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CHIVE/C-30-65
26 October 1965

MEMORANDUM FOR THE RECORD

SUBJECT: System Design and Development Group

BACKGROUND

Phase III of Project CHIVE will be devoted to system development, initial system implementation, and the preliminary design effort necessary for future components. The System Design and Development Group is that segment of the OCR contingent in the CHIVE Task Force which will be involved, throughout Phase III, in system development and the design of tests for newly developed tools and procedures. These activities are in contrast with those of the China Operations Group which are directed toward achieving and testing operational capability.

Development tasks to be performed by the System Design and Development Group (SDDG) are inventive and fundamental in nature. Conclusions reached by SDDG personnel will dictate, more than any other single factor, parameters for the operational system test as well as for the system itself. Design tasks require a high degree of analytic skill combined with background experience in responding to OCR customer requirements. Members of the SDDG will, for the most part, work independently with only token supervision for administrative purposes. Technical guidance will be supplied initially by the Development Division (OCS) contingent of the task force. Need for senior personnel, some with OCR operational experience of at least section chief level, is clear. The responsibility of these positions in Project CHIVE is great.

The functional organization of SDDG will be three design areas, each responsible for a set of related tasks. The Index Area will be responsible for all tasks related to index procedures and design; the Procedures and Processes Area will be

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responsible for design and development of practical pro-
cedures for use of the system; the Support Programming Area
will, of course, be responsible for programming tasks.

The Index Area will also include a unit responsible for
test production of a KWIC (Keyword-in-Context) listing of
intelligence documents. This current awareness device is
being designed by senior personnel in the Index Area.

Personnel in the three design areas will be closely
integrated with Development Division (OCS) and contractor
members of the CHIVE Task Force. The working relationship
will be parallel and characteristic of task force structure
when personnel elements have been drawn from more than one
organization with equal responsibility. Individuals within
each area will work on specific and separate tasks, and a
single senior level of OCR supervisory responsibility within
each area is neither necessary nor feasible. An OCR chief
for each area is therefore not proposed. A functional orga-
nization for these design areas, however, is necessary to
facilitate informal coordination among related activities
while they are in progress. Task integration will be pro-
vided by OCR personnel.

Success of Project CHIVE depends heavily on the quality
of design and adjustment activity. Positions in SDDG will
require unusual exercise of independent judgment and carry
with them an attendant high order of responsibility.

MISSION

The mission of the System Design and Development Group,
working closely with Development Division (OCS) and contract
personnel in the CHIVE Task Force, is to design and develop
elements of a new computer-supported information retrieval
system for OCR.

FUNCTIONS

1. To design and develop index procedures and vocabulary
control tools.

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2. To formulate selection criteria for input.

3. To establish specifications for information, including management data, and summary files.

4. To define computer interface requirements and design query procedures.

5. To design security specifications for an all-source system.

6. To design, develop, test, and maintain computer programs in support of system elements.

7. To perform such extension of initial design and development tasks as may be identified throughout the initial implementation stage of Project CHIVE.

8. To achieve identification and coordination of user interests in the development and testing of the CHIVE System.

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Organization Chart Attached

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SYSTEMS DESIGN & DEVELOPMENT GROUP

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│  1 Intelligence Officer (Chief)   GS-14       │
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Index Area		Procedures and Processes Area		Support Programming Area	
Intelligence Officer	GS-13	Intelligence Officer	GS-13	Digital Computer	
Intelligence Officer	GS-11	Intelligence Officer	GS-11	Systems Programmer	GS-12
Intelligence Officer	GS-9	Intelligence Officer	GS-9	Digital Computer	
				Systems Programmer	GS-11

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GS-9

Current Awareness Test Unit

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Document Analyst	GS-9
Document Analyst	GS-7
Clerk (Typing)	GS-4

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