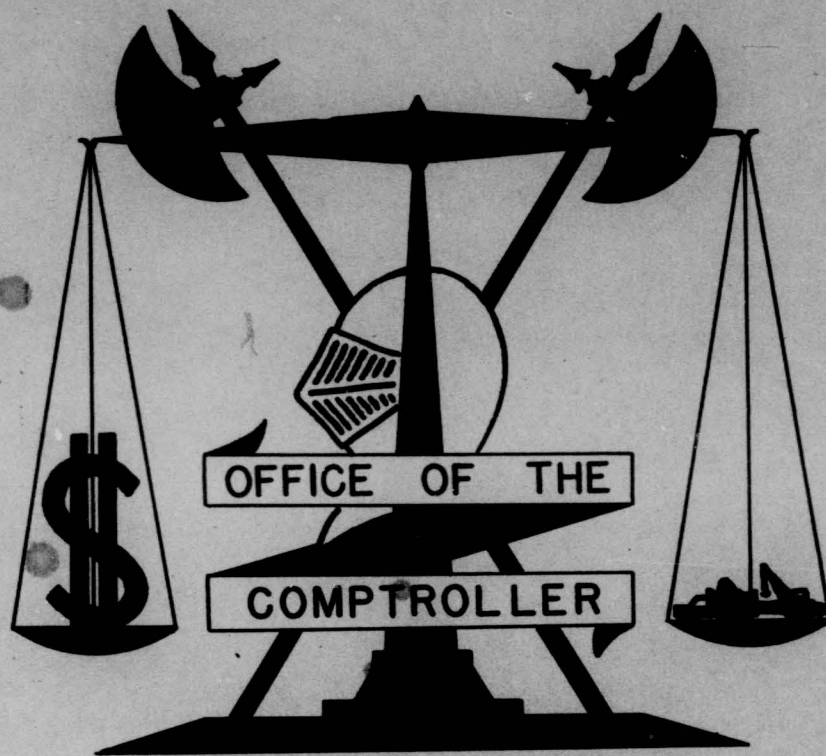


25B - DCS/Comptroller
(1 Jan-30 Jun 55)

01048660

KJS

History of the Comptroller



BUDGET ——— COST ACCOUNTING ——— FINANCE
MANAGEMENT ANALYSIS ——— STATISTICAL SERVICES

01048660

1 JANUARY 1955 - 30 JUNE 1955

AIR PROVING GROUND COMMAND, EGLIN AIR FORCE BASE, FLORIDA

HISTORY
OF
DCS / COMPTROLLER

1 January 1955 - 30 June 1955

Compiled for the DCS/Comptroller, Headquarters Air Proving
Ground Command, By T/Sgt Bobby C. Davis, 9 August 1955

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DCS / C O M P T R O L L E R

DIRECTORATE OF
B U D G E T & A C C O U N T I N G

A c c o u n t i n g
D i v i s i o n

B u d g e t a n d F i s c a l
D i v i s i o n

DIRECTORATE OF
F I N A N C E

DIRECTORATE OF
M A N A G E M E N T A N A L Y S I S

P r o g r a m s & P r o g r e s s
D i v i s i o n

S p e c i a l S t u d i e s
D i v i s i o n

C o s t A n a l y s i s
D i v i s i o n

G r a p h i c P r e s e n t a t i o n
D i v i s i o n

DIRECTORATE OF
S T A T I S T I C A L S E R V I C E S

R e p o r t s C o n t r o l
D i v i s i o n

M a c h i n e A c c o u n t i n g
D i v i s i o n

P e r s o n n e l S t a t i s t i c s
D i v i s i o n

M a t e r i e l S t a t i s t i c s
D i v i s i o n

A p p l i e d M a t h e m a t i c s
D i v i s i o n

HEADQUARTERS AIR PROVING GROUND COMMAND

DCS/COMPTROLLER

MISSION

Provides the Commander and his staff with analytical and advisory services which will assist in the effective and efficient utilization of resources. Develops, consolidates and supervises, with responsible staff and operating organizations, the preparation and justification of budget estimates in support of approved or proposed programs. Advises staff or operating organizations regarding status of funds and projections of fund capabilities. Insures by supervision that services in the fields of cost reporting and analysis, budget and fiscal procedures, and statistical reporting are efficiently and adequately administered. Performs for the Commander, 3201st Air Base Wing those fiscal and accounting functions normally associated with an air base wing under the single fiscal station number authorized APOC.

DCS / COMPTROLLER

ROSTER OF KEY PERSONNEL

<u>NAME</u>	<u>POSITION</u>
Colonel McCollum, H. A.	DCS/Comptroller
Major Jackson, Earl E., Jr.	Director of Budget and Accounting
Major Reid, C. W.	Director of Finance
Lt Colonel Watkins, Thomas G., Jr.	Director of Management Analysis
Major Darst, E. J.	Director of Statistical Services

Legend: Auth/Asgd

STRENGTH RECAPITULATION

	<u>OFFICERS</u>	<u>AIRMEN</u>	<u>CIVILIANS</u>	<u>TOTAL</u>
<u>Office of the DCS/Comptroller</u>				
1 Jan 55	1/1	2/2	1/1	4/4
30 Jun 55	1/1	2/2	1/1	4/4
<u>Directorate of Budget and Accounting</u>				
1 Jan 55	4/4	30/48	56/53	90/105
30 Jun 55	4/4	30/38	54/53	88/95
<u>Directorate of Finance</u>				
1 Jan 55	1/1	1/1		2/2
30 Jun 55	1/1	1/1		2/2
<u>Directorate of Management Analysis</u>				
1 Jan 55	5/3	7/8	2/2	14/13
30 Jun 55	5/3	7/6	2/2	14/11
<u>Directorate of Statistical Services</u>				
1 Jan 55	4/3	54/56	11/9	69/68
30 Jun 55	5/7	71/56	23/15	99/78
<u>TOTALS - DCS/COMPTROLLER</u>				
1 Jan 55	15/12	94/115	70/65	179/192
30 Jun 55	16/16	111/103	80/71	207/190

HISTORY
OF
DIRECTORATE OF BUDGET AND ACCOUNTING

1 JANUARY 1955 - 30 JUNE 1955

Prepared for the Directorate of Budget and Accounting
DCS/Comptroller
by Leon M. Savell, 17 July 1955

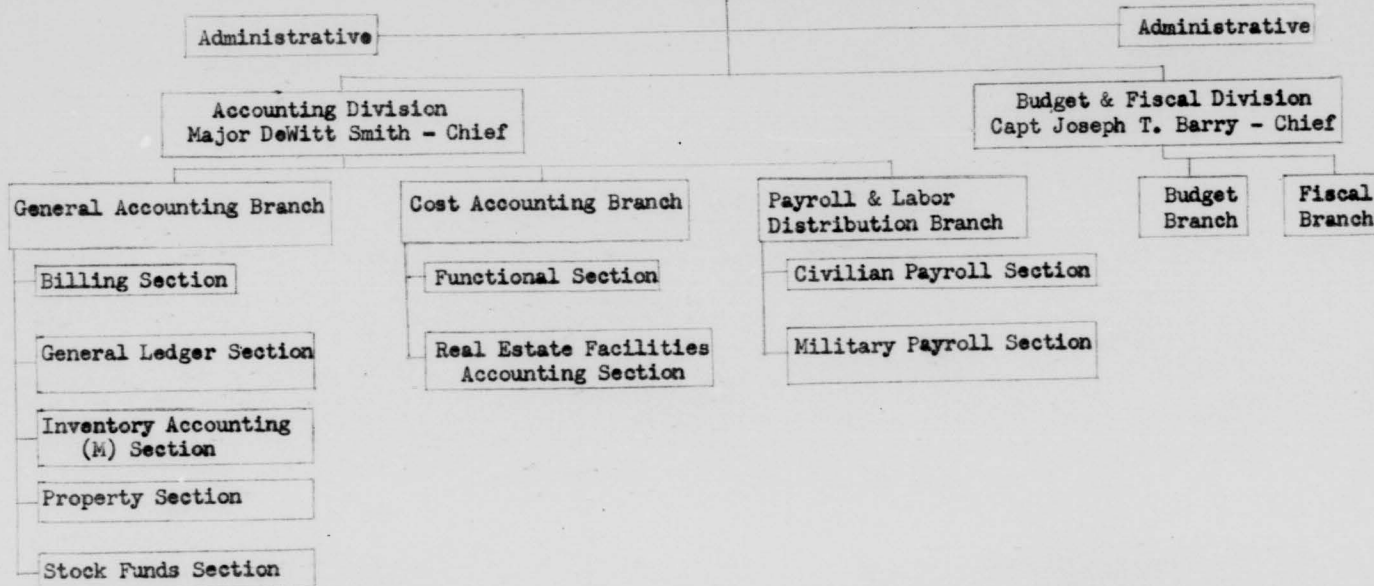
Headquarters, Air Proving Ground Command



30 June 1955

DIRECTORATE OF BUDGET & ACCOUNTING
DCS/COMPTROLLER, HEADQUARTERS, AFGC
Eglin Air Force Base, Florida

Major Earl E. Jackson, Jr. - Director
Mr. Harold H. Martin - Dep. Director



ORGANIZATION

1. The Directorate of Budget and Accounting was established on 23 October 1953, under Headquarters, APGC General Order No. 49.

2. The Directorate comprised:

a. Accounting Division

(1) Policies and Procedures Branch

(2) General Accounting Branch

(3) Cost Accounting Branch

(4) Payroll and Labor Distribution Branch

b. Budget and Fiscal Division

(1) Budget Branch

(2) Fiscal Branch

MISSION

3. The Directorate of Budget and Accounting is responsible for:

a. The development, consolidation and coordination of budget estimates and annual financial plans, for approved as well as for proposed operating programs.

b. The justification and submission of budget estimates and annual financial plans.

c. The maintenance of appropriation ledgers covering allotted funds, and the preparation and submission of all reports required by the Air Force Manual of Budget Administration (AFM 172-1) and directives relating thereto.

d. The maintenance of general and subsidiary ledgers; of registers for recording journal vouchers, issues, turn-ins, sales, receipts

and disbursements; of all inventory accounting (monetary) records; and all records required under the provisions of AFM 177-1, dated 1 July 1954, as modified, amplified and/or amended.

e. The maintenance of functional cost accounting records and the preparation of cost reports.

f. The providing of real-estate-facilities accounting data for use of management in determining operating efficiency, for programming materiel and for preparation of budget estimates.

g. The maintenance of accounting and reporting procedures for stock fund activities, such as clothing sales, medical-dental and aviation petroleum.

PERSONNEL

4. Key personnel of the Directorate at the end of the Fiscal Year were as follows:

DIRECTOR'S OFFICE

Major Earle E. Jackson Jr., Director
Mr. Harold H. Martin, Deputy Director

ACCOUNTING DIVISION

Major DeWitt W. Smith, Chief
Captain George V. Daily, Assistant Accounting Officer

Policies and Procedures Branch

Mr. Cecil A. Bray, Jr., Chief
Mr. W. Fred Barnes
Mr. Leon M. Savell

General Accounting Branch

Mr. Warren W. Priestly, Chief

General Ledger Section

Mr. William B. Crysel, Jr., Chief

Inventory Accounting (M) Section
Mr. Frank Rose, Chief

Property Section
Mr. E. D. DeMay, Chief

Stock Fund Section
Mrs. Frances Elliott, Chief

Cost Accounting Branch
Mr. Samuel H. Riley, Chief

Functional Section
Miss Ouida Martin, Chief

Real Estate Facilities Accounting Section
Mr. Kenneth Campbell, Chief

Payroll and Labor Distribution Branch
(Vacancy)

Civilian Payroll Section
Mr. Gardner A. Wicks, Jr., Chief

Military Payroll Section
Mrs. Sara J. Franklin, Chief

BUDGET AND FISCAL DIVISION
Captain Joseph Barry, Chief
Mr. John W. Wincey, Deputy Chief

Budget Branch
Mr. John W. Wincey, Chief

Fiscal Branch
Mrs. Carlie V. Corrigan, Acting Chief

STRENGTH

5. The strength of the Directorate, authorized and assigned, is tabulated on the page which follows. Using parallel lines, the strength on 30 June 1955 is compared with the strength on 1 January 1955, in the order of personnel groupings.

Following the tabulation is an analysis of airmen strength at the end of the period, showing the over/under assignment of personnel in each career field.

Directorate of Budget & Accounting
DCS/Comptroller, Air Proving Ground Command
Eglin Air Force Base, Florida

STRENGTH, AUTHORIZED AND ASSIGNED

	<u>OFFICERS</u>	<u>AIRMEN</u>	<u>CIVILIANS</u>	<u>TOTAL</u>
<u>OFFICE OF THE DIRECTOR</u>				
1 Jan. Authorized/Assigned	1/1	1/1	2/2	4/4
30 June Authorized/Assigned	1/1	1/1	2/2	4/4
<u>ACCOUNTING DIVISION</u>				
1 Jan. Authorized/Assigned	1/1	19/32	48/45	68/78
30 June Authorized/Assigned	2/2	23/27	41/40	66/69
<u>BUDGET AND FISCAL DIVISION</u>				
1 Jan. Authorized/Assigned	2/2	10/15	6/6	18/23
30 June Authorized/Assigned	1/1	6/10	11/11	18/22
<u>TOTAL OF DIRECTORATE</u>				
1 Jan. Authorized/Assigned	4/4	30/48	56/53	90/105
30 June Authorized/Assigned	4/4	30/38	54/53	88/95

<u>AFSC</u>	<u>RANK</u>	<u>AUTHORIZED</u>	<u>ASSIGNED</u>	<u>OVER</u>
67270	- M/Sgt	3	1	(2)
	T/Sgt	2	0	(2)
67250	- S/Sgt	7	9	2
	A/1C	6	6	0
67230	- A/2C	8	7	(1)
	A/3C	0	10	10
70270	- M/Sgt	1	0	(1)
70250	- S/Sgt	1	1	0
	A/1C	1	1	0
	A/2C	1	1	0
70230	- A/3C	0	2	2
TOTAL		<u>30</u>	<u>38</u>	<u>8</u>

Of the assigned strength, 17 were WAF's in the following categories:

<u>AFSC</u>	<u>PERSONS</u>
67230	14
70230	2
70250	1
TOTAL	<u>17</u>

GENERAL

BUDGET AND ACCOUNTING DIRECTORATE

6. During the month of January an administrative audit of Comptroller activities was made by Brigadier General C. W. Cecil and a staff of assistants from Hq USAF. The inspection covered approximately four days, followed by a written report. "The DCS/Comptroller as a whole is functioning effectively and economically", the report stated.

