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<th><strong>Folder Title:</strong></th>
<th>Organization - Economic Department - Computer Program - Volume 1</th>
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ORGANIZATION:
Economic Dept.
Computer Program (1958-1965)

Miss Gorgias: July 15/69
THIS FILE IS CLOSED AS OF
DECEMBER 1965.
FOR FURTHER CORRESPONDENCE SEE:

RECORDS MANAGEMENT SECTION
February 1969
Parking and Mileage Reimbursement in Connection with Business Use of Cars by Economics Department Staff

1. On September 1, 1965, I authorized, for a three months period, special arrangements for providing parking privileges and mileage reimbursement to Rogelio David and Ray McDonald of the Economics Department for use of their cars in transporting tab cards in conjunction with computer operations.

   Specifically Mr. David and Mr. McDonald were to be provided space in the "G" Street parking lot, with any net additional cost to them from these arrangements being absorbed by the Bank. In addition Mr. David and Mr. McDonald were to be allowed a mileage allowance of 12¢ a mile for all travel on official business, which amount would be paid out of petty cash. Finally, it was agreed that Mr. David was to be reimbursed for any additional insurance premiums he had to pay as a result of using his car for official business (Mr. McDonald was not obliged to pay any additional premium). On November 19, I approved a request of Mr. Goor to reimburse Mr. David for $30.07 additional premium for the period Sept. 14, 1965 to May 17, 1966.

2. This is to authorize extension of these arrangements to May 14, 1966, at which time we will reappraise this situation.

3. In addition, where required for official purposes, the Economics Department is authorized to be reimbursed for additional taxi and messenger costs required in connection with the transportation of punch cards and other materials relating to machine and computer work.

4. By copy of this memo, I am asking Mr. Crowley to investigate this problem and prior to May 14, 1966, provide me with recommendations as to how this matter should be handled in the future.

cc: Mr. Goor
    Mr. Donovan

JRCrowley:hm
December 27, 1965

Charles C. Coof

Parking and Mileage Reimbursement in connection with Business Use of Cars

1. In your memorandum to me of November 26, 1965, you suggested that the arrangements (in regard to parking only) in connection with the business use of cars by Messrs. David and McDonald be extended beyond the December 15 termination date to March 1, 1966. It is necessary in this connection to also extend the authority for mileage reimbursement to the same date. I would appreciate some indication from your Department that the inter-related arrangements have been authorized.

2. Mr. Reamy, in the meeting that we held to discuss these various matters, also requested that authorization be made for additional taxi and messenger costs that might be incurred in connection with the transportation of punch cards and other such materials relating to our machine and computer work. I would appreciate confirmation of this latter point.

cc: Mr. Kamarock
Mr. de Vries
Mr. King
Mr. Reamy
Mr. Donovan
Mrs. Angel
OFFICE MEMORANDUM

TO: Mr. W. D. S. Fraser

FROM: J. R. Crowley

DATE: December 7, 1965

SUBJECT: Parking and Insurance Charges--Economics Staff

Per your request, I secured Mr. Twining's approval to reimburse the member of the Economics Department staff for insurance cost resulting from using his car partly for business purposes. This action has been referred to Mr. Reamy.

In addition, on Monday, December 6, at a meeting between Mr. Reamy, Mr. Goor and myself, Mr. Reamy pointed out that the arrangements to reimburse these people for mileage expires December 15. Mr. Reamy will need some additional authority to pay these charges. Accordingly, Mr. Goor has agreed to submit an overall request to Mr. Twining for authorization to proceed along these lines for an additional period of time.
OFFICE MEMORANDUM

TO: Mr. Edward J. Donovan

DATE: December 3, 1965

FROM: Thomas D. Rothe-Rimpler

SUBJECT: DATA PROCESSING CARDS

Reference is made to your memo of November 19th, as regards the problem in transporting data processing material to the various government agencies.

Miss Angel and Mr. Ferguson were in my office, and we discussed the problem at hand. Before going into any possible solutions, I would like to observe a few points in your memorandum. Messrs. McDonald and Davis go to the Bureau of Standards only to checkup on material that has already been delivered and have, on occasion, taken processing cards when they were available and ready to go to the B.O.S. It is not necessary, I was informed, that a staff member of Economics accompany the cards. It can be anyone in the messenger unit or any other staff available.

(a) According to Miss Angel, the greatest problem existing at the present consists of the variety of places that these cards are shipped to (taken by taxi upto the present moment). If a sorter (rental $55 per month) and a lister (rental $400 per month) could be obtained, it would simplify the entire procedure since the only other stop left would be the B.O.S. To get a commercial firm to perform the duties would be impractical since they will not promise to have the job done at any specific time.

(b) The other alternative available to us would be to assign a car, plus chauffeur, to do primarily the dispatch of cards. However, presently, 4 times a week, approximately twice a day, such service is needed. Again this may change. Miss Angel explained that the load can either lessen or increase according to economic activity within the Bank. The Statistics Department is particularly trying to limit its calls, and I was told that there are actually good reasons to call for this service many more times than it is presently practiced.

I have talked extensively to Mr. Ferguson about this. Under the present shortage of cars and chauffeurs, we could provide, at set times, namely 9:30 A.M. and 2:30 P.M., this service provided we are not overloaded with other requests.

