Approved For Release 2006/11/05 : CIA-RDP82M00097R001400100002-4

USIB-D-39.7/12
18 November 1965

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Quarterly Report on Progress re-USIB-Approved Recommendations in USIB-D-39.7/5 (Period: 1 July - 30 September 1965)

REFERENCES : a. USIB-D-39.7/6, 6 May 1964
b. USIB-D-39.7/5, 16 March 1964

1. The attached memorandum for the Chairman, USIB from the Chairman of the Committee on Documentation (CODIB) responds to a Board directive in reference a. to CODIB for a quarterly report on this subject. The attached paper reports on progress being made on the recommendations in USIB-D-39.7/5 (reference b.) as approved and amended by USIB in the attachment to USIB-D-39.7/6 (reference a.). This is the fifth quarterly report on this subject.

2. It is not now planned to schedule this report on the USIB agenda for discussion unless specifically requested by a Board member to do so prior to close of business 29 November 1965. In the absence of such a request, it will be considered for record purposes that USIB noted the subject report on that date. 25X1

[redacted]

Executive Secretary

Attachment

No requests received.
Recorded in USIB-M-412
2 Dec 1965, Secretary's Note.

GROUP 1
Excluded from automatic downgrading and declassification

MORI/CDF Pages 1-6

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USIB-D-39.7/12
(CODIB-D-112/5.1)
17 November 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Quarterly Report on Progress re USIB-Approved Recommendations in USIB-D-39.7/5 (Period: 1 July - 30 September 1965)

REFERENCES:
(a) USIB-D-39.7/10, 14 September 1965
(b) USIB-D-39.7/6, 6 May 1964
(c) USIB-D-39.7/5, 16 March 1964

Attached is a summary of activities and accomplishments of CODIB Task Teams, established pursuant to recommendations in Reference (c) as approved and amended by USIB in the attachment to Reference (b). This is the fifth quarterly report. The previous report was Reference (a). 25X1

Paul A. Borel
Chairman

Attachment

GROUP I
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CODIB-D-112/5.1
17 November 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments
of CODIB Task Teams
1 July - 30 September 1965

I. CONTENT CONTROL

(Content Control is a scheme for identifying the content of intelligence items before their publication.)

This Task Team has held a total of 29 meetings, seven during this quarter. Members have reported a total of 1258* hours devoted to this effort. The Team has completed the development of its content control scheme and is now in the process of preparing a report to CODIB for review and comment by the various agencies with particular emphasis on feasibility of its application. The Team now expects this report to be ready by December 15. After the agencies' views are obtained, the Team will recommend procedures for implementing and monitoring the scheme, or give valid reasons why such implementation is not feasible, as required by the Terms of Reference.

II. ITEM IDENTIFICATION

(Item Identification is uniquely identifying and listing publications, document series and other items of intelligence interest.)

This Task Team has held a total of 22 meetings, two during this quarter. Members have reported a total of 980* hours devoted to this effort. The Team delivered a report to CODIB on 24 August. The report examines the need for

*Does not include time spent by members of the CODIB Support Staff.

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an item identification system and the various alternatives open to the Community. It proposes the establishment of an Item Register System, delineates the basic elements of the system, and provides a plan for implementation. The initial system is envisioned as one uniquely identifying some 5,000 - 7,000 items at the series level. Preliminary cost estimates for the system, for designing, testing, evaluating and reaching operational capability in about six months, include 28 man-months of analyst and programmer time, 12 man-months of clerical support and 170 hours of machine support (based on an IBM 1410). The report estimates that after the design, testing, evaluation, and buildup are complete, maintenance of the Item Register will require approximately ten machine hours per month (IBM 1410), one-half of the time of a professional and one-fourth of the time of a clerk. The report is now receiving critical review by the various agencies.

III. FOREIGN PUBLICATIONS

This Task Team has held a total of 15 meetings, three during this quarter. In addition, a working group on transliteration has held a total of seven meetings, one during this quarter. Members of the Task Team and the working group have reported a total of 977* hours devoted to this effort. The Team has completed its investigation of the problems associated with the processing and exploitation of foreign publications and is now drafting a report which is scheduled for completion by 15 December. An interim working group on hard-to-get publications has been formed as previously recommended by the task team in an interim report on "The Need for and Procurement of Foreign Publications." Its purpose is to coordinate want lists and guide requirements, to compile an inventory of assets and a collation of assets and requirements, and to assess the problems involved in establishing controls for procuring and accessioning hard-to-get publications. The Chairman of the working group on transliteration has revised the first draft of a report on "Needs for Standards for Transliteration in the Intelligence Community" and it is now being reviewed by members of the working group.

