

CHIVE/C-120/6-66
15 August 1966

MEMORANDUM FOR: Director, CHIVE Task Force

SUBJECT : Bi-Weekly Task Report Summary
(1-12 August 1966)

Beginning with this report, each bi-weekly report will show the man days applied to each task, as reported by the task team chairmen.

1. The Current Awareness Support Task Team (Task #2) published the first monthly compilation (598 pages). Since 8 August, about four non-CIA cables per day have been processed. [] spent 11 hours with CATT designing and drafting a special page reader form for SKAN input.

Man days - 20 1/2 *(1 weeks figures only)*

2. The Document Delivery System/Liaison Task Team (Task #3) coordinated with [] of the Document Division the implementation of the new numbering system for publications. ORR, FTB, and BR products previously sent direct to SKAN will now be sent to Document Division for numbering. The Task Team continues to work on revisions to the DD/S flow charts.

Man days - 1 [] *figures only?*

3. The completion of the Location Dictionary (Task #5a) has been delayed because of conflict with [] in obtaining computer time and because of computer malfunctions. The new completion date for the published gazetteer is estimated to be 12 September. The intellectual task of building the gazetteer is completed.

Man days - 5 1/2

4. Typing has been delayed on the Subject Dictionary (SIC) (Task #5b), and as a result, the index cannot be started.

Man days - 10 3/4

5. The delay in completion of the Location Dictionary prevents the Organization Task Team (Task #5c) from securing the required listings for the Organization Dictionary.

S-E-C-R-E-T

GROUP I
Excluded from automatic
downgrading and
declassification

The completion date for the Organization Dictionary is rescheduled for 1 December, but it is hoped that it will be completed sooner. Despite machine difficulties, real progress has been made on this task. All of the preliminary transcription on the BE, BR, and SR files has been completed. The Document Division cards are being reformatted for merger with the other files. The Task Team has begun to fill out the transcript sheets for the final dictionary entries.

Man days - 33 3/4

6. [redacted] Chairman of the [redacted] Task Team (Task #5d) reports that a select list [redacted] has been prepared [redacted] and will be considered for inclusion in the [redacted] Dictionary.

Man days - 2

7. The Input Processing Task Team (Task #12) reports that the performance of the Page Reader has dropped to a point that acceptance is not possible for at least another three weeks. The problem apparently is a consequence of an inexperienced customer engineer applying field changes. The average effectiveness level for the previous 30 calendar days was: (13 July-11 August)

<u>Total Op. Use Hours</u>	<u>Total Down Hours</u>	<u>% Effective</u>
99	33.25	73.7 ¹

Man days - 29 1/2

8. The File Maintenance Task Team (Task #13) has conclusively developed a complete definition of fields, their ramifications, and the methodology of maintaining them in a manner compatible with file maintenance.

Man days - 23

9. The Control Task Team (Task #14) reports that the conversion of SKAN to the 360 operating system is proceeding well after initial operational and procedural difficulties.

Man days - 10

10. The File/Report Processing Task Team (Task #15) has reorganized into the following sub-tasks:

25X1A
25X1B

25X1B
25X1B
25X1B
25X1B

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- 3 -

Task #15 - Communications, Data Analysis,
Display (CDAD)
#15a - Communications
#15b - Data Analysis
#15c - Display

Man days - 70

11. The Phase III Scheduling and Integration Task Team (Task #17) completed an updated Task Assignment Memorandum which will be released 15 August. Further consultations were held with representatives of Graphics Register pertaining to photography of the displays. The Team continued support for [redacted] Intellofax Study. 25X1A
Man days - 19

12. The System Test Plan Task Team (Task #18) completed a draft of the design paper, and it is now being reviewed.

Man days - 20 1/2

13. The final report of the [redacted] Requirements Study (Task #19) is now in draft form and will be typed in final form during the coming week. 25X1B

Man days - 10

14. The Customer Requirements and Relations Task Team (Task #22) published "SKAN Selection Criteria," CHIVE/W-26-66, 9 August 1966; and "Document Statistics: Communist China Series," CHIVE/W-27-66, 10 August 1966.

Man days - 7 1/2 (one week figures?)

15. The Query Procedures Task Team (Task #26) published a paper entitled "FIB Query Procedures," CHIVE/W-25-66, 1 August 1966. [redacted] Chairman of the Task Team has begun a new paper on OCR File Utilization. 25X1A

Man days - 8

16. The Source Data Automation Task Team (Task #27) has initiated a study with [redacted] on the FDD Chinese Science and Technology abstracts. 25X1A

Man days - 4 1/2 (one week?)

17. [redacted] joined the ALP Development Task Team (Task #28) as a Stenotypist trainee 8 August 1966. IBM delivered three new level ten disks, which are being checked for quality. The production totals for the past two weeks are as follows: 25X1A

S-E-C-R-E-T

S-E-C-R-E-T

- 4 -

FDD	212,000 words	1,530 transliterations
OMS	18,000 words	74 transliterations
Russian-English M.T.	- 72,000 words	

Man days - 34 1/2

25X1A 18. [] Staff Assistant to the Director (Task #42), prepared a statistical report on the costs of the SR Detail Index Study. He also discussed rental of a Xerox 813 Copier for the Task Force with the OCR Administrative Staff.

Man days - 9

19. The Contractor Management Task (Task #43) reports that the proposal for contractor follow-on has been signed off by the DD/S&T and the DCI. Agency procurement personnel have asked IBM to resubmit a reduced price quotation prior to negotiation. The revised quotation will be submitted on Monday, 15 August. Available funding under the last contract extension will have been expended on or about 19 August. Efforts are being continued to fill the two remaining contractor personnel vacancies. One offer of employment for an Associate Programmer is currently outstanding.

Man days - 6

25X1A

25X1A 20. [] Acting Director (Task #45), in [] absence, held discussions [] Contract and on the handling of SKAN. He reports that ALP is having space problems.

Man days - 3 (one week)

25X1A

25X1A 21. The Clerical Support Task Team (Task #46) has two new members. [] (OCS) reported for duty on 8 August, and [] will fill the junior secretarial position in O/D/CTF. The new COG secretary-steno is [] (OCR), who reported on 12 August. [] is in process as the first transcriber for SKAN.

Man days - 1

25X1A

25X1A 22. [] reviewed with [] Chairman of Systems Flow and Transactions Task Team (Task #55), the repository and non-repository document input charts. At his suggestion a revised document input chart depicting

25X1A

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both R and NR document flow is being designed.

Man days - 9 (one week?)

25X1A

23. [] Chairman of COG Organization and Personnel Responsibilities Task (Task #58), prepared a draft paper which is under review by []

25X1A

Man days - 6

24. The [] received approval of the input transcription forms from Machine Division. A stock of the forms was produced and furnished to BR. Instructions for filling out the forms and key-punching conventions were also provided BR. Members of the Task Team continue to familiarize themselves with the Formatted File System. Preparation of the file description tables for [] has begun.

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25X1B

Man days - 17 1/3 (one week?)

25. Meetings and Briefings.

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25X1A

a. Current Awareness Task Team met with [] [] to discuss page reader programming.

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b. On 4 August [] met with [] on the Formatted File System. On 10 August [] conducted [] and the Director of Communications on a tour of the Page Reader installation.

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25X1A

c. On 4 August [] briefed [] from DIA.

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d. On 3 August [] held a briefing for the members of a subcommittee of the China Task Force. The subcommittee is called "Subcommittee on Interface with CHIVE."

25X1A

25X1A

[]
Chief, Integration and Plans Staff,
CHIVE Task Force