I am sure you will realize that it still would be cheaper to rent a sorter and lister (annual rental $5,460) than to hire an extra chauffeur and buy a car for this purpose. It was also explained to me by Miss Angel that the loss of time to Statistics Department is tremendous since many people are engaged in computing various figures and are forced to wait until such time that the cards have been sorted and listed prior to being transported to the B.O.S. As a final suggestion, it might not be unwise to bring this to the attention of both Messrs. Friedman and Kamarck if they are not already aware of the situation.
Mr. Charles G. Goor

J. R. Crowley

Parking in connection with Business Use of Cars

With regard to your memorandum of November 19 requesting agreement to extend indefinitely the special parking arrangements for Messrs. David and McDonald beyond the December 15 termination date, I would like to suggest we extend these arrangements until March 1, 1966, and then take a look at this situation once again.

cc: Mr. Kamarck
    Mr. de Vries
    Mr. B. King
    Mr. Donovan

JRC:hm
OFFICE MEMORANDUM

TO: Mr. Thomas D. Rimpler

FROM: Edward J. Donovan

DATE: November 19, 1965

SUBJECT: Transport - Data Processing Cards

Last week, Mr. Goor called and expressed his concern as to the transport of the Data Processing cards his division frequently sends to and has to pick up from such places as the Bureau of Labor Statistics, Bureau of Public Roads, Bureau of Standards.

At that time, I asked him to give me an idea of what a typical week would be so that we could determine if there was any practical way for us to handle what could not be done under existing conditions.

Miss Angel came to my office on November 12 and discussed the problems and, as I understand them, it may or may not be possible for us to work them out. After I talked with her, I discussed it briefly with you and asked you to get together with Carl Ferguson for more details. Yesterday I had another call from Miss Angel requesting some indication as to what we can suggest.

For this reason, I am explaining in this memo what I understand the conditions to be and am asking for a report from you as soon as you can check details and form any solution you can suggest.

I understand that whereas at one time the messengers delivered and picked up the cards, the increase in volume reached the point where the messengers could no longer handle the requests and Mr. Goor's people began to use taxicabs for trips. The volume increase continued and as the use of taxis became more expensive and difficult that in September, two members of the Statistics Division, Mr. Roy McDonald and Mr. Rogelio David were authorized for three months to use their own cars with parking space on the 18th Street Lot provided and reimbursed for official mileage covered @ $12 per mile. Apparently we have now reached the point where even this is not enough and, since personnel was not available to deliver and pick up cards, that taxis were employed several times for pickup and delivery service unaccompanied by a Bank staff member. Since the cards are irreplaceable, Mr. Goor expressed serious concern and now wants to know what the other possibilities are.

First, since the Bank is presumably saving a considerable amount of money using U.S. Government computer facilities rather than a nearby commercial firm, it would be well to get an idea from Mr. Goor as to what this cost difference is.

Secondly, I understood Miss Angel to say that present arrangements mean that Messrs. McDonald and David make trips with less than 10 boxes two or three times daily; that more than 10 boxes our messengers take on the average of 3 or 4 times a week providing she calls Carl Ferguson before 9:30 a.m. to confirm the need; and that the busy periods fluctuate to some extent but that the need is constant.
In your check therefore will you determine how often Economics Department staff members must accompany the cards; if it is possible for a messenger to go with Messrs. McDonald and David and since this arrangement was to be for a three months' period beginning in early September, what the arrangement after this time is likely to be; what in the present schedule could possibly be re-arranged if the 9:30 a.m. deadline is accurate; and does the savings in cost using Government facilities support purchase of additional Bank transportation to handle it.

The problem seems to be quite bad at the moment so please handle this as quickly as possible and use any temporary stopgap you can until a permanent solution is found.

cc: Mr. C. Goor
    Mr. J. Crowley
    Mr. J. Reamy

EJD: sbp
OFFICE MEMORANDUM

TO: Mr. Arnold F. Johnston
through Mr. Barend A. de Vries

FROM: Charles G. Coor

DATE: November 19, 1965

SUBJECT: Reimbursement on Additional Premium for Use of Car for Business Purposes

Reference is made to memorandum of September 7, 1965 to Mr. John R. Crowley from W.D.S. Fraser on the subject of parking (copy attached). In this memorandum Mr. Fraser indicated that if the use of a car by a staff member for business purposes results in the requirement of additional premium on their car insurance, the Bank would be prepared to reimburse him for the additional premium. The original arrangement was supposed to cover only three months and the specification of reimbursement for additional premium was for three months. However, I have requested extension of this arrangement (see my memorandum to Mr. Crowley attached) and the continuation of the arrangement should be taken into account in calculating the reimbursement.

In this connection I refer to additional pro-rata premium imposed by GEICO on Mr. Rogelio G. David of $30.07 for the period beginning September 14, 1965 to May 17, 1966. Mr. David should be reimbursed for this additional premium.

Mr. McDonald, the other man involved in this arrangement, does not claim any additional premium because his insurance company has not required any from him.

Attachment

cc: Mr. M. Lejeune
    Mr. J. R. Crowley
    Mr. A. Kamaroc
    Mr. B. A. de Vries
    Mr. B. King
    Mr. R. David

Mr. Turner,

Charles and I seem to believe in keeping people informed, but I see no objection you tab it. This is a good deal for the Bank.

Annually approved.

Mr. Crowly
Parking in Connection with Business Use of Car

In his memorandum of September 1, 1965 to Mr. Twining, Mr. Fraser requested special parking arrangements and a mileage allowance in connection with the use of their cars by Rogelio David and Roy McDonald of the Statistics Division. The original request was for a trial period of three months. I find that this arrangement is both satisfactory and necessary and therefore request that it be continued indefinitely. As you know, the use of their cars by these two staff members is an essential part of our handling the processing of the punch cards in the various locations that we use.

I would appreciate your agreement to extend this arrangement and notification that this is so before December 15, 1965 which is the expiration of the original three month period.

cc: Mr. A. Kamarck
    Mr. E. de Vries
    Mr. B. King
Mr. Jesse Black
Machine Tabulation Branch, Bureau of Labor Statistics
Charles G. Coor

October 27, 1965

Processing IBM Treasurer's cards prior to conversion to Statistics debt cards

We are delivering to you ten boxes of cards for processing. There are three types of cards, identified by the code in column 30.

1. Data cards (2 in column 30). These cards have been sorted into decks, based on the codes in columns 79-80. The boxes are marked to show which decks they contain.
2. Terms cards (1 in column 30). These are in box 10 and are marked Group A.
3. Balance cards (3 in column 30). These are in box 10 and are marked Group F.

