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6 January 1966

MEMORANDUM FOR: Director of Central Reference
THROUGH : Chief, Document Division, OCR
SUBJECT : Item Register System

1. The attached outline of Optional Implementation Programs for Item Identification Register lists and compares three possible routes which can be taken to accomplish the recommendations of Task Team II Report (T/II/R-1 dated 13 August 1965).

2. All three routes assume that a CIA Project Leader will be appointed to organize and carry through to completion any route chosen. This will require full time of a Project Leader in addition to part time support from the CODIB Support Staff, the members of which are most knowledgeable about SCIPS and Task Team II experience.

3. The route of hiring an outside contractor team was rejected for the following reasons:

- a. Delay in clearing a contractor for special material.
- b. A Project Leader would have to spend a great deal of valuable time indoctrinating and training a contractor.
- c. Data collection per se cannot be done by a contractor.
- d. The machine development work does not need a contractor.
- e. There is not much left other than the transcription work. It is true that some system design and planning could be accomplished by a contractor.

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4. The figures for machine development were supplied by OCS/Application Division and are based on the use of existing programs (e.g. FICEUR and other used by OCS). These figures (see Attachment 2) do not include costs of Functions 5 (System Modification) and 6 (System Maintenance) as listed on pages 25 and 26 of Task Team II report (see Attachment 3), because it is difficult to estimate without knowing in advance the results of the Evaluation (Function 4). A rough guess at the upper limit might be: 1/2 man month of analytic time plus one man-day per month of machine system maintenance (or other OCS time) and 5 hours of machine time. These figures represent indefinitely continuing costs.

5. Without doubt, Route 1 (CHIVE Catalog) is the quickest and easiest route, but also the weakest in quality and coverage, and can be estimated only up to the point of evaluation. Route 2 (In-house) starts with lower limits than Route 3 (Community Participation), namely 1500 items, presuming that this Route can test the system design and procedures prior to full scale operation. Expansion to full operational capability will have to proceed either as Route 2 or 3. Therefore, eventual costs to CIA (as Executive Agent) and/or CODIB members cannot be based on Route 1.

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Chief, Analysis Branch

Attachments: 3

- 1 - Outline of Optional Implementation Programs for Item Identification Register
- 2 - OCS Support of CODIB Task Team II
- 3 - Pages 25 - 26 of Task Team II Report

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OPTIONAL IMPLEMENTATION PROGRAMS FOR ITEM IDENTIFICATION REGISTER

	ROUTE 1 CHIVE CATALOG	ROUTE 2 IN-HOUSE (Special Register and Document Div.)	ROUTE 3 IN COMMUNITY (USIB Agency Participation)
<u>INPUT</u>			
Volume	200-400 items (China only)	1500-3000 (World-wide)	3000-5000 (World-wide)
Methodology	<ol style="list-style-type: none"> 1. Entries (all but 1 element of information recommended by Task Team II Report, page 11, included) written on 5x8 cards. 2. System design to be determined 	<ol style="list-style-type: none"> 1. System design and preparation of Manual of Instructions 2. Formatted forms filled in as documents or series received in Divisions 3. Editing by Project Leader 4. Reviewed for completeness by producing agency 	<ol style="list-style-type: none"> 1. System design and preparation of Manual of Instructions 2. Formatted forms filled in as documents are collected or identified 3. Editing by Project Leader
Timing (to Evaluation)	<ol style="list-style-type: none"> 1. CHIVE input to Catalog finished Jan 66 2. 1-2 weeks to complete those items or series not considered by CHIVE 3. System design - 2 weeks 	<ol style="list-style-type: none"> 1. System design and preparation of Manual - 1 man month 2. Forms to be filled in - 1½ man months in each Division 	<ol style="list-style-type: none"> 1. System design and preparation of Manual - 1 man month 2. Forms to be filled in - 1 man month each Agency
Manpower Costs Analytic	<ol style="list-style-type: none"> 1. 2 man weeks of additional data collection 2. 2 man weeks of System design 3. 1 man week of editing 	<ol style="list-style-type: none"> 1. System design - 1 man month 2. Data collection and filling in of forms - 3 man months minimum 3. Editing - 2 man weeks 	<ol style="list-style-type: none"> 1. System design - 1 man month 2. Data collection and filling in of forms - 1 man month each State DIA Army Navy Air CIA (to take care of CIA, Foreign, Miscellaneous) 3. Editing - 2-3 weeks

