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23 SEP 1970

MEMORANDUM FOR: Director, SIPS Task Force

SUBJECT : Staffing Authorization System

1. The proposed Staffing Authorization System has been reviewed to determine if any of the proposals should be disapproved or changed. For the most part proposals seem adequate and satisfactory. However, we believe changes should be made as follows:

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a. The policy decision relating to a unique numbering system which we previously disapproved should be reconsidered (Paragraph A-3, Page 1). After discussion with Mr. [REDACTED] of the SIPS Task Force, it appears that a unique numbering system can be developed which will not create any problems of conversion and will be quite similar to the present numbering system. Therefore we believe that further consideration should be given to this proposal. [REDACTED] has indicated he will submit a tentative system for our review.

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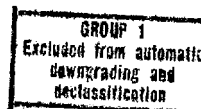
b. Under Objectives, Paragraphs J and M, Page 5, of the report it is proposed to record ceilings of Scientific Pay Schedule positions and supergrade positions and provide notification if ceiling is exceeded. Since in both cases a record of authorized positions must be maintained as well as ceiling, this has been pointed out to [REDACTED] and we understand that the system will be changed to provide for both categories.

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c. Under Hardware and Software Requirements, Paragraph A-4, Page 39, two Pica electric typewriters with interchangeable optical character recognition type fonts have been proposed. These Selectric typewriters can be purchased with interchangeable balls so that both Staffing Complement changes and memoranda and other narrative material can be typed using different types. However, since the accepted type size is Elite, we recommend that an effort be made to secure these typewriters with Elite rather than Pica type. Mr. [REDACTED] has indicated that this will probably be possible. Also, three typewriters are desirable to handle normal workloads. These typewriters would be in place of standard IBM typewriters.

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d. On Page 44 under Costs, the proposal is for two electric typewriters at \$500 each, for a total of \$1000. We recommend that three typewriters be purchased. At \$500 each the total would be \$1500.

2. With the exception of the foregoing recommendations all other proposals appear to be satisfactory and are approved.


Deputy Director Personnel
for
Plans and Control

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Remarks:			
<p>1-2 - What "unique numbering" system is referred to?</p> <p>2-1 This is like kicking a dead horse. The unique numbering is <u>56075</u>. We had proposed this long ago, unfortunately OP did not understand the proposal until [REDACTED] sat down and held hands with [REDACTED]</p>			
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