Please process these cards according to the following instructions.

1. Data cards (2 in column 30).
   a. Arrange the decks in order as follows, maintaining the order within the decks:
      1) Decks 11, 12, 13, 14, 15, 17. This is Group B.
      2) Decks 21, 22, 23. This is Group C.
      3) Decks 31, 32, 33, 36, 38, 39. This is Group D.
      4) Decks 40, 41, 42, 45. This is Group E.
   b. Sort Groups B, C and D (separately) on

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<tr>
<td>19-18</td>
<td>currency</td>
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<tr>
<td>22-20</td>
<td>interest rate</td>
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Do not sort Group E.

2. Arrange the Groups in order: A, B, C, D, E, F. Sort on columns 29-26 (debt number).
3. List the cards on an 8-word utility board, double-space.

cc: Mr. Hillard, Bureau of Labor Statistics
    Mr. Fitzgerald, Bureau of Labor Statistics

CS/deg 65
Mr. John R. Crowley

W. D. S. Fraser

Parking

Mr. Twining has agreed to the procedure proposed in my memorandum of September 1, but has instructed that in-and-out parking should be provided in the parking lot on G Street rather than the garage.

I have checked on the insurance matter. The Bank is covered in cases where staff members use their cars for official business. However, Mr. David and Mr. McDonald may have to pay some additional premium to their insurance companies because they are using their cars mostly for business purposes. They should take this matter up themselves with their insurance companies, and if they should be required to pay an additional premium to cover the three months concerned, the Bank would be prepared to reimburse them.

cc: Mr. Goor

WDSFjl
July 6, 1965

Dear Sir:

Mr. Charles G. Coor, Chief of the Statistics Division of the World Bank, has discussed with Mr. Ferguson of your organization the punching of cards from transcription sheets which will be furnished as the data become available.

You are hereby authorized to bill us for actual work performed up to an amount of $3,000.

Sincerely yours,

James E. Tuning, Jr.
Deputy Director of Administration

Dr. Ernest E. Blanche
Ernest E. Blanche and Associates, Inc.
10335 Kensington Parkway
Kensington, Md.

cc: Mr. Kasarick
Mr. de Vries
Mr. Johnston (2)
Mr. Coor
Mr. Tuning

CS1appay/wa CS
July 6, 1965

Dear Sirs:

Mr. Charles G. Geor, Chief of the Statistics Division of the Economics Department has discussed with Mr. Jesse Black, Chief of your Machine Tabulation Branch the continuation of the work performed for us on your computers and other machines. This would involve punching of cards, auxiliary EAM work and computer time. It is understood that there will be machine time available during the fiscal year ending June 30, 1966 for this purpose.

You are hereby authorized to bill us for actual work performed for us up to an amount of $3,000 to June 30, 1966, to include punching of cards, EAM work as necessary and "1401" and "7070" computer time. Mr. Geor will arrange necessary details with Mr. Black for handling the work.

Sincerely yours,

[Signature]

James E. Twining, Jr.
Deputy Director of Administration

Mr. Richard F. Jones
Chief, Office of Management
Bureau of Labor Statistics
U.S. Department of Labor
14th & Constitution Ave., N.W.
Washington 25, D. C.

cc: Mr. Kamarch
Mr. de Vries
Mr. Johnston (2)
Mr. Geor
Mr. Twining

[Signature]
July 6, 1966

Dear Sir:

In continuation of our arrangements of last fiscal year we request some machine time on your "7094" computer. I understand that a reasonable amount of time will be made available to us as needed.

You are hereby authorized to bill us for actual work performed for us up to an amount of $35,000 to June 30, 1966, to include "7094" time and "1110" time and assistance in programming when requested. Mr. Charles G. Goor, Chief of the Statistics Division of the Economic Department will arrange necessary details with your office for handling the work.

Sincerely yours,

James A. Twining, Jr.
Deputy Director of Administration

Mr. E. W. Carman
Chief, Applied Mathematics Division
National Bureau of Standards
Washington 25, D.C.

cc: Mr. Kamarch
    Mr. de Vries
    Mr. Johnston (2)
    Mr. Goor
    Mr. Twining
Dear Sir,

In continuation of our correspondence of last October, I have no doubt, once again, the recent "J.O.B. agreement" between the Employes and "J.O.B. Corporation" will be binding on your company, as is the case of the "J.O.B. Corporation" as a member of the AFL-CIO union. I have no doubt that a representative member of this AFL-CIO union will be available to do so.

Yours faithfully,

[Signature]

[Handwritten note: "Take note of previous letter as said, for your records."]

[Handwritten note: "Copy for file."]

[Handwritten note: "Copy for record."]
Mr. James E. Tuning, Jr.

Charles G. Goor

Authorization for card punching

July 6, 1965

We are today requesting that Ernest E. Blanche and Associates, Inc. be authorized to bill us for card-punching as performed. This temporary arrangement, pending installation of our own card-punch capability, is necessary because the Bureau of Labor Statistics has informed us that it is no longer able to handle our card-punching work on a reasonable time schedule.

In addition, we have also been informed by the Bureau of Labor Statistics that our statistical assistants will be unable to use the Bureau’s EAM equipment from 9:00AM to 1:00PM daily. This means that our need for facilities for sorting and tabulation is more critical than ever before.

cc: Mr. Kamarck
Mr. de Vries
Mr. Johnston (2)

cslappay/ra CS
Authorization for cash payment

To the President:

The undersigned, President and Directors of the Association, have been advised that the following emergency fund is being established for the purpose of providing financial assistance to members of the Association who are experiencing temporary financial difficulties as a result of the current economic situation. The fund will be managed and administered by a committee appointed for this purpose. Contributions to the fund may be made by any member of the Association and will be used to provide financial assistance to members in need. Contributions may be made in cash, by check, or by other means as determined by the committee.

