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DEPARTMENT OF DEFENSE
DEFENSE SPECIAL MISSILE AND ASTRONAUTICS CENTER
FORT GEORGE G. MEADE, MARYLAND 20755

Date: 07 September 1982

Def. Spec

DEFENSE SPECIAL MISSILE AND ASTRONAUTICS CENTER

ORGANIZATION, MISSION, FUNCTIONS

AND

CONCEPT OF OPERATIONS

(U)

(THIS PAPER IN ITS ENTIRETY IS CLASSIFIED ~~SECRET~~)

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[REDACTED]

Classified By NSA/CSSM 123-2
Declassify On: Originating Agency's Determination Required

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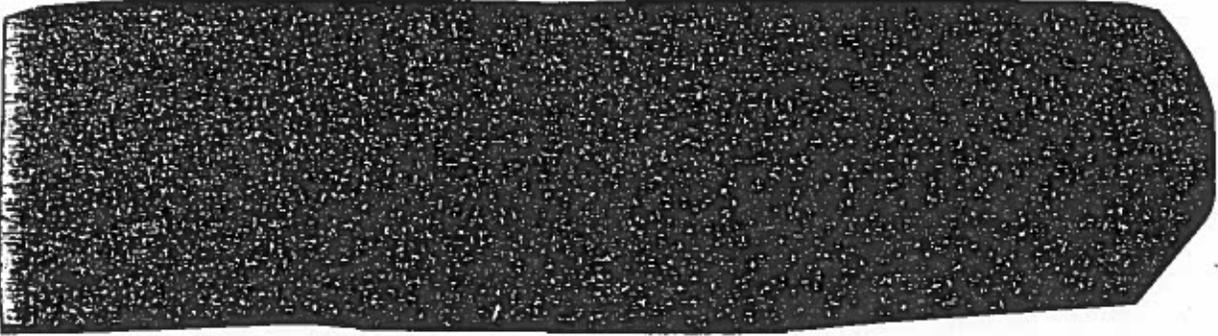
DEFENSE SPECIAL MISSILE AND ASTRONAUTICS CENTER

1. CREATION AND AUTHORITY

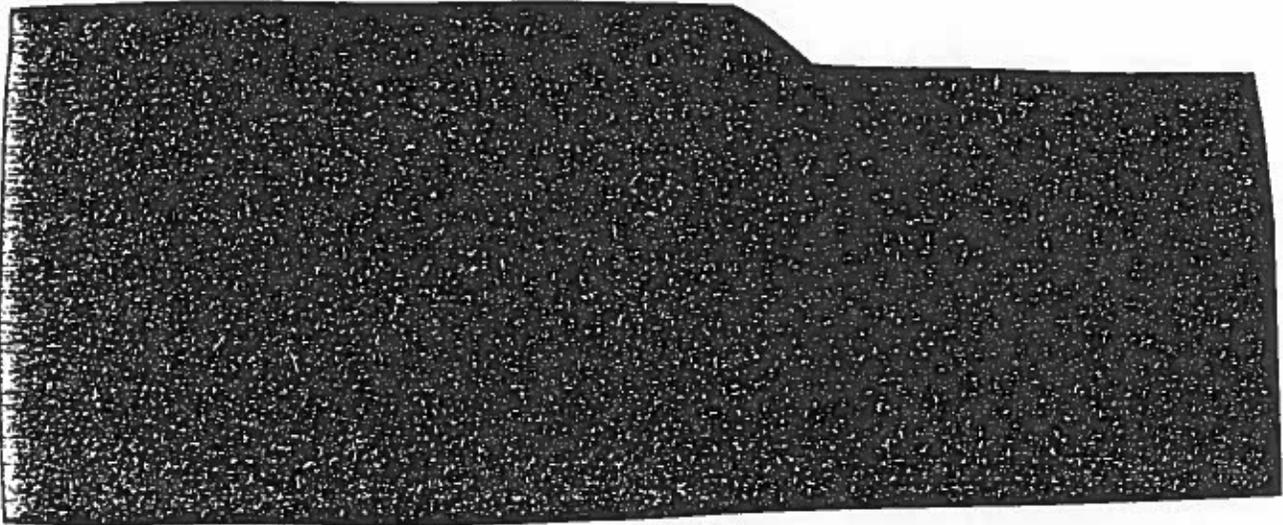
Pursuant to Department of Defense Directive S-5100.43 of 27 April 1964, the Directors of NSA and DIA jointly established a Defense Special Missile and Astronautics Center (DEFSMAC) at NSA, Fort George G. Meade, Maryland. The Center is manned and operated by NSA and DIA personnel.

