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CHIVE/C-80-66
7 April 1966

MEMORANDUM FOR: Director, CHIVE Task Force

SUBJECT   : Monthly Report for March 1966

I. ACTIVITY HIGHLIGHTS

A. Management Activities

Development of a Long-Range Training Program for
CHIVE Task Force personnel is underway. Eight broad
categories of CTF/OCR employees have been identified
and responsibility for outlining appropriate training
for each category was assigned to members of the task
force.

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Employee Category	Tasked To
Programmer	
Information Analyst	
Indexer	
Systems Analyst	
Clerical	
Technician	
Steno	
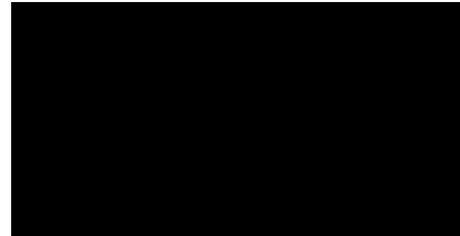
Renovations to the permanent CTF area are progres-
sing. Final re-location of personnel to the 2G22-40
complex is estimated to be 1 May.

B. Integration and Plans Staff

Phase III Scheduling and Integration (Task 17)

The initial collection and analysis of data for
scheduling personnel allocations and task accomplish-
ment by all CHIVE components except the Program Design
Group are completed and recorded on the first draft
version of the Personnel Assignment and Gantt Charts.
Preliminary work is underway on such scheduling for
the Program Design Group. The first draft of the
Milestone Network Chart should be readied soon after
completion of all-component scheduling no later than
8 April. Resolution meetings for final adjustments
in planning and scheduling should be completed during
the week 11-15 April and the revised packet of mana-
gement charts published no later than 22 April.

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25X1A

████████ audited several meetings dealing with security augmentation matters to keep the Integration and Plans Staff abreast of developments in that significant area.

25X1A

████████ - 4 days
20 days
- 21 days

C. System Design Group

1. Security Procedures (Task 1)

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████████████████████ were briefed on the solution to the augmentation problem reached late in February. The report on this solution is now being prepared and will be ready for typing on 1 April.

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████████ began work on a sub-task (Personnel Security) with exploratory interviews in OCS and the Special Intelligence Security Staff. The purpose of the interviews was to develop a better understanding of the magnitude of the sub-task and to identify the Agency components concerned with this problem and some of the ways in which it is handled. Memoranda on these meetings were circulated under CHIVE numbers C-63-66 and C-64-66. Subsequent activity during the month was directed to the identification and study of security procedures and clearance records maintained by OCR Divisions. Components contacted to date include Document Division, Graphics Register, Special Register, and the Liaison Staff.

The task description was approved and published during the month.

25X1A

████████ 12 days
19 days

2. Current Awareness Support (Task 38h)

Tentative plans for customer interviews have been delayed until a satisfactory mock-up based on the corpus of 265 titles mentioned in last month's report is available for display to prospective users. The original plan to use a mock-up based on 65 titles was abandoned because of unforeseen delays in its production and, more important, doubt that the sample was sufficiently representative.

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In addition, interviews should be delayed until
the task team is prepared to give customers a realis-
tic appraisal of coverage as well as time lag between
publication date of the referenced documents and their
appearance on the KWIC listing. Exploratory discus-
sions on the latter subject have been initiated with
the Printing Services Division; resolution of the for-
mer is, to a significant extent, dependent upon more
nearly accurate information on volume of material pro-
posed for inclusion. The team proposes to gather such
data.

Little progress has been made on production of the
mock-up listing during the month. Although keypunch-
ing was completed by Machine Division, program testing
has not been accomplished and will not be concluded
until early next month. Actual printing of the mock-
up will depend on availability of a missing piece of
equipment for the PN print chain for the 360/30.

The numbering system to be used in the mock-up
has been simplified along the lines mentioned in last
month's report. The previously proposed numbering
schedule was tried in the Document Delivery System
test and was found difficult to apply.

The team has still not made a final decision on
a recommended title for the KWIC listing. The acro-
nym SKAN (Subject-Keyword-ANnouncement) is judged the
best suggestion thus far. In addition to being easy
to remember, SKAN connotes possible use by the
recipients of such a publication.

25X1A ████████████████████ (BR) joined the task team on
21 March and is being trained as an indexer.

All KWIC program subroutines (CIPVØ1, CIPVØ2,
EXTRACT, EXCLUD) have been checked out independently.
Most options and possible paths in PGM1 have been
checked out with CIPVØ1 and CIPVØ2 included in the
program.

