C-O-N-F-I-D-E-N-T-I-A-L

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USIB FILE AND PROGRAM CATALOG SYSTEM

REPORTING MANUAL

FIRST EDITION

DECEMBER 1966

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

C-O-N-F-I-D-E-N-T-I-A-L

Group I
Excluded from
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U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

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U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

FOREWORD

This manual is issued pursuant to instructions of the United States Intelligence Board, and prescribes the reporting requirements, procedures, and formats for submission of descriptions of automated intelligence data files and their associated computer programs for inclusion in the USIB File and Program Catalog System.

The USIB File and Program Catalog System has been established to facilitate the exchange of file and program descriptions between the agencies and departments of the intelligence community. At the request of the United States Intelligence Board, the Defense Intelligence Agency will maintain the system and publish periodic catalogs of descriptions as services to the community.

User comments on means to improve the system are invited. Such comments, together with requests for clarification of instructions and assistance in using the system, should be forwarded through channels to the Chief, CODIB Support Staff, Central Intelligence Agency.

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[redacted]

CHAIRMAN

Chapter I

INTRODUCTION

1. The File and Program Catalog System (FPCS) is designed to provide the United States Intelligence Community with data to produce a central catalog of automated master intelligence data files and of computer programs used to process these data files. This catalog will be published quarterly by the Defense Intelligence Agency (DIA) on behalf of USIB and of DoD and is intended to facilitate the exchange of information among members of the Intelligence Community.

2. The success of this system depends entirely upon the strict adherence, by all participants, to coding instructions. Data submitted that is not in accordance with this manual will lead to erroneous or meaningless items in printed reports and may in some cases be rejected in processing. These reports will be returned for resubmission during the next reporting cycle. The printed reports can be used for checking the validity of input. Input data found to be erroneous will be resubmitted during the next reporting cycle.

3. It should be noted that DIA, as the publishing agency, is operating this catalog under a USIB Directive (USIB-S-13.1/4, approved on 26 June 1963). In addition, on its own initiative, DIA has published an instruction manual with the same objective as this USIB manual (DIAM 65-8-1, IDHS Vol. VIII Management Systems, Part 1, the ADP File and Program Catalog System (FPCS), first edition of which was published 15 October 1965). DIA requires a greater number of reporting items from DoD ADP intelligence elements than is required by other USIB agencies. In consequence, the reporting requirements submitted in this manual reflect combined requirements of USIB and DoD, the former being a subset of the larger DIA/DoD reporting requirements. In this manual, the USIB reporting requirements have been marked by an asterisk in the left margin, preceding the card column designations for each card format used. Items so marked are mandatory reporting items for all USIB agencies. Unmarked items are optional for all except DIA/DoD. USIB agencies reporting against the mandatory reporting items are encouraged to respond to other reporting items shown in this instruction manual.

4. The File and Program Catalog will be operated by DIA on an IBM 1410, 80K memory computer, using the Formatted File System (FFS)

programs.

5. Caution must be used in designating file and program identifiers. Each reporting agency is responsible for assigning a unique identifier for each file or program developed within the agency. Unit I.D. plus file or program identifier will be the accession to the file. File or program identifiers must not be reused.

6. Requirements for additional data elements or data codes should be submitted to the Chief, CODIB Support Staff, Office of Central Reference, Central Intelligence Agency.

7. This Instruction Manual is effective immediately.

Chapter II

SYSTEM CONCEPTS

1. Purpose.

The purpose of the File and Program Catalog System (FPCS) is twofold:

a. To provide a central mechanism for collecting descriptions of intelligence data stored in an automated form and of the associated computer programs and processing equipment.

b. To facilitate the exchange of information among the members of the Intelligence Community to eliminate or reduce unnecessary duplication of effort in the development of automated intelligence files and their associated computer programs.

2. Scope.

a. This Instruction applies to all USIB agencies.

b. All intelligence files and programs which are considered by the reporting agency to be of interest to other USIB agencies will be described, provided catalog publication procedures are in accordance with existing security regulations of the reporting agency.

c. The classification of these descriptions will be kept as low as possible.

d. It is not required that non-DoD agencies submit information on inactive files or on programs under development.

3. Definitions.

For the purpose of this instruction, the following definitions will apply:

a. Master file. A file containing relatively permanent information which is a combination of data that is contained in no other file. Individual data elements will be standard and may be contained in, or derived from, various master files. Only master files containing intelligence information and ancillary files needed to process these files, such as an index or thesaurus, will be reported. Derivative files will not be reported in this system.

b. Automated file. A machine-processable file stored on punched cards, paper tape, magnetic tape, drums, or disks. Film transparencies of all types are excluded, but independent indices to file transparencies are included if they are stored on one of the media mentioned herein.

c. Computer program. The complete sequence of machine instructions necessary to solve a problem or accomplish a processing task whether this sequence is called subroutine, routine, program, or some other term. Manufacturers' programs which are commercially available to all users are excluded unless major modifications have been made to the programs, in which case, the modifications should be described. In addition, the basic components of the Formatted File System (FFS) for the 7090/94 and 1410 computers are excluded except where major program modifications have been made.

d. Tape block. For the purpose of this instruction, the term "tape block" is the same as "physical record", which is defined as "a segment of data inscribed on a recording medium and physically delimited in some fashion, e.g., written on a magnetic tape or disk and preceded and followed by end of record gaps, or punched on a single card."

e. Logical record. A collection of data elements closely enough related to be customarily processed as a unit within a computer even though, in an external recording medium, the same stream of data may occupy any number of physical records or any portion of one physical record. Contrasted with "physical record."

4. Use of 80-column cards. The FPCS is predicated and guided by the principle that an action is initiated and controlled by a series of 80-column, punched, EAM cards.

a. File and program descriptor cards, each containing a unique card identification, will be used as a basis for maintaining the FPCS. These cards are grouped as follows:

(1) Main file descriptor cards:

Card format 1 - Descriptive file title

Card format 2 - Geopolitical areas

Card format 3 - Miscellaneous file descriptions
Card format 4 - Abstract describing file

(2) Supplementary file descriptor cards:

Card format A - File dependency
Card format B - Programs used to process this file
Card format C - Substantive data elements

(3) Program descriptor cards:

Card format 5 - Descriptive program title
Card format 6 - Miscellaneous program descriptions
Card format 7 - Minimum equipment and special features needed to run program
Card format 8 - Abstract describing the program
Card format 9 - Software dependency and miscellaneous program descriptions.

b. The punched card actions can result in an addition to the catalog, a change to the catalog, or a deletion to the catalog. Except for the addition of a new file or program description, the card identification must match the identification of a record in the catalog, or all data being submitted on the card will be rejected.

c. To delete a file description from the catalog, card formats 1 and A will be submitted. To delete a program description from the catalog, card format 5 will be submitted. Detailed instructions are provided in subsequent chapters.

d. To change any part of a file or program description, the old version of the description must be deleted from the catalog and the complete updated description substituted in its place as an addition to the catalog.

e. Each participating agency will submit cards in separate decks under any of the following designations, as required:

(1) Main file description deletions
(2) Main file description additions
(3) Supplementary file description deletions (card format A)

(4) Supplementary file description additions
(5) Program description deletions
(6) Program description additions

5. Card data content.

a. Positive identification and control in the FPCS is provided by uniquely identifying each file or program description with an identification in columns 1 through 16 of each punched card. The following information is contained in these identification columns (mandatory reporting items indicated by asterisk):

*(1) Report originator (Unit Identification Code)
*(2) File or program identifier (assigned by report originator)
*(3) Card format identifier
*(4) Card security classification or card security control
*(5) Card handling/releasability
*(6) Card action (addition or deletion to the catalog)

b. File descriptor cards, numbered 1 through 4, contain the following additional information:

(1) Card format 1, Descriptive File Title

*(a) Descriptive title of the file.

*(b) Highest security of file description cards.

*(c) Highest handling of file description cards.

*(2) Card format 2, Geopolitical area(s) covered by the file. Geopolitical codes are those given in the current DIA Instruction 65-5 series plus ZZ for worldwide (see Annex 2). For NSA, see NOTE under card format 2, card columns 19-72.

(3) Card format 3, Miscellaneous File Descriptions

* (a) File security classification or file security control.

* (b) File handling/releasability.

(c) Intelligence activities supported by the file.

* (d) Intelligence subjects covered by the file.

* (e) Date of file description (report date).

* (f) Date file became (will become) automated.

* (g) Earliest (oldest) date of information in the file

(h) File update cycle.

* (i) File currency.

(j) Approximate number of logical records in the file.

(k) Designed logical record size.

(l) Estimated annual file growth.

(m) Logical record type (fixed, variable, mixed).

* (n) Data storage medium (cards, paper tape, magnetic tape, disk, drum).

