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ISN-33569

REQUIREMENTS ANALYSIS

OF THE

AGENCY FOR

INTERNATIONAL DEVELOPMENT'S

MANAGEMENT OPERATION OFFICE

IN THE

ROSSLYN COMMONWEALTH

BUILDING

PERFORMED BY: Group Operations, Incorporated
1110 Vermont Avenue, N.W., Suite 500
Washington, D.C. 20005
Under Contract No. AID/OTR-C-1791, Task 3
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ABBREVIATIONS

APPENDICES

A. Part 1: Blank Survey Packet
Part 2: Completed Survey Packets **Submitted Under Separate Cover**
B. Application Fact Sheets
C. Mission Statements

SECTION I

SECTION I

SCOPE OF THE PROBLEM

Group Operations, Incorporated under its IQC Contract (AID/OTR-C-1791), was tasked by AID/SER/DM to conduct a survey of SER/MO operations located in the Rosslyn Commonwealth Building. In our task statement we were directed to provide, "alternatives for improving the various MO operations, using office/computer automation techniques, including the possible integration of one or more MO operations, and a discussion of the costs and benefits associated with these recommendations."

Our understanding of the project background is that "the Management Operations Office of the Bureau for Program and Management Services (SER/MO) of AID, is faced with prospects of reduced staffing and ever increasing work. AID wishes to evaluate the feasibility of automation improvements to assist with this problem. More specifically, AID wishes to investigate (1) extending automation through word processing and/or data processing to additional elements or functions, (2) integrating various system elements, and (3) standardizing equipment.

The purpose of this contract was to prepare a comprehensive survey of the MO organization and functions with sufficient detail to support recommendations concerning how best to address MO problems."

From this survey, recommendations were made as to the best means of addressing MO problems. This report, moreover, serves as a basis for discussions and decisions concerning the improvements of work efficiency and quality by automation or other SER/MO changes.

SECTION II

SECTION II

PROCEDURES

The procedures employed in this study are based on the AID Systems Development Handbook Volume 1 which gives the guidelines for conducting an automation feasibility analysis.

A. PLAN OF ACTION

A detailed planning schedule (cf: Table II-A.1) was developed and submitted to SER/DM for approval. The schedule outlined the various tasks to be accomplished along with the dates of completion.

B. PRE-INTERVIEW

A series of interviews were planned in order to collect data on MO's present activities and automation needs.

- o A list of interviewees was submitted to SER/DM and SER/MO for approval (cf: Table II-B.1). Following approval, a memo of introduction was sent from the office SER/MO to each interviewee indicating the purpose of the interview and authority under which it was being conducted.
- o Background information was assembled prior to each interview. This information included the associated mission statements, staffing plan, and a list of external reports.

C. INTERVIEW

During the interview, the following information sheets were completed as required by AID standards:

- o Inventory of reports
- o Report specification worksheet -- Part 1
- o Data element requirements -- analysis matrix
- o Inventory of source/input documents
- o Operating personnel requirements
- o Operating equipment requirements
- o Other operating requirements.

TABLE II-A.1

PLANNING SCHEDULE

For: AID/OM Requirements Analysis

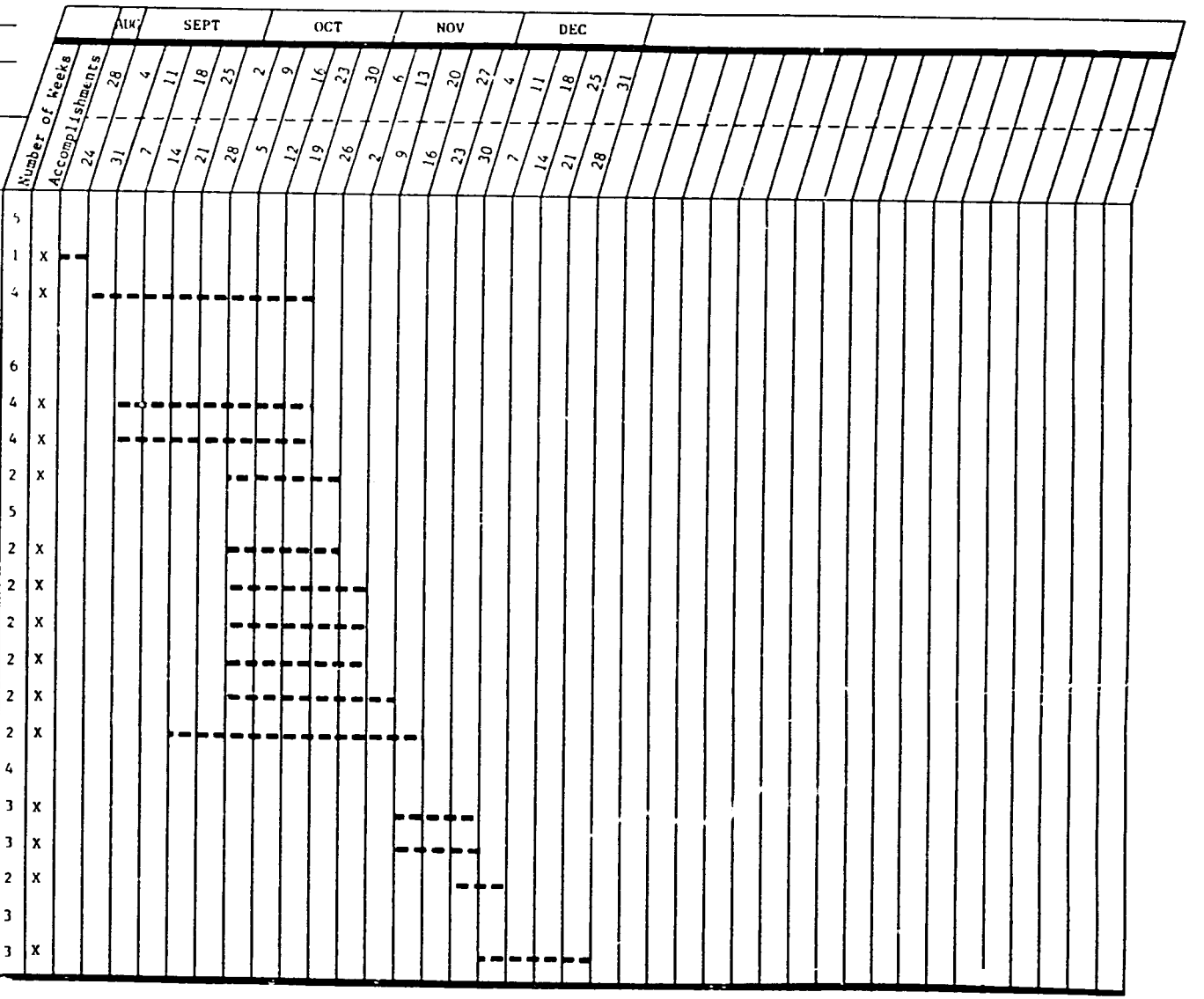
System N/A Model N/A

Ship/Install date N/A

Date Originated August 24, 1981

Last Modified December 31, 1981

		Number of Weeks	Accomplishments
	SUBTASK 1 - Planning and Survey	5	
111	Determine Overall Scope	1	X
121	Collect Current Documentation/Data	4	X
	SUBTASK 2 - Analyze/Design/Cost		
	SUBTASK 2a - Analyze	6	
122	Analyze Current System	4	X
123	Identify Issues and Requirements	4	X
124	Evaluate Alternatives	2	X
	SUBTASK 2b - Preliminary Design	5	
131	Identify Functional Requirements	2	X
132	Identify Output Requirements	2	X
133	Identify Input Requirements	2	X
134	Identify Data Base Requirements	2	X
135	Develop General System Flow	2	X
136	Identify Soft/Hardware Requirements	2	X
	SUBTASK 2c - Estimate Costs/Schedule	4	
181	Establish Development Costs	3	X
182	Establish Operational Costs	3	X
183	Prepare Benefit Analysis	2	X
	SUBTASK 3 - Preface Feasibility Report	3	
191	Prepare Final Report	3	X



X = Completed
P = In Process
S = Started

TABLE II-B.1

MO INTERVIEWEES BY OFFICE

Office Designation	Office Title	No. of Reports	Name of Interviewee(s)
SER/MO/CRM	Communications and Records Management Division	--	R. Williams, P. Robinson
MO/CRM/RM	Records and Management Branch	7	A. Teague, G. Cowell, H. White
SER/MO/GS	General Services Division	1	J. Fink, G. McNew, Y. Gaines
MO/GS/AP	Administrative Purchasing Branch	11	E. Freemen, G. Procker
MO/GS/BM	Building Management Branch	7	W. MacLauchlan, J. Russell, G. Martin, J. Benson, R. Bellows
MO/GS/IC	Information Coordination Staff	6	E. Sharp
MO/GS/PPM	Personal Poperty Management Branch	8	F. Nathaniel
MO/OM/RM	Regional Management Division	--	S. Ostertag, S. Chandler
MO/OM/OPM	Overseas Property Management Staff	8	S. Jones, E. Bowe, S. Jackson
TOTAL NUMBER OF REPORTS		48	

Blank copies of these sheets are found in the first part of Appendix A. The second part of Appendix A consists of the completed forms. The interview sequence was as follows:

- o Title, source and type of reports in this branch
- o For each report:
  - General flow of the current system
  - Completion of relevant information sheets.
- o Identify future issues and requirements
  - Anticipated need for new reports over the next year
  - Other future issues.

D. REQUIREMENTS ANALYSIS

The information for each report was stratified into various ADP categories, specifically:

- o Purpose/function
- o Type of processing (data, word or list)
- o Search retrieval requirements (maximum of categories to search)
- o Frequency of access (daily, weekly, monthly)
- o Annual storage needs (annual expected increase in storage)
- o Primary storage medium (disk or tape)
- o Quality listing (letter or standard).

The automated counterpart of a manually produced report was termed an application. Reports which were found to depend primarily on the same source of information, i.e., data base, were folded into one ADP application system.

Automation software and hardware requirements were determined on an application, branch/division and grand total basis.

E. SYSTEM DESIGN

Based on the requirements analysis, a series of hardware/software design options to support the applications were developed. The limitations and strengths of each option were determined and described.

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F. ANALYSIS

Based on the synthesized data, three analyses were performed. They were:

A. Personnal Costs

B. Hardware and Associated Costs

C. Indirect Factors

The Personnel Costs Analysis was subdivided into; 1. Operational Analysis, 2. Development Analysis, and 3. Implementation Analysis. The Personnel Costs Section discusses all the personnel cost factors implied in this study except those which were directly related to hardware operations and maintenance; these were dealt with in the Hardware and Associated Costs Section.

The Hardware Cost Analysis examined the impact of several alternative systems. The Hardware Cost Section describes the cost implication of the various options. Used here, hardware refers to its associated software and personnel costs. The conclusion of the section makes the appropriate recommendations.

The Indirect Factors Analysis section describes the non-quantifiable advantages and disadvantages of the M.O. applications.

The Analysis Summary Section combines all three analyses. It describes the cost and non-cost alternatives and computes the total payback period.

G. RECOMMENDATIONS

Based on the requirements analysis, system design and cost analyses, recommendations are provided as to: 1) the need for automation and, 2) if so, which hardware/software option appears to be the most cost effective.

SECTION III

SECTION III

REQUIREMENTS

The interview process, as described in Section II, Methods and Procedures, was conducted and the completed forms from these interviews were assembled.

The collected data for all reports were screened. The purpose of screening was to determine and summarize on a fact sheet the data processing requirements, if any, for each report. This included such criteria as report purpose, type of processing, search/retrieval requirements, frequency of access, and annual storage requirements. Whenever a group of reports shared a common data base they were usually combined into one data processing application system. The term "application" is used here in a broad sense to denote the programming and data base elements required to support one or more reports covered in the interview process.

These application systems and the basic survey packets were used to determine the data processing requirements described in Section III-C.

A. MO OPERATIONS

The Office of Management Operations (SER/MO) is tasked with overseeing the development, operations, and management of worldwide administrative and logistical support systems of AID. MO is divided into five divisions and eighteen branches. Group Operations was limited to researching MO operations within the Rosslyn Commonwealth Building (SA-11). These groups are:

Records Management (CRM/RM)
General Services Division (MO/GS)
Administrative Purchasing (GS/AP)
Building Management (GS/BM)
Information Coordinator (GS/IC)
Personal Property Management (GS/PPM)
Overseas Property Management (OM/OPM)
Regional Management (OM/RM)

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We now provide an abbreviated list of the primary mission(s) for each area listed above. The complete list of missions for each area can be found in Appendix C.

Records Management Branch (SER/MO/CRM/RM)

The MO/CRM/RM Branch chief serves as the AID Records Management Officer. MO/CRM/RM is responsible for managing the AID worldwide records management program, including: 1) coordinating development and monitoring implementation or records management systems to ensure compliance with the Federal Records Act of 1950, as amended; 2) managing the AID files program, 3) developing and maintaining guidelines and standards for written communications systems; and, 4) establishing systems and facilities for the storage, retrieval, and disposition of AID and other related docouments.

General Services Division (SER/MO/GS)

The General Services Division provides logistical support services covering emergency preparedness, safety, and fire prevention programs, real and personal property management, administrative pruchasing, building management for AID/W offices, and to overseas Missions on special temporary duty travel assignments.

Administrative Purchasing Branch (SER/MO/GS/AP)

Develops and recommends operating policies and regulations for administrative purchasing services both in AID/W and overseas. Purchases mission vehicles and household furnishings. Procures all "small purchases" for supplies and services. Procures commodities and services against indefinite delivery contracts.

Building Management Branch (SER/MO/GS/BM)

Manages and administers the AID/W Real Property Program; develops and establishes policies, procedures, and standards therefore; prepares reports on the AID/W Real Property Program in compliance with regulatory, statutory, and AID directives.

Information Coordination Staff (SER/MO/GS/IC)

Coordinates utilization of the Division's internal information control systems and related equipment established to facilitate management of the entire range of Division activities.

Personal Property Management Branch (SER/MO/GS/PPM)

Manages and administers the AID/W personal property program; develops and establishes policies, procedures, and standards therefore. Operates/manages AID/W warehouse; receives, stores, issues, and disposes of AID/W personal property; requisitions replacement items as needed.

Overseas Property Management Staff (SER/MO/OM/OPM)

Develops policy guidelines, establishes operating standards and procedures for effective management of AID property overseas. Develops and administers, with the technical assistance of SER/DM, a computerized management information system for AID real, personal, and vehicular property overseas; and, with the technical assistance of SER/MO/PAV and SER/MO/CRM, a central repository of Essential Property Records from Overseas (EPRO).

Regional Management Division (SER/MO/OM/RM)

Initiates, participates in developing, and disseminates Agency-wide administrative management policies, procedures, and programs as they affect overseas operations; advises and counsels Missions in the establishment, implementation, and provisions of improved administrative management services.

B. APPLICATION FACT SHEET

In order to analyze MO's operations, we proceeded to quantify them. As per the System Development Standards Handbook Vol. 1 procedure, we used "reports" and then related information flow as proxy of work. Appendix A is comprised of this raw data which was collected on MO's operations. This data was then converted into data processing information fact sheets which were used as a basis for the analysis.

A fact sheet was prepared for each of the 31 applications (see Appendix B). Each sheet contains the organizational designation code involved, the application title, purpose, associated missions, reports generated, distribution of development personnel time, total annual savings, and description of major application functions. The "Associated Missions" identify which mission statements in AID Handbook 17 are supported by the application. (Appendix C contains the mission statements for reference.) The number/letter codes correspond to the outline format of the above mentioned Handbook. The "Distribution of Development Personnel by Type and Days Required" chart in Table IV-A.3, breaks down the total working days required for development into five phases, i.e., orientation, design, programming, implementation and testing, and documentation. It should be noted that estimates were not made for the initial building of the data bases, it was felt that this would be absorbed during normal duty hours. The "Total Annual Savings" shows the annual personnel time and salary costs saved once the application is operational. Finally, the "Description" section highlights relevant functions of the application. Thus each fact sheet provides, at a glance, basic information on the purposes, functions, and potential savings of an application. For ease in finding branch related systems, the fact sheets are organized in alphabetical order by the lowest level of the organization code. The cost analysis of these systems is described in Section IV of this report.

C. SYSTEM REQUIREMENTS BY APPLICATION

The 31 Application Fact Sheets and the 48 original report packets formed the basis for the hardware requirements which are displayed in tables III-C.1 to III-C.7 Each table represents a different area. All the criteria mentioned above are contained in these tables along with the "Total Annual Storage Needs" for each area. The essential features for each area are summarized in Table III-C.8 to III-C.10. This includes the type of processing, the number of applications, frequency of access, annual storage requirements, primary storage medium and quality of listing. Table III-C.10 shows an annual increase in storage needs of approximately 23 megabytes. In Table III-C.11 the disk storage

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estimates for the initial two years of operation were made in five categories, i.e., system/software packages, application programs, data bases, word processing files and scratch files. The "Year 1" estimates reflect the anticipated initial disk storage capacity required for each category while "Year 2" estimates reflect the expected, normal annual increases (cf: Tables III-C.1 to III-C.7). Thus, over a period of two years approximately 120 mb of disk storage capacity is anticipated being used. Taking into account archival off-loading, beginning in the third year, we expect disk usage capacity to average 150 mb. Table III-C.12 summarizes the distribution of hardware equipment and software packages across the various branches in fulfillment of their hardware requirement needs.

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TABLE III-C.1

SYSTEM REQUIREMENTS FOR MO/CRM/RM BY APPLICATION

Application	Purpose/Function	Type Processing	Search Retrieval Requirements	Frequency of Access	Annual Storage Needs (Bytes)	Output Requirements: Primary Storage Medium	Output Requirements: Quality Listing
Listing of Classified Material Reviewed	Track processing history of document reviewed	LP	20 Categories	Da	350K (700b x 500)	Disk	S
AID Films Listing	Track location of films. Establish film inventory	LP	3 Categories	M	100K (250b x 400)	Tape	S
Automation of Index to Shelf List	Identify shelf lists with desired information	LP	20 Categories	Da	600K (250b x 2400)	Disk	S
Automation of Shelf Lists	Identify stored boxes with desired information	LP	N/Available	M	1500K (500b x 3000)	Tape	S
Series Control Schedule	Tracks document series by mission by assigned disposition period	LP	3 Categories	We	80K	Tape	S
Handbook 21	Rapidly make changes to reflect portions of Handbook 21	WP	N/A	M	N/A	Tape	L
General Office	Aid in preparation of reports, documents, letters, etc.	WP	N/A	Da	1500K (2500b x 600)	Disk	L
Total Annual Storage Needs					3536K		

TABLE III-C.2

SYSTEM REQUIREMENTS FOR SER/MO/GS BY APPLICATION

APPLICATION	PURPOSE/FUNCTION	TYPE PROCESSING	RETRIEVAL REQUIREMENTS	FREQUENCY OF ACCESS	ANNUAL STORAGE NEEDS (BYTES)	OUTPUT REQUIREMENTS PRIMARY STORAGE MEDIUM	QUALITY LISTING
Budget Tracking	Tracking Obligated Monies and Confirmed Expenditures	DP	20	Da	1000K (250b X 4000)	Disk	S
General Office	Aid in Preparation of Reports, Documents, Letters, etc.	WP	N/A	Da	1500K (2500b X 600)	Disk	L
TOTAL	Annual Storage Needs				2500K		

TABLE III-C.3

SYSTEM REQUIREMENTS FOR MO/GS/AP BY APPLICATION

Application	Purpose/Function	Type Processing	Search Retrieval Requirements	Frequency of Access	Annual Storage Needs (Bytes)	Output Requirements: Primary Storage Medium	Output Requirements: Quality Listing
Requisition File	Tracks requisition processing	LP	10+ Categories	Da	750K (250b x 3000)	Disk	S
Purchase Order File	Tracks purchase order processing	LP	10+ Categories	Da	900K (250b x 3600)	Disk	S
Budget File	Tracks budget obligations based on requisition and purchase orders	LP	N/Available	Da	N/Available	Disk	S
Vendor Name and Address File*	List of vendors used by AID	LP	2 Categories	Da	105K (150b x 700)	Disk	no output required
General Office	Aid in preparation of reports, documents, letters, etc.	WP	N/A	Da	1500K (2500b x 600)	Disk	L
Total Annual Storage Needs					3255K		

*Maximum file size over time.

TABLE III-C.4

SYSTEM REQUIREMENTS FOR MO/GS/BM BY APPLICATION

Application	Purpose/Function	Type Processing	Search Retrieval Requirements	Frequency of Access	Annual Storage Needs (Bytes)	Output Requirements: Primary Storage Medium	Output Requirements: Quality Listing
List of Reimbursable Work Authorizations*	Track progress of RWAs from request to completion	LP	13 Categories	We	45.5K (130b x 350)	Tape	S
Personnel Index File	Maintain distribution of types of people by organization by building	DP	4 Categories	Da	450K (50b x 9000)	Disk	S
Space Index File	Maintain square footage by organization by building	DP	3 Categories	Da	270K (30b x 900)	Disk	S
Office Design	Provides rough design of physical office space given number and types of people plus space available	DP	N/Available	Da	N/Available	Disk	S
Building Floor Plan File**	Would contain building floor plans by 100 sq. foot units	DP	N/Available	Da	22.5K (2500b x 9)	Disk	S
General Office	Aid in preparation of reports, documents, letters, etc.	WP	N/A	Da	1500K (2500b x 600)	Disk	L
Total Annual Storage Needs					2288K		

*This file will form basis of a maintenance history file.
**This file would be input to the "office design" module.

TABLE III-C.5

SYSTEM REQUIREMENTS FOR MO/GS/IC BY APPLICATION

Application	Purpose/Function	Type Processing	Search Retrieval Requirements	Frequency of Access	Annual Storage Needs (Bytes)	Output Requirements: Primary Storage Medium	Output Requirements: Quality Listing
Telephone Directory	Produce AID telephone directory	LP	10 Categories	M	560K (100b x 5600)	Tape	L
Status of Mission Furniture	Track location of household furniture sets	LP	15 Categories	We	125K (250b x 500)	Tape	S
Status of Parking Permits*	Process applicants. Maintain list of assigned permits	LP	13 Categories	M	75K (350b x 300)		
Handbook 20	Update assigned parts of Handbook 20	WP	N/A	M	N/Available	Tape	L
Telephone Billing	Audit Telephone Calls	LP	20 Categories	M	N/Available	Tape	S
Carpet Maintenance Report	Track Maintenance Schedule for carpet cleaning. Track installation dates of carpets	LP	6 Categories	M	252K (80b x 3150)	Tape	S
General Office	Aid in preparation of reports, documents, letters, etc.	WP	N/A	Da	1500K (2500b x 600)	Disk	L
Total Annual Storage Needs					2522K		

*Applicant pool accepted and rejected.

TABLE III-C.6

SYSTEM REQUIREMENTS FOR MO/GS/PPM BY APPLICATION

Application	Purpose/Function	Type Processing	Search Retrieval Requirements	Frequency of Access	Annual Storage Needs (Bytes)	Output Requirements Primary Storage Medium	Output Requirements Quality Listing
Receiving New Stock	Track incoming items into warehouse--includes Purchase Order and Receiving Report registers	LP	30 Categories	Da	1000 K (500b x 2000)	Disk	S
Credit Voucher Register	Track flow of inventory from warehouse to other AID areas	LP	6 Categories	Da	260 K (130b x 2000)	Disk	S
Returned Merchandise	Track flow of merchandise from areas of AID to warehouse--includes internal receiving report	LP	6 Categories	Da	13 K (130b x 100)	Disk	S
Office Machine Repairs	Track repair requests. Track contractor response time to repair and quality of work	LP	20 Categories	Da	750 K (250b x 3000)	Disk	S
Personal Custody Property Register	Track property assigned to individuals	LP	15 Categories	We	13 K (130b x 100)	Tape	S
General Office	Aid in preparation of reports, documents, letters, etc.	WP	N/A	Da	1500 K (2500b x 600)	Disk	L
Total Annual Storage Needs					3536 K		

TABLE III-C.7

SYSTEM REQUIREMENTS FOR MO/OM/OPM BY APPLICATION

Application	Purpose/Function	Type Processing	Search Retrieval Requirements	Frequency of Access	Annual Storage Needs (Bytes)	Output Requirements: Primary Storage Medium	Output Requirements: Quality Listing
Property Disposal & Acquistion File	Tracks action taken on foreign property	LP	12 Categories	M	2775K (150b x18,500)	Tape	S
List of Vehicular Property	Tracks action taken on motor vehicles abroad	LP	25 Categories	M	250K (250b x 1000)	Tape	S
List of Real Property	Tracks action taken on real property	LP	12 Categories	M	225K (150b x 1500)	Tape	S
Handbook 23	Portions of Handbook maintained by OM/OPM	WP	N/A	M	N/Available	Tape	L
General Office	Aid in preparation of reports, documents, letters, etc.	WP	N/A	Da	1500K (2500b x 600)	Disk	L
Total Annual Storage Needs					4750K		

TABLE III-C.8

SUMMARY OF SER/MO DAILY SYSTEM REQUIREMENTS BY BRANCH

Branch	Type Processing	Maximum Search Retrieval Requirements	Number of Projects	Annual Storage Needs (Bytes)	Output Requirements: Primary Storage Medium	Output Requirements: Quality Listing
MO/CRM/RM	LP/WP	20 Categories	3	2450 K	Disk	S, L
SER/MO/GS	DP/WP	20 Categories	2	2500K	Disk	S, L
MO/GS/AP	LP/WP	10 Categories	5	3275K	Disk	S, L
MO/GS/BM	DP	4 Categories	5	2242.5K	Disk	S, L
MO/GS/IC	WP	N/A	1	1500K	Disk	L
MP/GS/PPM	LP/WP	30 Categories	5	3523K	Disk	S, L
MO/OM/OPM	WP	N/A	1	1500K	Disk	L
			22	16,990.5K	Annual storage needs for on-line disk space.	

TABLE III-C.9

SUMMARY OF SER/MO WEEKLY AND MONTHLY SYSTEM REQUIREMENTS BY BRANCH

Branch	Type Processing	Maximum Search Retrieval Requirements	Number of Projects	Annual Storage Needs (Bytes)	Output Requirements: Primary Storage Medium	Output Requirements: Quality Listing
MO/CRM/RM	LP/WP	3 Categories	4	1680K	Tape	S, L
SER/MO/GS	--	--	--	--	--	--
MO/GS/AP	--	--	--	--	--	--
MO/GS/BM	LP/WP	13 Categories	1	45.5K	Tape	S
MO/GS/IC	LP/WP	20 Categories	6	1022K	Tape	S, L
MO/GS/PPM	LP/WP	15 Categories	1	13K	Tape	S
MC/OM/OPM	LP/WP	25 Categories	4	3250K	Tape	S, L
TOTALS			16	6010.5K	Annual storage needs for magtape.	

TABLE III-C.10

SUMMARY OF SER/MO DAILY, WEEKLY AND MONTHLY SYSTEM REQUIREMENTS BY BRANCH

Agency	Type Processing	Number of Projects	Frequencey of Access	Annual Storage Needs (Bytes)	Output Requirements: Primary Storage Medium	Output Requirements: Quality Listing
MO/CRM/RM	LP/WP	3	Da	2450K	Disk	S, L
		4	M, We	1680K	Tape	S, L
SER/MO/GS	DP/WP	2	Da	2500K	Disk	S, L
MO/GS/AP	LP/WP	5	Da	3275K	Disk	S, L
MO/GS/BM	DP	5	Da	2242.5K	Disk	S, L
	LP/WP	1	We	45.5K	Tape	S
MO/GS/IC	WP	1	Da	1500K	Disk	L
	LP/WP	6	M, We	1022K	Tape	S, L
MO/GS/PPM	LP/WP	5	Da	3523K	Disk	S, L
	LP/WP	1	We	13K	Tape	S
MO/OM/OPM	WP	1	Da	1500K	Disk	L
	LP/WP	4	M	3250K	Tape	S, L
		38		23,001K	Annual storage needs for on-line disk and magtape.	