PGM2 has been tested without its subroutines.
Testing of this program with EXCLUD and EXTRACT in-
cluded is now in progress.

The input tape to the program that prints the
final KWIC testing was recently generated. Conse-
quently, testing of this program has just begun.

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Programs to produce the following output have all been written and completely checked:

    a. Listing of source and title for certain series of documents.

    b. Listing of special options from PGM2.

    c. Sample "Current Awareness" Listing.

Integration of all programs and sorts is now in progress.

25X1A

████████████████ 2 days
████████████████ days
████████████████ days
████████████████ ays
████████████████ 1.5 days
████████████████ days
████████████████ - 10 days
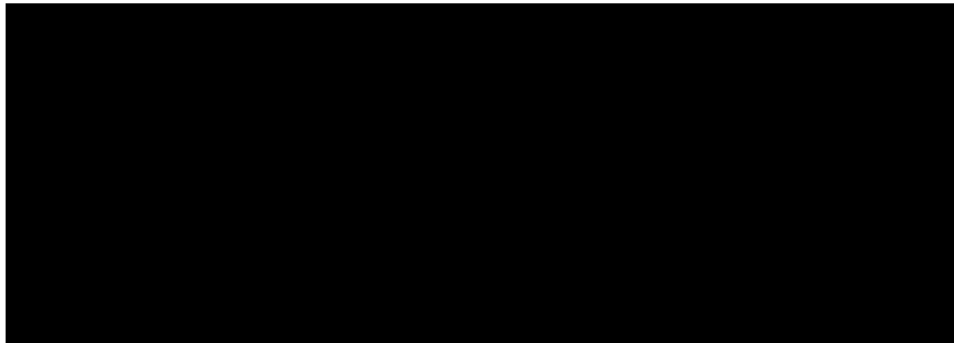████████████████ days
████████████████ - 15 days

3. Page Reader Specifications (Task 4)

25X1A
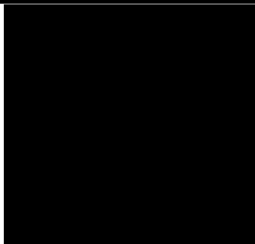
No effort was expended on this task during the month. A revised schedule for the delivery and acceptance of the 915 System has been suggested by CDC Rabinow. This plan calls for delivery of the system on our premises early in May. Details can be found in the writeup on Input Processing.

4. Dictionary Building (Tasks 5, 38a, 38b, 38c)

25X1B

25X1A

████████████████ day
████████████████ days
████████████████ - 2 days
████████████████ - 2 days
████████████████ 3 days
████████████████ days
████████████████ days
████████████████ days

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b. Subject Dictionary

The month was devoted to a training program. Six junior members of CHIVE have been taken through the Subject Intelligence Code (SIC) chapter by chapter and have been involved in coding SI and collateral material. Each trainee has corrected his indexing during a group discussion on each document or group of documents. A small corpus of typical documents is being coded by each trainee to provide a test of the trainee's absorption of the SIC and, indeed, of the SIC itself. A few artificial questions will be levied against the coded corpus to test the SIC in a retrieval mode. A consistency examination will be made to determine the kind and rate of agreement among the trainees. One product of the test program has been an opportunity to see how the SIC operates; some minor revisions have already been made.

25X1A

- 17 days
17 days
days
- 17 days
17 days
days
days
days
ys

c. Organization Dictionary

25X1A

During March, ████████████ and ███ records were reviewed and transcript sheet entries were made assigning 4,182 CHIVE organization identification numbers. The transcript sheets are being keypunched. Merging in additional organization entries from other files will be undertaken when the current phase of location dictionary processing has been completed.

25X1A
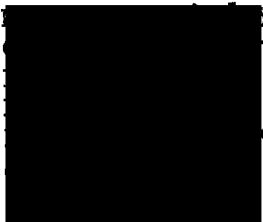
25X1A

ys
- 3 days
4 days
days
days
days

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5. Input Interface (Task 7)

   a. Forms Design (Task 7a)   25X1A

     Minor problems regarding header data input were resolved in discussions with ███████████ during his visit (7-11 March 1966), and modifi- cations were incorporated into the proposed Page Reader form changes. The preliminary draft hand- book of instructions for header data forms, and a corpus of sample documents, with completed PR forms, was completed for collateral material. A separate draft handbook of instructions for SI material will be completed after additional SI document samples and permission to include por- tions of the OCR/SR Technical Manual have been obtained.

     The printing of the two-color content index- ing PR form was completed and copies were dissemi- nated to interested CHIVErs for review and testing.

