) The DIA indicator and NPIC skill code will not be carried over as input to the actual MIS update cycle, to allow compatibility with current system.

(6) One item on this file will be made up of 11 words and thus three items will comprise a sector.

c. The system will contain supplemental tables, based on drum files, that will contain all active project numbers, all valid component codes, all valid activity codes, NPIC skill codes for each individual badge number and DIA personnel by badge number.

(1) After its initial formation, the active project file will be updated via Project Notice input for the MIS update cycle, (Note Section IV, Point B) by designated personnel at a pre-determined time prior to the start of time card input for the week and following the previous week's update.

(2) Provisions will have to be stated in order to allow for the other supplemental tables to be updated prior to the start of time card input. We assume input to this table update will be made by a predesignated person most able to monitor the information needed to affect changes in a timely and accurate manner.

d. Input to the system will be via a number of DCT-2000s. In the case of time card input, it will be done by the predesignated person or persons; for such activities as table updates, it will be by the individuals held responsible for said input.

e. Update data input in the system will result in the transmission to the originating LEN of a listing of the error cards which failed to pass the edit and verifications necessary. Such error cards will not be added to the drum file as only cards that pass the edit and verifications will be transferred to the drum file. It will be the responsibility of the representative of the organizational units to correct the error cards and re-input the corrected cards to the system. We assume that all corrections will be made by a time which PPBS will designate as a cut-off point. Statistics will be kept as to error activity that can be requested by AID/SIS and PPBS/RAD in lieu of two additional copies of each individual error listing (note Section IV, Point f).

4. The functional provisions that are to be resident within the system are:

a. Edit of the following conditions:

(1) Badge number-alpha positions 15, numeric positions 16-18.

(2) Grade- numeric positions 19-20.

(3) Component - alpha positions 21, numeric positions 22-23.

(4) Week Ending date - numeric positions 24-29.

(5) Project number - numeric positions 30-35, blank or alpha positions 36-37.

(6) Activity - numeric positions 38-40

(7) Time - numeric in same position in the positions 41-46

(8) Positions 47-80 blank

b. Verification of the following conditions:

(1) Active project number.

(2) Valid activity number.

(3) Valid component code.

(4) Does card have a valid combination in:

(a) Project number and component?

(b) Project number, component, activity?

(5) Is badge number in skill code look-up table?

(6) Does badge number indicate DIA personnel?

c. The system will provide the capability for inputting time card data via the DCT-2000 both initially and reinserting for error cards or additional cards.

d. It will provide for the transmission of an error listing of cards that fail to pass the edit or validation to the originating LEN.

e. It will provide for the compilation of statistics for reference of AID/SIS and PPBS/RAD. (see Attachments I-IV)

f. The system will allow for updating of all supplemental table files.

5. The following comprises a list of the systems and procedural problems encountered thus far and additionally some suggestions and proposed solutions concerning these problems.

a. Is the group level the optimal breakdown point of responsibility with respect to MIS time card input? The attached graphs based on the MIS update as of March 7, 1970 provide some statistical data illustrating the apparent uneven workload distribution present when responsibility is relegated on the group level. The data presented here is verified by other recent MIS weeks.

b. There is a question of how other MIS update data, such as project notices and workphase notices, will enter the system. In order to be consistent and to permit all input data to be pre-edited and accurate, perhaps the best solution is to input this other MIS data in the same manner as time cards are input, and to store this data on the same or separate drum file. In any case, this still leaves the question of who is responsible for the input and verification of this data.

c. How are co-operative and contractor personnel to be handled and whose responsibility are they?

d. With respect to the DIA designator and the skill codes, it is felt that a more detailed description of their function and the analysis to be enacted upon them is required before certain system design decisions can be made. Such system considerations include

questions such as should these designations be carried over to the Master File and thus create a new level of "D" records, should skill code perhaps replace activity code in the Master File? Also, should skill code and DIA designator be dropped in the carryover of information to the Master File?

e. The MIS drum files need both historical and backup capabilities. The basic questions here are the timing and the method. If magnetic tape is to serve as the historical and/or backup file, this must be accomplished through PAS. At what point in the weekly MIS cycle is the MIS drum file to be retired or backed up?

f. What would be done with the two extra copies of the error listings? The statistical analyses outlined in Section 3 would seem to provide equivalent data in a more readable form.

g. How is it to be determined when the MIS input is completed and ready for update? Perhaps a better (or additional) means than verbal or written acknowledgement from each MIS structural unit would be an ability to query the file to determine whether the file is complete, and, if not, which parts of the file are not complete. What criteria would then be required to indicate the relative completeness of the file? Furthermore, what would the deadline be for all error corrections to be made and the file to be complete?

