

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Agency Long-Range Planning Activity

FROM: <input type="text"/> Chief, Management Staff, DDA	EXTENSION	NO.
	<input type="text"/>	DATE <span style="float: right;">25X1</span>
		7 August 1980

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Director of Logistics 2C02 <input type="text"/>	7 AUG 1980		<i>J</i>	<i>D/L Suspense: 11 Aug.</i>
2.				
3. <i>OL/P+PS</i>				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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*Ed. 14 Aug } EYS  
OK  
We discussed this in  
philosophical terms at  
12 Aug DDA staff meeting  
and DDA planned to discuss  
w/ Elcom later same date.  
7 August 1980 No or action now.*

*PDFS \_\_\_\_\_ file*

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training

25X1

FROM:   
Chief, Management Staff, DDA

SUBJECT: Agency Long-Range Planning Activity

1. Attached are two packages that will be submitted to the EXCOM for review next week. The first package, an inventory of current planning activities, is for your information only, and is not addressed in the discussion below. The other package is  6 August 1980 memorandum to the Agency Long-Range Planning Group, which pretty much summarizes the current status of the Agency-level long-range planning effort. I have also attached two matrices; one that correlates the DDA's Strategic Objectives with the aggregated Management Issues and one that shows how the Agency Management Issues may impact our line organizations. The alpha-numeric coding of the issues on each matrix refers to paragraph numbers of the 1 August 1980 statement of Management Issues.

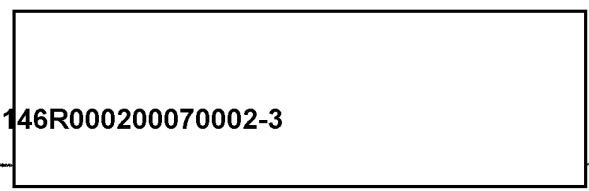
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2. In preparing this information for EXCOM review, the Planning Group has attempted to group the forty or so management issues originally identified by the four directorates into a format that facilitates presentation. The same process was used in synthesizing and aggregating the foreign policy issues. No attempt has been made to prioritize the issues, either foreign policy or management.

3. I am not satisfied that we, the Planning Group, have yet decided what it is that we want EXCOM to do with the proposed planning issues we are presenting to them. We are and will continue to urge

*OL 0-3623<sup>25X1</sup>*

Upon Removal of Attachments  
Treat as Unclassified



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25X1  to articulate required EXCOM actions before this package is discussed on 13 August 1980.

4. Please be prepared to discuss your reactions to these issues with Don and Bill at the 12 August staff meeting.



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Attachments:  
As Stated

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 DIRECTORATE: OPERATIONS

DATE: 23 June 1980

CURRENT LONG-RANGE PLANNING ACTIVITIES

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Planning Activity	Issues Addressed For: Mgt. Pol.	Period Addressed (Yrs. & Qtrs.)	Addresses Explicit Directorate LR Goals		Establishes Explicit Objectives for Accomplishment		Develops & Expresses Explicit Futures Assumptions		Involves Interdirectorata Coordination						Approval Level			Includes Resource Estimates*		Comments	
			Yes	No	Yes	No	Yes	No	Yes						Sub-Dir	DD	LCI	Yes	No		
									DO	RFAC	SET	DA	COMP	EX-COP							
1. DD ANNUAL PROGRAM PLAN (by Division)	X	5	X		X			X								X	X		X		
2. DIRECTORATE OBJECTIVES	X	INDEF.	X		X			X								X	X		X		
3. INS 5-YEAR ADP PLAN	X	5	X		X		X						X				X		X		
4. CRAFT 5-YEAR PLAN	X	5	X		X		X						X				X		X		
5. COVERT COMND PLAN	X	5	X			X		X				X				X	X		X		

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\* Quantitative estimates of requirements for funds, personnel, equipment, facilities, etc.

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DIRECTORATE: NEAC

DATE: 23 JUNE 1980

CURRENT LONG-RANGE PLANNING ACTIVITIES

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Planning Activity	Issues Addressed		Period Addressed (Yrs. Est.)	Addresses Explicit Directorate LR Goals		Establishes Explicit Objectives for Accomplishment		Develops & Expresses Explicit Futures Assumptions		Involves Interdirectorate Coordination						Approval Level			Includes Resource Estimates*		Comments	
	Int.	Pol.		Yes	No	Yes	No	Yes	No	Yes						Sub-DD	DD	DCJ	Yes	No		
			DO							DFAC	SET	DA	COMP	EX-GO	No							
1. PROGRAM/BUDGET CYCLE	X	X	5		X		X		X										X			
2. FIVE YEAR PLAN TO IMPROVE ANALYTICAL EXPERTISE	X		5	X		X			X												X	
3. NEAC 5-YEAR ADP PLAN	X		5	X		X		X					X						X			
4. NEAC RESEARCH PRODUCTION PLAN		X	1(+)	X			X		X					X							X	
5. LONG-RANGE ISSUES PROJECT		X	3-5		X		IN PROCESS		X					X					IN PROCESS		X	

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\* Quantitative estimates of requirements for funds, personnel, equipment, facilities, etc.

