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8 JUL 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Automatic Data Processing Systems Development and Planning

REFERENCE : Memo to all DDS Office Heads from DDS, dtd 27 June 66, same subject

1. This memorandum is for your information.
2. We have reviewed referenced memorandum to ascertain if the Office of Personnel is meeting on a timely basis the current and potential demands of electronic data processing and systems improvement.
3. The direct impact of electronic data processing on personnel recordkeeping already required that we send many of our intermediate and senior level officers to orientation courses providing the basic knowledge required to appreciate the uses and potentials of automatic data processing as it relates to personnel management. Some of these officers have attended additional courses designed to provide the senior manager with an appreciation and understanding of what ADP equipment can do to assist us in the planning process.
4. The two members of the Office of Personnel assigned to the Support Systems Staff have had extensive, full-time training in ADP techniques and uses. Other personnel officers concerned on a day-to-day basis with the input and the product of ADP have attended various courses (usually sponsored by the Civil Service Commission) designed to give them a much broader and intensive look at what ADP can or cannot do for the Office of Personnel at this time and in the future.
5. Although we have made a concerted effort to educate many of our personnel officers and technicians in the uses, potentials, and limitations of ADP, we agree that a further effort is required. With this in mind, we plan to enroll more of our officers in courses that will provide them with a basic knowledge level of ADP and its relationship to modern personnel practices and procedures. In addition, ADP

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and its uses will be interrelated with the main theme of the 1966 Personnel Officers Conference, i.e., Personnel Forecasting and Planning.

6. In addition to the above, we have tentatively earmarked two of our more promising officers who have the education required and the interest in this field to learn the more technical aspects of computer programming and systems improvement for career work in the field of ADP. At the appropriate time, we will nominate them for on-the-job training with the Support Systems Staff and enroll them in an extensive, formal training program. We will continue to identify, when possible, other young officers who appear to have the background and interest to contribute in a meaningful way to the personnel support aspects of ADP in future years.



Emmett D. Echols
Director of Personnel

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