h. The supplemental tables of project numbers, and badge number - skill codes and DIA designator seem better suited to storage as permanent drum files, since as card files or as internal program tables they would be difficult to update and maintain. Specifically, a card file would present the problem of each group having to input the up-to-date card file for each run they made and a file internal to the program would require reassembly of the program for each

change made to the file. On the other hand, a drum file for these tables could be updated by MIS input of specified format; for example, project notices would update the active project file. In any case, who would then have responsibility for maintenance of these files and when in the MIS cycle should these updates occur?

i. Current time card input to MIS card-to-tape program is about 5,000 single entry format cards. Thus, the Fastrand drum required for the MIS remote analysis should be about 1,700-2,200 sectors for time card input.

j. The possibility exists that time cards could accidently be input to the system more than once. For example, on an error correction run, a time card which has already made the drum file might be re-input along with the corrected error cards. If a time card is input which is a duplicate of one previously input, what procedure should be followed? For example, if both cards are exactly the same should the last one input be flagged as an error and not be added to the drum file? Also, if both cards are the same except for the amount of time, should the last one input overlay the previous one on the drum file?

k. Since badge numbers are reassignable, would a unique entity such as serial number or social security number be a better method for employee identification?

l. What procedure is to be followed in the handling of late cards from previous weeks?

[redacted] 25X1

ISB/AID

[redacted] 25X1

ISB/AID

A/S

Attachment I - IV Sample of compiled statistics for reference of AID/SIS and PPBS/RAD

Attachment V Graph of average transaction/employee by major organizational elements

Attachment VI Graph of sample distribution of MIS input (time sheet transactions) by major organizational elements

Attachment VII Graph of distribution of employees by major organizational elements

MIS REMOTE ANALYSIS STATISTICS REPORT

APRIL 14, 1970

	ERRORS TYPE 1	TYPE 2	TYPE 3	TYPE 4	TIME CARD ENTRIES	# OF EMPLOYEES	RT HOURS	OT HOURS	# OF RUNS	DATE OF FIRST RUN	DATE OF LAST RUN
A00											
10											
20											
30											
40											
50											
60											
70											
80											
GROUP TOTAL											
C00											
01											
02											
03											
DIVISION TOTAL											
10											
11											
12											
DIVISION TOTAL											
20											
21											
23											
DIVISION TOTAL											

ATTACHMENT I

MIS REMOTE ANALYSIS STATISTICS REPORT

APRIL 14, 1970

	ERRORS TYPE 1	TYPE 2	TYPE 3	TYPE 4	TIME CARD ENTRIES	# OF EMPLOYEES	RT HOURS	OT HOURS	# O RUNS	DATE AND TIME OF FIRST RUN	LAST RU
30											
31											
32											
DIVISION TOTAL											
40											
41											
42											
DIVISION TOTAL											
GROUP TOTAL											
D00											
E00											
20											
21											
22											
23											
DIVISION TOTAL											
30											
31											
32											
33											
34											
DIVISION TOTAL											
40											
41											
42											
43											
DIVISION TOTAL											
50											
51											
52											
53											

PAGE 2

MIS RAILWAY ANALYSIS STATISTICS REPORT — APRIL 14, 1970

	ENTRIES TYPE 1	TYPE 2	TYPE 3	TYPE 4	TIME CARD ENTRIES	# OF EMPLOYEES	RT HOURS	OT HOURS	# OF RUNS	DATE AND TIME OF FIRST RUN	LAST RUN
DIVISION TOTAL											
60											
61											
62											
63											
DIVISION TOTAL											
70											
71											
72											
DIVISION TOTAL											
GROUP TOTAL											
ETC.											

