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USIB -D-39. 7/13
5 January 1966

UNITED   STATES   INTELLIGENCE   BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT   :   Committee on Documentation Report of
                        Task Team IV (Installations)

REFERENCES   :   a   USIB -D-39. 7/6, 6 May 1964
                        b   USIB -M-322, 29 April 1964, item 5
                        c   USIB -D-39. 7/5, 16 March 1964

1. The enclosed report by the Committee on Documentation (CODIB)
on the study undertaken by CODIB's Task Team IV (Installations), pursuant
to USIB direction in reference a. , is submitted for USIB consideration of
the Recommendations contained in Section D, pages 9 and 10.

2. This report is the first response to the USIB action at its meeting
on 29 April 1964 (reference b.) approving as amended the CODIB recom-
mendations on pages 20, 21 and 22 of the Stage 1 Report of the Staff for the
Community Information Processing Study (SCIPS) (reference c.). Pursuant
thereto, nine Task Teams were established by CODIB to report on Para-
graphs 4. a. through j. of the final USIB -approved recommendations
contained in the attachment to reference a. These Task Team Reports, as
they are completed, are being reviewed by CODIB which will then submit
as appropriate its report and recommendations for USIB consideration.

3. Specifically the enclosed CODIB report and its attached Task Team IV
report are a response to Recommendation 4. d. of the final USIB -approved
recommendations. regarding the SCIPS Report which directed CODIB to
establish an ad hoc group to "develop a standard installation description
format". The enclosed CODIB report contains a Summary of Task Team
Findings; CODIB Comments on the Task Team Report; and in Section D,
pages 9 and 10, CODIB's Recommendations to USIB.
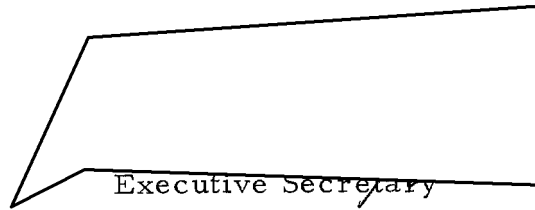
DIA AND NIMA review(s) completed.

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USIB-D-39.7/13
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4. The enclosure and its attachment will be scheduled on the agenda for USIB consideration at an early date, probably 27 January 1966.

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Executive Secretary

Enclosure

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S-E-C-R-E-T

CODIB-D-111/1.4/7
21 December 1965
Final CODIB Approved

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

REPORT OF TASK TEAM IV (INSTALLATIONS)

REFERENCES: a. USIB-D-39.7/6 (6 May 1964)
            b. CODIB-D-111/1.4 Series (29 Dec 64 - 25 Oct 65)

A. Background

This is a report on the study undertaken by CODIB's Task Team IV

(Installations) pursuant to USIB direction contained in reference (a). The objective

of the task assigned to this Task Team, completion of which is now reported, was

to develop a uniform format(s) for the identification of physical installations and

geographic features of intelligence interest to facilitate the processing and exchange

of intelligence information and documents thereon.

B. Summary of Task Team Findings

1. General

The Task Team IV report (attached) addresses itself primarily to two

basic issues:

GROUP I
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downgrading and
declassification

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a. What elements of information are required for positive identification of new installations, and

b. What code conventions should be used in representing each of these identifying elements.

Subjects not covered in the report, on which we will have some comment in the next section, include Community control and enforcement procedures, implementation/conversion scheduling, delegation of "executive agent" responsibilities, security problems, etc.

2. Elements of Information

In attempting to develop a uniform format for installations, the Task Team distinguished between what it termed "descriptive" and "identificatory" factors used for installations, as well as between the differing needs for initial and subsequent identification of installations. Concerning the former, the Team concluded after examination of the hundreds of different elements of information used for various categories of installations in Community installation files that some of the factors used are entirely identificatory, others are completely descriptive, and some are both identificatory and descriptive. With regard to the distinction between initial and subsequent identification, the Team noted that in determining whether to add a new installation to the intelligence data base a number of identificatory elements are required, but that the subsequent

identification of already established installations is a far simpler matter necessitating, perhaps, only the identification number of the installation or, at the maximum, identification number and function code.

After intensive exploration of the minimum number of elements required for identification of new installations (or geographic features) of intelligence interest the Task Team concluded that four elements are, in themselves, sufficient to achieve positive identification. These factors are:

a. Identifying number

b. Category code (identifying the function of the installation)

c. Name of the installation or geographic feature

d. Coordinates of the location of the installation

A fifth element, namely, an indicator for the country in which the installation is located, was considered desirable but not required for positive identification.

3. Code Convention

Concerning the means for representing the above four elements of information, the Task Team recommended the following:

a. That the installation numbering system be that employed in the DIA Automated Intelligence File (AIF).

b. That the functional category code and name systems be those used

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by DIA, as described in its "Handbook for Installation Naming and
Functional Classification" (DIAM 65-3-1).

c. That <u>geocoordinates</u> and/or UTM Grid coordinates be employed,
together with the DIA system for deriving said coordinates (as
described in its "Point Reference Guide Book") and referencing
the source from which the coordinates were obtained.

4. <u>Community Impact</u>

The Task Team was faced with the problem of devising a format providing
for a variety of interests (information processing, dissemination, collection guidance,
installation analysis, etc.), for the inclusion of identifying elements in a variety of
information processing systems (manual, EAM, EDP, etc.), and for the use of elements
found in both machine-structured and indexed narrative systems. Its investigations
led it to the conclusion that adoption of the four elements recommended for positive
identification of new installations will have a minimal adverse impact on the holdings
and procedures of the agencies concerned, and that the positive gains in terms of
increased accuracy and speed in interchange of information, as well as the reduction
in the confusion caused by the use of differing identification systems in the several
agencies, should far offset any adverse impact that might result.

C. <u>CODIB Comment on Report</u>

1. <u>General</u>

In the view of CODIB, this report deserves more than usual attention for the

reason that it addresses a number of problems which we will find are common to

all on-going efforts to standardize Community activities in information processing.

Further, since decisions in this particular subject area (i.e., installation control)

may tend to set the precedents for the handling of similar problems in other subject

areas as well, an attitude of caution seems warranted.

CODIB agrees in general with the Task Team that the use of the four factors

recommended will permit the positive identification of installations, and that

Community-wide use of these elements (and standardized code systems for

representing same) will greatly simplify the communication problem. We commend

the Task Team for the excellence of its effort, and believe that if its basic proposals

can be implemented in practice without undue stress and conflict, it will constitute a

significant achievement. In order, however, to minimize the difficulties which

might arise and to increase the chances of successful implementation, we feel

obliged to qualify some of the Task Team's findings and recommendations, and to

draw attention to other aspects of the standardization problem which they did not

examine and which require further study and analysis. Our comments follow.

2. Identification Elements

It cannot be denied that, given the four identifying elements described,

any installation can be positively identified. However, it is also evident that the

reporting medium must contain these elements if the installation described therein

is to be recognized. Unfortunately, this is not always the case (for example, in

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be done about it.

In brief, one can argue that other elements of information can be used to

positively identify an installation, though perhaps they are of lesser value statistically.

