

CIA LETTERHEAD

ODP-9-1336

11 SEP 1979

Colonel John Gioia, USAF
Chairman
Interagency Committee on
Automatic Data Processing
General Services Administration
Washington, D. C. 20405

Dear Colonel Gioia,

Thank you for your letter of August 21st informing IAC/ADP members of the themes of the forthcoming year, viz., advancing positive communications and forcing problem solutions.

I agree with your thoughts on the first theme and in particular that the ADP work in the federal government is not directly comparable to commercial activities. In responding to your questionnaire, I have emphasized the intelligence process as a whole, linked ADP to the intelligence process, and placed ADP in a supporting role, which is where it really should be.

If I can be of further assistance, please give me a call, [REDACTED]

Sincerely,

10/

[REDACTED]
Chief, Management Staff
Office of Data Processing

Attachment: a/s

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QUESTIONNAIRE
SIGNIFICANT ACHIEVEMENTS

I. ORGANIZATION: Central Intelligence Agency

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NAME: [REDACTED]

II. Position Title: Chief, Management Staff,
Office of Data Processing

Description of Duties: Principal duties are in the ADP functional areas of plans, policies, programs, budgets, and security. Also serves as point-of-contact for other agencies and departments on matters related to ADP.

The Office of Data Processing provides centralized computing services, including applications development, for the Agency.

III. Essential objectives that could not be accomplished without ADP:

The processing of intelligence information is concerned with the conversion of the vast amount of intelligence information coming into the system to forms more suitable for the production of finished intelligence. Information of permanent value is sorted and made available for rapid computer retrieval.

Processing of intelligence information includes the interpretation of information stored on film and tape through the use of highly refined photographic and electronic processes.

Preceding the processing of Intelligence information is the planning and direction of the entire intelligence effort, from the identification of the need for data to the allocation of resources to the final delivery of an intelligence product to a customer.

The whole process is initiated by requests or requirements for intelligence on certain subjects. These are based on the ultimate

needs of the policymakers-the President, the National Security Council, and other major departments and agencies of government.

Next comes the collection of intelligence information. This involves the gathering of raw data from which finished intelligence will be produced. The many sources for the collection of information, include foreign radiobroadcasts, newspapers, periodicals,

There are also secret sources, such as agents and defectors who provide information obtainable in no other way.

Finally, technical collection-photography and electronics-has come to play an indispensable part in modern intelligence by extending the Nation's sensory system-its eyes and ears.

IV. ADP methods used to satisfy above requirements:

ADP methods are employed in the production and analysis of intelligence information.

This refers to the conversion of basic information into finished intelligence. It includes the integration, evaluation, and analysis of all available data and the preparation of a variety of intelligence products. Such products or estimates may be presented as briefings, brief reports or lengthy studies.

The "raw intelligence" collected is frequently fragmentary and at times contradictory. Analysts who are subject-matter specialists for particular countries use ADP to search for relevant information and produce finished intelligence by evaluating and integrating the various pieces of data and interpreting their meaning and significance.

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The subjects involved may concern different regions, problems, or personalities in various contexts-political, geographic, economic, military, scientific, or biographic. Current events, capabilities, or probable developments in the future may also be examined. Without sophisticated ADP support these tasks would be virtually impossible to accomplish, given the vast amount of data to be handled.