

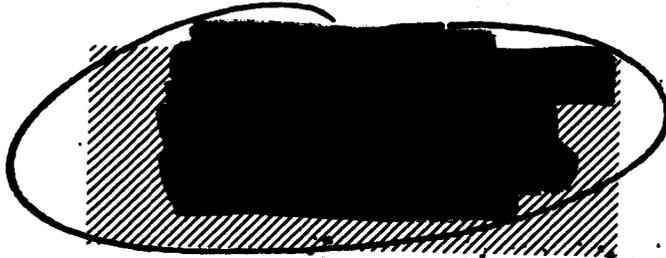


WASHINGTON, D. C. 20301

Grog Note (see text)

**(Systems Policy
& Information)**

June 29, 1973



MEMORANDUM TO PLANTS REPORTING UNDER THE ECONOMIC INFORMATION SYSTEM

SUBJECT: Reporting Instructions for EIS, June 1973 Cycle

Enclosed are forms and instructions for the June 1973 cycle of the Economic Information System report. This report has been approved by the Office of Management and Budget under the Federal Reports Act (Approval No. 22-R0200), and is sponsored jointly by the Department of Defense and the National Aeronautics and Space Administration to help in assessing the impact of their procurement on local economies. Although the policy of DoD and NASA is that economic policy will not influence their procurement decisions, it is important that the impact be known in order that other agencies may take action, where possible, to alleviate adverse effects of shifts in procurement.

Your plant is required to report on the basis of available contract and other data indicating that Defense and NASA work has generated, or will generate, 100 or more direct employees in one of the half-year time periods indicated on the enclosed form. If this is the case, please complete one Economic Report for your entire plant.

If employment of less than 100 direct workers is attributable to DoD and NASA prime contracts and subcontracts, or if your records do not permit the identification of direct employees attributable to DoD and NASA work, please submit the form as follows: Complete Items 1 through 6(b) of the heading, lines 20 and 21 of Column (b), the signature, and the inquiry and date information at the end of the form. In the Remarks Section enter the

following dollar amounts of plant billings in the six-month period covered by Item 6(a): (1) total plant billings, (2) billings direct to DoD departments and agencies against prime contracts and (3) billings to other contractors for DoD work. In lieu of these dollar figures, the percentages of total plant billings on account of DoD prime contracts and DoD subcontracts may be shown. If billings for the prescribed six months are not available, billings for the most recent available period may be used.

In lieu of a detailed cost analysis of individual projects employing 150 or more direct workers which had previously been required, it is requested that the Remarks Section of your completed form or a separate sheet of paper be used to list the identification of each individual project employing 150 or more direct workers and the number of direct workers employed on each project on the applicable June 1973 payroll date.

Contractor data will be given the full protection accorded to proprietary information. Classified data should be marked and transmitted in accordance with security regulations.

If additional copies of the form are required, it would be appreciated if you would reproduce them. However, please feel free to call the EIS project officer for copies of formats or for any other assistance required. The telephone number is Area Code 202, 697-5619, and the mailing address is EIS Project Officer, OASD(C), DIO, Room 4B 938, The Pentagon, Washington, D. C. 20301.

Your submission of the completed EIS forms by August 10, 1973 is desired; however, if for any reason this date cannot be met, it would be greatly appreciated if you would, at your earliest convenience, advise us as to when we may expect to receive your report.


