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29 November 1961

MEMORANDUM FOR: CIA Librarian
Chief, Document Division

SUBJECT : Two-way Rotation for Intellofax Reference Group

1. Rotation of Document Division members to the IRG for regularly scheduled tours of duty has proven helpful in promoting a better appreciation of retrieval problems among input analysts. The direct exposure to requesters, card screening, and Library utilization has done much to increase work interest in allowing document analysts to see the results of their labor in perspective with other retrieval capabilities.

2. In frequent contacts with the IRG the value of this rotation has become quite apparent. These same contacts, however, strongly suggest a need for rotation to become a two-way street. It is not unreasonable to assume that if rotation to the IRG is valuable, then rotation from the IRG to Document Division may hold great promise of increased understanding. Indeed, a fuller grasp of input problems by personal encounter may so build the effectiveness of the IRG that many of the presently vexing issues may soon disappear.

3. Valuable decisions cannot be based on half-comprehended facts. If the Document Division, Machine Division, and CIA Library are to develop a truly efficient document retrieval system through the instrument of the IRG, it is imperative that all senior personnel involved do everything possible to reach a ground of common approach. Two-way rotation holds one of the keys to the progress we need.

4. It is proposed that one of the permanent IRG members be assigned to the Document Division once each six months, for a period of 2 weeks; that 1 week be spent in the Indexing Section as a document analyst; the 2nd week spent in the Selection Section screening documents and/or assisting the Dictionary Editor.

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Chief, Analysis Branch

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