DIRECTORATE: DDS&T

DATE: 26 June 1980

CURRENT LONG RANGE PLANNING ACTIVITIES

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Planning Activity	Issues Addressed		Period Addressed (Yrs. Fwd.)	Addresses Explicit Directorate LR Goals		Establishes Explicit Objectives for Accomplishment		Develops & Expresses Explicit Futures Assumptions		Involves Interdirector Coordination						Approval Level			Includes Resource Estimates		Comments	
	Mgt.	For Pol.		Yes	No	Yes	No	Yes	No	Yes						Sub-DD	DD	DCI	Yes	No		
										DO	NFAC	S&T	DA	COMP	EX-COM							No
DDS&T Annual Review	X	X	7 years	X		X		X								X		X		X		Overall DD/S&T (September/October)
COVCOM 5-Year Plan	X		5 years	X		X		X		X						X				X		Contains a DoD Supplement
Audio 5-Year Plan	X		5 years	X		X		X								X				X		In Process (near completion)
Secret Writing 5-Year Plan	X		5 years	X		X		X								X				X		In Process (near completion)
OTS Long-Range Plan	X	X	5-10 years	X		X		X								X				X		In Process

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 CURRENT LONG-RANGE PLANNING ACTIVITIES

Date: 1 July 1981

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Planning Activity	Issues Addressed		Period Addressed (Yrs Fd.)	Addresses Explicit Directorate LR Goals		Establishes Explicit Objectives For Accomplishment		Develops & Expresses Explicit Futures Assumptions		Involves Interdirectorate Coordination					Approval Level			Includes Resource Estimates*		Comments	
	Mpt.	For. Pol.		Yes	No	Yes	No	Yes	No	Yes					Sub-DD	DD	ECT	Yes	No		
										DO	MFAC	S&T	DA	COMF							CO
FBIS Remote Automated Monitoring System (RAMS) Study	X		Eight	X		X		X								X			X		Although this study was completed in 1977 it remains a basic reference tool in FBIS' long-range planning for broadcast monitoring.
Intelligence Collection from Foreign Media: A Planning Study	X		Three	X		X		X							X			X		The information obtained through this study serves as a basis for constructing enhanced levels 02 and 03 in FBIS' FY 1982 Program Plan.	
Study on Machine Aids to Translation	X		Four	X		X		X						X		X		X		This study serves as the basis for the joint FBIS ORD MAT project currently underway.	
Study on Automation of FBIS Contract Order System	X		Two	X		X		X						X		X		X		FBIS' FY 1982 Enhanced Level 05 was developed as a result of this study.	
Study on Automation of FBIS Consolidated Translation Service (CTS) Bibliographic File	X		Two	X		X		X					X		X		X		X	This study is the basis for the current CTS automation project.	
Study on Optimization of Exploitation of Open-Source SAT Literature (FY 1981)	X		*	*		*		*						*		*		*		This joint ORD-FBIS study has been funded for FY 1981 by ORD. Preliminary study and discussions are underway.	

\* To be Determined

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DIRECTORATE: DDS&T

DATE: 26 June 1980

CURRENT LONG RANGE PLANNING ACTIVITIES

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Planning Activity	Issues Addressed		Period Addressed (Yrs. Fwd.)	Addresses Explicit Directorate LR Goals		Establishes Explicit Objectives for Accomplishment		Develops & Expresses Explicit Futures Assumptions		Involves Interdirector Coordination						Approval Level			Includes Resource Estimates		Comments
	Mgt.	For. Pol.		Yes	No	Yes	No	Yes	No	Yes						Sub-DD	DD	DCI	Yes	No	
										DO	NFAC	S&T	DA	COMP	EX-COM						
CIAP SIGINT Plan		x	six	x		x		x		x					x			x			Includes Clandestine Fixed Site liasion and plans          (Modern Image Exploitation Reporting System)
R&D Program Plan/R&D Notebooks	x	x	seven	x		x		x		x	x	x	x				x				
Language Incentive Program	x		indefinite	x		x		x						x			x				
Agency [ ] Plan - Affirmative Action Program Plan	x		three	x		x		x		x	x	x	x				x				
DDS&T Career Service System	x		indefinite	x		x		x						x			x			x	
5-year NPIC ADP Plan	x		five			x		x				x								x	
NPIC Upgrade Plan	x		five	x		x		x						x			x			x	
MIERS	x		six	x		x		x						x			x			x	
NPIC Ops Concept	x		ten	x		x		x						x	x					x	