(o) Magnetic tape block, if applicable.

* (p) Disk/magnetic tape recording mode, if applicable.

(q) File order.

(r) File exchange count.

(s) Equipment make and model.

*(4) Card format 4, Abstract describing file.

c. Supplementary file description cards (formats A,B, and C) contain the following information:

(1) Card format A, File Dependency

(2) Card format B, Programs used to process this file.

(3) Card format C, Substantive data elements.

d. Program descriptor cards (format 5 through 9) contain, in addition to the card identification, the following information:

(1) Card format 5, Descriptive Program Title

* (a) Security classification or security control of the program.

* (b) Handling/releasability of the program.

* (c) Descriptive title of the program.

* (d) Highest security of program description cards.

* (e) Highest handling/releasability of program description cards.

(2) Card format 6, Miscellaneous Program Descriptions

* (a) Program status (operational are mandatory)

* (b) Program documentation status.

* (c) Date program became operational.

(d) Program run frequency.

(e) Program size. (Number of core locations).

* (f) Program language.

*(3) Card format 7, Minimum Equipment and Special Features needed to run this Program.

*(4) Card format 8, Abstract describing program.

(5) Card format 9, Software Dependency and Miscellaneous Program Descriptions.

* (a) Equipment make and model.

* (b) Date of program description (date of report).

(c) Program exchange count.

* (d) Software dependency.

(e) Software source.

6. Submissions.

a. The information required by this Instruction will be submitted on punched cards accompanied by a machine listing of the submitted cards. The card decks and listings will be transmitted in accordance with established security procedures.

b. All reports will be batched and submitted by each agency and command on 1 February, 1 May, 1 August, and 1 November. Approximately twenty days will be allowed prior to system update.

c. All cards within a batch will be grouped by card format sequence within each file or program description.

d. Cards sent by mail will be accompanied by one 8Ø-8Ø printout of the cards, double spaced.

e. JANAP 128 should be consulted for cards transmitted through the AUTODIN network.

f. If no action has occurred during a quarter, a negative report, by message, will be submitted as follows:

(1) By DoD agencies: UNCLAS FOR DIAMS, REF DIAM 65-8-1. NEGATIVE.

(2) By non-DoD agencies: UNCLAS FOR DIAMS. REF USIB FPCS. NEGATIVE.

g. All submissions will be addressed to:

Defense Intelligence Agency
Washington, D. C. 20301
ATTN: ADPS Center

7. Instructions concerning the publication of the ADP File and Program catalogs, and procedures for requesting services from the data base, will be published later as an addendum to this volume.

CHAPTER III

FILE AND PROGRAM DESCRIPTIONS CARD IDENTIFICATION

Card identification is the key to processing any action in the File and Program Catalog System (FPCS). It is contained in the first sixteen columns of every card which is submitted and provides positive identification and control. This identification will be covered in detail in this chapter and thereafter will be shown as basic card identification in the detailed explanation for each card format. This identification receives processing edits in accordance with these instructions. Improper identification data on any card will cause a rejection of all data submitted on that card.

Card Cols.	No. Chars.	Item	Card Edit
* 1-6	6	Report originator (alpha, numeric): Six alpha or numeric characters to indicate the originator of the report. The DoD standard Unit Identification Code (UIC) will be used. See pages III-6 and 7. This field (columns 1-6 will not be left blank.	A,N
* 7-12	6	File or program identifier (alpha, numeric, or blank): Six or less alpha or numeric characters (left-justified) commencing with card column 7 to represent the file or program designation assigned by the report originator which uniquely identifies the file or program within the reporting organization. All alpha and numeric characters are acceptable. Special characters are not permitted. This field (columns 7-12) will not be left completely blank.	A,N,b
* 13	1	Card format identifier (alpha, numeric): Enter the appropriate card format identifier. A blank is not permitted. One of the following card format identifiers must be used:	A,N

Card format identifiers	Card type
1	File description card 1

Card format identifiers	Card type	Card Edit
2	File description card 2	
3	File description card 3	
4	File description card 4	
A	File description card A	
B	File description card B	
C	File description card C	
5	Program description card 5	
6	Program description card 6	
7	Program description card 7	
8	Program description card 8	
9	Program description card 9	

Detailed coding instructions for each card format identifier are provided in subsequent chapters.

* 14 1 Card security classification or card security control (alpha): One alpha character representing the classification or control of the information entered in each card. The use of control codes or combination codes, where appropriate, take precedence over the use of classification codes. A blank is not permitted. One of the following classification, control or combination codes must be used: A

Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled

The following combinations of classification and control code are authorized:

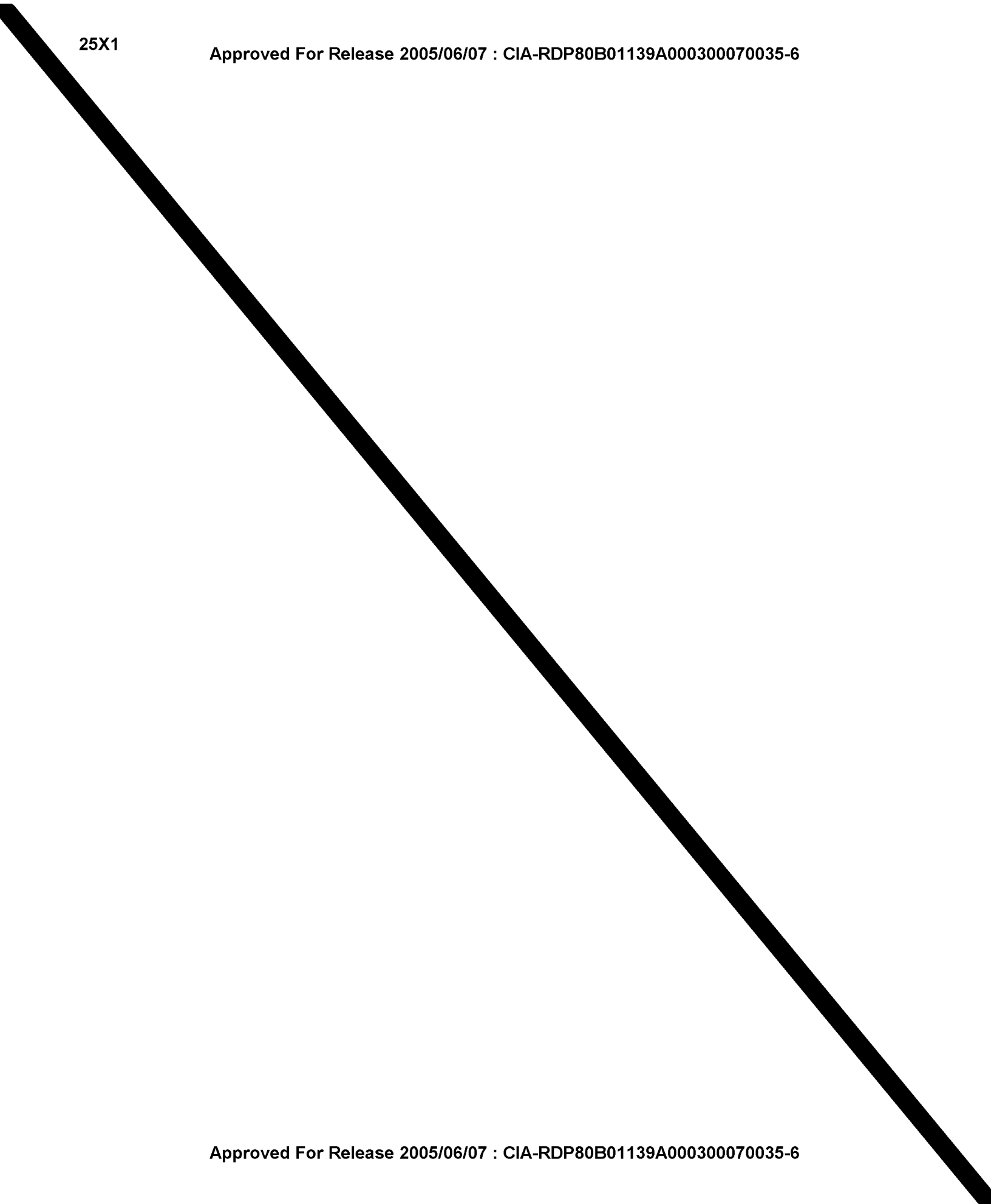
Combination Code	Description
F	Top Secret, SSO controlled
G	Secret, SSO controlled
H	Confidential, SSO controlled

NOTE 1: Although each card is coded separately with a classification or control code, the file or program report must be submitted as a complete package. The package must be transmitted in accordance with the procedure required by the highest classification code or the control code used in one or more of the cards prepared for a file or program report. Every effort must be made to use the minimum classification code which still protects the information on that card in accordance with existing security regulations. Use control codes only when absolutely necessary.

