

SECRET DD/S REGISTRY
FILE OAM 2-2 (A DP)

DD/S 66-1495

18 MAR 1966

MEMORANDUM FOR: Chief, Systems Group, DD/S

SUBJECT : DD/S Component Requirements for Computer Services

REFERENCE : Report of Audit, Supply Division, 10 March 1966

1. Paragraph 6 of the referenced Audit Report deals with a monthly alphabetical listing of items in the supply system which is infrequently used. This listing is in addition to the listing by stock number, referred to as the stock status run.

2. In conversation with the Director, Office of Computer Services, I was told that some 55 per cent of the effort of the Office of Computer Services is currently expended on the requirements of DD/S offices. While this may not be an unreasonable work load and may not be susceptible of reduction before we institute our new procedures some time in the future, I believe that we must review all of our current requirements for OCS service. This review cannot be limited to a mere listing of services performed; each must be traced to the user and the user's requirements must be analyzed. I suspect that some services which OCS is asked to perform are based on old requirements which may no longer be valid. I suggest that it is entirely possible that some jobs may be built around the receipt and custody of certain facts and figures for which no real requirement exists anymore. This was certainly true in one of my reviews of procedures in the Office of Logistics.

3. While I know that this is not related to your primary effort, I consider that you are best situated and organized to undertake this inquiry, and request that you do so as soon as possible.

SIGNED Alan M. Warfield

Alan M. Warfield
Assistant Deputy Director
for Support

ADD/S:AMW:bak(18 Mar 66)

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1 - DD/S Subject

1 Approved For Release 2003/04/29 : CIA-RDP84-00780R001300060042-8

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