USIB-D-39.7/9
12 May 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 January - 31 March 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 of 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 third 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 20 May. In the absence of such a request, it will be considered for record purposes, that USIB "noted" the subject report on that date.

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Executive Secretary

Attachment

CODIB-D-112/3.1
11 May 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

REFERENCES: (a) USIB-D-39.7/5, 16 March 1964
(b) USIB-D-39.7/7, 16 November 1964
(c) USIB-D-39.7/8, 8 February 1964

1. Attached is a summary of activities and accomplishments of CODIB Task Teams, established pursuant to recommendations in Reference (a), during the period 1 January to 31 March 1965. This is the third quarterly report. Previous quarterly reports were contained in references (b) and (c).

2. At the request of the Baker Panel of the President's Board of Foreign Intelligence Advisors, the Chairman, Chief/CODIB Support Staff, and DIA, State, NSA and CIA representatives gave a three-hour briefing on 15 March on CODIB activities subsequent to the SCIPS Report. Panel members included Drs. William Baker (Bell Lab), Andrew Gleason (Harvard), John Tukey (Princeton) and Oliver Selfridge (MIT/Lincoln Lab). Patrick Coyne, Executive Secretary of the President's Board was also present.

3. Man-hour expenditures for each Team are indicated in the attached summary; the total for all teams is 8014 or the equivalent of 4.6 man years, excluding the full-time involvement of the permanent CODIB Support Staff (4 professionals, 2 clerical).

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PAUL A. BOREL
Chairman

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GROUP I
Excluded from automatic
downgrading and
declassification

CODIB-D-112/3.1
11 May 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments
of CODIB Task Teams
1 January – 31 March 1965

I – CONTENT CONTROL

This Task Team has held a total of fourteen meetings, six of which occurred during this quarter; three were all-day work sessions. Members of the team have reported a total of 555* hours devoted to this effort to date. The team, essentially, has completed its fact-gathering and is now deeply in the design phase. It has made substantial progress in developing a scheme for identifying the subject content of intelligence items and has completed a preliminary definition of politico-geographic areas to which a notation scheme may be assigned. In this connection, the team made a careful comparison between the DoD and ISC area codes and found a substantial degree of compatibility between the DoD code and the country digraph portion of the Intelligence Subject Code (ISC) area code. It appears, therefore, that a notation scheme for expressing the area content of intelligence items could have a high degree of correlation with both the ISC and DoD area codes when the areas defined by the three systems are equivalent. Following issuance of Bureau of the Budget Circular A-71, BoB also has become active in developing a standard geopolitical area code for use by Government agencies and has established a committee under BoB general guidance and State Department chairmanship for this purpose. The CODIB Support Staff representative on Task Team I has attended the meetings of this group and will continue to do so in an observer role.

II – ITEM IDENTIFICATION

This Task Team has held thirteen meetings, six during this quarter. The members have reported a total of 588* hours devoted to this effort to date. The data elements for an item identification system have been finalized as follows:

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*Does not include time spent by any member of CODIB Support Staff.

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A. Required Elements

1. Exact title of the item.
2. Classification of title.
3. Series designation and control, if any.
4. Producing agency or department, major component thereof, and lowest organizational level identifiable from the item itself.
5. Range of security classifications applied to the item.
6. Dissemination controls applied to the item.
7. Item status, i.e., is the item being produced currently? If not, inclusive dates of publication.

B. Desired Elements

1. Short title, if any, and its classification.
2. Frequency of issuance.
3. Form(s) in which produced.
4. Categorization of the item.

The team has agreed that a categorization scheme is desirable and will be useful for a number of purposes. It has also reached a consensus that items could be appropriately categorized into the three major classes of substantive items, such as, information reports and intelligence estimates; non-substantive items, such as, administrative directives; and substantive support items, such as collection guides, research aids, code books, etc. The team has not reached a consensus on the specifics of further differentiation between items under each of these three major classes; however, a further modification to a proposed categorization scheme has been made and will be discussed at the next meeting.

III - FOREIGN PUBLICATIONS

This Task Team has held seven meetings, six during this quarter; members have reported a total of 387* hours devoted to this effort to date. The team completed an investigation of the systems and procedures in effect in the various agencies for procurement of foreign publications. During this investigation, it heard presentations by CIA's Acquisitions Branch, State, DIA, Army, Air Force Foreign Technology Division, and Library of Congress/Aerospace Technology Division. The results of this investigation were summarized in a draft paper entitled "Procurement of Foreign Publications," which is now being reviewed by each member. The team also obtained

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from each member a broad general statement of his agency's current requirements for foreign publications and a description of how each agency relies upon and values foreign publications as a source of information. These statements were summarized in a paper entitled "Need for Foreign Publications." This has been reviewed by each member, and comments or general approval have been provided by each agency represented.

When agency comments are obtained on the first paper, the two will be combined in a report to CODIB on "Requirements and Procurement of Foreign Publications." The team has now turned its attention to an investigation of processing of foreign publications by the various agencies.

Terms of Reference for a Working Group on Transliteration were prepared by this Task Team, and the Working Group was organized with representation from CIA, NSA, Army, Navy, Air Force and CODIB Support Staff. The objective of the Working Group is to determine whether standardized systems for transliteration of foreign languages are needed in the Intelligence Community and, if so, to identify those systems that best meet the needs. The Group is chaired by [   ] of CIA and   25X1A has held two meetings. Hours spent by this Working Group are included in the figure given above.