ATTACHMENT III

MIS REMOTE ANALYSIS SUPPLEMENTAL TABLE STATISTICAL REPORT APRIL 14, 1970

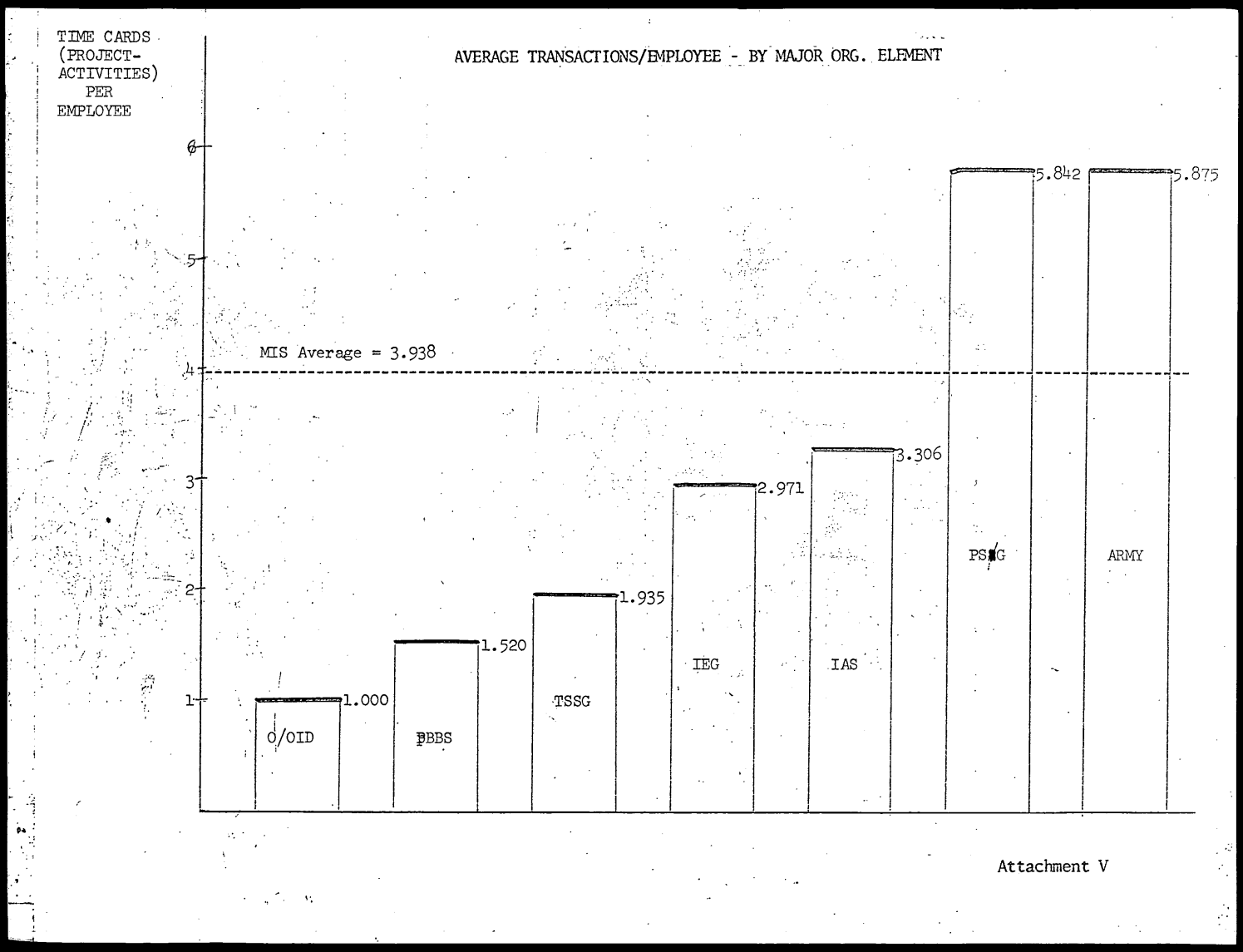
PROJECT AGENCY TABLE COMPONENT TABLE NPIC SKILL CODE TABLE DIA PERSONNEL TABLE

DATE OF LAST UPDATE

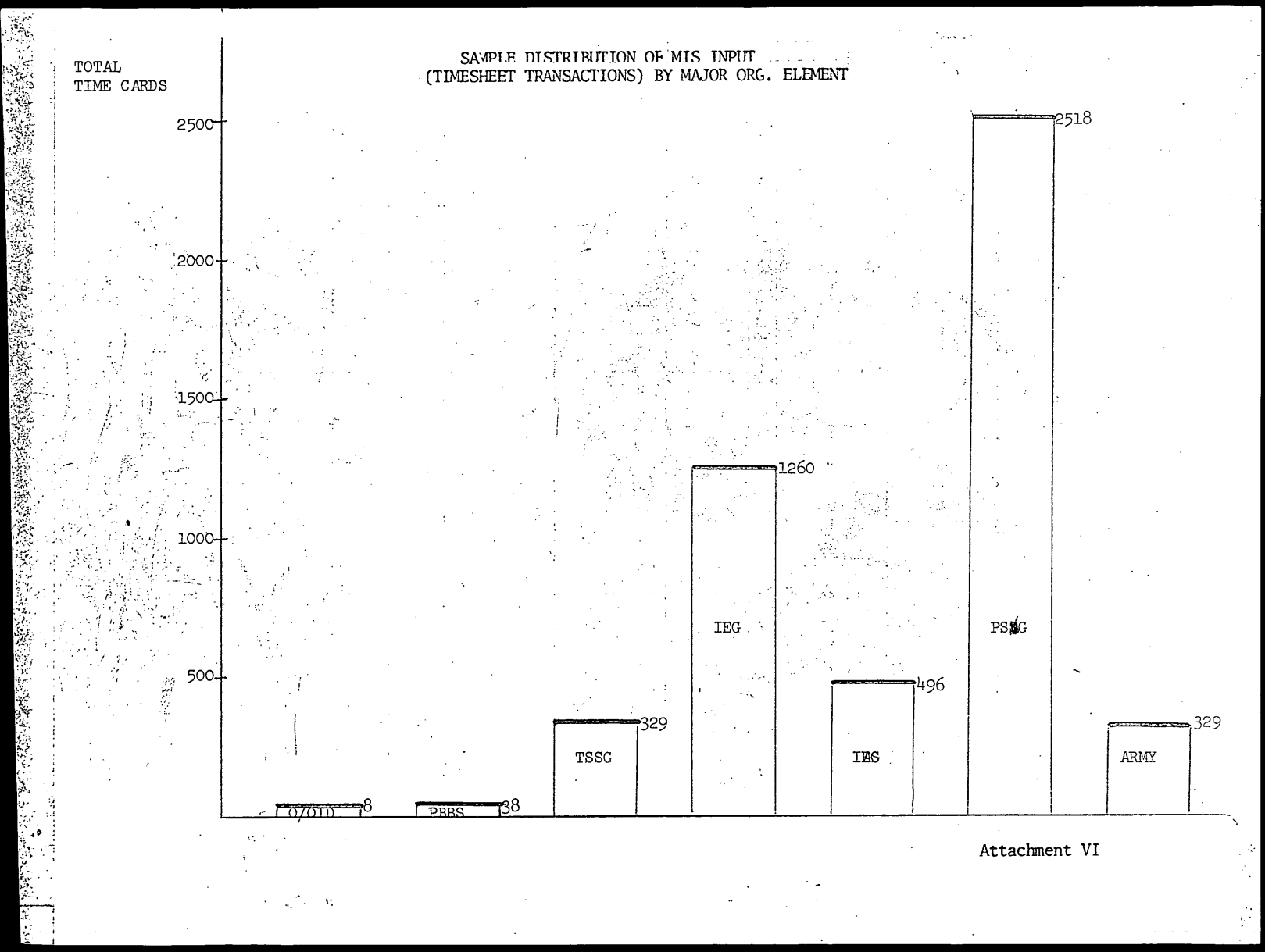
TIME OF LAST UPDATE

CURRENT # OF ENTRIES

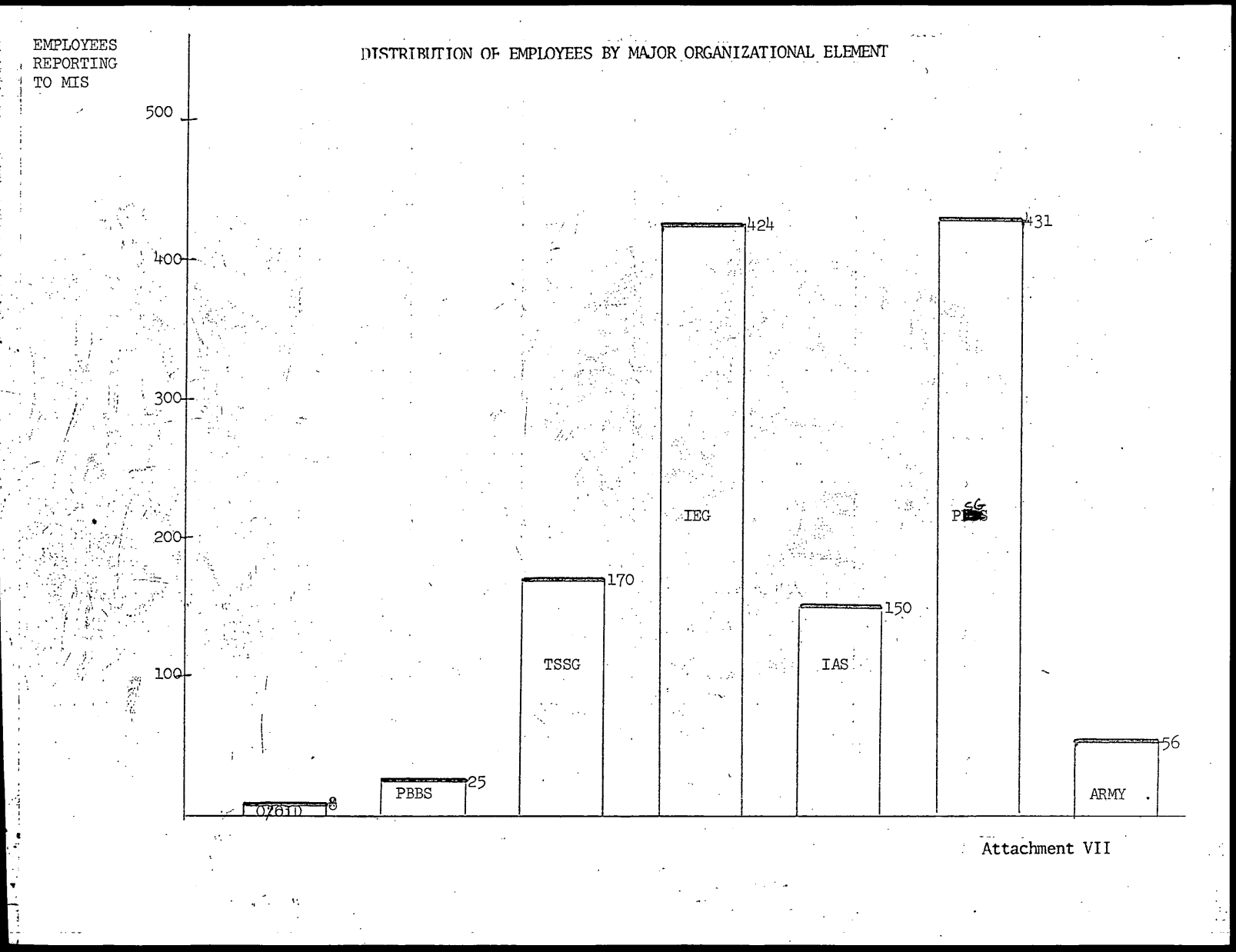
ATTACHMENT IV



Attachment V



Attachment VI



Attachment VII

SPEED LETTER

REPLY REQUESTED: YES [ ] NO [ ]

DATE: 17 April 1970

LETTER NO.

TO :

ATTN:

25X1

SUBJECT: Project to Provide Remote Input/Edit/Update Capabilities within the MIS