TABLE III-C.11

ESTIMATED REQUIRED DISK STORAGE OVER THE INITIAL TWO YEARS OF SYSTEM USAGE

Category	Year 1	Year 2	
System/Software Packages	2 mb	-	
Application Programs	3 mb	-	
Data Bases	23 mb	12.5 mb	
Word Processing Files	40 mb	10.5 mb	
Scratch Files	30 mb	-	
Year Sub-Totals	98 mb	23 mb	
GRAND TOTAL			121 mb

TABLE III-C.12

GENERAL SYSTEM USAGE REQUIREMENTS FOR SER/MO BY BRANCH

MO BRANCH

	MO/CRM/RM	SER/MO/GS	MO/GS/AP	MO/GS/BM	MO/GS/IC	MO/GS/PPM	MO/OM/OPM	Total Required
HARDWARE								
Terminals	1½	1	1	1	3	1	½	9
Printers								
Letter Quality	X*	X	X	X	X	X	X	3
Medium Speed, Standard Quality	¼	¼	1	¼	2	1	¼	3
High Speed, Standard Quality	X	X	X	X	X	X	X	1
Tape Drives								
9-track, Hi Density, Medium 800 BPI	X	X	X	X	X	X	X	1
Hard Disk 160 megabyte Capacity	X	X	X	X	X	X	X	1
Floppy Disk Drives	X	X	X	X	X	X	X	1
SOFTWARE								
Basic Language	X	X	X	X	X	X	X	N/A
Date Base Management	X	X	X	X	X	X	X	N/A
Telecommunications	X	X	X	X	X	X	X	N/A
List Processing	X	X	X	X	X	X	X	N/A
Word Processing	X	X	X	X	X	X	X	N/A
Office Automation	X	X	X	X	X	X	X	N/A
Graphics	-	-	-	X	-	-	-	N/A
Number of Applications	7	2	2	4	7	4	5	31

*X = Hardware unit or software package to be equally shared among all areas.

SECTION IV

SECTION IV

ANALYSIS

The analysis portion of this report is divided into four sections:

A. Personnel Costs
B. Hardware and Associated Costs
C. Indirect Factors
D. Analysis Summary

The Personnel Costs Section is subdivided into; 1. Operational Analysis, 2. Development Analysis, and 3. Implementation Analysis. The Personnel Costs Section discusses all the personnel cost factors related to report production. Those personnel costs directly related to the hardware operations and maintenance are dealt with in the hardware section.

The Hardware Cost Section analyzes three alternative systems: 1) Wangwriters, 2) VS systems, and 3) OIS systems. In this case, hardware costs include the associated software and personnel maintenance costs. The cost implication of each option is discussed and then contrasted with the other options. The section concludes with a hardware option recommendation and supporting rationale.

The Indirect Factors Analysis section describes the non-quantifiable advantages and disadvantages of the automating MO.

The Analysis Summary Section brings together the other three analyses. It summarizes the cost and non-cost alternatives and computes the total payback period.

A. PERSONNEL COSTS ANALYSIS

The Personnel Costs Analysis is divided into three parts:

- Operational Analysis
- Developmental Analysis
- Implementation Analysis

The Operational Analysis portion reviews the current presonnel costs to produce reports in Table IV-A.1. Next, the personnel costs following automation are considered (Table IV-A.2). In the Development Analysis the costs to operationalize each application are reviewed following Table IV-A.3. Table IV-A.4 then contrasts the personnel savings accrued through automation with the development costs for each application. The Implementation Analysis contrasts the costs of two alternative plans for the implementation of the development work.

1. Operational Analysis

As part of the cost analysis, the personnel costs in terms of time and salary to produce the covered reports were determined. These estimates, which were based on the interviewees' judgements, were calculated for each report, branch or division, and overall and displayed in Table IV-A.1.

The seven organizational areas found to have application needs had their personnel time and salary costs to produce reports evaluated. Table IV-A.1 shows the breakdown of these categories by report within area surveyed. Note that the "Annual Costs by the GS Level" column is calculated by multiplying the "No. of Personnel" by the "Annual Percent Time Per Employee" by the "loaded annual rate". The loaded annual rate was determined by taking the GS level, as of October 1, 1981, at a step three and loading it with a 26% overhead burden. These personal costs are computed for each report's GS levels and displayed in "Annual Costs by GS-Level". These costs are then summarized by report, "Annual Costs by Report". The report costs are then summarized by branch or division in the "Annual Costs by Area" column. In this case, area refers to organizational area being a branch or division.

The "Annual Costs by Area" range from a low of $25,339 for MO/GS to a high of $108,025 for CRM/RM, with an average of $60,286 per area. Approximately $426,386 are required annually to produce the reports surveyed.

TABLE IV-A.1
ESTIMATED CURRENT ANNUAL PERSONNEL COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	GS LEVEL	NO. OF PERSONNEL	LOADED[1] ANNUAL RATE	ANNUAL PERCENT TIME PER EMPLOYEE	ANNUAL COSTS BY GS-LEVEL	ANNUAL COSTS BY REPORT	ANNUAL COSTS BY AREA
MO/CRM/RM	Listing of Classified Material Reviewed	1	12	1	$37,963	75	$28,472		
			9	1	$26,176	75	$19,632		
			7	2	$21,400	17	$ 7,276	$55,380	
	AIDS Films Listing	2	7	1	$21,400	50	$10,700	$10,700	
	Automation of AID Index to Shelf Lists (Form 5-45)	3	12	1	$37,963	20	$ 7,593	$ 7,593	
	Annual Summary of Record Holdings	4	12	1	$37,963	3	$ 1,139		
			7	2	$21,400	6	$ 2,568	$ 3,707	
	Emergency Disposal of Records	5	12	1	$37,963	.03	$ 11	$ 11	
	Donation of Records	6	12	1	$37,963	.03	$ 11	$ 11	
	Handbook 21	7	13	1	$45,141	25	$11,285		
			12	3	$37,963	8	$ 9,111		
			11	3	$31,674	8	$ 7,602		
			4	1	$15,443	17	$ 2,625	$30,623	
	TOTAL								$108,025
SER/MOS/GS	Tracking of Obligated and Confirmed Expenditures by Budget Categories	8	11	1	$31,674	80	$25,339	$25,339	
	TOTAL								$25,339
MO/GS/AP[2]	AID Workload	9	6	1	$19,257	16	$ 3,081		
			5	1	$17,275	16	$ 2,764	$ 5,845	
	Budget Report	10	6	1	$19,257	16	$ 3,081		
			5	1	$17,275	16	$ 2,764	$ 5,845	

TABLE IV-A.1
ESTIMATED CURRENT ANNUAL PERSONNEL COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	GS LEVEL	NO. OF PERSONNEL	LOADED[1] ANNUAL RATE	ANNUAL PERCENT TIME PER EMPLOYEE	ANNUAL COSTS BY GS-LEVEL	ANNUAL COSTS BY REPORT	ANNUAL COSTS BY AREA
	Control Log Status	11	6	1	$19,257	16	$ 3,081		
			5	1	$17,275	16	$ 2,764	$ 5,845	
	Daily Requisition Log	12	6	1	$19,257	12	$ 2,311		
			5	1	$17,275	12	$ 2,073	$ 4,384	
	Procurement Status	13	6	1	19,257	12	$ 2,311		
			5	1	17,275	12	$ 2,073	$ 4,384	
MO/GS/AP	Purchase Order History Status	14	6	1	$19,257	12	$ 2,311		
			5	1	$17,275	12	$ 2,073	$ 4,384	
	Report on Procurement by Civilian Executive Agencies	15	6	1	$19,257	1	$ 192		
			5	1	$17,275	1	$ 173	$ 365	
	Requisition Control Log	16	6	1	$19,257	12	$ 2,311		
			5	1	$17,275	12	$ 2,073	$ 4,384	
	Summary of Contract Actions of $10,000 or Less	17	6	1	$19,257	1	$ 192		
			5	1	$17,275	1	$ 173	$ 365	
	Vendor Master Address List	18	6	1	$19,257	1	$ 192		
			5	1	$17,275	1	$ 173	$ 365	
	Subscription and Periodical List	19	6	1	$19,257	1	$ 192		
			5	1	$17,275	1	$ 173	$ 365	
	TOTAL								$36,531

TABLE IV-A.1
ESTIMATED CURRENT ANNUAL PERSONNEL COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	GS LEVEL	NO. OF PERSONNEL	LOADED[1] ANNUAL RATE	ANNUAL PERCENT TIME PER EMPLOYEE	ANNUAL COSTS BY GS-LEVEL	ANNUAL COSTS BY REPORT	ANNUAL COSTS BY AREA
MO/GS/BM	List of Reimbursable Work Authorizations	20	11	1	$31,674	100	$31,674		
			10	2	$28,828	25	$14,414		
			5	1	$17,275	100	$17,275	$63,363	
	Budget Estimates for Leased Property	21	10	1	$28,828 LOADED	.4 ANNUAL	$ 115	$ 115	
	Personnel Strength Reports Across all Buildings	22	10	2	$28,828	.8	$ 462	$ 462	
	Personnel Strength Reports by Leased Buildings	23	10	1	$28,828	.4	$ 115	$ 115	
	Occupancy Report	24	10	1	$28,828	.4	$ 115	$ 115	
	Personnel Index	25	10	2	$28,828	20	$11,532	$11,532	
	Space Index	26	10	2	$28,828	20	$11,532	$11,532	
	TOTAL								$87,234
MO/GS/IC	Carpet and Drape Maintenance Report	27	6	1	$19,257	5	$ 962	$ 962	
	Handbook	28	9	1	$26,176	6	$ 1,570		
			7	1	$21,400	8	$ 1,712		
			6	1	$19,257	8	$ 1,540	$4,822	
	Audit of Telephone Bills	29	9	2[3]	$26,176	55	$28,794		
			7	1	$21,400	14	$ 2,996	$31,790	
	Status of Mission Furniture	30	9	1	$26,176	1	$ 262		
			6	1	$19,256	4	$ 770	$ 1,032	

TABLE IV-A.1
ESTIMATED CURRENT ANNUAL PERSONNEL COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	GS LEVEL	NO. OF PERSONNEL	LOADED[1] ANNUAL RATE	ANNUAL PERCENT TIME PER EMPLOYEE	ANNUAL COSTS BY GS-LEVEL	ANNUAL COSTS BY REPORT	ANNUAL COSTS BY AREA
	Status of Parking Permits	31	11[4]	1	$31,674	17	$ 5,385		
			9	1	$26,176	2	$ 563		
			6	1	$19,257	17	$ 3,274	$ 9,182	
	Telephone Directory	32	9	2[3]	$26,176	6	$ 3,141		
			7	1	$21,400	33	$ 7,062		
			6	1	$19,256	33	$ 6,355	$16,558	
	TOTAL								$64,346
MO/GS/PPM	Receiving New Stock	33	9	1	$26,176	30	$ 7,853		
			5	1	$17,275	80	$13,820	$21,673	
	Credit Voucher Register	34	9	1	$26,176	5	$ 1,309		
			5	1	$17,275	5	$ 864	$ 2,173	
	Returned Merchandise	35	9	1	$26,176	15	$ 3,926		
			5	1	$17,275	5	$ 864	$ 4,790	
	Office Machine Repairs	36	9	1	$26,176	10	$ 2,618		
			5	1	$17,275	95	$16,411	$19,029	
	Notice of Award	37	9	1	$26,176	2.5	$ 654	$ 654	
	Personal Custody Property Report	38	9	1	$26,176	2.5	$ 654	$ 654	
	Personal Property Survey	39	9	1	$26,176	2.5	$ 654	$ 654	
	Transfer Order	40	9	1	$26,176	2.5	$ 654	$ 654	
	TOTAL								$50,281
MO/OM/OPM	Disposal of Foreign Excess Property	41	FS-2	1	$50,568	3	$ 1,517		
			9	2	$26,176	40	$20,941	$22,458	
	Agency Report on Motor Vehicle Data	42	9	1	$26,176	10	$ 2,618	$ 2,618	

TABLE IV-A.1
ESTIMATED CURRENT ANNUAL PERSONNEL COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	GS LEVEL	NO. OF PERSONNEL	LOADED[1] ANNUAL RATE	ANNUAL PERCENT TIME PER EMPLOYEE	ANNUAL COSTS BY GS-LEVEL	ANNUAL COSTS BY REPORT	ANNUAL COSTS BY AREA
	List of Personal Property	43	FS-2	1	$50,568	3	$ 1,517		
			9	2	$26,176	21	$10,994	$12,511	
	Inventory of Real Property	44	9	1	$26,176	25	$ 6,544	$ 6,544	
	Handbook 23	45	FS-2	1	$50,568	2	$ 1,011	$ 1,011	
	Listing of Vehicular Standardization Plans	46	FS-2	1	$50,568	2	$ 1,011		
			9	1	$26,176	2	$ 523	$ 1,534	
	Briefing Paper on Real, Personal and Vehicle Property	47	FS-2	1	$50,568	8	$ 4,045		
			9	2	$26,176	6	$ 3,141	$ 7,186	
	Report on Overseas Exchange/Sales Transactions	48	FS-2	1	$50,568	1	$ 506		
			9	1	$26,176	1	$ 262	$ 768	
	TOTAL								$54,630
	GRAND TOTAL								$426,386

FOOTNOTES

1. Annual Base Salary levels were taken from the 3rd step of the appropriate FS or GS level plus an overload factor of 26%.
2. Only costs directly related to maintenance and retrieval of data in MO/GS/AP are given.
3. One GS-9 from MO/GS/BM.
4. GS-11 from MO/GS/AP.

The covered reports were then "automated" by designing a series of computer applications which generated one or more reports. Based on Group Operations, Incorporated experience, the changes in personnel time to produce reports after application development were estimated within the context of an automated environment.

Table IV-A.2 shows the projected personnel time and salary costs to produce the reports listed in Table IV-A.1 if they were consolidated within specified computer applications. Note that some applications were proposed, based on the interviews, for which no report is directly required. However, they were included because it was felt that such applications would lead to personnel savings in overall branch efficiency. In these cases, as with the reports, estimates of personnel time were based on the interviewees judgements. The two entirely new applications were "Automation of Shelf Lists" (MO/CRM/RM) and "Office Design" (MO/GS/BM).

The "Associated Report Nos." column lists the number of the report(s) generated by the application. The title of the report(s) is to be found in Table IV-A.1 where each report is paired with a unique report number. The "Annual Costs by Division" to produce the applications and their associated reports ranged from a low of $20,508 to a high of $95,854, with an average of $52,012. Across all areas, assuming the applications are uniformly implemented, $368,677 would be required to produce all the current reports including the new functions stated above.

2. Development Analysis

Once the applications were formulated the projected costs to actually design, program, implement and document each were estimated, as shown in Table IV-A.3. Table IV-A.3 shows the individual application development costs grouped by area. The type and number of personnel required and their number of work days are reported. The "Costs by Personnel" column is calculated by multiplying the fully loaded rate by the number of personnel for a given type by the number of work days. Subtotals are provided for each application and area. Development costs

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for particular applications range for $3,320 to $71,860. Overall, the total cost to develop all proposed systems is estimated at $350,860. Note that the assumption behind this chart was that each application would be developed by independent teams. Substantial savings in development costs are realizable with application/team consolidation.

Finally, in Table IV-A.4, the annual savings costs are displayed for each application within branch or division and on a grand total basis. This chart is ordered by application within area. Next to each application title is the report title(s) associated with it. The pre- and post-application costs to produce each report, as shown in Tables IV-A.1 and IV-A.2, are presented separately. Finally, the "Annual Savings" (pre-application minius post-application costs) is calculated.

Note that in the case of MO/GS/AP no personnel savings are realized since this branch is currently computerized and no direct personnel savings are expected to accrue in a post-application environment. The estimated post-application personnel costs show a clear pattern of cost savings for virtually all proposed applications. The annualized payback period for the total project was calculated and can be found in Table III-D.1.

3. Development Implementation Analysis

There are basically two methods of development in the required systems:

A) Separate independent teams developing all the systems concurrently.

B) Grouping the development into Phases but having the work performed by the same team.

The analysis in Tables IV.A-3 and IV.A-4 are a financially "worst case" senario. They assume each system would be developed independently.

Assuming all the equipment was in place, method A will give MO an up and running set of systems within 120 working days, but there

TABLE IV-A.2

ESTIMATED PERSONNEL COSTS TO PRODUCE REPORTS FOLLOWING APPLICATION IMPLEMENTATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	ASSOCIATED REPORT NOS.	GS LEVEL	LOADED ANNUAL RATE	NO. OF PERSONNEL	PERCENT ANNUAL TIME PER EMPLOYEE	ANNUAL COSTS BY GS LEVEL	ANNUAL COSTS BY APPLICATION	ANNUAL COSTS BY AREA
MO/CRM/RM	Listing of Classified Material	1	12	$37,963	1	65	$24,676		
			9	$25,176	1	65	$17,014		
			7	$21,400	2	10	$ 4,280	$45,970	
	AID Films Listing	2	7	$21,400	1	40	$ 8,560	$ 8,560	
	Automation of Index to Shelf List	3	12	$37,963	1	5	$ 1,898		
			7	$21,400	1	10	$ 2,140	$ 4,038	
	Automation of Shelf Lists	N/A	12	$37,963	1	10	$ 3,796		
			7	$21,400	1	15	$ 3,210	$ 7,006	
	Series Control Schedule	4,5,6	12	$37,963	1	10	$ 3,796		
			7	$21,400	1	15	$ 3,210	$ 7,006	
	Handbook 21	7	13	$45,141	1	25	$11,285		
			12	$37,963	3	5	$ 5,694		
			11	$31,674	3	5	$ 4,751		
			4	$15,443	1	10	$ 1,544	$23,274	
	General Office	All	N/A		N/E	N/E	N/E	N/E	
	TOTAL								$95,854
SER/MO/GS	Budget Tracking	8	11	$31,674	1	65	$20,588	$20,588	
	General Office	All	N/A		N/E	N/E	N/E	N/E	
	TOTAL								$20,588
MO/GS/AP	Administrative Purchasing Tracking System	9-19	6	$19,257	1	100	$19,257		
			5	$17,275	1	100	$17,275	$36,532	
	General Office	All	N/A		N/E	N/E	N/E	N/E	
	TOTAL								$36,532

TABLE IV-A.2

ESTIMATED PERSONNEL COSTS TO PRODUCE REPORTS FOLLOWING APPLICATION IMPLEMENTATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	ASSOCIATED REPORT NOS.	GS LEVEL	LOADED ANNUAL RATE	NO. OF PERSONNEL	PERCENT ANNUAL TIME PER EMPLOYEE	ANNUAL COSTS BY GS LEVEL	ANNUAL COSTS BY APPLICATION	ANNUAL COSTS BY AREA
MO/GS/BM	List of Reimbursable Work Authorizations	20	11	$31,674	1	90	$28,507		
			10	$28,828	2	20	$11,531		
			5	$17,275	1	80	$13,820	$53,858	
	Personnel and Space Index File	21,22,23 24,25,26	10	$28,828	2	30	$17,297	$17,297	
	Office Design	N/A	10	$28,828	2	20	$11,531	$11,531	
	General Office	All	N/A		N/E	N/E	N/E	N/E	
	TOTAL								$82,686
MO/GS/IC	Carpet and Drape Maintenance Report	27	6	$19,257	1	5	$ 962	$ 962	
	Handbook 20	28	11	$31,674	1	5	$ 1,584		
			7	$21,400	1	8	$ 1,712	$ 3,296	
	Audit of Telephone Bills	29	11	$31,674	1	10	$ 3,167		
			9[3]	$26,176	1	80	$20,941		
			7	$21,400	1	10	$ 2,140	$26,248	
	Status of Mission Furniture	30	11	$31,674	1	1	$ 317		
			6	$19,257	1	4	$ 770	$ 1,087	
	Status of Parking Permit	31	11	$31,674	2[4]	9	$ 5,701		
			6	$19,257	1	10	$ 1,926	$ 7,627	

TABLE IV-A.2

ESTIMATED PERSONNEL COSTS TO PRODUCE REPORTS FOLLOWING APPLICATION IMPLEMENTATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	ASSOCIATED REPORT NOS.	GS LEVEL	LOADED ANNUAL RATE	NO. OF PERSONNEL	PERCENT ANNUAL TIME PER EMPLOYEE	ANNUAL COSTS BY GS LEVEL	ANNUAL COSTS BY APPLICATION	ANNUAL COSTS BY AREA
	Telephone Directory	32	11	$31,674	1	5	$ 1,584		
			9	$26,176	1	5	$ 1,309		
			7	$21,400	1	25	$ 5,350		
			6	$19,257	1	25	$ 4,814	$13,057	
	General Office	All	N/A		N/E	N/E	N/E	N/E	
	TOTAL								$52,277
MO/GS/PPM	Warehouse Control System	33,34,35	9	$26,176	1	45	$11,779		
		37,40	5	$17,275	1	70	$12,092	$23,871	
	Office Machine Repairs	36	9	$26,176	1	5	$ 1,309		
			5	$17,275	1	80	$13,820	$15,129	
	Personal Custody Property Register	38,39	9	$26,176	1	4	$ 1,047	$ 1,047	
	General Office	All	N/A		N/E	N/E	N/E	N/E	
	TOTAL								$40,047
MO/OM/OPM	Property Disposal & Acquisition File	41,43	FS-2	$50,568	1	6	$ 3,034		
		47,48	9	$26,176	2	55	$28,794	$31,828	
	List of Vehicular Property	42,46,47	9	$26,176	1	10	$ 2,618	$ 2,618	
	List of Real Property	44,47	9	$26,176	1	20	$ 5,236	$ 5,236	

TABLE IV-A.2

ESTIMATED PERSONNEL COSTS TO PRODUCE REPORTS FOLLOWING APPLICATION IMPLEMENTATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	ASSOCIATED REPORT NOS.	GS LEVEL	LOADED ANNUAL RATE	NO. OF PERSONNEL	PERCENT ANNUAL TIME PER EMPLOYEE	ANNUAL COSTS BY GS LEVEL	ANNUAL COSTS BY APPLICATION	ANNUAL COSTS BY AREA
	Handbook 23	45	FS-2	$50,568	1	2	$ 1,011	$ 1,011	
	General	All	N/A		N/E	N/E	N/E	N/E	
	TOTAL								$40,695
	GRAND TOTAL								$368,677

FOOTNOTES

1. Annual Base Salary levels were taken from the 3rd step of the appropriate FS/GS-Level plus an overhead of 26%.
2. Only costs directly related to maintenance and retrieval of data in MO/GS/AP are given.
3. GS-9 from MO/GS/BM.
4. One GS-11 from MO/GS/AP.

TABLE IV-A.3
ESTIMATED PERSONNEL DEVELOPMENT COSTS BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	ASSOCIATED REPORT NOS.	PERSONNEL TITLE	NO. OF PERSONNEL	WORK DAYS PER PERSON	COSTS BY PERSONNEL	COSTS BY APPLICATION	COSTS BY BRANCH OR DIVISION
MO/CRM/RM	Listing of Classified Material Reviewed	1	SA	1	20	$ 3,640[1]		
			P	1	20	$ 3,000[2]	$ 6,640	
	Aid Films Listings	2	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	Automation of Index to Shelf List	3	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	Automation of Shelf Lists	N/A	SA	2	30	$10,920		
			P	2	40	$12,000	$22,920	
	Series Control Schedule	4,5,6	SA	2	30	$10,920		
			P	2	40	$12,000	$22,920	
	Handbook 21	7	SA	1	10	$ 1,820		
			P	1	10	$ 1,500	$ 3,320	
	General Office	All	N/A	N/E	N/E	N/E	N/E	
	TOTAL							$69,080
SER/MO/GS	Budget Tracking	8	SA	2	40	$14,560		
			P	2	40	$12,000	$26,560	
	General Office	All	N/A	N/E	N/E	N/E	N/E	
	TOTAL							$26,650

TABLE IV-A.3
ESTIMATED PERSONNEL DEVELOPMENT COSTS BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	ASSOCIATED REPORT NOS.	PERSONNEL TITLE	NO. OF PERSONNEL	WORK DAYS PER PERSON	COSTS BY PERSONNEL	COSTS BY APPLICATION	COSTS BY BRANCH OR DIVISION
MO/GS/AP	Administrative Purchasing Tracking System	9-19	SA	3	20	$10,920		
			P	3	20	$ 9,000		
			SA	1	10	$ 1,820		
			P	1	10	$ 1,500	$23,240	
	General Office	All	N/A	N/E	N/E	N/E	N/E	
	TOTAL							$23,240
MO/GS/BM	List of Reimbursable Work Authorizations	20	SA	1	30	$ 5,460		
			P	2	40	$12,000	$17,460	
	Personnel and Space Index File	21,22,23 24,25,26	SA	2	10	$ 3,640		
			P	2	10	$ 3,000	$ 6,640	
	Office Design	N/A	SA	2	80	$29,120		
			P	3	80	$36,000		
			SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$71,760	
	General Office	All	N/A	N/E	N/E	N/E	N/E	
	TOTAL							$95,860
MO/GS/IC	Carpet and Drape Maintenance Report	27	SA.	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	Handbook 20	28	SA	1	10	$ 1,820		
			P	1	10	$ 1,500	$ 3,320	
	Audit Telephone Bills	29	SA	1	30	$ 5,460		
			P	1	30	$ 4,500	$ 9,960	

TABLE IV-A.3
ESTIMATED PERSONNEL DEVELOPMENT COSTS BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	ASSOCIATED REPORT NOS.	PERSONNEL TITLE	NO. OF PERSONNEL	WORK DAYS PER PERSON	COSTS BY PERSONNEL	COSTS BY APPLICATION	COSTS BY BRANCH OR DIVISION
	Status of Mission Furniture	30	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	Status of Parking Permits	31	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	Telephone Directory	32	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	General Office	All	N/A	N/E	N/E	N/E	N/E	
	TOTAL							$39,840
MO/GS/PPM	Warehouse Control System	33,34,35	SA	3	60	$32,760		
		37,40	P	6	60	$27,000	$59,760	
	Office Machine Repairs	36	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	Personal Custody Property Register	38,39	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	General Office	All	N/A	N/E	N/E	N/E	N/E	
	TOTAL							$73,040
MO/OM/OPM	Property Disposal & Acquisition File	41,43	SA	1	20	$ 3,640		
		47,48	P	1	20	$ 3,000	$ 6,640	
	List of Vehicular Property	42,46,47	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	

TABLE IV-A.3
ESTIMATED PERSONNEL DEVELOPMENT COSTS BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	ASSOCIATED REPORT NOS.	PERSONNEL TITLE	NO. OF PERSONNEL	WORK DAYS PER PERSON	COSTS BY PERSONNEL	COSTS BY APPLICATION	COSTS BY BRANCH OR DIVISION
	List of Real Property	44,47	SA	1	20	$ 3,640		
			P	1	20	$ 3,000	$ 6,640	
	Handbook 23	45	SA	1	20	$ 1,820		
			P	1	10	$ 1,500	$ 3,320	
	General Office	All	N/A	N/E	N/E	N/E	N/E	
	TOTAL							$23,240
	GRAND TOTAL							$350,860