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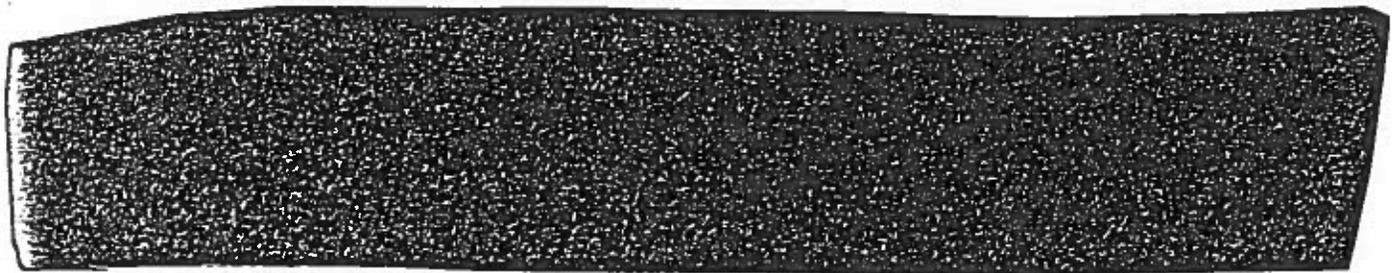
2. MISSION



3. FUNCTIONS AND RESPONSIBILITIES



4. CONCEPT OF OPERATIONS



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b. [REDACTED]

(1) Provides systems analysis, requirements definition, design, programming and documentation for communications and computer graphics applications. (U)

(2) Responsible for the maintenance of operational communications and computer graphics applications and for performing corrective maintenance and/or enhancements in support of changing requirements to this software. (U)

(3) Provides user training and assistance relating to communications and computergraphics applications. (U)

(4) [REDACTED]

(5) Coordinates all computer hardware acquisition, installations and maintenance for the Center. (U)

(6) Assists the Chief, Data Systems Division in the coordination of application data processing matters between DEFSMAC and elements of DIA and NSA. (U)

c. [REDACTED]

(1) [REDACTED]

(2) [REDACTED]

(3) Manages and provides for quality control, retrievals, updating and maintenance, to include recovery procedures, of these data bases. (U)

(4) [REDACTED]

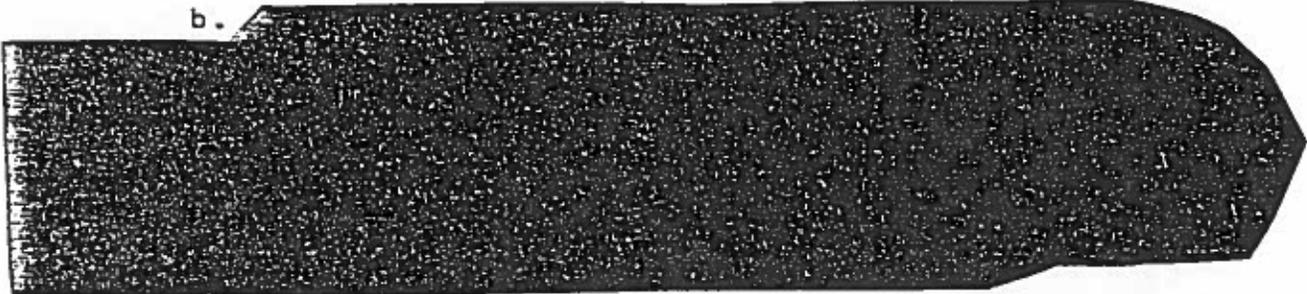
(5) Provides data processing support to include:

(a) Coordinating with applications systems designers and programmers concerning the interface between programs and data bases; (U)

[REDACTED]



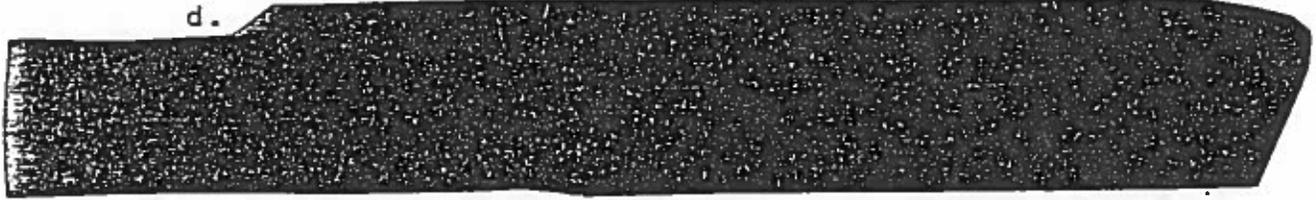
b.



c.



d.



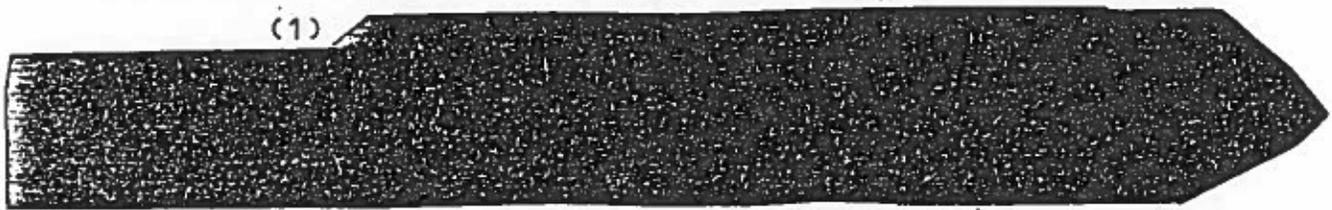
real meaning?

e.