     A meeting was held with the Management Data Task Team to discuss management data requirements, and to review possible future changes in the PR forms which will be necessary for recording of this information.

                 ████████ - 21 days
                 ████████ - 11 days

   b. Dictionary/Indexer Interface (Task 7b)

     The summary draft report was reviewed by other members of the CHIVE staff and necessary modifica- tions were made. The report is now at the print shop.

                 ████████ - 4 days

6. Inherited File Utilization (Tasks 9, 38g)

   a. SR Detail Index

     The final report was revised and is now being typed in first draft.

                 ████████ days
                 ████████ - 4 days
                 ████████ days

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7. Indexing Procedures (Task 10)

   a. Information Analyst/Content Indexer Communications

      The final report of the IA/CI Communications test was completed and will be typed by the end of the month. The next phase of the effort has already been started as Task 58--COG Organization and Personnel Responsibilities.

   b. Revision of Indexing Procedures and Techniques

      A tentative list of personality elements of information has been compiled as the recommended identifying and informative data which should be controlled via the CHIVE indexing language. When the proposal personality selection criteria have been compiled by the █████████████████████ 25X1B
Team, the two listings will be transmitted to OCR Divisions and customers for comment.

25X1A
              █████████ - 3 days

25X1B
8. ████████ Requirements Study (Task 19)

      Completion of the first sub-task of the ████████ 25X1B
study has been delayed due to the urgent necessity to lay the groundwork for the second part of the dossier task. The Task Team held a number of meetings in order to determine what data should be collected on current request patterns in SR, FIB, and BR. A consensus was obtained, and the Task Team is currently designing a request form to be used by select analysts in the three divisions which will capture the specific elements of information needed to determine whether a
25X1B particular CHIVE ████████ strategy can be justified. Collection efforts should begin early in April.

      Work continued during the month on the first sub-task, and memoranda of conversations were prepared and published on nine more interviews with OCR personnel on CHIVE's proposed ██████ design. After the 25X1B completion of three more interview reports, work will begin on a summary report setting forth the results of the survey and recommending what aspects of the design need further study or modification.
25X1A
            █████████ - 21 days
                   - 8 days
                   6 days

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9. Management Data (Task 20)

The task description was approved and published during the month.

Initial meetings were held with nearly all pertinent task teams to enlist their cooperation and to explain the Management Data (MD) task and its needs more precisely. Each task team has been asked to consider MD requirements and to draft a set of such requirements for their respective design areas.

Personnel assigned to the Management Data Task have started to gather data on OCR management data collection and reporting procedures. The team also started to review the open literature on other management information systems, and initiated action to visit the DIA to study its management information system and related procedures.

25X1A

███████████ 10 days
         - 18 days

10. Customer Requirements and Relations (Formerly Selection Criteria) (Task 22)

Because of the overlap between objectives and functions of the Selection Criteria and Customer Requirements tasks, as now defined, the two have been merged into one task. Accordingly, an appropriate task description was issued on 21 March.

The first edition of the Table on Processing Criteria, due 1 April, will provide only basic identifying information for each series listed. Blank columns will be entered for recording actual processing criteria, and this element of the table will subsequently be completed through consultation with appropriate task teams. Entries for the initial edition of the table have been completed for raw and finished collateral series; the codeword section is under preparation.

25X1A

███████████ - 9 days

11. Maps and Graphics (Task 23)

During the month a draft of a report entitled "Recommended Procedure for Inclusion of Map Library Index Records in CHIVE" was submitted. Work on

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describing the procedural flow for Graphics
Register continued. Results of this effort
will be incorporated in a composite procedural
recommendation for films and photos to be sub-
mitted next month.

25X1A

████████████ - 6 days
             - 12 days

12. Query Procedures (Task 26)

The task description was written and approved.
Most of the month was spent on extensive reading
of available documentation on the command language,
CHIVE indexing system, and file descriptions in
current use in OCR. Extensive tours of OCR Divi-
sions are planned to gain an intimate knowledge of
current query procedures. During the latter part
of the month, several days were spent in the ████████   25X1B

25X1B ████████████████████learning their input and query
techniques. The tour ████████ will continue into April.   25X1B

25X1A ████████████████ - 21.5 days

13. Source Formatted Data (Task 27)

25X1A ████████████████████████ visited the Aerospace
Technology Division of the Library of Congress during
the report period and also attended a briefing on
Project Crosscheck at FTD on 17 March. The purpose
of the latter briefing was to familiarize computer
personnel with Crosscheck file organization and search
programs. The master file (Option 1 File) presently
contains about 500,000 records. Present growth rate
of the file is about 50,000 articles per month. The
computer programs are designed to process search
requests for any or all data contained in the File.
It is anticipated that the Crosscheck program will
be expanded on 1 July 1966 to ████████████████   25X1D
and sources of interest to the Army and Navy.

