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OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 7

Intelligence Processing Research and Development Laboratory

Mission and Functions

1. Mission

The Intelligence Processing Research and Development Laboratory (IPRD) was established to provide facilities, hardware, systems software and service in support of Agency processing and analysis goals. The Laboratory is to provide OPEN SHOP, HANDS ON environment where new ideas, techniques, procedures and methods may be tested and demonstrated by the Office of Research and Development.

2. Organization

The IPRD is organized under the auspices and control of the Office of Research and Development, DD/S&T under the direct supervision of the Chief, Analysis Division/ORD with joint assistance by other offices and components of the Agency as required (currently with support from the Office of Computer Services.)

3. Project Initiation and Control

The initiation of projects and programs using IPRD facilities will require initial approval of the Director, ORD, after staffing and concurrence by the Chief, Analysis Division/ORD and the Director

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GROUP I
Excluded from automatic
downgrading and
declassification

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3. Project Initiation and Control (Cont'd)

of IPRD. Use of the IPRD for routine data processing in support of OCS or other production facilities will be done only on a non-interfering basis with the concurrence of the Director of IPRD with appropriate liaison to OCS. Conflicts regarding the relative priority of IPRD projects which involve organizations other than the Analysis Division/ORD will be resolved by the Director, ORD. Conflicts over the use of IPRD equipment will be brought to the attention of the Director, ORD by the Director of IPRD and the Chief, Analysis Division/ORD. The Director of IPRD will not initiate research and development programs and projects except through the mechanism outlined above.

4. Functions and Responsibilities of the Director and Assistant Director of IPRD

a. The Director and Assistant Director will be responsible for carrying out all assigned provisions of any joint ORD-OCS agreements.

b. Standards, conventions, practices, and schedules necessary for efficient operation of the Laboratory will be established by the Laboratory Director or the Assistant Laboratory Director.

The Director and Assistant Director will:

(1) Plan, provide and manage the implementation of all required facilities, hardware, system software, and service required for an efficient OPEN SHOP laboratory. HANDS ON service will be provided consistent with established project and/or priority directives.

(2) Provide technical guidance, instruction and consultant service as required or requested by users wishing to interface with the IPRD Laboratory.

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4. Functions and Responsibilities of the Director and Assistant Director of IPRD (Cont'd)

(3) Coordinate and/or assist in developing plans and technical specifications for hardware and software which is to operate in the IPRD Laboratory.

(4) Maintain a library of vendor information pamphlets on equipment available for information processing activities.

(5) Obtain and maintain a library of information processing routines of interest to users of the IPRD Laboratory.

(6) Arrange for or provide the following services:

(a) Maintenance of all facilities and hardware.

(b) General operating system software and utility routines.

(c) Limited keypunching, tape punching and other input requirements.

(d) Provide information and training manuals required for equipment use.

(e) Maintain an inventory of supplies and support items such as punch cards, paper tapes, magnetic tapes, patch boards and wires, etc. necessary for the convenience of the user or operation of the hardware.

(f) Maintain a secure facility where customer data and programs (in machinable form) can be stored. This could be magnetic tape, paper tape, disk packs, wired patch boards, punched cards and any other medium as required.

(g) Maintain a facility to receive, handle, schedule and distribute results of work accomplished in a "will call" mode of operation.

(h) Provide management information and service certification required for all accounting, reporting, and payment functions.

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4. Functions and Responsibilities of the Director and Assistant
Director of IPRD (Cont'd)

(i) Assistance in program debugging, equipment operation, and program preparation as required for efficient and effective use of the IPRD facilities.

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ROBERT M. CHAPMAN
Director of Research and Development

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