



S-E-C-R-E-T

CHIVE/C-120/9-66  
26 September 1966

MEMORANDUM FOR: Director, CHIVE Task Force  
SUBJECT : Bi-Weekly Task Report Summary  
(12 September - 23 September 1966)

I. No significant problems or developments were reported by the following tasks:

Task # 3. DDS/Liaison  
[redacted] .5 days

Task #13. Unconditional File Maintenance  
[redacted] - 9.5 days  
[redacted] - 5.0 days  
[redacted] - 10.0 days

Task #14. Control  
[redacted] - 5.0 days

Task #15. File/Report Processing  
[redacted] 0.0 days  
[redacted] .0 days  
[redacted] 9.1 days  
[redacted] - 3.0 days  
[redacted] 9.2 days  
[redacted] 9.6 days  
[redacted] 0 days  
[redacted] - 11.0 days  
[redacted] 0.4 days  
[redacted] .5 days

Task #25. Summary File Building  
[redacted] .5 days

Task #44. Task Group Management  
[redacted] - 7.0 days

Task #54. Design and Development Area Management  
[redacted] 10.0 days

GROUP I  
Excluded from  
Automatic  
Downgrading and  
Declassification

S-E-C-R-E-T

S-E-C-R-E-T

ii. Summary of Task Activity:

Task # 1. [redacted] Chairman of the Security Procedures Task Team reviewed a memorandum from SR on coding of security controls at the request of [redacted] - 1.5 days

Task # 2. The Current Awareness Support Task recently completed design of the first model of SKAN--China Collateral. Production reports and personnel time allocations applicable to the production of this model are reported under Task #50, Current Awareness Production--China.

Task #2 is studying the possibility of reducing redundancy in SKAN by using a by-pass of the word exclusion technique.

[redacted] - 9.0 days  
[redacted] 4.5 days

Task #5a. The first draft of the CHIVE Location Dictionary was completed 12 September. The corrections that must be made in this draft have been noted, but actual correction cannot be made until a listing with CHIVE number and new record sequence number is available since the tape records are now in the FIC Free (Rigid) format.

[redacted] - 6.5 days  
[redacted] 5 days  
[redacted] days  
[redacted] days  
[redacted] days

Task #5b. The Subject Dictionary Task Team is preparing a detailed index to the SIC. When completed, the index will be used as a basis for the preparation of a decode thesaurus.

[redacted] 6.5 days  
[redacted] - 9.0 days

Task #5c. [redacted] have been added to the programming group for the Organization Dictionary. A listing of all BR organizations with CHIVE location and organization numbers added was published. Since 30 June when the most recent combined organization listing was

S-E-C-R-E-T

S-E-C-R-E-T

produced. All available programmer and computer time was devoted primarily to the location dictionary and to training [redacted] in the FIC system. While a substantial amount of analysis on the files to be included was accomplished, there was some loss in efficiency and less analytical progress was made than would have been if there had been more machine time available to produce listings periodically as desired. However, more rapid progress should be possible from now on.

25X1A

25X1A

[redacted] - 2.0 days  
5 days  
days  
days  
.5 days  
0 days  
days

25X1B

25X1B

Task #5d. A revised task description for [redacted] [redacted] Task which takes into account the broadened nature of the task is under review by D/CTR.

25X1B

[redacted] have been selected for inclusion into CHIVE's initial [redacted] as a result of document counts made by [redacted] and [redacted] on 468 possible candidates. They [redacted] [redacted] are extracting the data elements to be included in the dictionary from the extant [redacted] [redacted] selected. [redacted] is preparing a paper delineating and justifying the elements of information to be controlled in the dictionary. [redacted] continues working on the [redacted] procedures paper.

25X1A  
25X1B  
25X1A

25X1A

25X1A

25X1B

25X1B  
25X1A  
25X1A

25X1A

[redacted] .0 days  
0 days  
7.0 days  
- 7.0 days

25X1B

25X1A

Task #7a. [redacted] of the Forms Design Task began a background study to begin preparation of the form description tables used in control of the processing of the generalized page reader program.

25X1A

[redacted] - 10.0 days

S-E-C-R-E-T

S-E-C-R-E-T

25X1A

Task #10b. [redacted] Chairman of the Revision of Indexing Procedures and Techniques called a meeting on 20 September to resolve organization/installation function code and occupation code indexing problems. Participants, besides [redacted]

25X1A

25X1A

[redacted] A memo detailing the results of the meeting is being prepared.

25X1A

[redacted] 1.0 day



Task #12. The Input Processing Task Team reports that the acceptance testing period for the Page Reader System was successfully completed on 16 September.

25X1A

[redacted] 0.0 days  
- 10.0 days  
- 10.0 days  
12.0 days

25X1A

Task #17. The Integration and Plans Staff assisted in the preparation of the Intellofax Study for the paper prepared for [redacted] O/DDI under the direction of [redacted]

25X1A

[redacted] This study required six days of overtime. [redacted] attended a Civil Service Commission ADP orientation course 19 - 23 September.

25X1A

[redacted] .0 days  
1.0 day  
- 8.5 days

25X1A

Task #18. The System Test Plan Task Team is investigating the possibility of using manual systems in the testing prior to CAPRI availability. This has narrowed to a combination EAM/Ternatrex System with a limited data base. Final decision to be made not later than 1 October. The Task Team is continuing the search for system detailed objectives (specifications) to be postulated in a paper scheduled for publication around 15 November. Description of the System Test Plan was published 14 September.

