



COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON 25

AIR 21956

B-59998

Honorable Allen W. Dulles
Director, Central Intelligence Agency

Dear Mr. Dulles:

Reference is made to memorandum from the Comptroller, dated March 12, 1956, submitting for consideration of this Office a card form of time and attendance report designed for use in a mechanized computation for the preparation of payrolls.

Standard Form No. 1130, Time and Attendance Report, which is widely used throughout the Government, has been revised by General Regulations No. 102, Second Revision, Supplement No. 4 (copy enclosed). Among the changes made in Standard Form No. 1130, which appear applicable to the proposed form, are:

The caption "Time worked" over columns 4 to 8 has been changed to "Time in Pay Status."

The heading of columns 9 and 10 has been changed to "Absent." Over column 9 the heading has been changed to "From" and column 10 to "To."

Column 1 headed "Day" has been placed between columns 8 and 9.

As stated in the above mentioned memorandum this card form is proposed for ultimate use in a mechanized computation and recording of leave, apparently on a centralized basis. It has been the experience of this Office that a more effective and economical operation would result if the procedure provided for leave record keeping at the leave granting level.

The time and attendance form, copy returned herewith, is approved subject to consideration of the proposed minor revisions and it is requested that when printed four copies of the form be furnished this Office.

Sincerely yours,

Acting

Comptroller General
of the United States

Revised No. _____
Review of this document by CIA has
determined that
 CIA has no objection in subject
It contains information of CIA
interest that must remain
classified as TS S *
Authority: HR 702
 It contains nothing at CIA interest

Enclosures

WCG:ab