John L. Donnelly
Director for Information Operations

Enclosures
As stated

Department of Defense
National Aeronautics and Space Administration

ECONOMIC INFORMATION SYSTEM

JUNE 1973

General Instructions for Completing Form Titled DoD and NASA Plant-wide Economic Report

1. Number of Copies and Routing. Submit two (2) copies of form to OASD(Comptroller), DIO, Room 4B 93B, The Pentagon, Washington, D. C. 20301.
2. Due Date. August 13, 1973. Timeliness is considered more important than meticulous accounting accuracy. Reported data may be statistically derived, but totals will tie in with company records. Where data are derived statistically, the methods and procedures used will insure that figures for successive reports are consistent.
3. Reasonableness of Data. It is not intended to audit data reported by the contractor; however, reported data will be subject to tests of reasonableness.
4. Plant. A report submission will normally be for a single plant which is generally considered to be a physically contiguous work area. However, an entire plant complex may be reported on one submission if all plants in the complex are within (a) the same Standard Metropolitan Statistical Area. (See Standard Metropolitan Statistical Areas, Bureau of the Budget), or (b) the same county if not in an SMSA. If the "plant complex" method is used, identify all the feeder and other plants included in the geographic area, using the Remarks Section, if necessary.
5. Employment. Reported employment data will include only employees of the reporting contractor and will exclude subcontractor personnel even though they may be physically located at the reporting contractor's plant.
 - a. On-Site Employment. Employees who are physically located at the reporting plant for at least 90% of the time during the payroll period shown in Item 6b of the format heading.
 - b. Off-Site Employment. Employees under the reporting plant's jurisdiction and on its payroll but working at other locations for more than 50% of the time during the payroll period shown in Item 6b of the format heading.
 - c. Direct Employment. All employees whose time is a direct charge to contracts.
 - d. Indirect Employment. All employees whose time is not chargeable to specific contracts.
 - e. Scientists and Engineers. (1) Employees primarily engaged in performing or directing scientific, engineering, mathematical, or other technical professional work, and requiring a four-year college major (or equivalent knowledge) in engineering, or in physical, life, psychological or mathematical science. Statisticians and computer programmers are included only if they specialize in mathematical techniques.

(2) Excluded are technicians, laboratory assistants, architects, accountants, medical doctors, veterinarians and other life scientists providing diagnosis and medical care or dispensing drugs or services. Also excluded are personnel trained in science or engineering but currently employed in positions not requiring use of such training. This definition is consistent with that used by the National Science Foundation. If the report is not consistent with this definition, note major exceptions under Remarks.
 - f. All Other Employees. All employees except scientists and engineers.
6. Firm Business. Work done or projected under all types of signed contracts, including letter contracts. If contracts are not fully funded, e.g., multi-year or multi-option contracts, projections should be based on the most realistic option, as determined by the contractor.
7. Time Periods. Figures are required for the 5 half-year time periods printed on the form. Employment data (actual and forecast) in Part I are based on the pay period concept defined for Item 6b, i.e., the pay period including or nearest the 12th day of the last month in the half year.
8. Total Costs Incurred. All cost data will reflect incurred costs on an accrual basis, i.e., as resources are applied to the performance of work rather than on a cash disbursement basis or as orders are placed. All costs incurred in accomplishing the work involved will be included, e.g.,

labor, material, subcontracts (inter-divisional transfers are to be considered as subcontracts), purchased parts and services, overhead (general and administrative), and profit or fee. In some cases it will be necessary to estimate both fee and overhead during life of contract. For firm fixed-price contracts, the cost reported will be the amounts billed to the government. A footnote symbol will be entered with such figures and under "Remarks" to indicate that they are amounts billed the government under firm fixed-price contracts.

9. **Materials and Purchased Parts.** The costs of raw (basic processed) and semi-fabricated material charged to work in process, costs of finished parts, products, assemblies, and equipment purchased by the reporting plant and used as component parts of a procurement item. Purchased products and equipment are either recognized as items meeting established industry standards or they are products which are widely used in industry, supplied by a specialized manufacturer who has the proprietary right to the product. Outside procurement in the nature of standard supplies which are not directly chargeable to projects, and items to maintain the plant will not be included.
10. **Subcontracting Costs, Services, and All Other Costs.** Costs of parts, components, or assemblies produced and/or services performed by manufacturers other than the reporting plant in accordance with the reporting plant's designs, specifications, or directions, and designed specifically for contracts being reported. Transfers of work within a company but from outside the reporting plant will be treated as subcontracts. The costs of services procured from companies or plants other than the reporting plant may be engineering services, consulting services, etc. Outside procurement not directly chargeable to projects will not be included.