25X1A ████████████████████████met with ████████   25X1A
25X1A ████████████████████of FDD on 10 March to discuss
the background and objectives of Source Formatted
Data task. Tentative plans were made for experi-
menting with certain FDD products as test input.
The assistance of a ████████typist was also offered   STATSPEC
by the Chief, FDD.

25X1A ████████████████████████

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14. System Flows and Transactions (Task 55)

Shortly after ███████████████████████ joined
CTF, ████████ discussed the nature and scope of this
task with task team members. Although the balance of
the month has been spent in CHIVE orientation and
background reading, the team has held one subsequent
meeting at which general methodology for this task
was informally defined.

The initial task description, now under prepara-
tion, will confine itself to input flows and trans-
actions. By the time this subtask is completed in
early fall, query procedures and other factors gover-
ning service pattern and sequence should be sufficien-
tly stabilized to permit the task team to address the
problem of output flow.

███████ - 4 days
███████ - 2 days
███████ - 2 days

15. File Purging (Task 56)

Work is continuing on a summary report.

16. COG Organization and Personnel Responsibilities
(Task 58)

Plans were formulated and arrangements made for
████████ to spend the next few months familiarizing
himself with operations in FIB, BR, and SR by working
in each of the registers concerned for a period of
some weeks. This contact is aimed at achieving three
objectives: a) developing a cadre of future operators
within CHIVE who will possess a rather detailed know-
ledge of the operations of all the Registers whose
files and customers they will inherit; b) insuring
that the CHIVE design has not ignored or neglected to
consider any essential on-going activity; and c)
developing additional background information which can
be applied to the issue of COG organization and mana-

gement. ████████ will accompany ████████████ on
these visits, the latter concentrating on documenting
procedures for querying these files to be inherited
by CHIVE (see Task 26).

████████ - 10 days

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D. Program Design Group

1. Input Processing (Task 12)

a. Page Reader

Testing of the 915 Program System is 95%
complete. The seven forms already designed and
printed were tested and found to be correct
with minor exceptions:

- All form numbers were too "heavy" to
  permit reliable recognition.

- The preprinted declassification box at
  the bottom of some of the forms was found
  to be too close to the last line.

- Due to the lack of typewriter control, the
  last line on the form was almost invariably
  skewed. This is caused by not enough paper
  left under the pinch roller to maintain
  control. It is recommended that typed lines
  be no closer than one inch from the bottom
  of the form.

- The field separators, used to outline the
  linkage indications on form 008, are not
  spaced at the proper 10 characters to the
  inch.

Experiments with forms printed in-house, both
single and two-color, are being conducted. An
25X1A   operator, █████████ from the OCS Computer Center
is receiving orientation during test sessions at
25X1A   █████████ Magnetic tape program loading techniques
are being explored. A memorandum, describing the
proposed acceptance procedures, has been prepared.
Control forms to facilitate acceptance testing
have been prepared and are being tested. A spe-
cial 7010 program is being written to assist
acceptance evaluation. The latest schedule for
system delivery is:

*7010 being replaced
by 360/50*

System available for testing
25X1A   █████████ premises   - week of 15 April

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System installed at
 Headquarters   - week of 9 May

Commence acceptance test   - week of 16 May

25X1A
███████████ 17 days
           - 10 days
           - 2 days

b. System/360

As a result of an evaluation and discussion
of Input Processing (IP) by members of the EDP
Systems Design Group, certain procedural guide-
lines and requirements were established as to
the functional activities to which Input Pro-
cessing will address itself. A draft, outlining
these concepts and describing the IP module, is
being prepared and will be published shortly.

25X1A ███████████ - 10 days

2. Unconditional File Maintenance (Task 13)

Familiarization with record structures and file
maintenance requirements continued.

25X1A
█████████ - 9.5 days
          7 days

3. Executive, I/O, 360 Interface (Task 33)

Work continues.

25X1A
███████████ 4 days
           - 19 days
           - 10 days

4. EDP System Design (Task 57)

Work continues.

25X1A
██████████ 20 days
           - 14 days
           10 days
           19 days
           4 days
           3 days
           3 days

E. Automatic Language Processing Group

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1. ALP Development Task (Task 28)

   a. System Improvement

      Errata and addenda schemes for the Steno
   LPU Automatic Language Processing program are
   operational and the necessary programs to gene-
   rate these entries have been added to the ALPSYS
   7090 program tape. In addition, major changes
   have been made in the ending routines of the LPU
   program. A new Steno program containing 250
   errata entries for disk 397 and over 400 addenda
   entries is now operational.