(To be signed)
President

(To be signed)
Vice President

(To be signed)
Secretary
Rental of IBM EAM equipment

At the present time, the Statistics Division has no equipment for preparing, checking and processing punch cards prior to the use of the cards in our computer work. All this preliminary work is done at outside installations: the Bureau of Labor Statistics, the Bureau of Public Roads and the National Bureau of Standards. We have also been punching cards on the IBM Payroll Section's punch machine (when available) but this arrangement cannot continue because it is inconvenient for them.

This system is highly inefficient, and costly in both staff-time and the time required to complete any given job. Machine preparation for a typical computer run should take no more than a day's work; instead it takes at least five days, a loss of four days per job.

Delays in processing the work result from the following:

1. Machines are unavailable when needed, since the outside organisation naturally has first claim upon its own machines. This situation has become progressively worse.
   a. Since we first started using the Bureau of Labor Statistics' EAM equipment, they have reduced the number of machines, leaving practically no time available to us on the remaining machines.
   b. Because the BLS could no longer meet our needs, we arranged on a limited-term basis to use equipment at the Bureau of Public Roads. But the BPR has increased its own use of its equipment, and we can expect that their facilities will be unavailable to us shortly.

Since most agencies will not accept outside users, this situation will inevitably result in our being unable to process the work unless we have our own equipment.

2. Time spent in travelling.
   a. Under favorable conditions it takes 20 minutes to get to the Bureau of Labor Statistics, 30 minutes to get to the Bureau of Standards. No work can be done at outside agencies during the afternoon rush hours because transportation is not available; the work must be postponed until the next morning.
   b. In order to reduce time wasted in travelling, small jobs which could be processed immediately if the equipment were available in the office are held until enough other work is ready to warrant the trip.
3. It is impossible to process the cards in an efficient way because not all of the processing steps (punching, verifying, reproducing, sorting and listing) can be done at any single installation.

4. Card punching is slowed down because the operators and machines are not in the office. In order to maintain control over the data being punched, it is necessary to wait until a whole job has been coded before sending it out to be punched. If the cards were punched in the office, the punching could be done as soon as each part was coded, saving three to five days delay for a single job.

There are also delays in preparing new computer programs. The average time elapsed between sending out a program to be punched and receiving the cards is one to two weeks. The actual time required to punch such cards is five hours, at the most.

A less tangible, but nonetheless important, problem is that the inconvenience and repeated delays have been increasingly damaging to staff morale. A part of this is the physical hardship involved in transporting heavy boxes of cards back and forth from one installation to another.

It is essential that this preparation time be reduced to the minimum. As a result of the lack of machines, we are losing critical time in processing the work and we are wasting staff-time which could be used to advantage in keeping the work up to date. Delays in machine preparation held up efficient distribution of work among the staff, contribute to errors and re-runs on the computer because preparatory steps must be omitted on rush jobs, and delay final production by days or weeks. The advantage of the speed of the computer is being offset by the waste of time resulting from the use of machines outside the office.

All of these problems will be magnified when our new process for preparing data becomes operative. The punching of cards will be particularly crucial, since the process will require the use of highly responsive operators working closely with our staff. With greater emphasis on keeping our data up-to-date, the elimination of loss in turn-around time is essential and can only be achieved by use of our own machines integrated into the entire process.

c: Mr. Kasarek
   Miss Perkins

CSlapsey/r 65
REMARKS

 Moj: Agreement july 17, 1964
 as amended on April 26, 1965
 between Bank & Bureau of Labor
 Statistics concerning work done
 by us on computer ele in con-
 nection with Ext. Public Debt
 Wala - Statistics Div., Econ. Dept.

From
Ms. Mayne's office
June 13, 1965

Mr. Ray S. Dunn, Jr.
Chief, Division of Fiscal Management and Services
U. S. Department of Labor
Bureau of Labor Statistics
Washington, D. C. 20212

Dear Mr. Dunn:

This is just a note to say that as Mr. Raymond J. Goodman is no longer the Assistant Director of Administration you should send to me instead all future billings for work performed on behalf of the International Bank by the Bureau of Labor Statistics.

Sincerely yours,

J. E. Twining, Jr.
Deputy Director of Administration

JET:ian
**SUBJECT**

Letter from Mr. Ray S. Dunn, Jr. Chief Div. of Fiscal Management and Services enclosing Bill No. 65-120-R amounting for $343.15 covering the cost of their computer machine in connection with External Public Debt Data, for the period Apr. 1/65 through 6/30/65.
U.S. Dept. of Labor
Bureau of Labor Statistics
Washington, D.C.

Subject: Letter re: Encl. Bill covering cost of Punching of Cards, EAM work & "1401" & "7070" computer time.

Addressed to Mr. Goodman &

Referred to Mr. Lejeune

Date received: May 25, 1965
March 22, 1965

Mr. Harry G. Guinivan  
Chief, Automatic Data Processing Division  
Bureau of Public Roads  
Room 755, Matomie Building  
1717 H Street, N.W.  
Washington, D.C.

Dear Mr. Guinivan:

In reference to a recent discussion between Mr. Otjen and Mrs. Angel of our Statistics Division, we should like to effect a shared time agreement in which the Statistics Division of the BPRD will utilize your IBM 1401 system and EAM services. Mr. Charles G. Goor, Chief of the Statistics Division of the Economics Department will arrange the necessary details with your office for handling the work.

We estimate that we shall need about one hour total time per day on the system and EAM equipment for the next six months. It is understood that the 1401 system with no tape drives would run approximately $24 per hour. The average interval of use will probably range between 5 and 30 minutes.

This letter will serve to confirm our agreement and authorize the furnishing of these services by the Bureau to the Bank at mutually convenient times on an actual cost reimbursable basis. The Bank will reimburse the Bureau promptly upon the submission of a bill for the services rendered.

If the procedure set forth is acceptable, please sign and return one copy of this letter for our files.