More important, however, the acceptance of the recommended elements should not

prohibit any agency from including additional identificatory or descriptive elements

in its records which might prove useful because of the nature of the reporting with

which it deals or because of the particular interests of its customers.

3. Prescribed Entries

If and when discussions with the control center responsible for determining

what the common entry should be for a given element of information (e.g., category

code) fail to produce agreement on said entry, the agency involved should be permitted

to carry an alternative entry, in addition to that prescribed, in its information records.

4. Specificity of Control

Where for reasons of manpower constraints, lack of internal customer

interest, or other, it would not be worth the effort to a member agency of the

Community to control certain types of installations (e.g., beaches or railway

bridges) in the depth required, it should be given the right either to place more

generic controls over the data or to exclude such data entirely from its retrieval system.

5. Implementation/Conversion Scheduling

The time schedule for conversion (if any) of extant files, or application of

any Community standards to newly-established files, should be the responsibility of

the individual agencies concerned, and can be expected to vary depending on such

factors as available funds, file media currently employed, plans for new systems

development, etc.

6. Security

The Task Team report does not discuss some of the security problems which

may be encountered in a Community-supported file of installation data, and the

potentially disruptive influence this may have on achieving agreement with respect

to the values for the identifying elements. Certainly, this matter requires further

clarification before a truly Community-based file can be implemented.

7. Executive Agent Responsibility

A single agency should be assigned as the focal point for the introduction

and recommendation of new installations to be included in the Community data base,

and as the authority for controlling the identification elements pertaining thereto.

In this instance, we recommend that the Defense Intelligence Agency, with its

responsibilities with respect to the National Command Authority and the Intelligence

Community of the United States and Allied Nations, would be in the best position to

serve this function. Since it is evident, however, that vesting such control in a

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single agency will bring about problems of communication relative to such matters
as updating, revising, and correcting files, as well as disseminating the pertinent
decisions -- all within an acceptable time frame -- it is understood that any agreement
on the adoption of Task Team IV's proposals will include the development and
demonstration in actual practice of working procedures for overcoming such problems
acceptable to both DIA and CIA.

8. Functional Classification Code

In its present form, the category code contained in DIAM 65-3-1 does
not appear to be completely satisfactory for the description of certain kinds of
installations. It seems probable, however, that arrangements can be worked out to
modify or expand the code in such a way that the resultant product would be acceptable
to all concerned.

9. Installation Naming System

The proposed system for naming installations is somewhat restrictive
in that it limits the name field to 38 characters. If an agreement cannot be reached
which would permit an increased fixed-length, or variable-length, field for name,
some agencies may feel obliged to carry alternative versions of some names, in
addition to the standardized Community name, as cross-reference entries.

10. Country Code

We recommend inclusion of the country code as the fifth identifying element. In this connection, CODIB's Task Team I (Content Control) is now completing a very comprehensive analysis and definition of politico-geographic areas for intelligence purposes. This analysis has turned up many anomalies and/or inconsistencies in existing country codes' structures. When this project is finalized, we will probably recommend its adoption not only for installation control but throughout the Community wherever feasible.

D. Recommendations

It is recommended that USIB:

1. Note the general findings and conclusions of the Task Team IV report and the above CODIB comments thereon.

2. Approve, as required elements for positive identification of installations and geographic features, the four elements recommended in the report and a suitable country code, as listed below:

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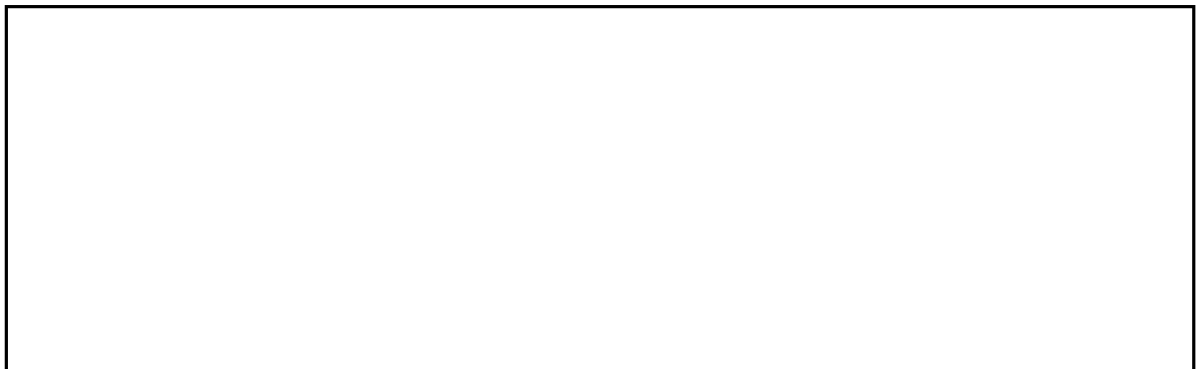
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3. Request the several member agencies to develop and submit to CODIB a plan for implementing the use of the above-listed five elements of information and implement the use of these elements in the prescribed manner to the maximum feasible extent.

4. Assign the Defense Intelligence Agency executive agent responsiblities for installations control on a trial basis.

5. Request the Defense Intelligence Agency to develop for CODIB consideration:

    a. The procedures to be adopted in the areas of communication, control, and enforcement.

    b. How security problems will be resolved if the data base will be all-source.

    c. A modified functional category code which can be applied to all types of installations.

    d. An installation naming system which will permit an adequate fixed-length field.

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PAUL A. BOREL
Chairman

Attachment

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USIB-D-39.7/13
CODIB-D-111/1.4/7
ATTACHMENT

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 IV - INSTALLATIONS

FINAL REPORT

T/IV/R-1/1

12 October 1965

S-E-C-R-E-T

Group 1
Excluded from automatic
downgrading and
declassification.

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S-E-C-R-E-T

T/IV/R-1/1
12 October 1965

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 IV - INSTALLATIONS

MEMORANDUM FOR: Chairman, Committee on Documentation

SUBJECT: Final Report of Task Team IV - Installations

    1. Final Report (T/IV/R-1/1) of Task Team IV - Installations is forwarded herewith.

    2. Of the large number of elements used in the Intelligence Community to identify and describe installations and geographic features of intelligence interest, Task Team IV has concluded that four elements are in themselves sufficient to achieve positive identification. These factors are:

    3. In the selection of the four required factors, the Team kept in mind the differing needs of initial and subsequent identification of

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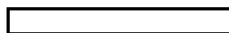
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declassification.

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installations. Initial identification is involved in nominations for adding new installations to the intelligence base. These require all four factors to the extent possible. Subsequent identification by elements of the Washington Intelligence Community of already established installations is a simpler matter. From a purely ADP point of view, and with respect to established as against new installations, two factors would be sufficient; [   ] However, the needs which the identification factors must satisfy and the requirements to serve a variety of information processing systems have resulted in the Task Team conclusion that the first four factors should, with respect to new installations, be mandatory, and the fifth highly desirable, but not mandatory.

