

DEPARTMENT OF JUSTICE

Washington, D.C. 20530

MEMO NO. 647

October 7, 1969

MEMORANDUM TO ASSISTANT ATTORNEYS GENERAL, HEADS OF OFFICES, AND ALL ATTORNEYS
AT SEAT OF GOVERNMENT

Daily time recording commenced in March of this year for the purpose of developing a comprehensive automated workload measurement system may be discontinued immediately, to be resumed in early 1970, in accordance with the program outlined below.

As a result of the experience gained during the development period, which included substantial contributions from working attorneys, supervisors, and administrators, and test analysis of data, forms and procedures, a total system design has been completed. In cooperation with the legal divisions, cause of action, activity and organizational codes have been refined and simplified, and the reporting form revised. The revised codes and procedures are now being tested for application to United States Attorneys' Offices so that all legal elements of the Department will be included in the collection of the base data. The data conversion procedures and computer programs for automation of the data are now in the final stages of completion.

In order to acquire accurate "case weights" and to quantify the "non-case related" workloads, as well as to determine the amount of attorney time devoted to each type case and activity, it will be necessary to daily record individual attorney time for a period of 12 months starting in January 1970. Thereafter, time recording will be necessary only for brief periods, e.g., one to four weeks, to update the base data.

In December 1969, the revised material will be distributed along with a specific schedule for implementation starting in early 1970. You will be kept fully apprised of what the system is yielding as the year progresses. Your continued cooperation and support are needed and are much appreciated.



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Assistant Attorney General
for Administration