Prior to General Cecil's visit the Policies and Procedures Branch of the Accounting Division had developed a tentative plan for cost-budget integration within the Air Proving Ground Command. The plan had been shaped to fit current budget directives of the Air Force and the Bureau of the Budget.

An outline of the proposed plan was submitted to General Cecil and copies sent to Hq USAF for study. Subsequently, word was received that Hq USAF had developed a similar plan, and on 13, 14, 15 and 16 June a meeting was held in Washington for the purpose of discussing it. This meeting was attended by Colonel H. A. McCollum, DCS/C, Major Earl E. Jackson Jr., Director of Budget and Accounting, and Mr. Cecil A. Bray, Jr., Chief, Policies and Procedures Branch, all of the Air Proving Ground Command, along with representatives of the Air Research and Development Command. Notice was then given that the Air Proving Ground Command and the Air Research and Development Command had been selected tentatively as organizations for testing the system, as devised by Hq USAF, to be conducted during Fiscal Year 1956.

Colonel McCollum, Major Jackson and Mr. Bray attended a further meeting in Washington on 7 and 8 July, held for the purpose of reviewing and discussing necessary forms and instructions prepared by Hq USAF.

The system contemplates the preparation of operating budgets, forecasted at the squadron level. Thus, the squadron commander will forecast his needs for personnel, materiel, equipment, etc. The squadron commander's forecast will then be forwarded for review, modification, consolidation, etc., on the base level. From the base level all forms will go to the command level for consolidation. In its essence the command budget will be based on consumption records and inventories.

The proposed system will be integrated throughout the Air Proving Ground Command and used during FY 1956 for the preparation of the 1957 Annual Financial Plan and 1958 Budget Estimates.

ACCOUNTING DIVISION

7. AUDITING. - Auditors from the General Accounting Office, Washington, arrived on 10 January, making a routine inspection of civilian payroll records, continuing the audit through the end of the month.

ON THE JOB TRAINING. - As part of the OJT program of the DCS/Comptroller a class in basic commercial accounting was conducted for WAF personnel. Daily classes were held from 7 February through 1 April. The course also included a study of budget and fiscal practices and was broadened to include a study of financial and industrial reports secured from leading American banks and industrial concerns. At the end of the course lectures

were delivered by Major Earl E. Jackson, Director of Budget and Accounting, Captain George V. Daily, Acting Chief, Budget and Fiscal Division and others. Mr. Leon M. Savell of the Policies and Procedures Branch conducted the course.

OTHER TRAINING. - At the end of the fiscal year two members of the Accounting Division, Miss Ouida Martin and Mr. William B. Crysel, Jr., were attending school at Sheppard Air Force Base, Texas, taking Accounting Technician Course 67270.

LAUNDRY AND DRY CLEANING. - On 29 March a team headed by Major Jack Eatman, with Mr. Clarence G. Heald and Mr. Paul Halesky, Jr., Directorate of Accounting, Hq USAF, Washington, and Mr. C. F. Stephenson and Mr. William L. Snyder, Hq AMC, Wright-Patterson Air Force Base, Ohio, met with military and civilian officials of the Air Proving Ground Command, for the purpose of outlining a new accounting system for Air Force laundries and dry cleaning plants, world-wide. Eglin was selected as a site for testing the system, with a similar test running at Keesler Air Force Base, the test to continue from 1 April through 30 June. The new system will put all Air Force laundry and dry cleaning plants on an industrial fund basis, beginning 1 July 1955. The industrial fund embodies the home office, branch-office concept, with Hq AMC, Wright-Patterson Air Force Base designated as the home office. Major DeWitt W. Smith, Chief of the Accounting Division, Mr. Warren W. Priestly and Mr. Leon M. Savell were designated to monitor the test.

COMMISSARY. - During the month of June arrangements were completed for operating the base commissary as a stock fund project, beginning 1 July 1955. In the interim a conference was held at Andrews Air Force Base, Maryland for the purpose of studying the new commissary plans. Mr. Warren W.

Priestly, Chief, General Accounting Branch, attended the meeting, visiting commissary operations at Andrews and Bolling Air Force Bases.

BUDGET AND FISCAL DIVISION

8. The Monthly Financial Summary was continued throughout the entire fiscal year, having proved its value to operating management while also contributing to better management of funds.

These summaries provide project highlights of budget and fiscal developments, summarizing budget authorizations, allowances, obligations and program rates for budget information and guidance.

On 1 January 1955 the annual budget authorizations for the Fiscal Year 1955 were as follows:

<u>SYMBOL</u>	<u>APPROPRIATION</u>	<u>ANNUAL BUDGET AUTHORIZATION</u>
57X3200	Major Procurement Other Than Aircraft	\$ 1,600,402
57X3300	Acquisition & Construction of Real Ppty	8,197,524
5753400	Maintenance & Operations	18,953,770
5753500	Military Personnel Requirements	3,829,000
5753850	Contingencies	3,500
57X5095	Wildlife, Eglin Field Reservation	17,700
5753700	Reserve Personnel Requirements	<u>18,600</u>
TOTAL		\$ 32,620,496

The ABA for Major Procurement Other Than Aircraft was decreased \$37,317 during February, \$9,427 during April, and \$53 in the month

of June. These reductions totaled \$46,797 and resulted in a final ABA balance of \$1,553,605 at the end of the fiscal year.

Appropriation 57 X 3300, Acquisition and Construction of Real Property, was increased by a total of \$3,627,522 during the period. Of this sum, \$85,000 represented an increase of Project 311, Master Planning; \$55,860, a decrease of Project 313, Advance Project Planning; \$83,600, an increase of Project 314, Project Planning; and \$3,514,782 an increase of Project 321, Acquisition and Construction of Real Property, resulting in a total of \$11,825,046 in the ABA at the end of the period.

At the beginning of the period the Maintenance and Operations ABA totaled \$18,953,770, but showed net increase of \$142,478 at the end of the period, the new balance being \$19,096,248. The changes are shown in tabulated form on the page immediately following.

The Annual Budget Authorization for Military Personnel Requirements totaled \$3,829,000 at the beginning of the period. In this area there was a decrease of \$28,000 in Project 531.10, PCS, during March. In the month of April there was an increase of \$5,500 in Project 531.10 but a decrease of \$18,000 in Project 551, Subsistence. Project 551 was increased \$220,000 during the month of May, however, resulting of a total ABA of \$4,008,500 at the end of the period.

MAINTENANCE AND OPERATIONS
 SCHEDULE OF OPERATIONS
 SECOND HALF, FY 1955

APPROPRIATION: 5753400

<u>PROJECT</u>	<u>SUB-ACCOUNT</u>	BALANCE <u>1 JAN 55</u>	<u>INCREASE</u>	BALANCE <u>30 JUN 55</u>
412	Aircraft Fuel & Oil	3,128,600	(660,652)	2,467,948
421	Org Base & Maint Equipment	37,570	180,430	218,000
422	Org.Base & Maint Supplies	-0-	26,000	26,000
468	Base Maint & Operations	14,377,000	183,500	14,560,500
469	Major Repairs & Minor Construction	569,900	377,100	947,000
478	Maint & Opns, Medical Treatment Fac	801,700	36,100	837,800
479	Major Repairs & Minor Const (Med)	<u>39,000</u>	<u>-0-</u>	<u>39,000</u>
	TOTAL	18,953,770	142,478	19,096,248

The annual budget authorizations for Contingencies and Wildlife remained at \$3,500 and \$17,700, respectively, throughout the period.

Appropriation 5753700, Reserve Personnel Requirements, had an ABA reduction of \$1,300 in Project 525 during March, but Projects 521 and 525 were increased \$5,000 and \$1,000 respectively during the month of April, resulting in an ABA balance of \$23,300 at the end of the fiscal year.

A tabulation of the annual budget authorizations at the end of the period shows the following:

<u>SYMBOL</u>	<u>APPROPRIATION</u>	<u>ANNUAL BUDGET AUTHORIZATION</u>
57 X 3200	Major Procurement Other Than A/C	\$1,553,605
57 X 3300	Acquisition & Const of Real Property	11,825,046
5753400	Maintenance and Operations	19,096,248
5753500	Military Personnel Requirements	4,008,500
5753850	Contingencies	3,500
57 X 5095	Wildlife, Eglin Field Reservation	17,700
5753700	Reserve Personnel Requirements	<u>23,300</u>
	Total of Balances	\$36,527,899

The Chief of the Budget and Fiscal Division, Captain Joseph T. Barry, is attending the University of Maryland, having enrolled during January for the purpose of completing requirements for his degree in military science.

THE HISTORY OF THE DIRECTORATE OF FINANCE
Reporting Period 1 January - 30 June 1955

Prepared for the Directorate of Finance, Comptroller
by C. W. Reid, Major, USAF, 15 July 1955

HEADQUARTERS, AIR PROVING GROUND COMMAND

MISSION:

The primary mission of the Director of Finance is responsibility for coordinating activities between the Finance Officer, 3201st Air Base Wing and the Air Force Finance Center, Denver, Colorado through Command channels. Serve the Finance Officers in an advisory capacity on problems concerning disbursements and collections of public funds; Finance Service; personnel; and other problems involving management. Prepare Staff studies for the Air Force Finance Center. Act as reviewing authority for the Air Proving Ground Command on Reports of Survey. Advise Staff Sections on all matters pertaining to Finance. Review claims against the government which have been filed with the Finance Office, 3201st Air Base Wing, prior to forwarding to the Settlements Division, Air Force Finance Center, Denver, Colorado.

PERSONNEL:

Strength Recapitulation:

	1 January 1955		30 June 1955	
	Auth	Asgd	Auth	Asgd
Officers	1	1	1	1
Airmen	1	1	1	1

Roster of Key Personnel:

Major C. W. Reid Director of Finance

GENERAL:

On 11 April 1955, Major C. W. Reid took over the disbursing account from Captain D. A. Crisp, Finance Officer, pending arrival of replacement for Captain Crisp. Major Reid served in a dual status of Director of Finance and Finance Officer for Eglin Air Force Base, Florida during

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PERSONNEL:

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	1 January 1955		30 June 1955	
	Auth	Asgd	Auth	Asgd
Officers	1	1	1	1
Airmen	1	1	1	1

Roster of Key Personnel:

Major C. W. Reid Director of Finance

GENERAL:

On 11 April 1955, Major C. W. Reid took over the disbursing account from Captain D. A. Crisp, Finance Officer, pending arrival of replacement for Captain Crisp. Major Reid served in a dual status of Director of Finance and Finance Officer for Eglin Air Force Base, Florida during

the period 11 April through 30 June 1955.

Effective 19 April 1955 a Class "B" Finance Office as an Agent Office to the Finance Office, Eglin Air Force Base, Florida was established at the 17th Bombardment Wing (Light), Tactical Air Command, Hurlburt Field, Auxiliary No. 9, Eglin Air Force Base.

A study was made into the use of punch card checks (U. S. Treasury) which would supplant the use of U. S. Treasury paper checks by the Finance Office, this Command. Personal observations were also made at other Finance Offices where card checks are used. The study indicated that there should be manpower savings through the use of the punch card check system with its necessary equipment. The civilian payrolls could be required in the Finance Office but two (2) days prior to issuance of pay checks, as compared with a present requirement of four (4) days. The conversion to punch card checks was recommended and subsequently approved by Headquarters, Air Force Finance Center.

Machinery and card checks are in the process of delivery and it is anticipated the conversion to punch card checks will take place on 1 August 1955.