      An LPU core dump was written. This same pro-
   gram can also be used to dump the contents of any
   track on the photostore disk.

      Another program was written to dump the con-
   tents of the LPU onto magnetic tape in a format
   such that it can be read back into the LPU as a
   program. This has been quite useful in making
   temporary changes in the LPU programs.

      An English sort program was written to sort
   the Steno master dictionary on the English func-
   tion field. A copy of this dictionary was sent
   to OCR/FDD for use by the stenotypists.

      The 1401 Steno operational program was altered
   to punch statistics at the end of each run. A
   1401 program was written to tally these statistics
   at the end of each month for accounting purposes.
   Format errors, transliterations, and lines of text
   printed are tallied by the program.

      Two updates of the Russian LPU ALP program
   were made during the month. Experimentation con-
   tinues with the procedure for handling prepositions.
   Lexicographic work on core entries has made the
   LPU program more reliable.

      Approximately 200 additional entries have been
   prepared this month for inclusion in the next up-
   date of the Steno dictionary. Russian lexicography
   continues with primary emphasis on core entries.

25X1A
25X1A

- 12 days
14 days
4 days
10 days
20 days

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b. System Operation

ALP production figures for March are as follows:

Total Steno Production

Format Errors	Transliterations	Lines of Text Printed
553	13,186	93,643

Steno Production on Multilith Mats

Format Errors	Transliterations	Lines of Text Printed
161	2,723	25,611

Russian MT production for March totalled 548,856 Russian input words.

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Multiple bit failures in the core of the LPU caused a two-day back-log in MT production during the week of 21 March. The priority schedule of the two daily Steno reports to be printed on multilith mats was maintained however. A check by ▮▮▮ of the LPU memory revealed that defective components in the temperature compensating circuitry were the probable cause of the failures.

The present Steno production schedule calls for morning processing of the (OCR/FDD) Latin American and East European Daily Reports. MT production continues to arrive on an ad hoc basis. At the request of FDD, starting on 22 March all MT printout will be returned to FDD by mail rather than by messenger. The Steno material is still returned by messenger. Turn-around time for processing of the two Steno priority reports is less than one hour.

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▮▮▮▮▮▮ - 20 days
▮▮▮▮▮▮ 5 days

2. ALP System Evaluation (Task 29)

Discussions were held with members of the ALP staff regarding present plans for collecting the necessary data and performing the evaluation.

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▮▮▮▮▮▮ - .5 day

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3. ████ Word Frequency Study (Not a numbered task)

All computer programs have successfully worked together as an editing system. Text has been edited by computer and by ████ editors. The editing instructions of the editors have been incorporated into textual material by an operator at a cathode ray tube work station. Computer generated upper and lower case hard copy has been produced and used.

Three editors have been trained in the appropriate copy editing style and have been participating in evaluation experiments. Three typists have been trained to use the cathode ray tube work station. To provide some preliminary data only the most skilled operator has been used, thus far, in timing tests.

One detailed report was prepared and forwarded to

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████ - 6 days
████ - 11 days

F. Monthly Documentation Summary

1. Substantive Memoranda

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████ Requirements Study--Task 19 Interview Reports, CHIVE/C-25-66:

25X1A

████ C/Soviet Branch████ CHIVE/C-25/8-66, 10 pp., Secret.

25X1B

25X1A

████, Asst Sec C/Near Eastern/ African Se████ CHIVE/C-25/9-66, 6 pp., Confidential.

25X1B

25X1A

████ Senior Analyst, Near Eastern/ African Sec████, CHIVE/C-25/10-66, 6 pp., Secret.

25X1B

25X1A

████ C/FIB/OCR, CHIVE/C-25/11-66, 5 pp., Secret.

25X1A

████ Senior Analyst, Sino-Soviet Bloc Area/FIB/OCR, CHIVE/C-25/12-66, 6 pp., Secret.

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25X1A   ████████████ C/Western Eur & Western
Hemisphere Unit/FIB/OCR, CHIVE/C-25/13-66,
4 pp., Confidential.

25X1A   ████████████ C/Free World Area/FIB/
OCR, CHIVE/C-25/14-66, 7 pp., Secret.

25X1A   ████████████ Spec Asst to C/FIB/
OCR, CHIVE/C-25/15-66, 4 pp., Secret.

25X1A   ████████████ C/Research & Analysis Branch/
SR/OCR, CHIVE/C-25/16-66, 6 pp., Secret.