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4. The Task Team has concluded that adoption of the four elements required for positive identification of new installations will have a minimal adverse impact on the holdings and procedures of agencies concerned. The positive gains in terms of increased accuracy and speed in interchange of information and reduction in the confusion caused by use of differing identification systems in the several agencies should far offset any adverse impact.

5. It may be of some interest to note that following completion of the initial tasks of Task Team IV, the Commander-in-Chief, European Command, reached the same conclusions. He requested permission to take steps permitting the Supreme Allied Commander, Europe, to release to NATO national units having strike assignments in support of operations in Europe, specific identifying data with respect to targets. These data were described as "common identifying data" for the attainment of compatibility of target documents and strike listings. He held that such identifying data do not constitute intelligence precluding such distribution. The elements recommended are:

> Bombing Encyclopedia Number
> Target Category Code
> Name
> Coordinates
> Country Code

6. The Chairman of Task Team IV:

a. Has been fortunate in having available to the Team the very considerable technical competence of the agencies concerned with installations intelligence;

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b. Has benefited considerably by the data furnished, the judgments expressed, and by the many discussions by members of the Task Team on the common task of enhancing the operational efficiency of the Intelligence Community. The knowledge and experience of Team members are reflected in the results achieved, which are considered not to have any serious adverse impact on the installations intelligence base supporting United States war plans.

7. <u>Informal Reactions</u>: In accordance with the instructions of CODIB, the Task Team has canvassed the appropriate elements of the Intelligence Community for informal reactions to the Team's Interim Report. A summary of the informal reactions obtained was submitted to the CODIB Support Staff on 12 July 1965.

8. <u>Points Raised by CODIB Chairman</u>: Attachment 2 to CODIB-M-63 raised certain points with respect to the Interim Report. Written responses to all seven items were conveyed to the CODIB Support Staff on 16 July 1965, later reproduced as Attachment A to CODIB-D-111/1.4/3 dated 31 August 1965.

9. <u>Points Raised by CODIB Support Staff</u>: Mr. [   ] 25X1A
Chief of the CODIB Support Staff, in his memorandum CSS/MM-46, dated 22 June 1965 (Attachment 3 to CODIB-M-63) also furnished helpful comments. With respect to the suggestion that a standard country code be required as a fifth element for identification of installations and geographic features, the Task Team is in accord. It was agreed, however, as indicated in paragraph 10 of the Minutes of the 63rd Meeting, held by CODIB on 24 June 1965, that the Task Team's report would go forward without having to get agreement on a country code. Additionally, as pointed out by the CODIB Support Staff, the problems of a country code system are undergoing resolution as part of the responsibility assigned to CODIB Task Team I. Attention was also called to the fact that the Report does not identify the various records or files in the Community that should adopt standard identification elements, nor establish a time table for conversion to the recommended system. The Task Team does not believe it appropriate (or even possible on a SECRET basis) to invade agency autonomy and attempt to identify <u>all</u> of the records which might be affected in all of the agencies concerned. With respect to a time schedule, the Task Team concurs with the Central Intelligence Agency belief that it should be the responsibility of the individual agencies concerned to establish time schedules for conversion (if any) of extant files or the application of any new community standards to newly established records. Additionally,

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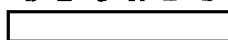
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time schedules will vary depending upon such factors as available funds,
file media currently employed, plans for new systems development, etc.
It was further recommended that CODIB request the members of this Task
Team to monitor conversions to assure its implementation in all agencies
and to report periodically to CODIB on the progress of the conversion.
The Task Team believes that monitorship of conversion and periodic
reports to CODIB is more properly assignable to the Executive Agent, the
appointment of which has been recommended by the Central Intelligence
Agency.

10. Formal Coordination: Formal coordination of the Report is
underway by CODIB. Formal reaction of the Central Intelligence Agency,
contained in memorandum of 16 August 1965 (Attachment B to CODIB-D-111/
1.4/3) is currently under study by the Defense Intelligence Agency. DIA
views on the CIA paper will be presented to CODIB through the DIA member.

11. Thoughts of the Task Team with Respect to the CIA Paper: Although
the reactions of the Task Team to the CIA paper have not been specifically
requested, the Task Team offers the following comments for whatever help
they may be. The Task Team is of the opinion that the reservations
expressed by CIA are very reasonable indeed in that they are designed to
insure agency autonomy while providing for uniform procedures within the
Intelligence Community for identification of installations in areas of
common or overlapping interest and responsibility. The conditions ex-
pressed by CIA, however, do not appear to be conducive to early imple-
mentation of the recommendations of the Task Team. CIA recommends that
authority should be vested in DIA as a single Executive Agent and while
in general appearing to support the recommendations of the Task Team,
states that CIA cannot permit itself to adopt the recommendations set
forth until certain problems are addressed and resolved. The Task Team
believes that none of the problems cited by CIA is incapable of solution
in a manner meeting the needs of the Intelligence Community, and it
believes that CODIB's responsibility for the resolution of such problems
and the drafting of the terms and conditions of such an Executive Agency
can most effectively be discharged by direct negotiations between appro-
priate elements of CIA and DIA, under overall CODIB monitorship. The
Team believes that appropriate agreement between CIA and DIA, without
detriment to the operational relationships between DIA and the U&S
Commands, can be reached while still meeting the legitimate requirements
of the Intelligence Community.

12. The suggestion of CIA that an interagency committee be estab-
lished, composed of analysts at the working level, to meet regularly
with the Executive Agent to discuss matters of mutual concern, appears

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to the Task Team to be an inefficient and costly mechanism. It would
also contribute to still further proliferation of committees in the
Intelligence Community: Although DIA abides by the suggestion of CIA
that DIA be named as the Executive Agent and, in spite of the fact that
the recommended elements for identification are those in current use
by DIA, the Task Team concludes that acceptance by DIA of the respon-
sibilities of an Executive Agent would probably entail need for the
resolution of a number of problems within DIA. A more effective
mechanism would be required for the assignment of identification
numbers for installations. An expansion and/or re-formatting of the
name field might become necessary. Additional positional accuracy
data (actual CEP) for the file might be required. The present functional
or category classifications may require expansion or revision. Support
or acceptance of installations in any and all functional classifications
might be entailed. Arrangements would probably have to be made for
acceptance of intelligence data for the AIF under sensitive security
controls. Arrangements would be required for changes in standard codes
to meet Intelligence Community requirements while preserving, at the
same time, the special operational relationships between DIA and the
Unified and Specified Commands. Additional resources would probably be
required in support of the data base. Given, however, the cooperation
and good will of the agencies concerned, a workable agreement should be
possible and, when completed and in operation, this should serve to
enhance the resources and operations in this specialized field of the
Intelligence Community as a whole.

13. CIA-Recommended Follow-up Action: The various actions recom-
mended by CIA under this title and any subsequent implementation problems
are, in the judgment of the Task Team, more appropriately assignable to
CIA and DIA for direct negotiation rather than being assigned to a CODIB-
monitored entity composed of representatives from a large number of
agencies.