~~(Folio)~~

(1)

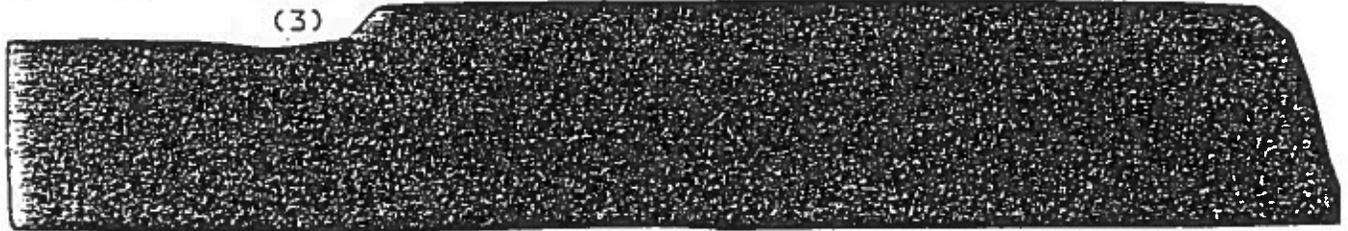


(2)



~~(Folio)~~

(3)



(4)

[REDACTED]

(5)

[REDACTED]

f.

(1)

[REDACTED]

[REDACTED]

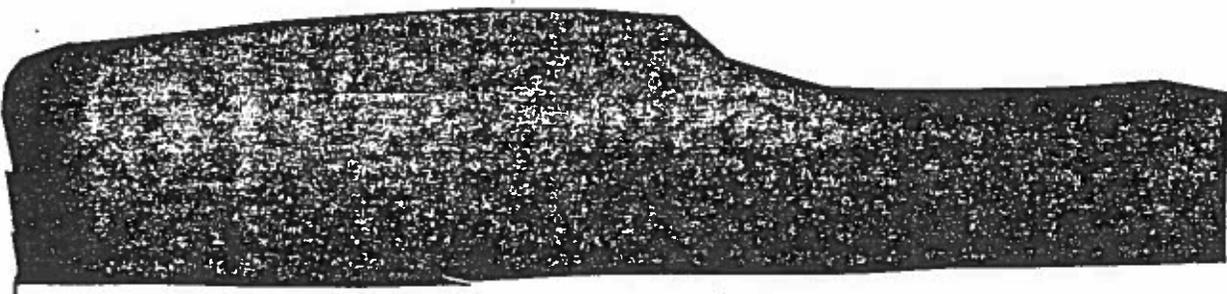
(a)

[REDACTED]

(b)

[REDACTED]

[REDACTED]



5. ORGANIZATION (See Figure 1)

The Director, DEFSMAC is assisted in the management and direction of DEFSMAC by a Deputy Director, three Assistant Directors for specific functional areas, and an Executive for staff functions.

6. OFFICE OF THE DIRECTOR —

a. The Director, DEFSMAC is responsible to the Directors of NSA and DIA for directing and managing the DEFSMAC and fulfilling the provisions of DoD Directive Number S-5100.43 dated 27 April 1964.

b. The Deputy Director, DEFSMAC is responsible to DIR, DEFSMAC (and thus to NSA and DIA) for assisting in the overall direction of the Center and acting as the Director, DEFSMAC during the Director's absence.

7. EXECUTIVE OFFICER/STAFF CHIEF

The Executive Officer/Staff Chief is responsible for:

a. Controlling and monitoring the flow of DEFSMAC correspondence.

b. Providing support to the Directorate, DEFSMAC and maintaining the Directorate's administrative and office files.

c. Operating the DEFSMAC visitor briefing and protocol programs; including planning and staffing visits by key officials or dignitaries.

d. Assisting in the formulation and execution of operational policies and procedures.