FOOTNOTES

1. The daily salary of a Systems Analyst is $182.00.
2. The daily salary of a Programmer is $150.00.

TABLE IV-A.4
ANNUAL SAVINGS IN PERSONNEL COSTS FOLLOWING AUTOMATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	REPORT TITLE	REPORT NO.	PRE-APPLICATION COSTS	POST-APPLICATION COSTS	ANNUAL SAVINGS
MO/CRM/RM	Listing of Classified Material Reviewed	Listing of Classified Material Reviewed	1	$ 55,380	$ 45,970	$ 9,410
	AID Films Listing	AID Films Listing	2	$ 10,700	$ 8,560	$ 2,140
	Automation of Index to Shelf List	Automation of AID Index to Shelf Lists (Form 5-45)	3	$ 7,593	$ 4,038	$ 3,555
	Automation of Shelf Lists	N/A	N/A	N/A	$ 7,006	N/E
	Series Control Schedule	Annual Summary of Record Holdings	4	$ 3,707		
		Emergency Disposal of Records	5	$ 11		
		Donation of Records	6	$ 11		
	TOTAL			$ 3,729	$ 7,006	($ 3,277)[1]
	Handbook 21	Handbook 21	7	$ 30,623	$ 23,274	$ 7,349
	General Office	N/A	N/A	N/E	N/E	N/E
	BRANCH TOTAL			$108,025	$ 95,854	$12,171
SER/MO/GS	Budget Tracking	Tracking of Obligated and Confirmed Expenditures by Budget Categories	8	$ 25,339	$ 20,588	$ 4,751
	General Office	N/A	N/A	N/A	N/E	N/E
	DIVISION OFFICE TOTAL			$ 25,339	$ 20,588	$ 4,751

TABLE IV-A.4
ANNUAL SAVINGS IN PERSONNEL COSTS FOLLOWING AUTOMATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	REPORT TITLE	REPORT NO.	PRE-APPLICATION COSTS	POST-APPLICATION COSTS	ANNUAL SAVINGS
MO/GS/AP	Administrative Tracking Purchasing System	AID Workload	9	$ 5,845		
		Budget Reporting	10	$ 5,845		
		Control Log Status	11	$ 5,845		
		Daily Requisition Log	12	$ 4,384		
		Procurement Status	13	$ 4,384		
		Purchase Order History Status	14	$ 4,384		
		Report on Procurement by Civilian Executive Agencies	15	$ 365		
		Requisition Control Log	16	$ 4,384		
		Summary of Contract Actions of $10,000 or Less	17	$ 365		
		Vendor Master Address List	18	$ 365		
		Subscription and Periodical List	19	$ 365		
	TOTAL			$ 36,531	$ 36,532	($ 1)
	General Office	N/A	N/A	N/A	N/E	N/E
	BRANCH TOTAL			$ 36,531	$ 36,532	($ 1)

TABLE IV-A.4
ANNUAL SAVINGS IN PERSONNEL COSTS FOLLOWING AUTOMATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	REPORT TITLE	REPORT NO.	PRE-APPLICATION COSTS	POST-APPLICATION COSTS	ANNUAL SAVINGS
MO/GS/BM	List of Reimbursable Work Authorizations	List of Reimbursable Work Authorizations	20	$ 63,363	$ 53,858	$ 9,505
	Personnel and Space Index File	Budget Estimates for Leased Property	21	$ 115		
		Personnel Strength Reports Across all Buildings	22	$ 462		
		Personnel Strength Reports by Leased Buildings	23	$ 115		
		Occupancy Report	24	$ 115		
		Personnel Index	25	$ 11,532		
		Space Index	26	$ 11,532		
	TOTAL			$ 23,871	$ 17,297	$ 6,574
	Office Design	N/A	N/A	N/A	$ 11,531	N/E
	General Office	N/A	N/A	N/A	N/E	N/E
	BRANCH TOTAL			$ 87,234	$ 82,686	$ 4,548
MO/GS/IC	Carpet and Drape Report	Carpet Maintenance Report	27	$ 962	$ 962	$ 0
	Handbook 20	Handbook 20	28	$ 4,822	$ 3,296	$ 1,526

TABLE IV-A.4
ANNUAL SAVINGS IN PERSONNEL COSTS FOLLOWING AUTOMATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	REPORT TITLE	REPORT NO.	PRE-APPLICATION COSTS	POST-APPLICATION COSTS	ANNUAL SAVINGS
	Audit of Telephone Bills	Audit of Telephone Bills	29	$ 31,790	$ 26,248	$ 5,542
	Status of Mission Furniture	Status of Mission Furniture	30	$ 1,032	$ 1,087	($ 55)
	Status of Parking Permits	Status of Parking Permits	31	$ 9,182	$ 7,627	$ 1,555
	Telephone Directory	Telephone Directory	32	$ 16,558	$ 13,057	$ 3,501
	General Office	N/A	N/A	N/A	N/E	N/E
	BRANCH TOTAL			$ 64,346	$ 52,277	$12,069
MO/GS/PPM	Warehouse Control System	Receiving New Stock	33	$ 21,673		
		Credit Voucher Register	34	$ 2,173		
		Returned Merchandise	35	$ 4,790		
		Notice of Award	37	$ 654		
		Transfer Order	40	$ 654		
	TOTAL			$ 29,944	$ 23,871	$ 6,073
	Office Machine Repairs	Office Machine Repairs	36	$ 19,029	$ 15,129	$ 3,900

TABLE IV-A.4
ANNUAL SAVINGS IN PERSONNEL COSTS FOLLOWING AUTOMATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	REPORT TITLE	REPORT NO.	PRE-APPLICATION COSTS	POST-APPLICATION COSTS	ANNUAL SAVINGS
	Personal Custody Property Register	Personal Custody Property Report	38	$ 654		
		Personal Property Survey	39	$ 654		
	TOTAL			$ 1,308	$ 1,047	$ 261
	General Office	N/A	N/A	N/A	N/E	N/E
	BRANCH TOTAL			$ 50,281	$ 40,047	$10,234
MO/OM/OPM	Property Disposal and Acquisition File	Disposal of Foreign Excess Property	41	$ 22,458		
		List of Personal Property	43	$ 12,511		
		Briefing Paper on Real, Personal and Vehicle Property	47	$ 2,395		
		Report on Overseas Exchange/Sales Transactions	48	$ 768		
	TOTAL			$ 38,132	$ 31,828	$ 6,304
	List of Vehicular Property	Agency Report on Motor Vehicle Data	42	$ 2,618		
		Listing of Vehicular Standardization Plans	46	$ 1,534		
		Briefing Paper on Real, Personal and Vehicle Property	47	$ 2,395		
	TOTAL			$ 6,547	$ 2,618	$ 3,929

TABLE IV-A.4
ANNUAL SAVINGS IN PERSONNEL COSTS FOLLOWING AUTOMATION BY AREA AND APPLICATION

BRANCH OR DIVISION	APPLICATION TITLE	REPORT TITLE	REPORT NO.	PRE-APPLICATION COSTS	POST-APPLICATION COSTS	ANNUAL SAVINGS
	List of Real Property	Inventory of Real Property	44	$ 6,544		
		Briefing Paper on Real, Personal and Vehicle Property	47	$ 2,396		
	TOTAL			$ 8,940	$ 5,326	$ 3,704
	Handbook 23	Handbook 23	45	$ 1,011	$ 1,011	$ 0
	General Office	N/A	N/A	N/A	N/E	N/E
	BRANCH TOTAL			$ 54,630	$ 40,693	$13,937
	GRAND TOTAL			$426,386	$368,677	$57,709

FOOTNOTES

1. "( )" indicates a negative number.

would be little or no cost advantage to this option because each system team would have to be oriented to MO's operation separately. The cost of this type of development effort would be approximately $350,860. We feel that due to the current budget cuts this is not a good option and therefore do not recommend it.

Method B, the Phasing Approach, which uses the same project team throughout the development effort is the most attractive alternative. The major advantage of this approach is that it would allow the system developers to make use of their growing experience and understanding of MO's operations. This depth of understanding is a necessary component in the successful design, development, and implementation of any new computer system. We estimate that after the equipment is installed the development team would "move in" for a year. They would begin by helping MO's staff develop the initial systems operations procedures and policies and review them periodically. This orientation and start-up step should take about two weeks. The development would be divided into three phases, each with an approximately equal workload. Each phase would be grouped by branch so as to add a homogenity to the work. It is estimated that the development effort would require 6 1/2 persons years Specifically, a half time project manager, and two development teams. The major development team would consist of 1 1/2 system analysts and 3 programmers. The minor development team would consist of 1/2 time Systems Analyst and 1 full time Programmer. We estimate this effort, under the phasing approach would cost approximately $235,500. The three phases are described more fully below.

a. Phase 1

During this phase, the major application system would be developed for Record Management Branch. This system is of high priority because they are under an Executive Order to declassify and store records efficently. If the terms of this Executive Order are not met in the near future, AID may be refused storage rights at NARS. AID would then be forced to incur full costs for the leasing of space to store documents as well as the other related costs. The minor application

branch to be automated in Phase I is GS/IC Branch. The reason GS/IC was selected is that they will be the branch responsible for the maintenance of the OIS system and therefore they need to be the first to become involved.

b. Phase II

During this phase the major system application Branch will be GS/PPM, the Warehouse. They need to have their operations automated so they can more efficiently keep track of personal property as it flows in and out of the Warehouse. The minor system application Branch will be MO/GS, which is the last minor application branch not currently automated.

c. Phase III

During this phase the major system application Branch is GS/BM, Building Management. They have the most complex need, an integrated graphics and location oriented data base system. They are paired with the two Branches with the least complex system needs, GS/AP and OM/OPM, both of which have existing automated systems. These two systems will not be redesigned but merely transferred to the OIS environment for continuity, efficiency, and common access to appropriate data bases.

4. Conclusion

The total cost of Method B is estimated at $235,500 or a 35% cost reduction from the $350,860 estimated under Method A. Therefore, we recommend Method B which will use the same team and three phases to develop the system needed by MO.

B. HARDWARE AND ASSOCIATED COSTS

AID has under development two major systems which will be used by the AID/W Management Operations Office (MO). They are:

- Personal Property Management System (PPMS)
- Financial Accounting and Control System (FACS).

Group Operations, Incorporated was required to look at only computer hardware which would be compatable with these two systems.

As was determined in Sections II and III of this requirements analysis, MO has documented requirements for both Word Processing (WP) and Data Processing (DP). Unfortunately Wang cannot use telecommunications (TC) to perform remote word processing but is limited to direct hook-up or stand-alone applications. Within the Wang hardware environment there are three basic approaches:

- o Intelligent stand alone WP's: Wangwriter with telecommunications to a VS system for most DP activities.
- o A central minicomputer: VS system with WP/DP and Wangnet tied terminals.
- o A distributed system with TC access to a minicomputer: OIS distributed system capable of supporting both WP/DP activities.

The approach which was taken whether to rent or purchase hardware was to only consider the purchase option. Currently under the GSA schedule the rental costs are 4.5% per month of the purchase price. This means that rental payment for three years equal the purchase price. It is expected that after spending up to $235,503 in development costs the hardware would be in place longer than three years.

1. Wangwriters

The basic Wangwriter has 128 K of memory, two removable 5 1/4" diskettes and a 20 CPS Daisy wheel printer. The units would need to be equipped with telecommunications to communicate with the VS system. This interface will be necessary for all but the simplest applications. Each station would be equipped with CPM and BASIC for small DP applications which can be performed locally. Table IV-B.1 shows that 66% of the 31 applications can be put on the Wangwriter stations, the rest will have to reside on the remote VS system.

As compared to using a VS or OIS system, these stations require comparatively little staff training and the maintenance is limited to receiving, deleting and generally organizing the diskettes. Table

TABLE IV-B.1
ABILITY OF HARDWARE OPTIONS
TO EFFECTIVELY HANDLE APPLICATIONS LOCALLY

Branch or Division	Application Title	Hardware Options		
		Wangwriter	VS System	OIS System
MO/CRM/RM	Listing of Classified Material Reviewed	X	X	X
	Aid Films Listing	X	X	X
	Automation of Index to Shelf List		X	X
	Automation of Shelf Lists		X	X
	Series Control Schedule		X	X
	Handbook 21	X	X	X
	General Office	X	X	X
SER/MO/GS	Budget Tracking		X	X
	General Office	X	X	X
MO/GS/AP	Administrative Purchasing Tracking System		X	X
	General Office	X	X	X
MO/GS/BM	List of Reimbursable Work Authorizations	X	X	X
	Personnel and Space Index File	X	X	X
	Office Design		X	X
	General Office	X	X	X
MO/GS/IC	Telephone Directory	X	X	X
	Status of Mission Furniture	X	X	X
	Status of Parking Permits	X	X	X
	Handbook 20	X	X	X
	Audit of Telephone Bills		X	X
	Carpet Maintenace Report	X	X	X
	General Office	X	X	X
MO/GS/PPM	Warehouse Control System		X	X
	Office Machine Repairs		X	X
	Personal Custody Property Register	X	X	X
	General Office	X	X	X

TABLE IV-B.1
ABILITY OF HARDWARE OPTIONS
TO EFFECTIVELY HANDLE APPLICATIONS LOCALLY

Branch or Division	Application Title	Hardware Options		
		Wangwriter	VS System	OIS System
MO/OM/OPM	Property Disposal and Acquisition File		X	X
	List of Vehicular Property	X	X	X
	List of Real Property	X	X	X
	Handbook 23	X	X	X
	General Office	X	X	X
	TOTAL	21	31	31

IV-B.2 shows the hardware, software, and personnel costs associated with installing and maintaining the Wangwriter stations. The cost of installing and training was estimated to be $60,528 with an annually operated cost of about $6,578.

2. VS System

The basic VS system which would be required is a VS-100 CPU, with nine workstations, one letter quality, 35 CPS, daisy wheel printer; five draft, serial band, 250LPM printer; one serial line printer, 433 LPM and the printer feeders; one dual density tape drive; nine track, 800/1600 BPJ; two 90 MB disk including a 13.4 MB portable disk pack.

The VS system comes with all the required software including WP and BASIC. Due to the sophistication of the system both the initial and operational personnel costs are significant. A system of this type needs at least one full time manager, a part-time supervisor, and several part time support personnel including a Systems Analyst. If this level of personnel commmitment is not maintained the reliability of the system degenerates considerably. There are also a set of procedures and policies which need to be developed and implemented in order to maintain the system organization and their cut-effort customer service. Table IV-B.3 shows the hardware/software, and personnel costs associated with the installation of a VS system with nine workstations.. The cost of purchasing, installing and personal training the VS System would be $290,205 with an annual operational and maintenance cost of $99,406.

3. OIS System

There are three potential WANG OIS systems which could perform the requirements needed by MO.

All three systems meet MO's telecommunication requests. They all can communicate with either a WANG VS system or an IBM OS system using any of the following protocols:

- o Batch: 2780/3780
- o TTY Emulation: 2741
- o Interactive Batch: 3270

TABLE IV-B.2

WANGWRITER HARDWARE, SOFTWARE AND ASSOCIATED COSTS

Item		Purchase/Training Unit Cost	Quantity		Total	Maintenance Unit Cost	Quantity		Total
Hardware									
Wangwriter 5503 w/128K, Dual Disk, Telcom.		$ 6,391	9		$57,519	$ 87	9		$ 783
Software									
CP/M	N/A	350	1		350	N/A	N/A		N/A
BASIC	N/A	500	1		500	N/A	N/A		N/A
Total					$ 850				
Personnel									
Title	Grade								
Clerk	5	$12,854	2	1%@	$ 256	$12,854	2	10%@	$2,570
Prog. Oper. Ast.	7	15,922	2	1%@	318	15,922	2	10%@	3,184
Super Prog. Oper.	11	23,566	1	1%	235	23,166	1	10%	235
Total					$ 809				$5,975
Installation									
Install Designated Electric		$ 150	9		$ 1,350				0
Wangwriter Option Total					$60,528				$6,758

TABLE IV-B.3

V.S. SYSTEM HARDWARE, SOFTWARE, AND ASSOCIATED COSTS

Item		Purchase/Training Unit Cost	Purchase/Training Quantity	Purchase/Training Total	Maintenance Unit Cost	Maintenance Quantity	Maintenance Total
Hardware							
VS-100/16F		$63,866	1	$ 63,866	$ 638	1	$ 638
Workstations -	2256C	3,951	9	35,559	105	9	945
Printer-Letter	6581W	4,312	1	4,312	147	1	147
Printer-Draft	5573	6,468	5	38,808	220	6	1,320
Tape Drive	2209V-2	11,620	1	11,620	518	1	518
Disk 90MB	2280V-2	15,759	2	31,518	227	1	227
Printer	5571	14,525	1	14,525	203	1	203
Print Feeder	TSF	1,680	2	3,360	23	2	46
Total				$203,568			$ 4,044
Software							
BASIC		N/C			N/C		
Personnel							
Title	Grade						
Clerk	5	$17,275	2 10%@	$ 3,455	$17,275	2 20%@	$ 6,910
Prog. Oper. Ast.	7	21,400	2 10%@	4,280	21,400	2 20%@	8,560
Systems Anal.	12	37,963	1 10%@	3,796	28,245	1 60%	22,777
Systems Mg.	12	37,963	1 20%	7,592	28,245	1 100%	28,245
Super Oper. Mg.	13	45,141	1 10%	4,514	45,141	1 50%	22,570
Total				$ 23,637			$89,062
Installation							
Average as per DM Installation		$200/sq. ft.	315/sq. ft.	$ 63,000			
Rent					$20/sq. ft.	315/sq. ft.	$ 6,300
VS System Total				$290,205			$94,406

The older generation of OIS systems has two potential candidates, the 140 MODEL III and the 145 CPU configurations. The difference in price is significant between these two system CPU's since the 145 is $19,000 or 44% more expensive those the 140 system. For the MO applications the performance difference between the 140 and 145 system is not enough to justify the price difference, since the 140 can perform all the necessary applications, just a little slower.

The WANG's OS Alliance 250 system is the new generation of WP/DP OIS machines which is capable of supporting a data base management (DBM) package. The 140 cannot suppport a real DBM package and therefore is not as an effective or cost effective machine for DP/WP applications like MO. Table IV-B.4 shows the cost difference between the 140 and 250 OIS systems to be $7,128 which is 15% more for the 250 than the 140, but its performance is 15-25% better. In addition, applications development time can be decreased significantly due to the use of the DBM (VISUAL MEMORY) on the 250 system. This cost comparison ignores the peripherals since they are the same for either the 140 or the 250 machine.

The 250 is due for delivery in June 1982. It is currently finishing its final tests at both the CIA and State Department. Both of these users are reserved but optimistic about the machine's abilities. Since it is not anticipated that the funding, contracting, and organizational arrangements could be made before summer, and it will substantially save in the development effort, we recommend the 250. In most cases there are problems associated with a new machine. We feel these problems would be minor but an alternative approach would be to install a 140 and plan to upgrade to a 250 in the future. The hardware cost of this upgrade is about $7,500. This is not a recommendation though since it would require extensive software redesign upon conversion in order to make use of the DBM capabilities.

For either the 250 or 140 system we recommend the second 80 meg disk unit for both the additional speed and for back up capabilities. The reason we don't recommend a smaller disk is the price difference between the 26 MB disk and the 80 MB disk is only $2,000, which makes

TABLE IV-B.4
OIS 140 AND 250 BASIC CPU AND DISK COST COMPARISON

250 Alliance	$15,960	
CPU 2 80-meg. disks	31,920	
Total		$47,280
140 MODEL III		
CPU including 1 80-meg disk	$24,192	
1 additional 80-meg disk	15,960	
Total		(40,152)
DIFFERENCE		$ 7,128

TABLE IV-B.5

OIS SYSTEM HARDWARE, SOFTWARE AND ASSOCIATED COSTS

Item		Purchase/Training Unit Cost	Purchase/Training Quantity	Purchase/Training Total	Annual Maintenance Unit Cost	Annual Maintenance Quantity	Annual Maintenance Total
Hardware							
DIS-Alliance	250	$15,960	1	$ 15,960*	$ 223	1	$ 223
Disk 80 Meg.	6850-3P	15,960	2	31,920*	223	2	446
Workstations	5939	$ 4,435	7	$ 31,045	62	2	446
Workstation	5503 + tel	$ 9,454	1	$ 9,454	75	1	75
Workstation - Master	5939	5,241	1	5,241	73	1	73
Printer	5577	5,019	2	10,038	70	3	210
Printer	5571	14,525	1	14,525	128	1	128
Print Feeder	TSF	1,680	2	3,360	23	2	46
OIS TEL	TCSC-2	1,245	1	1,245	17	1	17
VS TEL	22V06-3	3,403	1	3,403	51	1	51
Disk Packs 13.4 mg.	725-0711	350	7	2,450	-	N/A	-
HARDWARE TOTAL				$128,641			$ 1,765
Software							
BASIC		$ 2,520		$ 2,520	N/C		
CP/M		840		840	N/C		
Visual Memory		5,040		5,040	N/C		
Management		1,680		1,680	N/C		
SOFTWARE TOTAL				$ 10,080			
Personnel							
Title	Grade						
Clerk	5	$17,275	2 1%	$ 344	$17,275	2 10%	$ 3,454
Prog. Opr. Ast.	7	21,400	2 1%	428	21,400	2 10%	4,280
Super Oper. Mg.	11	31,674	1 2%	634	31,674	1 50%	15,837
Systems Analyst	9				26,176	1 100%	26,176
PERSONNEL TOTAL				$ 1,406			$49,747

TABLE IV-B.5

OIS SYSTEM HARDWARE, SOFTWARE AND ASSOCIATED COSTS

Installation/Space				
Move walls to Build 100 sq. ft. room	$ 3,500			
A/C duck work to accommodate 5K BTU/h	$ 500			
Electric Work (11 circuits) and Cabling	$ 1,650			
Cabling	$ 2,000			
Rent	.	$20/sq.ft.	100	$ 2,000
INSTALLATION/SPACE TOTAL	$ 7,650			$ 2,000
OIS GRAND TOTAL	$147,777			$53,512

* Subtotal $47,280

the 80 MB a very inexpensive upgrade. We recommend eight workstations and one archival workstation. The archival workstation is to be used by the system manager's group. We also recommend one 425 LPM high speed printer, and three printers which operate on two speed letter quality: 60 CPS, draft quality: 180 CPS. Two of these printers would be equipped with paper feeders. We recommend communication capability between the OIS DM's VS, and the 370. This will be necessary for use of the PPMS and the FACS systems and reading the Telephone 9-track tapes. In order to communicate, two pieces of communicates equipment are needed, the TCSC-2 for the OIS and the 22V06-3 for the VS system. It is assumed the 370 is equipped with the communications hardware.

The 250 system comes with a full Word Processing/spelling and security packages at no additional cost. In addition we recommend both the data base management package - Visual memory and a general management package. The languages BASIC and CP/M emulater are also recommended so that a wide variety of software can be used on the system.

The hardware related personnel costs are relevant but not significant. One system manager could handle the operations with minimal (10%) help from the support staff. Though this position would only take about 50% of the time, he would be able to perform the responsibility for maintaining the systems performance through the use of a well developed set of system procedures and policies. Our cost estimates assumed that such procedures would be constructed as part of the normal application development period. WE ALSO FEEL THAT THERE SHOULD BE A SYSTEM ANALYST/PROGRAMER AVAILABLE TO PERFORM SOFTWARE MAINTANCE.

Table IV-B.5 shows the hardware, software and personnel costs associated with the installation and operation of a OIS system at MO. The total cost is $~~145,417~~ 147,777 with an annual maintenance of about $~~21,302~~ 53,512.

4. Conclusion

In comparing the three alternatives we found that the Wangwriter is about $80,000 less than the OIS but it could not perform more than 66% of the needed applications. The VS system is not recommended because this system is basically designed for sophisticated

the 80 MB a very inexpensive upgrade. We recommend eight workstations and one archival workstation. The archival workstation is to be used by the system manager's group. We also recommend one 425 LPM high speed printer, and three printers which operate on two speed letter quality: 60 CPS, draft quality: 180 CPS. Two of these printers would be equipped with paper feeders. We recommend communication capability between the OIS DM's VS, and the 370. This will be necessary for use of the PPMS and the FACS systems and reading the Telephone 9-track tapes. In order to communicate, two pieces of communicates equipment are needed, the TCSC-2 for the OIS and the 22V06-3 for the VS system. It is assumed the 370 is equipped with the communications hardware.

The 250 system comes with a full Word Processing/spelling and security packages at no additional cost. In addition we recommend both the data base management package - Visual memory and a general management package. The languages BASIC and CP/M emulater are also recommended so that a wide variety of software can be used on the system.

The hardware related personnel costs are relevant but not significant. One system manager could handle the operations with minimal (10%) help from the support staff. Though this position would only take about 50% of the time, he would be able to perform the responsibility for maintaining the systems performance through the use of a well developed set of system procedures and policies. Our cost estimates assumed that such procedures would be constructed as part of the normal application development period. We also feel that there should be a System Analyst/Programmer available to perform software maintenance.

Table IV-B.5 shows the hardware, software and personnel costs associated with the installation and operation of a OIS system at MO. The total cost is $147,777 with an annual maintenance of about $53,512.

4. Conclusion

In comparing the three alternatives we found that the Wangwriter is about $80,000 less than the OIS but it could not perform more than 66% of the needed applications. The VS system is not recommended because this system is basically designed for sophisticated

data processing applications and not a distributed office type of environment. Not only is the cost higher than the OIS, by $82,000, but the high level of system maintenance required would not be recommended for an application oriented organization like MO.

The current annual cost of the computer hardware which would be replaced by the OIS system is detailed in Table IV-B.6. They total $12,929. With a total OIS hardware/software cost of $138,721.

We therefore recommend the OIS system and associated software for MO application. It was designed by Wang for just that type of application and we feel that it would significantly increase MO's effectiveness and productivity, without increasing staff.

C. INDIRECT FACTORS ANALYSIS

1. Advantages

In assessing personnel costs we restricted our quantitative analysis to time spent directly on report production as the basis of area activity. While this is generally a safe assumption, it is also true that there are a number of activities which only indirectly impact on the report product and so are not included in the personnel time estimates. The purpose of this section is to point out a number of areas where the introduction of automation should provide personnel cost savings in activities indirectly related to report production.