Sample Content Indexing Form for Page Reader,
CHIVE/C-41-66, 1 March 1966, 1 p., Attachment,
Unclassified.

Personnel Requirements for Intelligence on
25X1B   ████████████CHIVE/C-42-66, 1 March 1966,
1 pp., Confidential.

PFIAB Guidance and Evaluation Panel; Memorandum
of Conversation with████████CHIVE/C-43-66,   25X1A
1 March 1966, 1 p., Confidential.

25X1A   ✓ ████████████ - Date of Transfer, CHIVE/C-45-66,
4 March 1966, 2 pp., Confidential.

✓ Locations of CTF Personnel, CHIVE/C-46-66,
4 March 1966, 1 p., Confidential.

Conference with████████ 4 March 1966, CHIVE/   25X1A
C-47-66, 7 March 1966, 3 pp., Secret, CIA Internal
Use Only.

✓ Distribution of 5 copies of S/360 Text, CHIVE/
C-48-66, 7 March 1966, 1 p., Unclassified.

Q's and A's for CHIVE Task Force Members (Revised),
CHIVE/C-49-66, 8 March 1966, 19 pp., Secret.

25X1A   ✓ ████████ Applicant, CHIVE/C-50-66, 8 March 1966,
1 p., Admin - Internal Use Only.

No Escort Status in Key Building for████████   25X1A
25X1A   ████████CHIVE/C-51-66, 9 March 1966, 1 p., Con-
fidential.

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Position Titles for Recommended Development
Division T/O, CHIVE/C-52-66, 9 March 1966,
1 p., Secret.

Work Statement for Contract with Programming
Services, Inc. ███████████████████ , CHIVE/C-53-66,   25X1A
10 March 1966, 2 pp., Attachment, Secret.

Attendance at AMA's 12th Annual EDP Conference,
CHIVE/C-54-66, 11 March 1966, 6 pp., Unclassified.

All-Hands Memorandum, CHIVE/C-55-66, 11 March 1966,
1 p., Admin - Internal Use Only.

25X1A   ████████ On-Line Search Experiment, CHIVE/C-56-66,
11 March 1966, 2 pp., Confidential.

Visit to Bell Labs, New York - 1 March 1966,
CHIVE/C-57-66, 14 March 1966, 2 pp., Unclassified.

Visit to Standard and Poors, CHIVE/C-58-66,
14 March 1966, 4 pp., Unclassified.

Visits to OCR Registers, CHIVE/C-59-66, 14 March
1966, 2 pp., Confidential.

Visit to Time-Life, Inc., CHIVE/C-60-66, 14 March
1966, 4 pp., Attachments (2), Unclassified.

Request for Comment on CHIVE's Organization Pro-
cessing Criteria for Communist China, CHIVE/
C-61-66, 1 p., Confidential, 15 March 1966.

Task 1, Security - Determination of Customer
Security Clearance Level, CHIVE/C-62-66, 15 March
1966, 2 pp., Confidential.

Meeting between ████████████████████ on the   25X1A
CHIVE Security Task, CHIVE/C-63-66, 8 March 1966,
2 pp., Secret.

Meeting between ██████████ , Dep C/SISS, and   25X1A
25X1A   ██████████ on Personnel Security Task, CHIVE/
C-64-66, 9 March 1966, 2 pp., Secret.

Security Violations, CHIVE/C-65-66, TCS-6606-66,
21 March 1966, 7 pp., Top Secret.

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Comments on ███████████ Draft Policy Statement on COINS - 22 March 1966, CHIVE/C-66-66, 22 March 1966, 4 pp., Secret.

Training Requirements of PDG, CHIVE/C-67-66, 23 March 1966, 1 p., Admin - Internal Use Only.

Training Requirements of ALP, CHIVE/C-68-66, 23 March 1966, 1 p., Admin - Internal Use Only.

CHIVE Parking Permit Issuance, CHIVE/C-69-66, 23 March 1966, 1 p., Attachment, Admin - Internal Use Only.

Schedule for OCR/CTF Programming Trainees (First Revision), CHIVE/C-70-66, 23 March 1966, 2 pp., Secret.

Partial Transcript of ███████████ (22 March 1966) Briefing of Senior OCR Personnel on the Development of the CHIVE Location and Organization Dictionaries, CHIVE/C-71-66, 25 March 1966, 5 pp., Secret.

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Suggested Topics for DD/S&T ██████ Retreat, CHIVE/C-72-66, 25 March 1966, 1 p., Secret.

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CHIVE Terminology, CHIVE/C-73-66, 31 March 1966, 5 pp., CIA Internal Use Only.

