

Office Memorandum

United States Government

TO : See List Below

September 15, 1967.

FROM : Joseph Fernandez, Budget & Management Officer

SUBJECT : Distribution of Administrative Support Costs

AMERICAN EMBASSY

REFERENCE: CA-9.039 dated March 3, 1965

SEP 25 1967

1. BACKGROUND AND PURPOSE

BRASILIA, BRAZIL

The purpose of this memorandum is to prescribe, in accordance with the reference, a procedure for an equitable distribution of the cost of shared administrative services. As noted on the enclosed instruction sheets, various reporting periods have been established to be used in preparing the work load statistics this year. For those statistics requiring a full 12 months, the period March 1967 to February 1968 has been established. The revised procedure requires the Consulates and Administrative Units to prepare Forms SAS 3 and Form B&F 1.

2. PREPARATION OF FORM SAS 3

Each employee (American and Local) is required to complete columns one, two and three of Form SAS-3, as well as the top portion of the form. Exceptions to this requirement are those instances where two or more employees are performing identical duties associated with a single sub-function. For example, there are 10 drivers in the motor pool all used to drive SAS pooled vehicles. Another example would be Marine Guards whose duties are associated with sub-function 5.3 "Marine Guard Service". In such cases the supervisor should prepare only one Form SAS-3 for the group. However, the names and grade of employees so included should be shown in the body of the form below the listed duties.

The immediate supervisor is required to review each form, and complete column four "Sub-Function Association". The supervisor will complete Form SAS-3 for each vacant position. The specific steps are as follows:

- a) Set forth in brief descriptive numbered paragraphs the essential duties performed. It is not necessary to elaborate or explain how duties are performed. A one line description is adequate if it permits the supervisor to associate the duty with one of the standard sub-functions.
- b) The next step is to estimate as accurately as possible the time spent in performing each duty during an average work week. Time spent should be expressed in hours, and entered in column three. The average work week should result in a composite of all duties performed by the employee during the course of the year.

- c) Upon completion of columns one, two and three by the employee, the immediate supervisor reviews the information contained in the first three columns and completes column four by classifying the duties by the appropriate sub-function using the identifying sub-function numbers (1.1, 1.2, 3.2, etc.). Since no sub-functions have been established for Function 6 "Management Services", Function 7 "Direct Services", and Function 8 "Consulate (General SAS)", the duties of employees performing these functions should be classified as 6.0 or 7.0 or 8.0 in column four. If duties cross major function lines, be sure to clearly note this in column four with colored pencil.
- d) All forms should be reviewed by the Section Head (if different from the immediate supervisor) for accuracy of content.

3. PREPARATION OF B&F 1 "WORKLOAD FACTOR DISTRIBUTION"

This form provides for capturing and reporting workload statistics for each of the standard workload factors as they pertain to each serviced agency including SAS itself. Such workload statistics will be reported for all serviced agencies.

As provided on the Form, the work count for the period specified should be entered in the "Quantity" column for each agency for each workload item. Each line should be added and the total entered in column 3. Should a line item not be applicable to a Unit or Consulate it should be so noted on the form.

This form is merely a reporting device. Its primary use is to develop percentages for distribution of personal and non-personal services. As can be readily understood, it is extremely important that each agency work count and distribution percentage be accurately determined and reported.

Each Unit Head will be responsible for maintaining the required workload statistics and the timely submission of such data to the Budget and Fiscal Office. The Consulates will likewise be responsible for maintaining and reporting such data for their posts to the Embassy Budget and Fiscal Office.

4. DATE OF SUBMISSION

Forms SAS-3 and B&F.1 are to be submitted to the Budget and Fiscal Unit (original only), on or before April 1, 1968.

DISTRIBUTION

General Services
Communications Unit
Budget and Fiscal Office
Personnel Unit
Security Unit
Embassy Office, Brasilia ✓
Consulate General, Recife

Consulate General, São Paulo
Consulate, Belem
Consulate, Belo Horizonte
~~Consulate, Curitiba~~
Consulate, Salvador
Consulate, Porto Alegre