ODP # 2-2112

20 NOV 1978

MEMORANDUM FOR: Executive Advisory Group Members

FROM   : Deputy Director of Central Intelligence

SUBJECT   : FY 1979 Review of Agency Automatic Data
                 Processing Resources

REFERENCE   : DDCI Memo to EAG Members, dtd 26 July 1978, Subj:
                 Management of Automatic Data Processing Resources

1. (AIUO) The Executive Advisory Group (EAG) in FY 1978 reviewed
all major ADP projects being performed in the Office of Data Processing
(ODP). A major project was defined--for the most part--as a specific
user requirement estimated to consume at least $250,000 of ODP resources
in FY 1978. Twenty-one such projects were reviewed. These represented--
by ODP estimate--approximately 80 percent of their 1978 planned service
capacity. This review process, together with other related activities,
culminated in the issuance of an EAG-approved plan for the consumption
of most ODP resources in FY 1978. It also led to the establishment
of a formal policy regarding the management of Agency automatic
data processing resources--see the reference.

2. (AIUO) While I understand that last year's ADP review was
time consuming, I nonetheless believe that it was a necessary and
worthwhile endeavor. I believe that we can accomplish an equally
meaningful review in 1979 while at the same time holding the expend-
iture of senior managers' time to more manageable proportions. With
this two-fold objective in mind, I plan the following scenario for
our ADP review this year:

    A. The lead-off by the Director, Office of Data Processing,
consisting of:

        (1) A summary review of ODP in 1978 with primary
emphasis on how well offices estimated their requirements,
lessons learned that are applicable to 1979, and other
issues perceived to be important for this group.

        (2) A summary of what we can expect for ODP in 1979,

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focusing on major projects, anticipated expansions, capacity and reserve for the next three years, and related issues appropriate for EAG review.

B. Brief summary review of those major ongoing ODP projects which are not increasing by 20 percent of original FY 1978 resource requirements. ADP project decision forms will be provided to EAG members for their review. If issues or concerns are expressed, briefings can be scheduled with user office directors to resolve them.

C. A detailed review of:

(1) New ODP-supported or component-budgeted initiatives expected to require $250,000 or more in the three-year period beginning 1 October 1978.

(2) Major ongoing ODP projects increasing by 20 percent or more over original FY 1978 resource requirements.

(3) Major ongoing ODP projects involving significant developmental effort.

(4) Major ongoing ODP projects, not previously reviewed by the EAG, that in 1979 will require $250,000 or more.

(5) One major ongoing, non-ODP activity--NPIC ADP.

All detailed reviews will consist of a completed ADP project decision form and a briefing of the project by appropriate office directors.

D. Presentation and discussion of the DDA studies on an Agency-wide ADP career service and the adoption of common data processing standards.

E. Wrap-up.

3. (AIUO) I think it important that we expand our review beyond just ODP--thus the review of component-budgeted initiatives and my suggestion that we this year include the NPIC activity. In so doing, we will have examined about 80 percent of ODP's resources and approximately 70 percent of the entire 1979 Agency ADP budget. I believe that we can accomplish this in less time than was required last year primarily through review of ongoing, level-of-effort ODP projects

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at a summary rather than a detailed level. I believe it important
that we begin our review before the end of this quarter and will
attempt to schedule the EAG sessions accordingly.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: Director, ODP
    Director, NPIC

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