NOTE 2: If none of the above codes are adequate for security purposes, the reporting organization will notify the CODIB Support Staff (address as in Chapter I paragraph 6) through appropriate channels, specifying the requirement and requesting that a code be assigned.

NOTE 3: This field will be filled in by NSA and CIA with the same information that is contained in columns 79 and 80 of card formats 1 and 5.

* 15 1 Card handling/releasability (alpha): One alpha character representing the handling/releasability of the information entered in each card. Handling/releasability codes are used to indicate the dissemination restrictions of the information entered in A



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report originator desires to delete the entire file or program description from the system. When the "D" is used on card format 1, the FPCS maintenance program automatically deletes the information associated with the file description obtained from card formats 2, 3, and 4. Similarly, the "D" on card format 5 automatically deletes the information associated with the program description obtained from card formats 6, 7, 8, and 9; and the "D" on card format A deletes information obtained from card formats A, B, and C.

NOTE: See Annex 1 for sample file and program descriptions.

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Chapter IV

FILE DESCRIPTION

Section A

CARD FORMAT 1

DESCRIPTIVE FILE TITLE

Card Cols.	No. Chars.	Item	Card Edit
* 1-16	16	Card Identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. Enter the numeric character "1" in card column 13 for card format 1 entries.	A,N
*17-72	56	Descriptive title of the file (alpha, numeric, special character or blank): Fifty-six card columns of free text (left-justified) commencing with card column 17 for the descriptive title of the file which has been identified in card columns 7-12 of the card identification. Never leave completely blank. All alpha and numeric characters are acceptable. Only the following special characters are acceptable: Character — Description . — Period , — Comma (— Opening (left) parenthesis) — Closing (right) parenthesis / — Slash (virgule) - — Hyphen	A,N,S,b
73-78	6	Reserved for DIA use (blank): Leave blank. NOTE: When card format 1 is used for the deletion of an existing file description from the FPCS, complete card	b

identification must be provided in accordance with the detailed coding instructions in Chapter III; the alpha character "D" is entered in card column 16 (action code); and card columns 17-80 are left blank.

* 79 1 Highest card security classification or card security control (alpha). A

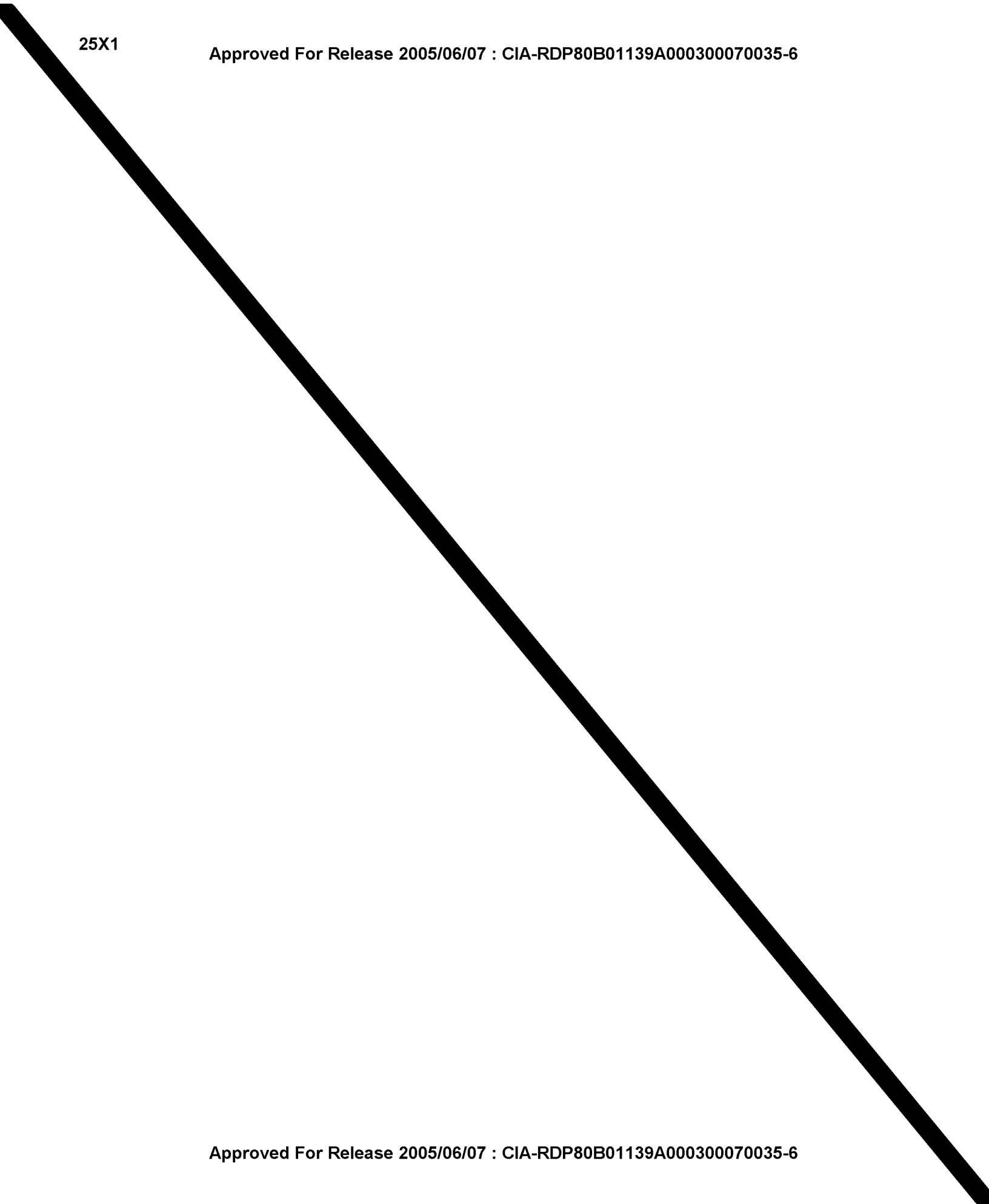
NOTE: This security classification refers to the description of the file as given in this set of four card formats. As such, it may differ from the actual security classification of the file as shown in card format 3 below.

One alpha character representing the highest security control code used in one or more of the cards prepared for this file description.

A blank is not permitted. One of the following classification, control or combination codes must be used:

Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled



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Section B

CARD FORMAT 2

GEOPOLITICAL AREAS

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 2 enter the numeric character 2 in card column 13.	A,N
*17-18	2	Card format 2 sequence number (numeric): Two numeric characters representing the card format 2 sequence number. A maximum of 4 cards is permitted. Only the numeric characters ØØ-Ø3 are used in sequential order. Enter the sequence number ØØ for the first card.	N
*19-72	54	Geopolitical area (alpha or blank): A two-alpha-character code in one or more of the two-card-column groups for the geopolitical area (countries, continents, water area, or worldwide area) covered by the file. Refer to the Geopolitical Code for Intelligence Systems (DIAI 65-5A series), Annex 2, for the proper code to be entered. Use continent and water area codes rather than specific codes whenever all specific codes under the general code are included in the file. In addition, the alpha characters "ZZ" for worldwide may be used. NOTE: Since NSA is not using the DoD Geopolitical Code, and cannot use it for entry submissions to this catalog, NSA will include references to country or countries covered by the ADP file in the abstract of card format 4 (see page IV-24). Until a USIB decision is made	A,b

concerning the new Politico-Geographic code developed by CODIB, CIA will use the current DoD Geopolitical Code.

