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ROUTING AND RECORD SHEET

DD/A Registry 79-1457

SUBJECT: (Optional)

STAT Proposed Revision to [redacted] Office of Data Processing (Job #8285)

FROM: Chief, Regulations Control Branch
STAT 5D49 Hqs.

EXTENSION [redacted]

NO. DD/A Registry

DATE 24 APR 1979 File O+M-1

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. [redacted]	4/24		JW	The attached proposal updates the mission and functions statement for the Office of Data Processing. All coordinators have concurred with the proposal.
2. STAT ADDA	4/25		[illegible]	
3. [redacted] 5-D-49				
4.				
5.				1-2: Does this meet your approval?
6. DDA Registry				
7.				2 to Ch, RCB.
8. RCB BU-2 Amber				Ed - Bruce Johnson will be contacting you on this chart [illegible]
9.				
10.				
11.				Clifford D. May, Jr. Associate Deputy Director for Administration
12.				25 April 1979
13.				Distribtuion: Original PRS - C/RCB w/att 1 - DDA Subj w/att 1 - ADDA Chrono w/o att
14.				
15.				

DD/A Registry 79-1457

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HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						[redacted] is revised to update the mission and functions statement of the Office of Data Processing.

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Arrows in the page margin show the locations of the changes described above.

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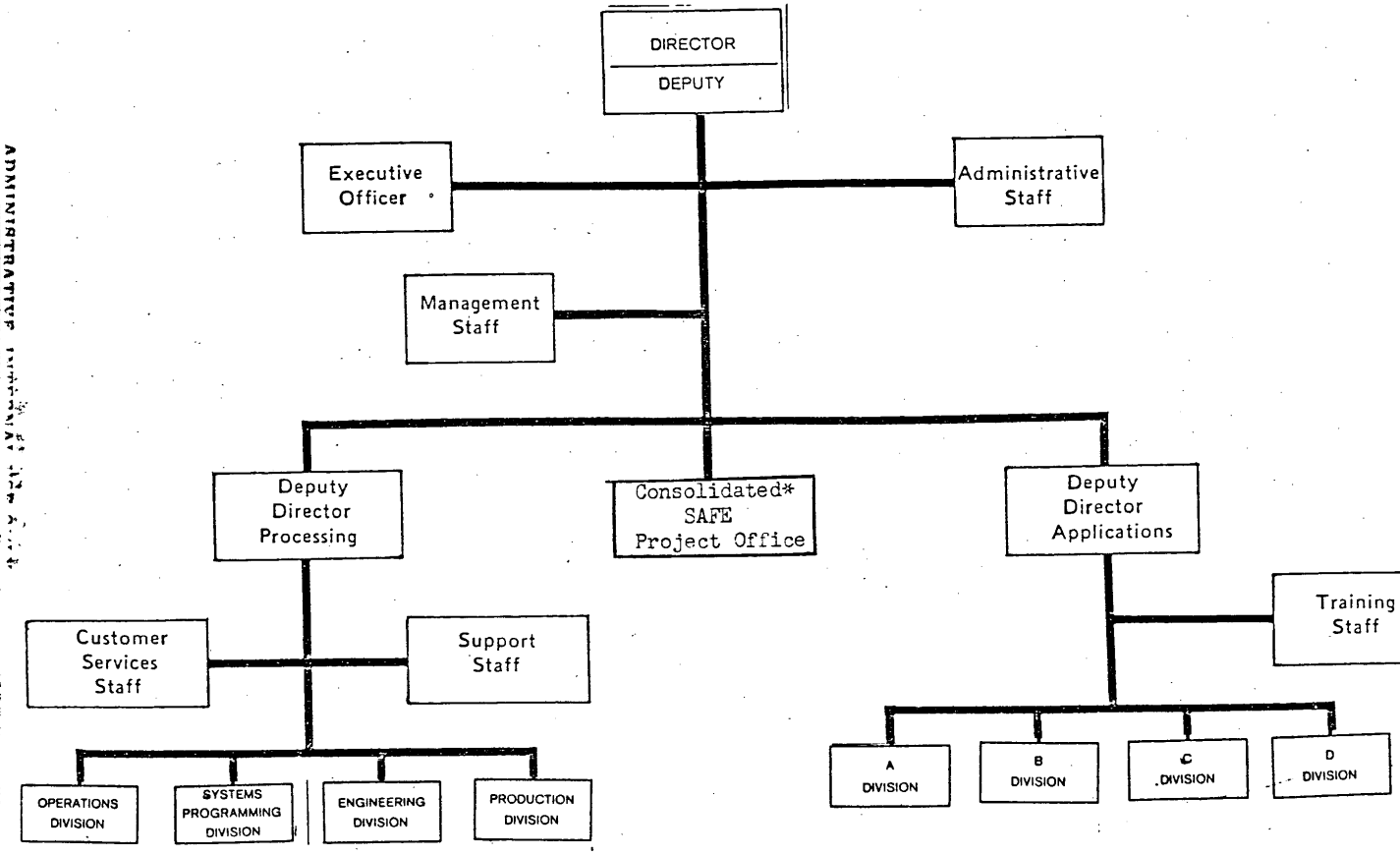