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	ROUTE 1 CHIVE CATALOG	ROUTE 2 IN-HOUSE	ROUTE 3 IN COMMUNITY
Machine Development	<ol style="list-style-type: none"> 1. $\frac{1}{2}$ man week - system design 2. 2 man weeks - programming and testing 3. 1 man week - initial system operation 4. $\frac{1}{2}$ man week - key punch 	<ol style="list-style-type: none"> 1. $\frac{1}{2}$ man week - system design 2. 3 man weeks - programming and testing 3. 1 man week - initial system operation 4. 1 man week - key punch 	<ol style="list-style-type: none"> 1. $\frac{1}{2}$ man week - system design 2. 3 man weeks - programming and testing 3. 1 man week - initial system operation 4. 1 man week - key punch
ADVANTAGES	<ol style="list-style-type: none"> 1. Quickest and cheapest 2. Data collection 3/4 finished 3. All elements but "Category" entered in clear text on 5x8 card 	<ol style="list-style-type: none"> 1. World wide coverage 2. OCR Divisions are familiar with document input 3. In-house probably would be completed sooner than in-community (Route 3) 4. Could take advantage of CHIVE list on China 5. Easier to control and provide consistency 6. 1500 items could serve as test before full scale operation 	<ol style="list-style-type: none"> 1. World wide coverage 2. Each agency most familiar with its own series 3. Pooling of resources - fairer in dividing manpower costs 4. Most thorough and complete product
DISADVANTAGES	<ol style="list-style-type: none"> 1. Delaying action for complete Register 2. Weakest coverage - China instead of world 3. Evaluation can be on format and methodology only 4. Only a relatively unrepresentative sample of world coverage can be evaluated 5. Items not considered by CHIVE - bibliographies and indexes - will have to be added and these may be world wide. 6. Does not follow recommendations of Task Force 	<ol style="list-style-type: none"> 1. Divisions will have additional responsibility without additional manpower 2. Work will fall on CIA entirely - OCR. Where will the OCR man power come from? 3. Some Defense series are not received in or cognizant by OCR. 	<ol style="list-style-type: none"> 1. Costliest in manpower 2. Slowest to production or operational stage 3. Input is decentralized 4. Some repetition with what is already being computer produced by DIA in its Production Center Intelligence Production Index, issued quarterly. A world wide DoD Index planned.

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Attachment 2

13 December 1965

**Estimate of OCS Resources Required to Support CODIB Task Team II
(Item Identification)**

Assumptions

In developing this estimate it has been assumed that the record design and processing required will be such that existing programs can be used for the greater part of the system functions. Other assumptions are:

file size -- 25,000 card image records (5,000 items, 5 cards per item,

batch updating once a month resulting in 3 complete listings of the file in different sequences,

five ad hoc requests per month.

Estimate

Development Cost:

System design -- one-half man-week

Programming and testing (edit and validation program, and setup of existing programs) -- 3 man-weeks

Initial system operation -- one man-week

Key punch -- one man-week

Machine time (program, debug, and file creation) -- 6 hours

System Modification: One man-week

System Maintenance:

Per month -- one man-day

Machine time -- 5 hours

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Attachment 3

Pages 25 & 26 of
Task Team II Report

(Phase I)

<u>Function</u>	<u>Description of Tasks</u>
1. <u>System Design</u>	Determination of reporting procedures, forms, and data file structures; computer system flow charting and programming; design of products; establishment of data codes and tables (for organizations, security classes, etc.).
2. <u>Data Collection</u>	Collection of examples and descriptive data on items. Formatting and transcribing of this data.
3. <u>Initial System Operation</u>	Key punching of data, file building, production and reproduction of outputs, servicing of queries, data base maintenance.

(Phase II)

4. <u>Evaluation</u>	Establishment of criteria, survey of users through CODIB, compilation of evaluation results, and preparation of report for CODIB on form, format, frequency and type of services, and inclusion factors.
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(Phase III)

5. <u>System Modification</u>	Establishment of changes and modification of data files, programs, and products, based on evaluation results. Collection of information on additional items as suggested by evaluation.
6. <u>System Maintenance</u>	Institution and operation of reporting system and monitoring for deletions, additions or changes in item corpus. Production of periodic products and servicing of ad-hoc requests. Conduct of occasional further evaluation surveys.

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