

**ROUTING AND TRANSMITTAL SLIP**

Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EO/DOA</i>	<i>[Signature]</i>	3 AUG 1983
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Action	File	Note and Return
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Coordination	Justify	

**REMARKS**

*B.A. → cc to D/OBP, D/OL,*

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**DD/A REGISTRY**

**FILE: 50-1**

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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FPMR (41 CFR) 101-11.205

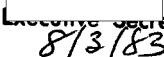
**EXECUTIVE SECRETARIAT**  
**Routing Slip**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
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4	D/ICS				
5	DDI				
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7	DDO				
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10	GC				
11	IG				
12	Compt				
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SUSPENSE \_\_\_\_\_

Date

Remarks:

  
 Executive Secretary  
 8/3/83  
 Date

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2120 L STREET, N.W. SUITE 500  
WASHINGTON, D.C. 20037  
(202) 254-7020

Executive Registry  
83-3928

DD/A Registry  
83-1957

OFFICE OF  
CHAIRMAN

August 1, 1983

MEMORANDUM

TO: Heads of Independent Agencies and Establishments  
FROM: Loren A. Smith, Chairman  
SUBJECT: SMALL COMPUTERS IN THE FEDERAL OFFICE  
ENVIRONMENT--A BRIEFING FOR AGENCY MANAGERS

- GSA is now completing an internal evaluation of ways in which managers of government offices have found that they can cut costs and improve their operations with microcomputers.
- The Math Box, Inc. will soon begin operating a computer store at which Federal agencies can shop for, and receive expert assistance on, a very wide variety of computer hardware, software, training, maintenance and other services, supplies and related products. These products and services will be available at GSA contract prices.
- GSA has recently established a new "Schedule C" for microcomputers and related software. Schedule C prices are usually significantly lower than those previously available on "Schedule A," but some users may still prefer Schedule A because of non-price factors.

The Agency Management Information Group has arranged for a briefing on these topics for agency heads and line managers at all levels. The briefing will be conducted by GSA Deputy Administrator Ray Kline and the GSA staff members directly involved in each of these three initiatives. This briefing is designed to explain to line managers how to intelligently approach the basic questions of (1) whether there are functions in an office that should be computerized, (2) how to decide what kind of system will be most cost effective, (3) how to get the best mix of price and services, given your agency's particular situation, and (4) what common problems and pitfalls to watch for.

This briefing will be held in the Second Floor Amphitheater at the Federal Home Loan Bank Board, 1700 G Street, N.W., on Friday, September 16, from 1:30 until 3:30 p.m. To reserve a place, call 254-7020.

DCI  
EXEC  
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