

6 June 1980

MEMORANDUM FOR: Chief, Management Staff
Office of Data Processing

FROM: [Redacted]
Deputy Director for Applications
Office of Data Processing

SUBJECT: ODP's Future Terminal Policy

REFERENCE: Your memo, same subject, dtd. 22 May 1980

1. Attached are the comments you requested in the reference on ODP's future Terminal Policy. If I can answer any questions on this matter, please call [Redacted]

Attachment: a/s

DD/ODP [Redacted] /6Jun80

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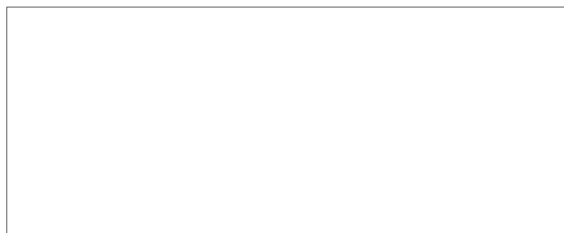
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COMMENTS ON ODP'S FUTURE TERMINAL POLICY

APPLICATIONS/ODP

6 June 1980

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PLANNING QUESTIONS

I.A.4.a.

Generally, the form should be expanded to include all the options possible on the Delta Data. In truth it is a computer and should be treated as such. The form could be used for maintaining the inventory of DP equipment required by law. The larger issue is who is to configure the DD for each installation. This could be a large job. Any DD installation whether standalone or connected to mainframes should be recorded.

More specifically, terminal capabilities/configurations should include "other graphics" or "graphics" without specifying Tektronix and, "word processor".

BASIC capability should be a subset of CRT since some requirements could be met with 5260 terminals in inventory or turned in.

Rather than expand usage section just have "other (specify)".

Yes, the form should address word processing.

No, both connected and stand-alone word processing systems should be included.

I.A.4.b.

Yes, the users are becoming keenly aware of the need to plan for relocations.

No - user should specify a replacement as a new terminal if the requirement (eg. BASIC package) dictates replacement - otherwise ODP determines replacement schedule. Of course, some flexibility for individual cases should exist.

ODP would determine replacement when i) present terminal fails; ii) requirements dictate new capability; iii) inventory available.

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I.A.4.c.

Ideally, users should only provide info on component budgeted terminals if these terminals are to be connected to ODP facilities. However, if a central inventory is required this information should be furnished to ODP. Consider the DD 7260 as a WP.

I.A.4.d.

No, indicating a limitation based on capability to install serves no useful purpose when soliciting requirements.

I.A.4.e

Yes, ODP should provide reliable, accurate accounting data for terminal usage and should refuse to honor increases in the number of terminals and should reclaim low usage terminals.

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Obviously, this policy must allow for exceptions. Alternatively, ODP could charge a basic rental/month per terminal in addition to a connect time charge. Such charges would provide a user incentive to reduce the number of terminals with low usage.

PRIORITY QUESTIONS

I.B.2.a.

ODP must produce this data to manage terminal resources. A report should be sent to the ADP Control Officer to identify component terminal problems. (See I.A.4.e. above)

Furthermore, models could be developed for predicting probability of finding an unoccupied terminal given the number of terminal in an area, the number of analysts frequenting the area, etc. This would be useful in developing other criteria for more or less terminals in any area besides the simple usage statistics.

I.B.2.b.

No, a different priority scheme would not add to the solution. The priority in this section is mostly independent of installation priority.

One constant problem is relocations caused by moves. Some thought to making this higher in priority should be considered without directorate level intervention.

Another problem is offices not getting the number of terminals required to support a program package yet having the package approved in the Agency budget. DP resources are no different that pencils, people, etc.

ACCEPTANCE QUESTIONS

I.C.2.a.

The procedure is logical - see no advantage in changing it.

I.C.2.b.

No. Limits and quotes are on number of terminals. Obviously, if the number of terminals requires a new COMTEN then the COMTEN is put in the budget at the appropriate level. Let the budget approval cycle determine the upper limit.

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But, the number of terminals should equal the number required to execute the program approved. Again, terminals and DP equipment or no different from other resources required to execute the program.

I.C.2.c.

The process should include a consideration for the impact on the performance of ODP systems. Engineering Division and Management Staff should be using this as data for planning new systems. There comes a point where the number of terminals and the number of users will require a more powerful CPU and additional data communications capacity.

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The user should state requirements - ODP's mission is to evaluate and implement options to satisfy their requirements.

I.C.2.d.

It should be ODP policy that SAFE terminals will also be used for ODP central services. The number of terminals for CRAFT, SAFE, CLASS A should be separately identified since there is no uniform policy as to whether ODP funds will be used.

I.C.2.e.

Yes, SAFE, CRAFT, CLASS A priorities should be separated, again, until it is decided that ODP will fund these terminals in its budget.

I.C.2.f.

It is assumed so, since ODP is not allocating any resources to SAFE, CRAFT or CLASS A installation now.

I.C.2.g.

Yes, most critical are OC resources. They should be considered, definitely, at all levels.

LRP QUESTIONS

I.D.2.a.

