

BB No. 80-R172
Form Approved

ATTACHMENT E
Circular No. A-83

SUMMARY ADP MANPOWER AND COST

(CARD FORMATS F-K)

Summary ADP Manpower and Cost data will be prepared by each organization or ADP Unit performing any of the ADP functions outlined in the scope of this Circular. Reports will be prepared as of June 30 of each year for the past and current fiscal years, and the budget year.

All cost data will be rounded to the nearest thousands of dollars. Manyears and cost data will be provided for all personnel who, as their principal duty, are directly identified with ADP functions.

Card Formats F and G will be used for reporting Summary ADP Manpower and Cost data for the past fiscal year. Card Formats H and I will be used for the current fiscal year, and Card Formats J and K will be used for the budget year.

The following information is required in Card Formats F, H, and J:

<u>Card Column</u>	<u>Item and Description</u>
1	<u>Card Code:</u> Punch one of the following codes: "F" - when this information is for the past fiscal year (FY 1966 for the initial report as of June 30, 1967). "H" - when this information is for the current fiscal year (ending with the June 30 "as of date"). "J" - when this information is for the budget year. (starting the first day of the new fiscal year beginning after the June 30 "as of date").
2-3	<u>Agency Code:</u> See Attachment F for appropriate code.
4-7	<u>ADP Unit Number:</u> A specific number assigned by each agency to each of its organizations that accomplish any of those ADP functions outlined in the scope of this Circular. Duplicate ADP Unit Numbers will not be used.