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9 DEC 1966

Meeting

MEMORANDUM FOR THE RECORD

SUBJECT: Information Processing Staff - Office of Planning, Programing and Budgeting (PPB)

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1.

[redacted] to discuss (1) ADP training; (2) a long range ADP plan for the Agency; and (3) a proposed statement of missions and functions for the CIA Information Processing Staff.

2. There was some rather sharp criticism among the group of what they considered to be a failure on the part of the Office of Training to be as aggressive as it should have been in developing an in-house capability to offer ADP training courses. I said that I did not necessarily feel constrained to rise to the defense of the Office of Training but I felt some of the comments made might be reflective of some lack of complete understanding of OTR's role. I said the Office of Training has no authority and no obligation to develop training courses on its own initiative. It is my understanding the Office of Training was established in CIA to develop training programs in areas directly related to the Agency's mission and functions and to offer courses in subjects which we can not obtain anywhere else. This explains the emphasis in the Office of Training upon clandestine trade craft and intelligence production. Moreover, with specific reference to ADP training the attitude of the previous management in the Office of Computer Services had been to discourage training in any breadth and depth among the Agency population but to reserve it for the technicians and people directly involved in the ADP world. If we are going to expect the Office of Training to develop courses in the ADP field it would be necessary for them to be provided with specific guidance and a definition of requirements. I said that I thought it was rather unrealistic to expect OTR to develop instructional competence in the absence of guidance. As far as I know we still do not have complete agreement even among those present about exactly what kind of training we should be prepared to offer. [redacted] asked whether I knew what had happened to the report of the [redacted] and I said that I didn't know but agreed to follow up. I called [redacted] later in the week and found that there had apparently been some misunderstanding or breakdown in the communications between him and Chuck Briggs. Briggs had assumed that the report had gone forward and [redacted] was waiting to receive some last minute comments from Briggs. [redacted] agreed to call Briggs and see if he couldn't get this paper moving again.

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3. There was some discussion of the proposed [redacted] as opposed to or in comparison with a proposed course being considered for offering by [redacted]. Inasmuch as we can't do anything about entering into a contract with [redacted] until after the 31 January, it was agreed that the [redacted], which will be offered twice between now and then, should be evaluated to see whether it provides a reasonable substitute or might be modified in such a way that the need for a course [redacted] could be eliminated.

4. There was some discussion of the After-Hours Off Campus Program of American University and some rather harsh judgments about the instructional capability of some of the teachers were voiced. The group agreed that if these courses are going to be offered at the Agency we should make some effort to ensure that we are satisfied with the level of instruction. We also agreed that we should arrange with the Registrar in OTR for some systematic way of obtaining objective course evaluations, particularly if employee participation is to be sponsored by the Agency.

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5. [redacted] indicated that we have a requirement to develop a five year ADP plan for the Agency. This plan will be for Internal Agency Use Only at this time and instructions for its development will be distributed early next week with the idea that it can be developed in parallel with responses to the 1968 to 1973 program call.

6. The group did not get around to discussing the mission and functions of the Information Processing Staff until about three or four minutes before I had to leave to attend a meeting in Mr. Bannerman's office but [redacted] told me later that he now had agreement from the others present with everything except the dollar limitation on equipment acquisition. A copy of the proposed, and now apparently agreed upon statement, is attached.

[redacted]

Chief, Support Services Staff

C/SSS/DDS:RHW:gf(8 Dec 66)

Distribution:

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GROUP 1  
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downgrading and  
declassification

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23 November 1966

MEMORANDUM FOR: Charles Briggs



SUBJECT : Meeting of Directorate Information Processing and ADP Coordinators

1. Attached is a redraft statement of mission and function for the Information Processing and ADP Staff of OPPB. I should like to have your views on this statement at a meeting of the directorate coordinators on Wednesday, 30 November at 1500 in my office ( 6D 5311).

2. If time permits, we may discuss briefly activity on the ADP training front and a request we've received from top management on a long range ADP plan.



Chief, Information Processing Staff  
Office of Planning, Programming and Budgeting

Attachment: As stated above.

cc: 

Distribution:

- 1 each Addressee w/att
- 1 - OPPB (IPS) Chrono w/att
- 1 - OPPB (IPS) Subj w/o att

OPP/IPS/  cap (23 Nov '66)

GROUP 1  
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declassification

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CIA INFORMATION PROCESSING STAFF

RESPONSIBILITIES AND FUNCTIONS

25X1 Agency notice [ ] "Agency Policy on Information Processing and ADP", 25 July 1966, provides that an Information Processing Staff will be established in the Office of Planning, Programming, and Budgeting to assist the Executive Director-Comptroller. The responsibilities and functions of this Staff are as follows:

1. Agency-Wide Responsibilities

a. To represent the Agency in Government-wide ADP activities, including the Interagency ADP Committee, and in relationships with the Bureau of the Budget, General Services Administration, Department of Commerce, and other executive departments in carrying out the Government ADP Management Program.

b. To function as the principal Agency point of contact on ADP matters when an Agency position, in contrast with a Directorate or component position, is required in dealings with non-government ADP organizations such as private industry, educational institutions, and research organizations.

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2. Staff Support

The Information Processing Staff will provide staff support to the Executive Director-Comptroller, with the assistance of the Information Processing Coordinators of each Directorate, in the following areas:

a. Operations

- Prepare recommendations on priorities for continuing and new requests for ADP services.
- Promote maximum sharing of ADP equipment, machine time, and services throughout the Agency.
- Establish reporting procedures to provide information on ADP and computer center operations for top management.
- Undertake studies for new ADP applications which involve components of more than one Directorate.
- Analyze the Agency's total ADP applications in terms of total Agency requirements, resources, development and effectiveness.
- Recommend changes in Agency ADP activities as appropriate.

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b. Program Planning and Budgeting

--Monitor information processing and ADP activities and provide continuous assessment of progress and costs in concert with the program planning and budgetary review processes.

--Review and make recommendations on significant new ADP systems applications, including research and development programs which relate to the ADP field.

c. Equipment and Services

--Review and make recommendations to the Executive Director-Comptroller on proposals and contracts for the acquisition of any new computer configuration and for ADP equipment, studies and software whose annual rental or total cost exceeds \$25,000.

d. Personnel and Training

--Encourage the development and analyze the effectiveness of ADP familiarization programs for Agency managers and analysts.

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--Review total Agency personnel requirements  
for ADP activities and monitor recruitment, place-  
ment and development of personnel in ADP assignments.

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