One technique for a manager to increase overall productivity is to raise staff efficiency. This option is facilitated through automation by reducing the time to find and analyze information. In fact our post-application personnel costs reflect this premise. However, the ability to perform rapid search, retrieval, and analysis of information impacts on other features of Government activity, for example: 1) staff members may be spread out over more projects without a reduction in efficiency since the computer can "do the walking" through the file system; 2) special projects, e.g., Congressional or FOI requests, which disrupt normal activities are dispensed with sooner; and, 3) "false starts," are detected sooner, i.e., when the information

TABLE IV-B.6
ESTIMATED CURRENT ANNUAL COMPUTER COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	COMPUTER TYPE	NO. OF COMPUTERS USED	ANNUAL PERCENT TIME PER COMPUTER	ANNUAL COMPUTER COSTS BY REPORTS	ANNUAL COMPUTER COSTS BY AREA
MO/CRM/RM	Listing of Classified Material Reviewed	1	IBM SYS 6	1	20	$ 526	
	AID Films Listing	2	IBM SYS 6	1	N/E	N/E	
	Automation of AID Index to Shelf Lists (Form 5-45)	3	IBM SYS 6	1	10	$ 263	
	Annual Summary of Record Holdings	4	N/A	—	—	—	
	Emergency Disposal of Records	5	N/A	—	—	—	
	Donation of Records	6	N/A	—	—	—	
	Handbook 21	7	N/A	—	—	—	
	TOTAL						$ 789
SER/MO/GS	Tracking of Obligated and Confirmed Expenditures by Budget Categories	8	Q-1	1	N/E	N/E	
	TOTAL						N/E
MO/GS/AP	AID Workload	9	Q-1	2	8	$ 912	
	Budget Report	10	Q-1	2	8	$ 912	
	Control Log Status	11	Q-1	2	8	$ 912	
	Daily Requisition Log	12	Q-1	2	6	$ 684	
	Procurement Status	13	Q-1	2	6	$ 684	
	Purchase Order History Status	14	Q-1	2	6	$ 684	

TABLE IV-B.6
ESTIMATED CURRENT ANNUAL COMPUTER COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	COMPUTER TYPE	NO. OF COMPUTERS USED	ANNUAL PERCENT TIME PER COMPUTER	ANNUAL COMPUTER COSTS BY REPORTS	ANNUAL COMPUTER COSTS BY AREA
	Report on Procurement by Civilian Executive Agencies	15	Q-1	2	.5	$ 57	
	Requisition Control Log	16	Q-1	2	6	$ 684	
	Summary of Contract Actions of $10,000 or Less	17	Q-1	2	.5	$ 57	
	Vendor Master Address List	18	Q-1	2	.5	$ 57	
	Subscription and Periodical List	19	Q-1	2	.5	$ 57	
	TOTAL						$ 5,700
MO/GS/BM	List of Reimbursable Work Authorizations	20	IBM SYS 6	1	.50	$ 13	
	Budget Estimates for Leased Property	21	N/A	—	—	—	
	Personnel Strength Reports Across all Buildings	22	N/A	—	—	—	
	Personnel Strength Reports by Leased Buildings	23	N/A	—	—	—	
	Occupancy Report	24	N/A	—	—	—	
	Personnel Index	25	N/A	—	—	—	
	Space Index	26	N/A	—	—	—	
	TOTAL						$ 13

TABLE IV-B.6
ESTIMATED CURRENT ANNUAL COMPUTER COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	COMPUTER TYPE	NO. OF COMPUTERS USED	ANNUAL PERCENT TIME PER COMPUTER	ANNUAL COMPUTER COSTS BY REPORTS	ANNUAL COMPUTER COSTS BY AREA
MO/GS/IC	Carpet and Drape Maintenance Report	27	IBM SYS 6	1	5	$ 131	
	Handbook 20	28	IBM SYS 6	2	8	$ 420	
	Audit of Telephone Bills	29	IBM 370	1	N/E	N/E	
	Status of Mission Furniture	30	IBM SYS 6	1	4	$ 105	
	Status of Parking Permits	31	IBM SYS 6	1	17	$ 447	
	Telephone Directory	32	IBM SYS 6	2	8	$ 420	
	TOTAL						$ 1,523
MO/GS/PPM	Receiving New Stock	33	Olivetti	1	30	$1,429	
	Credit Voucher Register	34	Olivetti	1	5	$ 238	
	Returned Merchandise	35	Olivetti	1	15	$ 715	
	Office Machine Repairs	36	Olivetti	1	10	$ 476	
	Notice of Award	37	Olivetti	1	.5	$ 24	
	Personal Custody Property Report	38	Olivetti	1	3.5	$ 167	
	Personal Property Survey	39	Olivetti	1	.5	$ 24	
	Transfer Order	40	Olivetti	1	.5	$ 24	
	TOTAL						$ 3,097
MO/OM/OPM	Disposal of Foreign Excess Property	41	IBM 370	1	30	$1,042	
	Agency Report on Motor Vehicle	42	IBM 370	1	3	$ 104	

TABLE IV-B.6
ESTIMATED CURRENT ANNUAL COMPUTER COSTS TO PRODUCE REPORTS BY AREA AND REPORT

BRANCH OR DIVISION	REPORT TITLE	REPORT NO.	COMPUTER TYPE	NO. OF COMPUTERS USED	ANNUAL PERCENT TIME PER COMPUTER	ANNUAL COMPUTER COSTS BY REPORTS	ANNUAL COMPUTER COSTS BY AREA
	List of Personal Property	43	IBM 370	1	17	$ 590	
	Inventory of Real Property	44	N/A	—	—	—	
	Handbook 23	45	N/A	—	—	—	
	Listing of Vehicular Standardization Plans	46	N/A	—	—	—	
	Briefing Paper on Real, Personal and Vehicular Property	47	IBM 370	1	2	$ 69	
	Report on Overseas Exchange/Sales Transactions	48	IBM 370	1	.05	$ 2	
	TOTAL						$ 1,807
	GRAND TOTAL						$12,929

required is not existing, unaccessible, or in an unusable form. The flexibility to expand productivity in an era of Government work force reductions cannot be overestimated.

Another area of staff efficiency attributable to automation, but only indirectly related to report production is the General Office/Word Processing package. The primary benefit here is the swiftness with which first drafts become final versions. Particularly useful is the editing ease with which text changes are inserted into existing text. The revised text is automatically realigned, producing a camera ready copy.

Having explored the general benefits of automation we may now review three specific systems which are expected to produce significant personnel cost savings contributing only indirectly to report fulfillment. These are the Office Design graphics package for MO/GS/BM, the inventory control system for MO/GS/PPM, and the document tracking package for MO/CRM/RM.

Approximately 40% of the personnel time within MO/GS/BM is spent modifying floor plans. This procedure, a combination of artistic judgement and technical skill, may require up to twelve floor plan variations before the optimum design change is decided upon. Such diverse factors as design symetry, ease of constructing the change, esthetic beauty, correct office square footage allotment, closeness of desks, door height, etc. must all be considered and represented properly in the final design selection. As part of our recommendations, the Office Design graphics package would be designed to aid this process by providing rough drafts of floor plan changes. By entering various parameters, the Office Design application will rapidly generate a series of first draft sketch changes. The staff can then use their judgement to choose the optimum design and manually refine it into a final version. It is estimated that the personnel savings time in the area of floor plan design will approach 40% or more.

This Office Design System would use the WANG 64K proportional spacing workstation as a terminal. It has the capability of addressing

various places on the screen like a full graphics terminal. The resolutions will be only fair quality, i.e., diagonal lines will not be smooth but slightly jagged, but it is anticipated that this will be sufficient for GS/BM's uses. The system will output on the WANG dot matrix printer and have the same "DRAFT ONLY" quality of output as the terminal. The advantage of this is still significant since it will mean that only one hand produced draft will be necessary and not twelve.

MO/GS/PPM is another area with heavy daily requirements contributing indirectly to report generation. As a warehouse operation, MO/GS/PPM must maintain daily logs on merchandise received by the Warehouse, credited from the Warehouse to other parts of AID, returned from AID to the Warehouse, etc. Further the status of each event must be tracked over time, e.g., an incomplete shipment may arise because either the vendor is temporarily out of stock or the vendor no longer caries the item. Appropriate action depends on the reason for the incomplete shipment. Finally, MO/GS/PPM is also charged with coordinating office machine repairs.

In a multi-tracking environment such as a warehouse it becomes difficult, if not unmanageable, to go beyond control of daily tracking needs. That is, long term planning is often dependent on the amount of spare time to review the various registers in an attempt to achieve an overall picture of the warehouseing operational needs. This situation almost guarantees an inflexible response to significant short term changes which may occur, e.g., a normal seasonal demand conflicting with a market under-supply of a particular item. An automated warehouse inventory control system replaces the manual register tracking system and also provides for rapid computer analyses across and within various registers. It is the power of such analyses that provides management with the timely data necessary to justify the implementation of long and short term plans. Further, the constant up to date information allows for accurate monitoring of the plan's progress with consequent correction if required. Thus, an automated inventory control system provides personnel cost savings for daily and longer term functions.

The document tracking package for MO/CRM/RM provides another example of potentially large personnel cost savings not captured when focusing on direct report costs. MO/CRM/RM has two functions relevant to this analysis. First, it must develop, implement and monitor a uniform series control schedule throughout AID. The monitoring process involves ensuring that missions take appropriate disposition action within pre-set time frames. Thus, it is necessary to track which document series at which missions require which action within which time period! A second task charged to MO/CRM/RM is to retrieve requested information from AID documents archived at NARS, e.g., in response to an FOI request. Currently, the entire process is performed manually and relies largely on the personal knowledge of a few individuals for smooth functioning. When a document is archived three phases are brought into play: 1) the document is stored in a box; 2) a shelf list describing the basic contents of one or more boxes is generated; and, 3) an index to the shelf list, which summarizes the categories covered by a shelf list, is developed. The document search process follows the archiving procedure in reverse.

Clearly both the monitoring of the series control schedule and the archived document search process are extremely labor intensive when performed manually, due simply to the sheer volume of information to be dealt with. Thus, by allowing a computer to conduct monitoring and file search processes, overall staff time should be reduced while simultaneously raising productivity.

2. Potential Disadvantages

Computers exist as only one aspect of an overall office environment. Unless the complete environment is considered prior to programming, the computer cannot maximally contribute to office productivity and may even inhibit it. The aspects of the office environment which are relevant to smooth integration of automation include such factors as: 1) an awareness of the limitations of the computer, especially in performing judgements; 2) the steps necessary to maintain data bases; and, 3) training requirements which allow the staff to incorporate automation into their normal work routine. The potential effects of not considering these factors are now outlined.

a. "If you cannot do it manually, a computer cannot do it either"

This caveat is probably the most overlooked at the managerial level. Since the computer can only reflect your current operational procedures, if the procedures do not function well neither will the computer.

b. A computer is not a cure-all

There is a tendency to think of computers as cure-alls or the solution to any problem. As a result managers sometimes forego good planning techniques for the voodoism of computerism. Computers can only be one component of the process towards a solution, never the solution.

c. "Garbage In - Garbage Out"

The best managed computer system is useless unless the avilable data is both current, reliable, and valid for your purposes. One of the most common computer-related complaints is that the numbers generated are not relevant or out of date. Too often this occurs because adequate procedures were not developed to maintain the data bases.

d. "Frustration breeds contempt"

Be wary of user complaints for the first six months of usage. Our experience has been that over 80% of these complaints arise more from a lack of understanding on how to fully use the computer, then a real need for program modification. Therefore, we strongly recommend a support network consisting of self teaching user's manuals, training for selected staff members who will serve as "reference guides" to system usage as part of their normal routine, and on-line tutorials.

e. Reorganizations

Though it is obvious it still bears mentioning that if the space and/or the major organizational missions are moved or radically

modified the computer implications should be reviewed, especially if the hardware and software are in place. WANG currently has severe communication limitations and works most effectively when the user is on site with the computer.

We believe that adhering to these guidelines will lead to a smooth transition from a predominantly non-automated based environment to a computer based one.

D. ANALYSIS SUMMARY

Table IV-D.1 summarizes the financial analysis. The total one time costs are $380,917 which is off-set by an annual savings of $57,709. Thus, the whole project will be paid back in seven years.

There are non-cost factors to consider in an analysis. Some of the benefits include:

- Increased productivity
- Quicker response time
- Increased accuracy
- Better control and monitoring

Factors which may be a disadvantage include:

- Garbage in - Garbage out principle
- Automation can alienate people
- An uncoordinated reorganization could void many of the positive effects of automation if a branch was geographically separated from the computer.

If a system is well planned and carefully implemented though, these problems are manageable.

TABLE IV-D.1

FINANCIAL ANALYSIS SUMMARY

I. One Time Cost Factors

A. Hardware

Equipment	$128,641	
WANG Software	10,080	
Personnel	1,406	
Installation	7,650	
Subtotal	$147,777	

B. Development

Phase I	$ 78,500	
Phase II	78,500	
Phase III	78,500	
Subtotal	$235,500	
Total One Time Costs		$383,277

II. Annual Cost Factors

A. Savings

Operations	$57,709	
Equipment	12,929	
Space Rental	3,600	
Subtotal Annual Savings	$74,238	

B. Costs

Hardware Maintenance	$ 1,765	
Hardware Related Personnel	23,571	
Software Maintenance	26,176	
Space Rental	2,000	
Subtotal	$53,512	
C. Net Annual Cost		$20,726

III. Payback Period 18.5 Years

SECTION V

SECTION V

RECOMMENDATION

Group Operations, Incorporated was contracted by AID to perform a requirements analysis of the Management Operations Office within the Rosslyn Commononwealth Building. The contractual objective was to recommend "alternatives for improving the various MO operations, using office/computer automation techniques, including the possible integration of one or more MO operations, and a discussion of the costs and benefits associated with these recommendations." The objective set forth a hyphothesis to be tested of "improving the various MO operations using office/computer automation techniques".

The first step was to conduct a series of detailed fact-finding interviews which resulted in the description of MO's present activities. This description was then transformed into automation terms. Section III describes this transformation process of changing the present activities into potential automation requirements.

Once this process had been accomplished the next step was to attempt to find the most cost-efficient method of developing the software necessary to meet these requirements. The final recommendation was to use a phase approach, stressing the need to maintain the same project team throughout the development process.

The next step of the process was to find a hardware configuration which could support this hypothetical automated environment. The analysis found that the most long-term cost efficient configuration was an OIS-250 system.

Once the most efficient hypothetical hardware and software system was determined, we examined the indirect factors which would influence the hypothetical MO system. It was estimated that there would be an increase in productivity, a decrease in response time to requests like Congressional inquiries, increased accuracy and better supervisory control and monitoring. Based on these factors, we feel that the MO should increase its automation. Specifically, it should:

- Acquire the OIS-250 hardware and related software for $147,777.
- Develop the 31 recommended systems using the Phase approach with a constant team with a cost of $235,500.

The final factor necessary to make the decision is the cost. From our cost analysis we felt that there would be a 18.5 year payback period if this $380,917 project was adopted. The decision, if this is acceptable or not, remains with AID.

ABBREVIATIONS

Da = Daily
DP = Data Processing
L = Letter Quality
LP = List Processing
M = Less than Weekly
mb = megabytes
N/A = Not Applicable
N/E = Not Estimable
P = Programmer
S = Standard Quality
SA = Systems Analyst
We = Weekly
WP = Word Processing

APPENDIX A

PART 1 Blank Survey Packet

PART 2 Completed Survey Packets

PART 1

Blank Survey Packet

CARA CORPORATION

INVENTORY OF REPORTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

REPORT NAME & NUMBER	FREQUENCY / PREPARED BY	DISTRIBUTED TO / METHOD	NUMBER OF		ESTIMATED PAGES		PURPOSE – COMMENTS
			LINES/PG	COPIES	AVERAGE	PEAK	

Form A2-051 7/76

General Flow of:

Office: SER/

Interviewee:

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER			
PURPOSE			
FREQUENCY			
CUTOFF CRITERIA			
DISTRIBUTED TO – (No. OF COPIES)			
METHOD OF DELIVERY/TRANSMISSION/MEDIA			
FORM TYPE	FORM SIZE	NO. OF PARTS	
ESTIMATED PAGES AVG. PEAK	LINES/PAGE		
REPORT RETENTION			
SECURITY			
PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
USER COMMENT			
USER APPROVAL	DATE:		

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			

Form A2-059 7/76

PART 2

Completed Survey Packets

Submitted Under Separate Cover

APPENDIX B

APPLICATION SYSTEM FACT SHEETS

APPLICATION FACT SHEET

Designation Code: MU/CRM/RM

Application Title(s): Listing of Classified Material Reviewed

Purpose: Maintain a reliable file on which classified documents have been reviewed for declassification and when the review occurred

Associated Missions: (2)(b) 4,5

Reports Generated: Listing of Classified Material Reviewed

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

Total Annual Savings: Personnel Time: 34% Personnel Cost: $9,410

Description:

This application will provide for the needs of an expanding data base in conjunction with rapid data retrieval requirements. Staff time in entry and retrieval of document data will be minimized through use of user-friendly menu-driven screens. The reviewed docoument data may be selectively retrieved on one or more of 20 relevant categories for tracking or reporting purposes. This system will eliminate the redundant review of a document due to failure to verify when an initial review was performed.

APPLICATION FACT SHEET

Designation Code: MU/CRM/RM

Application Title(s): AID Films Listing

Purpose: Track location type, and usage rate of film strips

Associated Missions: (2)(b) 4

Reports Generated: AID Films Listing

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

Total Annual Savings: Personnel Time: 10% Personnel Cost: $2,140

Description:

This application will allow AID to rapidly determine the availability of selected films. The usage rate of films may be monitored to determine when additional prints are required. The system will allow for missions to directly access this data file for film information requests, thus saving AID/W staff time. Finally, this data base will be "tied" into the the data bases for the Automation of Index to Shelf List, Automation of Shelf Lists, and Series Control Schedule. Thus the progression of a film from AID/W to selected missions to AID/W to NARS may be easily tracked without manually locating and reviewing paper files.

APPLICATION FACT SHEET

Designation Code: MU/CRM/RM

Application Title(s): Automation of Index to Shelf Lists

Purpose: Identify which shelf lists contain the desired information

Associated Missions: (2)(b) 4,6

Reports Generated: Automation of AID Index to Shelf Lists (Form 5-45)

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

Total Annual Savings: Personnel Time: 5% Personnel Cost: $3,555

Description:

This application provides the initial phase in a search for documents stored at NARS. The sheer volume of potential documents to review for a given search request necessitates demands for such a screening phase. Each shelf list index will be encoded into upwards of 20 categories of information. The data base will be structured hierarchically, such that search operations may proceed from general to specific category. The data base/program interface will be designed to optimize search flexibility and search time. Finally, this data base will be "tied" into that of the AID Films Listing, Automation of Shelf Lists and Series Control Schedule. This scheme will allow for coordinated document searches agency-wide.

APPLICATION FACT SHEET

Designation Code: MO/CRM/RM

Application Title(s): Automation of Shelf Lists

Purpose: Identify the specific location of desired documents stored at NARS

Associated Missions: (2)(b) 4,6

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	2	30	3	6	12	6	3
P	2	40	4	8	16	8	4

Total Annual Savings: Personnel Time: N/A Personnel Cost: N/A

Description:

This application will provide the means to rapidly determine which AID documents stored at NARS are relevant for the question at hand. Special attention will be paid to allowing flexibility to conduct "fishing expeditions" across and within categories. Thus, the data base will be constructed on two planes: first, hierarchically arranged categories and levels within categories; and, secondly, a series of cross-reference tables which provide "suggestions" to the use of alternative search routes which may be profitable to pursue. The depth and breadth of the search will be determined by the user.

Special care will be taken to develop and/or employ the most appropriate DBMS. Note the current shelf lists would fill approximately 37 mb of disk storage, and additional shelf lists accumulate at the rate of approximately 1.5 mb per year. Thus, there is a massive amount of data to manage overtime, with ever-increasing loads.

This data base will be "tied" into those of the AID Films Listing, Automation of Index to Shelf Lists, and the Series Control Schedule.

APPLICATION FACT SHEET

Designation Code: MU/CRM/RM

Application Title(s): Series Control Schedule

Purpose: Track document series by mission and assigned disposition period

Associated Missions: (2)(b) 1,3,4,5,7;(d)

Reports Generated: Annual Summary of Record Holdings
Emergency Disposal of Records
Donation of Records

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	2	30	3	6	12	6	3
P	2	40	4	8	16	8	4

Total Annual Savings: Personnel Time: (10)% Personnel Cost: $3,277

Description:

This application will be the primary method of tracking mission compliance with the to-be-released AID Series Control Schedule. AID and other Federal agencies are under Executive order to establish and monitor such schedules. Without automation the staff time to monitor guidance would quickly become excessive.

Assuming missions will directly update their own files, care must be taken to develop a uniformly user-friendly data entry system given the differing levels of expertise across missions. Thus, the entire system will be menu-driven and as cross-cultural as possible.

The application will automatically produce status reports on mission compliance as well as the number, type and distribution of documents coming up for review. This feature will allow for more accurate future scheduling of personnel to review documents at AID/w or the missions.

The data base will be "tied" into that for AID Film Listing, Automation of Index to Shelf Lists, and Automation of Shelf Lists.

APPLICATION FACT SHEET

Designation Code: MU/CRM/RM

Application Title(s): Handbook 21

Purpose: To rapidly make and distribute changes in Handbook 21 to field staff

Associated Missions: (2)(d)

Reports Generated: Handbook 21

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	10	1	2	4	2	1
P	1	10	1	2	4	2	1

Total Annual Savings: Personnel Time: 25% Personnel Cost: $7,349

Description:

This application will allow for changes in the handbook to be rapidly made and distributed agency wide. A "history" file will be maintained so that the predecessor rules of a current rule may be easily traced (e.g., in response to a FOI request).

Search capability will be made available, reducing staff time to locate the relevant portions of the handbook for a given situation. The entire application will be user-friendly, the update operation procedures search toward clerical usage.

APPLICATION FACT SHEET

Designation Code: MO/CRM/RM

Application Title(s): General Office

Purpose: Aid in preparation of reports, documents, letters, etc.

Associated Missions: All

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	N/E	N/E	N/E	N/E	N/E	N/E	N/E
P	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Total Annual Savings: Personnel Time: N/E Personnel Cost: N/E

Description:

The General Office application provides word processing capability for the office environment. The "electronic" files are located and searched much more rapidly than ordinary ones. Further, revision or copying of word processed text files can be done in one tenth the time of comparable manual techniques. Thus productivity can be expected to increase simply by virtue of reduced personnel time to accomplish these type of tasks. This application will be tailored to conform to the needs and filing scheme of this area.

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APPLICATION FACT SHEET

Designation Code: SER/MO/GS

Application Title(s): Budget Tracking

Purpose: Tracking of obligated and confirmed expenditures by budget categories

Associated Missions: C

Reports Generated: Tracking of obligated and confirmed expenditures by budget categories

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	2	40	4	8	16	8	4
P	2	40	4	8	16	8	4

Total Annual Savings: Personnel Time: 15% Personnel Cost: $4,751

Description:

This application will bring complete automation to the budget tracking process. In addition the capability to project budgetary trends will be possible through use of a "history" file which maintains the data for previous fiscal years. Budget tracking reports will be available on a daily, weekly, monthly and yearly basis.

A primary development concern will be to provide for easy entry of data from various points throughout AID/W, e.g., the warehouse, MO/GS/BM, SER/MO/GS, etc. This decentralization of data input should result in a more timely updating of the data base.

The data base will be structured to allow for selective retrieval and/or analysis of budgetary items.

Due to the sensitive nature of this data, special procedures will be encoded to restrict access and protect the integrity of the data base. Note that a similar application is currently being implemented on the Q1.

APPLICATION FACT SHEET

Designation Code: SER/MO/GS

Application Title(s): General Office

Purpose: Aid in preparation of reports, documents, letters, etc.

Associated Missions: All

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	N/E	N/E	N/E	N/E	N/E	N/E	N/E
P	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Total Annual Savings: Personnel Time: N/E Personnel Cost: N/E

Description:

The General Office application provides word processing capability for the office environment. The "electronic" files are located and searched much more rapidly than ordinary ones. Further, revision or copying of word processed text files can be done in one tenth the time of comparable manual techniques. Thus productivity can be expected to increase simply by virtue of reduced personnel time to accomplish these type of tasks. This application will be tailored to conform to the needs and filing scheme of this area.

APPLICATION FACT SHEET

Designation Code: MO/GS/AP

pplication Title(s): Administrative Purchasing Tracking System

urpose: Provide source of all information used to produce MO/GS/AP related reports.

ssociated Missions: (4)(b); (c); (d); (e); (f)

eports Generated:

- AID Workload
- Budget Report
- Control Log Status
- Daily Requisition Log
- Procurement Status
- Purchase Order History File
- Report on Procurement by Civilian Executive
- Requisition Control Log
- Summary of Contract Actions of $10,000 or Less
- Vendor Master Address List
- Subscription and Periodical List

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

osition Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	10	1	2	4	2	1
P	1	10	1	2	4	2	1
SA	3	20	2	4	8	4	2
P	3	20	2	4	8	4	2

otal Annual Savings: Personnel Time: 0% Personnel Cost: $(1)

escription:

he Administrative Purchasing Tracking System is composed of four primary data bases, i.e., equisition file, Purchase Order file, Budget file, and Vendor Name and Address file. The endor Name and Address file will require the least time to install. This application will eplace the currrent MO/GS/AP related ones residing on the Q1. The Vendor Name and Address ile requires only 10 days to transfer since it has relatively little programmingg ssociated with it. In addition to transferring the data bases, all programs residing on he Q1 need to be rewritten from the PL/I to the BASIC programming language. Further, any rocedures unique to the Q1 machine will have to be made compatible with the new computer ystem.

iven the sensitive nature of this data, a high emphasis will be placed on quality omparison checks between the transferred system and the original one residing on the Q1. hus, the Q1 will not be deactivated until such time the transferred system is fully mplemented.

APPLICATION FACT SHEET

Designation Code: MO/GS/AP

Application Title(s): General Office

Purpose: Aid in preparation of reports, documents, letters, etc.

Associated Missions: All

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orientation	Design	Programming	Implementation and Testing	Documentation
SA	N/E	N/E	N/E	N/E	N/E	N/E	N/E
P	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Total Annual Savings: Personnel Time: N/E Personnel Cost: N/E

Description:

The General Office application provides word processing capability for the office environment. The "electronic" files are located and searched much more rapidly than ordinary ones. Further, revision or copying of word processed text files can be done in one tenth the time of comparable manual techniques. Thus productivity can be expected to increase simply by virtue of reduced personnel time to accomplish these type of tasks. This application will be tailored to conform to the needs and filing scheme of this area.

APPLICATION FACT SHEET

Designation Code: MO/GS/BM

Application Title(s): List of Reimbursable Work Authorizations

Purpose: Track status of reimbursable work authorizations

Associated Missions: (2)(a); (b)

Reports Generated: List of Reimbursable Work Authorizations

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	30	3	6	12	6	3
P	2	40	4	8	16	8	4

Total Annual Savings: Personnel Time: 20% Personnel Cost: $9,505

Description:

This application is primarily designed to streamline portions of the current procedures to process Reimbursable Work Authorizations (RWA). It will be involved in monitoring this process by tracking request status, issuing notifications to appropriate parties, and generating final status reports. In addition, the data base may be searched selectively to retrieve and/or analyze data. In this manner relevant trends (e.g., a pattern of inadequate contractor work) may be easily detected and documented.

Various logs which are now maintained by hand will be made computer based, further streamlining the tracking process.

The data base will be tied into the Building Floor Plan file, and the Carpet and Drape Maintenance file such that once an RWA is initiated the appropriate update operations will be performed to the relevant data bases.

APPLICATION FACT SHEET

Designation Code: MO/GS/BM

Application Title(s): Personnel and Space Index File

Purpose: Maintain distribution of types of people and square footage by organization and building

Associated Missions: (2)(a); (b)

Reports Generated: Budget Estimates for Leased Property
Personnel Strength Reports Across all Buildings
Personnel Strength Reports by Leased Buildings
Personnel Strength Reports by Government Owned Buildings
Occupancy Report
Personnel Index
Space Index

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orientation	Design	Programming	Implementation and Testing	Documentation
SA	2	20	2	4	8	4	2
P	2	20	2	4	8	4	2

Total Annual Savings: Personnel Time: 22.8% Personnel Cost: $6,574

Description:

This application will allow for rapid retrieval of either personnel or space distribution parameters. In addition to creation of these data bases, programmed procedures will be established to selectively retrieve and analyze the data. These data bases will be tied into the Building Floor Plan file. This union of data bases will allow for rapid utilization and cost comparisons.

APPLICATION FACT SHEET

Designation Code: MO/GS/BM

Application Title(s): Office Design

Purpose: To generate first draft floor plans

Associated Missions: (2)(a); (b)

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	2	80	8	16	32	16	8
P	3	80	8	16	32	16	8
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

Total Annual Savings: Personnel Time: N/E Personnel Cost: N/E

Description:

This application actually consists of two primary subsystems, i.e., a graphics package (Office Design) and an extensive data base replicating AID floor plans (Building Floor Plan File). The application will provide the capability to generate floor plan sketches of good accuracy and quality. Given specified parameters the optimum room or floor configuration may be determined and drawn relatively rapidly. Implemented changes are fed directly into the AID Building Floor Plan file, thus ensuring AID a current "picture" of its floor plan architecture. This data base will be tied into the inventory one such that the location and position of any inventory item or set of tiems within a room may be quickly sketched or listed.

The programming to interface with the data base will include a series of complex algorithms to produce the necessary graphics in a flexible, user-friendly fashion. This is a very complex task and will probably required several pilot versions before a final standard is adopted. Additionally, the data base must be precisely structured to quickly locate the required data elements from the huge amount of information stored. The data base construction is complex enough to warrant the full-time participation of one Systems Analyst and one Programmer for twenty days each.

APPLICATION FACT SHEET

Designation Code: MU/GS/BM

Application Title(s): General Office

Purpose: Aid in preparation of reports, documents, letters, etc.