25X1A

[redacted] 0 days  
6.0 days  
- 1.0 day  
4.0 days  
1.0 day

25X1B

Task #19. The [redacted] Requirements Task Team final report will be distributed by 28 September.

25X1A

[redacted] 2 days

S-E-C-R-E-T

S-E-C-R-E-T

Task #20. The Management Data Task Team is developing for SKAN a Management Information System.

25X1A

[redacted] - 2.0 days  
[redacted] 8.0 days

Task #22. The Customer Requirements and Relations Task Team issued in final form, the Subject Selection Criteria paper.

25X1A

[redacted] - 6.0 days

25X1A

Task #26. [redacted] Chairman of the Querying Procedures Task Team has been observing the procedures in SR, and is preparing a SR query procedures guide.

25X1B

[redacted] Query Guide was published during this reporting period.

25X1A

[redacted] 9.0 days

25X1A

Task #27. [redacted] joined the Source Formatted Data Task Team on a part-time basis. [redacted] left for the six weeks mid-career training course.

25X1A

25X1A

[redacted] .5 day  
[redacted] 1.0 day  
[redacted] 5.0 days

25X1A

25X1A

25X1A

Task #28. [redacted] joined the ALP Development Task Team as stenotype trainees. [redacted] completed their training as stenotypists and now work full time on production. The bi-weekly production was as follows:

FDD Steno 1051 Transliterations 236,000 words  
OMS Steno 102 Transliterations 23,000 words

25X1A

It should be noted that the transliteration rate has now dropped to less than .5%.

[redacted] 0 days  
[redacted] 9.0 days  
[redacted] - 9.0 days  
[redacted] 10.0 days  
[redacted] 10.0 days  
[redacted] days  
[redacted] 5.0 days

S-E-C-R-E-T

S-E-C-R-E-T

25X1A

Task #42. [redacted] Staff Assistant to the Director reports that CHIVE contributors to the Consolidated Fund Campaign totaled \$286 at the close of the first week of the campaign.

Office	Pledges	Amount
OCR	6	143
OCS	6	143

H. Simmons - 7.0 days

25X1A

Task #43. [redacted] Chairman of the Contractor Management reports that [redacted] Senior Associate Programmer, has been transferred to CHIVE, effective 28 September. He will be assigned to the Program Design Group, working at [redacted]

25X1A

25X1A

25X1A

[redacted] until appropriate security clearance is attained.

25X1A

[redacted] - 3.75 days

25X1A

Task #44. [redacted] wrote a memo concerning the shifts in assignments in SIGS. He also worked on the paper prepared for [redacted] O/DDI.

25X1A

25X1A

[redacted] - 4.5 days

25X1A

Task #46. [redacted] Chairman of the Clerical Support Task Team, reports that two more Page Reader Transcribers have been identified with CHIVE. Misses [redacted] will work in Graphics Register until their Special Center clearances are granted.

25X1A

[redacted] - 3.0 days

25X1A

Task #50. [redacted] replaced [redacted] on the Current Awareness Production Task Team from 12 September - 23 September while [redacted] was on leave. The first weekly issue of SKAN was distributed on Wednesday, 14 September.

25X1A

25X1A

25X1A

[redacted] 9.0 days  
[redacted] 9.8 days  
[redacted] - 10.0 days

25X1A

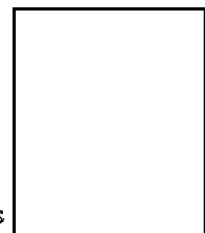
Task #55. [redacted] was removed from System Flows and Transactions and put on the Forms Design Task Team. A chart depicting the processing of publications by Document Division was completed.

25X1A

[redacted] - 3.75 days

S-E-C-R-E-T

S-E-C-R-E-T



Task #58. A second draft of the task description for COG Organization and Personnel Responsibilities was completed and forwarded to D/CTF.

25X1A

[redacted] - 3.5 days

25X1B

25X1B

Task #59. CHIVE's role in developing the Soviet [redacted] was described in a memorandum, CHIVE/C-206-66. A file format table and an input descriptor deck have been prepared for the Soviet [redacted] File. This permits this file to be created as soon as the data cards are provided by BR.

25X1B

25X1A

[redacted] 2.5 day  
2.0 days  
2.0 days

25X1A

25X1B

Task #60. [redacted] Special Assistant to the Director, helped prepare the paper for the [redacted] Study. He wrote a memorandum describing certain problems in the COINS effort. He attended a COINS Soviet [redacted] Meeting at DIA on 12 September, and NSA on 19 September. He evaluated [redacted] proposal for "speeded speech" study and [redacted] proposal for on-line text editing.

25X1A

25X1B

25X1A  
25X1A

25X1A

[redacted] - 7.0 days

III. Meetings and Briefings

1. Current Awareness Support Task Team and Customer Requirements Task Team briefed Library personnel on Thursday, 15 September.

25X1A

2. [redacted] met with [redacted] on the content of a letter to the Director of Security re: Top Secret Control Procedures.

25X1A

3. On 21 September, [redacted] briefed the OBI/Geo. Div. Branch Chiefs on SKAN.

25X1A

4. [redacted] briefed NPIC Support Division Personnel in three shifts on 22 Sept.

25X1A



25X1A

S-E-C-R-E-T

~~SECRET~~

25X1A

6. [redacted] along with [redacted] gave a briefing  
to three personnel from OSI, three from [redacted]

25X1A

25X1A

[redacted]

25X1A

[redacted]

25X1A

Chief, Integration and Plans Staff  
CHIVE Task Force

- 8 -

~~SECRET~~