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ARI ltr 13 Nov 1979

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PRS Report 240

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R. H. BITTNER:ljb  
10/20/41

# 240

Memorandum For: Mr. Middleton of the Machine Records Section

Subject: 6 Procedure for Clerical Aptitude Study, Chamute Field,  
Job No. 87, for the Personnel Procedures Section.

Step I

- Number*
1. Punch from data sheets reading left to right. When RED figures are entered above black type written figures, punch the RED figures. DO NOT PUNCH NAMES.
    - a. In column 65 punch X to eject card from key punch.
    - b. Gang punch 07 into each card in columns 79 and 80.

Step II

1. Reproduce cards on cards of a different color from originals as follows:
  - a. Reverse pairs of columns 7, 8: 9, 10: 11, 12: 13, 14: 15, 16: 17, 18: through 73, 64.
  - b. Do not reproduce column 65.

Step III

1. Make "First Run" tabulations listed in Table I according to the following procedure for each tabulation:
  - a. Sort on column indicated in Table I and arrange cards in 9, 8, 7, 6, 5, 4, 3, 2, 1, 0 order. (If X's occur, put them in following the 0 group and mark them "X" in the group indication column).
  - b. Put in a blank card for each missing group. This is, if there are no cards punched 6, put in a blank card between the sevens and fives. The purpose of the blank card is to break the control circuit, thus causing the progressive totals for the group immediately preceding the missing group to be repeated in the printed record.
  - c. Tabulate controlling and group indicating on the column sorted according to the wiring set-up shown in Figure 1. All tabulations for "First Run" will use this wiring set-up with the only change required from run to run being the shift in control and group indication to the column on which the cards are sorted and the addition of the wiring shown in RED for the sorts and tabulations on columns 30-62.
2. Make "Second Run" tabulations listed in Table II
  - a. Sort on column indicated in Table II according to the procedure outlined in 1a and 1b.

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- b. Tabulate controlling and group indicating on the column sorted according to the wiring set-up shown in Figure 2. All tabulations for the "Second Run" will use this wiring set-up with the only change required from run to run being the shift in control and group indication to the column on which the cards are sorted and the removal of the wiring shown in RED for the sorts and tabulations on columns 30-32.

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TABLE I. FIRST RUN

Sert, Control and Group Indicate on column	Mark Tabulation
8	1
10	2
12	3
14	4
16	5
18	6
20	7
22	8
24	9
26	10
28	11

ADD WIRING SHOWN IN RED FOR FIRST RUN

30	12
32	13
34	14
36	15
38	16
40	17
42	18
44	19
46	20
48	21
50	22
52	23

TABLE II. SECOND RUN

Sert, control and Group Indicate on Column	Mark Tabulation
8	24
10	25
12	26
14	27
16	28
18	29
20	30
22	31
24	32
26	33
28	34

REMOVE WIRING SHOWN IN RED FOR "SECOND RUN," FIGURE 2

30	35
32	36
34	37
36	38
38	39
40	40
42	41
44	42
46	43
48	44
50	45
52	46