14. The Task Team having concluded its assigned task of determining
and identifying the minimum number of elements required for positive iden-
tification of installations, has completed its assignment. It is the
desire of Task Team IV's members that they be permitted to retire from the
field, with the Team itself being retained on paper for a reasonable
period (not to exceed 6 months) to enable reactivation at any time should
the views of the Team on interpretation of any portion of its Final Report
be required by CODIB, CIA, or DIA while engaged in converting the
recommendations of the Task Team into effectively functioning arrangements.

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15. This memorandum of transmittal would be incomplete without recording the appreciation of the Task Team for the skilled services of the Secretary, Mr. [   ] and the cheerful and competent secretarial services of Miss [   ] of the CODIB Support Staff.

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Chairman, DIA

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CIA - Member

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NSA - Member

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, Secretary, CSS

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Others who have contributed significantly to the work of the Team are the following:

25X1-A   Mr. [   ] CIA

         Maj. DIA

25X1 NIMA

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T/IV/R-1/1
12 October 1965

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 IV - INSTALLATIONS

FINAL REPORT

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SUMMARY

1. Task Team IV has concluded that four elements are required for the positive identification of installations and geographic features of   25X1 intelligence interest. These elements are:

2. The Task Team recommends that the installation identification system contained in the DIA Automated Intelligence File (AIF) be adopted for use in this field by the Washington Intelligence Community, and that the functional classification contained in the "Handbook for Installation Naming and Functional Classification" (DIAM 65-3-1) also be adopted. Recommended procedures, which are necessarily somewhat complicated, are those contained in DIAM 65-3-1. As to coordinates, the Team recommends the use of the "Point Reference Guide" PC-560/1-64, with the use of graphic references from which the coordinates are derived.

3. The Final Report, together with the tabs mentioned therein, provides details of the many conclusions reached by the Task Team with respect to the four elements mentioned and contains a discussion also of a country code system.

4. On one point and one point alone, the Task Team was unable to reach unanimous agreement prior to submission of its Interim Report and this concerned the naming of missile sites. Subsequent to the submission of the Interim Report, due to the activities of the Task Team and the active participation of representatives of the Defense Intelligence Agency, the National Photographic Interpretation Center, and appropriate elements of the Central Intelligence Agency, this matter was resolved to the satisfaction of all concerned. This was made possible by DIA's adoption of the NPIC system for naming of research and development missile sites and the adoption by CIA/NPIC of DIA's naming procedures for operational missile sites. This solution represents the initial fruits of the operation of Task Team IV.

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DISCUSSION

1. The objective of the task assigned to this Task Team is:

"To develop a uniform format(s) for the identification
of physical installations and geographic features of
intelligence interest to facilitate the processing and
exchange of intelligence information and documents
thereon." (Contained in Terms of Reference approved
by CODIB on 9 December 1964 as stated in communication
from CODIB dated 26 December, CODIB-D-111/1.4/1).

2. An examination has been made by the Task Team into the various
formats in use within the Intelligence Community for the description and
identification of installations and geographic features. This exami-
nation revealed, in some instances, between one hundred and two hundred
descriptive factors used for a single installation/geographic feature.
A case in point is "Landing Beaches," for which 140 individual descrip-
tive factors may be included for a single landing beach. The examina-
tion of formats used for various categories of installations indicated
clearly that some of the factors used are entirely identificatory;
others are completely descriptive; and some are both identificatory and
descriptive. At the other extreme, one completely automated system
requires but two items for positive identification:

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25X1A Thus, given the category code [   ] and the identification number,
[   ] analysts within an organization which holds and maintains
its installation data in an automated system would immediately identify
the installation as being the [

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                                    In other words, the identification made
25X1A possible by [   ] utilized only two identificatory
factors. It is entirely possible, of course, for a system to be
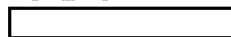
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designed utilizing a single unique number for installation identification as well. However, not all elements within the Intelligence Community are completely automated in the realm of installation intelligence; of even greater importance, not all of the users of installation intelligence have the same requirements or computer capabilities. Finally, the task assigned to this Task Team provided for much more than capabilities for ADP cross-talk among elements in the United States and abroad utilizing the same basic automated installations intelligence identification base. The Task Team was faced with the problem of devising a format providing for a variety of interests (information processing, dissemination, collection guidance, installation analysis, etc.), with a structure providing for the inclusion of identifying elements in a variety of information processing systems (manual, EAM EDP, etc.), and allowing for inclusion of elements found in both machine-structured and indexed narrative systems.

3. To this end, the Task Team has devoted a number of meetings in exploration of the minimum number of elements required for positive identification of installations (or geographic features) of intelligence interest, of universal applicability regardless of the type of category of installation, i.e., applicable to both Port Facilities and Biological Warfare Research Institutes, to both Submarine Force Headquarters and Intercontinental Ballistic Missile Launch Sites, to both Ammunition Depots and Wet Cell Storage Battery Production Facilities, etc.

4. The Task Team has concluded that with the use of four factors or elements, positive identification can be made of installations and/or geographic features of intelligence interest; that these elements are applicable to all types or categories of installations/geographic features; that community-wide use of these elements will facilitate the processing and exchange of intelligence information and documents thereon; that these elements may be applied to all sources and systems of intelligence interest; that these elements can be incorporated in a format of the characteristics desired for information processing, dissemination, collection guidance and installation analysis; that these elements can be used in a variety of information processing systems and that the four elements selected also satisfy the need for inclusion in both machine-structured and indexed narrative systems.
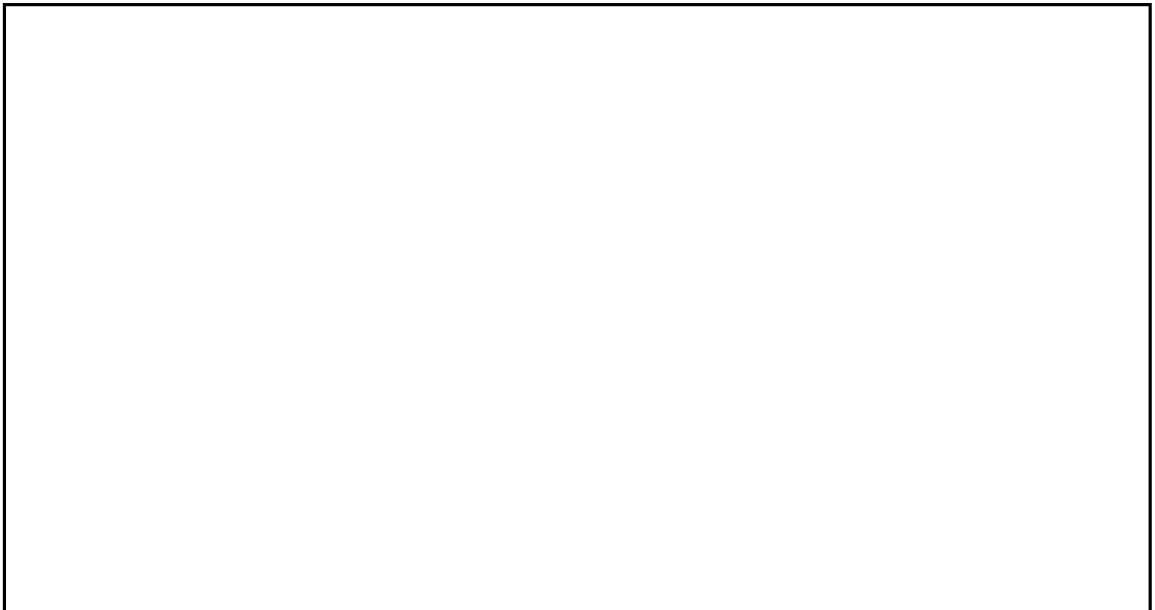
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6. Agreement was reached fairly promptly and unanimously within the Task Team on the factors listed above. Considerable time was devoted to exploration of the advantages and disadvantages of the various alternatives available in the Intelligence Community with respect to functional codes, UTM or geographic coordinates, country codes, etc. Ultimately, agreement was reached by the Task Team that the following be adopted by the Intelligence Community for use in formats devoted to installations and geographic features of intelligence interest:

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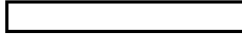
25X1A
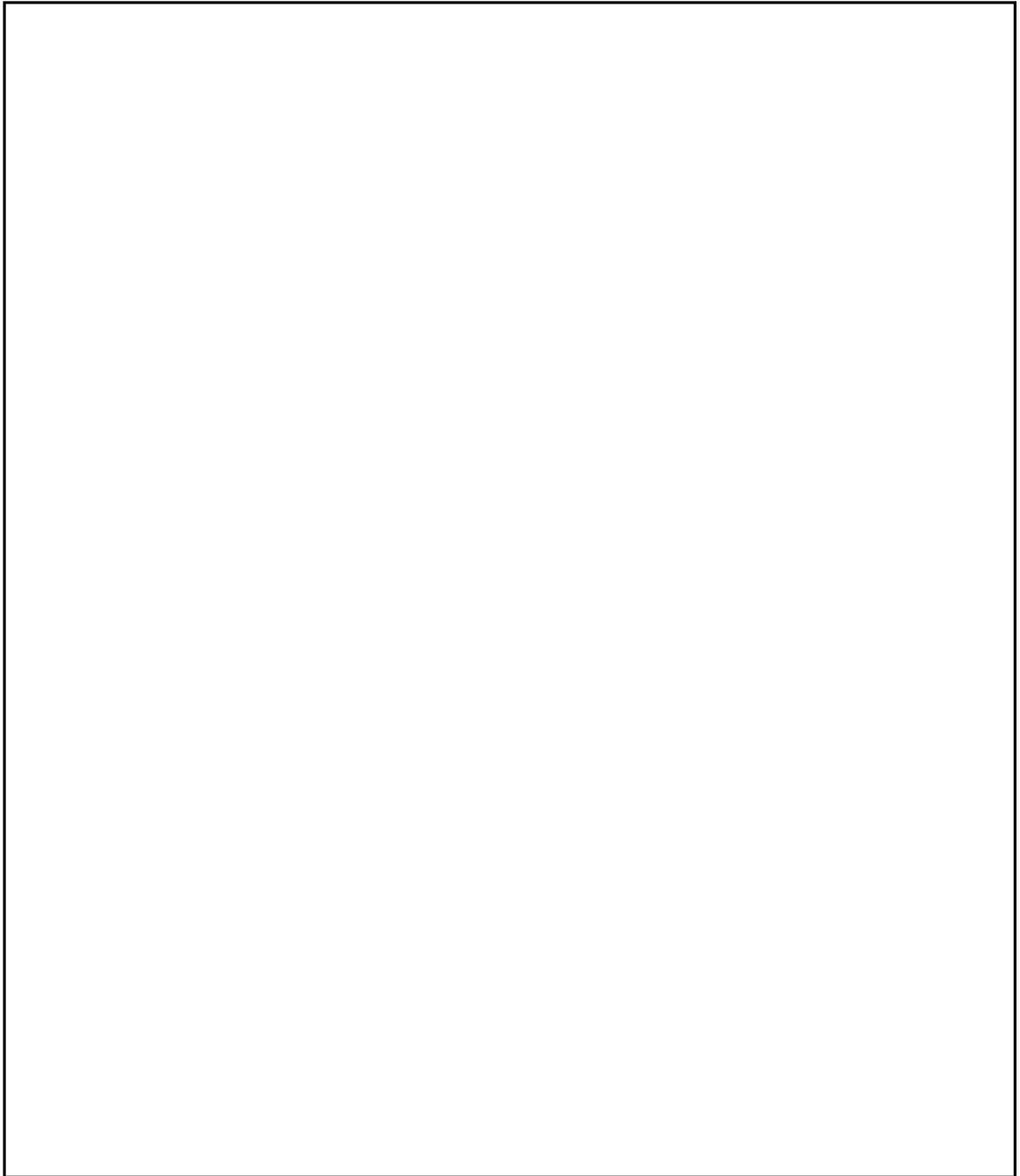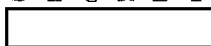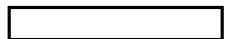
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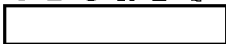
- 5 -

(5) See Tab "A" for particulars of format entries of B. E. numbers, for a discussion of elements involved in the determination of B. E. numbers, procedures for assignment of numbers, etc.

b. Functional Classification Code:

(1) The Task Team considered carefully two different functional codes--the Intelligence Subject Code (ISC) and the category code contained in the Handbook for Installation Naming and Functional Classification (HINFC) (DIA Manual 65-3-1). The former was initially developed by the Central Intelligence Agency in 1948 and subsequently was revised under the auspices of the U. S. Intelligence Board's Committee on Documentation. It is regarded by the Task Team as an excellent subject classification code and as being applicable to both manual and machine systems. It is currently used in some applications by the CIA, the Department of State, DIA, and others. It is a very comprehensive code in subject, covering a wide variety of categories, such as climate, coconut oil, compromise of foreigners, education, glandular fever, glue, human disease incidence, labelling machinery, political indoctrination, domestic trade, wine, etc., all of possible intelligence interest.

(2) For adaptation to installations, however, it often fails to be definitive enough to allow the proper

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or desired degree of functional description. For
example, the ISC includes

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This breakout is undoubtedly adequate
for subject classification. On the other hand, the
HINFC, initially developed by the Air Force for tar-
geting applications and production of the B. E., has
been subsequently expanded and developed for applica-
tion to all types of installations and is used exten-
sively in ADP files throughout the DoD and other agencies.
To illustrate by similar example as above, this code

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code can be further extended in most instances to pro-
vide a more functional breakdown, if warranted.

(3) A complete tabulation of the code structure is
to be found in DIA Manual 65-3-1, with a more detailed
description for adaptation to special requirements in
the individual category summary sheets in various DIA
publications. Recognition of the great value of both
systems is apparent in the operations of the DIA, which
uses the ISC as a subject code for document storage
and the category code in DIAM 65-3-1 as the installation
functional code. Both codes are used by DIA research
analysts. Installation coding is used for categoriza-
tion of installations with the same category code
found in all of DIA's targeting publications, target
files, and in the operational plans of the U&S Com-
manders. After careful consideration of the matter,
the Task Team concluded by recommending the use of the
DIA 65-3-1 HINFC category code for uniform use through-
out the Intelligence Community as one of the four
indicators required for positive installation (and
geographic feature) identification.