Card Cols.		Card Edit
19-20	First geopolitical area, if applicable, or blank.	A,b
21-22	Second geopolitical area, if applicable, or blank.	A,b
23-24	Third geopolitical area, if applicable, or blank.	A,b
25-26	Fourth geopolitical area, if applicable, or blank.	A,b
27-28	Fifth geopolitical area, if applicable, or blank.	A,b
29-30	Sixth geopolitical area, if applicable, or blank.	A,b
31-32	Seventh geopolitical area, if applicable, or blank.	A,b
33-34	Eighth geopolitical area, if applicable, or blank.	A,b
35-36	Ninth geopolitical area, if applicable, or blank.	A,b
37-38	Tenth geopolitical area, if applicable, or blank.	A,b
39-40	Eleventh geopolitical area, if applicable, or blank.	A,b
41-42	Twelfth geopolitical area, if applicable, or blank.	A,b
43-44	Thirteenth geopolitical area, if applicable, or blank.	A,b

		45-46 Fourteenth geopolitical area, if applicable, or blank.	A,b
		47-48 Fifteenth geopolitical area, if applicable, or blank.	A,b
		49-50 Sixteenth geopolitical area, if applicable, or blank.	A,b
		51-52 Seventeenth geopolitical area, if applicable, or blank.	A,b
		53-54 Eighteenth geopolitical area, if applicable, or blank.	A,b
		55-56 Nineteenth geopolitical area, if applicable, or blank.	A,b
		57-58 Twentieth geopolitical area, if applicable, or blank.	A,b
		59-60 Twenty-first geopolitical area, if applicable, or blank.	A,b
		61-62 Twenty-second geopolitical area, if applicable, or blank.	A,b
		63-64 Twenty-third geopolitical area, if applicable, or blank.	A,b
		65-66 Twenty-fourth geopolitical area, if applicable, or blank.	A,b
		67-68 Twenty-fifth geopolitical area, if applicable, or blank.	A,b
		69-70 Twenty-sixth geopolitical area, if applicable, or blank.	A,b
		71-72 Twenty-seventh geopolitical area, if applicable, or blank.	A,b
73-80	8	Reserved for DIA use (blank): Leave blank.	b

NOTE: If more space is required for reporting geopolitical area of file dependency codes, continuation cards may be used by repeating card identification (card columns 1-16) plus a unique card format 2 sequence number (Ø1-Ø3) in card columns 17-18. Through the use of card format 2 sequence numbers, a maximum of 108 geographic areas can be recorded.

See Annex 1 for sample of card format 2, columns 17-80.

Section C

CARD FORMAT 3

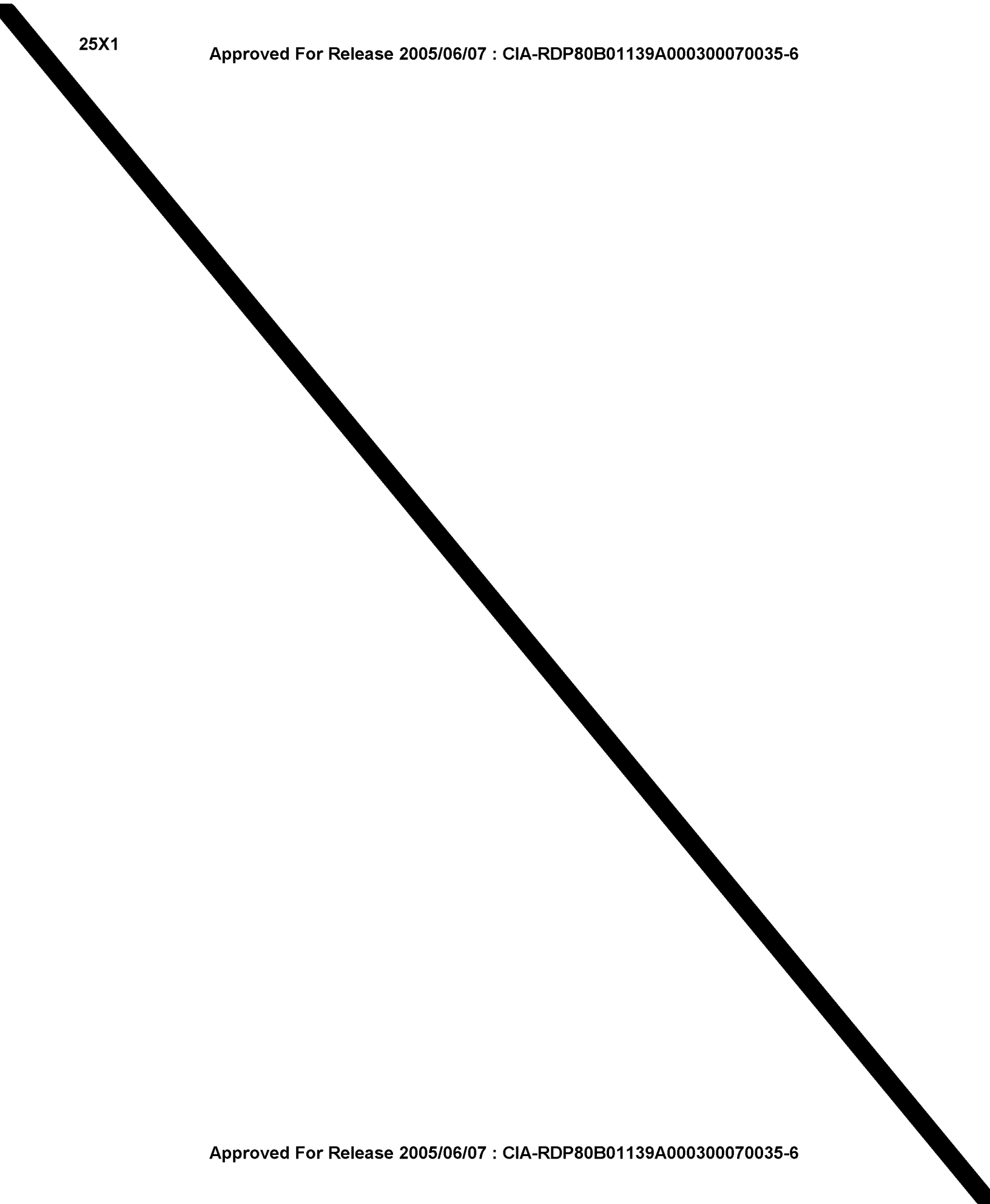
MISCELLANEOUS FILE DESCRIPTIONS

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 3 enter the numeric character 3 in card column 13.	A,N
*17	1	File security classification or security control (alpha): One alpha character representing the classification or control of the information contained in the file. The use of control codes takes precedence over the use of classification codes. A blank is not permitted. One of the following classification, control or combination codes must be used:	A

Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled

The following combinations of classification and control code are authorized:



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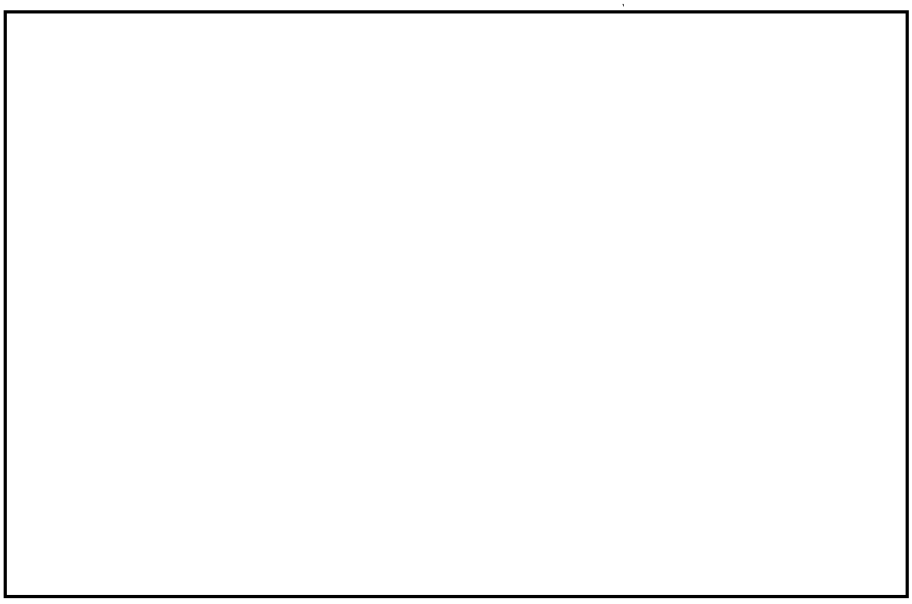
NOTE 2: Special handling designations such as "Controlled Dissemination" and "No Dissemination Abroad" will be noted at beginning of narrative (card format 4), if required.