Sincerely yours,

James E. Tauring Jr.  
Deputy Director of Administration

cc: Mr. Kassruck  
Dr. Larson  
Mr. Johnston (2)  
Mr. Goor  
E&Ocor/VA
March 17, 1965

Mr. Harry C. Guinnivan
Chief, Automatic Data Processing
Division
Bureau of Public Roads
Room 755, Matson Building
1717 H Street, N.W.
Washington, D.C.

Dear Mr. Guinnivan:

In reference to a recent discussion between Mr. Otjen and Mrs. Angel of our Statistics Division, we should like to effect a shared time agreement in which the Statistics Division of the IBRD will utilize your IBM 1401 system and EAM services. Mr. Charles G. Goor, Chief of the Statistics Division of the Economics Department will arrange the necessary details with your office for handling the work.

We estimate that we shall need about one hour total time per day on the system and EAM equipment for the next six months. It is understood that the 1401 system with no tape drives would run approximately $24 per hour. The average interval of use will probably range between 5 and 30 minutes.

You are hereby authorized to proceed with furnishing these services at mutually convenient times on an actual cost reimbursable basis. An appropriate transfer of funds will be made upon submission of your bill.

If the procedure set forth is acceptable, please sign and return one copy of this letter for our files.

Sincerely yours,

Michael L. LaJeunesse
Director of Administration

cc: Mr. Kasarick
    Dr. Larsen
    Mr. Johnston (2)
    Mr. Goor

O3Goor/ra
July 21, 1964

Mr. Victor Donnelly
Contract Administration
CEIR
1200 Jefferson Davis Highway
Arlington, Virginia

Dear Sir:

Mr. Charles G. Goor, Chief of the Statistics Division of the Economic Department has discussed with Mr. George Jones of your organization the punching and verification of a block of cards from data to be furnished. This work should be performed as expeditiously as possible.

In this connection you are authorised to bill us for actual work performed. It is estimated that the cost will be approximately $200.00.

Sincerely yours,

Raymond J. Goodman
Assistant Director of Administration

cc: Mr. Avramovic
    Dr. Larsen
    Mr. Johnston (2)
    Mr. Goor
    Mr. Goodman

03Goor/ra
December 12, 1963

Dear Sir:

Mr. Charles G. Goor, Chief of the Statistics Division of the World Bank has discussed with Mr. George Jones of your organization the punching of a block of cards from 29 tables to be furnished.

You are hereby authorized to bill us for actual work performed. It is estimated that the cost will be approximately $150.00.

Sincerely yours,

William F. Howell
Director of Administration

Mr. Victor Donnelly
Contract Administration
CSIR
1200 Jefferson Davis Highway
Arlington, Virginia
July 15, 1963

Dear Sir:

In continuation of our arrangements of last fiscal year we request a small amount of machine time on your "7090" computer. I understand that a reasonable amount of time will be made available to us as needed.

You are hereby authorized to bill us for actual work performed for us up to an amount of $7,000 to June 30, 1964, to include "7090" time and "1401" time and assistance in programming when requested. Mr. Charles C. Coor of the Bank will arrange necessary details with your office for handling the work.

Sincerely yours,

William P. Howell
Director, Administration Department

Dr. D. Nittelman
Chief, Computation Laboratory (11.02)
National Bureau of Standards
Washington 25, D.C.

cc: Mr. Avramovic
    Mr. Johnston (2)
    Mr. Coor
    Mr. Howell
July 15, 1963

Dear Sir:

Mr. Charles C. Coor, Chief of Statistics Division of the World Bank has discussed with Mr. Jesse Black, Chief of your Machine Tabulation Branch the continuation of the work performed for us on your IBM "650" computer. This would involve punching of cards, auxiliary EAM work and the use of the computer for additional testing and debugging of programs and regular production of the External Public Debt Data. It is understood that there will be machine time available during the fiscal year ending June 30, 1964 for this purpose.

You are hereby authorized to bill us for actual work performed for us up to an amount of $12,500 to June 30, 1964, to include punching of cards, EAM work as necessary and "650" time. Mr. Coor will arrange necessary details with Mr. Black for handling the work.

Sincerely yours,

(SIGNED) WILLIAM F. HOWELL

William F. Howell
Director, Administration Department

Mr. Richard F. Jones
Chief, Office of Management
Bureau of Labor Statistics
U.S. Department of Labor
14th & Constitution Ave., N.W.
Washington 25, D.C.

cc: Mr. Avramovic
Mr. Johnston (2)
Mr. Coor
Mr. Howell
May 8, 1962

Mr. Francis R. Poore

Charles G. Goor
Statistics Division, Economic Staff

Estimates of computer costs (contractor services) for Fiscal Year 1963 and remainder of Fiscal Year 1962.

As per Mr. Mitchell's request, following are the estimates of computer costs to be incurred at the installations of two contractors:

**At U.S. National Bureau of Standards**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original estimate for F.Y. 1962</td>
<td>$2,000</td>
</tr>
<tr>
<td>Present estimate for F.Y. 1962 (including costs already incurred)</td>
<td>1,000 /a</td>
</tr>
<tr>
<td>Estimate for F.Y. 1963</td>
<td>3,000</td>
</tr>
</tbody>
</table>

/a Expenditures were very light in the early part of the fiscal year but have been increasing steadily in recent months. It is expected that the upward trend will continue in the next fiscal year.

**At the U.S. Bureau of Labor Statistics**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original estimate for F.Y. 1962</td>
<td>$10,000</td>
</tr>
<tr>
<td>Half year receipts from IDB</td>
<td>1,250</td>
</tr>
<tr>
<td>Total available</td>
<td>11,250</td>
</tr>
<tr>
<td>Present estimate for F.Y. 1962 (including costs already incurred)</td>
<td>10,700</td>
</tr>
<tr>
<td>Estimate for F.Y. 1963</td>
<td>11,500</td>
</tr>
<tr>
<td>Total estimate</td>
<td>15,000</td>
</tr>
<tr>
<td>Estimated receipts from IDB</td>
<td>2,500</td>
</tr>
<tr>
<td>Remainder from IDBD</td>
<td>12,500</td>
</tr>
</tbody>
</table>

cc: Mr. de Wilde

CG:Goor/ra
July 21, 1961

Dear Sir:

In continuation of our arrangements of last fiscal year we request a small amount on machine time on your "704," computer. I understand that a reasonable amount of time will be made available to us as needed.