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25X1

2. After you have had an opportunity to digest the contents - suggest we get together for an informal discussion as to where we go from here.

Bobby

SIGNATURE

REPLY

DATE

SIGNATURE

RETURN TO ORIGINATOR

FORM 1831 5-67 USE PREVIOUS EDITIONS

17 APR 1970

25X1

MEMORANDUM FOR: [redacted]

THROUGH: Chief, Information Systems Branch, AID/PSG/NPIC

SUBJECT: Discussion of Project to Provide Remote Input/Edit/Update Capabilities within the NPIC Management Information System

REFERENCE: Request for Programming Support, dated 12 March 1970, Project Number 920073

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Sol Staff
WHo ?

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WHO?

How will PPBS Do This.

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[redacted]
ISB/AID

25X1

[redacted]
ISB/AID

25X1

A/S

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Attachment V Graph of average transaction/employee by major organizational elements

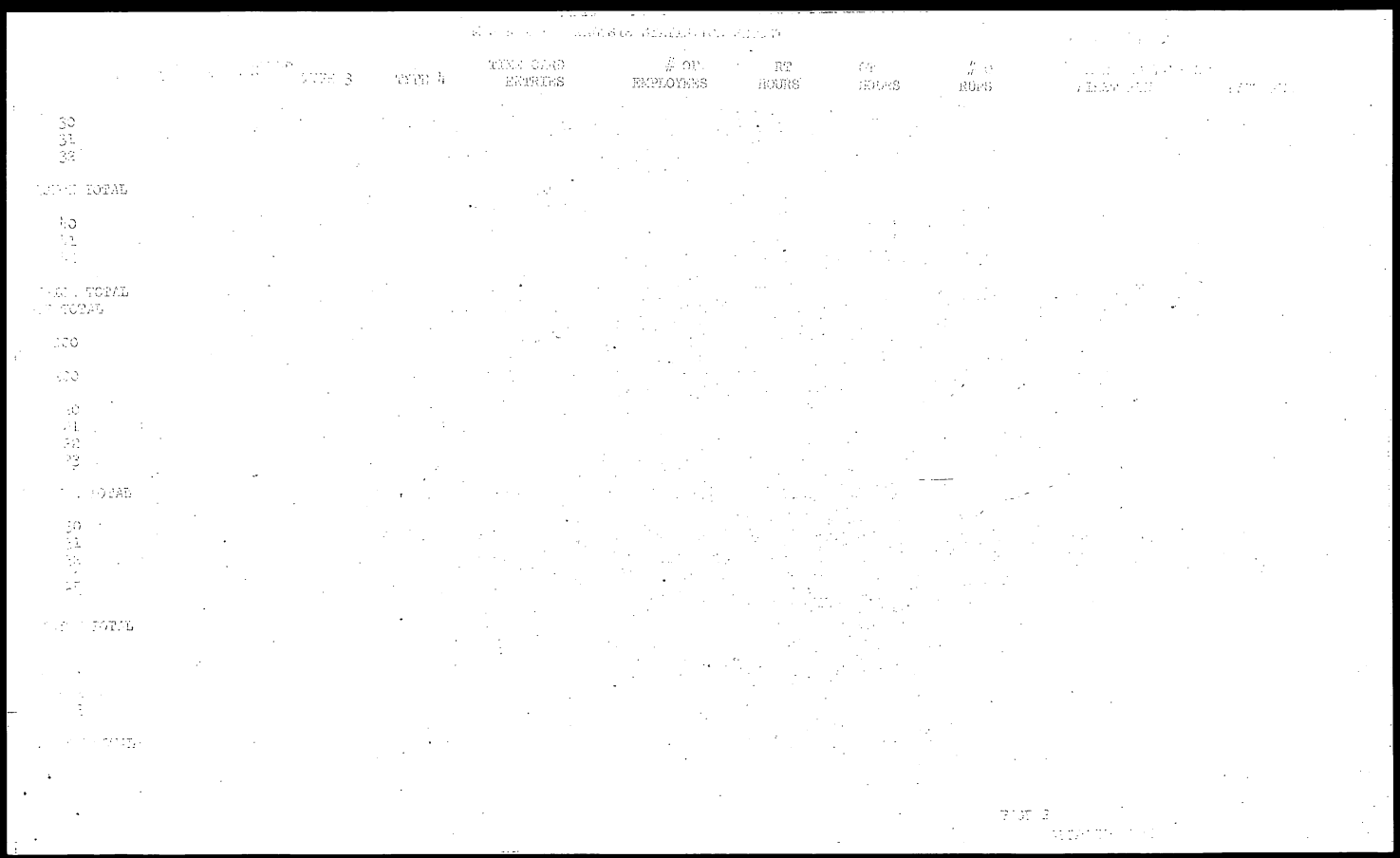
Attachment VI Graph of sample distribution of MIS input (time sheet transactions) by major organizational elements

