

ADMINISTRATIVE - INTERNAL USE ONLY

1 October 1985

MEMORANDUM FOR: Richard J. Kerr

FROM:

SUBJECT: ADP Thoughts

Following up on your plans to task the offices with formulating an ADP plan, the following issues come to mind as questions the offices may want to have addressed in a broader DI framework.

Resources

1. Can we say anything about directorate trends in the budgetary resources that will be available for ADP? To what extent will the offices have the flexibility to make their own spending decisions on untried technologies? Recall that many offices felt burned by the experience a few months ago of their spending plans collapsing when OIT failed to execute the requests.

2. To what extent will the directorate assure that ASG's money and skills resources will be expanded to meet office needs?

3. Will the DDI support office staffing flexibility, and especially the offices' needs to have new slots for ADP support people?

4. Will the DDI cough up space somewhere and money for a training facility at HQs? There is a desperate need for a conference room equipped with terminals (and perhaps PCs).

Technology

1. Can the DDI make a statement that its plans call for flexibility in the acquisition of hardware, and that we have OIT assurances that it will support whatever reasonable technology the DI decides is needed?

2. Word processing will be the most common use of ADP. Is there need for a DI "standards" group that can define acceptable styles, for example, for the processed word? (I am thinking, for example, of needing to avoid situations where ADP is not used because the supervisor or other authority doesn't like the typeface or format.)

Incentives

1. The offices have to be assured that ADP is taken seriously at the DDI level, and that office performance will be measured as much by the kind of technologies that are brought to bear on the data, analysis, and presentation aspects of intelligence production as on the quantity and quality of output.

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2. At the same time, can we give offices assurances that we recognize uncertainty and the likelihood that much time may be spent on truly experimental endeavors that do not pan out?

3. Are there things the DI can do across the board, such as insisting that the NID be produced electronically? That routine requirements and coordination tasks be done electronically?

4. Can we help assure that those at the low end of the totem pole, but who are likely to be the primary users of terminals -- the secretaries and intel assistants -- get training in word processing, database building, and similar skills? Can we as a matter of policy give supervisors only a limited right to deny an employee training on the grounds of immediate needs in the component?

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O/DDI [redacted] (1 October 1985)

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