Associated Missions: All

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orientation	Design	Programming	Implementation and Testing	Documentation
SA	N/E	N/E	N/E	N/E	N/E	N/E	N/E
P	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Total Annual Savings: Personnel Time: N/E Personnel Cost: N/E

Description:

The General Office application provides word processing capability for the office environment. The "electronic" files are located and searched much more rapidly than ordinary ones. Further, revision or copying of word processed text files can be done in one tenth the time of comparable manual techniques. Thus productivity can be expected to increase simply by virtue of reduced personnel time to accomplish these type of tasks. This application will be tailored to conform to the needs and filing scheme of this area.

APPLICATION FACT SHEET

Designation Code: MO/GS/IC

pplication Title(s): Carpet and Drape Maintenance Report

urpose: Track maintenance schedule for carpet cleaning

ssociated Missions: (1) (a)

eports Generated: Carpet Maintenance Report

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

osition Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

otal Annual Savings: Personnel Time: 0% Personnel Cost: $0

escription:

his application will track the location and scheduled maintenance dates for carpets in the ID/W area. Selective retrieval and analysis of this data will be possible through tilization of pre-programmed procedures.

he Carpet Maintenance file will be tied into the file for the List of Reimbursable Work uthorizations and the Building Floor Plan file. Communication among these three files will elp to maintain each as current as possible.

inally, this application will generate all required reports related to carpet maintenance.

APPLICATION FACT SHEET

Designation Code: MO/GS/IC

Application Title(s): Handbook 20

Purpose: To rapidly make and distribute changes in Handbook 20 to field staff

Associated Missions: (1) (a)

Reports Generated: Handbook 20

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	10	1	2	4	2	1
P	1	10	1	2	4	2	1

Total Annual Savings: Personnel Time: 9% Personnel Cost: $1,526

Description:

This application will allow for changes in the handbook to be rapidly made and distributed agency wide. A "history" file will be maintained so that the predecessor rules of a current rule may be easily traced (e.g., in response to a FOI request).

Search capability will be made available, reducing staff time to locate the relevant portions of the handbook for a given situation. The entire application will be user-friendly, the update operation procedures geared toward clerical usage.

APPLICATION FACT SHEET

Designation Code: MU/GS/IC

Application Title(s): Audit of Telephone Bills

Purpose: Audit of AID/w telephone calls for unauthorized usage or incorrect billing

Associated Missions: (1) (a)

Reports Generated: Audit of telephone bills

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	30	3	6	12	6	3
P	1	30	3	6	12	6	3

Total Annual Savings: Personnel Time: 24% Personnel Cost: $5,542

Description:

This application will process the monthly AID/W telephone billing data supplied from GSA. Various patterns of unauthorized usage will be scanned for and summary lists of potential offending calls will be generated. Manual confirmation and further analysis will follow as needed.

The Telephone Audit file will be tied into that for the AID/W Telephone Directory, allowing the responsible person and location of offending calls to be listed alongside each phone number.

APPLICATION FACT SHEET

Designation Code: MU/GS/IC

Application Title(s): Status of Mission Furniture

Purpose: Track location of household furniture sets

Associated Missions: (1) (a)

Reports Generated: Status of Mission Furniture

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

Total Annual Savings: Personnel Time: 0% Personnel Cost: $(55)

Description:

This application consists primarily of a word processing file interfaced with programmed procedures. These procedures will be used to update the Mission Furniture data base and to selectively retrieve and analyze its data. Special attention will be paid to automatically generating warning lists based on various factors (e.g., furniture shipped, but not received within expected time). This application will provide the capability to trace the history of the useful life of mission furniture.

APPLICATION FACT SHEET

Designation Code: MO/GS/IC

pplication Title(s): Status of Parking Permits

urpose: Process applicants and maintain list of assigned permits by various categories

ssociated Missions: (1) (a)

eports Generated: Status of Parking Permits

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

osition Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

otal Annual Savings: Personnel Time: 7% Personnel Cost: $1,555

escription:

his application is designed to automate the yearly process of selecting parking permit olders from a pool of applicants, in addition to updating the parking permit file hroughout the year. Once the applicant pool is established, candidates will be stratified long various relevant dimensions. Then checks for ineligible applicants will be performed. inal selection of permit holders will be based on pre-established criteria applied against ligible applicants. Notification of acceptance/rejection and associated reports will be omputer generated.

APPLICATION FACT SHEET

Designation Code: MO/GS/IC

Application Title(s): Telephone Directory

Purpose: To produce an updated version of the AID Telephone Directory

Associated Missions: (1) (a)

Reports Generated: AID Telephone Directory

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orientation	Design	Programming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

Total Annual Savings: Personnel Time: 16% Personnel Cost: $3,501

Description:

This application consists primarily of a word processing file interfaced with a series of programmed procedures. These procedures will be designed to accomplish two tasks. First, they will expediate update operations, including automatic realignment of text for camera ready photo copy. Secondly, these programmed procedures will aid in selective retrieval and analysis of telephone related data (e.g., the number of persons by branch). Finally, the Telephone Directory data base will be tied into that for the Audit of Telephone Bills so that offenders may be easily traced. Also it will "talk" to the Inventory and Building Floor Plan file data bases, thus providing an alternative method to selectively retrieve and analyze information.

APPLICATION FACT SHEET

Designation Code: MU/GS/IC

Application Title(s): General Office

Purpose: Aid in preparation of reports, documents, letters, etc.

Associated Missions: All

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	N/E	N/E	N/E	N/E	N/E	N/E	N/E
P	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Total Annual Savings: Personnel Time: N/E Personnel Cost: N/E

Description:

The General Office application provides word processing capability for the office environment. The "electronic" files are located and searched much more rapidly than ordinary ones. Further, revision or copying of word processed text files can be done in one tenth the time of comparable manual techniques. Thus productivity can be expected to increase simply by virtue of reduced personnel time to accomplish these type of tasks. This application will be tailored to conform to the needs and filing scheme of this area.

APPLICATION FACT SHEET

Designation Code: MO/GS/PPM

pplication Title(s): Warehouse Control System

urpose: Track new, incoming items into warehouse, from warehouse to AID and from AID to warehouse (i.e., returning)

ssociated Missions: (3) (a); (b); (c); (f)

eports Generated: Receiving New Stock
Transfer Order
Credit Voucher Register
Notice of Award
Returned Merchandise

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

osition Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	3	60	6	12	24	12	6
P	6	60	6	12	24	12	6

otal Annual Savings: Personnel Time: 30% Personnel Cost: $6,073

escription:

his application consists primarily of three subsystems, i.e., Receiving New Stock, Credit oucher Register, and Returned Merchandise. This application forms the heart of an nventory control system within a warehouse environment. The concerns of a warehouse are nique in that in addition to regular inventory tracking, the status of partial shipments, eturned merchandise, inventory levels, etc., must all be attended to. These applications ffectively assume the role of the Purchase Order Register, Receiving Report Register, redit Voucher Register and Internal Receiving Register.

he data base for each applicaton will be fully integrated with the other two, allowing for elective retrieval and analysis within and across registers. In addition, these three data ases will be tied into the Office Machine Repairs file and the Personal Custody Report ile. This allows for extended flexibility and power in conducting information searches.

ll required reports will be computer-generated and provisions will be made for the design f special needs reports, e.g., the cost changes in a manufacturer's line of merchandise ver time.

APPLICATION FACT SHEET

Designation Code: MU/GS/PPM

Application Title(s): Office Machine Repairs

Purpose: Track office machine repair requests. Track contractor response time to repair and quality of work

Associated Missions: (3) (d); (f)

Reports Generated: Office Machine Repairs

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

Total Annual Savings: Personnel Time: 20% Personnel Cost: $3,900

Description:

This application will track over 20 categories of information per machine repair request. It will be designed to provide easy entry of new information as well as rapid feedback on the current status of an already initiated request. Pre-programmed procedures will provide for various analyses and report generation, e.g., the response time of a contractor to complete the repair may be determined.

The Office Machine Repair file will be tied into the Receiving New Stock file, Credit Voucher file, and the Returned Merchandise file. This will extend the flexibility and scope of this application by having it act as a shared member of the overall inventory control system, able to "borrow" or "give" information as required.

APPLICATION FACT SHEET

Designation Code: MO/GS/PPM

pplication Title(s): Personal Custody Property Register

urpose: Track property assigned to individuals

ssociated Missions: (3) (b); (f)

eports Generated: Personal Custody Property Report
Personal Custody Survey

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

osition Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

otal Annual Savings: Personnel Time: 1% Personnel Cost: $261

escription:

his application will track the location and type of property assigned to the custody of ndividual persons. The system will provide the final link for the warehouse inventory ontrol system. With its introduction, the warehouse will have a series of data bases which talk" to each other. Thus, this data base will be tied into the Receiving New Stock file, redit Voucher file and the Returned Merchandise file.

his application will be designed ease of data entry and retrieval. Special procedures, .g., to randomly select persons for an inventory audit, will be pre-programmed. The rogram will generate all required reports.

APPLICATION FACT SHEET

Designation Code: MU/GS/PPM

Application Title(s): General Office

Purpose: Aid in preparation of reports, documents, letters, etc.

Associated Missions: All

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	N/E	N/E	N/E	N/E	N/E	N/E	N/E
P	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Total Annual Savings: Personnel Time: N/E Personnel Cost: N/E

Description:

The General Office application provides word processing capability for the office environment. The "electronic" files are located and searched much more rapidly than ordinary ones. Further, revision or copying of word processed text files can be done in one tenth the time of comparable manual techniques. Thus productivity can be expected to increase simply by virtue of reduced personnel time to accomplish these type of tasks. This application will be tailored to conform to the needs and filing scheme of this area.

APPLICATION FACT SHEET

Designation Code: MO/OM/OPM

pplication Title(s): Property Disposal and Acquisition File

urpose: Track action taken on foreign personal property

ssociated Missions: b (2); (8)

eports Generated: Disposal of Foreign Excess Property
List of Personal Property
Briefing Paper on Real, Personal and Vechicle Property
Report on Overseas Exchange/Sales Transactions

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

osition Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

otal Annual Savings: Personnel Time: 18.66% Personnel Cost: $6,304

escription:

his application tracks action taken on foreign personal property. The basic file currently esides on the IBM 370 at SER/DM. The project here would be to transfer the file to the OIS ystem, convert the programming to BASIC and enhance the search, analysis and report eneration capabilities. (Currently the final version of the reports are produced anually.)

his data base will be tied into the Vehicular Property file and the Real Property file, roviding an integrated overseas property management control system.

APPLICATION FACT SHEET

Designation Code: MO/OM/OPM

pplication Title(s): List of Vehicular Property

urpose: Tracks actions taken on motor vehicles

ssociated Missions: b (2); (8)

eports Generated: Agency Report on Motor Vehicle Data Listing of Vehicular Standardization Plans
Briefing Paper on Real, Personal and Vehicle Property

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

osition Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

otal Annual Savings: Personnel Time: 8.66% Personnel Cost: $3,929

escription:

his application tracks actions taken on motor vehicles stationed abroad. The basic file urrently resides on the IBM 370 at SER/DM. The project here would be to transfer the file o the OIS system, convert the programming to BASIC and enhance the search, analysis and eport generation capabilities. (Currently the final version of the reports are produced anually.)

his data base will be tied into the Property Disposal and Acqusition file and the Real roperty file, providing an integrated overseas property management control system.

APPLICATION FACT SHEET

Designation Code: MO/OM/OPM

pplication Title(s): List of Real Property

urpose: Tracks action taken on real property abroad

ssociated Missions: b (2); (8)

eports Generated: Inventory of Real Property
Briefing Paper on Real, Personal and Vehicle Property

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

osition Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	20	2	4	8	4	2
P	1	20	2	4	8	4	2

otal Annual Savings: Personnel Time: 9.66% Personnel Cost: $3,704

escription:

his application tracks actions taken on real property abroad. The basic file currently esides on the IBM 370 at SER/DM. The project here would be to transfer the file to the IS system, convert the programming to BASIC and enhance the search, analysis and report eneration capabilities. (Currently the final version of the reports are produced anually.)

his data base will be tied into the Vechicular Property file and the Property Disposal and cquisition file providing an integrated overseas property management control system.

APPLICATION FACT SHEET

Designation Code: MO/OM/OPM

Application Title(s): Handbook 23

Purpose: To rapidly make and distribute changes in Handbook 23 to field staff

Associated Missions: b (5)

Reports Generated: Handbook 23

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	1	10	1	2	4	2	1
P	1	10	1	2	4	2	1

Total Annual Savings: Personnel Time: 0% Personnel Cost: $0

Description:

This application will allow for changes in the handbook to be rapidly made and distributed agency wide. A "history" file will be maintained so that the predecessor rules of a current rule may be easily traced (e.g., in response to a FOI request).

Search capability will be made available, reducing staff time to locate the relevant portions of the handbook for a given situation. The entire applicaton will be user-friendly, the update operation procedures search toward clerical usage.

APPLICATION FACT SHEET

Designation Code: MO/OM/OPM

Application Title(s): General Office

Purpose: Aid in preparation of reports, documents, letters, etc.

Associated Missions: All

Reports Generated: N/A

DISTRIBUTION OF DEVELOPMENT PERSONNEL BY TYPE AND DAYS REQUIRED

Position Title	Number Required	Total Days Per Position	Distribution of Days by Operational Phase				
			Orienta-tation	Design	Program-ming	Implementation and Testing	Documentation
SA	N/E	N/E	N/E	N/E	N/E	N/E	N/E
P	N/E	N/E	N/E	N/E	N/E	N/E	N/E

Total Annual Savings: Personnel Time: N/E Personnel Cost: N/E

Description:

The General Office application provides word processing capability for the office environment. The "electronic" files are located and searched much more rapidly than ordinary ones. Further, revision or copying of word processed text files can be done in one tenth the time of comparable manual techniques. Thus productivity can be expected to increase simply by virtue of reduced personnel time to accomplish these type of tasks. This application will be tailored to conform to the needs and filing scheme of this area.

APPENDIX C

MISSION STATEMENTS

Records Management Branch (SER/MO/CRM/RM)*

(a) Chief serves as the AID Records Management Officer.

(b) Is responsible for managing the AID worldwide records management program; i.e.,

1. Coordinates development and monitors implementation of records management systems to ensure compliance with the Federal Records Act of 1950, as amended.

2. Manages the AID files program.

3. Develops and maintains guidelines and standards for written communications systems.

4. Establishes systems and facilities for the storage, retrieval, and disposition of AID and other related documents.

5. Oversees implementation and continuation of systematic review of declassification of Agency classified records in compliance with E.O. 12065.

6. Manages the AID Records Depository (vault).

7. Develops, promotes, and conducts training classes, both in Washington and overseas, to improve AID performance int he files and correspondence management areas.

(c) Maintains liaison with the National Archives and Records Service (NARS) regarding records management improvement efforts for implementation within AID.

(d) In collaboration with the Policy and Procedrues Staff, develops and maintains policy and procedures in the areas of correspondence preparation, communications techniques, and records filing and disposition.

(3) Justifies and initiates procurement or leasing and operational maintenance of facsimile equipment ensuring compatibility with existing equipment, budgets for and validates cost of services and equipment.

General Services Division (SER/MO/GS)

The General Services Division provides logistical support services covering emergency preparedness, safety, and fire prevention programs, real and personal pdroperty management, administrative purchasing, and building management for AID/W offices, and to overseas Missions on special temporary duty travel assignments. The Division Chief is assisted by a Safety Officer who administers the emergency planning program for AID/W as part of the overall U.S. Continuity of Government Program; supervists emergency preparedness, safety, and fire prevention programs within AID/W; prepares procedures, selects and trains wardens, promotes programs, and conducts periodic drills, tests, and/or safety

inspections. Insures that environmental health and safety standards are met and that Occupational Safety and Health Administration (OSHA) regulations are carried out. The Division Chief is further assisted by a small staff which manages the program relating to the issuance and control of parking permits within Government-wide mandates and joint directives and developed in coordination with Department of State representatives; prepares a significant portion of the Operating Expense Budget; and manages control over purchases of expendable supplies from General Services Administration (GSA) self-service storage.

Administrative Purchasing Branch (SER/MO/GS/AP)

(a) Develops and recommends operating policies and regulations for administrative purchasing services both in AID/W and overseas.

(b) Purchases Mission vehicles and administers the centralized owrldwide vehicle procurement program; purchases Mission telephone equipment.

(c) Purchases Mission household furnishings, related appliances, and representation items and services directly, if the cost is under $10,000 (excluding shipping charges) or, regardless of amount, if procurement is made under a Federal Supply Schedules or other indefinite delivery contract; or recommends sources for the purchase of such items.

(d) Procures commodities and services against indefinite delivery contracts executed by SER/CM, the Department of State, or the GSA, regardless of amount.

(e) Procures (with certain exceptions set forth below), all "small purchases" (under $10,000) for supplies and services, including:

1. Administrative supplies, equipment, and support services for the Agency.

2. Rental of machines and equipment.

3. Subscriptions to periodicals, technical publications, books, and reporting services.

4. Use of commercial commercial conference and meeting facilities, and honoraria for the services of speakers.

(Note: Exceptions to theh above general rule are: services for the Bureau for Development Support, Office of International Training (DS/IT), services and computer-related equipment for the SER Office of Data Management (SER/DM), and written reports to be supplied as an end product, all of which are procured by SER/CM regardless of amount; and emergency disaster relief procurements which are made by the Bureau for Private and Development Cooperation, Office of U.S. Foreign Disaster Assistance, (PDC/OFDA) or SER/CM).

(f) In emergency or exceptional situations procures project and program commodities.

Building Management Branch (SER/MO/GS/BM)

(a) Manages and administers the AID/W Real Property Program; develops and establishes policies, procedures, and standards therefore; prepares reports on the AID/W Real Property Program in compliance with regulatory, statutory, and AID directives.

(b) Develops master space plans; manages, allocates, and controls all AID/W space; prepares budget estimates and approves expenditures for space rentals and building management services pursuant to P.L. 92-313 on Federal funding; negotiates with GSA on acquisition and leasing arrangements; evaluates requirements and approves alterations and modifications to AID/W facilities and general building services; acts in liaison with functional specialists in the Department of State, GSA, and other agencies on building and space management matters.

(c) Collaborates with the Overseas Management Division on matters of mutual interest and in providing TDY assistance to Missions reequiring expertise in space management.

(d) Manages telephone operations for AID/W; reviews and approves requirements for telephone service and equipment; develops directives and procedures, evaluates equipment and system utilization for compliance with appropriate directives; examines telephone company billings for accuracy and propriety of charges; reviewes long-distance billings; coordinates certification of official calls and identification of unofficial calls; coordinates with Department of State on publication of telephone directories for quarterly issues.

(e) Provides, acquires, or controls a diversity of office services in support of AID/W requirements (e.g., guard services, GSA charge plates, dining room passes, shuttle transportation, arrangement for conference rooms, and various prequisites).

Information Coordination Staff (SER/MO/GS/IC)

(a) Coordinates utilization of the Division's internal information control systems and related equipment established to facilitate management of the entire range of Division activities. In this regard, formulates internal Division guidance and oerating procedures for data compilation, input, storage and retrieval.

(b) Conducts and reconciles physical inventories (annually or as otherwise directed) of all AID/W personal property.

Personal Property Management Branch (SER/MO/GS/PPM)

(a) Manages and administers the AID/W personal property program; develops and establishes policies, procedures, and standards therefore.

(b) Operates/manages AID/W warehouse; receives, stores, issues, and disposes of AID/W personal proerty; requisitions replacement items as needed.

(c) Conducts physical counts of segments of AID/W personal property, i.e., during relocation of offices, (or as otherwise directed) and adjusts property records as to changes in location. Performs a continuing review of personal property authorization and utilization, and maintains accountable inventory records of all AID/W nonexpendable property.

(d) Performs and/or arranges procurement for, preventive maintenance, emergency repairs, and servicing of office equipment, furniture, and furnishings.

(e) Acts in liaison with officials in GSA and other Federal and state agencies concerning the AID/W personal property program.

(f) Prepares reports on the AID/W personal property program in compliance with regulatory, statutory, and AID directives.

(g) Collaborates with the SER/MO Overseas Property Management Staff on matters ofo mutual interest.

(h) Predicated on information received from the Office of Contract Management (SER/CM), directs disposition of nonexpendable property acquired by contractors in the performance of AID contracts, upon termination of such contracts.

Overseas Property Management Staff (SER/MO/OM/OPM)

(a) Develops policy guidelines, establishes operating standards and procedures for effective management of AID property overseas; assists in advising and counseling Missions in the establishment, implementation, and provision of improved property management services.

(b) Develops and administers, with the technical assistance of SER/DM, a computerized management information system for AID real, personal, and vehicular property overseas; and, with the technical assistance of SER/MO/PAV and SER/MO/CRM, a central repository of Essential Property Records from Overseas (EPRO).

(c) Monitors, advises, and assists in the acquisition, standardization, utilization, accountability, disposition of personal property overseas.

(d) Monitors compliance in the acquisition, leasing, and management of ovreseas real property; maintains the official AID repository for deeds and leases.

(e) Establishes AID standards and monitors compliance for the acquisition, standardization, operation, maintenance, and disposal of AID-owned, U.S. Government motor vehicles.

(f) Assists in evaluating the effectiveness of Mission organization and services through periodic on-site review and analysis of their property management activities and capabilities; collaborates with the SER/MO/OM Regional Management Officers in providing TDY assistance to Missions requiring expertise in property management.

(g) Acts in liaison with functional specialists in the Department of State, USICA, GSA, and other agencies in formulating and changing joint State/AID/USICA overseas real and personal property regulations.

(h) Prepares annual, periodic, or special reports (for internal or external use) concerning AID real, personal, and vehicular property overseas fromt he computerized management information system, EPRO, and/or Mission documents.

(i) Coordinates, as appropriate, with the Personal Property Branch of the General Services Division on matters of mutual or Agency-wide interest.

Regional Management Division (SER/MO/OM/RM)

The Division consists of a group of three senior Regional Management Officers (RMO) (Africa, Latin America and the Caribbean, and Asia/Near East) and assistants. Each RMO reports directly to the Assistant Director for Overseas Management in carrying out the following functions within his/her assigned area of responsibility.

(a) Initiates, participates in developing, and disseminates Agency-wide administrative management policies, procedures, and programs as they affect overseas operations; advises and counsels Missions in the establishment, implementation, and provisions of improved administrative management services.

(b) Performs temporary duty as necessary to assure adequate evaluation, guidance, and assistance to senior management officials in the field; provides and coordinates all administrative amangement TDY assistance to Missions in his/her region including substitution for field management personnel during emergencies or temporary absence from post.

(c) Evaluates the effectiveness of mission organization and services through periodic on-site review and analysis of their administrative management activities and capabilities.

(d) Provides expert guidance to Missions and nonregional activities in the resolution of the full range of administrative operational, and/or emergency problems with respect to real personal property acquisition, utilization, and disposition; construction, renovation, and/or capital improvements; emergency evacuation; and disaster relief.

(e) Provides professional leadership, guidance, and assistance to the Geographic Bureaus and nonregional activities in the development of administrative management support systems, methods, and operatioinal

details that may be required in the planning and implementation of overseas programs.

(f) Provides primary professional guidance and support for all administrative management personnel overseas; briefs and debriefs incoming and outgoing executive officers, general service officers, and other Mission personnel, as appropriate.

(g) As the primary professional backstop for administrative management personnel in his/her region, advises and assists the SER/MO Deputy Direct who functions as a member of the AID Foreign Service Personnel Assignment Board to determine assignments and transfers on a worldwide basis; based on knowledge of Mission requirements and individual qualifications, recommends career development training, reassignment, and rotation of personnel.

(h) Reviews and analyzes various Mission reports and documents, such as the Annual Budget Submission (ABS) and the Mission Operating Budget (MOB), to ensure adequacy and suitability of proposed funding levels for administrative and logistical support; reviews and evaluates proposed allowance levels (Official Residence Expenses and Representation) requested by Mission Directors and other AID principal representatives, and recommends approval, disapproval, or adjustment by AA/SER.

(i) Reviews and analyzes Foreign Affairs Administrative Support (FAAS-CORE/DAS) arrangements and participants with FM in preparing guidelines for planning, evaluating, negotiating, and implementing FAAS budgets; reviews FAAS charges for propriety. Initiates corrective action as necessary.

(j) Reviews and analyzes all Mission requests for acquisition and/or construction of real property under Section 636(c) of the FAA as amended; evaluates need in relation to availability of funds; and recommends approval or disapproval as appropriate.

(k) Backstops Joint and Combined Administrative Operations (JAO and CAMO) overseas; evaluates existing or proposed operations through on-site observation and/or review of pertinent documents and reports; recommends establishment/disestablishment or negotiates changes as appropriate; in cooperation with the Geographic Bureau and the Department of State, assists in assuring adequate staffing and logistic support, and in resolving administrative management and operational problems.

(l) Reviews, analyzes, and takes action if appropriate in response to recommendations by the Auditor General (AG) and the General Accounting Office (GAO) as they affect administrative and logistical support operations overseas. Provides technical advice and assistance to the AG in planning and conducting audits of such functional activities and operations.

(m) Participates in review of agreements with AID recipient countries to ensure that bilaterial agreements include the necessary

privileges and immunities, and that other agreements provide for appropriate levels of personal support services for AID or AID-sponsored personnel.

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* All mission statements are as they appear in AID, Organization Handbook (No. 17), 1981.

PDAAW-878

REQUIREMENTS ANALYSIS
OF THE
AGENCY FOR
INTERNATIONAL DEVELOPMENT'S
MANAGEMENT OPERATION OFFICE
IN THE
ROSSLYN COMMONWEALTH BUILDING
APPENDIX A - PART 2
COMPLETED SURVEY PACKETS

PERFORMED BY: Group Operations, Incorporated
1110 Vermont Avenue, N.W., Suite 500
Washington, D.C. 20005
Under Contract No. AID/OTR-C-1791, Task 3
December 31, 1981

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PART 2

COMPLETED SURVEY PACKETS

CARA CORPORATION

INVENTORY OF REPORTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

Area: SER/MO/CRM/RM

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

REPORT NAME & NUMBER	FREQUENCY / PREPARED BY	DISTRIBUTED TO / METHOD	NUMBER OF LINES/PG	NUMBER OF COPIES	ESTIMATED PAGES AVERAGE	ESTIMATED PAGES PEAK	PURPOSE – COMMENTS
Listing of Classified Material Reviewed	Annually	GSA,ISOO		2	2	N/E	
AID Films Listing	As time permits	MO/CRM/RM		N/E	N/E	N/E	Project in progress. 400 boxes of films to code.
Automation of Index to Shelf Lists (Form 5-45)	As time permits	MO/CRM/RM		N/E	N/E	N/E	Project in progress.
Annual Summary of Records Holdings	Annually	GSA,NARS		2	1	1	
Emergency Disposal of Records	Annually	GSA,NARS		2	1	1	
Donation of Records	Annually	GSA,NARS / Transferring Unit		2	1	1	
Handbook 21	As Needed	Agency wide					

Form A2-051 7/76

CURRENT ISSUES

Office	Report Title	Comments
MO/CRM/RM	Listing of Classified Material Reviewed	- More sophisticated search capability is needed. Currently restricted to 6 categories. - More time on work processor for input is required.
	AID Films Listings	N/A - Under development.
	Automation of Index to Shelf Lists	N/A - Under development.
	Annual Summary of Record Holdings	Current procedures adequate.
	Donation of Records	Current procedures adequate.
	Handbook 21	Current procedures adequate.

General Flow of: Listing of Classified Material Reviewed

Office: SER/MO/CRM/RM

Interviewee: A.M. Teague

Historical AID Records not at NARS → CRM/RM

AID Records Boxed at NARS → CRM/RM

CRM/RM → ISOO

2 sources of records to be reviewed.

Separate classified from unclassified records.
Review classified records for declassification.
Prepare worksheet indicating status of record after classification review.
Have updated information entered on word processor.

