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19 June 1963

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Proposed Contract for Auto-Instructional Materials for Teaching the Intelligence Subject Code

1. The contract with the [redacted] for development of a programmed instruction was completed May 1963 and provided 12 units in indexing information for the Intellofax System. Procedural operations were emphasized: how to fill out a code sheet, how to use the index to the Intelligence Subject Code, how to use the dictionaries, how to apply the area codes, and how to differentiate between the Chapters of the ISC. A copy of the evaluation of this program which was forwarded with the Contract Termination form, is attached for your information as Enclosure A. 25X1

25X1 2. [redacted] now proposes to develop additional materials in information analysis and classification, divorced from any particular retrieval system. Their proposal is attached as Enclosure B. Such a program can serve two equally important and necessary purposes: (1) to continue the instruction already completed and (2) to provide instruction for those who use the ISC but in a less complex systems of machine input.

25X1 3. [redacted] is well qualified to develop this additional program. They did an excellent job with the first contract. Their staff is already acquainted with the format and contents of the Intelligence Subject Code. Auto-Instructional training in document analysis can be a helpful adjunct to the community program already developed by CIA for training in the use of the Intelligence Subject Code.

4. The fee of approximately [redacted] seems justifiable since this program will entail depth of analysis; and it is recommended the proposal be accepted. 25X1

25X1

[redacted]
Chief, Document Division

Enclosures: (2)
A - Contract Evaluation Report
B - Proposal

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