(L)

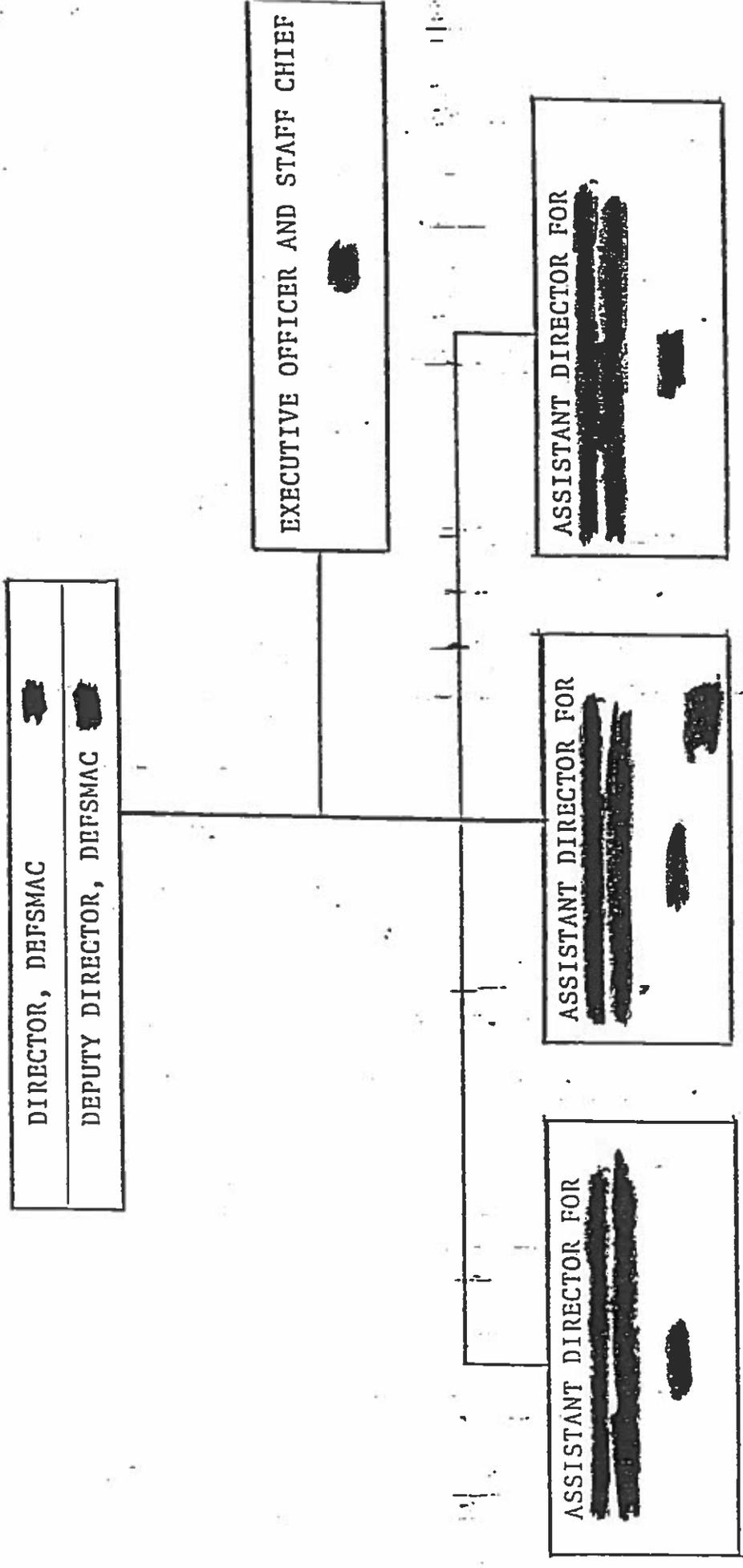
e. Controlling and monitoring all DEFSMAC actions related to ~~_____~~ plans, reporting policies, ~~_____~~ requirements, security, safety, personnel actions and plant facilities.



[Handwritten signature]

FIGURE 1

D E F S M A C



~~SECRET~~ (FOUO)

- f. Maintaining and managing the Center's distribution desk and action/suspense system.
- g. Placement, recruiting, coordination and reassignment of personnel assigned to the Center.
- h. Performing staff activities requiring an overview of the Center.
- i. Managing the Center's training program.
- j. Assisting in TDY planning.
- k. Managing and maintains property accountability for equipment/property assigned to the Center.

8. ASSISTANT DIRECTOR

a.

[REDACTED]

(1)

[REDACTED]

(2)

[REDACTED]

(3) Conducting mission-related liaison and technical exchanges with NSA, DIA, CIA, DoD Military Departments, other Government Agencies [REDACTED] for the purpose of enhancing the DEFSMAC's reporting efforts.

(4) Initiating requirements for data and information to support [REDACTED] in accordance with appropriate DIA and NSA requirements and policies.

