ADMINISTRATION AND ORGANIZATION

ESTABLISHMENT OF THE OPERATIONS OFFICE

The Puerto Rico Census Operations Office, a branch of the Decennial Operations Division of the U. S. Bureau of the Census, was opened during the latter part of April 1960. The office remained in operation until September 8, 1961, a period of approximately 18 months.

The office itself was installed on two floors totaling about 13,000 square feet of space in a newly constructed commercial building in the Hato Rey section of the City of San Juan. It was made available to the Census Bureau by the Commonwealth Planning Board. This space was highly satisfactory; however, various modifications had to be made before it could be used for the data-processing operations. The most important of these were: (1) increasing appreciably the available power supply to provide the electrical power required for the IBM machine installation, and (2) installation of adequate lighting to meet the needs of the card punchers and clerical personnel for the performance of their work.

OFFICE SUPPLIES AND EQUIPMENT

Prior to opening the Puerto Rico Operations Office, the staff of the Decennial Operations Division in Washington developed estimates of the kinds and quantity of furniture, equipment, and supplies required for use in Puerto Rico. Studies were made of the cost of shipping these items from surplus stocks in the United States versus the cost of buying or renting them in Puerto Rico. It was determined that it would be cheaper to acquire the furniture and office equipment from surplus stocks of the Census Bureau and other Federal agencies in the United States and pay the transportation to Puerto Rico. The total cost of shipping these items to Puerto Rico was $2,222. These items were later disposed of by turning them over to other Federal Government agencies located in Puerto Rico.

The tabulating machines used in Puerto Rico were obtained under rental agreements in the United States and shipped to Puerto Rico. Total shipping costs charged to the Census Bureau were $4,415. Rental charges began with the date of installation of the machine in the Puerto Rico Operations Office.

The first 6-month's supply of general office supplies, forms and stationery items for use in the Puerto Rico Operations Office were also shipped from Washington. After the office started operations, replenishment of office supplies was handled by submission of regular purchase order requisitions from Puerto Rico to the U. S. General Services Administration in New York or through the use of an "Imprest Fund" (see "Fiscal Management," below).

PERSONNEL

The staffing plan was based upon anticipated workload and processing requirements, and recruiting and appoint-