SECRET

CHIVE/C-44-66   25X1A
3 March 1966

MEMORANDUM FOR: Director, CHIVE Task Force

SUBJECT   : Monthly Report for February 1966

I. ACTIVITY HIGHLIGHTS

A. Management Activities

██████████████ of the OD/I Administrative Staff will
be Staff Assistant to the CTF as soon as his replacement
is identified. He is expected to EOD in March. Future
monthly reports will be prepared by ████████   25X1A

A management decision was reached to delay the
establishment of COD as a separate group within the Task
Force until some future date. ████████ has been   25X1A
assigned for this interim period to head up a Design
Area in the System Design Group. ████████ has also   25X1A
been given responsibility for integrating tasks within
SDG.

During the month ████████████ Chief/Development Staff/ 25X1A
OCR, left the Task Force. ████████████ was appointed to fill 25X1A
this position and thus moves his career designation back
to OCR.

B. Integration and Plans Staff

1. Phase III Planning and Scheduling (Task 17)

Preparation for the scheduled revision of the
Gantt, Personnel Assignment, and Milestone Network
charts continued throughout the month. Updated task
charts on the System Design Group's active tasks were
completed and compared with initial task charts, task
descriptions, and the original Gantt Chart to identify
significant changes, the reasons therefore, and their
effects on the over-all program.

SECRET

Two all-day task review meetings were held to dis-
cuss the status of the individual tasks in detail
and to initiate certain measures and adjustments to
compensate in part for slippages that have occurred.
Work began on the first drafts of the revised plan-
ning and scheduling charts, in preparation for con-
ferences in March to resolve conflicts in task
scheduling, staffing, and interrelationships that
become apparent in the chart revision process.

25X1A

- 5 days
19 days
- 19 days

2. **System Integration (Task 41)**

The integration activities of the Integration and
Plans Staff are now to be concentrated on inter-group
integration. Responsibility for integrating tasks
within groups is the responsibility of each group.
The role of the IPS as defined by the Director, CTF
is to identify inter-group gaps, misunderstandings,
or deficiencies. The members of the IPS are not to
attempt to fill these gaps with their own efforts but
rather to bring such items to the attention of the
managers of the groups concerned for resolution. In
those cases where resolution of the problem and assign-
ment of responsibility is not clear, the D/CTF will act.

The Integration and Plans Staff personnel have been
given authority by the D/CTF to gather that data neces-
sary to keep the Director aware of technical progress
and problems which occur within the Task Force.

In future reports, Tasks 17 and 41 will be combined
and called Phase III Scheduling and Integration.

25X1A

5 days

C. **System Design Group**

1. **Security Procedures (Task 1)**

Per a decision reached during the month, CHIVE will
rely upon the Administrative Staff to resolve selected
physical security problems (e.g., location of barriers,
etc.) with the Office of Security (OS). Under this
plan, CHIVE will maintain liaison contact with the Staff
during its contacts with OS.

SECRET

25X1A

25X1A

25X1A

25X1A

███████████ met for two days to review the proposed augmentation problem solutions. A consensus solution was reached; ████████████████████ are to be briefed on this solution during the week of 28 February to 4 March.

- 6 days
- 3 days
- 3 days
3 days
- 3 days

2. Current Awareness Support (Task 2, 38h)

A mock-up index of 65 representative titles with an average of three keywords per title has been drafted and is in process of printing for use as a display in customer interviews. Mock-up includes both raw and finished intelligence from a variety of sources.

Transcription of an additional 265 titles has been completed for keypunching and program testing. This transcription exercise, while very slow and tedious, has provided opportunity to use the subject category, geographic location, and security/dissemination codes which have all proved to be adequate and easy to use; and also to test the validity of the word exclusion list. A publication numbering system devised by the Team for use in the Programming Test has been applied to all documents not numbered or processed by the Document Division. It is used in addition to a textual source, series, report number identification. The numbering system has worked quite well but is somewhat awkward to apply. We are now of the opinion that this number should carry no meaning beyond the second position (agency publisher) except for CIA; and that meaning not be included for the latter beyond the 3rd position which is the office level publisher.

Program testing has been delayed due to the simultaneous absence of two Team programmers (one at IOC and one on vacation) and unavailable testing time.

All programs and subroutines for Phase I have been coded and keypunched and are now in various stages of testing. Several minor changes in the output format,

-- 4 --

the introduction of a new capability (= preceding a
title word means that word is a key word), and an
additional output listing of P-document numbers have
not been incorporated into the programs as yet.