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DIRECTORATE: DDA

DATE:

CURRENT LONG-RANGE PLANNING ACTIVITIES

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Planning Activity	Issues Addressed		Period Addressed (Yrs.Ftd.)	Addresses Explicit Directorate LR Goals		Establishes Explicit Objectives for Accomplishment		Develops & Expresses Explicit Futures Assumptions		Involves Interdirectorata Coordination						Approval Level			Includes Resource Estimates	
	Mgt.	Pol.		Yes	No	Yes	No	Yes	No	Yes						No			Yes	No
										DO	DFAC	SET	DA	COM	EX-COM	Sub-DI	DI	DCI		
Office of Finance																				
Automated Field Accounting Process (CLASS A)	X		3	X		X		X		X				X			X		X	
Automate CIARDS	X		2	X		X		X					X		X					
New Pay System	X		5	X			X		X	X			X	X		X				X
Productivity Improvement Plan	X		5	X		X		X							X	X				X
Office of Logistics																				
Improvement Plan	X		2	X		X		X							X		X			X
Federal Automated Requisition System (FARS)	X		3	X		X		X					X							X
Logistics Integrated Management System (LIMS)	X		5	X		X		X		X		X	X							X
Purchase Order Information System	X		3	X		X		X					X							X
Production Engineering Improvement Plan - PEPD	X		5	X		X		X		X	X	X	X	X		X				X
Paid Parking Plan	X		2	X		X		X					X							X

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DIRECTORATE: DDA

DATE: \_\_\_\_\_

CURRENT LONG-RANGE PLANNING ACTIVITIES

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Planning Activity	Issues Addressed		Period Addressed (Yrs. Est.)	Addresses Explicit Directorate LR Goals		Establishes Explicit Objectives for Accomplishment		Develops & Expresses Explicit Futures Assumptions		Involves Interdirectorata Coordination						Approval Level			Includes Resource Estimates		Comments					
	Mgt.	Pol.		Yes	No	Yes	No	Yes	No	Yes						Sub-Dir	Dir	ICJ	Yes	No						
										DO	DFAC	S&T	DA	COMF	EX-COM							No				
Office of Medical Services																										
Computer Assisted Medical Processing (CAMPS)	X		6	X		X		X							X	X										
Office of Security																										
Information Handling Plan	X		5	X		X		X					X													
Office of Training																										
Professional Intelligence Education Program	X			X		X		X		X	X	X	X	X			X									
Information Services Staff																										
Computer Aided Registry System (CARS)	X			X		X		X		X	X	X					X									
Records Center and Archives Management System (RAMS)	X		2	X		X		X		X	X	X					X									

OFFICE LEVEL PLANNING ACTIVITY ACCOMPLISHED WITHIN  
FRAMEWORK OF DDA DIRECTORATE PLANNING

Office of Data Processing

- COMIREX Automated Management System (CAMS)
- DATABASE Management on a Mini-Computer (GIMINI)
- APEX Information Systems Security (4C)

Office of Finance

- Improved Invoice Payment
- Review of Agency Accounting System for GAO Compliance
- Effectiveness Indicator of Audit Performance (Productivity Pilot)

Office of Logistics

- Safe Replacement Program
- 85,000 Square Feet of Additional Space
- Energy Conservation
- Major Renovation and Construction Activities in Headquarters Area

Office of Medical Services

- Agency Alcohol Program
- Agency Dental Screening Program

Office of Security

- Staff Reinvestigation Program
- Industrial Contractor Screening Program
- Probationary Screening Program

Office of Training

- Training in Intelligence Analysis
- Utilization of OTR Headquarters Resources
- Utilization of
- Foreign Language Training

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ADP APPLICATIONS AS REPRESENTATIVE OF  
OFFICE-LEVEL PLANNING ACTIVITY

Office of Communications

- Cable Secretariat Reading Requirements
- World Wide Equipment Inventory Management

Office of Data Processing

- Investigation of Graphics Techniques
- Investigation of Modeling Techniques
- Word Processing Management Program

Office of Finance

- Payroll Database Management
- Agent Payroll Management
- NOC Payroll Management
- Voluntary Investment Plan

Office of Logistics

- Control of Package Mail and Courier Receipts
- Development of ETECS Databases

Office of Security

- Building Access Monitoring
- Community Compartmentation Control
- NPIC Access Control
- Non-working Hours Visitor Access Control
- Safety Program Data Base

