

MANAGEMENT

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INFORMATION PROCESSING MANAGEMENT

1. For purposes of this Notice, Information Processing Activities are those activities which use or expect to use automatic data processing equipment (ADPE). Communications activities using automatic switching equipment are excluded.
2. The objective is to strengthen the coordination and management of information processing activities in the Agency; to ensure that ADPE is used only where it has utility; and to limit growth of ADP resources by ensuring that ADPE is used only for those applications where a positive gain to the overall Agency mission can be clearly established.
3. There is an Information Processing Coordinator in each Directorate. Their responsibilities are:
  - a. To review Information Processing Activities, or proposed activities in terms of
    - (1) Overall utility;
    - (2) Life expectancy;
    - (3) Contribution to mission accomplishment and achievement

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of specific operational or management objectives;

- (4) Relationship to other existing or planned activities;
- (5) Need for compatibility with other activities, and achievement of compatibility where there is a need;
- (6) Relative merits of ADPE application and other possible solutions to the stated problem;
- (7) Relationship of the information processing activity to the overall plan of the Directorate;

b. To assist managers in defining problems; in determining what facilities or systems are to be used to solve the problems; and in developing requests for approval of specific projects;

c. To advise the Deputy Directors on ADP matters generally and to make specific program recommendations as appropriate;

4. The Information Processing Coordinators of the Directorates comprise the Agency Information Processing Board. The Board will be chaired by the Chief, Information Processing Staff, OPPB and is responsible to the Executive Director-Comptroller for the overall planning, coordination and control of information processing activities in Agency. The Board will fulfill the responsibilities prescribed in

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paragraph 3 above in behalf of the Executive Director-Comptroller for all information processing activities, giving special attention to applications which relate to or impact upon the functions of more than one Directorate.

5. The Board will meet at the call of the Chairman or upon request of one or more of its members.