Recieves annual report on status of classification review.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Listing of Classified Material Reviewed

PURPOSE: ISOO reporting requirement

FREQUENCY: Annually

CUTOFF CRITERIA: September 30

DISTRIBUTED TO – (No. OF COPIES): ISOO

METHOD OF DELIVERY/TRANSMISSION/MEDIA: Memo

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. 2 PEAK

LINES/PAGE

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL:

DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

LISTING OF DOCUMENTS UNDER REVIEW

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Date of Document																						
Security of Classification																						
Copy Number																						
Originating Agency																						
Original Location																						
Box Number																						
Date Forwarded for Review																						
Office Where Forwarded for Review																						
Name of Person to Whom Forwarded																						
Telephone Number																						
Title or Subject of Document																						

Form A2-057 7/76

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

List of Reviewed Documents

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Date of Document																						
Type of Document																						
Telegram Reference Number																						
Originating Activity or Office																						
Subject or Title																						
Name or Author																						
Previous Classification																						
Date Declassified or Downgraded																						
New Classification																						
Date Extension of Classification Approved																						
Review or Declassify																						
Date of Next Review or Declassification																						
Name of Reviewer																						
Office which Conducted Review																						
AID/W Office or Overseas Mission Location or WNRC Accession Number																						
Box Number																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Documents to Review	NARS,AID Offices		CRM/RM			
Listing of Documents under Review	CRM/RM		CRM/RM			
Listing of Reviewed Documents	CRM/RM		CRM/RM			

Form A2-054 7/78

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
CRM/RM Management Analyst GS-12	1				75	$28,472	
CRM/RM Management Assistant GS-9	1				75	$19,632	
CRM/RM Management Assistant GS-7	2				17	$ 7,276	
TOTAL	4					$55,380	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6	1					20		$526	

Form A2-059 7/78

General Flow of: AID Films Listing

Office: SER/MO/CRM/RM

Interviewee: A.M. Teague

NARS → CRM/RM ← MISSIONS

2 sources of AID Films

Compile listing of film information.
Enter information onto word processor.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: AID Films Listing

PURPOSE: To establish a current inventory of AID films.

FREQUENCY: As time permits

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES): CRM/RM

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG.:

PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT: Being implemented

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER AID Films Listing

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Number				Assigned inventory number
Title				Title of film
No. of copies				
Box No.				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Number																						
Title																						
No. of Copies																						
Box No.																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
AID Films	CRM/RM	NARS,Missions	N/A			

Form A2-064 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
CRM/RM Management Assistant GS-7	1				50	$10,700	
TOTAL	1					$10,700	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6						N/E		N/E	

Form A2-069 7/76

General Flow of: Automation of Index to Shelf Lists (Form 5-45)

Office: SER/MO/CRM/RM

Interviewee: A. Teague

CRM/RM Codes the AID 5-45 form information onto a word processing file.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER
Automation of Index to Shelf Lists

PURPOSE
To enable CRM/RM to machine search for specific retired records requested by AID offices, Federal agencies and members of the general public.

FREQUENCY
As time permits

CUTOFF CRITERIA
N/A

DISTRIBUTED TO – (No. OF COPIES)
N/A

METHOD OF DELIVERY/TRANSMISSION/MEDIA

FORM TYPE | FORM SIZE | NO. OF PARTS

ESTIMATED PAGES AVG. PEAK | LINES/PAGE

REPORT RETENTION
N/A

SECURITY
Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT
In development

USER APPROVAL: | DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Automation of Index to Shelf Lists

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Originating Office or Mission				
Division/Branch				
Inclusive Years				
Calendar or Fiscal				
Security Classification				
WNRC Accession Number				
Box Number(s)				
Country				
Country				
Country				
Country				
Country				
Retention Data				
Type of Record/Subject/Title				
Type of Record/Subject/Title				
Type of Record/Subject/Title				
Type of Record/Subject/Title				
Type of Record/Subject/Title				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Originating Office or Mission																						
Division/Branch																						
Inclusive Years																						
Calendar or Fiscal																						
Security Classification																						
WNRC Accession Number																						
Box Number(s)																						
Country																						
Country																						
Country																						
Country																						
Country																						
Retention Data																						
Type of Record/Subject/Title																						
Type of Record/Subject/Title																						
Type of Record/Subject/Title																						
Type of Record/Subject/Title																						

Form A2-057 7/76

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CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Request to Store or Destroy Records (AID Form 5-45)	CRM/RM	AID Bureaus	NARS			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
CRM/RM Management Analyst GS-12	1				20	$7,593	
TOTAL	1					$7,593	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6	1					10		$263	

Form A2-059 7/76

General Flow of: Annual Summary of Record Holdings

Office: SER/MO/CRM/RM

Interviewee: A.M. Teague

CRM/RM	Transmit instructions to field staff on report format of record holdings.
↓	
Field Staff	Update the record holding report from last year and return. File new version for next year's inventory.
↓	
CRM/RM	Consolidate report and submit it to NARS.
↓	
NARS	

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Annual Summary of Record Holdings GSA-AN-1119
PURPOSE	- Inform NARS of records management status. - Track gross inefficiencies in records management.
FREQUENCY	Annually
CUTOFF CRITERIA	October 30
DISTRIBUTED TO – (No. OF COPIES)	NARS (2)
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG.	PEAK / LINES/PAGE
REPORT RETENTION	No Limit
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT: Approximately 100 reporting groups contribute to report.

USER APPROVAL: DATE:

Form A2-052 7/76

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Memo from Field Staff	Field Staff	Filing Cabinets	CRM/RM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
CRM/RM Management Analyst GS-12	1				3	$1,139	Supervision
CRM/RM Management Assistant GS-7	2				6	$2,568	Compilation of Forms
TOTAL	3					$3,707	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

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General Flow of: Emergency Disposal of Records

Office: SER/MO/CRM/RM

Interviewee: A.M. Teague

Mission	Reports unusual occurrence to records
↓	
CRM/RM	Fills out appropriate form
↓	
GSA	

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER
Emergency Disposal of Records
GSA-AR-1095

PURPOSE
Notify GSA/NARS of record losses.

FREQUENCY
As required.

CUTOFF CRITERIA
As immediately after occurrence of loss as possible.

DISTRIBUTED TO – (No. OF COPIES)
GSA/NARS

METHOD OF DELIVERY/TRANSMISSION/MEDIA

FORM TYPE	FORM SIZE	NO. OF PARTS

ESTIMATED PAGES AVG.	PEAK	LINES/PAGE

REPORT RETENTION
3 years

SECURITY
Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL:	DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	E. WKLY. VOL. AVERAGE	E. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Memo from mission	Mission	AID Mission Officer	CRM/RM			Informs CRM/RM of record losses

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
CRM/RM Management Analyst GS-12	1				.03	$11	
TOTAL	1					$11	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

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General Flow of: Donation of Records

Office: SER/MO/CRM/RM

Interviewee: A.M. Teague

AID Office or Outside Agency

Transferring Unit

Prepares notification that it either requires records held by another unit or is required to transfer records to another unit. Either the receiving or donating unit may intitiate the request.

GSA/NARS

Approves records transfer and notifies parties involved.

Donating Unit

Receiving Unit

Transfer begins upon receipt of approval.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER
Donation of Records
GSA-AR-1096

PURPOSE
Request approval from GSA/NARS for transfer of records.

FREQUENCY
As needed.

CUTOFF CRITERIA
Set by law.

DISTRIBUTED TO – (No. OF COPIES)
GSA/NARS, Transferring Unit

METHOD OF DELIVERY/TRANSMISSION/MEDIA

FORM TYPE	FORM SIZE	NO. OF PARTS

ESTIMATED PAGES AVG. 1 PEAK | LINES/PAGE

REPORT RETENTION
3 years

SECURITY
Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: | DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
See Report				

Form A2-053 7/76

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CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
See Report Form						GSA/NARS forwards approval on original request form.

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
CRM/RM Management Analyst GS-12	1				.03	$11	
TOTAL	1					$11	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

General Flow of: Update of Handbook 21

Office: SER/MO/CRM/RM

Interviewee: A.M. Teague

CRM/RM	Periodic review of Handbook 21, with drafting of revisions if required.
↓	
SER/MPP	Review draft language. If not acceptable requests further drafts. If draft is acceptable, initiates distribution process.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	AID Handbook 21
PURPOSE	
FREQUENCY	As required.
CUTOFF CRITERIA	N/A
DISTRIBUTED TO – (No. OF COPIES)	
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	Until revision.
SECURITY	Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
See AID Handbook 21				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Handbook 21						

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
CRM/RM Sup Mgt Analyst GS-13	1				25	$11,285	
CRM/RM Management Analyst GS-12	3				8	$ 9,111	
CRM/RM Management Analyst GS-11	3				8	$ 7,602	
CRM/RM Clerk Typist GS-4	1				17	$ 2,625	
TOTAL	8					$30,623	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

CARA CORPORATION

INVENTORY OF REPORTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

Area: SER/MO/GS

REPORT NAME & NUMBER	FREQUENCY PREPARED BY	DISTRIBUTED TO METHOD	NUMBER OF		ESTIMATED PAGES		PURPOSE – COMMENTS
			LINES/PG	COPIES	AVERAGE	PEAK	
Tracking of Obligated and Confirmed Expenditures By Budget Categories	Daily	SER/MO/GS		N/E	N/E	N/E	Procedures to support report are being implemented at this time.

Form A2-051 7/76

CURRENT ISSUES

Office	Report Title	Comments
SER/MO/GS	Tracking of Obligated and Confirmed Expenditures By Budget Categories	Would like ability to track monies by budget sub-category.

General Flow of: Tracking of Obligated and Confirmed Expenditures by Budget Categories

Office: SER/MO/GS

Interviewee: Y. Gaines

GS/AP, GS/BM, Other AID Branches	Forward requisition request.
SER/MO/GS	Assign an obligation number.
MO/GS/AP	Assigns a purchasing agent to process request. This process results in approval/disapproval of requisition request.
SER/MO/GS	If approved, confirms money is available/not available at this time to make purchase.
MO/GS/AP	If money available, initiates purchase. If money not available, places purchase in a hold status.
Vendor	If purchase is initiated the Vendor is sent the purchase order.
MO/GS/AP	Notified of work completed by Vendor and cost of job.
SER/MO/GS	Notified of cost to date of job through MO/GS/AP. Maintains monthly running totals of obligated and spent monies by budget categories.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Tracking of Obligated and Confirmed Expenditures by Budget Categories.
PURPOSE	Exert fiscal control over budget for SER/MO/GS.
FREQUENCY	Monthly
CUTOFF CRITERIA	Last day of each month.
DISTRIBUTED TO – (No. OF COPIES)	SER/MO/GS
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. N/E	PEAK / LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

The monies tracked are restricted to those allocated to SER/MO/GS. Portions of the tracking system are now being implemented.

USER APPROVAL: DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Request for Work Authorization	Originating Office (AID)		SER/MO/GS			
Purchase Order	MO/GS/AP		SER/MO/GS, Vendor			
Miscellaneous Obligation Document	SER/MO/GS		SER/MO/GS			
List of Obligation Categories	SER/MO		SER/MO/GS			
Cumulative Obligation Record	SER/MO/GS		SER/MO/GS			
Obligation Report to SER/MO Budget Officer	SER/MO/GS		SER/MO			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
MO/GS Special Assistant GS-11	1				80	$25,339	
TOTAL	1					$25,339	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	1					N/E		N/E	

Form A2-05J 7/76

CARA CORPORATION

INVENTORY OF REPORTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

Area: SER/MO/GS/AP

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

REPORT NAME & NUMBER	FREQUENCY PREPARED BY	DISTRIBUTED TO METHOD	NUMBER OF LINES/PG	NUMBER OF COPIES	ESTIMATED PAGES AVERAGE	ESTIMATED PAGES PEAK	PURPOSE – COMMENTS
AID Workload	Monthly	SER/CM		3	N/E	N/E	
Budget Report	Weekly	SER/MO, SER/MO/GS		3	N/E	N/E	Under Development
Control Log Status	Daily	MO/GS/AP		3	N/E	N/E	
Daily Requisition Log	Daily	MO/GS/AP		N/A	N/E	N/E	
Procurement Status	Monthly	MO/GS/AP		3	N/E	N/E	
Purchase Order History Status	Monthly	MO/GS/AP		3	N/E	N/E	
Report on Procurement by Civilian Executive Agencies	Semi-Annually	SER/CM		3	N/E	N/E	
Requisition Control Log	Daily	MO/GS/AP		N/A	N/E	N/E	
Summary of Contract Actions of $10,000 or Less	Quarterly	SER/CM		3	N/E	N/E	
Vendor Master Address List	As Required	MO/GS/AP		N/A	N/E	N/E	
Subscription and Periodical List	As Required	MO/GS/AP		N/A	N/E	N/E	

Form A2-051 7/76

CURRENT ISSUES

Office	Report Title	Comments
MO/GS/AP	AID Workload Report	Current procedures adequate.
	Budget Report	Current procedures adequate.
	Control Log Status	Current procedures adequate.
	Daily Requisition Log	Current procedures adequate.
	Procurement Status	Current procedures adequate.
	Purchase Order History Status	Current procedures adequate.
	Report on Procurement by Civilian Executive Agencies	Current procedures adequate.
	Requisition Control Log	Current procedures adequate.
	Summary of Contract Actions of $10,000 or Less	Current procedures adequate.
	Vendor Master Address List	Current procedures adequate.
	Subscription and Periodical List	Current procedures adequate.

General Flow of: AID Workload Report

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch — Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP

If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional) | MO/FM | Vendor

Requesting Office

Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP

*Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: AID Workload

PURPOSE: Provide a summary of workload flow through MO/GS/AP

FREQUENCY: Monthly

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES): SER/CM

METHOD OF DELIVERY/TRANSMISSION/MEDIA: Memo

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT:

USER APPROVAL:

DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER AID Workload Report

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
From: To:				
PO Issued:				
No. Orders				
No. Items				By Mission and Domestic Category
Value				
Furniture				
Value				

Form A2-063 7/76

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CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
From: To:																						
PO Issued:																						
No. Orders																						
No. Items																						
Value																						
Furniture																						
Value																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				16	$3,081	
GS/AP Prct Clk Typing GS-5	1				16	$2,764	
Total	2					$5,845	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					8		$912	

Form A2-059 7/76

General Flow of: Budget Report

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch

Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP

If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional)

MO/FM

Vendor

Requesting Office

Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP

*Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Budget Report

PURPOSE: Track Status of Obligated Monies

FREQUENCY: Weekly

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES): SER/MO, SER/MO/GS

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE	FORM SIZE	NO. OF PARTS

ESTIMATED PAGES AVG.	PEAK	LINES/PAGE

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT:

USER APPROVAL:	DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID Area, SER/FM, Vendor			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				16	$3,081	
GS/AP Prct Clerk Typing GS-5	1				16	$2,764	
Total	2					$5,845	

Form A2-058 7/76

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CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BU[illegible])	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					8		$912	

Form A2-059 7/76

General Flow of: Control Log Status

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch

Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP

If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional)

MO/FM

Vendor

Requesting Office

Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP

*Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I — DATE 12/31/81

PHASE II — DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Control Log Status
PURPOSE	Track Progress of Requisitions and Purchase Orders
FREQUENCY	Daily
CUTOFF CRITERIA	
DISTRIBUTED TO — (No. OF COPIES)	MO/GS/AP
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Control Log Status

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
For				
FROM: TO:				
Log No.				
Date of Req.				Date of Requisition
Div. Office or Mission				
Category				
Date Assigned				
REQ/OBL No.				
Referred to				Used if transferred to another division
P.O.'s Assigned				
Completed Yorn				Requisition Complete
Description and Remarks				

214

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
FOR																						
FROM: TO:																						
Log No.																						
Date of Req.																						
Div. Office or Mission																						
Category																						
Date Assigned																						
Req/Obl. No.																						
Referred to																						
P.O.'s Assigned																						
Completed York																						
Description and Remarks																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID Area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				16	$3,081	
GS/AP Prct Clerk Typing GS-5	1				16	$2,764	
Total	2					$5,845	

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Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					8		$912	

Form A2-059 7/76

General Flow of: Daily Requisition Log

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch — Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP

If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional)

MO/FM

Vendor

Requesting Office

Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP

*Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Daily Requisition Log
PURPOSE	Maintain list of new requisitions entered onto the computer system
FREQUENCY	Daily
CUTOFF CRITERIA	
DISTRIBUTED TO – (No. OF COPIES)	MO/GS/AP
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL

DATE:

Form A: 052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Daily Requisition Log

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Control No.				
P.O. Line No.				
Description				
Quantity				
U/I				
Price				
Discount %				
Discount Amount				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Control No.																						
P.O. Line No.																						
Description																						
Quantity																						
U/I																						
Price																						
Discount %																						
Discount Amount																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				12	$2,311	
GS/AP Prct Clerk Typing GS-5	1				12	$2,073	
Total	2					$4,384	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					6		$684	

Form A2-059 7/76

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General Flow of: Procurement Status

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch — Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP — If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional) | MO/FM | Vendor

Requesting Office — Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP — *Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Procurement Status
PURPOSE	Track monies obligated to procurement categories
FREQUENCY	Monthly
CUTOFF CRITERIA	
DISTRIBUTED TO – (No. OF COPIES)	MO/GS/AP
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Procurement Status

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
FROM: TO:				
Type Action				
No. Orders				
Total Amount				
Object Class				Commodity Type
No. Items				Number of Line Items
No. Orders				Number of Purchase Orders

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
FROM: TO:																						
Type Action																						
No. Orders																						
Total Amount																						
Object Class																						
No. Items																						
No. Orders																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-064 7/78

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				12	$2,311	
GS/AP Prct Clerk Typing GS-5	1				12	$2,073	
Total	2					$4,384	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					6		$684	

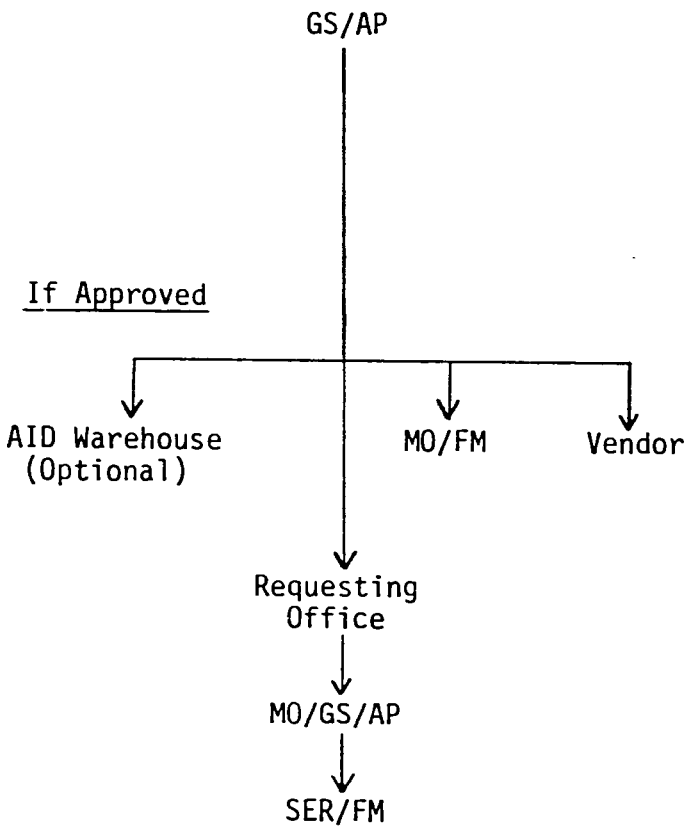
Form A2-059 7/76

General Flow of: Purchase Order History Status

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch — Completes and forwards a Supplies/Equipment/Services (SES) Requisition.



If not a valid request, then returned to originating office.
If a valid request then:

* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP

*Notifies SER/FM of completion of Purchase Order.

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

CURRENT SYSTEM ☒

PHASE II – DATE N/A

PROPOSED SYSTEM ☐

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Purchase Order History Status
PURPOSE	Track status of purchase orders by Purchasing Agent
FREQUENCY	Monthly
CUTOFF CRITERIA	
DISTRIBUTED TO – (No. OF COPIES)	MO/GS/AP
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Purchase Order History Status

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
FOR:				
FROM: TO:				From, to Date of Report
P.O. No.				P.O. #
Log No.				Control Number Assigned to Requisition
Div. Office or Mission				Requesting Office
REQ/OBL No.				Obligation No.
Issued to				Vendor
Del. Time				Delivery Time Promised
Rec. Date				Receiving Date
Port Date				Date Shipped
Fol. Date				Followup Date
CTD				Completed (Yes/No)
Description and Remarks				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
FOR:																						
FROM: TO:																						
P.O. No.																						
Log No.																						
Div. Office or Mission																						
REQ/OBL No.																						
Issued to																						
Del. Time																						
Rec. Date																						
Port Date																						
Fol. Date																						
CTD																						
Description and Remarks																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-054 7/78

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				12	$2,311	
GS/AP Prct Clerk Typing GS-5	1				12	$2,073	
Total	2					$4,384	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2						6	$684	

Form A2-069 7/78

General Flow of: Report on Procurement by Civilian Executive Agencies

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch — Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP — If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional) | MO/FM | Vendor

Requesting Office — Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP — *Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I — DATE 12/31/81

PHASE II — DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Report on Procurement by Civilian Executive Agencies
PURPOSE	Track civilian executive agency procurements
FREQUENCY	Semi-Annually
CUTOFF CRITERIA	
DISTRIBUTED TO — (No. OF COPIES)	SER/CM
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-064 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				1	$192	
GS/AP Prct Clerk Typing GS-5	1				1	$173	
Total	2					$365	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					.5		$57	

Form A2-059 7/76

246

General Flow of: Requisition Control Log

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch — Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP — If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional)

MO/FM

Vendor

Requesting Office — Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP — *Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Requisition Control Log

PURPOSE: Provides basic information on each Requisition processed

FREQUENCY: Daily

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES): MO/GS/AP

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE: | FORM SIZE: | NO. OF PARTS:

ESTIMATED PAGES AVG. PEAK: | LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
Control Number			
Date			

USER COMMENT:

USER APPROVAL: | DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Requisition Control Log

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Control No.				
Date of Request				
Div. Office or Mission				
ABR				Abbreviation for Mission (M) or Domestic (D)
Category				Category of Commodity (first 3 digits)
Date Assigned				Date assigned to Procurement Officer
Procurement Officer				Initials of Agent
Req/OBL No.				Obligation Number (identifies division paging costs)
Description				of Commodity

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Control No.																						
Date of Request																						
Div. Office or Mission																						
ABR																						
Category																						
Date Assigned																						
Procurement Officer																						
Req/OBL No.																						
Description																						

Form A2-057 7/76

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CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				12	$2,311	
GS/AP Prct Clerk Typing GS-5	1				12	$2,073	
Total	2					$4,384	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILIZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					6		$684	

Form A2-059 7/76

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General Flow of: Summary of Contract Actions of $10,000 or Less

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch — Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP — If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional) | MO/FM | Vendor

Requesting Office — Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP — *Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Summary of Contract Actions of $10,000 or Less

PURPOSE: Summarize Contract Actions of $10,000 or Less

FREQUENCY: Quarterly

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES): SER/CM

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE: | FORM SIZE: | NO. OF PARTS:

ESTIMATED PAGES AVG. PEAK: | LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT:

USER APPROVAL: | DATE:

Form A2-052 7/76

055

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				1	$192	
GS/AP Prct Clerk Typing GS-5	1				1	$173	
Total	2					$365	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					.5		$57	

Form A2-059 7/76

General Flow of: Vendor Master Address List

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch

Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP

If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional)

MO/FM

Vendor

Requesting Office

Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP

*Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Vendor Master Address List

PURPOSE: Data File of Vendor Names and Addresses

FREQUENCY: As required

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES): MO/GS/AP

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG.:

PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT:

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Vendor Master Address List

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Vendor No.				
Vendor Name and Address				

Form A2-053 7/76

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CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Vendor No.																						
Vendor Name and Address																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				1	$192	
GS/AP Prct Clerk Typing GS-5	1				1	$173	
Total	2					$365	

Form A2-068 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					.5		$57	

Form A2-059 7/76

General Flow of: Subscription and Periodical List

Office: SER/MO/GS/AP

Interviewee: E. Freeman
G. Proctor

AID Bureau Division or Branch — Completes and forwards a Supplies/Equipment/Services (SES) Requisition.

GS/AP

If not a valid request, then returned to originating office.
If a valid request then:
* - A control number is assigned
* - The SES is assigned to a Purchasing Agent to process the request.
* - A Purchase Order Number is assigned and the Purchase Order is researched.
* - The Purchasing Officer then approves or disapproves the Purchase Order based on data supplied by the assigned Purchasing Agent.

If Approved

AID Warehouse (Optional) | MO/FM | Vendor

Requesting Office

Upon completion of Purchase Order terms, sends formal notification to MO/GS/AP.

MO/GS/AP

*Notifies SER/FM of completion of Purchase Order.

SER/FM

*Indicates points in the processing of Requisitions and Purchase Orders where data is entered onto the Q1.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

CURRENT SYSTEM ☒

PHASE II – DATE N/A

PROPOSED SYSTEM ☐

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Subscription and Periodical List

PURPOSE: Data File at Subscriptions and Periodicals on order

FREQUENCY: As Required

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES) MO/GS/AP

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE	FORM SIZE	NO. OF PARTS

ESTIMATED PAGES AVG. PEAK	LINES/PAGE

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT:

USER APPROVAL:	DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Subscription and Periodical List

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Report for				Division
FROM TO				
Description				
Vendor Name				
P.O. Number				
Units				
Start Date				
Expiration Date				
Total Amount				
Total For:				
Subscriptions:				
Units:				
Amount:				

Form A2-053 7/76

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CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Report for																						
FROM TO																						
Description																						
Vendor Name																						
P.O. Number																						
Units																						
Start Date																						
Expiration Date																						
Total Amount																						
Total For:																						
Subscriptions:																						
Units:																						
Amount:																						

Form A2-057 7/76

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CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	Originating AID area		MO/GS/AP			
Purchase Order	MO/GS/AP		MO/GS/PPM, Originating AID area, SER/FM, Vendor			

Form A2-054 7/76

2-12

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/AP Prct Asst GS-6	1				1	$192	
GS/AP Prct Clerk Typing GS-5	1				1	$173	
Total	2					$365	

Form A2-068 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Q1	2					.5		$57	

Form A2-059 7/76

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CARA CORPORATION

INVENTORY OF REPORTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

Area: SER/MO/GS/BM

REPORT NAME & NUMBER	FREQUENCY PREPARED BY	DISTRIBUTED TO METHOD	NUMBER OF LINES/PG	NUMBER OF COPIES	ESTIMATED PAGES AVERAGE	ESTIMATED PAGES PEAK	PURPOSE – COMMENTS
List of Reimbursable Work Authorizations	GS/BM Ongoing	SER/MO/GS		1	10	10	
Budget Estimated for Leased Property	Annually	SER/MO		1	1	1	
Personnel Strength Report Across all Buildings	Semi-Annually or as requested.	SER/MO		1	1	1	
Personnel Strength Report By Leased Buildings	Annually	GSA		1	1	1	
Occupancy Report	Annually	GSA		1	1	1	
Personnel Index	As requested	SER/MO		1	N/E	N/E	Number people in office by Building.
Space Index	As requested	SER/MO		1	N/E	N/E	Square footage of office by Building.

Form A2-051 7/76

CURRENT ISSUES

Office	Report Title	Comments
MO/GS/BM	List of Reimbursable Work Authorizations	Would like information on monies spent as work proceeds in order to exert stronger fiscal control.
	Budget Estimated for Leased Property	Efficiency would be improved if data was put on a computer. Then, historical comparisons could be made for budget purposes. Also, rental changes due to increases/decreases of space could be dynamically calculated.
	Personnel Strength Reports Across all Buildings	The memo requesting personnel staff levels should provide for a standardized reporting format.
	Personnel Strength Reports By Leased Buildings	Current procedures adequate.
	Occupancy Report	Current procedures adequate.
	Personnel Index	Current procedures adequate.
	Space Index	Current procedures adequate.