HISTORY OF THE MANAGEMENT ANALYSIS DIRECTORATE, DCS/COMPTROLLER

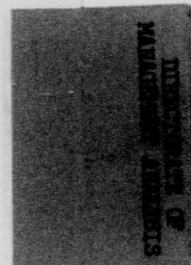
1 January thro: 30 June 1955

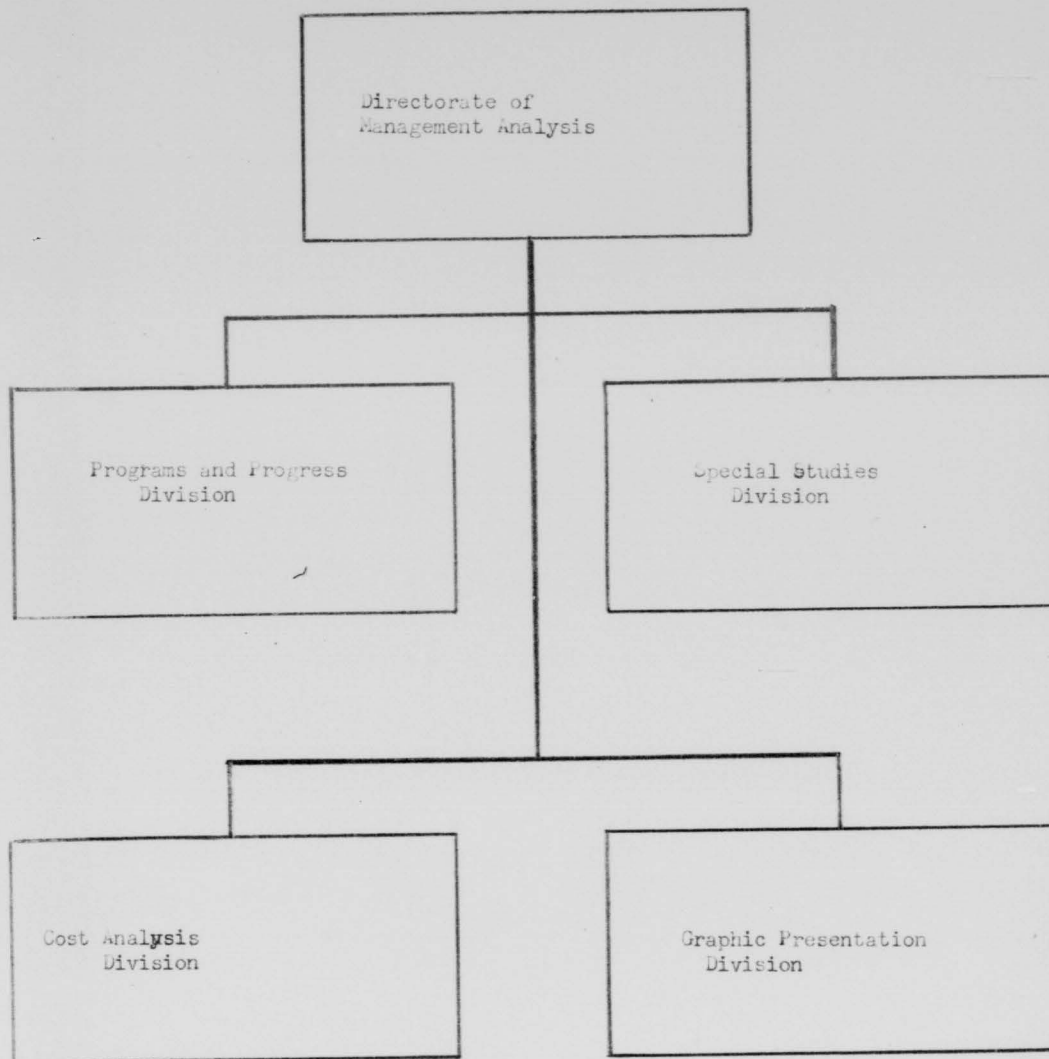
Prepared for the Management Analysis Directorate, DCS/Comptroller

by Thomas G. Watkins, Lt. Col., USAF

July 1955

Headquarters, Air Proving Ground Command





MISSION:

Director, Management Analysis Directorate

Programs and Progress Analysis Division Special Studies Division
Cost Analysis Division Graphic Presentation Division

The functional responsibilities of the office of the Director of the Management Analysis Directorate and the four (4) respective divisions as shown above, are as follows.

The Director, Management Analysis Directorate, DCS/C, is responsible for providing all Commanders, Air Proving Ground Command, and their staffs, through the Deputy Chief of Staff, Comptroller, with analytical and supervisory staff services which will assist in the efficient and effective utilization of resources. He will: (1) Maintain a continuing study of programming procedures in conjunction with the staff office having responsibility for programming. (2) Analyze programs to insure consistency with other programs and objectives in conjunction with other staff agencies. (3) Analyze progress against programs to insure consistency with objectives and progress of related program. (4) Prepare summaries of the capabilities of the organizations to perform their major missions by analyzing related programs together with other significant factors. (5) Analyze costs of operations to aid in determining the degree to which resources are being used effectively and economically. (6) Monitor or assist in the development of factors and standards to evaluate the current status and estimate future requirements, maintaining a centralized reference for such factors and standards. Recommend appropriate changes to official factors and standards published by

higher authority. (7) Make special studies for the Commanders and their staffs as may be requested or directed. (8) Develop charts and other appropriate means to provide the Commander and his staff with centralized and selective portrayal of the results of analyses.

Programs and Progress Division.

This division is responsible for: (1) Analysis of programs to insure consistency with other programs and objectives in conjunction with other staff organizations. (2) Analysis of progress which will provide management with a balanced, comprehensive medium of receiving control information not available from other sources. (3) Establishing trends on the basis of past and present accomplishments to forecast capability to meet future program requirements. (4) Emphasizing any significant deviation of current status against programmed objectives. (5) Analysis of key elements effecting the mission of the Command. (6) Assisting in the development of operational, logistical and personnel planning factors. (7) Formalizing the above in preparation and publication of the AFSC Command Summary, utilizing graphic and tabular presentation with appropriate text material.

Special Studies Division.

This Division is responsible for: Preparation of analytical studies which are requested or directed by the Commander, AFSC, Base Commander, other Commanders, their staffs and DCS/Comptroller, in fields other than in program and mission.

Cost Analysis Division.

This division is responsible for: (1) Analysis of the Cost and Work Performance Reports. (2) Establishing of cost trends by comparing cost data from month to month. (3) Establishing AFCC work performance standards where USAF standards are not applicable because of unusual conditions inherent in the mission and the geographical location of AFCC. (4) When requested or directed, analyze the efficiency of operations as well as cost. (5) Prepare for presentation, cost studies in areas where inefficient utilization of resources may be indicated.

Graphic Presentation Division.

This division is responsible for: (1) The preparation of graphs, charts and similar visual aids required by staffs. (2) Providing the graphic language used by all agencies to express and record ideas and information necessary for the effective and efficient utilization of resources. This is accomplished by:

- a. Maintaining liaison with all command and base agencies requiring presentation work.
- b. Analyzing the various forms of presentation used by other Commands and organizations.
- c. Maintaining a constant study of graphic materials and methods.
- d. Coordinating with all agencies to determine their needs for graphic aids.
- e. Maintain a working knowledge of all fields of drafting, design, and graphic arts with an effort toward improving current practices.

KEY PERSONNEL - MANAGEMENT ANALYSIS

Lt. Col. Thomas G. Watkins, 10500A, Director, Management Analysis
Directorate, DCS/Comptroller.
Office: Room #11, Building #10, Phone #5240
Residence: 597 Beachview Drive, Garnier Beach, FMB, Fla, Ph 2-1093

Mr. Robert A. Gottfried, (Civ), Deputy Director, Management Analysis
Directorate, DCS/Comptroller
Office: Room #11, Building #10, Phone #4239
Residence: 31 Shalimar Drive, Shalimar, Fla, Ph 2336

Miss Martha L. Livingston, (Civ), Management Analyst
Office: Room #11, Building #10, Ph 4239
Residence: 149 Okaloosa Avenue, Valparaiso, Florida, Ph 3072

1st Lt. Harry D. Garber, Jr., AO 2245931, Chief, Special Studies Division
and Graphic Presentation Division, DCS/Comptroller
Office: Room #13, Building #10, Ph 3217
Residence: P. O. B. "B", Ph 6106, Eglin AFB, Fla.

1st Lt. Job W. Kirk, AO 1853223, Chief, Cost Analysis Division,
DCS/Comptroller
Office: Room #10, Building #10, Ph 3217
Residence: 18 Cherokee Road, Box 307, Shalimar, Fla, Ph 2731

PERSONNEL

To carry out the mission of the Directorate from 1 January 1955 to 30 June 1955, this Directorate was manned as indicated by the following table:

	<u>Personnel Recapitulation</u>							
	<u>Officers</u>		<u>Airmen</u>		<u>Civilians</u>		<u>Total</u>	
	<u>Auth</u>	<u>Ascd</u>	<u>Auth</u>	<u>Ascd</u>	<u>Auth</u>	<u>Ascd</u>	<u>Auth</u>	<u>Ascd</u>
1 Jan 55	5	3	6	8	2	2	14	13
30 Jun 55	5	3	7	6	2	2	14	11

Analysis of Personnel Changes

A/3C Patricia M. Hendricks (WAF), AAS610162, was reassigned to duty with the Base Courses School, Primary Management, effective 2 April 1955. This reassignment did not affect the workload of the Cost Analysis Division as subject airman was in trainee status, and did not materially reduce the workload of the Cost Analysis Division at the time of her transfer.

A/1C Dan. E. Hornsby, AF24425810, Sr. Draftsman (22350) was discharged from the Air Force effective 7 June 1955. The loss of A/1C Hornsby imposed an additional 35 per cent workload on Graphic personnel temporarily. Action has been initiated to fill this existing vacancy.

S/Sgt. Gvid T. Hill, AF15461009, Stenographer (70252) was relieved from his duties with the Management Analysis Division, DCS/Comptroller, for discharge (STS), effective 14 June 1955; however, Sgt. Hill was reassigned to Detachment of Patients, 3201st USAF Hospital, Eglin AFB, Fla. for observation and treatment.

S/Sgt. Hill was a diligent and trustworthy member of the Management Analysis Division, DCS/Comptroller staff. His vacancy has not been filled at this date, which imposes an added workload on other Divisions stenographers and greatly hampers the efficiency of this directorate.

1. Directorate of Management Analysis.

a. Coordination has been effected with the 3201st Air Base Wing in presenting managerial information to the Air Base Wing Commander. A Master sergeant in the Air Base Wing has been designated by Colonel Galle, Deputy Wing Commander, to work with Cost Analysis Division personnel to keep the Air Base Wing alerted to problem areas within the Wing. The Base Inspector has already been advised of problems existing within the Vehicle Maintenance and Repair Area.

2. Program Progress Analysis Division

a. During the last six months of Fiscal Year 1955, the Program Progress Analysis Division of DCS/C - Directorate of Management Analysis made monthly studies and published in the AFCC Command Summary the following subjects:

Airmen Re-enlistments
Aircraft Accidents
Aircraft In Commission
AFCC Workload
Ammunition Supply
Boat Squadron Utilization

Civilian Absenteeism
Civilian Overtime
Cruise Control
Daily Mission Cancellation
Military Job Assignment Reports
Mission Aircraft Status
Aircraft Fuel Capacity versus Issues
Expected Duration of Officer Service
Status of Test Projects Inactive and Suspended
Morning Report Discrepancies
Non-Appropriated Funds
Personnel
Radar Utilization
Range Utilization
Reports of Survey
Status of Construction
Status of Aircraft Technical Order Compliances
Supply Mission
Weekly Mission Planning
Progress of Test Projects
Aircraft and Flying Hours versus Program
Test Projects Activated versus Program
3205 Drone Group - Tullie Flights
Test Project Priority versus Progress
Aircraft Used for Test

b. New Presentations

During this reporting period, the Program Progress Analysis activity in the primary mission area was further expanded. The method of presenting analyses of the mission area adopted during the previous reporting period, i.e. grouping related analysis to present an overall analysis was continued. The analysis was expanded to include:

Mission Aircraft Status - A presentation designed to reveal the status of aircraft available for tests. This presentation marks an improvement over previous attempts in this area, since it defines "Test Ready" aircraft.

Aircraft Used for Test - A presentation indicating the utilization of aircraft "Test Ready".

Weekly Mission Planning - A presentation revealing the effectiveness of the AFOTC Weekly Operations Plans. This presentation has focused the attention of operating agencies on the importance of effective planning and increased the effectiveness of the plan from 51% in January to 67% in June.

Test Projects Activated - An analysis of test projects activated compared to programmed.

Status of Test Projects Inactive and Suspended - An analysis of reasons for lack of test project activity.

Progress of Test Projects - A presentation giving an overall picture of test projects in progress, by division and indicating projects conducted off base.

Aircraft Fuel Capacity vs. Issued - An analysis of fuel storage capacity facilities at Eglin AFB, Florida.

3. Special Studies Division.

The workload for the Special Studies Division, DCS/C-MA, has been dependent on the requests of the Commander, AFCC, Staff Agencies, Organization Commanders etc and the need for Special Studies as revealed by the Programs and Progress Division, Cost Analysis Division, and the observations of personnel assigned to this Directorate. During the period covered by this history, the following studies were conducted:

a. Upon the direction of the Director, DCS/C-Management Analysis, a study was initiated in the Petroleum Products Field to determine costs, time expended, methods and procedures used; and utilization of equipment and personnel related to the receipt, storage, accountability, issue and delivery of petroleum products.

This study was compiled in three (3) phases: (1) Aircraft Refueling (2) Automotive and Ground Power Equipment Refueling (3) Heating Plant Refueling. These studies were completed one phase at a time in an effort to discover and isolate areas of inefficiency, uneconomical operation, use of equipment, supplies and personnel, and to collect sufficient data for comparison with commercial operations of similar scope.

b. An airlift of AOCF supply study was completed in an effort to determine the causes of high AOCF rates within the Air Proving Ground Command, advise operating officials of our findings and recommend corrective action to reduce the AOCF rates.

c. The Director, Supply and Services Directorate, DCS/Materiel requested a study be made to determine the causes of excess inventory within the Retail Sales Section (Stores number 1, 2 and 3) of Base Supply. This study was completed 3 June 1955 and a complete report was forwarded to the Director, Supply and Services Directorate, DCS/Materiel.

d. A survey was completed on personnel in the 70 level of the Food Service Career Field (62) in an effort to locate personnel who possessed the necessary qualifications and who were adaptable to that type of work performed in the Statistical Services Field, and who were interested in improving their promotion opportunities in the Air Force. Of the twenty-eight (28) Technical Sergeants, thirty-five (35) Staff Sergeants and thirteen (13) Airmen First Class who requested and were interviewed; one (1) Staff Sergeant and two (2) Airmen First Class were approved for transfer to the Statistical Services Directorate, DCS/Comptroller to date. This survey served a two fold purpose: (1) to obtain additional personnel in the critically short Statistical Services Directorate, DCS/Comptroller, and to reduce the surplus personnel in the Food Service Field.

e. A special study was conducted which eventually established vehicle maintenance control systems. This study was primarily concerned with providing a procedure which would portray and ultimately control the length of time that Air Force vehicles are retained in the AFGC maintenance facilities. A vehicle retention report was designed and integrated into the system.