All areas and stop words have been keypunched into
the appropriate card formats. Listings of the areas
in several different sequences have been produced for
use as indexing aids. Over 50 titles have been coded
onto the transcript sheets and are waiting keypunching
so they can be used as a test data base.

25X1A

7 days
1/2 days
16 1/2 days
r - 13 days
4 days
8 days
16 days
days

3. **Document Delivery System (Task 3)**

Per a decision reached during the month, CHIVE will
henceforth maintain liaison contact only with the Docu-
ment Delivery System activity.

4. **Page Reader Specifications (Task 4)**

There has been a delay in the production at CDC/
Rabinow of the 915 System intended for CHIVE's use.

25X1A
25X1A

- 1/2 day

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

25X1B

a. **Location Dictionary**
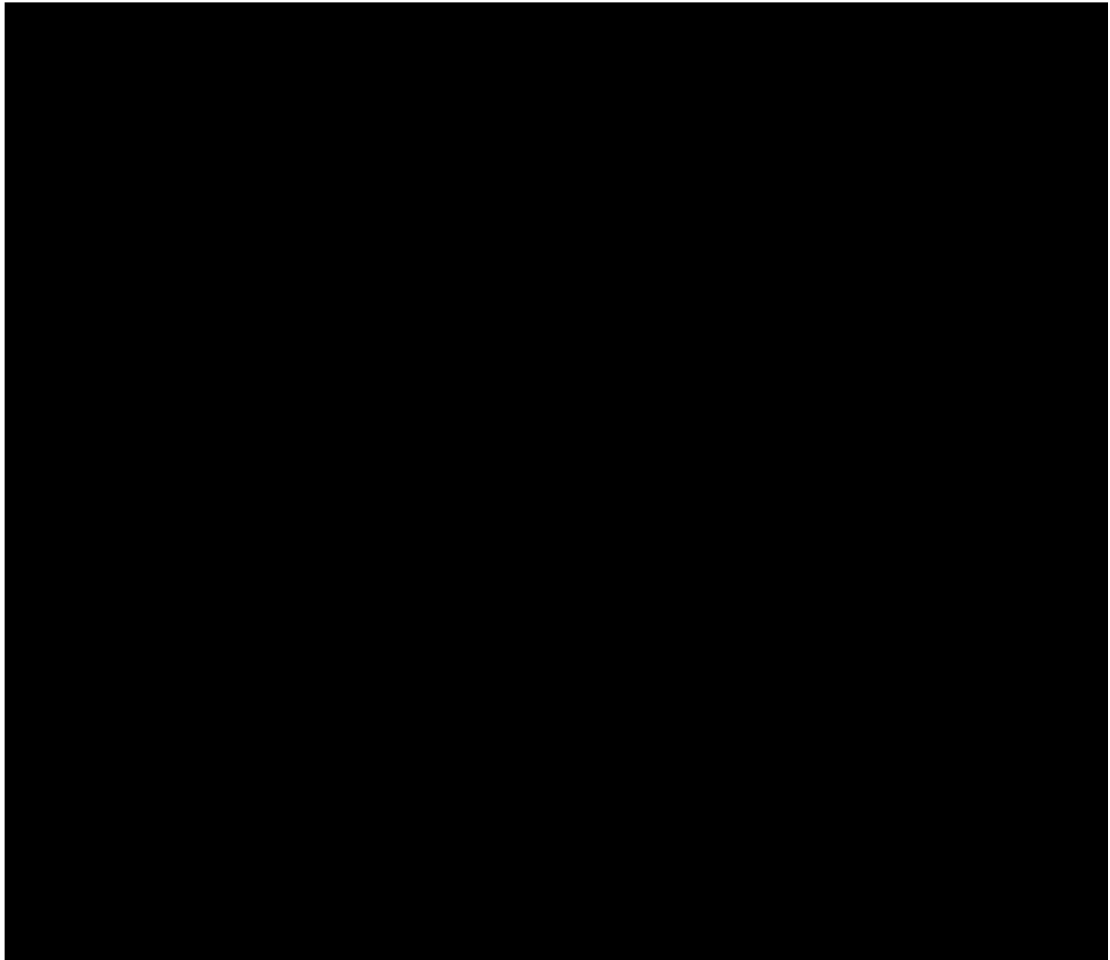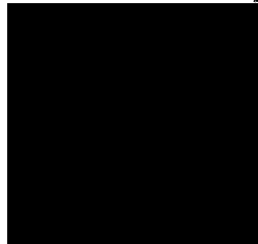
SECRET