IV – INSTALLATIONS

This Task Team has held eight meetings, four of them during this quarter. Members have reported a total of 730* hours devoted to this effort to date. As a prelude to its report to CODIB, the team produced a number of working papers on various elements required for the positive identification of installations and geographic features of intelligence interest. The team has reached agreement on: Identification numbers (peculiar to such installations or geographic features); the functional classification of installations and geographic features; and on the use of geographic coordinates or UTM grid coordinates (or both) measured to seconds coupled with the references from which the coordinates were derived. It also agreed on use of the Point Reference Guide Book to define the reference point for measurement of coordinates. The team has concluded that adoption of the four elements required for positive identification will have a minimal adverse impact on the holdings and procedures of the agencies concerned. The positive gains in terms of increased accuracy and speed in interchange of information and reduction in the confusion caused by use of differing identification systems in the several agencies should far offset any adverse impact. The Chairman prepared a rough draft of the Team Report to CODIB for consideration by the team subsequent to this reporting period.

V - BIOGRAPHICS

This Task Team has held a total of nine meetings, five during this quarter. Members have reported a total 1686* hours devoted to this effort to date. Final Terms of Reference for the team were approved by CODIB on 14 January. The team has collected [   ] records of interest to the Intelligence Community, the majority of which are in the counter-intelligence and security fields. Data collected indicates that these records are growing at a rate of [   ] per year, of which only [   ] are in machine-readable form. There are approximately [   ] made daily against these files. These requests result in [   ] another [   ] are made daily in maintaining the files. There are approximately [   ] persons employed in servicing these records. The annual cost of salaries, supplies and equipment is about [   ] not including overhead. There are [   ] additional records, containing biographic information, which were covered in the SCIPS report but not included in the above statistics. About half of these are in small files of less [   ] records each.

The team is still in the learning and information-gathering mode. During this quarter, it heard briefings on the biographic systems of the Chicago Title & Trust Company and the Genealogical Society of the Mormon Church. It also visited the National Driver's Registration Service of the Bureau of Public Roads, toured the facility and heard briefings on how this Service operates. Considerable time was devoted to planning and preparing for a technical symposium on biographic information processing and related problems to be held for the team and a few others vitally interested in this subject on April 22-23.

VI - RESEARCH AND DEVELOPMENT

This Task Team has held a total of eight meetings, four of them during this quarter. Members have reported a total of 930* hours devoted to this effort to date. Final Terms of Reference for the team were approved by CODIB on 18 March. In addition to the four work meetings noted above, the team held several sessions during which presentations were made by nine persons with outstanding qualifications in the following fields of interest to the team: Federal policy matters related to R&D in information sciences; mechanical translation; document and information storage and retrieval; predictive calculations; imagery interpretation; pattern recognition; and information processing. The team developed a questionnaire on Management of R&D and obtained responses from all of the agencies represented. Each member is now engaged in preparing papers on the following:

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1. R&D goals necessary to meet information processing needs
   of the Community;
2. The best methods of attaining these goals;
3. Definitions of communication and data flow models.

The team agreed to hold no further meetings until each member has provided these papers, with a due date of 9 April.

VII - ANALYST COMMUNICATION

This Task Team has not held a meeting yet; but the Chairman, with assistance from the CODIB Support Staff, prepared a draft Terms of Reference and submitted it to CODIB for advice and guidance. On 18 March, CODIB endorsed the approach in this draft and did not suggest any modifications for further consideration by the team. The first meeting of the team is scheduled for /and was held on/ 6 April.

VIII - PHOTO CHIP

This Task Team has held a total of eight working sessions of 3-5 days each, four of them during this quarter. Members have reported a total of 3080* hours devoted to this effort to date. Final Terms of Reference were approved by CODIB on 18 March. During this quarter, information-gathering tours were made of NPIC; ACIC, St. Louis; SAC 544 ARTW, Offutt AFB; Army Map Service; Geodesy Intelligence Mapping Research and Development Agency; Naval Oceanographic Office and Naval Photographic Interpretation Center. The team also received a number of briefings from technical specialists, representing both industry and government, on a wide variety of subjects related to the team's investigation. A one-day visit is planned /and was undertaken/ to Rome Air Development Center on 14 April. The Chairman feels that after this visit the team will have virtually completed its information-gathering phase and can then concentrate on writing its report. For this purpose the team will meeting during the week of April 26-30 at a facility near Washington, at which time it plans to produce a draft report for CODIB.

IX - ADP SYSTEMS LIBRARY

This Task Team has held a total of ten meetings, four of them during this quarter. Members have reported a total of 558* hours devoted to this effort to date. Most of the effort during this period was spent in trying to reconcile the differing views among team members regarding the specifics of the USIB ADP Systems Library, and then to reconcile the team consensus with a draft DIA Instruction for establishing and maintaining a

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Library of ADP system descriptions for DoD agencies. Although the team has not reached a unanimous agreement on all specifics, it has reached what might be considered a consensus. A new draft is now being prepared by the Chairman for consideration by the team at its meeting scheduled for 21 April. During this quarter both the Team draft and the draft DIA Instruction have been successively modified so that now there is, essentially, agreement between the two on those elements which the team feels should be reported for the USIB ADP Systems Library.

Attachment: List of Approved Terms of Reference

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CODIB-D-112/3.1
11 May 1965

Approved Terms of Reference

CODIB Task Teams

I - Content Control	CODIB-D-111/1.1/2, 30 October 1964
II - Item Identification	CODIB-D-111/1.2/1, 4 November 1964
III - Foreign Publications	CODIB-D-111/1.3/1, 29 November 1964
IV - Installations	CODIB-D-111/1.4/1, 29 December 1964
V - Biographics	CODIB-D-111/1.5/3, 19 January 1965
VI - Research and Development	CODIB-D-111/1.6/3, 31 March 1965
VIII - Photo Chip	CODIB-D-111/1.8/3, 30 March 1965
IX - ADP Systems Library	CODIB-D-111/1.9/2, 29 December 1964

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