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MEMORANDUM FOR: Director of Communications  
Director of Finance  
\* Director of Information Technology \*  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education

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FROM: R. M. Huffstutler  
Deputy Director for Administration

SUBJECT: Strategic Plan for ADP and Communications  
in the Year 2000

1. The purpose of this study is to discern the major trends and influences that will shape the evolution of Agency ADP and communications systems by the year 2000 and to undertake a strategic investment program that will allow the Agency to operate successfully in the future environment. This study is to begin with a long-range forecast and end with program proposals for the budget.

2. The study has five phases. The first is a description of the operating environment in the year 2000. This will encompass trends and analyses in:

- a) Personnel data requirements;
- b) Logistics and Finance;
- c) Services and benefits;
- d) Overseas support;
- e) Building and space requirements and locations;
- f) Substantive data requirements.

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3. Phase two will identify common needs for ADP and communications support that are revealed in the above issue areas and review technologies which would be relevant for their resolution. Feasible Directorate goals for ADP and communications support will be proposed as part of the second phase.

4. Phase three will focus on the development of implementation options including a cost/benefit analysis and a vulnerability analysis and will explore issues of reliability, stability, flexibility, maintainability and growth potential. Options must allow for alternative funding levels and program durations.

5. The fourth phase is to propose investment initiatives for the budget process. The final phase is to implement a specific strategy with a specific resource profile.

6. As a first step, I wish each of you to describe the major trends and influences shaping your operating environment in the year 2000 which bear on topics 2a and 2b. Please focus on developments which will ultimately help us to understand the size and structure of the data bases, the design of the network, special requirements for security or access rights, and how the data are to be used. Do not simply describe today's operation and assume no change.

7. Your responses are due to Management Staff by 23 May where common themes will be highlighted and questions compiled for our discussion on 1 June. Please send information copies of your contributions to the other Office Directors.

R. M. Huffstutler