

ONI DECLASSIFICATION/RELEASE
INSTRUCTIONS ON FILE

16 November 1960

MEMORANDUM FOR: Chief, Document Division

THROUGH : Chief, Control Branch

SUBJECT : ONI Proposal Regarding Standard Format for Intelligence Reports

1. A meeting was held this date in the conference room, 25X1
Street, presiding, to hear an ONI proposal regarding
standard format. The meeting was held to get working-level reactions to
ONI's ideas prior to discussion at the CODIB committee level. Those
present included:

25X1



Management Staff
Management Staff
O
FI

CDR Brady, ONI
LT Bublitz, ONI
LT Ambrose, ONI

2. LT Bublitz presented ONI's ideas on a revised intelligence document format. It is very similar to the present CIA format. Three major exceptions are: a space for coding (ISC), a space for a brief (or summary), a space for internal distribution (similar to present ONI form).

3. The main point stressed by LT Bublitz was the coding space. ONI is considering the use of an inverted typewriter (?) by each reader (i.e., coder) to punch ISC codes into this space. I did not fully understand, but apparently the punched codes will then be machine transferred to punched cards or ultimately punched tape. Dissemination would then be made easier by reading the codes instead of the document text, or eventually automatic dissemination could be used.

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4. Reactions by the CIA representatives (including myself) were generally favorable regarding the basic idea on the format. ONI representatives indicated they would not be hard-headed regarding details. The OO and FI representatives were somewhat hesitant as to their ability to sell reports officers on the brief. I emphasized that OCR considered the brief very desirable.

5. Other comments by DD rep: I mentioned the need for an enclosure citation on the first page, but did not recommend a location for it when questioned. I think a Navy representative suggested it could be included as part of the brief. I suggested to ONI representatives that the new ISC codes required considerable space. They acknowledged that they were dubious about the space they had allotted, and that they hoped to get some firmer ideas after their people have been to DD for ISC training.

6. Miscellaneous comments recalled:

- (a) LT Bublitz alluded to the possibility of better use of the common control number (e.g., blocks for posts, etc.).
- (b) LT Bublitz suggested possibility of disseminating first-page-only to some agencies; then servicing only requests generated.

7. The consensus was that the CIA representatives received the basic idea favorably. ONI will study further, consulting with a private firm of machine specialists to see how the form fits with their machine plans. A similar meeting will be held prior to the end of the year with broader CIA representation (ND and the Library were not represented).

8. I did not mention the [redacted] machine under development. I assume ONI is familiar with the project through CODIB contacts. It was suggested that OCR might want to get DDI consumer reaction to a revised common format, particularly in regard to the brief.

25X1

25X1

[redacted]
Control Branch

Attachment

Sample of proposed format.

Distribution:

- Orig. & 1 - Chief, DD
- 1 - CB
- 1 - Chrono

INFORMATION REPORT

INFORMATION REPORT

Note: This document etc

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COUNTRY

SUBJECT

REPORT
NUMBER
DATE
PREPARED
NUMBER
PAGES

Flexible

DATE OF
INFO.
PLACE &
DATE ACQ.

PRELIMINARY EVAL.

*inverted typewriter for
reader to punch ISC codes
(USIS no. first. then codes)
mechanical dissem. from
punched sub. codes
used with punch cards or punch*

This is UNPROCESSED information

SOURCE:

BRIEF:

*Tape - Trade cards or tape
through community*

Internal Distribution (Navy)