You are hereby authorized to bill us for actual work performed for us up to an amount of $2,000 to June 30, 1962, to include "704" time at $195 per hour and assistance in programming when requested. Mr. Geor will arrange necessary details with your office for handling the work.

Sincerely yours,

William F. Howell
Director, Administration Department

Dr. D. Mittiman
Chief, Computation Laboratory (11.02)
National Bureau of Standards
Washington 25, D.C.

cc: Mr. de Wilde
Mr. Johnston (2)
July 21, 1961

Dear Mr. Jones:

Mr. Charles G. Goor, Chief of Statistics Division of the World Bank has discussed with Mr. Jesse Black, Chief of your Machine Tabulation Branch the continuation of the work performed for us on your IBM "650" computer. This would involve punching of cards, auxiliary EAM work and the use of the computer for additional testing and debugging of programs and regular production of the External Public Debt Data. It is understood that there will be machine time available during the fiscal year ending June 30, 1962 for this purpose.

You are hereby authorized to bill us for actual work performed for us up to an amount of $10,000 to June 30, 1962, to include punching of cards, EAM work as necessary and "650" time. Mr. Goor will arrange necessary details with Mr. Black for handling the work.

Sincerely yours,

William P. Howell  
Director, Administration Department

Mr. Richard P. Jones  
Chief, Office of Management  
Bureau of Labor Statistics  
U.S. Department of Labor  
11th & Constitution Ave., N.W.  
Washington 25, D.C.

cc: Mr. de Wilde  
Mr. Johnston (2)
August 16, 1960

Dear Mr. Jones:

Mr. Charles G. Goor, Chief of Statistics Division of the World Bank has discussed with Mr. Jesse Black, Chief of your Machine Tabulation Branch the continuation of the work performed for us on your IBM "650" computer. This would involve punching of cards, auxiliary EAM work and the use of the computer for additional testing and debugging of programs and regular production of the External Public Debt Data. It is understood that there will be machine time available during the fiscal year ending June 30, 1961 for this purpose.

You are hereby authorized to bill us for actual work performed for us up to an amount of $10,000 to June 30, 1961, to include punching of cards, EAM work as necessary and "650" time. Mr. Goor will arrange necessary details with Mr. Black for handling the work.

Sincerely yours,

Francis R. Poore
Assistant Director and Comptroller
Administration Department

Mr. Richard F. Jones
Chief, Office of Management
Bureau of Labor Statistics
U.S. Dept. of Labor
14th & Constitution Ave., N.W.
Washington 25, D.C.

cc: Mr. Rist (2)
Mr. Johnston (2)
Mr. Francis R. Poore

P. S. N. Prasad

Funds for electronic computer work for fiscal year ending June 30, 1961.

The Statistics Division is now testing its main program for the computation of its external debt information on the electronic computer. The program has been written for, and is being tested on, an IBM "650" electronic computer. We are expecting to complete the testing of this program within the next week or two and will then go into regular production on the machine. Transcription of the data and punching of the cards for production has already started. Therefore, the estimates of costs for the next fiscal year assume full production on the computer. It is also anticipated that additional work will be devoted to revising and adding to the programs as the need arises. This will involve additional program testing and provision for this work has also been made in the estimates. Program revisions will be made because of new data requirements that will probably arise, modification and expansions in the present program, planned modifications in the computer at the BLS, and the possible shift to a computer at another agency in order to produce a more efficient job. If we can make the necessary arrangements, we will shift to a computer with magnetic tape and "on line" printer at another agency in order to better handle our complicated programs.

It is estimated that the total cost of the computer work on the external debts material will run to approximately $10,000 for the next fiscal year. This cost will include the punching of cards, cost of cards, operations on the "650" computer, auxiliary operations such as sorting, collating, reproducing and tabulating and other expenses arising during the course of the work.

We have recently run a number of very complicated correlation and elasticity calculations on the IBM "70H" computer at the Bureau of Standards. These calculations were very successful and helpful. It is anticipated that we will make more such runs in the next fiscal year at a cost of approximately $2,000.

It is therefore requested that a total sum of $12,000 be made available for electronic computer work and the supplementary operations related thereto, for the next fiscal year.

[Signature]

C C C  C C  C C  C C  C C  C C

cc: Mr. Rist (2)
COMMUNICATION: Letter

DATED: April 19, 1960

TO: Mr. Herbert Schwartz
Federal Reserve Board
Washington, D.C.

FROM: Mr. Charles G. Goor

FILED UNDER: Liaison - Federal Reserve

SUMMARY: Re external debt material processing - request for possible arrangements with use of Federal Reserve computer.
April 6, 1960

Dear Sir:

In accordance with preliminary conversations between you and Mr. Charles O. Coor of this organization we request a small amount of machine time on your "704" computer. I understand that a reasonable amount of time will be made available to us as needed.

You are hereby authorized to bill us for actual work performed for us up to an amount of $500 to June 30, 1960, to include 704 time at $1.95 per hour and assistance in programming when requested. Mr. Coor will arrange necessary details for handling the work, with your office.

Sincerely yours,

Francis P. Poore
Assistant Director and Comptroller
Administration Department

Dr. D. Mittleman
Chief, Computation Laboratory (11.02)
National Bureau of Standards
Washington 25, D.C.

cc: Mr. Rist (2)
Mr. Francis R. Poore

March 29, 1960

P. S. N. Prasad

Funds for electronic computer work to June 30, 1960.

