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Agency Stat.*

15 DEC 1978

MEMORANDUM FOR: Deputy Director for Processing
Deputy Director for Applications

*cc: DD/P
DD/A/DDP*

FROM : Clifford D. May, Jr.
Director of Data Processing

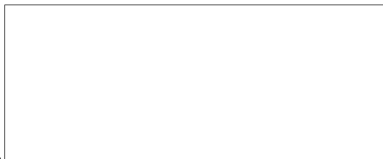
SUBJECT : Introduction of New Softcopy Terminal

1. As soon as we have the new softcopy terminal under contract, I would like to undertake the preparation of a plan covering the introduction of this powerful new tool into CIA. We have to carefully consider what applications we will use to evaluate and learn from the use of the many new features which will be available. At the beginning, we will have to be highly selective, because of the limited capability we have to support a wide variety of new applications of an intelligent terminal. We must gear up our training program to prepare ourselves and the selected users for the introduction and evaluation phase of this terminal. We must make good use of the training services that will be available to us as part of the procurement contract.

2. I hereby assign to the Deputy Director for Processing the responsibility to prepare the ODP intelligent terminal introductory plan. The Deputy Director for Applications is charged with preparing the training annex to the plan. The plan needs to address the allocation, use, and evaluation of all terminals which are assigned to more sophisticated applications (those using features beyond those contained in the current Delta Data). It must also cover our support activities (applications software, hardware/software maintenance, and training) and OC support, (e.g., wideband lines). I think we should target completion of the plan at least six months before the initial deliveries of the first equipment.

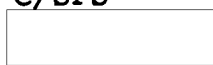
3. I invite further discussion of this memorandum if you desire.

4. Attached are some suggestions from



Clifford D. May, Jr.

cc: DD/ODP
C/MS
C/SPS



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UNCLASSIFIED INTERNAL USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

14 December 1978

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.

D/ODP

12/15 *AM*

Danny, *AM*

2.

DD/P/ODP

I suggest that our plans include specific arrangements for a test of the new terminal as a word processor, and that this test be carried out in coordination with AI/DDA.

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May not be practicable. }

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11.

The plan should cover the ways in which we identify the "sophisticated applications" and how we reallocate older terminals which may be freed because of installation of new ones. We should avoid, if at all possible, applying any new terminals to tasks which the older terminal can handle. Perhaps next year's call for terminal requirements (the 1980 version of Ed's memo of 8 Dec., with attachments) should go out early and include some questions which will produce the information we need to allocate the new terminals wisely. Planning for such a call should be included in the DDP plan requested in your memo.

13.

14.

15.

1-2 FYI