(4) See Tab "B" for further particulars of this
identifying element.
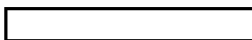
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c. The Name of the Installation or Geographic Feature:

(1) The Task Team agreed rather quickly that in the spelling of place names, the Intelligence Community should abide to the greatest possible extent with the "preferred spelling" as determined by the U. S. Board on Geographic Names (BGN), which has been designated by Public Law 242, 80th Congress, as the authority for all such nomenclature in government publications. However, when both the conventional and native spellings are BGN-approved, the Task Team concluded that in the interests of uniform procedure, the use of the native spelling should be the practice of the Intelligence Community in identifying installations and geographic features of intelligence interest in installation/targeting documents with the widest possible latitude accorded to elements of the Intelligence Community in using either the native spelling or the conventional spelling of place names in briefings.
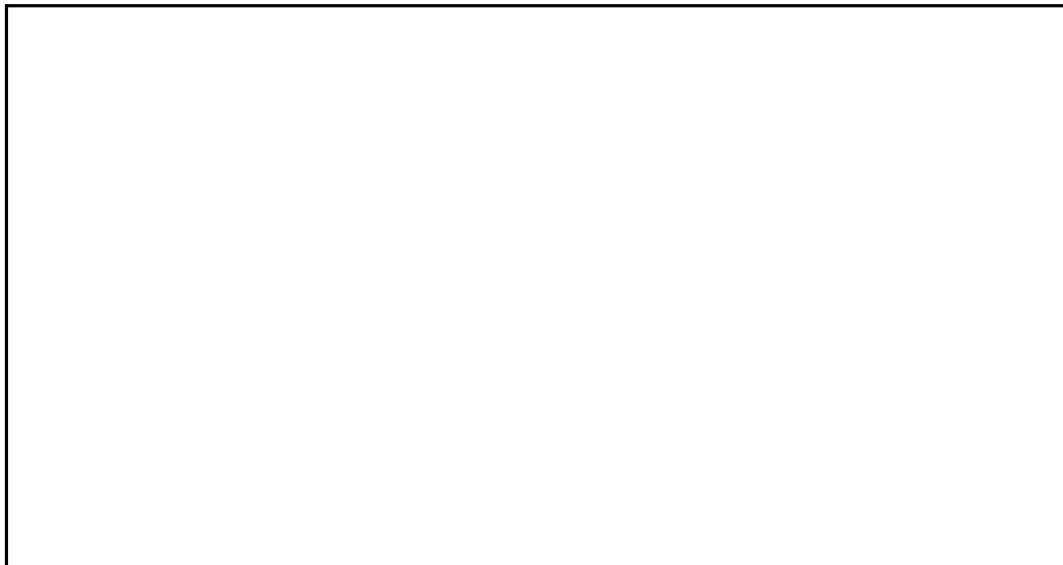
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(3) Variations between the anglicization of "conventional" and "native" place names are frequently to be found in the Near and Middle East. The following examples will suffice to illustrate this point:
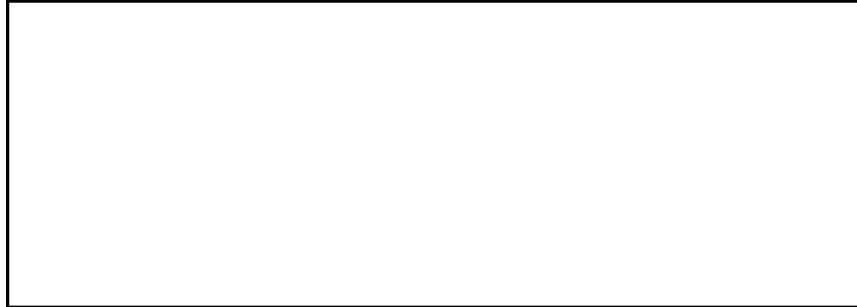
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This serves to buttress the statement that a name
without a unique identification number for the same
name is not necessarily very helpful as such.

(4) Although the United States Intelligence
Community is supposed to adhere to transliteration
systems which are sanctioned by the Board on Geo-
graphic Names for various languages, the degree of
adherence to such transliteration systems varies
somewhat within the Intelligence Community. For
example, the National Security Agency has had to
adopt, for operational reasons, certain unique trans-
literations in some of the systems. Certain ambi-
guities are to be found in the Cyrillic-Latin trans-
literations prescribed by the BGN. For example, one
Latin letter represents more than one Cyrillic letter,
and one Cyrillic letter may have more than one trans-
literated form depending upon its position in a
Russian word, and single Cyrillic letters are repre-
sented by two Latin characters which may or may not
be converted unambiguously back to Cyrillic. The
National Security Agency is not alone in this field,
and confusion exists in the present Cyrillic-to-
Latin transliteration system used by many organizations
in the Intelligence Community. While advocating the
use of BGN-approved place names, the Task Team is aware
of the problem involved in transliteration and
recommends that all transliteration systems used by the
Intelligence Community and consumers be examined with
the aim of developing systems which would be accept-
able for use by the interested agencies and which
would facilitate the exchange of information in forms

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readily usable by all. The community is now grappling
with the Cyrillic-Latin transliteration systems.
This is the subject with which a working group within
Task Team III is currently busily engaged. The concern
of Task Team IV in this matter is that any success
achieved by Task Team III will assist in standardization
of but one element required for the positive identifi-
cation of installations and geographic features. In
the meantime, intelligence analysts are urged to check
the NIS Gazetteer, to ensure that the place name used
is BGN-verified.