Attachment VII Graph of distribution of employees by major organizational elements

MIS RESUME ANALYSIS STATISTICS REPORT

	TYPE 3	TYPE 4	TIME CARD ENTRIES	# OF EMPLOYEES	RT HOURS	OT HOURS	# OF RUNS	DATE FIRST RUN	DATE LAST RUN
000									
10									
20									
30									
40									
50									
60									
70									
80									
TOTAL									
000									
01									
02									
03									
TOTAL									
10									
11									
12									
TOTAL									
20									
1									
9									
TOTAL									

PAGE 1



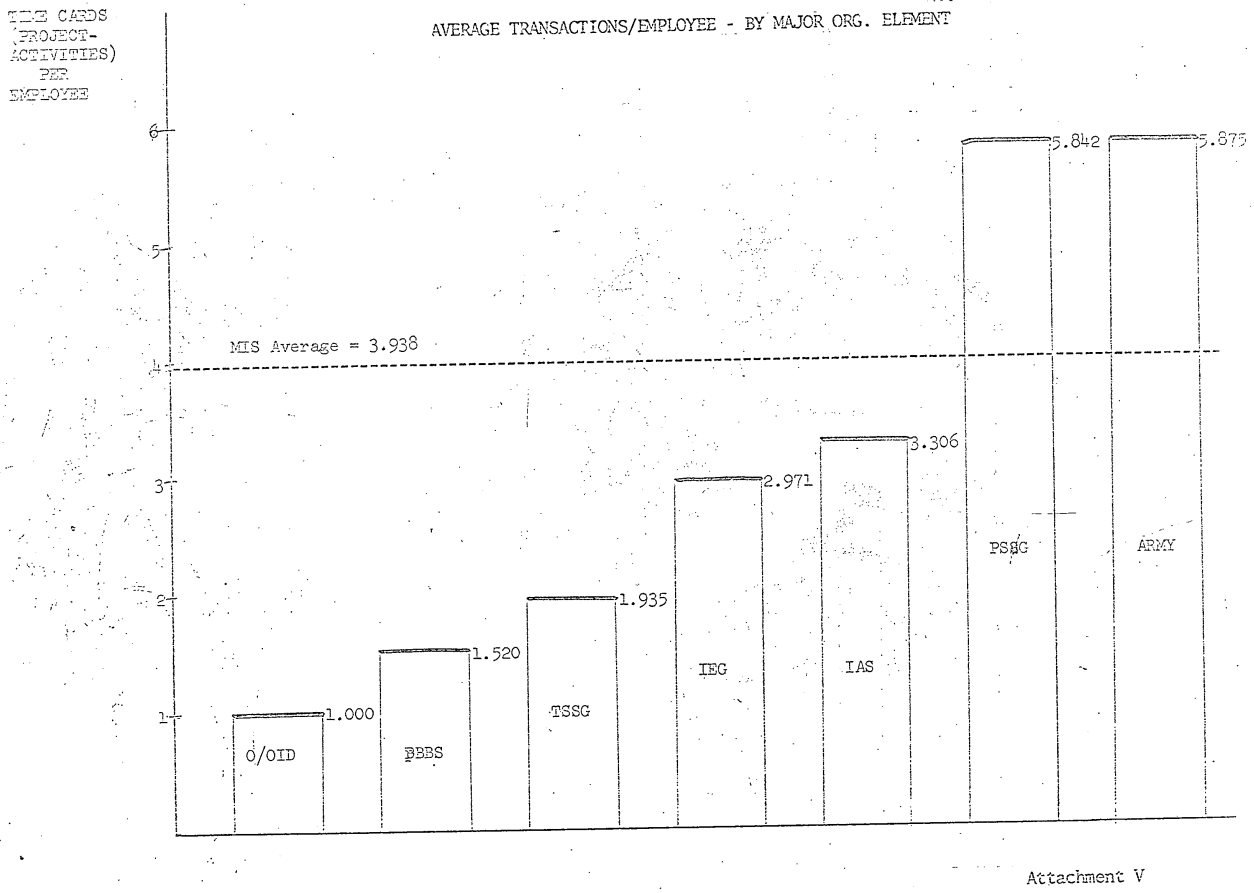
[illegible]	TYPE B	TYPE CALL ENTRIES	# OF EMPLOYEES	NT HOURS	OT HOURS	# OF RUNS	DATE & TIME OF FIRST C.I.
SECTION TOTAL							
60							
61							
62							
63							
[illegible] TOTAL							
70							
71							
72							
[illegible] TOTAL							
[illegible] TOTAL							
ETC.							