As an outgrowth of this study, procedures were established which provided the Director of Maintenance Engineering, DCS/11, with recurring information pertaining to vehicles deadline for parts and aircraft in maintenance.

f. This division was represented on a special command committee which reviewed and analyzed the technical order compliance situation at the Air Proving Ground Command. Trouble areas were isolated and recommendations were made which, it was believed, would reduce the high TOC backlog rate and also establish more efficient operations for accomplishing technical order compliance. The recommendations were approved by the operating agencies and the DCS/Materiel was to transact the necessary implementation details.

g. A study was performed at the request of the Chief, Operations Division, AFOTC, which reviewed the operating procedures of the AFOTC Flight Line Operation Branch. This study recommended new procedures, an improved office layout, and revised methods which would eventually result in increased effectiveness and improved operating efficiencies. These recommendations were approved by the Chief, Operations Division in their entirety.

h. A study was initiated of the scheduling function, AFOTC, which was to review the flow of the daily mission request, review the representation at the scheduling meetings and research the possibilities of photographing the Daily Mission Schedule. This study was suspended when daily mission schedule was replaced by the weekly schedule.

i. A study was performed, in cooperation with the Manpower and Organization Division, DCS/O, of the personnel situation in the Directorate of Statistical Services, DCS/C. Appropriate recommendations were presented in a report written by the Manpower Organization.

j. A special study was accomplished by this Division, in cooperation with Manpower, which researched the accomplishments of the Air Proving Ground Command Management Improvement Program in the Air Force Operational Test Center. The findings of this study were included in the semi-annual management improvement report (July 1954 to January 1955) which was consolidated by Manpower and forwarded to Headquarters, USAF.

k. As a result of a study, this Division established new reporting procedures and methods of analyses for Air Proving Ground Command Range and Radar utilization. This study was performed in cooperation with the Range and Facilities Branch, Directorate, Operation and Training, DCS/Operations. These procedures are currently being coordinated and will be implemented in the near future.

4. Cost Analysis Division.

Progress and development of activities termed "self sustaining" were continued in this reporting period. These functions were analyzed and compared with commercial concerns where possible and the evaluation presented in the Command Summary in concise, narrative form. This division monitors the status of approximately seventy-five (75) activities.

A new presentation, "Statement of AFSC Net Resources" was portrayed in May in the Command Summary.

In conjunction with DCS/C-REA, this Division assisted in the collection of data of two squadrons of the Air Proving Ground Command for the proposed Financial Management System which is to be instituted USAF wide. The final reports were submitted to Headquarters, USAF for evaluation.

This Division has prepared operating statements of the 3201 Air Base Wing at the request of the Base Commander. These statements portray total squadron labor and supply costs, and unit costs which permit both comparison with prior months and the pinpointing of any unusual cost deviations.

Continued emphasis on "Military Administrative Overhead" has resulted in improvement in the overall ratio of 1:19 of authorized administrative personnel to authorized Command personnel which was reported in the previous six months period to a ratio of 1:22 during this reporting period.

As a result of a study of the sales commissary performed by this Division, re-arrangement of store layout, renovation of the building and installation of new equipment was accomplished during the second half of Fiscal Year 1955.

The coordination of Command Summary presentations of Food Service, Military Administrative Overhead, and Manning Standards, with DCS/O-P which was initiated during the previous six months has proven very satisfactory and has been continued.

Since April, this Division has assisted the Director of Management Analysis in the Air Proving Ground Command Savings Bond Drive, monitoring all Bond Drive Reports submitted semi-monthly by project officers and computing all mathematical figures to show bond progress.

A follow-up of the Commercial Transportation study, performed in the first half of Fiscal Year 1955, was made in June to check the efficiency of this activity.

5. Graphic Presentation Branch.

The main projects include the Command Summary, Status of Discipline Charts for the Provost Marshal, JCOC signs and diagrams, and Command Briefing Charts.

Additional services performed by Graphic Presentation include: Unit Organizational and Functional Charts, Process Diagrams, Training Aids Posters, Workload Calendars, Schedule of Events, posters and signs for Airmen's Service Club, posters and cartoons for Information and Education Program, cartoons and diagrams for Command Courier, posters and signs for Base P. X., Post Office, Chapel, Gymnasium, Fire Department, etc., illustrations for Athletic Schedules, Social Events, Educational and Benefit Programs, March of Dimes Campaign, Fire Prevention Week, Safety Week, Security Posters and Signs, Boy Scout Events, and many other Base and Command Functions. Services have been performed for APGC Units, Attached Units, APAC, and units of other Commands and Branches of service. These projects include diagrams

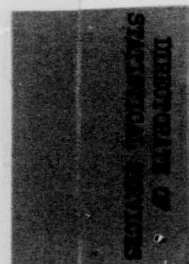
and flight plans for Atomic Testing Service by AFSC and other Commands,
maps and training posters for Ranger Training Units. Recruiting
Posters, mechanical drawings and illustrations, and architectural drawings
and illustrations.

HISTORY
OF
DIRECTORATE OF STATISTICAL SERVICES

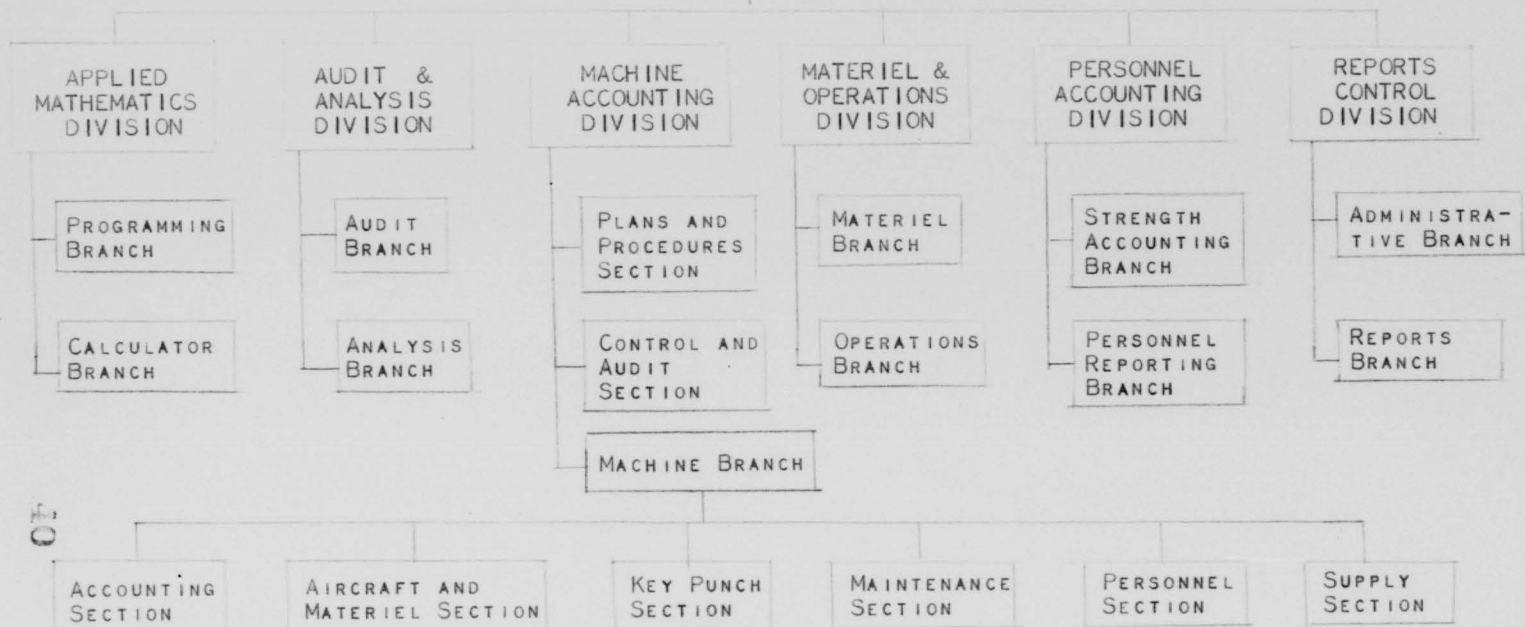
1 JANUARY 1955 - 30 JUNE 1955

PREPARED FOR THE DIRECTORATE OF STATISTICAL SERVICES
DCS/COMPTROLLER, BY LT JAMES R. MILLISOR, JR.
27 JULY 1955

HEADQUARTERS, AIR PROVING GROUND COMMAND



DIRECTOR OF STATISTICAL SERVICES



MISSION

STATISTICAL SERVICES. THIS FUNCTION INCLUDES THE CONTROL, COLLECTION, VERIFICATION, RECORDING, INTERPRETATION AND PRESENTATION OF STATISTICAL AND RELATED DATA. BASIC FUNCTIONS ARE TO:

ESTABLISH, MAINTAIN AND OPERATE A SYSTEM TO CONTROL ALL REPORTS TO ASSURE ADHERENCE TO REPORTING POLICIES, SCHEDULES, AND INSTRUCTIONS AS OUTLINED IN REPORTS CONTROL DIRECTIVES.

PREPARE AND COORDINATE WITH REQUIRING STAFF OFFICES DIRECTIVES GOVERNING THE REPORTS TO BE PROCESSED BY STATISTICAL SERVICES AND SUPERVISE THE COLLECTION OF THESE REPORTS FROM REPORTING ORGANIZATIONS.

VERIFY THOSE REPORTS PROCESSED BY STATISTICAL SERVICES TO INSURE INTERNAL ACCURACY, CONSISTENCY AND CONFORMANCE WITH REPORTING INSTRUCTIONS.

CONSOLIDATE AND RECORD DATA RECEIVED FROM REPORTING ORGANIZATIONS FOR CURRENT AND FUTURE USE IN PREPARING REPORTS AND STATISTICAL STUDIES FOR THE COMMANDER OR HIGHER AUTHORITY.

TO EVALUATE MATHEMATICAL FORMULAS ASSOCIATED WITH TEST PROJECTS AT APGC AND AFAC, ESTABLISH DATA REDUCTION PROCEDURES AND CONSTRUCT MATHEMATICAL TABLES IN THE REDUCTION OF TEST DATA, MAINTAIN A LIBRARY OF COMPUTATIONAL

INFORMATION AND A PUNCHED CARD DEPOSITORY OF PROCESSED TEST DATA AND TO PERFORM NECESSARY RESEARCH TO DEVELOP IMPROVED METHODS AND TECHNIQUES OF TEST DATA REDUCTION BY ELECTRIC ACCOUNTING AND ELECTRONIC CALCULATING MACHINES.

PRESENT INTERPRETED DATA IN THE BEST MANNER TO PORTRAY THE INFORMATION IN ORGANIZED AND USABLE FORM.

PROVIDE, WHEN EQUIPPED WITH PUNCHED CARD STATISTICAL TABULATING MACHINES OR OTHER COMPUTING EQUIPMENT, A CENTRALIZED TABULATING MACHINE SERVICE FOR ALL ADAPTABLE REPORTS AND RECORDS, WITHIN THE CAPABILITIES OF THE PERSONNEL AND EQUIPMENT AVAILABLE, AS REQUIRED BY LOCAL STAFF ORGANIZATIONS OR HIGHER AUTHORITY.

EXERCISE TECHNICAL SUPERVISION OVER ALL STATISTICAL REPORTING FUNCTIONS AT ALL ECHELONS OF COMMAND TO INCLUDE:

- A. THE "AIR FORCE STRENGTH ACCOUNTING SYSTEM" FOR MILITARY, CIVILIAN AND RESERVE PERSONNEL.
- B. PUNCHED CARD TABULATING AND COMPUTING EQUIPMENT WHEN INSTALLED.
- C. ADVICE TO OTHER ACTIVITIES IN THE MAINTENANCE OF ALL BASIC RECORDS FROM WHICH STATISTICAL REPORTS ARE PREPARED TO IMPROVE THEIR ACCURACY, CURRENCY AND ADEQUACY.

ESTABLISH, CONSISTENT WITH POLICIES AND METHODS PRESCRIBED BY HEADQUARTERS USAF, SUPPLEMENTARY PROCEDURES FOR STATISTICAL SERVICES SYSTEMS.