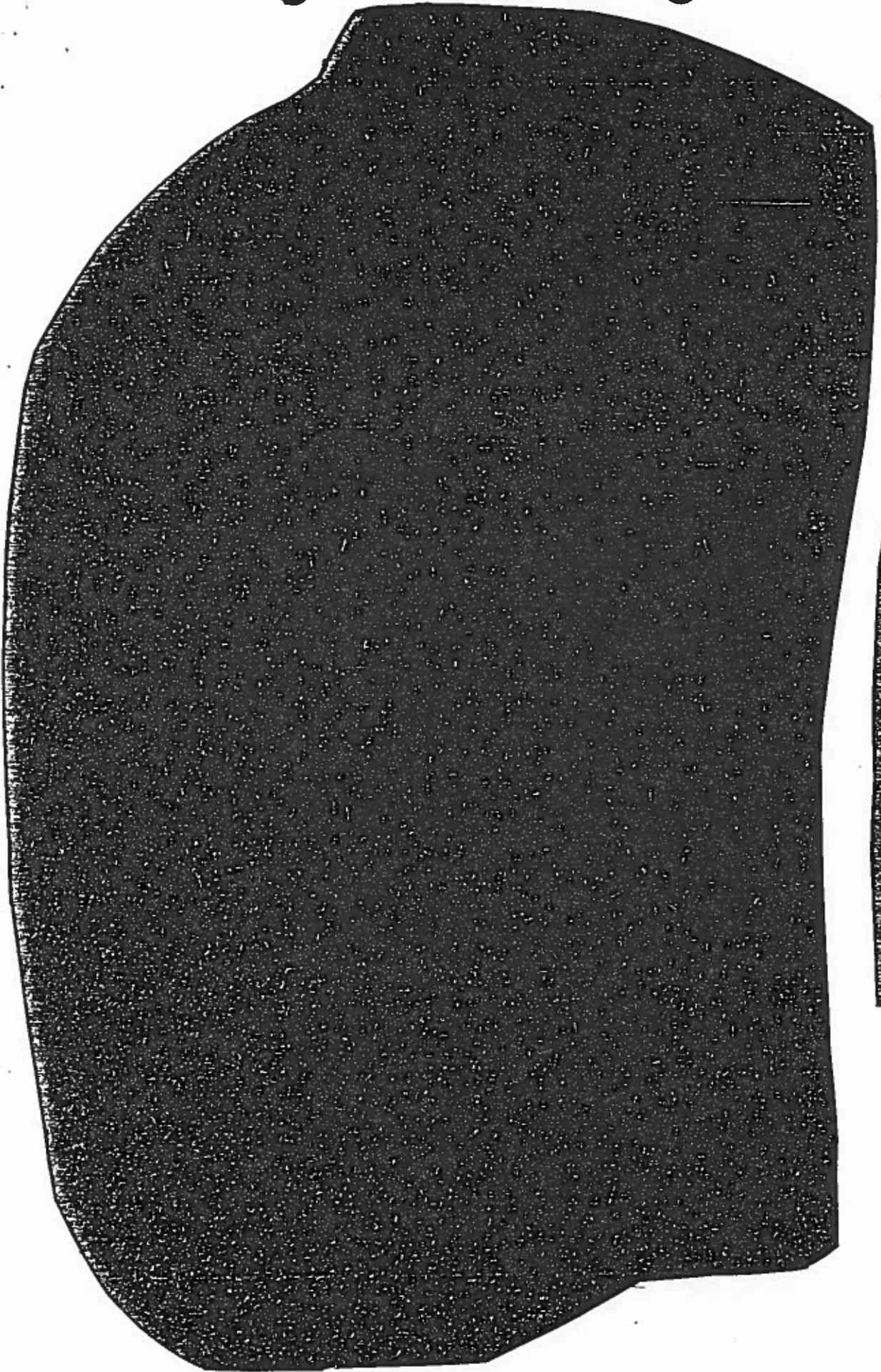
(5) Reviewing requirements for data information for adherence to established policies and procedures and to insure consonance with assigned missions.

(6) Conducting special studies and collaborating with the Assistant Director [REDACTED]

[REDACTED]

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~~CONFIDENTIAL~~

FIGURE 2



~~SECRET~~
7 ~~CONFIDENTIAL~~

(7)

[REDACTED]

(8) Maintaining [REDACTED] for manning
the Center [REDACTED]
[REDACTED]
[REDACTED]

(9) Providing training standards, including the establishment and maintenance of personnel training programs, required to insure continued optimum performance under the [REDACTED]
[REDACTED]

(U)

(10) Attending conferences and conducting briefings required to apprise all interested parties of the latest trends and developments [REDACTED]
[REDACTED]

(11) Providing input and assisting in updating of the intelligence data base.

(12) Advising and assisting the Directorate in formulating managerial and operational policies and procedures, plans and programs designed to improve and maintain DEFSMAC's ability to fulfill its mission.

(13) Providing technical and in-depth analytic support to DEFSMAC Watch operations in order to enhance tasking [REDACTED]

(U)

b. [REDACTED]

(3) Conducts mission-related liaison and technical exchanges with NSA, DIA, CIA and DoD Military Department [REDACTED] for the purpose of enhancing DEFSMAC's reporting mission.
[REDACTED]
[REDACTED]

(4) Conducts special studies in support of Division objectives, [REDACTED], or in response to tasking from DIA or NSA.

