

- (h) includes preventive maintenance and repair of ADP equipment, whether included in equipment rental charges, by separate contract or by force account.

The foregoing eight items will be included in the costs herein reported, whether or not these items come within the organizational jurisdiction of the chief of the ADP Unit.

2. The following instructions pertain to specific items in the report format outlined:

- (a) Unit No.: Number automatic data processing units consecutively (1, 2, 3, etc.). Prepare separate Part II for each unit.
- (b) Location: Indicate city, and State or country.
- (c) Responsibility: The bureau, office, field installation or other entity responsible for operating the ADP Unit.
- (d) Date of installation: Report month and year when the unit was installed or is scheduled to be installed.
- (e) Basic unit(s): If computer equipment is used, report make and model, e.g., "IBM 705, Univac 1103." If unit uses punched card equipment only, indicate "EAM."
- (f) Uses: Report uses (sometimes referred to as "applications") by reference to the numbers appearing in Part I.
- (g) Salaries paid during year: Report the amount of salaries paid during FY 1959 or to be paid during FY 1960 and FY 1961, excluding overtime, to personnel engaged in data processing operations. (See instructions for item E1 for the types of personnel whose earnings are to be reported.)
- (h) Overtime paid during year: Report overtime paid in FY 1959 or to be paid in FY 1960 and FY 1961.
- (i) Rentals of equipment (A3, 4 and 5): Report all rentals paid or to be paid during the three fiscal years, including part-year rentals of ADP equipment.
- (j) Supplies (A6): Report the costs of specialized supply items used during the year, including tapes, cards for punching, paper for printing, etc.; but do not include costs of administrative and office supplies such as pads, pencils, etc. Where no record is maintained of the supplies actually used, the amount ordered or delivered may be reported, with a footnote indicating the basis selected.