Only budgeted, or approved figures should be in the LRP - what other information is there?

I.D.2.b.

Perhaps, just a summary. What purpose would it have in the LRP?

Just general classes.

I.D.2.c.

Classes of terminals to reflect the types listed in the requirement document should be included in the LRP.

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REPORTING QUESTIONS

I.E.2.a.

Reports should be coordinated within ODP to avoid duplication, ensure accuracy, and to assign a data base manager.

I.E.2.b

No.

I.E.2.c.

None.

I.E.2.d.

Users should not see this information on a routine basis, ADP control officers should be notified of shortfalls or of delays in installation.

OC PLANNING QUESTIONS

I.F.2.a.

Management Staff should be the focal point to coordinate the response to OC. Preparation should be done by line components involved, mainly Engineering Division. The terminal and commo requirements forwarded to OC should be as in the last ODP submission and should reflect figures in the ODP LRP.

I.F.2.b.

Contacts at planning, budget, and working level are needed to coordinate plans. OL and/or OS involvement is not needed on a regular basis.

I.F.2.c.

The planning officers in ODP and OC should attend the working group meetings. The WG role should not include planning.

I.F.2.d.

See also answer to II.B.5.

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INSTALLATION/TRACKING QUESTIONS

II.B.1.

Generally, ODP Policy should be that any terminal connected to ODP facilities or maintained by ODP must be transferred to the ODP property account independent of the source of funds. Any other course is a waste of any resources. A nagging question in the future will be the standalone DD as a WP. What about the implications of an audit in this area?

II.B.2.

See above. ODP buys - ODP property account. Component buys - component account unless connected to ODP service, or maintained by ODP - then ODP account. The whole purpose of a straight forward accountability policy is to eliminate unnecessary questions in replacing, maintaining, and moving terminals. Perhaps the responsibilities of the equipment custodian should be reinforced?

II.B.3.

No. The basic planning problem is anticipating the problems the Agency will be facing in the future. Since our business is intelligence this is almost impossible. Therefore, ODP should not be concerned that priorities change from the time of requirements submission to the time a TR is submitted. Even ODP has changed priorities over a two year period. Tracking priorities does not serve any apparently useful purpose. Adhering to a first-come-first-serve install basis, all other factors being equal, would make the ground rules understood by all.

II.B.4.

ED should have total responsibility for the management of terminal installations under the guidance of a written ODP policy. One reasonable policy might be relocations for moving purposes come first and everything else enters a FIFO queue. Of course, there may be exceptions.

II.B.5.

The TR form serves the tracking role. ED should have the responsibility to manage installation and to report status. ED should also identify needed resources in their program submission. A joint MBO is not recommended.

II.B.6.

All options and software releases. How will ED and Applications do their jobs properly.

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II.B.7.

First ODP must decide which component will have accountability for overseas terminals. If ODP has the accountability then ODP should track nomenclature, serial number and location. If OC has maintenance responsibility, then OC should track replacement stock.

II.B.8.

Yes. ODP should provide a periodic status report to the ADP Control Officers that contains summary information and incorporates the TR by reference to the TRN. At least they will believe something is happening and someone cares!

II.B.9.

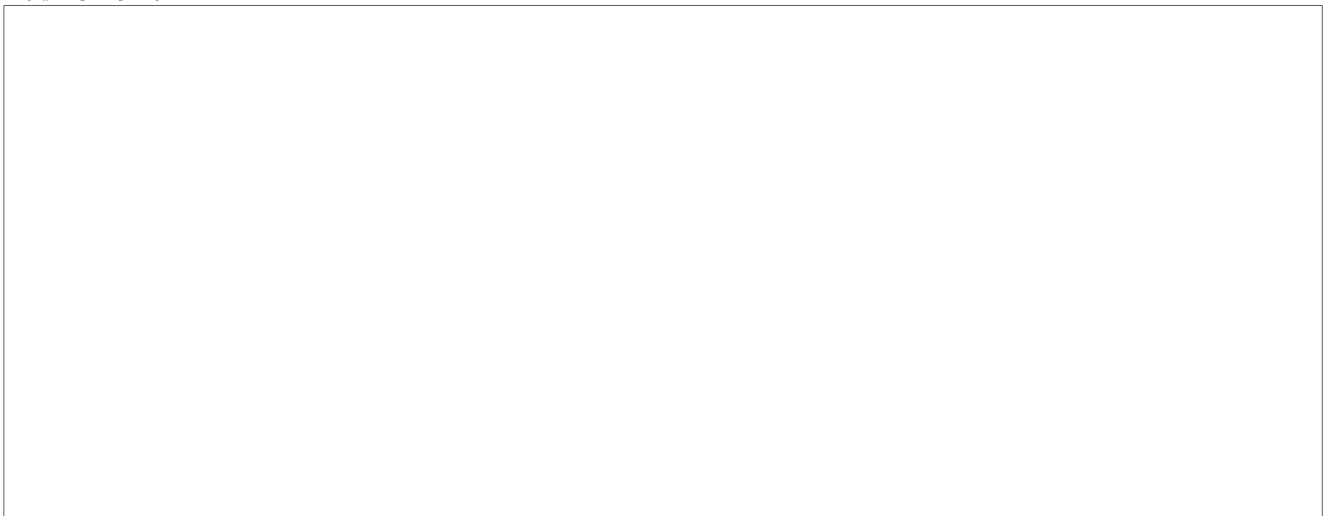
ODP is responsible for terminal management. A policy that reclaims unused terminals and satisfies outstanding requests with the reclaimed terminals would be appropriate. In short, use to obsolescence or vanishing requirements.