Heading

11. **Item 1.** Blank.
12. **Item 2.** Enter the name of the company, division and plant, and the plant mailing address including zip code and county.
13. **Item 3.** Check whether reporting organization is profit, nonprofit or academic.
14. **Item 4.** This is the preprinted DoD mailing address.
15. **Item 5.** Enter the four-digit SIC Code (Standard Industrial Classification) for the reporting plant per the Standard Industrial Classification Manual, Office of Management and Budget, 1972.* If the applicable SIC Code is unknown, please describe fully, in the remarks section, the primary activity of the plant, facility or reporting entity (plant complex) identifying the major product manufactured or service performed.
16. **Item 6a.** The beginning and ending dates of the six-month period ending June 30, 1973, are preprinted in this block.
17. **Item 6b.** Enter the beginning and ending dates of the regular pay period of the plant including (or nearest) the 12th day of June 1973. If a plant has more than one pay period involving different groups of workers, use the pay period in which most of the workers are paid.

*For sale by the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402
Price \$6.75 - Stock Number 4101-0066.

Part I

18. **Lines 1-3, 5-7, 9-24.** Enter the appropriate actual and forecast numbers of employees based on definitions in Instructions Nos. 5 through 7 above. If your forecast is zero, enter 0; if you are unable to forecast, enter NA for Not Available. It is important that an entry be made for all periods.
19. **Lines 4 and 8.** Enter in Column (b) the percentage of total DoD and NASA direct workers, respectively, who are employed on prime contracts. These percentages may be based on direct labor costs. A prime contract is one awarded by DoD or NASA directly to the reporting plants.
20. **Lines 1-4.** DoD entries will include all prime contracts funded by, and subcontracts whose funding originated in the following DoD departments and agencies: the Army (including the Corps of Engineers), Navy, Marine Corps, Air Force, Defense Supply Agency, Defense Communications Agency, Defense Nuclear Agency, Defense Mapping Agency, Defense Civil Preparedness Agency and Defense Supply Service, but not the Coast Guard.
21. **Lines 5-8.** NASA entries will be based on prime contracts and subcontracts funded by that agency including contracts let for NASA by components of DoD or other Federal Agencies.
22. **Lines 9-11.** All other government entries will be based on prime contracts and subcontracts funded by Federal, State and local government agencies except DoD and NASA but including Coast Guard.

23. Lines 12-14. Commercial entries will reflect all other work includ' sales made directly to foreign governments.
24. Lines 15-21. All Business entries will be made as follows:
 a. Line 15 is equal to Lines 1+5+9+12
 b. Line 16 is equal to Lines 2+6+10+13
 c. Line 17 is equal to Lines 3+7+11+14, and also is equal to Lines 15+16
 d. Line 20 is equal to Lines 18+19
 e. Line 21 is equal to Lines 17+20
25. Line 22. Enter the actual or estimated number of males included in the plant total on Line 21(b).
26. Lines 23 and 24. Enter the number of DoD and NASA off-site employees. See Instruction 5b. List in Remarks the number of employees and location of each site where 200 or more off-site employees are stationed.

Part II

27. Lines 25 and 26. These lines apply to the pay period shown in Item 6b of the format. Enter hours to nearest thousand, i.e., 1,000 as 1, 1,500 hours as 2, 10,000 hours as 10, 100,000 hours as 100, etc.
 a. Line 25. Enter the straight time direct man hours worked, i.e., hours chargeable directly to contracts.
 b. Line 26. Enter overtime direct man hours worked, i.e., hours in excess of the standard 8-hour day or 40-hour week. This applies irrespective of any contractual clause authorizing extended work periods beyond this standard.

