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SUBJECT: Inauguration of Semi-Annual Automatic Data Processing (ADP)  
Management Report to the Bureau of the Budget

Substantial savings in production time and personnel are expected as ultimate benefits when this system is fully operational.

B. Accomplishments in the Management of ADP Activities

Basic Logistics management information requirements for a Logistics ADP system have been established. These requirements pertain principally to the management of supply, inventory, distribution, and procurement functions. Detailed lists of these requirements were given to you previously, in March 1965 and August 1966. It is our opinion that they encompass many of the comments and suggestions received from the "Dr. Livingston Group."

Automatic Data Processing systems orientation and training requirements have been established for all echelons of management within Logistics. These requirements are being implemented by a training program whereby selected personnel are attending various external training courses as a means of developing the skills necessary to ADP management techniques.

C. Plans for the Future

Our plans for the future are directed primarily toward being responsive to the end product of the more efficient ADP system. As our system is transpositioned to a more flexible, fully automated basis, our plans should eventually provide us with a greater management capability, the potential to assimilate a greater workload without accompanying personnel increases, and a more rapid information reaction time.

We are also studying numerous other printing projects to determine those which can profitably be converted in the future to the computerized typesetting system described in paragraph A. above. Included among these are the NIS Gazetteers [REDACTED] and the many publications of the Office of Current Intelligence. By means of our future plans for applying computerized composition techniques in combination with graphic arts research, we intend to assure that the Agency will continue to have the best possible printing capability.

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D. Possible ADP Improvements Requiring Action by Other Agencies

The improvement of our stock cataloging system through ADP techniques involves the establishment of an automated data link with the Defense Logistics Services Center (DLSC). This may require coordination action in systems design to assure that machine language is compatible and that rapid access to the DLSC system is assured.

E. Organization and Assignment of Responsibilities for ADP

Logistics ADP system functions will be placed under a single manager. A senior officer in the Logistics Planning Staff will be selected and assigned this responsibility.

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*George E. Meloon*  
George E. Meloon  
Director of Logistics

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