

Department of Transportation
Office of the Secretary
Washington, D.C.

ORDER

DOT 1375.1

7-1-76

SUBJECT: WORD PROCESSING POLICY

1. PURPOSE. This Order prescribes the policies for submitting, reviewing, and approving or disapproving all existing or proposed installations of word processing (WP) systems and/or equipment within the Department of Transportation (DOT).
2. REFERENCES.
 - a. DOT 1100.23A, DOT Organization Manual, of December 17, 1974, Part II, Section F.2.d., which cites the following functions within the Office of the Assistant Secretary for Administration: formulating Department-wide policy, controls and standards to ensure that procurement and facilities practices and systems are in accordance with applicable laws and regulations.
 - b. Federal Property Management Regulations 101-11.9, Word Processing in the Federal Government, of June 9, 1975. The FPMR requires that each agency assign responsibility for the promotion, coordination and implementation of word processing applications to a specific office or official.
3. SCOPE.
 - a. Word processing is defined as the efficient and effective production of written communications at the lowest possible cost through the combined use of systems management procedures, automated technology, and skilled personnel.
 - b. The provisions of this Order apply to the following equipment:
 - (1) Automatic repetitive typewriters;
 - (2) Stand alone text editing typewriters;
 - (3) Visual display (electronic-CRT) text editing typewriters;
 - (4) Keyboard terminals, visual display units, and mini-computers used solely for word processing; and

DISTRIBUTION: All Secretarial Offices
All Operating Elements

OPI: Office of
Management
Systems

- (5) Keyboard terminals (dedicated solely to word processing) used to access in-house or commercial time-sharing services.

4. POLICY.

- a. It is the policy of the Secretary of Transportation that word processing will be implemented in areas in which substantial savings can be realized; conversely, it will not be implemented in areas which are not cost effective or in which the potential of the technology will not be achieved.
- b. In order to insure adherence to the policy objectives stated in 4a above, feasibility studies are required prior to the original lease or purchase of word processing equipment, and annual verification and certification of the cost effectiveness of equipment currently on hand are required prior to lease renewal.
- c. General Services Administration (GSA) procurement regulations require a comparative cost analysis prior to a decision on whether to lease or purchase equipment. Due to the dynamic nature of the word processing systems industry, the decision on lease versus purchase should take into account the probability of greater cost benefit available from future equipment.

5. RESPONSIBILITY.

- a. The Assistant Secretary for Administration is responsible for dissemination and interpretation of GSA and/or OMB issuances regarding word processing, as well as additional instructions implementing the policy established in paragraph 4a above.
- b. The Assistant Secretary for Administration, for the Office of the Secretary (OST), the head of each operating element, and the Director of the Transportation Systems Center (TSC) shall assign responsibility for the promotion, coordination and implementation of word processing applications to one official to insure management control. The designated official shall:
 - (1) Establish procedures for the submission, review, and approval or disapproval of all existing or proposed installations of word processing systems or equipment, including procedures for the feasibility studies and annual verification and certification required by paragraph 4b above. See also paragraph 5c below.

- (2) Develop, maintain and make available for possible use-sharing a complete list of owned and/or leased WP equipment within the organization;
 - (3) Make available all GSA publications containing WP standards and guidelines for use within the organization;
 - (4) Disseminate current information concerning the application, advantages and disadvantages of WP techniques and equipment to managers and operating officials;
 - (5) Coordinate general purpose computer acquisition or services used in word processing with the requirements of DOT 1370.2A, Procurement of ADP Equipment and Services, of July 22, 1970 and DOT 1370.1A, Utilization, Administration and Financing of ADP Remote Access Computing of August 23, 1973; and
 - (6) Assure that any WP system used for processing information which involves right of privacy, proprietary matters or which is classified, is assessed by Departmental security officials for the system's capability to protect the information from unauthorized disclosure.
- c. Any operating element requiring pre-established procedures referred to in paragraph 5b(1) above may at its option use the OST procedures, developed in response to paragraph 5b(1), after adapting those procedures to its own use. In such cases, accountability for the requirements of paragraph 5b(1) is delayed until after the OST Word Processing Order has been issued.
 - d. The head of each operating element and the Director, TSC, shall forward to the Assistant Secretary for Administration the name of the official designated to carry out the functions in paragraph 5b above.
 - e. The Assistant Secretary for Administration shall carry out the functions listed in paragraph 5b above for the Office of the Secretary of Transportation, excepting TSC.
 - f. The Assistant Secretary for Administration will, from time to time, review and evaluate the procedures established by the operating elements to insure that the policy objectives established herein are adhered to.

FOR THE SECRETARY OF TRANSPORTATION



William S. Heffelfinger
Assistant Secretary
Administration