CONFIDENTIAL

UNITED STATES GOVERNMENT

Memorandum

TO   :   Executive Assistant, OC

CMS M-70-1145

DATE: 23 November 1970

FROM :   Chief, Career Management and Training Staff, OC

SUBJECT: Use of ADP Processes
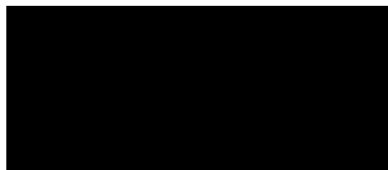
REF   :   OC-M-70-703

1.   A review of CMS informational needs where a cost-effective use of ADP could apply, has been made. At the present time we do not have any further need of additional ADP processes, except for the possible use of ADP as outlined in Para 2 below. We in CMS are already making good use of ADP in the following areas:

Internal and External Training - Alphabetical by Panel

Internal and External Training - All OC Panels by Course

Language Run - Alphabetical

Language Run - By particular language

Personnel Status Report - Alphabetical by Panel

Time in Grade - Alphabetical by Panel

2.   One area in CMS that could lend itself to ADP, is in the category of assignment information. To help us properly evaluate whether ADP would be both cost-effective and timely in this area, it is suggested that a knowledgeable ADP specialist be assigned to evaluate our current manual procedures versus the ADP process. If after appropriate discussions it would be to our advantage to use ADP, we will promptly submit a request for ADP service.

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