(5) The naming policy for airfields varies
slightly from the procedure used for place names with
regard to accepted versus BGN-verified names. Although
it is the general practice to incorporate a city or
town name with "native spelling" as an integral part
of the name of an installation or geographic feature,
the same practice does not always prevail with respect
to airfields. For example, associated with the city
of Washington, D. C., are a number of airfields such
as DULLES INTERNATIONAL AIRPORT, WASHINGTON NATIONAL
AIRPORT, ANDREWS AIR FORCE BASE, etc. Of these, only
one incorporates the city or complex name "Washington."
In the case of airfields associated with the city of
MOSKVA (with the conventional name of MOSCOW), a
number of the airfields have incorporated in their
names the rendition MOSCOW, such as MOSCOW/
CHERTANOVO, MOSCOW/FILI, MOSCOW/LYUBERTSY, MOSCOW/
ORLOVO, MOSCOW/TUSHINO, MOSCOW/CENTRAL, etc. In the
case of STALINGRAD/BEKETOVSKAYA and STALINGRAD/GUMRAK
airfields, names were changed to VOLGOGRAD/
BEKETOVSKAYA and VOLGOGRAD/GUMRAK, respectively, when
the name of the city was changed. A survey of the
naming of airfields as a whole, however, does reveal
a number of instances of departure from association
of an airfield name with the current rendition of the
transliterated name of the place name with which the
airfields are associated. Insofar as the naming of
airfields is concerned, the Task Team concluded that
the Intelligence Community should be guided by the
accepted name as established for "Free World" airfields
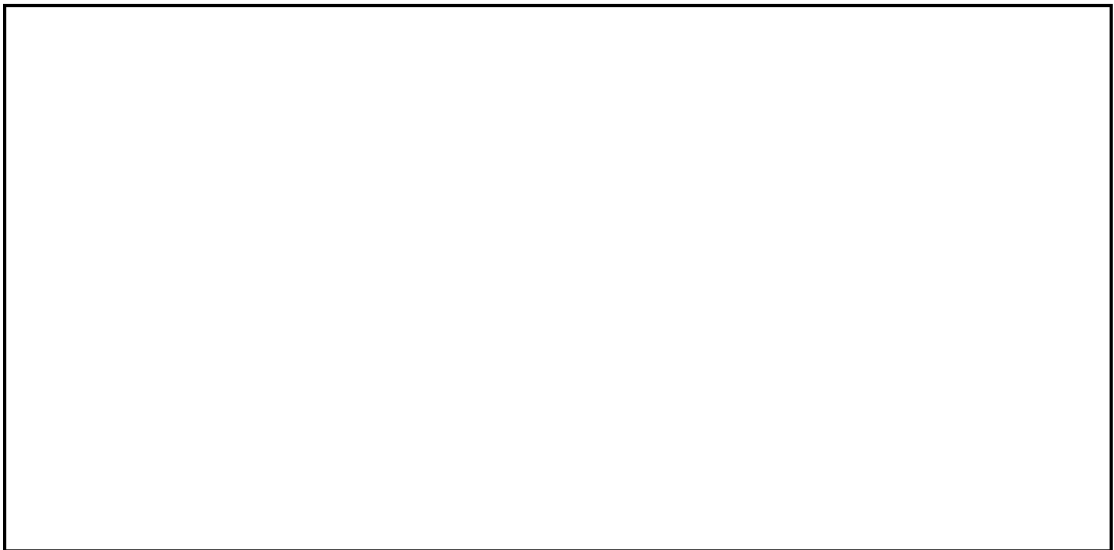
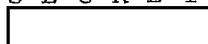25X1

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by the Aeronautical Chart and Information Center;
and for other foreign airfields, by the Defense
Intelligence Agency. The latter also maintains
cross-referenced indices to alternatively spelled
airfield names. Thus TOKYO INTERNATIONAL is pre-
ferred to HANEDA; LAND'S END instead of PENZANCE;
and LENINGRAD/GORELOVO instead of any of the fol-
lowing: GORELOVO NO. 1, KONSTANTINOVKA, KRASNOYE-
SELO, NIKKAROVO.

(6) For installations and geographic features
(as separate and distinct from cities and towns as
such, and from airfields as such), the Task Team
concluded that uniform usage of an "official name"
which would be used in all studies, reports, plans
and communications was highly desirable as one
element of unmistakable identification of individual
installations. Because of the large number of instal-
lations dealt with, the content, form and order of
installation names are required to follow certain
procedures to avoid the confusion which would result
from lack of uniform treatment. For the naming of
installations, therefore, it was concluded by the
Task Team that certain components should be used and
that these components, however many or however few
were used should be in the following order:

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(6) Although it is beyond the scope of the task
assigned to this Task Team, which is devoted to steps
required for positive identification of installations
and geographic features, some discussion was devoted
by the Task Team to various types of Coordinate
Symbology, to institution of a uniform practice within
the Intelligence Community in terms of sequential
preference to be accorded to maps and charts avail-
able, and to depiction of the geodetic data used in
graphic compilation. Details are attached as Tab "E",
and the Task Team recommends that the Intelligence
Community would be well advised to consider the
advantages of adoption to the extent possible of the
procedures therein outlined.

e. Country Code: The final factor recommended by the Task
Team to aid in the positive identification of installations and/
or geographic features is a country designator code which is
highly desired but not necessarily mandatory for positive identi-
fication. After observing that there are a number of country/
area codes now in use in the Army, the National Security Agency,
the Defense Intelligence Agency, the Central Intelligence Agency,
some Naval ship reporting codes, etc., the Task Team concluded
that for purposes of installation identification and geographic
feature identification, (primarily in the field of target intel-
ligence) the Intelligence Community should use the Geopolitical
Code for Intelligence Systems, known also as the DoD 2-alpha
character code, (JCS Pub 7 or DIA Instruction 65-6A) with the
understanding that in the cases of installations linking two
countries, such as international bridges, the country code to
be used would be that of the country of primary interest, for
purposes of identification. Line entries covering such instal-
lations should also provide an indication, by means of the same
code, of the country of secondary interest. The Task Team made
no attempt to define steps to determine the factors involved in
deciding which would be a country of "primary interest" and which
would be a country of "secondary interest," feeling that this
prerogative should be retained by the skilled analysts involved
in the categories entailed.

7. Having reached agreement on the factors needed for positive
identification of installations and/or geographic features, the Task Team

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then devised a single format which is recommended for use by elements concerned within the Intelligence Community. A copy of the proposed format is attached as Tab "F." It provides for entry of the following particulars of an installation as illustrated, for example, in the case of

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Tab "G" provides details of formal coding requirements.

8. <u>Conclusions</u>: The Task Team concludes, in essence, that for positive identification of installations and geographic features of intelligence interest, the following factors should be uniformly put into use by all members of the Intelligence Community:

a. <u>An Installation or Geographic Feature Identification Number</u>: Specifically recommended is the identification numbering system contained in the DIA Automated Intelligence File, consisting of two parts, a World Aeronautical Chart number plus an installation or geographic feature number, the combination being more generally known as the Bombing Encyclopedia or B. E. number.

b. <u>A Functional Classification Code</u>: Specifically recommended is the category code contained in the DIA "Handbook for Installation Naming and Functional Classification" (DIAM 65-3-1).

c. <u>Name of the Installation or Geographic Feature</u>: Specifically recommended is the naming procedure spelled out in considerable detail in the same Handbook mentioned in 8. b. above.

d. <u>The Coordinates of the Location of the Installation or Geographic Feature</u>: Specifically recommended are:

(1) The use of the Point Reference Guide Book (DIA's PC-560/1-64).

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   (2) The use of either geographic coordinates
to seconds or equivalent UTM grid coordinates, or
both, coupled with the graphic references on which
the coordinates are based.

The Task Team also concluded that the Intelligence Community in the
field of installations and geographic features of intelligence interest
would be well advised to consider favorably the uniform use, to the
extent feasible, and without necessarily supplanting other code systems
in current use, of the "Geopolitical Code for Intelligence Systems,"
also known as the "Standard Geographic Code for Joint Usage in Command
and Control," JCS Publication No. 7.

   9. The Task Team, after investigating the formats used by the many
elements of the Intelligence Community involved in intelligence with
respect to installations and geographic features of intelligence interest,
concluded that adoption of the four elements, required for positive
identification, would have a very minimal impact upon the holdings and
procedures of the agencies concerned. The positive benefits to be
attained by uniformity in use of these four factors include not only
accuracy and speed in interchange of information with respect to the
installations concerned, by oral, manual, or computerized means, but
should serve to preclude the confusion experienced by the Intelligence
Community when many identification systems, used by as many entities,
fail to mesh.