19-21 3 Intelligence activity supported by the file (alpha or blank): One alpha character in one or more of the three one-card-column groups for the intelligence activity which the file supports. A,b

Card Cols.	Content	Card Edit
19	First activity code, if appropriate, or blank.	A,b
20	Second activity code, if appropriate, or blank.	A,b
21	Third activity code, if appropriate, or blank.	A,b

The intelligence activity codes are listed below:



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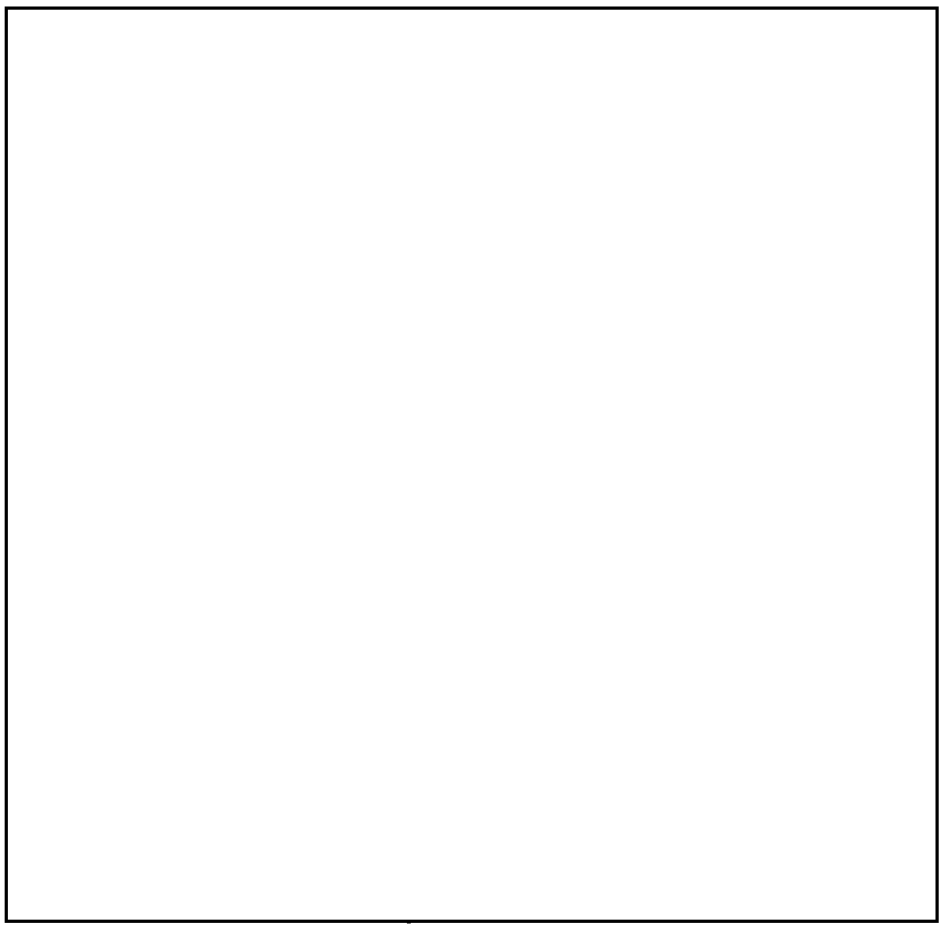

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*22-27	6	File Intelligence Subject Codes (ISC) (numeric or blank): A three-numeric-character ISC in one or both of the two three-card-column groups for the major information contained within the file. The first three positions of the ISC as given in the chapter summaries of the ISC manual are used for this purpose. This section is reproduced in Annex 3 for coding convenience and to enable those activities which may not have an ISC manual to code this data element. When a file could possibly use all or a majority of ISC codes, use the numeric code "999" in card columns 22-24.	N,b

		Card Cols.	Content	Card Edit
		*22-24	Major ISC. These three card columns must be completed. Blanks are not permitted.	N
		25-27	Secondary ISC, if appropriate or blank.	N,b
*28-31	4		Date of file description (numeric): Four numeric characters to indicate the current date (year and month) of this file description.	N
		Card Cols.	Content	Card Edit
		28-29	Year. Two numeric characters indicating the last two numbers of the year.	N
		30-31	Month. Two numeric characters from Ø1 to 12 indicating the month.	N
*32-35	4		Date of file automation (numeric): Four numeric characters to indicate the date (year and month) that the file became or will become operational as an automated file.	N
		Card Cols.	Content	Card Edit
		32-33	Year. Two numeric characters indicating the last two numbers of the year.	N
		34-35	Month. Two numeric characters from Ø1-12 indicating the month.	N

*36-39 4 Earliest date of information in file (numeric): Four numeric characters to indicate the date (year and month) of the earliest (oldest) information in the file. N

Card Cols.	Content	Card Edit
36-37	Year. Two numeric characters indicating the last two numbers of the year.	N
38-39	Month. Two numeric characters Ø1 to 12 indicating the month.	N

40 1 File update cycle (alpha or blank): One alpha character indicating the update cycle of the file. A,b

Code	Description
N	Not applicable (inactive file)
R	On line/real time
D	Daily
W	Less often than daily through weekly
M	Less often than weekly through monthly
Q	Less often than monthly through quarterly
S	Less often than quarterly through semiannually
Y	Less often than semiannually through yearly
V	Variable use pattern

*41-43 3 File currency (alpha and numeric): One alpha and two numeric characters to indicate the time lag between the latest date of information in the file and the actual date the file was updated. A,N

Card Cols.	Content	Card Edit
41	Unit of time lag. One alpha character to indicate the unit of time lag between the latest date of information in the file and the actual date the file was updated. A blank is not permitted. One of the following codes must be used:	A
42-43	Amount of time lag. Two numeric characters with a leading zero if necessary to indicate the amount of time lag between the latest date of information in the file and the actual date the file was updated, based upon the unit of time lag entered in card column 41.	N

Code	Description
N	None (not applicable)
H	Hours
D	Days
M	Months
F	Final update (inactive file)

NOTE: If the code "N" is entered in card column 41, enter the two numeric characters ØØ (zero-zero). If the code "F" is entered in card column 41, enter the last two numbers for the year of the latest date of information in the file.

44-47 4 Approximate number of logical records (numeric, alpha, or blank): Three numeric characters and one alpha character to indicate the approximate number of logical records in the file. N,A,b

Card Cols.	Content	Card Edit
44-46	Approximate number of logical records. Three numeric characters with leading zeros, as necessary, to indicate the approximate number of logical records in the file based upon the unit of measure entered in card column 47.	N,b
47	Unit of measure. One alpha character to indicate the unit of measure for the approximate number of logical records entered in card columns 44-46. One of the following codes may be used: U=Units, H=Hundreds, T=Thousands, S=Hundreds of Thousands, M=Millions.	A,b

48-51 4 Logical record size (numeric, alpha, or blank): Three numeric characters and one alpha character to indicate the maximum number of BCD (6 bit) characters designed for each logical record. N,A,b

Card Cols.	Content	Card Edit
48-50	Logical record size. Three numeric characters with leading zeros, as necessary, to indicate the maximum number of BCD (6 bit) character positions in each logical record within the file, based upon the unit of measure entered in card column 51.	N,b
51	Unit of measure. One alpha character to indicate the unit of measure for the number of characters entered in card columns 48-50. One of the following codes may be used:	A,b

CODE	Description
U	Units
H	Hundreds
T	Thousands
S	Hundreds of thousands
M	Millions

52-55 4 Estimated annual file growth rate (Numeric, alpha, or blank): Three numeric and one alpha character to indicate the estimated number of logical records by which the file grows on an annual basis. N,A,b

Card Cols.	Content	Card Edit
52-54	Growth rate. Three numeric characters with leading zeros, as necessary, to indicate the estimated number of logical records by which the file grows on an annual basis, based upon the unit of measure entered in card column 55.	N,b
55	Unit of measure. One alpha character to indicate the unit of measure for the number of logical records entered in card columns 52-54. One of the following codes may be used:	A,b

Code	Description
U	Unit
H	Hundreds
T	Thousands
S	Hundreds of Thousands
M	Millions

NOTE: If the file is static column 55 may contain an alpha "U" and columns 52-54 may contain numeric zeros.

56 1 Logical record type (alpha or blank): One alpha character to indicate the logical record type for the logical records within the file. One of the following codes may be used: A,b

Code	Description
F	Fixed length
V	Variable length
M	Mixed

*57 1 Storage medium (alpha): One alpha character to indicate the storage medium of the file. A blank is not permitted. One of the following codes must be used: A

Code	Description
C	Cards
P	Paper tape
T	Magnetic tape
D	Disk
R	Drum

58-61 4 Magnetic tape block (numeric, alpha or blank): Three numeric and one alpha character to indicate the maximum number of BCD characters of a tape block, when the alpha code "T" is entered in card column 57. If column 57 does not contain a T, this field will be blank. N,A,b

Card Cols.	Content	Card Edit
58-60	Tape block size. Three numeric characters with leading zeros, as necessary, to indicate the maximum number of BCD	N,b

character-positions in a tape block, based upon the unit of measure entered in card column 61.

61 Unit of measure. One alpha character to indicate the unit of measure for the number of characters entered in card column 58-60. One of the following codes may be used: A,b

Code	Description
U	Units
H	Hundreds
T	Thousands
S	Hundreds of Thousands
M	Millions

*62 1 Disk or tape recording mode (alpha or blank): One character to indicate disk or tape recording mode. One of the following codes must be used when card column 57, storage medium, contains the alpha character "D" or "T": A,b

Code	Description
B	Binary
D	Binary coded decimal
M	Mixed

63 1 File order (alpha or blank): One alpha character to indicate the order in which the file is stored for processing. One of the following codes may be used: A,b

		Code Description	
		R Random or mixed	
		S Sequential	
64-65	2	Exchange count (numeric or blank): Two numeric characters with leading zeros, as necessary, to indicate the number of other organizations who have received copies of the file, either on a one-time or recurring basis. Enter ØØ (zero-zero) for none. Enter 99 for 99 and over. Only the numeric characters ØØ-99 are permitted.	N,b
66-72	7	Equipment manufacturer and model (alpha, numeric, or blank): Seven or less alpha or numeric characters commencing with card column 66 to indicate the data processing equipment manufacturer and model of the equipment used for processing the file. One of the codes taken from the code sheets for equipment models on pages IV-22 and 23 may be used.	A,N,b

NOTE 1: Card columns 66-68 contain a three-alpha-character manufacturer's code (left-justified). Card columns 69-72 contain four or less alpha and numeric character (right-justified) to indicate equipment model.

