

SECRET

2 DEC 1963

MEMORANDUM FOR: Acting Chief, Planning Staff, OL
Chief, Printing Services Division, OL
Chief, Supply Division, OL

SUBJECT : Study of Typewriter Standardization and
Input Devices for Automated Systems

1. The Assistant Deputy Director for Support has expressed interest in the usefulness of such recent innovations in the office machine field as the IBM Magnetic Tape Selectric Typewriter (MTST). In addition, he expressed his concern with some of the practical difficulties arising out of the numerous type styles in use within the Agency.

2. The Assistant Deputy Director for Support, upon receiving the information he requested, agreed with our recommendation that a more long-range, technically oriented study be conducted which would be primarily concerned with what kind of secretarial composing equipment the Agency should be using five years from now. This question cannot be answered adequately without considering the input devices for the various automated projects currently in use or contemplated for such activities as the Signal Center, Cable Secretariat, [redacted], National Photographic Interpretation Center, Office of Strategic Research, special projects of the Directorate of Intelligence, and the Support Information Processing System Task Force. We will ask personnel of these activities to brief Office of Logistics personnel conducting this study on the input devices contemplated for their particular systems.

3. The chairman of the task force organized to undertake the study is Mr. [redacted] of my immediate staff. Other members of the task force are [redacted] of the Planning Staff, [redacted] of the Printing Services Division, and [redacted] of the Supply Division. The members of the task force are to be available to the chairman to the extent he requires them in order to carry out the study in a thorough and expeditious manner.

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X1
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DECLASS REVIEW by NGA

[redacted]

Director of Logistics

cc: O-DD/I

[redacted]

D/OSR

~~D/~~NPIC

C/SSS-DD/S

OC/Signal Center

OC/SCD

Cable Secretariat

X1

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

MEMORANDUM FOR: ADM:

[] REPORTS THAT
[] RECEIVED A BRIEF
ING FROM NPIC/AID ON THIS.
[] WAS QUITE PLEASED
WITH THE INFO, BUT IS OF
THE OPINION THAT NPIC WILL
NOT BE INVOLVED IN THIS
STANDARDIZATION. 5 JAN
ACTION APPROVES (DATE)

CENTER ROUTING SLIP

FROM			DATE
Director of Logistics			5 Dec
TO	INITIALS	DATE	REMARKS
DIRECTOR	3	au 12/8	<p>FYE</p> <p>The Office of Logistics has formed a Task Force to look into the long-range use of secretarial composing equipment in the Agency. As part of the study NPIC will be approached concerning its plans for various types of input devices for automated processes. I have given a copy of this memo to [redacted] and asked that he get in touch with Mr. [redacted] Chairman of the Task Force, to find out the what, when and how of the Center's involvement.</p>
DEP/DIRECTOR	2	(initials) 12/8	
EXEC/DIRECTOR	5	(initials) 12/9	
SPECIAL ASST	1	M 12/8	
ASST TO DIR	4	ML 12/9	
ASST TO DEP/DIR			
Suzerend	6	22 Dec 69	
CH/PPBS			
DEP CH/PPBS			
EO/PPBS			
CH/IEG			
DEP CH/IEG			
EO/IEG			
CH/PSG			
DEP CH/PSG			
EO/PSG			
CH/TSSG			
DEP CH/TSSG			
EO/TSSG			
CH/SSD/TSSG			
PERSONNEL			
LOGISTICS			
TRAINING			
RECORDS MGT			
SECURITY			
FINANCE			
DIR/IAS/DDI			
CH/DIAXX-4			
CH/DIAAP-9			
CH/ASST			