25X1A

days
4 days
days
- 7 days
- 8 days
days
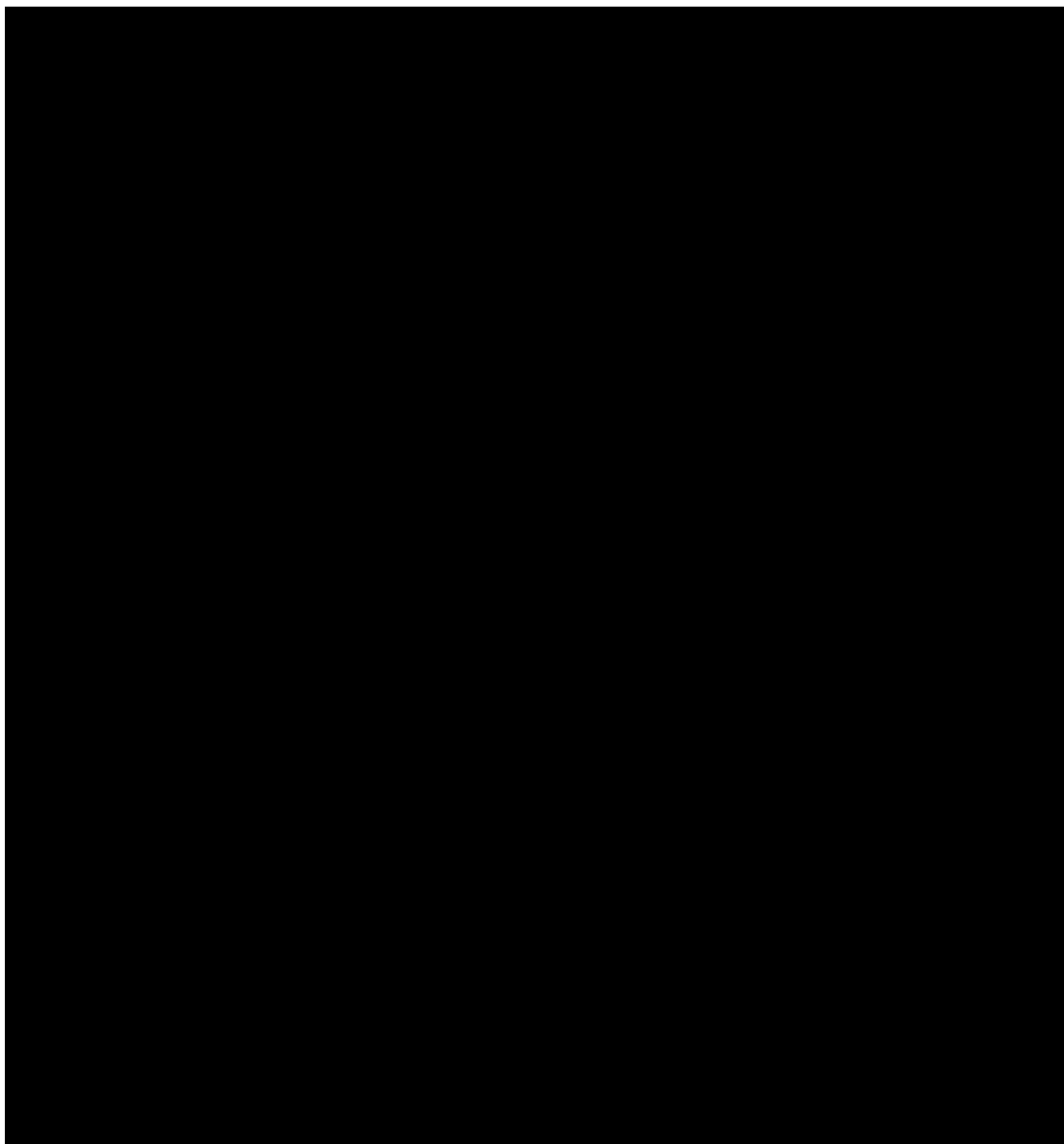days

b.   ISC Modification

The entire period was spent in testing the SIC with a set of varied, complex documents. The three task members felt that coding was easier with the new revision. Work has progressed on the preparation of an index, and one should be ready early in March. Testing involving the use of indexers who have not participated in the revision will commence when the index is available.