NOTE 2: New or special equipments should be obtained from BOB circular A-55 or referred to DIA for code assignment to be added to the special code name computer list. Special code name computers are left-justified.

73-80	8	Reserved for DIA use (blank): Leave blank. NOTE: See Annex 1 for a sample of Card Format 3, Columns No. 17-80.	b

IDENTIFICATION OF COMPUTER MODELS

Manufacturer and Model	Code
Advanced Scientific Instruments:	
210	ASI210
2100	ASI2100
Autonetics Division (North American Aviation Co.):	
RECOMP II	AUTREC2
Burroughs Corp.:	
160	BUR160
204	BUR204
205	BUR205
220	BUR220
250	BUR250
263	BUR263
280	BUR280
283	BUR283
D825	BURD825
E101	BURE101
E102	BURE102
5000	BUR5000
5500	BUR5500
Control Data Corp.:	
160	CDC160
160A	CDC160A
636	CDC636
924	CDC924
1604	CDC1604
3100	CDC3100
3200	CDC3200
3600	CDC3600
3800	CDC3800
6600	CDC6600
8090	CDC8090
G15	CDCG15
G20	CDCG20
D12	CDCD12
Computer Control Corp.:	
DP24	CMCDP24
Digital Equipment Corp.:	
PDP-1	DECPDP1
PDP-4	DECPDP4
PDP-5	DECPDP5
PDP-6	DECPDP6
PDP-7	DECPDP7
El-Tronics:	
ALWAC III-E	ELTALW3
Electronic Assoc. Inc.:	
231R	EAI231R
General Dynamics:	
4020	GDY4020
General Electric Corp.:	
205	GEL205
215	GEL215
225	GEL225
235	GEL235
412	GEL412
625	GEL625
General Mills:	
ECS	GEMECS
General Precision, Inc.:	
LGP 21	GNPLG21
LGP 30	GNPLG30
Librascope 3055	GNP3055
RPC 4000	GNP4000
Honeywell, Inc.:	
200	HON200
400	HON400
800	HON800
1800	HON1800
International Business Machines Corporation:	
305	IBM305
360	IBM360
650	IBM650
700 series	IBM7—
1130	IBM1130
1400 series	IBM14—
1620	IBM1620
1710	IBM1710
1800	IBM1800

Manufacturer and Model	Code
7000 series	IBM 7—
International Telephone and Telegraph:	
7300	ITT7300
Monroe Calculating Machine Co.:	
Monrobot XI	MONXI
National Cash Register Co.:	
304	NCR304
315	NCR315
390	NCR390
Not Determined	NOTDET
Pacific Data Systems:	
1020	PDS1020
Packard Bell Co.:	
PB 250	PAB250
PB 440	PAB440
Philco Corp.:	
1000	PHI1000
2000	PHI2000
2400	PHI2400
Thompson Ramo Wooldridge, Inc.:	
TRW 130	TRW130
TRW 340	TRW340
TRW 400	TRW400
Radio Corp. of America:	
301	RCA301
501	RCA501
3301	RCA3301
Scientific Data Systems:	
SDS 910	SDS910
SDS 920	SDS920
SDS 925	SDS925
SDS 930	SDS930
SDS 9300	SDS9300
Sylvania Corporation:	
9400	SYL9400

Manufacturer and Model	Code
Univac Division (Sperry-Rand Corp):	
490	UNI490
642B	UNI642B
1004	UNI1004
1050	UNI1050
1206	UNI1206
1212	UNI1212
1218	UNI1218
1100 series	UNI11—
ABC	UNIABC
File Computer	UNIFC
LARC	UNILARC
SS 80/90	UNISS—
Univac I	UNII
Univac II	UNIII
Univac III	UNIIII
USQ1	UNIUSQ1
Special Code Name Computers	

[redacted]

25X1

Section D

CARD FORMAT 4

ABSTRACT DESCRIBING FILE

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 4 enter the numeric character 4 in card column 13.	A,N
*17-18	2	Card format 4 sequence number (numeric): Two numeric characters representing the card format 4 sequence number. A maximum of 40 cards is permitted. Only the numeric characters 00-39 are used in sequential order. Enter the sequence number ØØ for the first card.	N
*19-72	54	Abstract description of the purpose of the file (alpha, numeric, special characters, or blank): This narrative is used to explain why the file is maintained and what is produced from it, such as names of reports or identification of extracted subsets of data produced in automated form. If the handling/releasability code for this file (format 3, column 18) or for this description (format 1, column 80) is Y, an appropriate notation will be made here. Enter the narrative (left-justified) commencing with card column 19 of card sequence ØØ. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

73-80	8	Reserved for DIA use (blank): Leave blank.	b

NOTE: See Annex 1 for a sample of card format 4. Columns 17-80.

Section E

CARD FORMAT A

FILE DEPENDENCY

Card Cols.	No. Chars.	Item	Card Edit
1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in chapter III. For card format A enter the alpha character A in card column 13.	A,N
17-18	2	Card format A sequence number (numeric): Two numeric characters representing the card format A sequence number. A maximum of 2 cards is permitted. Only the numeric characters ØØ-Ø1 are used in sequential order. Enter the sequence number ØØ for the first card.	N
19-72	54	File dependency (alpha, numeric, or blank): In one or more of the nine six-column groups enter the six or less alpha or numeric characters (left-justified within each card group) representing the file designation code which uniquely identifies other files within the reporting organization on which the file identified in card columns 7-12 is dependent. If the file is not dependent upon any other files within the reporting organization, this data element is left blank.	A,N,b

Card Cols.		Card Edit
19-24	First dependent file designation, if applicable, or blank.	A,N,b
25-30	Second dependent file designation, if applicable, or blank.	A,N,b

... ...

		67-72 Ninth dependent file designation, if applicable, or blank.	A,N,b
73-80	8	Reserved for DIA use (blank): Leave blank	b

NOTE 1: When card format A is used for the deletion of an existing supplementary file description from the FPCS (i.e., from card formats A,B, and C), complete card identification must be provided in card format A in accordance with the detailed coding instructions in Chapter III; the alpha character "D" is entered in card column 16 (action code); and card columns 17-8Ø are left blank.

NOTE 2: See Annex 1 for a sample of card format A, columns no. 17-80.

Section F

CARD FORMAT B

PROGRAMS USED TO PROCESS THIS FILE

Card Cols.	No. Chars.	Item	Card Edit
1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format B enter the alpha character B in card column 13.	A,N
17-18	2	Card format B sequence number (numeric): Two numeric characters representing the card format B sequence number. A maximum of 3 cards is permitted. Only the numeric characters ØØ-Ø2 are used in sequential order. Enter the sequence number ØØ for the first card.	N
19-72	54	Programs used to process this file: The identification code will be the same code used to describe programs in this system (See Chapter III, Card Identification, columns 7-12). Each program identification will be left-justified into a six-character field. If the Formatted File System is used, indicate this by entering FFS into one of the 6-character fields.	A,N,b

Card Cols.	Item	Card Edit
19-24	First program, if applicable, or blanks.	A,N,b
25-30	Second program, if applicable, or blanks.	A,N,b
...	... ...	...

		67-72 Ninth program, if applicable, or blanks.	A,N,b
73-80	8	Reserved for DIA use (blank): Leave blank.	b

NOTE: See Annex 1 for a sample of Card Format B, columns 17-80.

Section G

CARD FORMAT C

SUBSTANTIVE DATA ELEMENTS

Card Cols.	No. Chars.	Item	Card Edit
1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format C enter the alpha character C in card column 13.	A,N
17-18	2	Card format C sequence number (numeric): Two numeric characters representing the card format C sequence number. A maximum of 5Ø cards is permitted. Only the numeric characters ØØ-49 are used in sequential order. Enter the sequence number ØØ for the first card.	N
19-72	54	Substantive data elements (alpha, numeric, special character, or blank): A maximum of 5Ø cards is allowed, card sequences ØØ-49. Each card has room for the names of two substantive data elements in the file, for a total of 1ØØ entries. Standard abbreviations or clear mnemonics should be used. Special technical contents included in the file for programming purposes need not be named. For any file containing over 1ØØ data elements, the data elements should be grouped into their next larger category for substantive naming. For example, if a large file included data on installation dimensions, orientation, roof cover, and floor area, the data may be grouped together as building descriptions (bldg. descrip.). All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

		Character	Description
		.	Period
		,	Comma
		(	Opening (left) parenthesis
		)	Closing (right) parenthesis
		/	Slash (virgule)
		-	Hyphen
73-80	8	Reserved for DIA use (blank). Leave blank.	b

NOTE: See Annex 1 for a sample of card format C, columns 17-80.