(5) [REDACTED]

(6) Provides [REDACTED] personnel for manning the Center [REDACTED]

(7) Attends conferences and conducts briefings to apprise all interested parties of the latest trends and developments [REDACTED]

(8) [REDACTED]

c.

(1) [REDACTED]

(2) Briefs on systems, programs and individual events in this subject area and DEFSMAC organizational briefings as required. (U)

(3) Maintains extensive records and machine data bases [REDACTED] related to this mission.

(4) Conducts cross training with other Branches to assure professional growth of employees and depth of analytic coverage during periods of work overload in specific areas. (U)

d.

(1) [REDACTED]

e.

(1)

(2) Briefs on systems/programs and individual events in this subject area and DEFSMAC organizational briefings as required.

(U)

(3)

(4) Conducts cross training with other Branches to assure professional growth of employees and depth of analytic coverage during periods of work overload in specific areas.

(U)

f.

(1)

(2)

(3)

(4) Conducts mission related liaison and technical exchange with NSA, DIA, CIA, DoD Military Department, other government agencies ~~_____~~ for the purpose of enhancing the DEFSMAC's report effort.

(5) Conducts special studies in support of Division objectives, ~~_____~~ or in response to tasking from NSA or DIA.

(6)

~~_____~~

(7) Attends conferences and conducts briefings to apprise all interested parties of the latest trends and development in [REDACTED]

(8)

g-

(1)

(2)

(3)

(4)

(5)

(6)

(7) Insures quality control [REDACTED]

(8) Conducts briefings on systems progress and individual events.

(9) Maintains records and data bases.

(10) Conducts training to assure professional growth of analysts. (U)

h.

(1)

(2) Maintains extensive records and data bases. (U)

[REDACTED]

(3) [REDACTED]

(4) Conducts training to assure professional growth of analysts.

i. [REDACTED]

(1) [REDACTED]

(2) [REDACTED]

(3) Maintains records and data bases.

j. SCIENTIFIC APPLICATIONS (INSD)

(1) [REDACTED]

(2) [REDACTED]

(3) Maintains records and data bases.

9. ASSISTANT DIRECTOR [REDACTED]

a. [REDACTED]

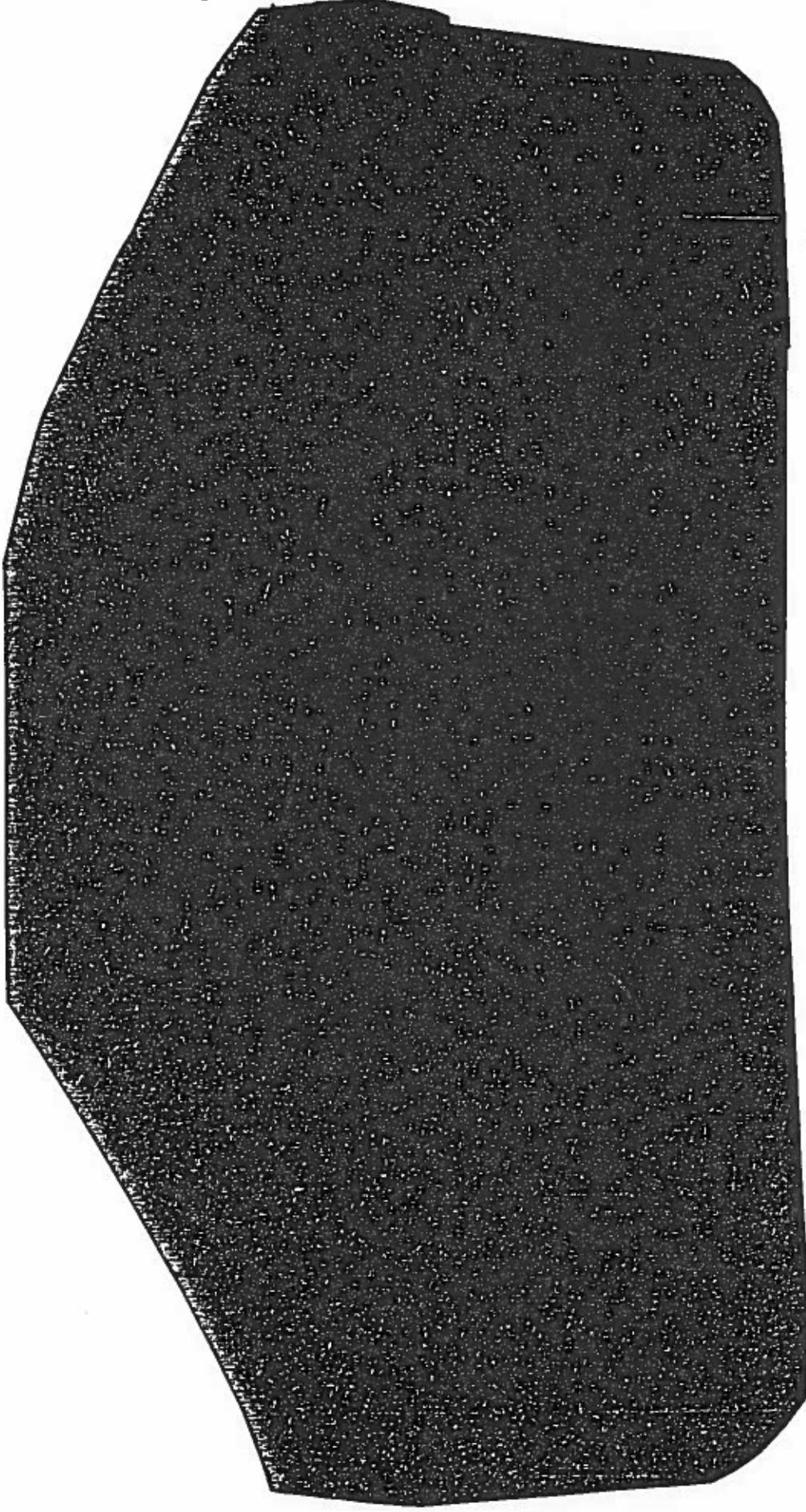
(1) Advising and assisting the Directorate, DEFSMAC on all matters concerning and affecting DEFSMAC operations.