25X1A

8 1/2 days
days
15 days

SECRET

25X1B

25X1A

- 19 days
- 3 days
- 4 days

25X1B

d. ███████ Dictionary Study

Further work on this task awaits the results of the ███████ Requirements study (Task 19).

25X1B

25X1A

SECRET

6. **Input Interface (Task 7)**

a. **Forms Design (New Title)**

During this period, meetings were held with representatives from ████████████████ (SR) ████████████████ (CRS) to review and discuss the need for inclusion of various information fields on the header forms.

Effort is now being devoted to completing a draft of the preliminary handbook of header data input instructions, which will be reviewed with ████████████ during his next visit.

Art work was completed for the content indexing form, and it is now at the print shop for multiple printing. Art work was finished for a trial version of a header form for Map indexing, and copies were sent to ████████ and ████████ for further review with Map Library staff.

Program testing associated with the 8092 Computer, 601 tape drive, and 8096 teletype logic is now 90% complete.

As of 28 February, a 915 has not been available for testing. The latest indication is that some limited test time will be made available during the first week of March. The initial tentative delivery date of 8 March will not be met. The latest estimate, from the Rabinow people, as to when our system (Serial #8) will be out of production check-out and available for testing is 28 March.

We have reiterated to ████ as stated in the contract, that we will require 45 hours of test time spread over a period of 15 working days on our particular system before installation. Consequently, it would now appear that installation could take place no sooner than 18 April.

████████ - 17 days
████████ - 13 days
████████ 8 days
████████ - 2 1/2 days

b. Dictionary/Indexer Interface (New Title)

██████████████ has completed a working paper "The
Use of On'Line Computer and CRT Display Stations
for Reference Tool Lookups." He will be at Head-
quarters the week of 7 March.

A review was made of a ██████████████ project
to study indexing aids, procedures, and devices
(see above report).
██████████ 7 days

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

a. SR Detail Index

The three task team members met several times
during the month to review the first rough draft
of the task team's final report. As a result of
the discussions, several sections are now being
revised. After a quick review of the revised
portions, a typed draft will be prepared. The
present estimated completion date for submitting
the final report for typing is 11 March 1966.
██████████ -- 6 days
                days
                2 days

8. Indexing Procedures (Task 10)

a. Information Analyst/Content Indexer Communica-
    tions

The report on the IA/CI communications test will
be published in March. The direction of this task
will then change to involve a study of the organiza-
tional configuration which should be adopted for the
China Operations Group.
██████████ -- 16 days

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

Interviews on the proposed CHIVE ██████ policy were
completed in bR on 1 February, in FIB on 9 February, and
in SR on 24 February. Memoranda of conversations have
been prepared and published on seven of the interviews

SECRET

six other interviews have been completed in draft
form. The preparation of memorandis of conversations
will be completed by the end of the first week of
March. Work will begin at that time on a report
setting forth the results of the survey and analyzing
what impact they may have on the proposed dossier
design. Generally speaking, it is felt that the
design has been received favorably by the senior
people in all three divisions, however, some specific
elements of the design have received criticism, the
extent of which will be determined by the final report.

An effort, currently underway by ▆▆▆▆▆▆ to   25X1A
collect statistics on specific elements of information
and request patterns in OCR will lay the groundwork
for the second part of this task and should be of
considerable assistance in determining what facts are
available which would justify or negate particular
dossier strategies.

25X1A   ▆▆▆▆ 19 days
                               ▆▆▆▆ - 2 days

10. Management Data File (Task 20)   25X1A

The task team has been reconstituted with the
replacement of ▆▆▆▆▆▆▆▆▆▆▆▆▆▆▆▆▆
future involvement in this task is uncertain due to
illness. A new draft of the Task Description will
shortly be submitted for approval.

25X1A   ▆▆▆▆▆ - 4 days

11. Maps and Graphics

During the month a draft of the paper recommending
the procedural interface between CHIVE and the Map
Library was completed. Additional reports documenting
existing film and photo procedures have been completed
in draft form. These reports will be used as the
basis for developing the recommended interaction for
including graphics material in CHIVE.