IV. INSTALLATIONS

This Task Team has held a total of thirteen meetings, one during this quarter. Members have reported a total of 1173* hours devoted to this effort. As a result of CODIB discussion and agency comments, the Team has made revisions to its report converting it from an interim to a final version. Transmittal of the report to USIB with CODIB Recommendations will occur after a final review by the member agencies.

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V. BIOGRAPHICS

This Task Team has held a total of twelve meetings, one during this quarter. In addition, two working groups each consisting of a portion of the Task Team have held a total of eleven meetings, three during this quarter. Members have reported a total of 3,474* hours devoted to this effort. The two working groups have completed the tasks assigned them and have prepared reports on their findings to the team chairman. The Team has now completed its investigation into the problems associated with the processing of biographic information within the Intelligence Community and is drafting its report. It is anticipated that a draft will be ready for CODIB by 15 December.

VI. RESEARCH AND DEVELOPMENT

This Task Team has held a total of sixteen meetings, seven during this quarter. Members have reported a total of 1798* hours devoted to this effort. A report of the Team's findings and recommendations was delivered to CODIB on 30 September and is now being reviewed within the various agencies. From a large number of recommended actions, the Team selected five which it considers essential for immediate initiation: These are: 1) Establish a mechanism for formulating intelligence data handling (IDH) R&D objectives and policies; 2) Allocate more resources -- both funding and Intelligence Community personnel -- to improve our warning and indications capabilities; 3) Produce a comprehensive list of information services, either sponsored by the government or available by other means, which contain information on current and pertinent research and development of use to the USIB IDH-R&D Community; 4) Evaluate two different types of IDH systems to establish methodology and criteria for determining what constitutes a reasonable IDH system; and 5) Establish a feed-back mechanism between finished intelligence users and producers and the IDH-R&D organizations.

VII. ANALYST COMMUNICATION

This Task Team has held six meetings, three during this quarter. Members have reported a total of 252* hours devoted to this effort. The Team has prepared an interim report with some tentative conclusions and recommendations based on team deliberations and partial investigation of one area only (Latin America). One of the most significant of these tentative conclusions is that a complete interagency directory of analysts' skills and expertise seems of dubious value -- even if the many obstacles to its preparation and maintenance could be overcome. The report lists four tentative recommendations:

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1. Each agency should develop a directory of its available intelligence skills and expertise for its own internal use, especially for strengthening staffs in crisis situations.

2. Interagency liaison arrangements and additional points of contact should be reviewed and strengthened. These arrangements should include a comprehensive exchange of organization charts of the production components of the agencies.

3. Present facilities by which analysts in one agency communicate with their opposites, either orally or by facsimile or similar methods, are susceptible to considerable improvement.

4. The establishment of analyst-to-analyst relationships should be included as part of the ongoing crisis contingency planning between State, Defense, and CIA.

VIII. PHOTO CHIP

This Task Team has held ten formal meetings, none during this quarter. In addition, various members have met frequently since 1 May for the purpose of working on the team report. Members have reported a total of 5072* hours devoted to this effort. The report is now being put in final form for review by the entire team and should be available to CODIB by 15 December. In order to expedite delivery of the report to CODIB, the annexes will be published separately at a later date, but the main body of the report will contain a precis of each annex.

IX. ADP SYSTEMS LIBRARY

This Task Team has held fifteen meetings, none during this quarter. Members have reported a total of 980* hours devoted to this effort. As reported previously /Reference (a)/, the Team concluded that the information elements in the USIB ADP Systems Library should be a subset of the elements in the DIA Library of Intelligence ADP Systems in DoD agencies. Therefore, the instructions for reporting on elements common to the two must agree in essential details. The Team report has been delayed several months awaiting completion by DIA of an instruction manual for DoD agencies to use in reporting descriptions of ADP programs and files. /The DIA manual was obtained on 20 October. The Team can now complete its report which should be forwarded to CODIB by 1 December./

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Remarks:

1. The attached CODIB fifth quarterly report of progress on the SCIPS Stage I report is being circulated to the USIB for information.

2. Unless you or another Board member so request, the attached will not be scheduled on the agenda of a USIB meeting, and will be recorded as having been noted by the Board.

25X1

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
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U.S. GOVERNMENT PRINTING OFFICE : 1961 O—587282

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