Part III

28. Line 27. Cost Incurred on NASA Contracts. Enter dollars to nearest thousand, i.e., \$100,000 as \$100, \$150,000 as \$200, \$1,000,000 as \$1,000, etc.
 a. Line 27a. Enter total costs incurred. See Instruction Co. 8.
 b. Line 27b. Enter off-site procurement costs of materials and purchased parts. See Instruction No. 9.
 c. Line 27c. Enter off-site procurement costs of subcontracting, services, and all other. See Instruction No. 10.

(Complete one report on this format for the entire plant)

DO NOT WRITE IN THESE SPACES	(PROPRIETARY INFORMATION WHEN FILLED IN) DOD AND NASA PLANTWIDE ECONOMIC REPORT ECONOMIC INFORMATION SYSTEM	BUDGET BUREAU NO. 22-R0
2. FROM: (Company). (Division) (Plant) (Plant Address)	3. TYPE OF ORGANIZATION <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Academic	4. TO, MAIL IN DUPLICATE BY Aug. 10, 1973 To: OASD/ DIO, Room 4B938, Pentag Washington, D. C. 20301
5. SIC CODE	6a. REPORT FOR SIX MONTHS: Beginning: <u>January 1, 1973</u> Ending: <u>June 30, 1973</u>	6b. PAY PERIOD: Beginning: _____ Ending: _____

PART I EMPLOYMENT

A. ON-SITE FIRM BUSINESS

		TYPE OF EMPLOYMENT	ACTUAL Six Month Period Ended		FORECAST Six Month Period Ending		
			Mo. Dec Yr. 1972 (a)	Mo. Jun Yr. 1973 (b)	Mo. Dec Yr. 1973 (c)	Mo. Jun Yr. 1974 (d)	Mo. Dec Yr. 1974 (e)
Origin of Business	DOD	1. DIRECT SCIENTISTS AND ENGINEERS					
		2. ALL OTHER DIRECT					
		3. TOTAL DIRECT					
		4. % OF LINE 3 ON PRIME CONTRACT WORK		%			
NASA	5. DIRECT SCIENTISTS AND ENGINEERS						
	6. ALL OTHER DIRECT						
	7. TOTAL DIRECT						
	8. % OF LINE 7 ON PRIME CONTRACT WORK		%				
ALL OTHER GOV'T	9. DIRECT SCIENTISTS AND ENGINEERS						
	10. ALL OTHER DIRECT						
	11. TOTAL DIRECT						
CON. MER. CIVIL	12. DIRECT SCIENTISTS AND ENGINEERS						
	13. ALL OTHER DIRECT						
	14. TOTAL DIRECT						
All Business	PLANT WIDE	15. DIRECT SCIENTISTS AND ENGINEERS					
		16. ALL OTHER DIRECT					
		17. TOTAL DIRECT					
		18. INDIRECT SCIENTISTS AND ENGINEERS					
		19. ALL OTHER INDIRECT					
		20. TOTAL INDIRECT					
		21. TOTAL DIRECT AND INDIRECT					

22. Total sales in 21 above						

B. OFF-SITE FIRM BUSINESS DOD AND NASA DIRECT AND INDIRECT						
3 DOD						
4 NASA						

PART II PLANTWIDE STRAIGHT TIME DIRECT HOURS AND OVERTIME (In Thousands)

5 STRAIGHT TIME DIRECT MANHOURS						
6 OVERTIME DIRECT MANHOURS						

PART III COST INCURRED ON NASA CONTRACTS (In Thousands)

27 COST INCURRED FOR PERIOD REPORTED (include fee or profit)		
NASA	a. Total Costs Incurred	OFF-SITE PROCUREMENT COSTS
		b. Materials and Purchased Parts c. Subcontracting, Services and All Other

COMPANY OFFICIAL (Title and Signature)	DATE SUBMITTED:
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MAKE INQUIRY TO (Name, Phone No. - Area Code & Ext.)

REMARKS

7/15/64