

CARD FORMAT "C" CONT'D.

<u>Field Description</u>	<u>Field Size</u>	<u>Card Column</u>	<u>Criteria</u>
Release Date	4	38-41	Must contain four numeric characters (e.g., "6612" for December 1966), or a "U". Left justify, space fill if a "U" is entered.
Actual/Projected Purchase Date	4	42-45	Must contain four numeric characters (e.g., "6409" for September 1964) if data is entered.
Purchase Price	5	46-50	Must contain numeric characters. Right justify, zero fill.
Maintenance Cost	4	51-54	Must contain numeric characters if data is entered. Right justify, zero fill.
Ownership Code	1	55	Must contain one numeric character (1, 2, 3, or 4).
Total Rental Cost	6	56-61	Must contain numeric characters if data is entered. Right justify, zero fill.
Acquisition Code	1	62	Must contain one numeric character (1-8).
Disposition Code	1	63	Must contain one numeric character (0-9) if data is entered.
Maintenance Code	1	64	Must contain one numeric character (1, 2, 3, 4, or 5).
Internal Memory Size	4	65-68	Must contain numeric characters if code "01" is entered in c.c. 32-33. Right justify, zero fill.
Addressable Unit of Memory	1	69	Must contain one alpha character (B, C, or W) if data is entered in c.c. 65-68.

CARD FORMAT "C" CONT'D.

<u>Field Description</u>	<u>Field Size</u>	<u>Card Column</u>	<u>Criteria</u>
Reserved	3	70-72	Must be Blank.
Date of Report	6	73-78	Must contain six numeric characters (e.g., 670702 for July 2, 1967).
Reserved	1	79	Must be Blank.
Transaction Code	1	80	Must contain one numeric character (1, 2, 3, 4, or 5).

CARD FORMAT "D"

Card Code	1	1	Must contain a "D".
Agency Code	2	2-3	Must contain two alpha characters.
ADP Unit Number	4	4-7	Must contain numeric characters. Right justify, zero fill.
ADPE Manufacturer	3	8-10	Left justify, space fill if data is entered.
EDPE System	7	11-17	Must contain data. Left justify, space fill.
EDPE System Identification Number	2	18-19	Must contain two numeric characters. Right justify, zero fill.
Refer to Card Format "D"		20-41	Must contain numeric characters if data is entered in any field. Right justify, zero fill.

CARD FORMAT "D" CONT'D.

<u>Field Description</u>	<u>Field Size</u>	<u>Card Column</u>	<u>Criteria</u>
Hours not Available	3	42-44	Must contain numeric characters if data is entered. Right justify, zero fill.
Reason for Non-availability	1	45	Must contain one numeric character (1, 2, 3, 4, or 5) if data is entered in c.c. 42-44.
Number of Shifts	1	46	Must contain one numeric character.
Refer to Card Format "D"		47-61	Must contain numeric characters if data is entered in any field. Right justify, zero fill.
Projected Hours in Service (CY)	3	62-64	Must contain numeric characters if code "2" is entered in c.c. 80. Right justify, zero fill.
Projected Hours Available (CY)	3	65-67	Must contain numeric characters if data is entered. Right justify, zero fill.
Projected Hours Commercial Sources (CY)	3	68-70	Must contain numeric characters if data is entered. Right justify, zero fill.
Projected Hours in Service (BY)	3	71-73	Must contain numeric characters. Right justify, zero fill.
Projected Hours Available (BY)	3	74-76	Must contain numeric characters if data is entered. Right justify, zero fill.
Reserved	1	79	Must be Blank.
Transaction Code	1	80	Must contain one numeric character (1, 2, 3, or 4).

