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Repts - Report Inventory
9/29/70

MEMORANDUM FOR: DD/S Reports Inventory Project Officers

SUBJECT   : Items Discussed in Meeting of 25 September 1970

1. Initial reports due on 30 September 1970 should be classified as to:

    a. Manually prepared reports: (number)

    b. Reports prepared by computer for the respective component (number).

2. Costs are to be added to computer prepared reports as follows:

    a. In-house input preparation to be added by the respective component:

        (1) Coding

        (2) Input preparation in the form of paper tape

        (3) Input preparation in the form of punch cards @$.05 per card x frequency of update per year.

    b. OCS production costs are to be added to each computer prepared report by the respective component on the basis of:

        (1) Single page reports: $.05 per page x frequency x distribution

        (2) Multiply page reports: $.03 per page x frequency x distribution

    c. Office of Computer Services input preparation costs will be accumulated and spread over the final report tabulation. This will be done by the Office of the Chief, Support Services Staff, DD/S based on OCS records.

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3. Costs shown by offices are to include only direct costs, not indirect costs as office overhead, supervisory costs, etc. However if you desire to identify indirect costs, include them as a separate summary figure for your office, i.e. OP/SPD.

4. Costs which involve several reports, for example the updating of data from which several reports are created, should be prorated over all the reports produced. The percentage charged against each report is a matter of best judgment.

5. The program call is to be reported as one report from each DD/S component (with input from other branches shown as feeder reports). However, costs incurred by each office within the major components are to be included in the overall preparation cost.

6. Each report is to show the method of cost computation including the factors involved. For example, the man-hour factor should show the grade and salary levels used in the computation.

7. Goals are to be set by each DD/S component for the reduction of costs within the next year. No target reduction has been established either in terms of percentages or dollar amounts. Each office, however, is to include these factors in its cost reduction goal estimates.

8. Each office is to include a listing of reports inventoried, as well as those excluded as reports under the inventory guidelines. The machine runs distributed at the meeting on 14 September 1970 are to be annotated and returned as a part of this requirement.

9. The final reports inventory report should be accompanied by explanations of criteria, cost factors, and other data relative to the inventory. This background will assist in the analysis of component reports and the computation of the DD/S portion of the overall Agency report.

/c/

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Deputy Chief,
Support Services Staff

DDS/SSS/RW:skd (29 September 1970)
Distribtution:
  Orig & 7 - One copy sent to each of the Project Officers
        1 - SSS Subject
        1 - SSS Chrono