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CSS/MM-54
20 August 1965UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman CODIB

SUBJECT: Task Team II Report (T/II/R-1)

1. Task Team II has done an excellent job of responding to the Terms of Reference (CODIB-D-111/1.2/2) approved by CODIB for the Task Team. It has reaffirmed the need for a standard item list (a conclusion of the SCIPS report), has determined the essential elements necessary for such a list and has delineated methods by which it can be accomplished.

2. The big task left is the actual development and publication of the Item Register. This must be done in order to respond to the USIB directive to CODIB to establish an ad hoc task team to "develop and publish a standard item list." (USIB-D-39.7/6)

3. The CODIB Support Staff agrees with those portions of recommendations A and B (page 33) which recommend that an Item Register System be implemented. However, we believe that this can best be accomplished, and at the same time serve the best interests of all of the Intelligence Community, by the method described in alternative 1, page 28, rather than by reassigning the whole task to one agency with reimbursement and/or manpower inputs from other agencies. The following are some of our reasons for this conclusion:

a. Since USIB directed that an ad hoc task team be established to develop and publish a standard item list, we do not believe that it would be a wise move now to recommend to USIB that completion of the task should be assigned to a single agency.

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Group 1
Excluded from automatic
downgrading and
declassification.

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b. Since this is a community project, it needs continuous community participation and cooperation if it is to be successful. The CODIB Support Staff, and any temporary assistants on the project, would provide a community viewpoint and would be more concerned with the needs of all the community than would a single agency.

c. The CODIB Support Staff participated in all of the deliberations of Task Team II and did a substantial portion of the work and thinking which resulted in the subject report. Thus it is the logical choice to continue this effort and to give the necessary background and guidance to anyone who may be designated to assist.

d. Before personnel of a selected single agency could proceed to implement the Item Register System, a great deal of nonproductive time would be required of the CODIB Support Staff, and perhaps the Chairman of Task Team II, to acquaint them with what has been accomplished and learned by the SCIPS effort and by the Task Team. This time could be better spent in productive work on the system implementation.

e. The CODIB Support Staff has the mechanism for dealing directly with each of the agencies from which contributions and cooperation will be required for implementation of the Item Register System. Any component of a single agency selected for the task would have to obtain approval of the many administrative and/or supervisory echelons of its own agency for each portion of the project before it could proceed or deal with an external agency. This would not only increase the total cost but could impede completion of the project.

f. We believe that the total cost of the project, in terms of manhours, will be substantially less under direction of the CODIB Support Staff than if it is assigned to a single agency, except possibly under conditions as discussed in paragraph 4 below.

4. If CODIB does not elect to assign completion of this task to its Support Staff, with some temporary assistance as necessary, we

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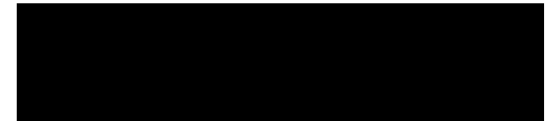
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recommend, as the most feasible alternative, that it be assigned to the Systems Staff CIA/OCR and continue under the direction of the present Chairman of Task Team II. The implementing organization would thus have full advantage of all that has been learned in the SCIPS and Task Team II efforts. Because of its close proximity, the CODIB Support Staff could provide assistance.

5. We do not believe that CODIB should take action on recommendation C until after Functions 1 through 4 (pages 25-26) are accomplished. Again we seriously question the wisdom of assigning that task (develop item description element standards) to a single agency now in view of the fact that it also was one of the problems for which USIB directed the establishment of an ad hoc task team. We believe that the CODIB Support Staff, with a modicum of assistance, principally of a consultative nature, could handle that problem after the Item Registry System is implemented.

6. We concur in recommendation D, provided that the Task Team first complete any revisions of its report which CODIB may require and, further, that the members remain available in a consultant capacity to the organization selected to complete the work remaining in the item identification problem.

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Chief, CODIB Support Staff

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