(2) [REDACTED]

(3) Reviewing internal plans, programs and procedures designed to maintain or enhance the DEFSMAC's ability to [REDACTED]

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FIGURE 3



~~(FOUO)~~

~~SECRET~~



(4) Participating in the formulation of external programs and procedures that will assist supporting elements to continue or better serve the DEFSMAC's operational needs.

(5) Managing all communications operations equipment located in DEFSMAC and used by the Center's operational elements.

(6) Provides communications requirements planning for DEFSMAC activities.

(7) Effecting appropriate mission-related coordination and liaison with NSA, DIA, CIA, DoD Military Departments and such other government agencies and collaborating centers as may be required.

b.

(1)

(a)

(b)

(c)

(d)

(e)

(2)

(a)

(b)

(c)

(d)

(e)

(3) [REDACTED]

(a) [REDACTED]

(b) [REDACTED]

(4) SPECIAL PROJECTS (OPDS) *What to do.*

(a) Responsible for providing communications, technical and logistic support to DEFSMAC special projects.

(b) Publishes and maintains DEFSMAC standard operating procedures for special projects.

(c) Serves as point of contact for inter-Agency liaison for DEFSMAC special projects. (U)

(d) [REDACTED]

c.

(1) [REDACTED]

(2) Monitors the DEFSMAC operations and provides guidance, assistance and support for the management and coordination of ~~resources~~ resources. *collaboration*

(3) [REDACTED]

(4) [REDACTED]

(5) Performs mission-related liaison with other organizations as required. (U)

(6) Attends conferences and provides briefings to insure that available ~~resources~~ resources are employed in the most optimum manner. *collaboration*

(7) [REDACTED]

[REDACTED]

d. [REDACTED]

(1)

[REDACTED]

(2)

(3)

(4)

(5) Maintains computer based tasking files and records for individual resources. (U)

(6) Initiates or participates in actions to evaluate and/or document requirements for upgrades or modifications to existing proposed resources in support of the DEFSMAC mission. (L)

(7)

[REDACTED]

e. [REDACTED]

(1)

[REDACTED]

(2)

(3)

(4)

(5)

(6)

[REDACTED]

[REDACTED]

(7)

(8)

f.

(1)

(2)

(3)

(4)

(5)

(6)

(7)

g.

(1)

(2) Operates the DEFSMAC Operations Center ~~_____~~ and serves as the responsible authority for the conduct of all activities within the DEFSMAC during operational periods and non-normal duty hours. (FOUO)

~~_____~~

(3) [REDACTED]

(4) Participates in the formulation of the DEFSMAC recommendations [REDACTED]

(5) Performs initial analysis and evaluates all data received by the DEFSMAC.

(6) [REDACTED]
(7) [REDACTED]
(8) [REDACTED]

10. ASSISTANT DIRECTOR

a. The Assistant Director [REDACTED] is responsible to the DEFSMAC Directorate for the management of computer, peripheral, and data communications equipment, data base administration and management, and the preparation of computer operational software. [REDACTED] also serves as [REDACTED]. [REDACTED] is specifically responsible for:

(1) Advising on data communications/data processing matters and state-of-the-art technology in support of the DEFSMAC mission.

(2) Coordinating future data communications/data processing requirements and integration of future data systems and concepts into the DEFSMAC operation.

(3) Coordinating and acting as liaison between DEFSMAC and elements of NSA and DIA with respect to implementation and operation of approved computer hardware and software.