MID MONTH ANALYSIS SUPPLEMENTAL TABLE STATISTICAL REPORT

[illegible] OCCUPANT TABLE EPIC SKILL CODE TABLE DIA PERSONNEL TABLE

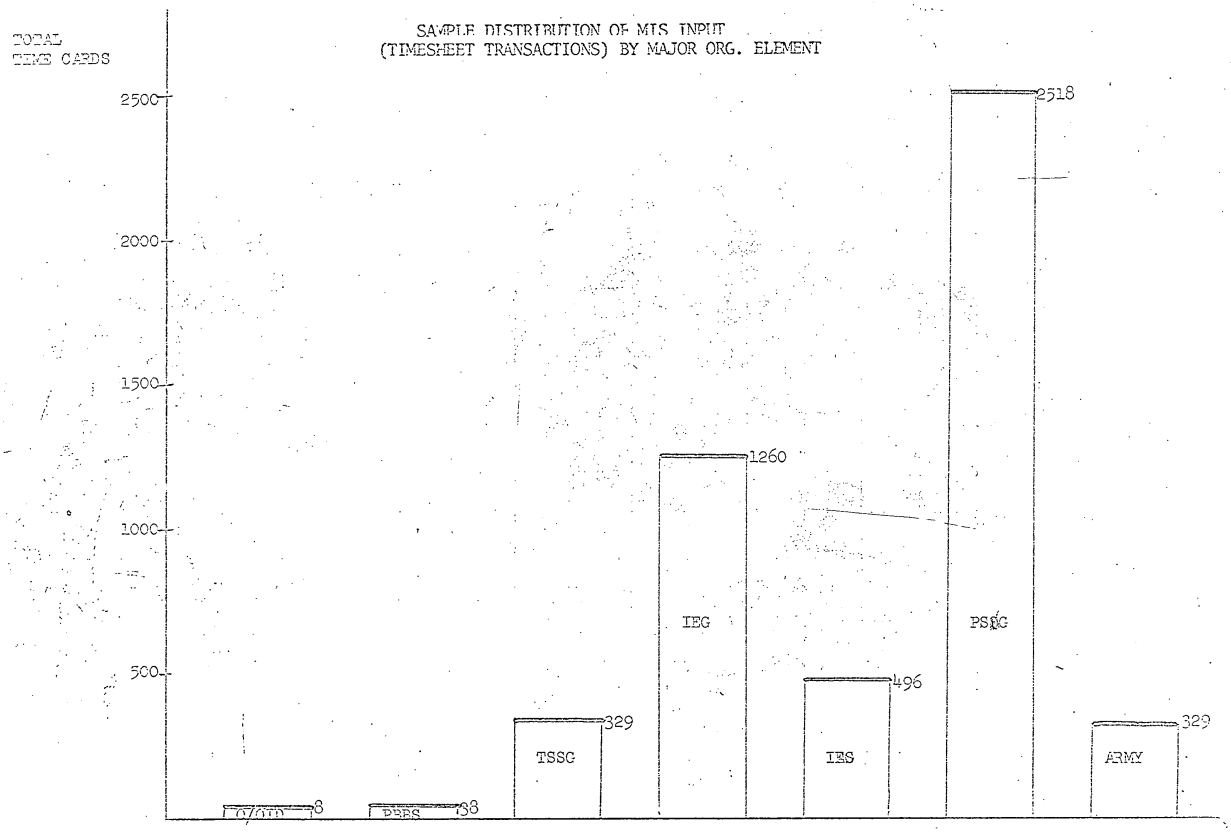
[illegible] BY [illegible]
[illegible] OF EACH OVERALL
OVER [illegible] OF FIGURES

