Approved For Release 2006/11/03 : CIA-RDP67-00896R000100130089-2

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

10 May 1963

MEMORANDUM FOR: Director of Logistics

THROUGH : Chief, Administrative Staff, OCR
: Chief, Automatic Data Processing Staff

SUBJECT : Justification for IBM Executive Typewriter Purchase

1. This machine will be used about six hours per day by experienced typists in the preparation of memoranda, dittos, and general correspondence, including the preparation of material for the signature of the Assistant Director. The Division Secretary to whom this machine will be assigned is required periodically to assist in the Office of the Assistant Director which necessitates familiarity with the Executive model.

2. The machine is particularly desired at this time for use in preparing a revision of the Intellofax Manual, a publication used by the Machine Division and the Library as well as this Division. Similar requirements in the past have necessitated the borrowing of a machine with attendant inconvenience to all concerned.

25X1

[redacted]

Chief, Document Division

Distribution:
Orig & 1 - Addressee
1 - AS/CR
1 - ADPS
1 - DD (Justification of Logistics)
1 - DD (Chrono)

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