Participation in IDHS Conference, CHIVE/C-74-66, 1 April 1966, 1 p., Confidential.

Proposed Acceptance Test Procedures for CDC 915 Page Reader System, 29 March 1966, 4 pp., Unclassified.

2. Task Descriptions

Query Procedures--Phase I: Inherited Files, CHIVE/T-1-66, 11 March 1966, 4 pp., Confidential.

Management Data File, CHIVE/T-2-66, 15 March 1966, 4 pp., Confidential.

Customer Requirements and Relations (CRR), CHIVE/T-3-66, 21 March 1966.

Security Specifications, CHIVE/T-4-66, 23 March 1966, 4 pp., Confidential.

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3. Working Papers

The Use of On-Line Computer and CRT Display
Stations for Reference Tool Lookup, CHIVE/W-4-66,
15 February 1966, 34 pp., Unclassified.

Study of Analyst-Indexer Communication Problems
and Techniques in a Simulated CHIVE Working
Environment, CHIVE/W-5-66, 30 March 1966, 29 pp.,
Enclosures (2), Confidential.

4. Reports

None

G. Briefings, Meetings, Miscellany

1. ███████████████████████ and ██████ attended a
meeting on data entry ███████ and techniques at which
███ was represented by ███████████ (former chief
of the █████ Project), 9 March.

2. █████████ briefed members of the Office of the
Director/OCR, and OCR Staff and Division Chiefs, on the
status of the Location and Organization Dictionary tasks,
22 March.

3. ████████████ met with ████████ Executive
Secretary of PFIAB Guidance and Evaluation Panel to
discuss the CHIVE Phase II Report and implementation
plans, 4 March.

4. ████████████ attended several meetings called
by ████ on formulating an Agency policy on partici-
pation in the COINS experiments.

5. ████████████ was briefed on the status of the
█████ Document Retrieval Experiment by ███████████
███████████ Contractor), 10 March.

6. ████████████████████ met with representa-
tives of the Library of Congress Information System
Specialist to discuss systems contracting methodology
in general, 16 March.

7. On 24 March █████████ briefed interested per-
sonnel in FIB on the origin and status of the CHIVE System.

8. ████████████ attended the American Management
Association 12th Annual EDP Conference in New York from
28 February through 2 March.

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9. On 3 March ███████████████████ visited ███████████████ in New York and were briefed by ███████████ their data holdings, indexing procedures, and research activities.

10. ███████████████████████ visited FTD (Fairborn, Ohio) for a briefing on the Air Force Cross Check Program on 17 March. A visit had also been made to the Library of Congress to brief Air Force Information Division personnel on input preparation for the Cross Check Program.

II. PERSONNEL

A. Training

1. During March four members of the Programmer Training Unit, Integration and Plans Staff--Messrs. ███████████████████████████████ completed Basic Computer Systems Principles and took System/360 Introduction.

2. From March 21 through April 1, ███████████████ ████████████████████ took System/360 Assembly Language Coding.

3. ████████████████████████████ attended the IBM course on Basic Computer Systems for Non-Programmers, 21-22 March.

4. ████████████████████████ attended a Civil Service course in ADP Technical Information Systems, 22-23 March 1966.

B. Agency

1. During the month the following personnel entered on duty with the CHIVE Task Force:

- ██████████████████ (21 March 1966)
- ███████████████ March 1966)
- █████████████ March 1966)
- ████████████ March 1966)