As you know, the Statistics Division has been working on the preparation of a program to run the external debts material on an electronic computer. It is the present plan to start this work on the IBM 650 computer at the Bureau of Labor Statistics. The programming work has been delayed by the pressure of other work and a general shortage of help in the Division. However, considerable progress has been made, work is continuing and it is anticipated that the programs will be ready and production can be started early in May 1960. It is estimated that program testing will use up only a portion of the $2,000 already authorized for computer work at the U.S. Bureau of Labor Statistics and the remainder can be used to start production. To cover the anticipated workload to June 30, 1960, it is estimated that an additional $1,000 will be needed for punching, operations on the "650" computer and auxiliary operations such as sorting, reproducing and tabulating.

The Statistics Division has from time to time made many simple and multiple correlation and elasticity calculations, principally in connection with commodity work and is preparing to make more of these computations in the near future. Many of these calculations are very long and involved. It would be a distinct advantage to run these on an electronic computer and would result in a considerable saving of time and work. Mr. Goor has made contact with favorable results at the U.S. Bureau of Standards on the possibility of using their 709 electronic computer to run the correlations required. An authorization of $500 for use at the Bureau of Standards would probably cover the calculations anticipated before the end of this fiscal year.

It is therefore requested that an additional authorization of $1,000 be made for use at the U.S. Bureau of Labor Statistics to provide for the processing of the external debts information and an authorization of $500 be made for use at the U.S. Bureau of Standards for computations to be run at that agency. Mr. Goor will be able to assist in making the necessary arrangements with the two agencies.

CC: Mr. Rist (2)
June 29, 1959

Mr. Richard F. Jones  
Chief, Office of Management  
Bureau of Labor Statistics  
U.S. Department of Labor  
11th & Constitution Avenue, N.W.  
Washington 25, D.C.

Dear Sir:

The Statistics Division of the Bank is writing programs for the processing of its External Public Debt data on an IBM 650 computer. An essential part of this work is the testing and debugging of the programs as they are written. Mr. Charles G. Coor, Chief of the Statistics Division, has discussed the use of the EDS computer for this purpose, with Mr. Drager, Chief of your Machine Tabulation Branch. Mr. Drager has stated that there will be machine time available during the next six or eight months for program testing.

I would appreciate as soon as possible a cost estimate of the work (summary enclosed) as discussed between Mr. Drager and Mr. Coor and an outline of the necessary arrangements for starting work and for reimbursement of costs incurred.

Sincerely yours,

Francis R. Poore  
Assistant Director and Controller  
Administration Department

cc: Mr. Rist (2)
SUMMARY OUTLINE OF PROGRAM TESTING WORK

1. Punch program cards and data cards — approx. 9,000 cards
2. Listing of cards
3. SOAP II (on 650)
   a. Compute SOAP instr. cards
   b. Print SOAP cards
4. Produce 7 instructions per card (on 650)
5. Compute data and punch output (on 650)
6. Sort and tabulate — approximately 18,000 cards

NOTE: It is estimated that the 650 Computer will be used approximately 5 hours per month for about 8 months.

June 29, 1959
Mr. Francis R. Poore

Leonard B. Hest

Funds to test electronic computer program for processing external debt data.

As you know, the Statistics Division has been working on the problem of mechanizing some of its operations. This approach was outlined in a memorandum to you, dated December 22, 1958 and titled "Mechanization of Statistical Operations". The most important job under consideration is the mechanization of the "processing of external debt data". As stated in the earlier memorandum, we have started test programming this job for production on an electronic computer and have determined with considerable assurance that it will be possible to perform the operations on an IBM 650 electronic computer.

The original arrangement whereby the Federal Reserve Board offered to test our program free of charge was found to be unworkable because of the unexpected volume of the work load on the Fed's computer. With a number of programs written, waiting to be tested and debugged, and more programs in preparation, it will be necessary to rent time from a service agency to complete this phase of the mechanization process. The Bureau of Labor Statistics Tabulating Branch, which handles our Division of International Trade tabulations, now has an IBM 650 electronic computer and could undertake the testing of our programs on their machine. The cost of this contract work, which we expect to complete on or before December 31, 1959, is estimated at approximately $2,000. This includes the punching of cards, operations on the "650" and auxiliary operations such as sorting, reproducing and tabulating. It is requested that this sum of money be made available for this purpose.

When the authorization for expenditure of these funds is approved, Mr. Coor will be able to assist in requesting a formal estimate of costs and making the necessary arrangements for a contract with the Bureau of Labor Statistics.

Before the end of this year, we should be in a position to discuss the details and cost estimates for actual production on a regular basis of the mechanical processing of the external debt data.
Mr. Francis R. Poore (through Mr. L.B. Rist)  

Charles G. Goor

Mechanization of statistical operations

It is becoming increasingly more difficult to turn out all the work requested of the Statistics Division and maintain the accustomed standards of high quality. Requests for work have been coming in at a faster pace than in the past. In addition, tight deadlines and short time schedules on many of the job requests have increased the pressure on the staff. Only too frequently top priority jobs have followed one another without respite and even competed with one another for the time available to the staff.

At the same time there has been a steady increase in the volume of data to be evaluated and processed. In the case of external debt, there are more countries in which the Bank is interested and more loans constantly being added to the pool of data to be handled. Whereas at one time we worked with data on a relatively small number of countries at any one time, now we are required to assemble the debt of the world. This situation has resulted in delays and postponement or elimination, when possible, of some or all of the work needed. Although, usually, low priority work is thus deferred, only too frequently much needed information is sacrificed because of excessive workloads and the lack of time to obtain the necessary results.

These difficulties are symptomatic of the situation on a greater scale to be expected in the future. The Bank's activities are increasing steadily and it will be necessary to provide for the increased needs for data in the future. Mechanization of some of the statistical operations will alleviate much of the difficulty that has arisen and enable the present staff to more adequately cope with the production problems that exist.