General Flow of: List of Reimbursable Work Authorizations

Office: SER/MO/GS/BM

Interviewee: J. Russell

AID Division or Branch ↓	Complete a request for Supplies/Equipment/Services Requisition (SES).
MO/GS/BM ↓	Receives SES request and records the time and date received in the tracking log. Initiates the Request for Work Authorization (RWA). An MO/GS/BM staffer is assigned to process the RWA. One copy is sent back to initiating office, with the name of the responsible MO/GS/BM staffer and the register number assigned in the tracking log. Typically the MO/GS/BM staffer must visit the RWA site request to: 1) verify the floor plan; 2) learn the exact location and specifications for the RWA request; and 3) make an on-site evaluation of its worth. The estimated cost and RWA is forwarded for approval. If cost is less than $100, GSA approves the request under a blanket order. If the cost is greater than $100, each RWA is evaluated separately by GSA.
GSA	Approves or disapproves RWA request. If disapproved, MO/GS/BM usually reapplies by either submitting a lower cost, or a fuller explanation of the need for the RWA.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: List of Reimbursable Work Authorizations

PURPOSE: The progress of requested RWA's

FREQUENCY: Twice a month or on request.

CUTOFF CRITERIA: N/A

DISTRIBUTED TO – (No. OF COPIES): SER/MO/GS

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. 10 PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
Building Number			
RWA (Work) Order			
Date of Request			

USER COMMENT:

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Work Order Number				Register tracking number assigned to RWA.
Date of Work Order				
BY				Title of requesting person.
Source				Requesting office title.
BLDG/Room				Place where work is to be done.
Code				Type of work.
Item				Specific work required.
Public Building Service/ Purchase Order				
Date				Date estimate is made.
E Cost				Estimated cost.
Date approved				By MO/GS/BM.
Follow				Comments on follow-up review of work performed.
Completion				Date completed or word "complete."

Form A2-053 7/76

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Work Order Number																						
Date of Work Order																						
BY																						
Source																						
Building/Room																						
Code																						
Item																						
Public Building Service/Purchase Order																						
Date																						
E Cost																						
Date Approved																						
Follow																						
Completion																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Request for Work Authorization						
Supplies/Equipment/ Services Requisition						

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/BM Building Mgt Spcl GS-11	1				100	$31,674	
GS/BM Management Ass't GS-10	2				25	$14,414	
GS/BM Clerk Typing GS-5	1				100	$17,275	
TOTAL	4					$63,363	

Form A2-058 7/76

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CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6	1					.5		$13.	

Form A2-059 7/76

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General Flow of: Budget Estimates for Leased Property

Office: SER/MO/GS/BM

Interviewee: G. Martin, J. Benson

GSA	Notifies U.S. Agencies of the Standard Level User Charge (SLUC) to rent space.
↓	
MO/GS/BM	Computes estimates of projected rent charges, based on current rates. The building rental rate equals (the Type of Building) times (Annual Cost) times (Amount of Space).
↓	
SER/MO	Receive budget estimates for space rental.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER
Budget Estimates for Rental of Buildings.

PURPOSE

FREQUENCY Annually

CUTOFF CRITERIA June 30

DISTRIBUTED TO – (No. OF COPIES) SER/MO

METHOD OF DELIVERY/TRANSMISSION/MEDIA
Memo

FORM TYPE	FORM SIZE	NO. OF PARTS

ESTIMATED PAGES AVG. PEAK	LINES/PAGE

REPORT RETENTION N/A

SECURITY Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL:	DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Type of Space N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Standard Level User Charge	GSA		Government Agencies			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/BM Management Asst GS-9	1				.4	$115	
TOTAL						$115	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

General Flow of: Personnel Strength Reports Across All Buildings

Office: SER/MO/GS/BM

Interviewee: G. Martin, J. Benson

MO/GS/BM	Request personnel levels by category of person (e.g., full-time, part-time, etc.)
↓	
AID Bureau Administrative Officers	Supply requested data.
↓	
MO/GS/BM	Personnel levels are reconciled with staffing levels obtained from AID Personnel Management Section.
↓	
SER/MO	Receives report.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Personnel Strength Report
PURPOSE	Used to determine the space required to house AID personnel.
FREQUENCY	Two times per year or as requested
CUTOFF CRITERIA	Two weeks from request.
DISTRIBUTED TO – (No. OF COPIES)	SER/MO
METHOD OF DELIVERY/TRANSMISSION/MEDIA	Memo
FORM TYPE	
FORM SIZE	
NO. OF PARTS	
ESTIMATED PAGES AVG.	
PEAK	
LINES/PAGE	
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
Bureau			
Type of People			

USER COMMENT

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Memo from Personnel Management	SER/PM		MO/GS/BM			
Memo from Bureau Administrative Officers	AID Bureaus		MO/GS/BM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/BM Management Asst GS-10	2				.8	$462	
TOTAL	2					$462	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

General Flow of: Personnel Strength Reports by Leased Buildings

Office: SER/MO/GS/BM

Interviewee: G. Martin, J. Benson

MO/GS/BM	Request current/authorized personnel levels for a particular building by grade, supervisory or non-supervisory, etc.
↓	
AID Bureau Administrative Officers in the affected building.	Supply requested data.
↓	
MO/GS/BM	Completes and forwards report.
↓	
GSA	

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Personnel Strength Report (Leasing)
PURPOSE	Provide information relevent to renewal of lease for a given building.
FREQUENCY	As lease expires on a building.
CUTOFF CRITERIA	Prior to lease expiring on a building.
DISTRIBUTED TO – (No. OF COPIES)	GSA
METHOD OF DELIVERY/TRANSMISSION/MEDIA	Memo
FORM TYPE	
FORM SIZE	
NO. OF PARTS	
ESTIMATED PAGES AVG.	1
PEAK	
LINES/PAGE	
REPORT RETENTION	
SECURITY	Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Memo from AID Bureau Administrative Officers	AID Bureaus		MO/GS/BM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/BM Management Asst GS-10	1				.4	$115	
TOTAL	1					$115	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

General Flow of: Occupancy Report

Office: SER/MO/GS/BM

Interviewee: G. Martin, J. Benson

MO/GS/BM	Request personnel levels by category of person (e.g., full-time, part-time, etc.)
↓	
AID Bureau Administrative Officers	Supply requested data.
↓	
MO/GS/BM	Personnel levels are reconciled with staffing levels obtained from AID Personnel Management Section.
↓	
GSA	Receives report.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I — DATE 12/31/81

PHASE II — DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Occupancy Report

PURPOSE: Report AID staffing levels by building.

FREQUENCY: Annually

CUTOFF CRITERIA:

DISTRIBUTED TO — (No. OF COPIES): GSA

METHOD OF DELIVERY/TRANSMISSION/MEDIA: Memo

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT:

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

Form A2-053 7/76

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Memo from Personnel Management	SER/PM		MO/GS/BM			
Memo from Bureau Administration Officers	AID Bureaus		MO/GS/BM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/BM Management Asst GS-10	1				.4	$115	
TOTAL	1					$115	

Form A2-058 7/76

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CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

General Flow of: Personnel Index

Office: SER/MO/GS/BM

Interviewee: G. Martin, J. Benson

MO/GS/BM ↓	Request personnel levels by category of person (e.g., full-time, part-time, etc.)
AID Bureau Administrative Officers ↓	Supply requested data.
MO/GS/BM	Personnel levels are reconciled with staffing levels obtained from AID Personnel Management Section.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Personnel Index

PURPOSE: Track number of AID staff by area and rank.

FREQUENCY: As requested.

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES): SER/MO

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG.:

PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT:

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Memo from AID Bureau Administrative Officers	AID Bureau Administrative Office		MO/GS/BM			

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/BM Management Asst GS-10	1				20	$11,532	
						$11,532	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

3/3

General Flow of: Space Index

Office: SER/MO/GS/BM

Interviewee: G. Martin, J. Benson

MO/GS/BM	Visit AID office to verify space usage levels in each building.
↓	
AID offices	
↓	
MO/GS/BM	Calculate square footage of each office by building.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER Space Index

PURPOSE Maintain current levels of square feet by office.

FREQUENCY As requested.

CUTOFF CRITERIA

DISTRIBUTED TO – (No. OF COPIES) SER/MO

METHOD OF DELIVERY/TRANSMISSION/MEDIA

FORM TYPE | FORM SIZE | NO. OF PARTS

ESTIMATED PAGES AVG. PEAK | LINES/PAGE

REPORT RETENTION N/A

SECURITY Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: | DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
N/A						

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/BM Management Asst GS-10	2				20	$11,532	
TOTAL	2					$11,532	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

CARA CORPORATION

INVENTORY OF REPORTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

AREA: SER/MO/GS/IC

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

REPORT NAME & NUMBER	FREQUENCY PREPARED BY	DISTRIBUTED TO METHOD	NUMBER OF LINES/PG	NUMBER OF COPIES	ESTIMATED PAGES AVERAGE	ESTIMATED PAGES PEAK	PURPOSE – COMMENTS
Carpet and Drape Maintenance Report	At Least Monthly	GS/BM	60	2	50	--	
AID Handbook 20	As Required	SER/MP		1			
Audit of Telephone Bills	Monthly	GS/BM	60	3	1 3/4"	--	Administrative heads receive the portion of the report applicable to their area.
Status of Mission Furniture	Monthly, or as Needed	MO/GS, GS/AP	60	3	3	--	
Status of Parking Permits	Annually	MO/GS	60	5	38	--	Each copy reflects a different sort sequence.
Telephone Directory	Quarterly	Agency Wide	70	1 photo ready	80	--	Sorted by alphabet and organization.

Form A2-051 7/76

CURRENT ISSUES

Office	Report Title	Comments
MO/GS/IC	Carpet and Drape Maintenance Report	Update time could be maximized if MO/GS/BM would provide a number of work orders together, rather than on a one-at-a-time basis.
	Handbook 20	More efficiency could be obtained if: (1) Modern WP editing features were available; (2) A word dictionary were available; (3) WP equipment were compatible with SER/MO/DMs; and (4) Branches did more extensive editing on changes prior to forwarding them to MO/GS/IC.
	Audit of Telephone Bills	Would prefer local access to GSA telephone billing tape since: (1) Currently three-four week delay from MO/GS/DM receipt of tape to printout arriving at MO/GS/IC; and, (2) When new types of sorts are requested from MO/GS/DM, the delay between request and retrival can be up to six weeks.
	Status of Mission Furniture	Budget totals (e.g., costing factors) are not possible on the System 6. With a more user-friendly system, MO/GS/AP could probably maintain this report using their own staff.
	Status of Parking Permits	Currently restricted to ascending sorts. Would be useful to sort in descending order.
	Telephone Directory	Advanced WP capability is required to reduce editing time leading to a camera-ready copy.

General Flow of: Carpet and Drape Maintenance Report

Office: SER/MO/GS/IC

Interviewee: Earl Sharp

AID Branch Outside GS	Submits a Request for Work Authorization (RWA) to install or clean carpet.
↓	
Bureau Administrative Officer	If approved, forwards request to SER/MO/GS.
↓	
MO/GS/BM	Receives RWA. Initiates RWA if request is within SER/MO/GS. A work order is prepared and the information recorded.
↓	
MO/GS/IC	Cumulative list of work orders is received, with subsequent updating of the Carpet Maintenance File. Periodically prints out lists of carpets due for cleaning, and forwards to MO/GS/BM.
↓	
MO/GS/BM	Receives list of carpets due for cleaning. May initiate an RWA on this basis.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Carpet and Drape Maintenance Report.
PURPOSE	Track maintenance schedule of carpets and drapes based on installation date of last cleaning.
FREQUENCY	Monthly.
CUTOFF CRITERIA	None.
DISTRIBUTED TO – (No. OF COPIES)	MO/GS/BM
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	
SECURITY	Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT	New report. Procedure is still being implemented and refined.
USER APPROVAL:	DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Carpet and Drape Maintenance Report

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Work Order Number				
Item Code				C=Carpet, D=Drapes
Action Code				I=Install, C=Clean Drapes, S=Shampoo Carpet
Building				
Room Number				
Date of Work Order				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☒

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Work Order Number																						
Item Code																						
Action Code																						
Building																						
Room Number																						
Date of Work Order																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Work Order	MO/GS/BM	Aid Bureau	MO/GS/IC			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/IC GS-6 Prog Opns Asst	1				5	$962	
Total	1					$962	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6	1					5		$131	

Form A2-059 7/76

General Flow of: AID Handbook 20

Office: SER/MO/GS/IC

Interviewee: Earl Sharp

MO/GS/IC	Current edition is printed from IBM System 6.
↓	
Appropriate AID Branches ←	Chapters distributed to appropriate branches for revisions as needed.
↓	
MO/GS/IC ←	Revisions returned and edited. Edited text is typed onto IBM System 6.
↓	
SER/MP	Review edited text. Get clearance for change if effected unit is outside SER/MO.
	If not approved, sent back to branch or MO/GS/IC for changes.
↓	If approved, sent to MO/GS/PAB.
MO/GS/PAB	Initiate printing and distribution of posters.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: AID Handbook 20

PURPOSE: Contains AID operating procedures.

FREQUENCY: As needed.

CUTOFF CRITERIA: Date of function (mission) change or determined by SER/MP.

DISTRIBUTED TO – (No. OF COPIES): Agency wide.

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE	FORM SIZE	NO. OF PARTS

ESTIMATED PAGES AVG.	PEAK	LINES/PAGE

REPORT RETENTION: Until Revised.

SECURITY: Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
By subject.			

USER COMMENT: Typically two (2) updates per year.

USER APPROVAL:	DATE:

Form A2 052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
See AID Handbook 20				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
See AID Handbook 20																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
See AID Handbook 20	AID Branches	Previous AID Version of Handbook 20	Agency-Wide			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –		NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
			SALARY	FRINGE BENEFITS	TOTAL			
GS/IC GS-9	Program Operations Specialist	1				6	$1,570	
GS/IC GS-7	Program Operations Assistant	1				8	1,712	
GS-IC GS-6	Program Operations Assistant	1				8	1,540	
	TOTAL	3					$4,822	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6	2					8		$420	

Form A2-069 7/76

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General Flow of: Audit of Telephone Bills

Office: SER/MO/GS/IC

Interviewee: Earl Sharp

GSA ↓	Creates Telephone billing tape monthly.
SER/MO/BM ↓	Receives telephone billing tape and creates a printout using various subdivisions. "Error" flags appear on printout, e.g., if call exceeds 10 minutes.
MO/GS/IC MO/GS/BM ↓	Printout is reviewed. Appropriate action is taken if calls appear to be for non-governmental purposes.
SER/MO/GS	Recevies notification of portion of telephone bill which is legitimate and so should be paid.

[illegible]

[illegible]

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Audit of Telephone Bills
PURPOSE	Audit telephone transactions for legitimate governmantal use.
FREQUENCY	Monthly.
CUTOFF CRITERIA	22nd of each month.
DISTRIBUTED TO – (No. OF COPIES)	SER/MO/GS Other areas as required for verification purposes.
METHOD OF DELIVERY/TRANSMISSION MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. N/F PEAK	LINES/PAGE
REPORT RETENTION	
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE SEQUENCE	SUMMARY TOTALS
By Bureau			Bureau
			Type of Call
			10 Minutes or Longer

USER COMMENT

USER APPROVAL

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Audit of Telephone Bills

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Billing Account No.				Bureau designation.
Caller Phone No.				
Place of Caller				
Date of Call				
Time Called				
Phone Number Called				
Place Called				
Length of Time				
Amount Billed				
Flag				Flags allowed are "long" (greater than 10 minutes), "late" (after 5 p.m. on weekdays), and "weekend" (during weekend).

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Billing Account No.																						
Caller Phone No.																						
Place of Caller																						
Date of Call																						
Time Called																						
Phone Number Called																						
Place Called																						
Length of Time																						
Amount Billed																						
Flag																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
GSA MagTape	GSA	Telephone Co.	SER/DM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –		NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
			SALARY	FRINGE BENEFITS	TOTAL			
GS/IC GS-9	Sup Prog Opns Spcl	1				10	$ 2,617	
GS/BM GS-9	Communications Spcl	1				100	26,177	
GS/IC GS-7	Program Opns Asst	1				14	2,996	
	TOTAL	3					$31,790	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

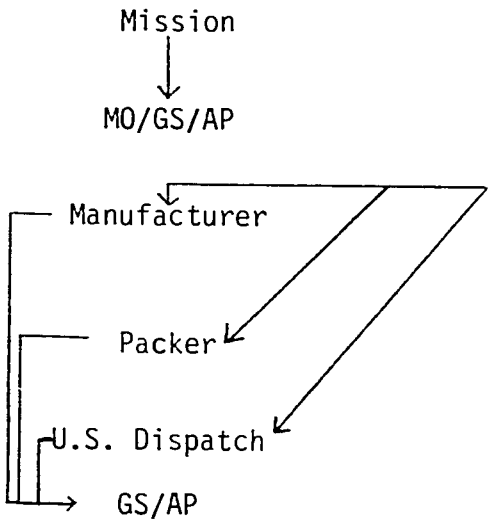
DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM 370	1					N/E		N/E	Prints copy of telephone billing tape supplied by GSA.

Form A2-059 7/76

General Flow of: Status of Mission Furniture

Office: SER/MO/GS/IC

Interviewee: Earl Sharp



Initiates an overseas requisition for residence furniture.

MO/Purchasing prepares the purchase order.

Receives notification to make furniture to either ship directly or to replace packer's stockpile.
Assigns a house number to furniture set.
Sends confirmation of unit completed and sent to packer to GS/AP
Receives notification to ship furniture.
Stockpiles furniture sets.
Notifies GS/AP of ship name and date to be shipped.
Receives notification of shipment date and ship.
Notifies GS/AP when actually shipped.
Enters status onto mission furniture file.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Status of Mission Furniture

PURPOSE: Tracks location of household furniture lots.

FREQUENCY: Monthly updates.

CUTOFF CRITERIA: N/A

DISTRIBUTED TO – (No. OF COPIES): MO/GS, MO/AP

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. PEAK:

LINES/PAGE:

REPORT RETENTION: No limit.

SECURITY: Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
Household number			
Shipping Purchase Order #			
Replacement Purchase Order#			
Mission number			

USER COMMENT:

USER APPROVAL:

DATE:

Form A2 052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Status of Mission Furniture

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Requestor				Mission #.
Requisition #				
Date of Requisition				
Purchase Order #				P.O. used to buy furniture from manufacturer.
Purchase Date				
Cost				
House Number				
Location of Furniture				
Style of Furniture				
Color				
Size of Household				Bedroom size.
Vessel Shipped On				
Shipment Date				
Household #				H.H. set which replaces the one shipped from stock.
Purchase Order				P.O. # for replacement household.

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Requestor																						
Requisition #																						
Date of Requisition																						
Purchase Order#																						
Purchase Date																						
Cost																						
House Number																						
Location of Furniture																						
Style of Furniture																						
Color																						
Size of Household																						
Vessel Shipped on Shipment Date																						
Household #																						
Purchase Order																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Overseas Requisition	Mission		MO/AP			
Purchase Order	MO/AP		Manufacturer, Packer, U.S. Dispatch			
Remove From Stock	MO/AP		Packer			
Notification of House # assigned	Manufacturer		MO/AP,Packer			
Notification of Ship and Shipment Date	Packer		MO/AP			
Received in Stock	Packer		MO/AP			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/IC GS-9 Program Operations Specialist	1				1	$ 262	
GS/IC GS-6 Program Opns Asst	1				4	770	
TOTAL	2					$1,032	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6	1					4		$105	

Form A2-059 7/76

General Flow of: Status of Parking Permits

Office: SER/MO/GS/IC

Interviewee: Earl Sharp

SER Administrative Officers	Collect requests for parking permits.
↓	
SER/MO/GS	Parking permit request data is entered into word processor with sorts performed by riders and mileage from home. Listing is visually scanned for permit assignment priorities--with subsequent assignment of permits. The current listing of assigned permits is manually updated to reflect deletions, additions, and updates.
↓	
MO/GS/IC	The new file of assigned permits is created on the word processor. A sort by AID branch is performed.
↓	
SER/MO/GS	Notification is sent to branch administrators and to individuals receiving permits.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

CURRENT SYSTEM ☒

PHASE II – DATE N/A

PROPOSED SYSTEM ☐

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER
Status of Parking Permits

PURPOSE
In the selection phase to provide a listing of applicants sorted by relevant dimensions.

In the post-selection phase to provide a cross-reference listing of parking permit numbers to person(s) assigned.

FREQUENCY
Annual

CUTOFF CRITERIA
January 1.

DISTRIBUTED TO – (No. OF COPIES)
*Requesting Applicants (1), Division Chiefs (2), Bureau Chiefs (2).

METHOD OF DELIVERY/TRANSMISSION/MEDIA

FORM TYPE	FORM SIZE	NO. OF PARTS

ESTIMATED PAGES AVG.	PEAK	LINES/PAGE

REPORT RETENTION
Annually, with 5 updates per year.

SECURITY
Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
a. Carpools by number riders	by mileage to	work.	
b. Alphabetical			
c. Handicapped only.	d. Executives Only.		

USER COMMENT
*Each party receives only the portion of the listing relevant to their area of concern.

USER APPROVAL:	DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Status of Parking Permits

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Line Item #				
Status				Driver code, executive, handicapped.
Permit #				
Name of Rider/Driver				Last name first.
Organization/Office				
Office Telephone #				
Home Address				
Zip Code				
Car Make & Year				
Car License				
Part-Time Rider				
# Riders in Pool				
Miles to Work				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Line Item #																						
Status																						
Permit #																						
Name of Rider/Driver																						
Organization/Office																						
Office Telephone #																						
Home Address																						
Zip Code																						
Car Make & Year																						
Car License																						
Part-Time Rider																						
# Riders in Pool																						
Miles to Work																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Application for Parking Permit	Applicant		SER/MO/GS			
Listing of Applicants	GS/IC		SER/MO/GS			Used for updating list.
Doctor's Statement of Handicapped	Medical Doctor		SER/MO/GS			

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
MO/GS GS-11 Special Assistant	1				17	$5,385	Processes applications, assigns permit #s, maintains list of adds/drops.
GS/IC GS-6 Program Opns Asst	1				17	523	Keys data.
GS/IC GS-9 Sup Prog Opns Asst	1				2	3,274	Coordination.
TOTAL	3					$9,182	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

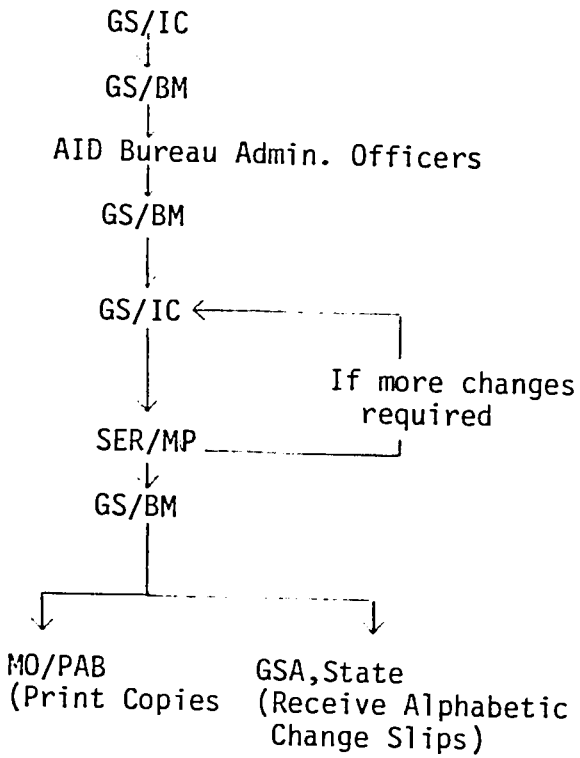
DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILIZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6	1					17		$447	

Form A2-069 7/76

General Flow of: Telephone Directory

Office: SER/MO/GS/IC

Interviewee: Earl Sharp



Prints listing of current directory.

Receives listing and farms out copies to bureaus for updating.

Changes are recorded and sent back.

Reviews cahnges--edits if necessary. Arranges for alphabetic change slips to be typed.

Updates alphabetic and organizational changes on System 6.
Makes final draft.

Reviews changes.

Recevies approved version.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Telephone Directory

PURPOSE: List of AID membership and telephone numbers by name and organizational structure.

FREQUENCY: Quarterly.

CUTOFF CRITERIA:

DISTRIBUTED TO – (No. OF COPIES): All of AID, Sections of GSA & State.

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE: | FORM SIZE: | NO. OF PARTS:

ESTIMATED PAGES AVG. PEAK: | LINES/PAGE:

REPORT RETENTION: Quarterly.

SECURITY: Unclassified.

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
Alphabetic			
Organizational			

USER COMMENT:

USER APPROVAL: | DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Telephone Directory

PREPARED BY Group Operations, Inc.

	FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
ALPHABETICAL	Last Name				
	Middle Name				
	First Name				
	Organization				
	Room Number				
	Bldg. Number				
	Office				
	Telephone Number				
ORGANIZATIONAL	Bureau				
	Office				
	Branch				
	Title				
	First Name				
	Middle Initial				
	Last Name				
	Work Phone Number				
	Home Phone Number				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

	DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
		IN DB/FILE	NEW																				
ALPHABETICAL	Last Name													NOTE: The organizational elements are grouped as one text file.									
	Middle Name																						
	First Name																						
	Organization																						
	Room Number																						
	Bldg. Number																						
	Office																						
	Telephone Number																						
ORGANIZATIONAL	Bureau																						
	Office																						
	Branch																						
	Title																						
	First Name																						
	Middle Initial																						
	Last Name																						
	Work Phone Number																						
	Home Phone Number																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Previous listing of telephone directory	GS/IC	Disk File	MO/GS/BM,AID			
Alphabetic change slips	GS/BM	Administrative Officers	GSA,STATE, MO/GS/IC			
Organizational changes	GS/BM	Administrative Officers	MO/GS/IC			

Form A2-054 7/78

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
MO/BM GS-9 Communications Specialist	1				7	$ 1,570.5	
MO/GS GS-9 Program Operations Specialist	1				5	1,570.5	
MO/GS GS-6 Program Opns. Asst.	1				33	7,062	
MO/GS GS-7 Prog. Opns. Asst.	1				33	6,355	
TOTAL	4					$16,558	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM System 6	2					8		$420	

Form A2-059 7/76

CARA CORPORATION

INVENTORY OF REPORTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

Area: SER/MO/GS/PPM

REPORT NAME & NUMBER	FREQUENCY PREPARED BY	DISTRIBUTED TO METHOD	NUMBER OF LINES/PG	NUMBER OF COPIES	ESTIMATED PAGES AVERAGE	ESTIMATED PAGES PEAK	PURPOSE – COMMENTS
Receiving New Stock	MO/GS/PPM	MO/GS/PPM		N/E	N/E	N/E	
Credit Voucher Register	MO/GS/PPM	MO/GS/PPM		N/E	N/E	N/E	
Returned Merchandise	MO/GS/PPM	MO/GS/PPM		N/E	N/E	N/E	
Office Machine Repairs	MO/GS/PPM	MO/GS/PPM		1	1	1	
Notice of Award	GSA	MO/GS/PPM		1	1	1	
Personal Custody Property Report	MO/GS/PPM	MO/GS/PPM		1	1	1	
Personel Property Survey	AID Originating Office	MO/GS/PPM		1	1	2	
Transfer Order	GSA	MO/GS/PPM		1	1	2	

CURRENT ISSUES

Office	Report Title	Comments
MO/GS/PPM	Receiving New Stock	Efficiency would be improved if more categories of information could be coded onto the Olivetti. For example, a running inventory of all warehouse items could be maintained. Also the Olivetti cannot calculate, and so additions, subtractions, etc., must be done manually.
	Credit Voucher Register	Same comment as above.
	Returned Merchandise	Same comment as above.
	Office Machine Repairs	Current procedures adequate.
	Notice of Award	Current procedures adequate.
	Personal Custody Property Report	Current procedures adequate.
	Personal Property Survey Report	Current procedures adequate.
	Transfer Order	Current procedures adequate.