2. ██████████████████████ left the ALP Group on 19 March. ████████████ returned to ████████████████ ██████ went to the OCS Technical Staff. ████████████ left the Agency effective 25 March.
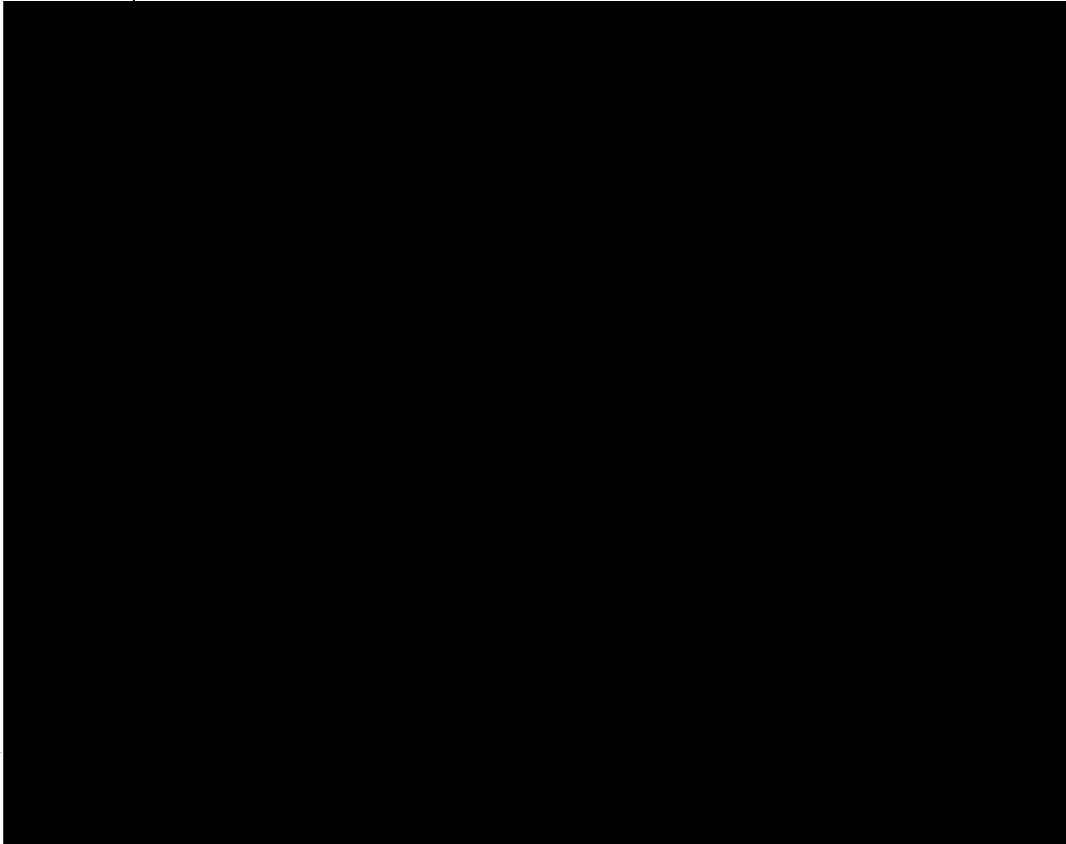
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3. Agency personnel assigned full time to the CTF during the report period were as follows:

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███

25X1A   c. █████████

25X1A   1. During the month, █████████████████████ and   25X1A
25X1A   █████████ were granted their final clearances for on-premise participation on CHIVE.

2. On 18 March, ██████████████████████████████,   25X1A 25X1A
completed his temporary assignment to provide programming
support for ALP.

3. On 28 March, ███████████████ commenced attendance at   25X1A
a three-week Operating System/360 Workshop in Poughkeepsie,
New York.

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4. Personnel currently assigned to Project CHIVE:

On-Site

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█████████████ - Maps and Graphics
- Information Analyst/Content Indexer
    Communications
- Subject Dictionary Task

25X1B
- ████████ Requirements Task
- Management Information Task
- System Design Task
- Location/Organization Dictionary Task
    (Programming Support)
- Current Awareness Task (Programming
    Support)
- Geographic Search Operator Task
- System Design Task
- Geographic Search Operator Task
- System Design Task
- System Design Task

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- Current Awareness Task (Programming
    Support)
- System Design (Indoctrination)
- System Design (Indoctrination)
- System Design (File Maintenance)
- System Design (Indoctrination)
- Personnel Rating System (Non-CHIVE)
- System Design (Indoctrination)
- System Design (Input and System Monitor)
- System Design (Indoctrination)
- System Design (Input Processing)

III. BUDGET AND FISCAL

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A. ████████████████

1. The total number of contractor man-hours expended on CHIVE during March was approximately 2,383.

2. Expenditures to date on the current contract are approximately 71% of the total budget. The augmented contractor manning level has increased the rate of expenditure to the point where funding under the terms of the present contract should provide coverage only through July, 1966.

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B. ████████████████

    1. Approximately 65% of the budgeted funds and 70% of the time allocated for this project has been expended to date.

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    2. ████████████ worked at Headquarters with members of the CHIVE Staff during the week of 7-11 March.

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    3. A draft proposal has been received to cover ████████████ services for 1 July 1966 - 30 June 1967 under his new employer, ████████████████████ It is planned to put this contract under the administrative control of OCR.

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C. CHIVE Task Force

    The total number of man-hours expended on numbered tasks by all Task Force personnel (including part-time members) is as follows:

- Integration and Plans Staff   - 45   days
- System Design Group   - 522.5 days
- Program Design Group   - 171.5 days
- Automatic Language Processing Group - 95.5 days

████████████████████████

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Staff Assistant
CHIVE Task Force

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CHIVE ██████████ :kp/4470 (7 Apr 66)

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