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19 JUN 1963

MEMORANDUM FOR: Chief, Document Division, OCR

SUBJECT : [ ] Contract for Programmed Instruction   25X1

1. The contract with [   ] to   25X1
develop a programmed instruction for training in the use of the
Intelligence Subject Code as applied in the Intellofax System has
been completed and all the Units for instruction received. As
contracted, 50 copies were to be received of 12 Units each.

2. The final edition of the 12 Units represents a 3rd
revision to the program. Draft copies were received by the
Document Division during the period of December 1962 through
March 1963. These copies were used on individual trainees in
the January and March ISC training classes, corrected, and then
25X1 returned to [ ] The final edition encompassing corrections and
suggestions was ready mid-April. These programmed instructional
booklets have now been adopted as part of the regular ISC Training
Course.

3. Evaluation of the Program

a. Graphic presentation: Excellent

25X1   b. [ ] understanding of the Intellofax (input) System:
Excellent

c. Objectives of instruction carefully determined and worked
out. Programmed instruction in the ISC meets the following
goals: (1) elementary understanding of the document
analyst's job in the Intellofax System; (2) knowledge of
the broad subject concepts of the seven chapters of the ISC;
(3) ability to read the ISC, use the subject index, and
apply the area rules in the ISC; (4) the use of "tags";
and (5) the mechanics of entering coded information on a
code sheet.   25X1

d. Use of samples: [ ] made excellent use of the Unclassified
materials - both documents and job aids - in the programmed
instruction. The materials were sequenced from the very
simple and quite obvious to those of increasing complexity
and difficulty.

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Excluded from automatic
downgrading and
declassification

e. <u>Trainees' reaction:</u> In general, the students reacted favorably and submitted excellent comments for improvement. The overall reaction of all 3 classes was that the 12 Units were extremely well organized and that this method of learning helped to clarify the Intelligence Subject Code and the Intellofax System. In answer to the question "Could this program be a substitute for an instructor?" the consensus was that the program would take the trainee so far and no further. The program emphasized and repeated many basic aspects of the Intellofax input system: It allowed the trainee to go back over some elements which might not have been clear; it repeated throughout the 12 Units processes difficult to remember.

f. <u>Instructor's reaction:</u> Very favorable. After the initial experiment with the January class, it was soon discovered that it was not a good learning technique to expose a trainee to the program for a full 8 hours. The day needed to be broken up, so that the trainee (1) did not feel he was taking a test, & (2) had an opportunity to vary what he was doing.

The program explains in a logical way and with graphic aids one of the difficult aspects of the Intellofax System, i.e. the use of tags to indicate organizations, clear text names, and area indicators. However, many more exercises are needed to cover these aspects.

The program serves as a valuable tool in teaching the Intellofax System and the Intelligence Subject Code (without great depth of analysis). It teaches material introduced by lecture. It requires additional instructional materials paced to correspond to existing units to provide further practice at increasing levels of difficulty.

g. <u>Overall comments</u>

1. The program familiarizes the trainee with the make-up of the Intelligence Subject Code including the Area Code, and with those aspects of indexing peculiar to the Intellofax System in its use of IBM equipment. It permits an individual to make his own rate of progress.

2. Time element: There was no obvious saving of time or shortening of the training class due to the programmed instruction.

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3. The program does not take the place of the
teacher and any thorough training in the use of the
Intelligence Subject Code and/or Intellofax System
must be provided by the human teacher. The programmed
instruction provides a pleasant learning device with
a clear presentation. Without any statistical proof,
it is felt that the ISC Training Course is a better
course because of the programmed instruction of 12 Units.
The teaching of analysis necessary for depth of indexing
is not provided for in this program and would necessitate
a second but necessary program.

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Chief, Analysis Branch

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