General Flow of: Receiving New Stock

Office: SER/MO/GS/PPM

Interviewee: F. Nathaniel

GS/AP

Transmits Purchase Order to MO/GS/PPM

↓

MO/GS/PPM

Enter Purchase Order data onto Olivetti Computer, then process order, as supplies or equipment are received by warehouse.

- If a <u>partial shipment</u> is received then:
  - sign receipt and date it
  - complete a Receiving Report if partial shipment does not complete order
  - note partial receipt in Purchase Order Register.
- If a <u>complete shipment</u> is received then:
  - sign receipt and date it
  - complete the Receiving Report Register (different from Receiving Report)

↓

FM

Receives notification of merchandise received.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Receiving New Stock
PURPOSE	Track the receipt of new merchandise to MO/GS/PPM, with particular emphasis on following partial shipments.
FREQUENCY	Daily
CUTOFF CRITERIA	N/A
DISTRIBUTED TO – (No. OF COPIES)	MO/GS/PPM
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Internal Receiving Report

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Date Received				
IRR Number				
From OFC/RM/BLDG				
Description of Property				
Condition				Unsatisfactory, Repairable or Ready for use.
Remarks				

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Purchase Order Register Format

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Date of Requisition				
Requisition Number				
Description & Category				
No. of line items				
Purchase Order Number				
Vendor				
Follow Up				Note number of follow up calls to vendor.
Partial Delivery Date				
"COMPLETE" or Date Shipment was completed				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐ Olivetti Computer Input

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER	INPUT NUMBER
	IN DB/FILE	NEW		
Fprog			Control Number	
Nomenclature			Name and/or Item Number	
GRP			Group Number (item classification)	
Date Received				
Document			Purchase Order Number	
ACQ			Quantity	
DIS			Number disposed of	
Unit Cost				
Total Cost				
Quantity Balance				
Value of Balance				

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	MO/GS/AP		MO/GS/PPM			
Purchase Order	MO/GS/AP		MO/GS/PPM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/PPM Gen Spl Spcl GS-9	1				30	$ 7,853	
GS/PPM Supply Clerk GS-5	1				80	$13,820	
TOTAL	2					$21,673	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Olivetti	1					30		$1,429	

Form A2-059 7/78

General Flow of: Credit Voucher Register

Office: SER/MO/GS/PPM

Interviewee: F. Nathaniel

AID Originating Office ↓	Forwards a Supplies/Equipment/Services (SES) Requisition.
MO/GS/PPM ↓	Enter information into the Credit Voucher Register. Adjust warehouse inventory levels on printout. Once a month complete updates to Olivetti.
AID Originating Office ↓	Upon receipt of merchandise notify MO/GS/PPM by returning the signed SES form.
MO/GS/PPM	

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

CURRENT SYSTEM ☒

PHASE II – DATE N/A

PROPOSED SYSTEM ☐

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Credit Voucher Register
PURPOSE	Track outflow of merchandise from MO/GS/PPM to other parts of AID.
FREQUENCY	Daily
CUTOFF CRITERIA	N/A
DISTRIBUTED TO – (No. OF COPIES)	MO/GS/PPM
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Credit Voucher Register

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Date of Entry				
Credit Voucher Number				Control number, sequenced from beginning of fiscal year.
From SYM/RM/BLDG - 70				
Description of Items				
Delivery Date				
Remarks or Date Completed				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER	INPUT NUMBER
	IN DB/FILE	NEW		
Fprog			Control Number	
Nomenclature			Name and/or Item Number	
GRP			Group Number (item classification)	
Date Received				
Document			SES Number	
ACQ			Quantity	
DIS			Number disposed of	
Unit Cost				
Total Cost				
Quantity of Balance				
Value of Balance				

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	AID Originating Office		MO/GS/PPM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/PPM Gen Spl Spcl GS-9	1				5	$1,309	
GS/PPM Supply Clerk GS-5	1				5	$ 864	
TOTAL	2					$2,173	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILIZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Olivetti	1					5		$238	

Form A2-059 7/76

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General Flow of: Returned Merchandise

Office: SER/MO/GS/PPM

Interviewee: F. Nathaniel

AID Originating Office	Forwards a Supplies/Equipment/Services (SES) Requisition.
↓	
MO/GS/PPM	Assigns a control number to the SES request and pick up item(s). If merchandise is in good condition then: - accept it as part of the warehouse inventory - enter information into the Internal Receiving Report - correct level of warehouse inventory
↓	
[If merchandise is to be disposed of]	Complete Report of Excess Personal Property and a Memorandum Voucher Take appropriate action with Olivetti
↓	
IFM	Notified of merchandise disposed of
↓	
GSA	Only notified of disposal if large quantities are involved

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

CURRENT SYSTEM ☒

PHASE II – DATE N/A

PROPOSED SYSTEM ☐

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Returned Merchandise
PURPOSE	Track incoming merchandise into MO/GS/PPM from other parts of AID.
FREQUENCY	Daily
CUTOFF CRITERIA	N/A
DISTRIBUTED TO – (No. OF COPIES)	MO/GS/PPM
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/78

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Receiving Report Register

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Date Completed				
Requisition Number				
Purchase Order Number				
Type				EXP (expendable) or MXP (non-expendable)
Requestor				Title of Office originating request.
Value				Cost
Purchase Order Status				Complete or Incomplete
Remark				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER	INPUT NUMBER
	IN DB/FILE	NEW		
Fprog			Control Number	
Nomenclature			Name and/or Item Number	
GRP			Group Number (item classification)	
Date Received				
Document				
ACQ			Quantity	
DIS			Number disposed of	
Unit Cost				
Total Cost				
Quantity of Balance				
Value of Balance				

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Supplies/Equipment/ Services Requisition	AID Originating Office		MO/GS/PPM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/PPM Gen Spl Spcl GS-9	1				15	$3,296	
GS/PPM Supply Clerk GS-5	1				5	$ 864	
TOTAL	2					$4,790	

Form A2-058 7/76

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CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Olivetti	1					15		$715	

Form A2-059 7/76

General Flow of: Office Machine Repairs

Office: SER/MO/GS/PPM

Interviewee: F. Nathaniel

AID Originating Office	Calls in repair request to MO/GS/PPM
↓	
MO/GS/PPM	Fill in machine repair request form. Check machine is in its "known" location. Notify contractor to implement repair.
↓	
Contractor	Completes Repair*

* Note a repair is assumed completed by the contractor unless the originating office informs MO/GS/PPM to the contrary.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Office Machine Repairs
PURPOSE	Initiate requested office machine repairs.
FREQUENCY	Daily
CUTOFF CRITERIA	N/A
DISTRIBUTED TO – (No. OF COPIES)	MO/GS/PPM
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG.	PEAK / LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

345

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER Office Machine Repairs

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Control Number				
Office or Division Symbol				
Date				
Operator				
Bldg. Address				
Room Number				
Office Telephone				
Make				
Type				
SN				
Nature of Problem				
Vendor Called				
Time				
Date				
By				
Remarks				
Pasted By				
Date				
Remarks				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
N/A						

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/PPM Gen Spl Spcl GS-9	1				10	$ 2,618	
GS/PPM Warehouse Worker GS-5	1				95	$16,411	
TOTAL	2					$19,029	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Olivetti	1					10		$476	

Form A2-059 7/76

080

General Flow of: Notice of Award

Office: SER/MO/GS/PPM

Interviewee: F. Nathaniel

MO/GS/PPM ↓	Initiates either a Report of Personal Property for sale or a Report of Excess Personal Property. The report is sent to GSA. Inventory levels are adjusted.
GSA ↓	Receives inventory and auctions the merchandise. The money received is credited to AID via a Notice of Award.
MO/GS/PPM	Receives Notice of Award.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

CURRENT SYSTEM ☒

PHASE II – DATE N/A

PROPOSED SYSTEM ☐

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Notice of Award
PURPOSE	Transfer money to AID in exchange for property sold.
FREQUENCY	As required.
CUTOFF CRITERIA	
DISTRIBUTED TO – (No. OF COPIES)	
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Report of Personal Property for Sale	MO/GS/PPM		GSA			
Report of Excess Personal Property	MO/GS/PPM		GSA			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/PPM Gen Sup Spcl GS-9	1				2.5	$654	
TOTAL	1					$654	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILIZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Olivetti	1					.5		$24	

Form A2-059 7/76

General Flow of: Personal Custody Property Report

Office: SER/MO/GS/PPM

Interviewee: F. Nathaniel

AID Originating Office ↓	Forwards Supplies/Equipment/Services Requisition, with request to assign merchandise to a specific individual.
MO/GS/PPM	Complete Personal Custody Property Report. Adjust warehouse inventory levels.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I — DATE 12/31/81

PHASE II — DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Personal Custody Property Report.

PURPOSE: Track merchandise assigned to specific individuals.

FREQUENCY: As required.

CUTOFF CRITERIA:

DISTRIBUTED TO — (No. OF COPIES): MO/GS/PPM

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE: | FORM SIZE: | NO. OF PARTS:

ESTIMATED PAGES AVG. PEAK: | LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT:

USER APPROVAL: | DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

Form A2-053 7/76

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Supplies/Equipment/ Services Requisition	AID Originating Office		MO/GS/PPM			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/PPM Gen Spl Spcl GS-9	1				2.5	$654	
TOTAL	1					$654	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Olivetti	1					3.5		$167	

Form A2-069 7/76

General Flow of: Personal Property Survey Report

Office: SER/MO/GS/PPM

Interviewee: F. Nathaniel

AID Originating Office	Forwards a Personal Property Survey Report when an item of merchandise is not locatable or damaged severely.
↓	
MO/GS/PPM	Receives report and forwards it to SER/MO/GS for a decision on whether blame can be affixed for the loss.
↓	
SER/MO/GS	Decision on loss returned to MO/GS/PPM.
↓	
MO/GS/PPM	Adjust inventory according to decision rendered.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Personal Property Survey Report

PURPOSE: Decide status of unlocatable merchandise

FREQUENCY: As required

CUTOFF CRITERIA: N/A

DISTRIBUTED TO – (No. OF COPIES): MO/GS/PPM, SER/MO/GS

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL:

DATE:

Form A2 052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
N/A						

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/PPM Gen Spl Spcl GS-9	1				2.5	$654	
TOTAL	1					$654	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Olivetti	1					.5		$24	

Form A2-059 7/76

General Flow of: Transfer Order

Office: SER/MO/GS/PPM

Interviewee: F. Nathaniel

GSA	Forwards an approved transfer request.
↓	
MO/GS/PPM	Supplies or receives article(s) to be transferred. Adjusts inventory levels appropriately.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Transfer Order
PURPOSE	Transfer merchandise from one agency to another.
FREQUENCY	As required.
CUTOFF CRITERIA	
DISTRIBUTED TO – (No. OF COPIES)	
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
N/A						

Form A2-054 7/78

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
GS/PPM Gen Spl Spcl GS-9	1				2.5	$654	
TOTAL	1					$654	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
Olivetti	1					.5		$24	

Form A2-059 7/76

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CARA CORPORATION

INVENTORY OF REPORTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

Area: SER/MO/OM/OPM

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

REPORT NAME & NUMBER	FREQUENCY PREPARED BY	DISTRIBUTED TO METHOD	NUMBER OF LINES/PG	NUMBER OF COPIES	ESTIMATED PAGES AVERAGE	ESTIMATED PAGES PEAK	PURPOSE – COMMENTS
Disposal of Foreign Excess Property	Annually	Congress		2	1	2	
Agency Report on Motor Vehicle Data	Annually or as requested	GSA and Overseas Missions		82	1	1	
List of Personal Property	Annually or as requested	Overseas Missions		80	2	2	Each missions receives only their section of the report.
Inventory of Real Property	Annually or as requested	Overseas Missions		80	2	2	Each mission receives only their section of the report.
Handbook 23	As required	Agency wide		N/E	N/E	N/E	
Listing of Vehicular Standardization Plans	Updated as needed	Internal use only.		3	5	5	
Briefing Paper On Real, Personal and Vehicle Property	Annually	SER/MO		1	5	5	Pertains only to portions of report contributed by MO/OM/OPM.
Report on Overseas Exchange/Sales Transactions	Annually	GSA		2	N/E	N/E	

Form A2-051 7/76

CURRENT ISSUES

Office	Report Title	Comments
MO/OM/OPM	Disposal of Foreign Excess Property	Current procedures appear adequate, however, some aspects of the process are new and it is too soo to make a final decision.
	Agency Report on Motor Vehicle Data	Current procedures adequate. Would like to establish a file on annual operating costs.
	List of Personal Property	Current procedures adequate.
	Inventory of Real Property	The basic documents should come directly to MO/OM/OPM instead of first going through FBO. The current method creates a response time bottle neck in communicating with the missions. Would like the ability to quickly generate average costs by region and country.
	Handbook 23	The process of mission change notification should be more formalized to avoid delays in revising the Handbook.
	Listing of Vehicular Standardization Plans	Current procedures adequate.
	Briefing Paper on Real, Personal, and Vehicular Property	Current procedures adequate.
	Report on Overseas Exchange/Sales Transactions	Current procedures adequate.

General Flow of: Disposal of Foreign Excess Property

Office: SER/MO/OM/OPM

Interviewee: S. Jones

Daily Procedure

Mission	Completes disposal document.
↓	
OM/MO/OPM	Record data into the Property Disposal and Acquisition files.

Annual Procedure

OM/MO/OPM	Extract information form the Property Disposal and Acquisition files. Complete Disposal of Foreign Excess Property form.
↓	
Congress	

430

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.
S. Jones

REPORT NAME & NUMBER: Disposal of Foreign Excess Property

PURPOSE: Congressional Requirement.

FREQUENCY: Annually

CUTOFF CRITERIA: September 30

DISTRIBUTED TO – (No. OF COPIES): Senate and House

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. 2 PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
See Report Number: 1526-GSA-AR for fields.				

Form A2-053 7/76

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Country																						
Object Class (Type of Furniture)																						
Control Number																						
Federal Supply Indicator																						
Finding Source																						
Document Number																						
Document Date																						
Serial Number																						
Quantity																						
Costs/Proceeds																						
Method of Disposal																						
Reason for Disposal																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Disposal Documents	Mission					

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
OM/OPM General Service FS-2 Officer	1				3	$ 1,517	
OM/OPM OVS Prop Mgt Spcl GS-9	2				40	20,941	
TOTAL	3					$22,458	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM 370	1					30		$1,042	

Form A2-059 7/76

General Flow of: Agency Report on Motor Vehicle Data

Office: SER/MO/OM/OPM

Interviewee: S. Jones

Mission	Forwards the following forms: Motor Vehicle Record (#5197) Motor Vehicle Record Correction Form (#5197-A) Report on Motor Vehicle Data (#540-1).
MO/OM/OPM	Edit forms and enter information into the motor vehicle data base. Retrieve and consolidate data annually into final report form.
GSA	Receives report copy.
Overseas Missions	Each mission receives only that portion of the report that pertains to it.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Agency Report on Motor Vehicle Data.
PURPOSE	GSA reporting requirement
FREQUENCY	Annually
CUTOFF CRITERIA	September 30
DISTRIBUTED TO – (No. OF COPIES)	GSA, Overseas Missions
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG.	2 PEAK / LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL: DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Country Code																						
Motor Vehicle Series Number																						
Motor Vehicle Number																						
Credit Pool Number																						
Class																						
Code Number																						
Purchase Order Date																						
Purchase Order Number																						
Model Number																						
Additional Systems																						
Right Hand Drive																						
Number of Passengers																						
Acquisition Cost																						
Additional Systems Cost																						
Other Costs																						
Date Received																						
Year of Vehicle																						

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Make of Vehicle																						
Serial Number																						
Disposal Authorization Number																						
Date of Disposal																						
Proceeds from Disposal																						
Milage at Disposal																						
Reason for Disposal																						
Method of Disposal																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Motor Vehicle Record (#5197)	Overseas Missions		MO/OM/OPM			Includes acquisition and disposal information.
Motor Vehicle Record Correction Form (#5197-A)	Overseas Missions		MO/OM/OPM			
Report on Motor Vehicle Data (#540-1)	Overseas Missions		MO/OM/OPM			Includes operational costs.

Form A2-054 7/76

CAPA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
OM/OPM Ovs Prop Mgt Spcl GS-9	1				10	$2,618	
Total	1					$2,618	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM 370	1					3		$104	

Form A2-059 7/76

General Flow of: List of Personal Property

Office: SER/MO/OM/OPM

Interviewee: S. Jones

Mission	Completes a receiving and/or disposal report.
↓	
MO/OM/OPM	Review and edit reports. Update computer file.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: List of Personal Property

PURPOSE: Maintains an inventory of AID overseas non-expendable personal property inventory.

FREQUENCY: Annually or as requested

CUTOFF CRITERIA: September 30

DISTRIBUTED TO – (No. OF COPIES): Overseas Missions and others as requested.

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. 2 PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
Region			Mission
Country Code Number			Country
			Region
			Worldwide

USER COMMENT:

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PHASE I — DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II — DATE N/A

REPORT NAME & NUMBER List of Personal Property

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Country				
Object Class				Type of Furniture
Control Number				
Federal Supply Indicator				
Finding Source				
Document Number				
Document Date				
Serial Number				
Quantity				
Costs/Proceeds				
Method of Disposal				
Reason for Disposal				

Form A2-063 7/76

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CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Country																						
Object Class																						
Control Number																						
Federal Supply Indicator																						
Finding Source																						
Document Number																						
Document Date																						
Serial Number																						
Quantity																						
Costs/Proceeds																						
Method of Disposal																						
Reason for Disposal																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Receiving Report	Overseas Mission		MO/OM/OPM			
Disposal Report	Overseas Mission		MO/OM/OPM			

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
OM/OPM General Service Off FS-2	1				3	$ 1,517	
OM/OPM Ovs Prop Mgt Spcl GS-9	2				21	10,994	
TOTAL	3					$12,511	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM 370	1					17		$590	

Form A2-059 7/76

General Flow of: Inventory of Real Property

Office: SER/MO/OM/OPM

Interviewee: S. Jones

	<u>Daily</u>
Overseas Missions	Completes a Real Property Record, lease or acquisition document as necessary.
↓	
Foreign Building Operations (FBO)	Edit and file documents received. Maintain an inventory of real property based on documents received.
	<u>Annually</u>
FBO	Compile and transmit inventory listing of real property overseas.
↓	
MO/OM/OPM	Reconcile inventory listing with overseas missions.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Inventory of Real Property
PURPOSE	Establish an accurate inventory of AID overseas real property.
FREQUENCY	Annually
CUTOFF CRITERIA	
DISTRIBUTED TO – (No. OF COPIES)	Overseas Missions
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG.	2* PEAK / LINES/PAGE
REPORT RETENTION	1 year
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

*Each mission receives only its portion of the inventory listing, approximately 2 pages per. Thus the total listing is approximately 160 pages long.

USER APPROVAL

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

Form A2-053 7/76

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Real Property Record (#512)						
Lease Document						Exact Title Unknown
Acquisition Document						Exact Title Unknown

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
OM/OPM Ovs Prop Mgt Spcl GS-9	1				25	$6,544	
Total	1					$6,544	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

General Flow of: Handbook 23

Office: SER/MO/OM/OPM

Interviewee: S. Jones

GSA SER/MP AID Branch	Sends notification of mission change (if applicable to an MO/OM/OPM function).
↓ MO/OM/OPM	If notified of a change, completes the rewrite of the appropriate portion of the handbook.
↓ SER/MP	Policy Planning approves/disapproves of re-written portion of Handbook. If disapproved MO/OM/OPM makes the required corrections and re-submits the newly revised portion for approval.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I — DATE 12/31/81

PHASE II — DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Handbook 23
PURPOSE	
FREQUENCY	As needed
CUTOFF CRITERIA	As required
DISTRIBUTED TO — (No. OF COPIES)	Agency wide
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG. / PEAK	LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

MO/OM/OPM is primarily concerned with Chapters 4 through 6 of Handbook 23.

USER APPROVAL: DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

Form A2-053 7/76

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
N/A																						

Form A2-057 7/76

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Notification of Mission Change	GSA SER/MP AID Branches		MO/OM/OPM			Notification sent only if it effects missions of MO/OM/OPM.

Form A2-054 7/76

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
OM/OPM General Service Off FS-2	1				2	$1,011	
Total	1					$1,011	

Form A2-058 7/76

CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/76

General Flow of: Listing of Vehicular Standardization Plans

Office: SER/MO/OM/OPM

Interviewee: S. Jones

MO/OM/OPM	Requests Standardization Plan from Mission.
↓	
Overseas Mission	Send memo justifying standardization on a make of vehicle.
↓	
MO/OM/OPM	Approves/disapproves request. Approval may be granted for up to 6 years at a time for a given plan. MO/OM/OPM tracks the expiration date of each approved plan.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Listing of Vehicular Standardization Plans

PURPOSE: Track expiration date of approved plans

FREQUENCY: As required.

CUTOFF CRITERIA: N/A

DISTRIBUTED TO – (No. OF COPIES): MO/OM/OPM use only.

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG.:

PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS
Region			
Country			

USER COMMENT:

USER APPROVAL:

DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER Listing of Vehicular Standardization Plans

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
Region				
Country				
Passenger Vehicle Make				
Approval Document Number				Number of the cable transmission containing the standardization plan.
Expiration Date				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Cable containing the proposed plan																						
Cable containing approval of plan																						

CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Cable containing the proposed plan						
Cable containing approval of plan						

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
OM/OPM General Services Off FS-2	1				2	$1,011	
OM/OPM Ovs Prop Mgmt Spcl GS-9	1				2	523	
TOTAL	2					$1,534	

Form A2-058 7/76

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CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
N/A									

Form A2-059 7/78

General Flow of: Briefing Paper on Real, Personal and Vehicular Property

Office: SER/ MO/OM/OPM

Interviewee: S. Jones

SER/MO ↓	Sends information request, stating break down categories.
MO/OM/OPM ↓	Sets up methods to collect requested data. Data is analyzed and compared with the previous year's data. The new information is reconciled with that from the previous year, with appropriate annotating.
SER/MO	Receives MO/OM/OPM contribution to the Briefing Paper.

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER	Briefing Paper on Real, Personal and Vehicular Property.
PURPOSE	Provide background information for congressional hearings.
FREQUENCY	Annually
CUTOFF CRITERIA	February
DISTRIBUTED TO – (No. OF COPIES)	SER/MO
METHOD OF DELIVERY/TRANSMISSION/MEDIA	
FORM TYPE	FORM SIZE / NO. OF PARTS
ESTIMATED PAGES AVG.	5 PEAK / LINES/PAGE
REPORT RETENTION	N/A
SECURITY	Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT: MO/OM/OPM prepares only selected sections of the Briefing Paper.

USER APPROVAL: DATE:

Form A2-052 7/76

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 2

PROJECT Requirements Analysis

PHASE I – DATE 12/31/81

PROPOSED SYSTEM ☐

PHASE II – DATE N/A

REPORT NAME & NUMBER

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
See Data Elements for the following reports:																						
Disposal of Foreign Excess Property																						
Agency Report on Motor Vehicle Data																						
List of Personal Property																						
Inventory of Real Property																						
Listing of Vehicular Standardization Plans																						
Report on Overseas Exchange/Sales Transactions																						

Form A2-057 7/76

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CARIA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO METHOD	EST. WKLY. VOL. AVERAGE	EST. WKLY. VOL. PEAK	PURPOSE – COMMENTS
Disposal of Foreign Excess Property	MO/OM/OPM		N/A			
Agency Report on Motor Vehicle Data	MO/OM/OPM		N/A			
List of Personal Property	MO/OM/OPM		N/A			
Inventory of Real Property	MO/OM/OPM		N/A			
Listing of Vehicular Standardization Plans	MO/OM/OPM		N/A			
Report on Overseas Exchange/Sales Transactions	MO/OM/OPM		N/A			

Form A2-054 7/76

CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
OM/OPM General Service Off FS-2	1				8	$4,045	
OM/OPM Ovs Prop Mgt Spcl GS-9	2				6	3,141	
TOTAL	3					$7,186	

Form A2-058 7/76

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CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS — COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I — DATE 12/31/81

PHASE II — DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME — EQUIPMENT TYPE —	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM 370	1					2		$69	

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General Flow of: Report on Overseas Exchange/Sales Transactions

Office: SER/MO/OM/OPM

Interviewee: S. Jones

	<u>Daily</u>
Mission ↓	Completed disposal report
MO/OM/OPM	Edit and file disposal reports.
	<u>Annually</u>
MO/OM/OPM ↓ GSA	Extracts information on exchange/sale transactions and forward report

CARA CORPORATION

REPORT SPECIFICATION WORKSHEET – Part 1

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY Group Operations, Inc.

REPORT NAME & NUMBER: Report on Overseas Exchange/Sales Transactions

PURPOSE: GSA reporting requirement.

FREQUENCY: Annually

CUTOFF CRITERIA: September 30

DISTRIBUTED TO – (No. OF COPIES): GSA

METHOD OF DELIVERY/TRANSMISSION/MEDIA:

FORM TYPE:

FORM SIZE:

NO. OF PARTS:

ESTIMATED PAGES AVG. N/E PEAK:

LINES/PAGE:

REPORT RETENTION: N/A

SECURITY: Unclassified

PRINTING SEQUENCE	PAGE BREAKS	PAGE RE-SEQUENCE	SUMMARY TOTALS

USER COMMENT

USER APPROVAL:

DATE:

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CARA CORPORATION

REPORT SPECIFICATION WORKSHEET — Part 2

PROJECT Requirements Analysis

PROPOSED SYSTEM ☐

REPORT NAME & NUMBER

PHASE I — DATE 12/31/81

PHASE II — DATE N/A

PREPARED BY Group Operations, Inc.

FIELD NAME	LENGTH	OUTPUT EDIT DESCRIPTION	SOURCE	FIELD DESCRIPTION
N/A				

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CARA CORPORATION

DATA ELEMENT REQUIREMENTS – ANALYSIS MATRIX

PROJECT Requirements Analysis

PHASE I - DATE 12/31/81

PROPOSED SYSTEM ☐

PREPARED BY N/A

DATA ELEMENT	DB/FILE STATUS		REPORT NUMBER										INPUT NUMBER									
	IN DB/FILE	NEW																				
Federal Supply Classification Group Number																						
Acquisition Cost																						
Item Sold/Exchanged																						

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CARA CORPORATION

INVENTORY OF SOURCE/INPUT DOCUMENTS

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – DOCUMENT NAME & NUMBER –	PREPARED BY / WHEN AVAILABLE	SOURCE OF INFORMATION	DISTRIBUTED TO / METHOD	EST. WKLY. VOL.		PURPOSE – COMMENTS
				AVERAGE	PEAK	
Disposal Document	Mission		MO/OM/OPM			

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CARA CORPORATION

OPERATING *PERSONNEL* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – JOB TITLE/DESCRIPTION –	NUMBER REQ'D.	ANNUAL PAYROLL COSTS			PERCENT UTILI-ZATION	PERSONNEL COST TOTAL	COMMENTS
		SALARY	FRINGE BENEFITS	TOTAL			
OM/OPM General Service Off FS-2	1				1	$506	
OM/OPM Ovs Prop Mgmt Spcl GS-9	1				1	202	
TOTAL	2					$768	

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CARA CORPORATION

OPERATING *EQUIPMENT* REQUIREMENTS – COST WORKSHEET

PROJECT Requirements Analysis

CURRENT SYSTEM ☒

PROPOSED SYSTEM ☐

PHASE I – DATE 12/31/81

PHASE II – DATE N/A

PREPARED BY: Group Operations, Inc.

DEPARTMENT NAME – EQUIPMENT TYPE –	NUMBER REQ'D	MONTHLY EQUIPMENT COSTS			UTILI-ZATION		TOTAL MONTHLY EQUIP. COST	TOTAL ANNUAL EQUIP. COST	COMMENTS
		RENT (BUY)	MAINTENANCE	TOTAL	HRS.	%			
IBM 370	1					2		$69	

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