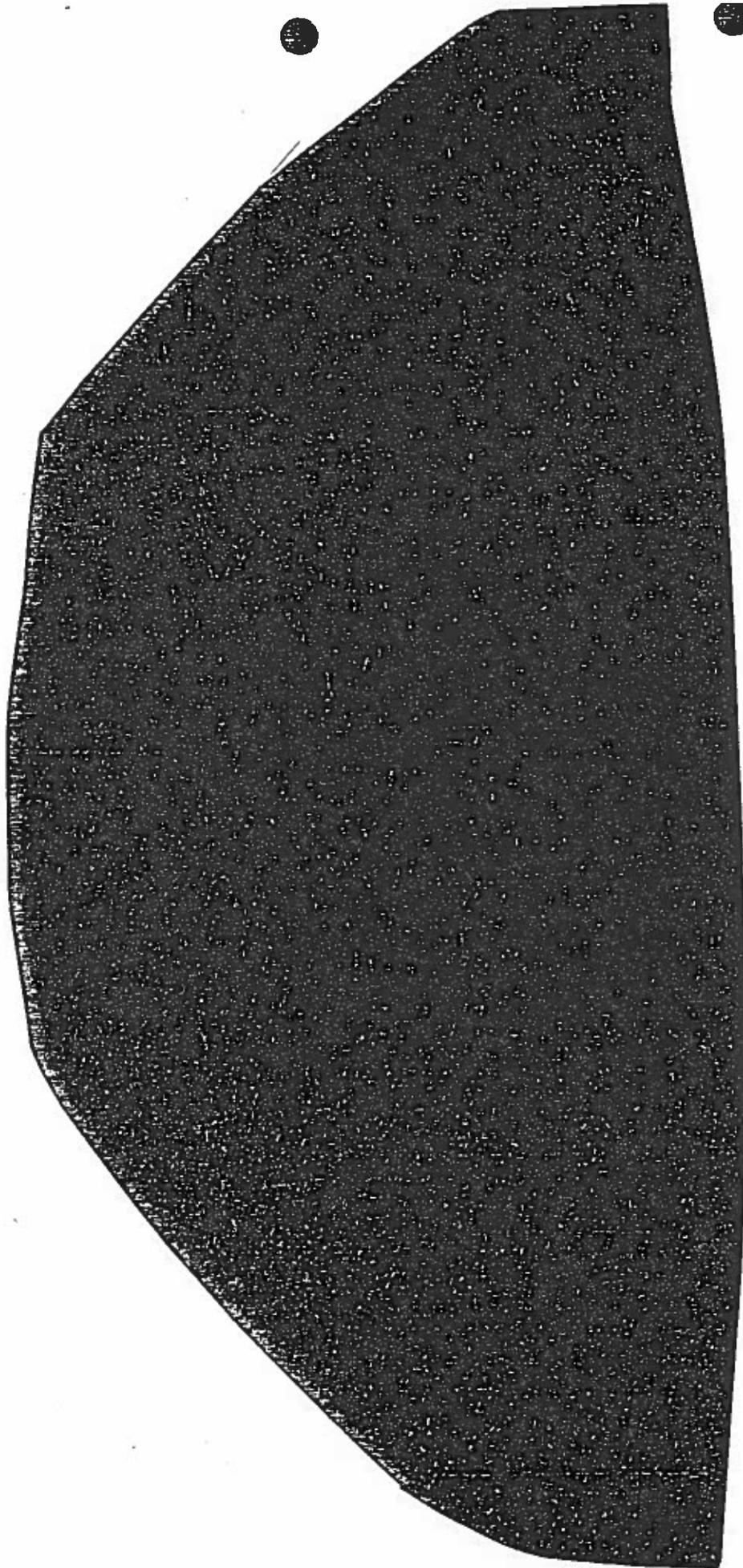
(4) Advising and assisting the Assistant Directors [REDACTED] in the formulation of procedures, plans, and programs designed to realize full value from the Center's present and future hardware and software systems.

(5) [REDACTED]

[REDACTED]

~~SECRET~~

FIGURE 4



~~SECRET~~

(b)

(c) Performing the functions of librarian for all DEFSMAC's conversion efforts.

(U)

(6) Maintains liaison with other centers and agencies for exchange of data.

(U)

(7) Assists the Chief, Data Systems Division in the coordination of applicable data processing matters between DEFSMAC and elements of DIA and NSA.

(U)

d.

(1)

(2) Responsible for the development of and adherence to programming and documentation standards.

(U)

(3) Responsible for maintenance of operational software developed and for performing corrective maintenance and/or enhancements in support of changing requirements to this software.

(U)

(4) Conducts all user training and assistance relating to software developed.

(U)

(5)

(6) Assists the Chief, Data Systems Division in the coordination of applicable data processing matters between DEFSMAC and elements of DIA and NSA.

(U)

e.

(1)

(2)

(3)

(4)

(5) Conducts all user training and assistance relating to software developed.

(U)

(6) Assists the Chief, Data Systems Division in the coordination of applicable data processing matters between DEFSMAC and elements of DIA and NSA.

(U)