

NPIC ROUTING SLIP

4218

FROM: AS/LB

DATE: 5/13

Declass Review by NGA.

| | TO | INITIALS | DATE | FOR YOUR | | | | | | | | | | | | | |
|----------------|----|----------|------|-----------|-------------|----------|-------------|----------|--------|-------------------|------|--------|--------|--|--|--|--|
| | | | | SIGNATURE | INFORMATION | COMMENTS | CONCURRENCE | APPROVAL | ACTION | SEE REMARKS BELOW | FILE | RETURN | SEE ME | | | | |
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| ASST FOR P&D | | | | | | | | | | | | | | | | | |
| CH/CSD | | | | | | | | | | | | | | | | | |
| CH/PSD | | (3) | | | | | | | | | | | | | | | |
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| CH/TID | | | | | | | | | | | | | | | | | |
| CH/IRPD | | (2) | | | | | | | | | | | | | | | |
| DIR/CIA (PID) | | | | | | | | | | | | | | | | | |
| SIO/ARMY | | | | | | | | | | | | | | | | | |
| SIO/NAVY | | | | | | | | | | | | | | | | | |
| SIO/AF | | | | | | | | | | | | | | | | | |
| LO/DIA | | | | | | | | | | | | | | | | | |
| LO/NSA | | | | | | | | | | | | | | | | | |

REMARKS:

John, I'd like to have coordinating in-
 tials from parties involved. In par-
 ticular, we are concerned about type
 of cable which must be installed & lbs
 more cable & conduit would now install
 from coast up to the Region.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
|----|-------------------------|----------|-------------|
| 1 | [Redacted] | 6 May 68 | [Signature] |
| 2 | Asst For Admin | 5/13 | CRH |
| 3 | Chief, IPR | | |
| 4 | Chief, PSD | | |
| 5 | Chief, SB/AS | | |
| 6 | AS/LB | | |

| | | | | | |
|-------------------------------------|-------------|--------------------------|--------------|--------------------------|----------------|
| <input type="checkbox"/> | ACTION | <input type="checkbox"/> | DIRECT REPLY | <input type="checkbox"/> | PREPARE REPLY |
| <input type="checkbox"/> | APPROVAL | <input type="checkbox"/> | DISPATCH | <input type="checkbox"/> | RECOMMENDATION |
| <input checked="" type="checkbox"/> | COMMENT | <input type="checkbox"/> | FILE | <input type="checkbox"/> | RETURN |
| <input checked="" type="checkbox"/> | CONCURRENCE | <input type="checkbox"/> | INFORMATION | <input type="checkbox"/> | SIGNATURE |

Remarks:

[Large empty area for handwritten remarks]

FOLD HERE TO RETURN TO SENDER

| FROM: NAME, ADDRESS AND PHONE NO. | DATE |
|-----------------------------------|------|
| AS/LB | 5/13 |

SECRET

PS/O - 145/64
5 May 1964

MEMORANDUM TO: Assistant for Administration, NPIC
ATTENTION : Chief, Logistics Branch, AS
FROM : Chief, CIA/PID (NPIC)
SUBJECT : Justification for Purchase of 3 Teletype Units
REFERENCES : Memorandum PS/O - 112/64 and PS/O - 136/64 ← *Attached*

Attached
1. Installation of Teletype units connecting PID and the first and third floor film vaults will be utilized to expedite the handling of film requests and are expected to yield a substantial savings in time, both of PID analysts and film vault personnel, over the present burdensome system. This is of particular consequence due to the large numbers of requests involved. During the past year, for example, PID personnel placed 5,786 orders with the film vaults which, as indicated in Memorandum PS/O - 112/64, involved 32,983 cans of film. In addition, their use will eliminate the error rate and security considerations which are inherent when the required alphanumeric information is transmitted orally.

2. It is anticipated that in the future, when programming permits, these Teletype units will be linked through the Univac 490 to permit real-time accession to film availability and location information - thus further increasing their justification.

3. This request has been coordinated through of the Plans and Development Staff, who will initiate installation actions and establish operating procedures.

