CODIB-D-111/1.9/8
6 October 1966

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

USIB File and Program Catalog System (FPCS) Reporting Manual

1. CODIB-D-111/1.9/6 of 1 September 1966 and its attachments, CODIB-D-111/1.9/4 of 29 July 1966 and the draft USIB FPCS Reporting Manual, have been approved by USIB. The CODIB Support Staff is making final preparations for publication and distribution of the reporting manual. Concurrently, the Defense Intelligence Agency is publishing its version of the manual for use by Department of Defense intelligence activities.

2. The DIA manual will differ slightly from the USIB manual. Some of the DIA changes improve the clarity and accuracy of FPCS reporting instructions and should be incorporated into the USIB manual. Unless specific objection is raised by the close of business on 17 October 1966, the CODIB Support Staff will make the following changes in the 29 July 1966 draft of the USIB FPCS Reporting Manual:

> a. Paragraph 3c, page II-2. Delete the last sentence.

> b. Paragraph 4c, page II-3. In line 1, delete the words "reference to" and substitute the words "description from". Same in line 2.

> c. Paragraph 4f, page II-4. Delete the entire paragraph.

> d. Page IV-11. Add the following to the list of intelligence activity codes:

>> L - Library
>> T - Management

> e. Page V-8. Add two pages (8A and 8B) of standard spellings of computer programming languages for use with Card Format 6. The list to be used has been extracted from Bureau of the Budget Circular A-55 and is attached.

3. Currently, DIA is producing file and program catalogs using information reported by Department of Defense activities. These catalogs will be used as the basis for establishing the format and distribution of the USIB FPCS catalogs. The CODIB Support Staff will attempt to arrange distribution of the current DIA catalogs to each USIB agency for review.

4. The CODIB Support Staff has drafted a preliminary set of questionnaires to collect information needed for evaluation of the USIB FPCS. These questionnaires, one to be answered by each reporting activity and one to be answered by the DIA ADPS Center, are attached for review and comment. Will you please send your comments, additions or changes to the CODIB Support Staff by 28 October 1966.

STATINTL

Acting Secretary

Attachment: A/S

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USIB FILE AND PROGRAM CATALOG SYSTEM

STATISTICAL AND EVALUATION QUESTIONNAIRE

1. **Reporting Activity:** ___CIA   ___NSA   ___USAF
     ___DIA   ___STATE   ___USN
     ___AEC   ___FBI   ___USA

2. **Reporting Period:** ___February   ___May
     ___August   ___November

3. **File Descriptions:**

    a. Number of new files reported: _____
    b. Number of changes to previously reported files: _____
    c. Number of cards submitted and man-hours of preparation time:

Card Format	Number of Cards	Man-hours
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
A	_____	_____
B	_____	_____
C	_____	_____

    d. Estimated average cost per man-hour: $_____

    e. Describe any deficiencies noted in the instructions for the preparation of file descriptions.

4. **Program Descriptions:**

    a. Number of new programs reported: _____
    b. Number of changes to previously reported programs: _____
    c. Number of cards submitted and man-hours of preparation time:

Card Format	Number of Cards	Man-hours
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9		

d. Estimated average cost per man-hour: $_____

e. Describe any deficiencies noted in the instructions for the preparation of program descriptions.

5. List and describe instances in which the catalogs published under the File and Program Catalog System have been used to assist in the development or improvement of a file or program. Identify any cost savings derived from such usage.

6. List and describe any requests for special service submitted to DIA for handling within the File and Program Catalog System. Discuss adequacy of the response and identify any resultant cost savings.

7. Summarize your activity's overall assessment of the File and Program Catalog System and comment on the desirability of continuing the system in operation.

USIB FILE AND PROGRAM CATALOG SYSTEM

STATISTICAL AND OPERATING INFORMATION
(DIA ADPS CENTER)

1. Reporting period:

2. Library growth, change and usage data:

<u>**CIA NSA DIA STATE FBI AEC AF USN USA**</u>

a. Number of File Descriptions
added to the system

b. Number of Program Descriptions
added to the system

c. Number of changes to previously
reported File Descriptions

d. Number of changes to previously
reported Program Descriptions

e. Number of requests for search
of File Descriptions

f. Number of File Description
searches resulting in retrieval
of specific information

g. Number of requests for search
of Program Descriptions

h. Number of Program Description
searches resulting in retrieval
of specific information

i. Number of File and Program
descriptions returned to reporting
activity for resubmission

3. Number of man-hours and associated costs required for designing and preparing programs and formats for establishment of the FPCS: _____

4. Number of man-hours used in handling and preparing unit reports for machine processing: _____ Files _____ Programs

5 Number of hours of PCE time (by type) used in processing unit reports: _____ Files _____ Programs

6. Number of hours of computer time (by type) used in updating and maintaining the FPCS: _____ Files _____ Programs

7. Number of hours of computer time (by type) used in producing scheduled system catalogs: _____ Files _____ Programs

8. Number of man-hours used in preparing search requests for processing on the computer: _____ Files _____ Programs

9. Number of hours of computer time (by type) used in servicing search requests: _____ Files _____ Programs

10. Describe any deficiencies noted in the FPCS and outline corrective measure taken or proposed.

SECRET

USIB-M-450
6 October 1966

SECRETARY'S NOTES

1. Committee on Documentation
   Report of Task Team IX
   (ADP Systems Library)
   (USIB-D-39.7/17, 7 September)

2. Progress Report on Implementa-
   tion of the President's Foreign
   Intelligence Advisory Board
   Recommendation No. 2 of 15
   June 1965
   (USIB-D-39.7/18, 8 September)

    On 30 September 1966, all USIB members had approved the CODIB recommendations in the subject reports, and the office of the Acting Secretary, CODIB has been so informed.

3. Electrical Message to USIB
   from Director, NSA, 011314Z

    On 5 October 1966, all USIB members had concurred in the recommendations of the Director, NSA contained in subject message, and NSA has been notified of this Board action.

25X1

5. Reports Noted by USIB

    a. USIB-D-41.18/106 (COMOR-
   D-25/177-62), 27 September
   (Limited distribution through
   restricted channels)

SECRET