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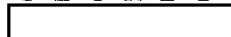25X1

T/IV/R-1/1
12 October 1965

TAB "D"

SAMPLE PAGES FROM

POINT REFERENCE GUIDE BOOK

PC-560/1-64, March 1964

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TAB "E"

COORDINATE REFERENCE CRITERIA

1. The following guidance relative to priorities and order of
precedence of graphic materials is provided for use in deriving geo-
graphic coordinates.

   a. <u>Criterion 1 - For all Target Categories</u>: Criterion
is applicable to all installations in Target Reference Number
(TRN)* areas 0, 1, and 2 regardless of program (TDI, CPFL, BE)
activity. Coordinates for these installations will be
referenced to the current ATMP (Air Target Materials Program)
graphic, when available, in the following order of precedence:

      Series 1:200,000 Chart
      Series 1:50,000 Chart/Mosaic
      Series 1:100,000 Chart
      Series 1:25,000 Chart/Mosaic

Where no ATMP graphic is available, the coordinates for these
installations will be referenced to available source graphics
in the following general order of preferred scale series. The
selection of specific source graphics from this list will be
based on analytical judgment as to the best available materials
for any particular geographic area:

      AMS Series 1:50,000 Map
      AMS Series 1:100,000 Map
      AMS Series 1:250,000 Map
      USAF Aeronautical Chart (AGC) Series 1:250,000
      U. S. Naval Oceanographic Office Series 1:200,000
         or larger scale
      USAF Approach Chart Series 1:250,000

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*Areas are defined in DIA Target Data Inventory Procedural Flow
Manual.

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Group 1
Excluded from automatic
downgrading and
declassification.

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      U. S. Coast and Geodetic Survey Series 1:250,000
        or larger scale
      AMS Series 1:500,000 Map
      USAF Pilotage Chart Series 1:500,000
   USAF ONC, WAC or AMS Maps Series 1:1,000,000

    b. <u>Criterion 2 - For all Target Categories</u>: Criterion
is applicable to all installations in TRN Areas 3 through 8,
regardless of program (BE, CPFL) activity. All coordinates
being derived for installations in TRN Areas 3 through 8 will
be referenced to available scale series graphics in the
following order of priority precedence. The selection of
specific source graphics from this list will be based on
analytical judgment as to the best available materials for
any particular geographic area:

      AMS Series 1:50,000 Map
      ATMP Series 1:50,000 Chart/Mosaic
      AMS Series 1:100,000 Map
      ATMP Series 1:100,000 Chart
      ATMP Series 1:200,000 Chart
      AMS Series 1:250,000 Map
      USAF Aeronautical Chart (AGC) Series 1:250,000
      U. S. Naval Oceanographic Office Series 1:200,000
        or larger scale
      USAF Approach Chart series 1:250,000
      U. S. Coast and Geodetic Survey Series 1:250,000 or
        larger scale
      Foreign Source Graphics Series 1:250,000 or larger
        scale
      AMS Series 1:500,000 Map
      USAF Pilotage Chart Series 1:500,000
      USAF ONC, WAC or AMS Maps Series 1:1,000,000

    c. Except for the established ATMP precedence in TDI areas,
several factors should be considered in choosing a suitable graphic
for the determination of geographic coordinates.

    (1) The analyst should consider the choice between
U. S.-produced standard series graphics and foreign-produced
graphics. The U. S.-produced graphics are catalogued, are
considered to be in general use, and are available to the
users by means of normal requistioning procedures. Therefore,
primary consideration should be given to the selection of

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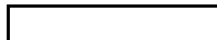
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these graphics in lieu of foreign-produced graphics which are not normally available to the users and would require reproduction and distribution which are both time-consuming and expensive.

(2) Usefulness in terms of currency of publication, the accuracy of information and the suitability of scale for the accurate geographic location of the installation must be considered in choosing graphic reference materials. In areas where U. S. map coverage is not available or is inadequate, foreign-produced graphics may be used.

(3) Research for foreign-produced graphics will be conducted by the DIA Production Center, and the identification of available materials will be provided to participating elements along with ADPS coding instructions for each scale series.

2. Format for Graphic References:

a. NON-ATMP GRAPHIC REFERENCE: 29 Character-Positions (Alpha, Numeric, Blank, or Special Characters).

(1) This field is used to indicate the source of coordinates when the graphic was not produced under the Air Target Materials Program (ATMP).

(2) This field is coded as follows:

(a) Character-positions 1-2 (alpha): Producer. One or two alpha characters indicating producer of graphic being referenced. One of the following codes may be used:

Producer	Code Pos. 1	Pos. 2
U. S. Air Force, Aeronautical Chart and Information Center		blank
U. S. Army Map Service		blank

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The format example shows an entry of WAC 0051 series 200, sheet 18, 3rd edition, dated April 1963.

3. For a presentation of coordinate validity symbology see TAB "G".

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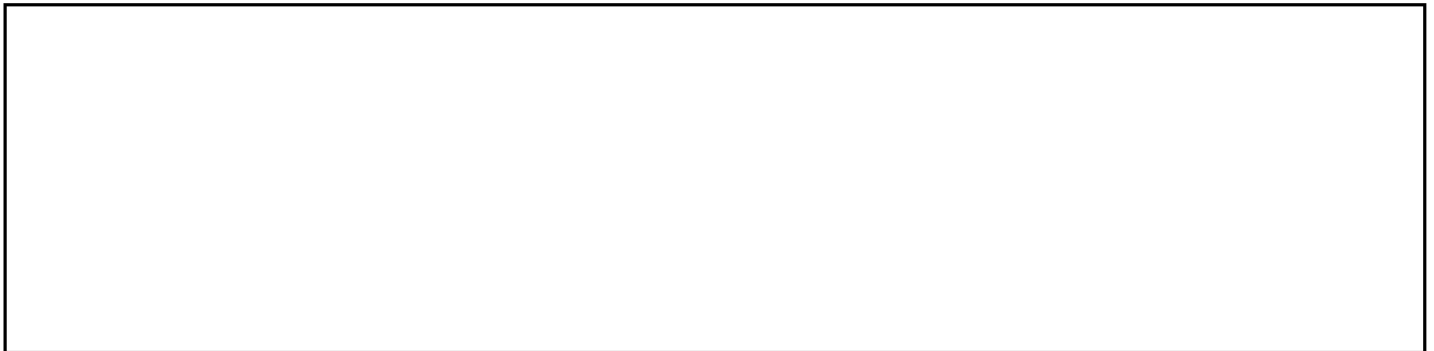25X1A

2. <u>Functional Classification: 7 Character-Positions (Numeric)</u>.

    a. Functional classification is coded as follows:

        (1) Character-positions 1-5 (numeric): Category Code.
Five numeric characters representing one of the functional
classifications of the installation obtained from the Hand-
book for Installation Naming and Functional Classification.

        (2) Character-positions 6-7: Reserved for future
expansion.

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