A considerable part of the work of the Statistics Division lends itself very well to mechanization. Many of the calculations are repetitive in nature so that a procedure once worked out can be applied routinely and mechanically (ex. conversion from local currencies to U.S. dollars). There are also calculations that are sufficiently similar so that a standard procedure may be applied (ex. amortization schedules of the same type). Finally, there are reasonably large amounts of data to be processed so that a considerable time saving is obtained by mechanical methods.

The alternative to mechanization of selected operations is the hiring of additional staff. However, it is anticipated that at this point much greater dividends will accrue from mechanization than from an increase in staff. Whereas the increase of one or two people may enable us to keep up with increasing workloads, mechanization will almost certainly result in a considerable shortening of processing time.
and the production of information in great demand but not now within the scope of our capacities. It will also result in the freeing of trained staff from routine and repetitive operations for more challenging and complex tasks.

At this time mechanization is feasible for three jobs in the Statistics Division:

1. External debt processing
2. Exchange of information
3. Statistical summaries from IBRD loan disbursement vouchers

Also, for the past ten years, this office has successfully cooperated with the Fund in the mechanical processing of trade data on a contract basis with a service agency. This experience has shown that the mechanical phases of statistical work can satisfactorily be contracted out. This arrangement can be made if the Bank does not set up its own mechanical unit. However, since there is a strong possibility that the Bank will establish its own unit most of our work can readily be handled within the Bank. The assumption is that the Bank would set up conventional punch card equipment and not include an electronic computer. Since present plans contemplate the use of an electronic computer for part of the "external debt processing" job, that part of the work would have to be contracted out.

Following is a brief description of each job to be mechanized with supporting exhibits of the flow of work and the intermediate and final products obtained.

1. External debt processing

The external debt data collected and processed by this office are very important in the work of the Bank. The data are collected from many sources, chief among these reports from the countries to which the Bank has made loans. The material is edited and posted onto basic record cards for each country. Then, when needed, amortization schedules are calculated, reconciled with historical data, adjusted, summarized and the required tables prepared. There has been a steady increase in the amount of data available per country and in the number of countries and in the requests for country computations and tabular summaries from these data. In addition area summaries and world consolidations are now required for over-all analyses and for publication (example: the Bank's annual report).

Mechanization of the arithmetic operations, a substantial part of the work, would speed up the availability of the final tables and also make possible the production in a short time of a large fund of information not now readily available. Also, it is anticipated that this would relieve the increasing work pressure on the group handling these data.

Because the operations in the processing and adjustment of the data are very complex and could not readily be handled on the conventional IBM punch card equipment we decided to explore the feasibility of making the necessary computations on an electronic computer, the IBM 650. Since
the people most thoroughly familiar with the operations to be mechanized can do the best planning and programming job this office undertook the task. First, Mrs. Earle of the External Debts Section of the Statistics Division took a course in programming at the IBM school. Then, under my direction she proceeded to prepare and test programs for the solution of the problems presented by our data and processing requirements. Our progress are being tested free of charge on the Federal Reserve Board computer under a special arrangement covering experimental work only. The preparation of a logical plan and program for the electronic computer, of a complex operation such as ours is a very long and involved process and requires many months of concentrated detail work. In this case, the work has been a combination of training, exploring and testing and is necessarily slow on that account. It is anticipated, however, that it will speed up with experience gained on the job.

Although the programming work is in its early stages, the results thus far indicate with considerable assurance that it will be possible to perform the operations our work will require on a machine such as the IBM 650 electronic computer. The experience derived thus far has also confirmed that it would not be practical to perform certain of the operations, namely the calculation of the projections or amortization schedules, on the conventional IBM punch card equipment. However, there are many other operations in the process which could be handled by the conventional equipment. These preliminary findings show that an electronic computer plus auxiliary conventional punch card equipment would be needed to process these data.

There are several ways of handling the distribution of the work. The punching of the cards will probably be done in the Bank, in all likelihood in the Statistics Division. Since the amount of computer time will be relatively small, this work should definitely be contracted out to a shop such as the U.S. Bureau of Labor Statistics Tabulating Branch. If the Bank sets up a machine unit it will probably consist of conventional equipment which can probably handle the remainder of our work. In the event no machine unit is set up at the Bank, the entire job can be contracted out.

The processing flow chart is attached as Exhibit D. Supplementary Exhibits D-1 through D-8 illustrate the standard sources of the data and the standard products.

2. Exchange of information

This is a special project in which the Bank acts as the agent for the collection and compilation of data obtained from 11 countries on medium-term credits. The reports are received and processed quarterly. Mechanization of this project will speed up the processing and the issuance of all the reports compiled. It will also facilitate the preparation of comparative summaries which are becoming more important with the longer period covered since the beginning of the collection of the data. All of this work can be handled on conventional equipment.

The processing flow chart is attached as Exhibit E. Supplementary Exhibits E-1 through E-9 illustrate the standard sources of the data and the standard products.
3. Statistical summaries from IBRD loan disbursement vouchers

This office receives a copy of each loan disbursement voucher and each quarter compiles a series of tables for several departments. From time to time, as requested, special compilations from these data have been made. By punching a card for each transaction with basic identifying information and codes for the commodity or services for which disbursement was made, a regular series of tabulations can be made on the disbursement activities of the Bank. This work can be processed on conventional equipment.

The processing flow chart is attached as Exhibit V. Supplementary Exhibits W-1 through W-5 illustrate the standard products and some of the requested tabulations.

4. Direction of International Trade

This project is already mechanized and is operated jointly with the Fund. I do all the procedural and programming work. The Fund punches the cards and the U.S. Bureau of Labor Statistics Machine Tabulation Branch processes the cards and produces the tabulations. All editing is done by the Fund. The 11 monthly tabulations are produced according to a prearranged time schedule. In addition, the annual tabulations which are much more comprehensive must be prepared over a period of approximately two months.

This work has been processed on conventional equipment. The procedures and specifications have been seasoned through use over many years. The basic procedures are attached as Exhibits T-1 and T-2. Special procedures are written from time to time as needed.

cc: Mr. Rist (2)