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ENCLOSURES: 1 - Memorandum PS/O - 112/64
1 - Memorandum PS/O - 136/64
1 - Form 88, No. 5500/7225/64

DISTRIBUTION:

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1 - OSS Chrono
1 - PS Chrono

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRETPS-112/64
10 April 1964

MEMORANDUM FOR: Assistant for Plans and Development

FROM : Chief, CIA/PID (NPIC)

SUBJECT : Installation of Remote-Writing Equipment

ATTACHMENT : Brochure on Victor Electro-Writer

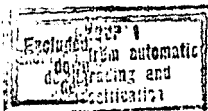
1. One of the most valuable resources of the CIA/Photographic Intelligence Division is its corps of highly skilled photo interpreters. As the work load on these interpreters increases more rapidly than we are able to hire and train new personnel, we are increasingly concerned with making the most efficient use of every hour of the interpreter's time for those tasks which he alone can do, and relegating mechanical and technical functions to lower grade personnel or to automation.

2. One such area of concern is in the ordering and procuring of film from the film vaults on the first and third floor. During the past year the following orders have been filled for PID personnel at the third floor vault or in the first floor film file:

| | <u>Number of orders</u> | <u>Number of cans of film</u> |
|--------------|-------------------------|-------------------------------|
| April 1963 | 496 | 1609 |
| May | 541 | 4377 |
| June | 1127 | 4009 |
| July | 528 | 2700 |
| August | 704 | 3030 |
| September | 575 | 3030 |
| October | 525 | 3343 |
| November | 238 | 1760 |
| December | 260 | 1861 |
| January 1964 | 324 | 2349 |
| February | 428 | 3114 |
| March | 240 | 1801 |
| | <u>5785</u> | <u>32983</u> |

*482 orders/mo.
5-6 cans per order*

Several factors should be kept in mind in interpreting the data given in the above table.

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- (a) On 25 June 1963, PID established its own film files for recent missions. This tended to decrease the reliance on the main files.
- (b) There was a somewhat lower rate of new missions during the end of 1963 and the first months of 1964.
- (c) The fire in the vertical vault incapacitated the third floor vault for a portion of March 1964, thus requiring analysts to deal directly with the first floor.

3. The average time for an analyst to walk from PID to the third floor vault, a distance of approximately 300 feet, place his order and return is on the order of ten or fifteen minutes. This travel is usually accomplished twice for each order placed: once to place the order and again to pick up the order when notified. Frequently there is additional travel required when the film material requested initially cannot be supplied, and the analyst must request a second choice of material. For example, an analyst may require 14 cans of film for a project. He may obtain only 9 of these on the first request and have to make several additional trips to get all the coverage required.

4. The figures given in (2) yield an average of 482 orders per month for PID analysts. Assuming two trips per order and a minimum of ten minutes per trip, this gives an average of 161 man hours per month consumed in traveling back and forth to submit and pick up film orders. In reality, due to unforeseen delays, in waiting for material, the time is even greater than this.

5. Consideration has been given to various means to cut down on this time-consuming process. Placing of orders by telephone is unacceptable because of the error rate in transmitting alphanumeric material orally. A suggested method is the installation of remote writing equipment such as the Telescriber or Victor Electrowriter system in PID and in the film vaults. Use of a transceiver type unit would give the analyst a written record of the order. The system would have advantages in time saved for the vault personnel since the unit would not need to be continuously attended and personnel could be engaged in filling orders while other orders were being received.

6. It is requested that the Plans and Development Staff investigate and initiate the installation of a remote writing system of the type described, between PID and the first and third floor film vaults. The system may be tried out on a temporary basis before permanent installation is made to determine the optimum placement of the units and the types of forms to be ordered for the transceivers.

Distribution: Orig. & 1 - Addressee
1 - PS/Chrono
1 - OSS/Chrono
1 - OSS/Subject File



SECRETPS/O - 136/64
1 May 1964

MEMORANDUM TO: Assistant for Plans and Development, NPIC

ATTENTION :

FROM : Chief, CIA/PID (NPIC)

SUBJECT : Request for Installation of Communications Link
Between PID and the First and Third Floor Film
Vaults.

REFERENCE : Memorandum PS - 112/64

1. Investigations made subsequent to the referenced memorandum has brought forth certain problems inherent in the type of remote-writing equipment originally requested for temporary installation and evaluation. As a consequence, evaluation and recommended procurement action for this type of equipment is no longer desired.

2. In discussions with of your staff, it has been determined that the equipment most suitable and easiest to adapt for the expediting of film orders is the Teletype unit. It is requested, therefore, that Teletype units be installed in PID and the First and Third Floor Film vaults with the units interconnected. It should be considered that future links will be made to these and other stations through the Univac 490 as programming permits.

ENCLOSURE: Memorandum PS - 112/64

DISTRIBUTION:

Orig & 1 - Addressee
1 - OSS Subject
1 - OSS Chrono
1 - PS Chrono

CIA/PID/OSS/PS/**SECRET**