

5 - FEB 1968

MISSION: Directs operation of management information system responsive to Center management in terms of data acquisition, storage and retrieval, and associated analytical services required for planning, organizing, directing, coordinating and controlling Center operations.

FUNCTIONS: The Management Services Division shall:

1. In cooperation with Center managers, operate and improve a management information system which will ensure:
 - a. Identification, collection, storage and retrieval of essential elements of management data.
 - b. System refinement and improvement to provide managers (throughout all levels of management) an overview of Center operations as they relate to established management objectives.
2. Provide management reporting and analytical services to assist Center managers in translating current and past performance data (in terms of Norms and/or Trends) into meaningful predictions of future performance and/or capabilities in context with various alternatives of workload/resource combinations.
3. Provide for a continuing program of system design/control evaluation to ensure:
 - a. Interface with essential internal/external program requirements, i.e., Programming, Planning and Budgeting System, COMIREX and National Tasking Plan requirements, etc.
 - b. Data file timeliness, integrity and consistency.
 - c. Current awareness of new developments in the field of management information systems.

d. Conceptual design of new or improved computer assisted management services to include use of "on-line" devices for the purpose of data base maintenance, manipulation and retrieval.

4. Provide guidance and assistance to Center components in the proper utilization of existing management services and statistical evaluation techniques.

4 - APR 1968

	Grade Spread					Auth / Asgd - MS& a/o			
	14	13	12	11	10	9	7	6	5
Auth	1	1	1	2		1	1	1	1
Asgd	1	2	0	0	2	1	1	1	0
Asgd vs Auth	-	+1	-1	-2	+2	-	-	-	-1
	14/2 10/20/67	13/4 10/24/65							
		13/5 3/29/64							
				10/2 2/11/68					
				10/4 9/24/67					
						9/7 12/8/63			
							7/2 4/23/67		
								6/3 11/5/67	

TOTAL ↓ 9

25X1

Time in grade for