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22 APR 1981

The Honorable Gerald P. Carmen
Administrator
General Services Administration
18th and F Street, N. W.
Washington, D. C. 20405

Dear Mr. Carmen:

This letter discusses a topic which was covered in a general way during your luncheon meeting with Max Hugel and several of his associates on 22 April 1981. As they told you at that time, the Central Intelligence Agency is constantly seeking and testing new technology as one means of more effectively performing its mission. Our objectives include employment of our automatic data processing (ADP) capability to streamline our information handling process, a reduction of the time required to exchange information particularly between Agency components that are widely dispersed, and the use of our central computing facilities as part of our movement towards our office of the future. This is to permit us, for example, to link electronic mail, registry systems, budgeting systems, inbound and outbound cable dissemination, and publications preparation to our central computer systems and use our computers to store, collect, process, and distribute information. [redacted] 25X1

We use the processes outlined in Federal Procurement Regulation (FPR) 1-4.11 and Federal Property Management Regulation (FPMR) 101-35.2 for the procurement and management of automatic data processing equipment (ADPE). During the time frame that the notion of word processing (WP) and word processing equipment (WPE) was becoming popular, we installed a capability on our large, time-sharing computers that would permit, using remote terminals, the development, modification, electronic distribution, and printing of documents such as memorandum, handbooks, etc. In 1977, we procured in conformance with the procedures established in Public Law 89-306 (Brooks Act) a standard terminal for Agency-wide use. This procurement action was for a class of "smart" terminals and included a requirement, among others, for a word processing capability. [redacted] 25X1

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Thus, we have been moving in the direction of word processing for some time. Because of the advent of WPE with the capability to communicate with our central computing facility, we wish to treat WPE as we would treat any other piece of ADPE. For example, we wish to establish a standard for WPE that includes a family of equipment that is upward compatible and able to communicate with our computers. As a matter of fact, this Agency has arrived at a point where WPE is increasingly used as a data entry device to our ADP services, rather than just a typewriter, and where in our mind WPE is another type of ADPE. [redacted]

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At present, we are devoting the services of four highly trained systems analysts to determine and document the need for WPE as prescribed by FPMR 101-11.9. These analysts' services are sorely needed and could be better utilized in our program of seeking, testing, and implementing new technology to assist in the performance of our mission. For example, we wish to move our precious technical talent from the marginal activity of justifying WPE (the data entry device) to the real problem of electronic records control. It seems that we are entering a revolutionary period in information management and should be looking at such questions as how to control information in the "paperless world" before it gets lost in the "electronic information sea," or how to relate information in the "paper world" to the "paperless world," or what is the future role of Records Management Officers. We find that justifying WPE on the basis of cost effectiveness as required by FPMR 101-11.9 and determining the cost effectiveness in acquiring WPE as required by GSA Bulletins FPMR B-86, 17 January 1979, and FPMR A-75, 14 February 1980, are not cost effective and consume manpower that could be more productively used elsewhere. [redacted] 25X1

Let me add my assurances to those given at the April meeting that we will be pleased to share with GSA information derived from our efforts to develop an effective network of word processors, terminals and computers. If consultation on this or any other ADP matters with our computer people would be of use to your or your staff, please feel free to call our Director of Data Processing, Bruce T. Johnson, [redacted]

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In the meantime, so that we may get on with this important task and obtain the benefits described above, I would like to ask officially for the deviation discussed on 22 April. This deviation would enable the Central Intelligence Agency to use the procedures outlined in FPR 1-4.11 and FPMR 101-35.2 for the procurement and management of word processing equipment without regard to FPMR 101-11.9. [redacted]

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Sincerely,

Harry E. Fitzwater

Harry E. Fitzwater
Deputy Director
for
Administration

ODP/MS/[redacted] 20 May 1981

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