II.B.10.

The site preparation charge should be noted on the form and an average charge should be allocated to each new terminal and to each terminal moved to another location. The component should be given an estimate of actual charges at the time of the site survey.

SECURITY QUESTIONS

III.B.1.



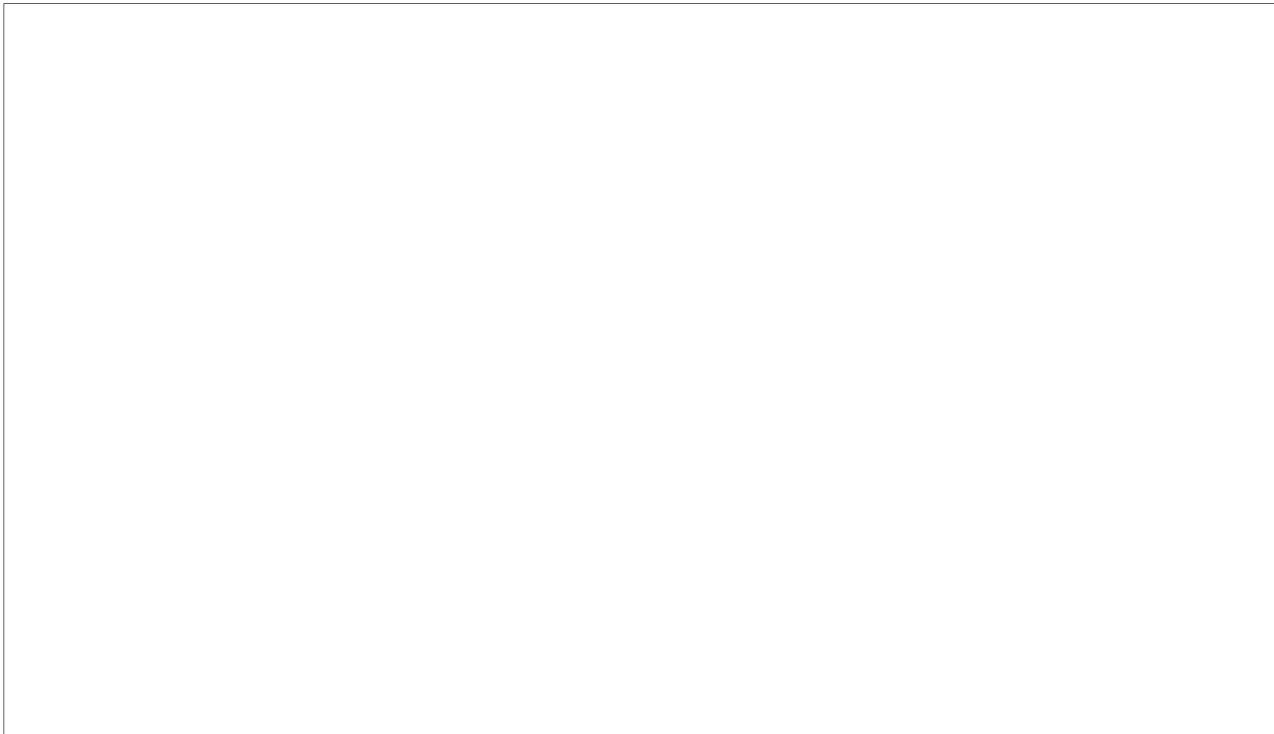
III.B.3.

If the component funded terminal is to be maintained by ODP, the terminal should be ordered by ODP and transferred to the ODP property account.

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III.B.6.

No. Security policy and guidelines for floppy disks are the responsibility of the Office of Security.

ODP should provide a positive indication to the operator that a floppy disk is inserted in the system. Floppy disks should be secured in the same manner as typewriter ribbons or magnetic cards.

GENERAL QUESTIONS

IV.A.

How can requirements at program time be coordinated with current year installations?

The mechanics of the system work well although ODP may be faced with difficulty in installing the number of terminals requested.

How can components be certain of getting the terminals they need to support program packages approved in the Agency Budget? Installed in a timely fashion?

How can we get all ODP components ready to answer questions on the new terminal and prepare for the heavy training requirements?

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IV.B.

The ODP Computer Terminal Procurement Plan should be issued annually in September, or earlier, and should be incorporated in the ODP LRP. The Procurement Plan itself should not be distributed to users but should form the basis of requirements sent to OL and OC.

IV.C.

Policy should be articulated on all aspects covered in the paper where there is joint responsibility within ODP. Also, system availability to the end user needs to be addressed.

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Should ODP manage all Agency terminals?

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