DIRECTORATE OF STATISTICAL SERVICES

ROSTER OF KEY PERSONNEL

<u>NAME</u>	<u>POSITION</u>
MAJOR DARST, E. J.	DIRECTOR OF STATISTICAL SERVICES
1LT HECKMAN, JR., H. M.	CHIEF, MACHINE ACCOUNTING DIVISION
2LT MILLISOR, JR., J. R.	CHIEF, PERSONNEL ACCOUNTING DIVISION
2LT WEAVER, A. E.	CHIEF, AUDIT AND ANALYSIS DIVISION
MR. DAVIS, FRED	CHIEF, APPLIED MATHEMATICS DIVISION
M/Sgt COPE, C. A.	CHIEF, REPORTS CONTROL DIVISION
M/Sgt PETRICH, E. F.	CHIEF, MATERIEL AND OPERATIONS DIVISION

PERSONNEL - GENERAL

DURING THIS SEMI-ANNUAL PERIOD THE FOLLOWING CHANGES IN OFFICER PERSONNEL HAVE OCCURRED:

LT. NORMAN J. HALDEMAN, JR., WHO WAS CHIEF OF THE MACHINE ACCOUNTING DIVISION WAS RELEASED FROM ACTIVE DUTY 22 MARCH 1955.

LT. ROBERT L. REED, JR. REPLACED LT. HALDEMAN AT THIS TIME.

LT. JAMES R. MILLISOR, JR. WAS ASSIGNED TO THE MACHINE ACCOUNTING DIVISION ON 21 MARCH 1955 AND SERVED AS ASSISTANT OIC OF THE MACHINE ACCOUNTING DIVISION. ON 20 JUNE 1955, LT. MILLISOR WAS TRANSFERRED TO THE PERSONNEL ACCOUNTING DIVISION AS CHIEF.

LT. HAROLD M. HECKMAN, JR. WAS ASSIGNED TO THE MACHINE ACCOUNTING DIVISION ON 5 MAY 1955 AND WAS ASSIGNED DUTY AS CHIEF OF THE MACHINE ACCOUNTING DIVISION. LT. REED SERVED AS HIS ASSISTANT.

LT. SAMUEL COHEN WAS ASSIGNED TO THE APPLIED MATHEMATICS DIVISION IN MARCH 1955, AND LT. DAVID R. BARR WAS ASSIGNED IN JUNE 1955.

IN MAY LT ARELL E. WEAVER WAS ASSIGNED TO THE AUDIT AND ANALYSIS DIVISION AND RESUMED DUTIES AS CHIEF.

A COMPARISON OF AUTHORIZED AND ASSIGNED PERSONNEL AT THE BEGINNING AND ENDING OF THE PERIOD IS INDICATED BELOW: LEGEND: AUTHORIZED/ASSIGNED

	OFFICERS	AIRMEN	CIVILIANS
1 JANUARY 1955	4/3	54/56	11/9
30 JUNE 1955	5/7	71/56	23/15

DURING THE PERIOD PERSONNEL TURNOVER WAS UNUSUALLY RAPID WITH A TOTAL OF FIVE (5) OFFICERS, TWENTY-FIVE (25) AIRMEN AND NINE (9) CIVILIANS GAINED, AND ONE (1) OFFICER, TWENTY-FIVE (25) AIRMEN AND THREE (3) CIVILIANS LOST.

THIS RATE OF ATTRITION IS NOT PECULIAR TO THE COMMAND BUT REFLECTS THE LOCAL AFFECT IN THE STATISTICAL CAREER FIELD OF THE AIR FORCE WIDE ATTRITION RATE DUE TO THE LARGE NUMBER OF AIRMEN BEING SEPARATED UPON NORMAL EXPIRATION OF TERM OF SERVICE. DURING THIS REPORTING PERIOD, AS DURING THE LAST REPORTING PERIOD, AN UNUSUALLY LARGE NUMBER OF ENLISTMENTS EXPIRED. THE EFFECT OF THE PERSONNEL TURNOVER HAS BEEN FELT AND SHALL CONTINUE TO BE A MAJOR PROBLEM AREA IN THE FUTURE. UNFORTUNATELY STATISTICAL FUNCTIONAL AREAS AND RESPONSIBILITIES CONTINUE TO BROADEN AND WORKLOADS CORRESPONDINGLY ACCELERATE. THE TRAINING PROBLEM IS CLEARLY DEFINED IN ANALYSIS OF THE PERSONNEL SITUATION CITED ABOVE. TWENTY-FIVE (25) AIRMEN WERE LOST TO THIS DIRECTORATE. PRIMARILY THIS LOSS REPRESENTED

TECHNICIANS AT THE 5 AND 7 SKILL LEVELS. REPLACEMENTS CONSISTED PRIMARILY OF WAF PERSONNEL, WHO WERE ASSIGNED DIRECTLY FROM BASIC TRAINING. WITH SKILLED PERSONNEL AT A PREMIUM AND AN EVER INCREASING WORKLOAD, AN EXTENSIVE TRAINING PROGRAM WAS CARRIED OVER INTO THIS REPORTING PERIOD FROM THE LAST REPORTING PERIOD.

I. GENERAL

THE DIRECTORATE OF STATISTICAL SERVICES WAS INSPECTED BY MAJOR O. W. GILLENWATER, A MEMBER OF THE COMPTROLLER INSPECTION TEAM, HEADQUARTERS USAF, 17 - 20 JANUARY 1955. REPORT AS FOLLOWS: STATISTICAL SERVICES - THIS DIRECTORATE IS ADEQUATELY MANNED IN NUMBERS BUT IS SHORT IN SKILLS. AN INTENSIVE TRAINING PROGRAM IS BEING CARRIED OUT TO REMEDY THIS. WAF PERSONNEL MAKE UP ABOUT 35% OF THE DIRECTORATE'S STRENGTH AND IT IS EXPECTED THAT THIS PERCENTAGE WILL INCREASE. ONE ELEMENT OF THE DIRECTORATE DEVOTES FULL TIME TO DATA REDUCTION AND COMPUTATIONAL SERVICES FOR THE ENGINEERING AND SCIENTIFIC FUNCTIONS OF THE COMMAND. COMPLETE STATISTICAL REPORTING AND MECHANIZED PROCESSING IS PROVIDED THE AIR FORCE ARMAMENT CENTER, A TENANT ARDC ORGANIZATION ON EGLIN AF BASE. THERE ARE NO MAJOR PROBLEMS IN THIS DIRECTORATE.

MAJOR E. J. DARST ATTENDED A HIGH SPEED COMPUTER CONFERENCE AT LOUISIANA STATE UNIVERSITY, BATON ROUGE, LOUISIANA, 14 - 16 FEBRUARY 1955.

MAJOR E. J. DARST WENT TDY TO SACRAMENTO AMA, CALIFORNIA, FOR FIVE DAYS, 20 APRIL 1955, IN CONJUNCTION WITH PROJECT ADA-APG-85A AND 75A.

MAJOR E. J. DARST ATTENDED A 1955 WORLD-WIDE STATISTICAL SERVICES CONFERENCE AT HEADQUARTERS USAF, 9 - 11 MAY 1955.

AN ON-THE-JOB TRAINING PROGRAM CONDUCTED BY THIS DIRECTORATE RESULTED IN AIRMEN BEING TRAINED AS FOLLOWS:

AIRMEN TRAINED TO 70 LEVEL - 13

AIRMEN TRAINED TO 50 LEVEL - 11

AIRMEN TRAINED TO 30 LEVEL - 12

THIS DIRECTORATE REPLACED A MEMEOGRAPH MACHINE WITH A MULTILITH PRESS AND WAS AUTHORIZED AN AIRMAN-FIRST CLASS TO OPERATE THIS MACHINE. THIS DIRECTORATE PRINTS "COMMAND SUMMARY", UNIT MANNING DOCUMENTS, STRENGTH REPORTS, AND UNIT ALLOWANCE LISTING.

II. PERSONNEL ACCOUNTING DIVISION

DURING THIS REPORTING PERIOD, PERSONNEL TURNOVER WAS VERY RAPID. FOUR (4) AIRMEN WERE LOST AND TWO (2) ASSIGNED. SINCE THE LOSSES REPRESENTED SKILLS OF 5 AND 7 LEVEL AND GAINS WERE OF THREE AND FIVE SKILL LEVEL, IT CAN BE SEEN THAT A PROBLEM OF UNTRAINED PERSONNEL EXISTS AT THIS TIME. DUE TO THE OVERALL LOSS OF TWO AIRMEN AN ADDITIONAL WORKLOAD HAD TO BE PLACED ON PERSONNEL STILL ASSIGNED. THIS PROBLEM IS HOPED TO BE REMEDIED IN THE NEAR FUTURE.

NUMEROUS CHANGES WERE INCORPORATED IN PERSONNEL REPORTING PROCEDURES DURING THE PAST SIX MONTHS PERIOD. SINCE THE PERSONNEL INFORMATION REPORTED TO HEADQUARTERS USAF IS GEARED TO THE REQUIREMENTS OF THE AIR STAFF, CHANGES IN DATA OR METHODS OF REPORTING ARE RECEIVED CONSTANTLY.

7-SKILL LEVEL OVERSEAS ASSIGNMENTS. IN MAY HEADQUARTERS USAF ANNOUNCED THE REQUIREMENT FOR THE LAST OVERSEAS AREA FOR ALL PERMANENT PARTY 7-SKILL LEVEL AIRMEN AND THE AREAS OF PREFERENCE OF ALL 7-SKILL LEVEL AIRMEN WHO HAVE VOLUNTEERED FOR OVERSEAS. IN ORDER TO ESTABLISH THE INITIAL FILE, IT WAS NECESSARY FOR ALL REPORTING UNITS TO SUBMIT A LIST FOR ALL PERSONNEL WHO WERE AFFECTED BY THE ABOVE CHANGE. THE LIST CONTAINED THE LAST OVERSEAS AREA TO WHICH EACH MAN WAS ASSIGNED AND FOR VOLUNTEERS THE AREAS OF PREFERENCE. AFTER INITIAL LISTS WERE SUBMITTED THE REQUIREMENT FOR REPORTING

LAST OVERSEAS AREA WAS INCLUDED IN THE AF MANUAL 171-6. FOR ALL GAINS THE LAST OVERSEAS AREA FOR 7-SKILL LEVEL AIRMEN WILL BE ENTERED IN ITEM 5 OF AIRMEN'S MORNING REPORT DATA RECORD (MRDR), AF FORM 1124.

WHEN A 7-SKILL LEVEL AIRMAN VOLUNTEERS FOR OVERSEAS DUTY A PERSONNEL ACTION MEMORANDUM WILL BE PUBLISHED GIVING THE AREAS OF PREFERENCE AND THE MORNING REPORT WILL CONTAIN A REMARK INDICATING THE INFORMATION LISTED IN THE PERSONNEL ACTION MEMORANDUM. WHEN A 7-SKILL LEVEL AIRMAN HAS VOLUNTEERED FOR OVERSEAS DUTY AND AT SOME LATER DATE THE AIRMAN IS REASSIGNED OR UTILIZATION AFSC IS CHANGED, HE IS AUTOMATICALLY WITHDRAWN FROM VOLUNTEER STATUS AND HAS TO PREPARE A NEW VOLUNTEER STATEMENT. THE ABOVE OUTLINED PROCEDURE WAS ESTABLISHED IN ORDER TO ASSIST HEADQUARTERS USAF IN THE MAKING OF SELECTION OF 7-SKILL LEVEL AIRMEN FOR OVERSEAS DUTY. ALSO, IT GIVES 7-SKILL LEVEL PERSONNEL SOME PREFERENCE AS TO THE PLACE WHERE THEY WOULD LIKE TO PERFORM OVERSEAS DUTY.

ANG PERSONNEL ON ACTIVE DUTY FOR THREE YEARS FOR TRAINING. THE AF MANUAL 171-6 HAS BEEN AMENDED TO ALTER THE INSTRUCTIONS FOR THE REPORTING OF ANG PERSONNEL ON ACTIVE DUTY FOR THREE YEARS FOR TRAINING. PREVIOUSLY A UNIT MORNING REPORT WAS PREPARED EACH DAY BY UNITS WITH SUCH PERSONNEL ATTACHED. UNDER THE PROVISIONS OF THE NEW

REPORTING INSTRUCTIONS, A MORNING REPORT WILL BE PREPARED FOR THESE PERSONNEL ONLY WHEN A CHANGE OCCURS. AN EXCEPTION TO THIS IS ON THE LAST DAY OF THE MONTH. A MORNING REPORT FOR ALL ANG PERSONNEL WILL BE PREPARED ON THE LAST DAY OF EACH MONTH WHETHER OR NOT A CHANGE OCCURS.

OFFICERS' ACCESSION INFORMATION FORM (AF FORM 1095).