CARD FORMAT "E"

<u>Field Description</u>	<u>Field Size</u>	<u>Card Column</u>	<u>Criteria</u>
Card Code	1	1	Must contain an "E".
Agency Code	2	2-3	Must contain two alpha characters.
ADP Unit Number	4	4-7	Must contain numeric characters. Right justify, zero fill.
ADPE Manufacturer	3	8-10	Left justify, space fill if data is entered.
EDPE System	7	11-17	Must contain data. Left justify, space fill.
EDPE System Identification Number	2	18-19	Must contain two numeric characters. Right justify, zero fill.
Procurement Code	1	20	Must contain one numeric character (1 or 2).
Date EDPE Selection Approved	6	21-26	Must contain six numeric characters (e.g., "661110" for November 10, 1966).
Date EDPE Delivery Required	6	27-32	Must contain six numeric characters (e.g., "670608" for June 8, 1967), or an "A". Left justify, space fill, if "A" is entered.
Date EDPE Delivered	6	33-38	Must contain six numeric characters (e.g., "670510" for May 10, 1967).
Date EDPE Installation Required	6	39-44	Must contain six numeric characters (e.g., "670601" for June 1, 1967), or an "A". Left justify, space fill if "A" is entered.

CARD FORMAT "E" CONT'D.

<u>Field Description</u>	<u>Field Size</u>	<u>Card Column</u>	<u>Criteria</u>
Date EDPE Installed	6	45-50	Must contain six numeric characters (e.g., "670529" for May 29, 1967).
Date Software Delivery Required	6	51-56	Must contain six numeric characters (e.g., "670601" for June 1, 1967), or an "A". Left justify, space fill if an "A" is entered.
Date Software Accepted or Delivered	6	57-62	Must contain six numeric characters (e.g., "670707" for July 7, 1967).
Average EDPE Effectiveness Level	3	63-65	Must contain numeric characters. Right justify, zero fill.
Date of Report	6	73-78	Must contain six numeric characters (e.g., "670720" for July 20, 1967).
Reserved	1	79	Must be Blank.
Transaction Code	1	80	Must contain one numeric character (1 or 2).

CARD FORMATS "F", "H", AND "J"

Card Code	1	1	Must contain one alpha character (F, H, or J). F denotes past year, H denotes current year, J denotes budget year.
Agency Code	2	2-3	Must contain two alpha characters.
ADP Unit Number	4	4-7	Must contain numeric characters. Right justify, zero fill.

CARD FORMATS "F", "H", AND "J" CONT'D.

<u>Field Description</u>	<u>Field Size</u>	<u>Card Column</u>	<u>Criteria</u>
Refer to Card Formats "F", "H", and "J"		8-74	Must contain numeric characters if data is entered in any field. Right justify, zero fill.
Reserved	1	79	Must be Blank.
Transaction Code	1	80	Must contain one numeric character (1 or 2).

CARD FORMATS "G", "I", AND "K"

Card Code	1	1	Must contain one alpha character (G, I, or K). G denotes past year, I denotes current year, K denotes budget year.
Agency Code	2	2-3	Must contain two alpha characters. Right justify, zero fill.
ADP Unit Number	4	4-7	Must contain numeric characters. Right justify, zero fill.
Refer to Card Formats "G", "I", and "K"		8-35	Must contain numeric characters if data is entered in any field. Right justify, zero fill.
Gross Cost of ADP Unit	5	36-40	Must contain numeric characters equaling the totals of c.c. 32- 74, Card Formats "G", "H", and "J", and c.c. 8-35 of these formats. Right justify, zero fill.
Refer to Card Formats "G", "I", and "K"		41-52	Must contain numeric characters if data is entered in any field. Right justify, zero fill.
Net Cost of ADP Unit	5	53-57	Must contain numeric characters equaling the difference between c.c. 36-40 and the total of c.c. 41-52. Right justify, zero fill.

CARD FORMATS "G", "I", AND "K" CONT'D.

<u>Field Description</u>	<u>Field Size</u>	<u>Card Column</u>	<u>Criteria</u>
Date of Report	4	75-78	Must contain four numeric characters (e.g., "6706" for June 1967).
Reserved	1	79	Must be Blank.
Transaction Code	1	80	Must contain one numeric character (1 or 2).

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".