ORGANIZATION AND FUNCTIONS

Directorate of Management & Services

Office of Joint Computer Support

Approved For Release 2005/08/24 : CIA-RDP90-00992R000100020017-1

Approved For Release 2005/08/24 : CIA-RDP90-00992R000100020017-1

DIRECTORATE OF ADMINISTRATION

OFFICE OF JOINT COMPUTER SUPPORT
ORGANIZATION AND FUNCTIONS

Prepared by
Consulting Services Branch
User Support Division

Approved For Release 2005/08/24 : CIA-RDP90-00992R000100020017-1

Approved For Release 2005/08/24 : CIA-RDP90-00992R000100020017-1

Preface

This booklet provides functional descriptions and organization charts of the Office of Joint Computer Support (OJCS). Included in the back of this booklet is a directory with the most logical contacts for information on OJCS functions.

This publication is updated as required. Revisions, additions, or deletions should be directed to the User Support Division (USD), extension [redacted] 25X1

OJCS Telephone Numbers for Reporting Trouble		
After-hours Computer Center access		[redacted] 25X1
ASP/OS online response problems	(0800–1700)	
	(1700–2400)	
	(0000–0800)	
Batch processing problems	(0800–1630)	
	(1630–0800)	
CP—Interactive System response problems	(0800–1630)	
	(1630–0800)	
Data conversion (key punching)	(0800–1630)	
EAM processing	(0800–1630)	
GIMS Database problems	(0800–1700)	
	(1700–2400)	
	(0000–0800)	
OJCS Security Office		
Page Reader problems		
Remote hardware	(0800–1630)	
Tape Library		
Terminals (IBM 2741 and Delta Data)		
ASP online terminals	(0800–1700)	
	(1700–2400)	
	(0000–0800)	
CP interactive terminals	(0800–1700)	
	(1700–0800)	

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Office of the Director

Key Personnel:

Director	Harry E. Fitzwater	2E29	[redacted]
Deputy Director	[redacted]	2E29	
Executive Officer		2E29	
Technical Information Committee	Harry E. Fitzwater	2E29	
Planning Staff	[redacted]	2E29	
Career Subgroup Board	[redacted]	2E29	
Security Officer		2E29	

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The Director and Deputy Director assure that the Agency's computing needs are met, as prescribed in [redacted] The Director concentrates on overall Agency computer requirements and the management of personnel, equipment, and financial resources. The Deputy Director concentrates on internal OJCS plans and their execution. The Executive Officer is the chief administrative officer and is directly supported by the Administrative Staff.

The **Technical Information Committee,** chaired by the Director, includes senior line officers, the Executive Officer, the Planning Officer, and a rank-and-file member from the Office at large. The Committee acts on policy and management decisions brought to it from any source.

The **Planning Staff** coordinates Office-level planning, prepares Office programs and progress reports, drafts objectives and action plans, maintains the Project Register, and aids ad hoc Planning Groups created by the Director to resolve specific problems.

The **Career Subgroup Board,** chaired by the Deputy Director, is composed of the Executive Officer and senior OJCS line officers. The Career-Development Officer from the User Support Division participates as an advisor. The Board considers personnel actions and policy relating to personnel in the OJCS Career Service, and acts in an advisory capacity to the Director.

The Security Officer coordinates all matters of OJCS security, including conducting security indoctrination, providing liaison with the various components, and evaluating and recommending security procedures.

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Administrative Staff

Key Personnel:

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[redacted]

2E23

2E23

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2E23
2E23
2E23
2E23

[redacted]

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Administrative Staff: assists OJCS components in matters of logistics, finance, training, personnel, and administration. Staff specialists advise and counsel OJCS personnel on training. Agency regulations and procedures, procurement, contracts, travel, and budget.

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Applications Division

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Key Personnel:

	4E50	
	4E50	
	4E50	
	4E50	
	5F22	
	5F38	
	GD5313	
	GD5321	

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Applications Division (AD): responsible for the analysis, development, and maintenance of computer applications for Agency components. This Division assists Agency components in utilizing computers by analyzing requirements and developing and maintaining programs to meet these requirements; provides technical guidance to other Agency components or their contractors so that software development is suitable for the Computer Center's equipment and operating systems.

The organization of AD was planned to maximize continuity for on-going projects and minimize disruption to customers. Project teams are organized from Branch resources to meet the requirements of active projects. A Branch Chief controls the project teams during their existence and the Division's Management Review Board analyzes and monitors progress of project team activities.

