

ATTACHMENT K
Circular No. A-83

GENERAL INSTRUCTIONS

1. Punch cards and questions concerning the preparation or processing of data should be submitted to:

Management Information System
Central Processing Point (FTII)
General Services Administration
7th and D Streets, S. W.
Washington, D. C. 20407
IDS Code: 13-34820
Area Code: 202, 963-4820

2. MIS Punch Card Transcript Sheets may be obtained by contacting the MIS Central Processing Point. These forms should be used when submitting data for organizations without access to keypunching facilities.
3. Punch cards should be securely packed and should be identified with Agency name, and box number, i.e., Box 1 of 2, Box 2 of 2, etc.
4. A card-by-card listing will be submitted in the following format:
 - a. Sequenced by "Agency Code", "ADP Unit Number", and "Card Code".
 - b. Totals by "ADP Unit Number" of (1) number of cards and (2) number of "EDPE Systems".
 - c. Totals by "Agency Code" of (1) number of cards, (2) number of "EDPE Systems", (3) number of ADP Units, (4) total of "Civilian Manyears" and "Military Manyears", and (5) "Net Cost of ADP Unit".