* Joint CIA/DIA Staffing

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ORGANIZATION

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ORGANIZATION

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j. OFFICE OF DATA PROCESSING

(1) MISSION. The Director of Data Processing /1/ is responsible for providing a central computer service to satisfy Automatic Data Processing (ADP) requests from Agency components and ~~from~~ the Intelligence Community as assigned.

(2) FUNCTIONS. The Director of Data Processing:

(a) Advises the Director of the Central Intelligence Agency / in his capacity as head of the CIA / and staff elements of the Office of the DCIA on matters pertaining to Automatic Data Processing.

(b) Performs analyses of requirements for ADP services, conducts feasibilty studies, prepares proposals for the development of new computer application programs, develops new computer applications programs, and performs maintenance and production control of completed application programs.

(c) Develops or acquires the computer software required in the computer systems operated by the Office of Data Processing (ODP).

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(d) Plans, designs, implements, operates, and maintains ADP systems to satisfy Agency-wide requirements for ADP services and Intelligence Community requirements as assigned. Additionally, provides compartmented and uniquely tailored stand-alone ADP facilities to satisfy specialized Agency and Intelligence Community requirements.

(e) Evaluates, selects, provides and maintains data communications terminal equipment required by components using ODP-operated computers.

(f) In coordination with other Agency components, formulates and promulgates standards that will be applied in the development, documentation, and use of computer applications programs developed by non-ODP components and run on the ODP central computer facility.

(g) Maintains a system to account for the use of Office of Data Processing ADP resources.

(h) Implements established security policies and, where appropriate, assists in developing security measures for Office of Data Processing ADP systems in cooperation with the Office of Security, the Office of Communications, other Agency components, and members of the Intelligence Community.

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(i) Develops and conducts ADP training programs on ODP computer systems and services to meet Agency requirements.

(j) Formulates and promulgates Agency-wide policies and guidelines relative to the acquisition and use of ADP equipment, software, and services.

(k) Assists and advises Agency components in early planning to determine how best to satisfy their ADP requirements.

(l) Not used.

(m) Within the guidelines contained in

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reviews and approves proposals from any Agency component for the acquisition of ADP equipment, software, and services.

(n) Provides trained ADP professionals to Agency components and staff elements of the Intelligence Community as required.

(o) Maintains a detailed inventory of Agency ADP equipment and a summary of the Agency's total ADP skills and ~~ADP~~ costs.

(p) Coordinates the reutilization of excess ADP equipment to meet Agency standards.

(3) ORGANIZATION. See organization chart, figure 25.

DON I. WORTMAN
Deputy Director
for
Administration

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