Chapter V

PROGRAM DESCRIPTION

Section A

Card Format 5

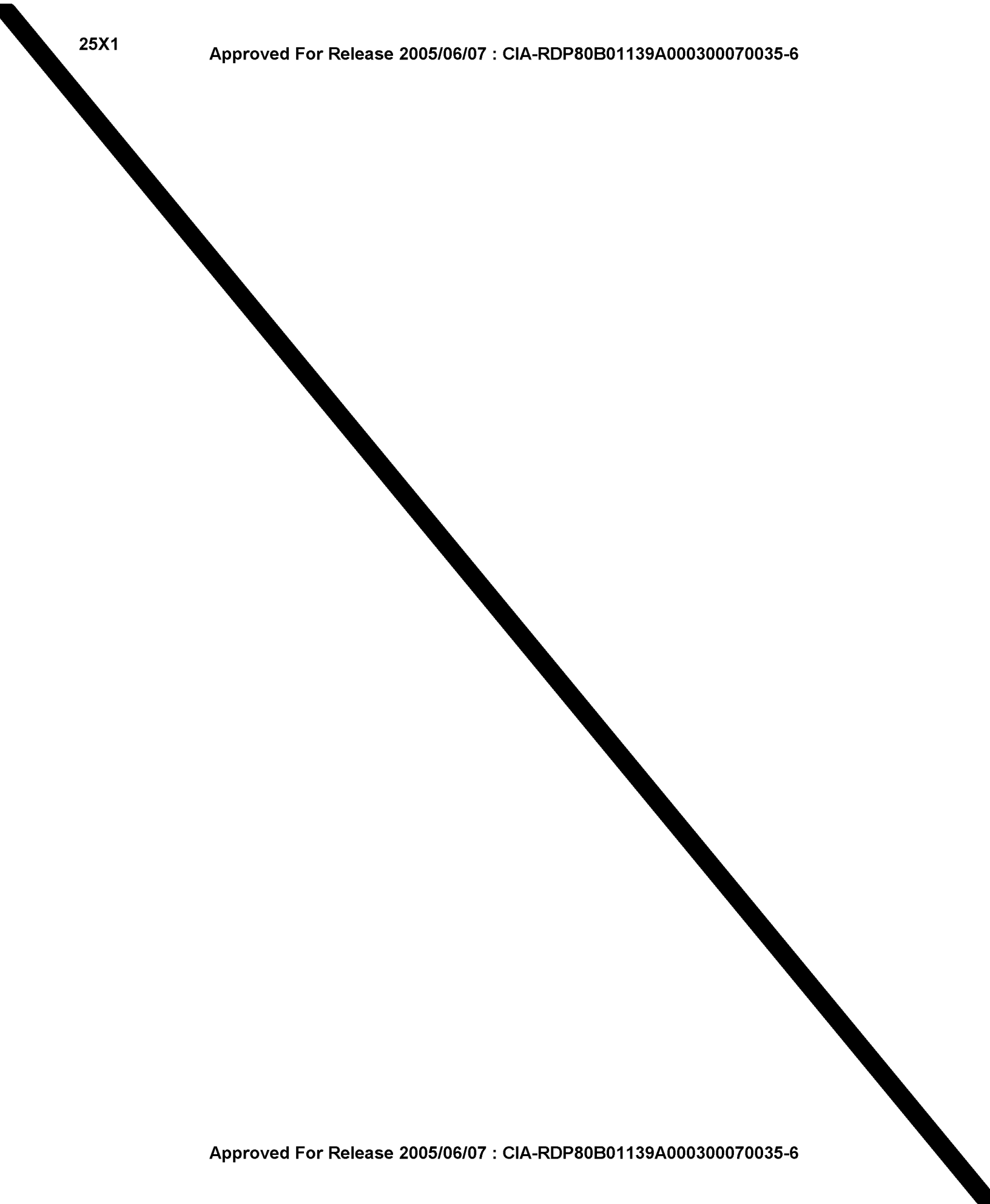
DESCRIPTIVE PROGRAM TITLE

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. Enter the numeric character "5" in card column 13 for card format 5 entries.	A,N
*17	1	Program security classification or security control (alpha): One alpha character representing the classification or control of the information contained in the program. The use of control codes takes precedence over the use of classification codes. A blank is not permitted. One of the following classification or control codes must be used:	A

Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled

Combination Code	Description
F	Top Secret, SSO controlled
G	Secret, SSO controlled
H	Confidential, SSO controlled



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NOTE 2: Special handling designations such as "Controlled Dissemination" and "No Dissemination Abroad" will be noted at beginning of narrative (card format 8), if required.

*19-72	54	Descriptive title of the program (alpha, numeric, special character, or blank): Fifty-four card columns of free text (left-justified if title is shorter than 54 characters) commencing with card column 19 for the descriptive title of the program which has been identified in card columns 7-12 of card identification. A completely blank field is not acceptable. All alpha and numeric characters are acceptable. Only the following special characters are acceptable:	A,N,S,b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

73-78	6	Reserved for DIA use (blank): Leave blank.	b

NOTE: When card format 5 is used for the deletion of an existing program description from the FPCS, complete card identification must be provided in accordance with the detailed coding instructions in Chapter III; the alpha character "D" is entered in card column 16 (action code); and card columns 17-80 are left blank.

*79	1	Highest card security classification or card security control (alpha): One alpha character representing the	A

highest security classification code or highest security control code used in one or more of the cards prepared for this program description. A blank is not permitted. One of the following classification or control codes must be used (control code or combination code take precedence):

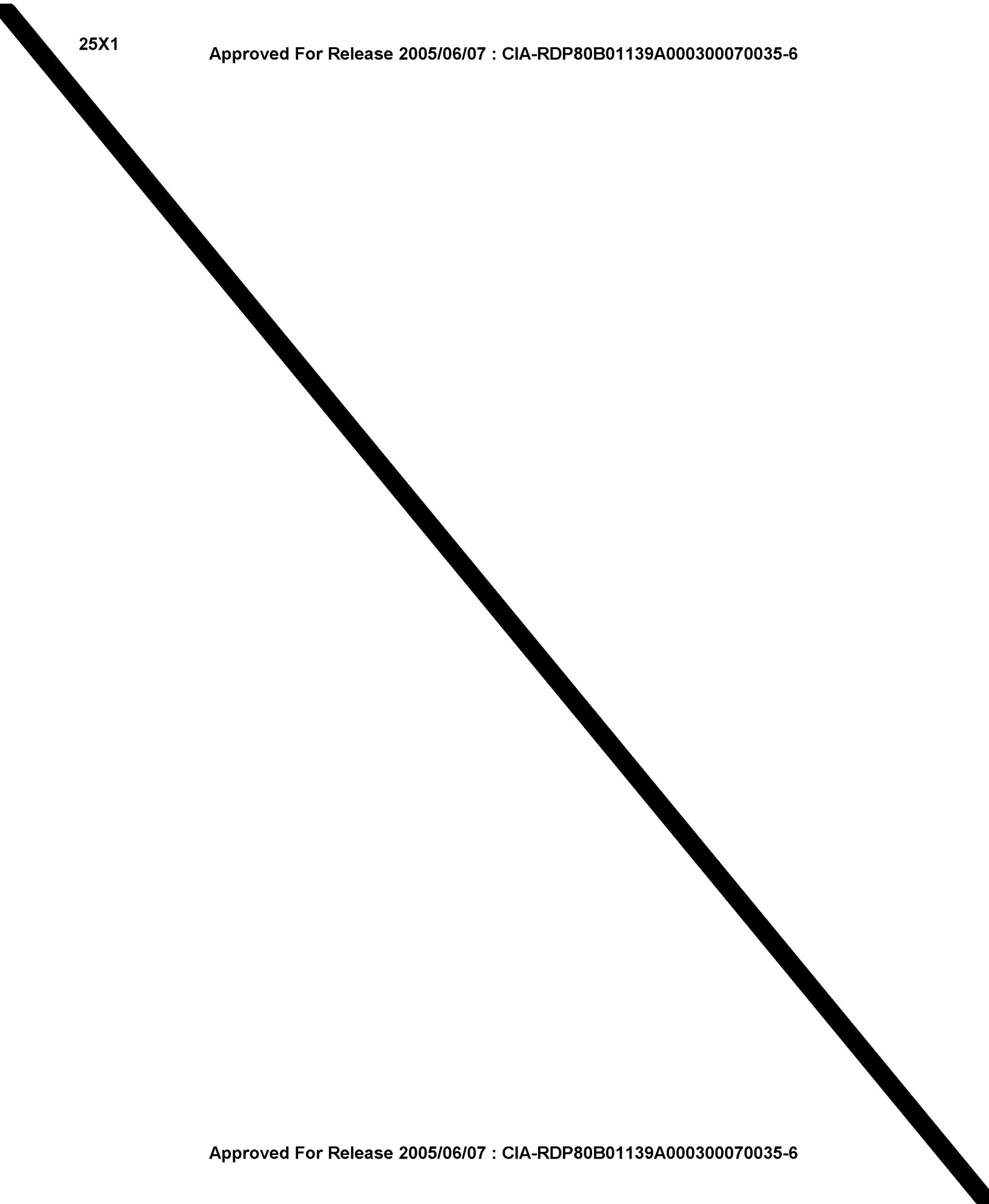
Classification Code	Description
T	Top Secret
S	Secret
C	Confidential
M	Confidential -- Modified Handling Authorized
O	For Official Use Only
U	Unclassified