CHAPTER 8 OF AFM 171-6 WAS AMENDED AS FOLLOWS: 1. ITEM 7, OFFICERS' ACCESSION INFORMATION FORM IS CHANGED TO READ FOR NON-REGULAR OFFICERS AND RESERVE WARRANT OFFICERS, PROMOTION SERVICE DATE. FOR ALL REGULAR OFFICERS AND WARRANT OFFICERS THE ITEM REMAINS THE SAME, DATE OF RANK IN PERMANENT GRADE. FOR ALL NON-REGULAR OFFICERS AND RESERVE WARRANT OFFICERS THE DATE OF RANK IN PERMANENT GRADE WILL BE STRUCK OUT AND PROMOTION SERVICE DATE WILL BE TYPED IN ON THE FORM IN ITEM 7. THIS DATE WILL BE THE DATE WHICH REFLECTS ALL SERVICE IN AN ACTIVE RESERVE STATUS IN CURRENT RESERVE GRADE. BREAKS IN RESERVE COMMISSIONED STATUS AS WELL AS BREAKS IN ACTIVE RESERVE STATUS WILL BE DEDUCTED IN COMPUTING PROMOTION SERVICE DATE. IN THE CASE OF AN INITIAL APPOINTMENT, THE PROMOTION SERVICE DATE OF THE INDIVIDUAL IS THE DATE OF ACCEPTANCE, PRECEDED BY THE PERIOD OF TIME OF ALL SERVICE IN THE SAME OR AN EQUIVALENT GRADE IN OTHER ARMED FORCES OF THE U. S. IN THE CASE OF

PROMOTION, PROMOTION SERVICE DATE IS THE DATE OF THE ORDERS ANNOUNCING THE PROMOTION. ITEM 7 OF OFFICERS' ACCESSION INFORMATION FORM (AF FORM 1095) IS NOT APPLICABLE TO USAF (TEMPORARY) WARRANT OFFICERS. 2. IN CASES WHEN DUE TO THE RAPID REASSIGNMENT OF THE OFFICER FROM HIS INITIAL UNIT OF ASSIGNMENT, TIME DOES NOT EXIST FOR THE INITIAL UNIT OF ASSIGNMENT TO PREPARE THE ACCESSION INFORMATION FORM (AF FORM 1095), THE FOLLOWING PROCEDURE WAS ADAPTED: TO INSURE THAT THE SECOND UNIT OF ASSIGNMENT WILL KNOW THAT A COMPLETED OFFICERS' ACCESSION INFORMATION FORM (AF FORM 1095) HAS NOT BEEN COMPLETED, THE INITIAL UNIT OF ASSIGNMENT WILL INDICATE THIS ON THE BLANK FORM. PRIOR TO FORWARDING THE OFFICER'S RECORDS THE FOLLOWING STATEMENT WILL BE TYPED ON THE ACCESSION INFORMATION FORM: "AF FORM 1095 NOT COMPLETED FOR THIS OFFICER". ITEM 26 WILL THEN BE SIGNED BY THE RECORDS CUSTODIAN AND THE BLANK FORM FORWARDED TO THE NEW UNIT OF ASSIGNMENT. UPON RECEIPT OF RECORDS THE GAINING UNIT WILL WITHDRAW THE BLANK FORM, WHICH WILL BE THEN COMPLETED AND FORWARDED AS OUTLINED IN CHAPTER 8, AFM 171-6. THIS IS NOT TO BE CONSTRUED TO MEAN THAT THE INITIAL UNIT OF ASSIGNMENT WILL NOT, IF AT ALL POSSIBLE, COMPLETE SUBJECT FORM. EVERY EFFORT SHOULD BE MADE BY THE INITIAL UNIT OF ASSIGNMENT

TO INSURE THAT THE OFFICERS' ACCESSION INFORMATION FORM IS COMPLETED PRIOR TO HIS REASSIGNMENT.

REENLISTMENT FOR BASE OF CHOICE OR TECHNICAL TRAINING COURSE. IN ORDER TO PROPERLY IDENTIFY AIRMEN FOR CODING PURPOSES, WHO REENLIST FOR BASE OF CHOICE OR TECHNICAL TRAINING COURSE, THE MORNING REPORT REMARK MUST INCLUDE A SPECIFIC REFERENCE TO THIS INFORMATION AND THE AUTHORITY THEREFOR. MESSAGE ALMAJCOM 851/54, HEADQUARTERS USAF, 19 AUGUST 1954, IS USED AS THE AUTHORITY FOR SUCH REENLISTMENT PENDING RECEIPT OF AN AIR FORCE REGULATION NOW IN THE PROCESS OF PUBLICATION. PERSONNEL WHO REENLIST FOR BASE OF CHOICE ARE DISCHARGED AND REENLISTED IN THEIR OLD UNIT OF ASSIGNMENT. UPON REENLISTING A SPECIAL ORDER IS PREPARED, REASSIGNING THEM TO THE BASE OF TECHNICAL TRAINING COURSE OF THEIR CHOICE.

AFSC CONVERSIONS. DURING THE MONTH OF MAY 1955 THE AFSC CONVERSIONS OUTLINED IN CHANGE D TO AFM 35-1 WERE COMPLETED. AN UNUSUAL AMOUNT OF DIFFICULTY WAS ENCOUNTERED WITH OUTLYING UNITS ON THE CONVERSION ACTION, HOWEVER, APPROXIMATELY 98% OF THE CONVERSIONS WERE COMPLETED.

DISCONTINUANCE AND ORGANIZATION OF UNITS. DURING THE MONTH OF MARCH THE 6571ST SUPPORT GROUP (ADMINISTRATIVE) WAS DISCONTINUED AND THE 6571ST MAINTENANCE GROUP (AIRCRAFT)

WAS ORGANIZED. THIS WAS DUE TO THE CHANGE IN MISSION OF THE 6571ST SUPPORT GROUP. CHANGES WERE ACCOMPLISHED IN ACCORDANCE WITH GENERAL ORDER 16, HEADQUARTERS ARDC, DATED 8 MARCH 1955.

DURING THE MONTH OF APRIL 1955 THE 3206TH TEST GROUP (RANGE SUPPORT), 3206TH TEST SQUADRON (ELECTRONICS) AND THE 3216TH TEST SQUADRON (RANGE CONTROL), WERE ORGANIZED AND ASSIGNED TO THE 3206TH TEST WING (TECHNICAL SUPPORT) AND TO THE AIR PROVING GROUND COMMAND. ORGANIZATIONS AND ASSIGNMENTS WERE ACCOMPLISHED IN ACCORDANCE WITH GENERAL ORDER 14 HEADQUARTERS AIR PROVING GROUND COMMAND, DATED 23 MARCH 1955.

THE 3232ND PERSONNEL PROCESSING FLIGHT WAS DISCONTINUED DURING THE MONTH OF APRIL. THE DISCONTINUANCE OF THIS UNIT CHANGED THE PERSONNEL REPORTING PROCEDURE FOR ALL INCOMING PERSONNEL AND PERSONNEL OUTGOING. PREVIOUSLY ALL PERSONNEL ARRIVING AT THIS STATION ASSIGNED TO AIR PROVING GROUND COMMAND WERE INITIALLY GAINED BY THE 3232ND PERSONNEL PROCESSING FLIGHT ON THE MORNING REPORT, AND THEN REASSIGNED TO UNITS ON THE STATION AFTER ALL PROCESSING HAD BEEN ACCOMPLISHED. ALL PERSONNEL LEAVING ON PCS MOVEMENTS WERE REASSIGNED FROM THEIR UNIT OF ASSIGNMENT TO THE 3232ND PERSONNEL PROCESSING FLIGHT AND THEN REASSIGNED TO THE OTHER STATION. DUE TO THIS DISCONTINUANCE ALL INCOMING

PERSONNEL ARE GAINED IN THE ULTIMATE UNIT OF ASSIGNMENT UPON ARRIVAL AT THIS STATION, AND ALL PERSONNEL BEING REASSIGNED PCS ARE BEING DROPPED FROM UNIT OF ASSIGNMENT TO THE ORGANIZATION AT THE OTHER STATION. DISCONTINUANCE WAS ACCOMPLISHED IN ACCORDANCE WITH GENERAL ORDER 60, HEADQUARTERS, AIR PROVING GROUND COMMAND, DATED 30 MARCH 1955. DUE TO THE ABOVE CHANGES AN ADDITIONAL TWO (2) UNITS WERE GAINED INASMUCH AS PERSONNEL ACCOUNTING PROCEDURES WERE CONCERNED. THIS HAS ADDED AN INCREASED WORKLOAD ON THE PERSONNEL ACCOUNTING DIVISION.

III. MACHINE ACCOUNTING DIVISION

DURING THE PAST SIX (6) MONTHS THE MACHINE ACCOUNTING DIVISION HAS HAD FOURTEEN (14) AIRMEN TRANSFERRED OR DISCHARGED. DURING THIS PERIOD WE HAVE GAINED TEN (10) AIRMEN. THE GREATER PART OF THE AIRMEN GAINED WERE ASSIGNED IN THE MONTH OF JUNE. THE MACHINE ACCOUNTING DIVISION HAS BEEN GREATLY HANDICAPPED IN THE PAST SIX MONTHS BECAUSE OF THE ACUTE SHORTAGE OF PERSONNEL. THIS HANDICAP HAS BEEN RELIEVED SOMEWHAT BY THE ARRIVAL OF THE AIRMEN MENTIONED ABOVE; BUT NOT ALTOGETHER ALLEVIATED BECAUSE MANY OF THESE NEW AIRMEN ARE NOT QUALIFIED MACHINE OPERATORS.

THE INCOMING PERSONNEL HAVE BEEN ASSIGNED TO THE DIFFERENT SECTIONS WITH REGARD TO THE WORKLOAD IN THE DIFFERENT SECTIONS AND THE POSSIBILITY OF LOSS OF KEY

PERSONNEL IN THESE SECTIONS DUE TO DISCHARGE AND OVERSEAS ASSIGNMENTS.

THERE HAS BEEN A LARGE TURNOVER IN THE KEY PUNCH SECTION. FOUR NEW CIVILIAN OPERATORS WERE EMPLOYED AND TWO NEW AIRMEN ASSIGNED TO THAT SECTION DURING THE REPORTING PERIOD.

THE MACHINE ACCOUNTING DIVISION ALSO FOUND IT NECESSARY TO HIRE CIVILIAN MACHINE OPERATORS FOR THE FIRST TIME. THE HIRING OF THE FIRST CIVILIAN OPERATOR WAS BROUGHT ABOUT BY THE INABILITY OF THE AIR FORCE TO SEND ANY MILITARY REPLACEMENTS, DUE TO AN AIR FORCE WIDE SHORTAGE.

WE HAVE AN EXTENSIVE ON-THE-JOB TRAINING PROGRAM IN WHICH WE TRAIN ALL PERSONNEL IN THIS DIVISION. IN THIS PROGRAM THE PERSONNEL ARE TAUGHT BY THEIR INDIVIDUAL NCO'S THE USE AND OPERATION OF EACH MACHINE AND THE MANNER IN WHICH THE REPORTS ARE ACCOMPLISHED THAT HE WILL BE REQUIRED TO RUN.

THIS DIVISION HAS FOUND IT TO THEIR BENEFIT TO TAKE ADVANTAGE OF THE NUMEROUS IBM SCHOOLS WHICH ARE OFFERED IN THIS AREA. THEY HAVE SENT TWO DIFFERENT AIRMEN TO EACH OF TEN SCHOOLS IN THE LAST THREE MONTHS. THIS HAS BEEN THE ONLY WAY IN WHICH TO GIVE MANY OF THEIR PERSONNEL ANY FORMAL TRAINING, AS IT IS NOT POSSIBLE TO SEND AIRMEN TO THE FOUR MONTH STATISTICAL SERVICES SCHOOL IN TEXAS.

REPORTS. THIS DIVISION CONTINUES TO REPORT BOTH AIR PROVING GROUND COMMAND AND AIR FORCE ARMAMENT CENTER REPORTS FOR AIR RESEARCH AND DEVELOPMENT COMMAND REPORTS. WE HAVE HAD NO LARGE INCREASE IN THE VOLUME OF REPORTS IN THIS PERIOD. WE HAVE, HOWEVER, ENTERED INTO THE FIRST PHASE OF BASE MECHANIZATION. WE MECHANIZED THE BASE COMMISSARY IN MARCH AND ARE MEETING WITH SUPPLY ALMOST DAILY IN WORKING OUT PROCEDURES TO MECHANIZE THEIR ACCOUNTING SYSTEM.

FIVE (5) REPORTS WERE DISCONTINUED DURING THE REPORTING PERIOD AND ELEVEN (11) ONE-TIME REPORTS WERE PREPARED FOR HEADQUARTERS, USAF.

MACHINES. TWELVE (12) NEW MACHINES WERE RECEIVED DURING THE REPORTING PERIOD. THE ADDITIONAL MACHINES WERE ORDERED TO HELP IN THE INCREASED WORKLOAD WHICH WILL BE BROUGHT ABOUT BY BASE MECHANIZATION.

ADMINISTRATION. THE FOLLOWING POLICIES HAVE BEEN ADOPTED IN THE MACHINE ACCOUNTING DIVISION TO INSURE THAT ALL REPORTS MEET THEIR DUE DATES AND THAT THE EFFICIENCY OF THE WORK CONTINUES ON THE HIGH PLANE IT HAS KNOWN FOR THE PAST SIX (6) MONTHS: A THREE MONTH STUDY OF THE TIME AND MOTION FLOW OF REPORTS WAS MADE AND A MORE ACCURATE ESTIMATE OF THE WORKLOAD AND REQUIREMENTS HAS BEEN ESTABLISHED.

REPORT DUE DATES HAVE BEEN FOLLOWED AND HAS IN A LARGE PART, ALLOWED THE DIVISION TO ESTABLISH A RECORD OF NO LATE REPORTS TO HEADQUARTERS USAF DURING THE PAST SIX MONTHS. IN THE MACHINE ACCOUNTING DIVISION A BETTER RECORD THAN THE AIR FORCE AS A WHOLE HAS BEEN MADE DURING THE PAST SIX MONTH PERIOD. DESPITE BEING SHORT OF PERSONNEL, WITH THE ARRIVAL OF ADDITIONAL PERSONNEL, IT IS FELT THAT THIS RECORD CAN BE CONTINUED, AND THAT A GREATER SERVICE TO THE BASE WILL BE GIVEN.

BASE MECHANIZATION. EMPHASIS IN PROGRAMMING FOR BASE MECHANIZATION DURING THE PAST SIX MONTH PERIOD HAS BEEN IN THE AREAS OF BASE PROPERTY ACCOUNTING AND AIRCRAFT MAINTENANCE.

