

8 APR 1977

MEMORANDUM FOR: Deputy Director for Processing  
 Deputy Director for Applications  
 Chief, Special Projects Staff  
 Chief, Management Staff

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

SUBJECT : Charter for Terminal Requirements  
 Working Group

1. The purpose of this memorandum is to establish a Terminal Requirements Working Group and to give it initial direction.

2. The working group's objective is to define the functional requirements of an ODP user's terminal for the FY-78 to FY-83 period.

3. Membership on the working group will be organized as follows:

- The chairman from Applications,
- A maximum of two members each from Processing, Applications, Special Projects Staff, and Management Staff,
- A maximum of two representatives from each interested customer component.

4. Working group members will be determined by the chairman during April 1977. The first working group meeting will be in late April 1977. Meetings will be called to address specific tasks. The chairman will regularly make status presentations to the ODP Board of Directors.

5. The final product of the working group, to be completed by 3 October 1977, will be a Terminal Requirements Report. This paper will include documentation of requirement applicability, unresolved issues, terminal technology considered, and available terminals on the market.

6. ODP will use the Terminal Requirements Report as a basis for a request for proposal (RFP), to be completed by 31 December 1977. The RFP will be prepared by the Engineering Division of ODP with the assistance of the chairman.

7. The following are working group assumptions/constraints:

- The terminals will be initially acquired in FY-78.
- The terminals will adhere to Agency security and communications standards.
- The terminals will each occupy no more physical space than a Delta Data.
- A common terminal is desired for ODP, DDO, SAFE and other Agency components. It is also desired that the terminals be used overseas for accessing ODP data bases. Reasons for not having common requirements must be documented.
- Existing Delta Data terminals will be used through FY-82.
- The working group will not consider procurement issues.

8. The chairman of the Terminal Requirements Working Group will be  DC/DD/ODP.

Clifford D. May, Jr.

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