Control Code	Description
R	SAO controlled
Z	SSO controlled
E	SIOP controlled

Combination Code	Description
F	Top Secret, SSO controlled
G	Secret, SSO controlled
H	Confidential, SSO controlled

*80 1 Highest card handling/releasability (alpha): One alpha character representing the highest card handling/releasability code used in one or more of the cards prepared for this program description. A blank is not permitted. One of the following handling/releasability codes must be used: A

25X1



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Section B

CARD FORMAT 6

MISCELLANEOUS PROGRAM DESCRIPTIONS

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 6 enter the numeric character 6 in card column 13.	A,N
*17	1	Program status (alpha): One alpha character representing the status of the program identified in card columns 7-12 of the card identification. A blank is not permitted. One of the following codes must be used: Code — Description *O — Operational D — Design (For DoD agencies only, optional for non-DoD USIB agencies)	A
18	1	Documentation status (alpha or blank): One alpha character representing the documentation status of the program. One of the following codes must be used: Code — Description N — None C — Complete (including flow charts, program listings, narrative, operating instructions, etc.) P — Partial (including one or more of above, or documentation under preparation)	A,b
19-22	4	Date program became(will become) operational (Numeric): Four numeric characters to indicate the date (year and month) that the program became or will become operational (columns 19-2Ø mandatory).	N

Card Cols.		Content	Card Edit
19-20		Year. Two numeric characters indicating the last two numbers of the year.	N
21-22		Month. Two numeric characters from Ø1 to 12 indicating the month.	N
23	1	Program run frequency (alpha or blank): One alpha character indicating the run frequency of the program. One of the following codes must be used:	A,b

Code	Description
R	On line/real time
D	Daily
W	Less often than daily through weekly
M	Less often than weekly through monthly
Q	Less often than monthly through quarterly
S	Less often than quarterly through semiannually
Y	Less often than semiannually through yearly
V	Variable use pattern

Card Cols.		Content	Card Edit
24-27	4	Approximate number of core locations (numeric, alpha or blank): Three numeric characters and one alpha character to indicate the approximate number of BCD core locations or computer words required by the program.	N,A,b
24-26		Approximate number of core locations. Three numeric characters with leading zeros, as necessary, to indicate the approximate	N,b

number of BCD core locations (this number is expressed in terms of computer words for other than BCD computers) required by the program, based upon the unit of measure entered in card column 27.

27 — Unit of measure. One alpha character to indicate the unit of measure for the approximate number of core locations entered in card columns 24-26. One of the following codes must be used when reporting: — A,b

Code	Description
U	Units
H	Hundreds
T	Thousands
S	Hundreds of Thousands
M	Millions

*28-60 33 — Program language (alpha, numeric, or blank): The language used to write this program. Enter the data (left-justified) commencing with card column 28. — A,N,b

NOTE: See Annex 1 for a sample of Card Format 6, Columns No. 17-60.

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Section D

CARD FORMAT 8

ABSTRACT DESCRIBING PROGRAM

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in chapter III. For card format 8 enter the numeric character 8 in card column 13.	A,N
*17-18	2	Card format 8 sequence number (numeric): Two numeric characters representing the card format 8 sequence number. A maximum of 40 cards is permitted. Only the numeric characters ØØ-39 are used in sequential order. Enter the sequence number ØØ for the first card.	N
*19-72	54	Abstract description of program (alpha, numeric, special characters, blank): This abstract is used to explain why the program is maintained and what is produced from it. The abstract should include a description of the inputs, processing, outputs, and any program limitations. Where master data files are created or processed, the file identification code used to describe files in this system (see Chapter III, Card Identification, columns 7-12) should be used. Enter the data (left-justified), in free form, commencing with card column 19. This field cannot be left completely blank. If more space is required, continuation cards may be used. If continuation cards are used, care must be exercised to insure proper data flow from one card to the next. Hyphenation must be avoided from one card to the next. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

		Character	Description	
		.	Period	
		,	Comma	
		(	Opening (left) parenthesis	
		)	Closing (right) parenthesis	
		/	Slash	
		-	Hyphen	
73-80	8	Reserved for DIA use (blank): Leave blank.		b

NOTE: See Annex 1 for a sample of card format 8, columns no. 17-80.

Section E

CARD FORMAT 9

SOFTWARE DEPENDENCY AND MISCELLANEOUS PROGRAM DESCRIPTIONS

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 9 enter the numeric character 9 in card column 13.	A,N
*17-23	7	Equipment manufacturer and model (alpha, numeric, or blank): Seven or less alpha or numeric characters commencing with card column 17 to indicate the data processing equipment manufacturer and model of the equipment used for running this program. One of the codes taken from the code sheet for equipment models presented under card format 3 may be used. This field cannot be left completely blank. NOTE 1: Card columns 17-19 contain a three-alpha character manufacturer's code. Card columns 20-23 contain four or less alpha and numeric characters (right-justified) to indicate equipment model. NOTE 2: New or special equipment should be obtained from BoB circular A-55 or referred to the CODIB Support Staff (address as in Chapter I, paragraph 6), for code assignment to be added to the special code name computer list. Special code name computers are left-justified.	A,N,b
*24-27	4	Date of program description (numeric): Four characters to indicate the current date (year and month) of this program description.	N

Card Cols.	Content	Card Edit
26-27	Year. Two numeric	N

characters indicating the last two numbers of the year.

28-29 Month. Two numeric characters from Ø1 to 12 indicating the month. N

28-29	2	Exchange count (numeric or blank): Two numeric characters with leading zeros, as necessary, to indicate the number of other organizations who have received copies of the program. Enter ØØ (zero-zero) for none. Enter 99 for 99 and over. Only the numeric characters ØØ-99 or blanks are permitted.	N,b
*30-71	42	Software dependency (alpha, numeric, special characters, or blanks): Enter the name of the external software needed to run this program. Enter data (left-justified) commencing with card column 3Ø. This field will not be left completely blank. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

72	1	Software source (alpha or blank): Enter one of the following alpha codes to identify the source of the software named in card column 30-71.	A,b

Code	Description
L	Local software
M	Manufacturer's software
N	Manufacturer's software, locally modified

		O Other than local or manufacturer's software P Other than local or manufacturer's software, locally modified.	
73-80	8	Reserved for DIA use (blank): Leave blank.	b

Section C

CARD FORMAT 7

MINIMUM EQUIPMENT AND SPECIAL FEATURES NEEDED TO RUN PROGRAM

Card Cols.	No. Chars.	Item	Card Edit
*1-16	16	Card identification (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 7 enter the numeric character 7 in card column 13.	A,N
*17-18	2	Card format 7 sequence number (numeric): Two numeric characters representing the card format 7 sequence number. A maximum of 6 cards is permitted. Only the numeric characters ØØ-Ø5 are used in sequential order. Enter the sequence number ØØ for the first card.	N
*19-72	54	Minimum set of equipment and special features required to run this program (alpha, numeric, special character, blank): Minimum set of equipment and special features required to run this program, such as core size, number of tape units, card readers, floating point, sense-switches, etc., are entered, left-justified, in free form, commencing with card column 19 of card sequence ØØ. This field will not be left completely blank. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

Character	Description
.	Period
,	Comma
(	Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

73-80	8	Reserved for DIA use (blank): Leave blank. NOTE: See Annex 1 for a sample of card format 7, columns no. 17-80.	b

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