




STAFF MEMO

January 27, 1988

To: All OTA Staff
From: John H. Gibbons 
Subject: Future directions for Computer Services in OTA

We are getting a lot out of our computers and communications devices. The additional opportunities offered by networking and other existing technologies is exciting, and further advances in the technology will undoubtedly continue to occur. In order to take fuller advantage of these developments agency-wide, I am establishing an OTA Computer Task Force to provide broad oversight to our current activities and to guide future developments.

The Task Force will consist of Peter Blair (Chairman), Clyde Behney, Kathie Boss, Bob Friedman, Gretchen Kolsrud, Tom McGurn, Mary Procter and Cathy Singleton. The entire staff of TIS, but especially John Bell, will assist the Task Force in its work. The following tasks will be undertaken: (1) develop a multi-year plan and budget to replace worn out and obsolete hardware and software; (2) recommend a plan for improved organization and management of computer services at OTA (including the possible continuation of Task Force responsibilities). Issues to be addressed should include, for example: (a) networking of computers within OTA; (b) enhancing compatibility between program hardware/software and the OTA publishing office for both text and graphics; (c) providing access to laser printing for those who need it; (d) preparing written documentation for software, hardware, and systems at OTA; (e) providing computer training to OTA employees; and (f) providing technical assistance and repair services.

The TIS will give high priority to the needs of the Task Force in carrying out its work. The Task Force will consult with anyone they choose during their work, and will report periodically to the Senior Administrative Management Group. It is hoped that the Task Force will provide preliminary plans, findings, and recommendations to the group before the end of March. The Task Force should complete its recommendations by the end of June, but interim findings and recommendations for management action will be welcomed.