MR. ELMER FOSNOCHT ATTENDED CONFERENCES AT BOLLING AIR FORCE BASE, WASHINGTON, D. C., DURING MARCH AND AT WRIGHT-PATTERSON AIR FORCE BASE, DAYTON, OHIO, DURING MAY TO REVIEW AND STUDY SYSTEMS ALREADY IN OPERATION AT EAM INSTALLATIONS ON THESE BASES, REPRESENTATIVES OF ALL MAJOR COMMANDS WERE PRESENT AT WRIGHT-PATTERSON, ALONG WITH LEADERS IN THE SUPPLY, ACCOUNTING AND STATISTICAL DIRECTORATE FROM HEADQUARTERS USAF.

AT EGLIN FOLLOWING RETURN FROM WRIGHT-PATTERSON MEETINGS WERE HELD AMONG THE SUPPLY, ACCOUNTING AND STAT PEOPLE. A DECISION WAS REACHED WHEREBY WE WILL PROCEED

WITH A SYSTEM THAT WILL BE A MODIFICATION OF THE WRIGHT-PATTERSON SYSTEM. MR. VAN DREBLE OF SUPPLY, MR. PRIESTLY OF ACCOUNTING AND MR. FOSNOCHT OF STAT WORKED OUT PRELIMINARY PLANS AS TO JUST HOW TO PROCEED IN GETTING UNDERWAY. PROCEDURES ARE CURRENTLY BEING FINALIZED BUT SEVERAL MAJOR TROUBLE SPOTS STILL EXIST.

A TARGET DATE HAS NOT BEEN SET UP FOR IMPLEMENTATION OF THE FIRST PROPERTY CLASSES. THIS DATE IS CONTINGENT UPON EMPLOYMENT OF QUALIFIED OPERATORS IN STAT AND COMPLETION OF TRAINING OF SUPPLY PERSONNEL, WHERE CLERK-TYPISTS ARE TO BE CONVERTED TO KEY PUNCH OPERATORS, AND STOCK RECORD CLERKS MUST BE INDOCTRINATED IN THE MAINTENANCE OF TUB FILES AND IN MARK SENSING OF IBM CARDS.

IN THE AREA OF AIRCRAFT MAINTENANCE THE FIRST PROBLEM TO BE APPLIED TO EAM IS TO BE LABOR DISTRIBUTION COST REPORTS. MR. FOSNOCHT HAS MET WITH CAPT BLACK OF MAINTENANCE AND A PROCEDURE IS BEING DEVELOPED. PLANNING IN THIS AREA IS STILL IN ITS INFANCY AND NO DATE FOR IMPLEMENTATION HAS BEEN SET. HOWEVER, AS THE PERSONNEL SITUATION IMPROVES, IT IS VERY POSSIBLE THAT A MAINTENANCE SYSTEM CAN BE OPERATIVE WITHIN NINETY DAYS.

IN FEBRUARY 1955 THE BASE COMMISSARY WAS MECHANIZED. STAT PROVIDES THE COMMISSARY WITH A MONTHLY PRICE LIST, A MULTIPLE COPY LISTING UTILIZED BY INVENTORY CREWS TO RECORD ITEM COUNTS, AND A FORM INVENTORY LIST INCLUDING

EXTENSIONS AND TOTAL INVENTORY VALUE BY ACCOUNT. TO DATE THIS PROGRAM HAS WORKED OUT VERY SATISFACTORILY; THE COMMISSARY OFFICIALS ARE VERY PLEASED WITH OUR PRODUCTS.

TO SUM UP, JUST AS RAPIDLY AS STAT CAN GET THE QUALIFIED OPERATORS FOR THE MACHINERY AT HAND WE WILL BE ABLE TO PHASE IN BASE MECHANIZATION PROGRAMS IN THE MAJOR AREAS DISCUSSED AND SUBSEQUENTLY INVESTIGATE THE POSSIBILITY OF MECHANIZATION IN OTHER FIELDS WHERE WE WOULD BE OF ASSISTANCE TO THE BASE AND THE COMMAND.

IV. AUDIT AND ANALYSIS DIVISION.

IN JANUARY 1955 THE AUDIT AND ANALYSIS DIVISION WAS CREATED IN ACCORDANCE WITH AIR FORCE REQUIREMENTS, AF MANUAL 171-4 AND AF MANUAL 171-10. ITS GENERAL PURPOSES WERE TO PERFORM AUDIT AS REQUIRED BY AF MANUAL 171-5, TOGETHER WITH LOCALLY ESTABLISHED PROCEDURES OF ALL REPORTS PREPARED BY THE MACHINE ACCOUNTING DIVISION; PREPARE SUCH MANUALLY REQUIRED REPORTS AS DIRECTED BY THE DIRECTOR OF STATISTICAL SERVICES; MAINTAIN AFM 171-5 AND ASSIST IN PUBLICATION OF APGC MANUAL 171-5; AUDIT MILITARY AND CIVILIAN PERSONNEL ROSTERS PRIOR TO PROCESSING BY MACHINE ACCOUNTING DIVISION; AND ANALYZE SUCH REPORTS THAT ARE REQUIRED BY HEADQUARTERS USAF AND STAFF AGENCIES OF THIS COMMAND.

PERSONNEL. AT THE TIME OF INITIATION THE DIVISION WAS COMPRISED OF SIX (6) AIRMEN. DURING THE PERIOD LT. ARELL E. WEAVER WAS GAINED AS CHIEF OF THE DIVISION AND ONE (1) AIRMAN WAS GAINED, WHEREAS TWO (2) AIRMEN WERE LOST.

FUNCTIONS PERFORMED. THE MAJORITY OF THE AUDITS PERFORMED ON REPORTS BY THIS DIVISION ARE PERSONNEL REPORTS, MILITARY AND CIVILIAN. HOWEVER, THERE ARE TRAINING AND COST REPORTS AUDITED AS WELL AS QUARTERLY, SEMI-ANNUAL AND ANNUAL REPORTS. IN ADDITION TO THESE, THERE ARE ONE-TIME REPORTS.

THE PERIOD BETWEEN THE FIRST OF EACH MONTH AND THE 14TH COMPRISES THE DIVISION'S GREATEST WORKLOAD. IT IS DURING THIS TIME THAT THE MAJORITY OF THE AIR PROVING GROUND COMMAND'S REPORTS ARE DUE HEADQUARTERS USAF. AIR FORCE ARMAMENT CENTER'S REPORTS ARE DUE IN HEADQUARTERS, ARDC AT THIS TIME, ALSO. THE WORKLOAD OF THIS DIVISION IS INCREASED, AS WELL AS IN OTHER DIVISIONS OF THIS DIRECTORATE, BY THE PROCESSING OF AFAC'S REPORTS.

THIS DIVISION IS NOW IN THE PROCESSING OF PERFORMING ANALYSIS OF REPORTS (PERSONNEL, AIRCRAFT, ETC.) FOR BOTH GRAPHIC AND NARRATIVE PRESENTATION AS REQUIRED BY THE COMMANDER AND STAFF AGENCIES.

V. MATERIEL AND OPERATIONS DIVISION

PERSONNEL. AT THE BEGINNING OF THE REPORTING PERIOD FOUR (4) SKILLED AIRMEN AND TWO (2) OJT WAF'S WERE ASSIGNED TO THIS DIVISION, WHEREAS AT THE END OF THE REPORTING PERIOD THIS HAD BEEN REDUCED TO ONE (1) SKILLED AIRMEN AND THREE (3) OJT WAF'S.

AIRCRAFT REPORTS. AF REGULATION 65-110 ESTABLISHED A REPORTING SYSTEM FOR OBTAINING AIRCRAFT DATA FROM ALL ORGANIZATIONS OF THE AIR FORCE ESTABLISHMENT POSSESSING AIR FORCE AIRCRAFT. THE VARIOUS REVISIONS, WHICH BECAME NECESSARY FROM TIME TO TIME TO REFLECT NEW REQUIREMENTS, CONCEPTS AND POLICIES, HAVE BEEN INCORPORATED INTO A REWRITE OF AFR 65-110. THE REGULATION DATED 24 MARCH 1955 IS EFFECTIVE 1 JULY 1955.

THE AIR FORCE FORMS USED IN CONJUNCTION WITH THIS REGULATION HAVE BEEN REVISED, ELIMINATING THE PRESENT AF FORM 110D. STATUS INFORMATION WILL BE REFLECTED IN THE NEW AF FORM 110A AS PART I AND FLYING TIME, ACCORDING TO GENERAL MISSION CLASSIFICATION, AS PART II.

THIS REGULATION ALSO MAKES PROVISIONS FOR REPORTING GUIDED MISSILES, HOWEVER, ONLY ON AF FORM 110B AND 110C. ALL APPLICABLE CAUSE OF LOSS CODES HAVE BEEN MODIFIED TO INCLUDE GUIDED MISSILES. FOUR ADDITIONAL LOSS CODES HAVE BEEN INITIATED TO COVER THESE EXPENDABLE WEAPONS FOR TACTICAL AND TRAINING PURPOSES.

AIRCRAFT REPORTING BY THE ANG HAS BEEN INTERGRATED WITH OTHER ACTIVITIES OF THE DEPARTMENT OF THE AIR FORCE.

COORDINATION PROCEDURES HAVE BEEN SIMPLIFIED. ALL COORDINATION MESSAGES WILL BE INITIATED BY THE LOSING ORGANIZATION IN LIEU OF THE NON-FLYING ORGANIZATION AS WAS REQUIRED IN THE PAST, EXCEPT AS OUTLINED. THIS ACTION IS PREDICTED ON THE VARIOUS COMMANDS' REQUIREMENT OF ACCOMPLISHING THEIR OWN AIRCRAFT DELIVERIES WITHIN THEIR CAPABILITIES.

VEHICLE INVENTORY AND CONTROL (AFR 77-1). THE FEDERAL CATALOGING PROGRAM IS WELL UNDER WAY AND IT WILL AFFECT OUR VEHICLE REPORTING SYSTEM FOR THE NEXT THREE YEARS. THE FIRST EFFECTS WERE EVIDENT, IN THE "AS OF" 30 APRIL REPORTS, WHEN THE PRESENT CLASSES 50-P(5075), 50-Q(5080) AND A PORTION OF 50-B(5005) WERE CONVERTED TO AND REPORTED UNDER THE FEDERAL SUPPLY CLASSIFICATION 2400. BASICALLY, THE CONVERSION PROGRAM WILL NOT CHANGE OUR REPORTING PROCEDURES AND WILL REQUIRE ONLY MINOR CHANGES IN AFM 171-5. HOWEVER, IT WILL REQUIRE CLOSE SUPERVISION, CONSIDERABLE MACHINE WORK AND A COORDINATED EFFORT ON THE PART OF THE BASIC RECORD KEEPING AGENCIES AND STATISTICAL SERVICES.

A REVISED REGULATION HAS BEEN PUBLISHED WITH AN EFFECTIVE DATE OF 31 AUGUST 1955. THE SIGNIFICANT CHANGES

WILL SIMPLIFY REPORTING INSTRUCTIONS WITH ADDITIONAL CONTROL PROCEDURES TO INSURE ACCURACY OF BASIC RECORDS.

THE AF FORM 588, INDIVIDUAL VEHICLE RECORD, HAS BEEN REDESIGNED, AND THE NUMBER OF ENTRIES RECORDED ON THE FORM HAS BEEN REDUCED FROM THIRTY-NINE TO TWENTY-ONE. STATISTICAL SERVICES WILL USE THE AF FORM 589, VEHICLE CHANGE REPORT AS THE BASIC SOURCE DOCUMENT FROM WHICH TO PREPARE THE PUNCH CARD INVENTORY FILE. A PRIME AND A TRAILER CARD WILL BE REQUIRED FOR EACH VEHICLE. VEHICLE AUDITS WILL BE SEMI-ANNUALLY AS OF THE LAST DAY OF AUGUST AND FEBRUARY.

MOTOR VEHICLE UTILIZATION (AFR 77-5). THIS REGULATION IS BEING REWRITTEN TO INCLUDE ALL UNIT MISSION EQUIPMENT AND UNIT SUPPORT EQUIPMENT VEHICLES. THE TYPES OF VEHICLES REPORTED WILL BE INCREASED FROM SEVEN TO THIRTEEN. THE BASIC REPORTING ORGANIZATION WILL BE THE AF WING, WITH REPORTS COMING UP THROUGH COMMAND CHANNELS. MECHANIZATION WILL BE BY THE COMMAND FOR PUNCH CARD SUBMISSION TO THE PRIME VEHICLE DEPOT. THE WORKLOAD REQUIRED TO MECHANIZE WILL BE MINOR.

SELECTED AF PROPERTY INSTALLED IN AIRCRAFT (AFR 65-103). AFR 65-103 IS BEING REINSTATED AND REVISED. PRESCRIBES PROCEDURES FOR THE PREPARATION AND USE OF A REPORT COVERING SELECTED AF PROPERTY INSTALLED IN AIRCRAFT, SUCH AS

ORDNANCE, PHOTOGRAPHIC AND COMMUNICATIONS SYSTEMS, AND OTHER ITEMS NECESSARY FOR THE ACCOMPLISHMENT OF MISSIONS. THE REVISED REGULATION WILL APPLY TO ALL ACTIVITIES POSSESSING AIRCRAFT AND SUBMITTING REPORTS IN ACCORDANCE WITH AFR 65-110, STANDARD AIR FORCE AIRCRAFT REPORTS.

