

CONFIDENTIAL

ODP-83-215
18 February 1983

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

25X1 FROM:

[Redacted]

Chief, Management Staff, ODP

SUBJECT:

Office Automation Systems and Word Processing
Equipment (OAS/WPE) Headquarters Notice

1. Attached you will find, for agency coordination and publication, a draft Headquarters Notice describing procedures for the acquisition, installation, and support of OAS/WPE within the Agency.

2. This is an abbreviated version of an earlier draft notice. It has been prepared at the suggestion of several reviewers. ODP will provide more detailed information on this subject at a later date, possibly for publication in a Headquarters Handbook (HHB) format.

3. The original notice was coordinated by ODP with DDA offices, exclusive of OMS, and each of the Directorate ADP Control Officers and Budget and Finance Officers.

25X1 4. If there are any questions or comments on the draft notice in the
25X1 coordination process, please direct them to [Redacted] of my staff. He
25X1 may be reached on [Redacted] Thank you for your
assistance in this matter.

[Redacted Signature Box]

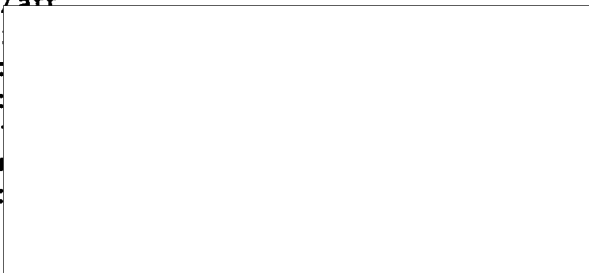
Att: a/s

25X1 CONFIDENTIAL

CONFIDENTIAL

cc:

EXO/DDA w/att
D/OC, Attn:
D/OF, Attn:
D/OL, Attn:
D/OMS w/at
D/OTE, Attn:
D/OS, Attn:
C/IMS/DDO,



DISTRIBUTION:

- 1 - Addressee w/att.
- ① - O/D/ODP wo/att.
- 2 - ODP Registry wo/att.
- 1 - MS Subject File(wp/oa) wo/att.
- 1 - MS Chrono wo/att.
- 1 - D/ODP w/att.
- 1 - DD/A/ODP w/att.
- 1 - DD/P/ODP w/att.
- 1 - C/SPS w/att.
- 1 - C/ED/P/ODP w/att.
- 1 - C/WPB/P/ODP w/att.
- 1 - C/ISAD/IG w/att.

CONFIDENTIAL