ATTACHMENT IV

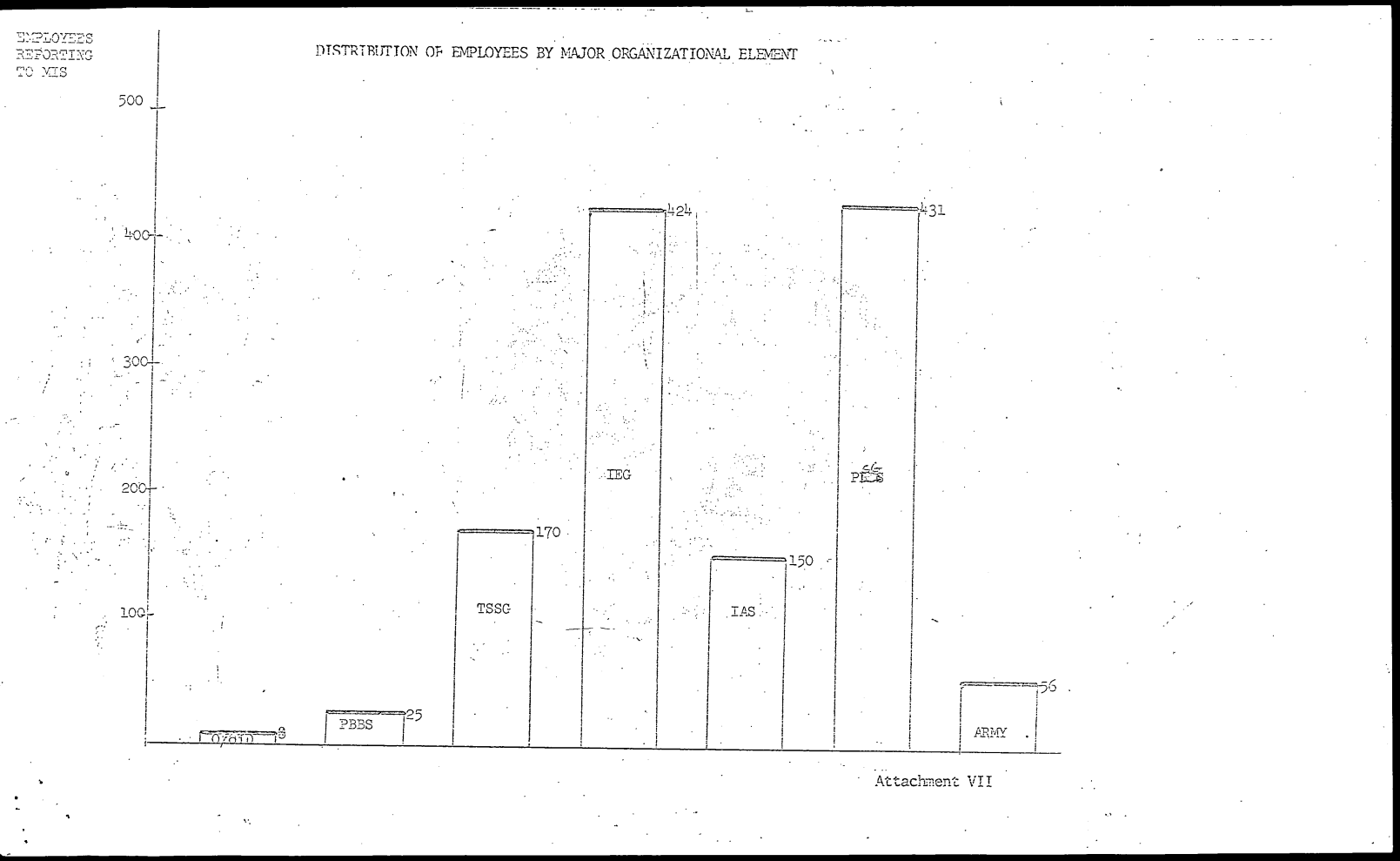


Attachment V

SAMPLE DISTRIBUTION OF MIS INPUT
(TIMESHEET TRANSACTIONS) BY MAJOR ORG. ELEMENT



Attachment VI



Attachment VII