THE PURPOSE OF THIS REGULATION IS TO KEEP HEADQUARTERS USAF, AND HEADQUARTERS AMC ADVISED AS TO THE TYPE AND AMOUNT OF SELECTED INSTALLED EQUIPMENT ON AIRCRAFT. IT WILL ALSO AID IN DETERMINING THE EXACT LOCATION OF AIRCRAFT CONTAINING SPECIFIC ITEMS OF INSTALLED EQUIPMENT. FURTHER, ACCURATE CURRENT INVENTORY RECORDS ON SELECTED INSTALLED EQUIPMENT CAN BE FURNISHED AF OFFICES RESPONSIBLE FOR THE ESTABLISHMENT OF A BASIS FOR SUPPLY ACTION TO PREVENT DUPLICATE PURCHASING, TO DETERMINE PROCUREMENT OF SUPPLY REQUIREMENTS, AND TO PREPARE BUDGETARY ESTIMATES FOR PRESENTATION TO CONGRESS.

IN GENERAL, THE SYSTEM WILL OPERATE AS FOLLOWS: AN INITIAL INVENTORY WILL BE TAKEN BY ALL ORGANIZATIONS POSSESSING AIRCRAFT AS OF 31 AUGUST; SUBSEQUENT REPORTS WILL BE AS OF 31 JANUARY AND 31 JULY OF EACH YEAR. THE INFORMATION NECESSARY FOR THE COMPLETION OF THE INITIAL INVENTORY AND SUBSEQUENT SEMI-ANNUAL INVENTORIES MUST BE OBTAINED BY A PHYSICAL CHECK OF THE INDIVIDUAL AIRCRAFT. THE INVENTORY REPORT WILL ORIGINATE AT SQUADRON LEVEL. IT WILL BE FORWARDED TO THIS HEADQUARTERS WHERE A CONTROLLING PUNCH CARD WILL BE MAINTAINED.

SAMPLE SURVEY OF FUEL CONSUMPTION RATES. THE USE OF SCIENTIFIC SAMPLING METHODS REPRESENTS AN APPROACH THAT SHOULD BE EXAMINED CAREFULLY AT ALL ECHELONS FOR POSSIBLE APPLICATION. SAMPLING (IF DONE SCIENTIFICALLY) AFFORDS A MEANS OF REDUCING THE VOLUME OF DATA REPORTING WITHOUT LOSS OF ACCURACY AND WITH INCREASED TIMELINESS IN A WIDE VARIETY OF SITUATIONS.

THE DIRECTORATE OF SUPPLY AND SERVICES, DCS/MATERIEL, HEADQUARTERS USAF, REQUESTED THE DIRECTORATE OF STATISTICAL SERVICES ASSIST IN PROVIDING ACCURATE FUEL CONSUMPTION RATES BY TYPE AND MODEL OF AIRCRAFT. THERE WAS STRONG EVIDENCE THAT EXISTING AIRCRAFT FUEL CONSUMPTION RATES WERE UNDERSTATED. THIS WAS ATTRIBUTED TO A DEFICIENCY IN RECORDING INDIVIDUAL FUEL ISSUES TO AIRCRAFT. SINCE FLYING TIME DATA WAS BELIEVED TO BE CORRECT, THE OMISSION OF FUEL ISSUE DATA WOULD RESULT IN UNDERSTATEMENT OF THE NUMBER OF GALLONS PER FLYING HOUR.

WHILE A LONG-RANGE SOLUTION WAS UNDER CONSIDERATION, IT BECAME NECESSARY TO OBTAIN ACCURATE FUEL CONSUMPTION RATES FOR BUDGET ESTIMATE PURPOSES BEFORE THE END OF FISCAL YEAR 1955. THE SAMPLE SURVEY WAS SET UP TO ACCOMPLISH THIS PURPOSE.

ESSENTIALLY, THE UNDERLYING ASSUMPTION FOR THE APPROACH TAKEN IS THAT IF FUEL ISSUE DATA IS OMITTED FROM THE FORM 781 (OLD FORM 1) SUFFICIENTLY OFTEN TO AFFECT THE CONSUMPTION

RATES FOR A SPECIFIC TYPE AND MODEL, THEN INCORRECT CONSUMPTION RATES FOR INDIVIDUAL AIRCRAFT ON A MONTHLY BASIS SHOULD BE READILY DETECTABLE. ONCE DETECTED, THEY CAN BE CAST OUT, AND REVISED RATES COMPUTED.

AN EXAMINATION CONDUCTED AT THREE INSTALLATIONS INDICATED THAT FUEL ISSUE DATA WAS NOT BEING ENTERED ON THE FORM 781 IN ALL CASES, PARTICULARLY ON CROSS-COUNTRY FLIGHTS. FURTHERMORE THE CONSUMPTION RATES FOR INDIVIDUAL AIRCRAFT FOR SPECIFIC MONTHS WERE IN SOME CASES OBVIOUSLY SO LOW AS TO BE IMPOSSIBLE. THERE WAS A SUFFICIENT NUMBER OF SUCH CASES TO JUSTIFY GOING AHEAD WITH THE SAMPLE SURVEY.

IN AN ATTEMPT TO KEEP THE WORKLOAD IN THE FIELD TO A MINIMUM, A STUDY OF THE DISTRIBUTION OF FUEL CONSUMPTION BY TYPE AND MODEL WAS MADE. THIS REVEALED THAT SOME TWENTY-FIVE OUT OF MORE THAN SEVENTY BASIC TYPES AND MODEL AIRCRAFT ACCOUNTED FOR NINETY-EIGHT PERCENT OF TOTAL FUEL CONSUMPTION. ACCORDINGLY, THE SAMPLE WAS LIMITED TO THESE TWENTY-FIVE TYPES AND MODELS. THE SAMPLING METHOD PROVIDED REPRESENTATION ON A GEOGRAPHIC, CLIMATIC AND TYPE-OF-MISSION BASIS.

DATA (REPORTED BY INDIVIDUAL AIRCRAFT FOR THE MONTHS OF JULY THROUGH DECEMBER 1955) WILL BE ENTERED ON PUNCHED CARDS BY MAJOR AIR COMMANDS AND FORWARDED TO HEADQUARTERS USAF, WHERE THE INDIVIDUAL AIRCRAFT MONTHLY CONSUMPTION RATES WILL BE COMPUTED MECHANICALLY AND A FINAL ADJUSTMENT WILL BE MADE FOR SEASONAL VARIATION DURING THE SIX MONTH PERIOD.

VI. REPORTS CONTROL DIVISION

THIS DIVISION ROUNDED AN AVERAGE OF 353 REPORTS TO HEADQUARTERS USAF, HEADQUARTERS AMC AND SUCH OTHER RECIPIENTS AS REQUIRED BY REPORTING DIRECTIVES.

AS OF 30 JUNE 1955 THE FOLLOWING NUMBER OF REPORTS ARE REQUIRED FROM THE AIR PROVING GROUND COMMAND AND/OR EGLIN AIR FORCE BASE: HEADQUARTERS, USAF - 230; DEPARTMENT OF DEFENSE - 88; AIR MATERIEL COMMAND - 34; AIR RESEARCH AND DEVELOPMENT COMMAND - 36; AIR PROVING GROUND COMMAND - 34; SPECIAL (ONE-TIME) REPORTS REQUIRED FROM ANY OF ABOVE - 35.

THIS DIVISION PUBLISHED A "REPORTING GUIDE" AS OF 20 FEBRUARY 1955 AND 20 MAY 1955 WHICH WAS DISTRIBUTED TO ALL AIR PROVING GROUND COMMAND, STAFF AGENCIES, AND ORGANIZATIONS FOR INFORMATION AND GUIDANCE.

VII. APPLIED MATHEMATICS DIVISION

PERSONNEL. IN THE PERIOD OF THIS REPORT TWO MILITARY AND THREE CIVILIAN PERSONNEL WERE ASSIGNED TO THIS DIVISION. IN THE SAME PERIOD TWO MILITARY PERSONNEL WERE DISCHARGED. THE DIVISION COMPLEMENT ON 30 JUNE 1955 WAS TWELVE, INCLUDING FIVE CIVILIANS, TWO OFFICERS AND FIVE AIRMEN.

GENERAL. AN IBM 650 MAGNETIC DRUM DATA PROCESSING MACHINE WAS INSTALLED 16 MARCH 1955, REPLACING TWO CPC COMPUTERS WHICH WERE DISCONTINUED FROM RENTAL 4 APRIL. ONE CPC WAS RETAINED FOR GENERAL PURPOSE WORK.

THE NEW 650 WAS PUT INTO FULL USE IMMEDIATELY AFTER INSTALLATION. LESS THAN THIRTY DAYS AFTER ITS INSTALLATION ALL TIME CONSUMING ROUTINE COMPUTER WORK HAD BEEN TRANSFERRED FROM THE CPC TO IT. IN THE THREE AND ONE-HALF MONTH'S HISTORY OF ITS USE, DATA FROM A TOTAL OF THIRTY-FIVE TEST PROJECTS OF APGC AND AFAC HAVE BEEN REDUCED BY IT.

IN EVERY INSTANCE WHERE COMPARISONS OF THE SPEEDS OF THE 650 AND THE CPC HAVE BEEN MADE THE 650 HAS BEEN GREATLY FASTER. TWO EXAMPLES ARE THE ASKANIA CAMERA PROBLEM WHICH REQUIRES ELEVEN SECONDS OF 650 COMPUTING TIME AGAINST THREE MINUTES OF CPC COMPUTING TIME FOR THE SAME RESULT AND THE AKELEY THEODOLITE PROBLEM WHICH REQUIRES EIGHT SECONDS OF 650 COMPUTING TIME AGAINST ONE AND ONE-HALF MINUTES OF CPC COMPUTING TIME FOR THE SAME RESULT.

IN ADDITION TO ITS GREATER SPEED, THE 650 IS CAPABLE OF PERFORMING MORE COMPLEX WORK THAN THE CPC. AS A CONSEQUENCE MANY PROBLEMS FORMERLY CONSIDERED UNADAPTABLE TO MACHINE HANDLING HAVE BEEN PROGRAMMED FOR THE 650. A NOTEWORTHY EXAMPLE IS A PROGRAM FOR DETERMINING THE FLIGHT CHARACTERISTICS OF AIRCRAFT. BY SOLVING CERTAIN COMPLEX MATHEMATICAL FORMULAE SUCH INFORMATION AS THE RADIUS OF ACTION, AND SPEED AND CLIMB RATE OF AIRCRAFT WITH CONSIDERATION OF LOAD, ALTITUDE, ETC., IS OBTAINED. THE 650 YIELDS RESULTS IN FIVE MINUTES WHICH FORMERLY REQUIRED SIXTY MANHOURS OF DESK CALCULATOR WORK.

IN THE PERIOD OF THIS HISTORY THERE WAS A CONTINUED INCREASE IN THE COMPUTER WORK LOAD. THIS WAS CAUSED BY THE COMBINATION OF INCREASED TESTING, INCREASED TENDENCY TOWARD AUTOMATION, AND INCREASED VERSATILITY AND SPEED OF THE NEW COMPUTER. WHILE IT APPEARS THAT THE EXCHANGE OF THE TWO CPC COMPUTERS FOR THE 650 RESULTED IN AN APPROXIMATELY DOUBLED CAPABILITY, FULL UTILIZATION OF THE EQUIPMENT WAS REALIZED. THE 650 WAS UTILIZED AN AVERAGE OF NINE HOURS DAILY IN THE THREE AND ONE-HALF MONTHS OF ITS USE. THE MACHINE IS OPERATED THROUGH THE NOON HOUR. A MONTHLY AVERAGE OF 25 HOURS OF OVERTIME WORK WAS DONE. DOWN TIME AVERAGED TEN HOURS PER MONTH. IN THE SIX MONTHS PERIOD THE CPC WAS UTILIZED AN AVERAGE OF FIVE HOURS DAILY.

IN THIS PERIOD AN EXTENSIVE EDUCATION PROGRAM TO ACQUAINT PROJECT MATHEMATICIANS AND ANALYSTS IN APGC AND AFAC WITH THE CAPABILITY AND OPERATING PRINCIPLES OF THE 650 WAS CONDUCTED. FORTY-THREE (43) PERSONS IN THREE GROUPS WERE GIVEN APPROXIMATELY SIXTEEN HOURS OF INSTRUCTION. THE BASIC AIM OF THIS INSTRUCTION WAS TO PREPARE MATHEMATICIANS AND ANALYSTS TO MAKE INTELLIGENT DECISIONS ABOUT THE SUITABILITY OF MACHINE REDUCTION OF THEIR PROBLEMS.

IN THE PAST SIX MONTHS THE DATA FROM FIFTY-FIVE TEST PROJECTS OF APGC AND AFAC WERE REDUCED IN PART OR ENTIRETY BY THIS DIVISION. INDICATIONS NOW POINT TO A CONTINUED INCREASE IN THE WORK LOAD. IN PREPARATION FOR THIS A SECOND 650 WAS PROVIDED FOR IN THE BUDGET FOR THE NEW FISCAL YEAR. THE NEW 650 WILL BE A REPLACEMENT FOR THE CPC.

IT NOW APPEARS THAT THE CAPABILITY OF TWO 650 COMPUTERS MAY NOT BE ADEQUATE TO HANDLE THE WORK LOAD THAT MAY DEVELOP WITHIN THE NEXT TWO OR THREE YEARS. STUDIES ARE PLANNED FOR THE NEAR FUTURE WHICH SHOULD GIVE A CLEARER VIEW OF OUR LONG RANGE NEEDS. PROCUREMENT, HOUSING AND TRAINING PROBLEMS ARE SUCH THAT CAREFUL, LONG-RANGE PLANS ARE NECESSARY.