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Operations Division

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Key Personnel:

[redacted]	GA3910 GA3910 GC03 GA3910 GA0514 GA0503 GC47	[redacted]

Branch

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Operations Division (OD): handles the production aspects of a job (e.g., scheduling the work and preparing jobs for processing on computer center equipment). This Division also maintains accounting and resource utilization information, and implements plans for acquiring new computer equipment. The Computer Centers operate 24 hours per day, 7 days a week, and processes 900 to 1500 computer jobs per day.

Computer Processing Branch (CPB): operates and schedules the GC03 Computer Center computers and peripheral equipment and maintains a tape library of nearly 22,000 reels of magnetic tapes and 350 large diskpacks. CPB also processes the input and output for Computer Center customers.

Support and Services Branch (S&SB): prepares data for computer processing using keypunch machines, card sorters, collators, interpreters, and printers. This Branch also is responsible for monitoring OD's budget, statistical accounting, and contract management.

Resource Management Branch (RMB): monitors resource usage; allocates direct-access resources; maintains the customer "billing" system; and analyzes costs and expenditures to forecast budget and determine favorable/unfavorable costs and benefits ratio for computer equipment and software.

Hardware Services Branch (HSB): participates in computer hardware evaluation, selection, and planning. HSB is responsible for configuring and installing computing equipment, environmental requirements for Computer Centers, incident (problem) procedures, and vendor relations.

Information Services Processing Branch (ISPB): operates the GC47 Computer Center, which processes only DDO applications, and maintains a tape library of approximately 6500 reels of magnetic tape and 110 diskpacks.

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Systems Engineering Division

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Key Personnel:

	GA0519 GA0519 . . . GA0511 . . . GA0521 GA0513 GA0511	

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Systems Engineering Division (SED): plans the overall hardware and systems software configuration used in the Computer Center to support user applications programs; installs and maintains the production operating system software, and develops new computer hardware and software techniques which are of potential use to a wide area of computer applications.

The following represent some of the specific activities of the Division:

- Install and maintain IBM operating systems.
- Develop, install, and maintain software for generalized information storage and retrieval systems.
- Develop a mass-storage system capable of online storage of one trillion data bits.
- Develop enhancements to the interactive services available to many users through remote terminals.
- Develop computer security methods to improve system security and data privacy.
- Evaluate and make recommendations on Agency-wide requirements for new or expanded hardware and software systems.

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User Support Division

Key Personnel:

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	1D1614	
	1D1614	
	1D1614	
	1D1605	
	GA2505	
	5D55	

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User Support Division (USD): assists computer users; provides Agency-wide computer training; counsels and guides the career development of OJCS personnel; and develops, maintains, and distributes information on OJCS capabilities.

Consulting Services Branch (CSB): assists users in resolving problems with both programming languages and Job Control Language (JCL), advises customers in the use of OJCS systems capabilities, and develops information for the user community, such as:

OJCS Organization and Functions—designed as a quick guide to OJCS, this booklet provides functional descriptions and organization charts and directs OJCS Computer Center users to appropriate OJCS individuals for information on OJCS functions.

OJCS User's Guide—describes OJCS facilities, procedures, user considerations, and appropriate reference material.

Other technical documents such as technical hardware descriptions, program documentation, and standard operating procedures.

EDP Training Branch (ETB): develops and presents electronic data processing (EDP) courses to Agency personnel. The courses include:

ADEPT—a 16-week, developmental, professional EDP training course consisting of a series of classes which include training in computer hardware, operating system theory, Job Control Language (JCL), and two programming languages—ALC and PL/1.

OJCS Time-Sharing—a control language course for remote terminal usage, specifically: CP Console Functions, CMS Edit, CMS Commands, BATCHMON, SEDIT and CMS EXEC Files.

APL—teaches APL and includes instruction on the use of packaged programs available in this language.

Systems Analysis I and II—provides the basis of a logical and creative approach to systems analysis and design.

Other basic, intermediate, and advanced courses for operators, programmers, and systems analysts.

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Production Branch (PB): Provides the administrative and quality control of production processing, maintains shared applications programs libraries, and provides and maintains a central repository for applications documentation.

Data Base Services Branch (DBSB): coordinates, tests, implements, and maintains the reliability of interactive-data systems; supports online interactive-users (excluding CP/CMS users) and manages applications data bases, as required; coordinates OJCS terminals "service" calls; and provides centralized computer-reports distribution.

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