25X1A   ▆▆▆▆ 12 days
                 ▆▆▆▆ 4 days

12. Selection Criteria (Task 22)

The task team leader reviewed earlier work on the
selection problem including the previously completed

- 10 -

sub-task of building a catalog of ███████████████ A   25X1B
Task Description was completed and current work involves
the development of a Table or Document Processing
Criteria.

25X1A   ██████████ - 8 days

D. **Program Design Group**

1. **Program System Design (Task 57)**

   Work continues.

25X1A   ███████████ 9 days
        ███████████ 15 days
        ███████████ 14 days
        ███████████ 9 1/2 days
        ███████████ 9 1/2 days   2. *Retrieval (Task 37)*
        ███████████ - 7 days

E. **Automatic Language Processing Group**   ████████ - 19   25X1A
                                                  ████████ - 19

1. **ALP Lexicography (Task 28)**

   About 350 actions were prepared during February for
   the next update of the Steno Master Dictionary. Analysis
   of production printout is now a regular part of the
   lexicography task.

   Russian lexicographic effort continues in the area
   of making additions to and deletions from the errata
   and addenda tables in the LPU core program.

25X1A   ██████████ - 15 days

2. **ALP Programming (Task 29)**

   LPU Steno programming during the month has been
   aimed at compacting the core tables of photostore
   disk directing entries. A new compaction scheme is
   approximately 90% debugged. It will result in the
   saving of about 20,000 bytes of LPU storage. The
   additional storage positions will be required to
   accommodate errata and addenda tables.

   A procedure for getting errata and addenda into
   the LPU core tables is being debugged on the 7090.
   When operational, the program package will accept
   entries for errata and addenda tables which are coded
   simply as dictionary additions. From these entries, a
   new core table will be generated for input to SLAP
   (Structured Language Assembly Program---the LPU core
   compiler).

SECRET

-- 11 --

Two new versions of the Russian LPU program were generated and production is being run with them.

A 1401 program was written to assist the customer engineers in cleaning the ALP chain in the 1403 line printer.

25X1A

```
- 8 days
15 days
- 10 days
```

3. ALP Production (Not a numbered task)

FDD processing via ALP for February totalled 230,000 Russian input words and 460,000 words of Steno printout. In addition, about 20% of the daily steno production is now printed onto multilith mats.

F. Monthly Documentation Summary

1. Substantive Memoranda

File Conversion Techniques Study, CHIVE/C-21-66, 2 February 1966, 1 p., Unclassified.

T & A Clerks, CHIVE/C-22-66, 2 February 1966, 1p., Confidential.

CHIVE Newsletter, January 1966, CHIVE/C-23-66, 4 February 1966, 2 pp., Secret.

CHIVE Monthly Report for January, CHIVE/C-24-66, 7 January 1966, 22 pp., Secret.

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

25X1A

C/Support Br/BR/OCR, CHIVE/C-25/1-66, 18 January 1966, 8 pp., Confidential.

25X1A

C/Soviet Sec/BR/OCR, CHIVE/C-25/2-66, 3 February 1966, 5 pp., Confidential.

Senior Analyst, 25X1A
Western European Sec/BR/OCR, CHIVE/C-25/3-66, 21 January 1966, 6 pp., Confidential.

SECRET

-- 12 --

25X1A

██████████████ C/Western Er/BR/OCR,
CHIVE/C-25/4-66, 7 February 1966, 6 pp.,
Confidential.

25X1A

██████████████ C/Year Eastern/African
Sec & Acting C/Afro-Asian Br/BR/OCR,
CHIVE/C-25/5-66, 8 February 1966, 5 pp.,
Confidential.

25X1A

██████████████ Ass't Sec C/Far Eastern
Sec/BR/OCR, CHIVE/C-25/6-66, 11 February 1966,
5 pp., Confidential.

25X1A

██████████████ Senior Analyst, Eastern
European Sec/BR/OCR, CHIVE/C-25/7-66,
14 February 1966, 5 pp., Confidential.

Meeting to Resolve the Form of Entry to be Used
for Geographic Locations, 29 January 1966,
CHIVE/C-26-66, 9 February 1966, 3 pp., Confidential.

Changes, CHIVE/C-27-66, 9 February 1966, 2 pp.,
Confidential.

CTF Office Equipment Requirements, CHIVE/C-28-66,
10 February 1966, 2 pp., Admin. - Internal Use
Only.

CHIVE Task Review Meeting, CHIVE/C-29-66,
10 February 1966, 2 pp., Confidential.

Policy for Combined Program Call, CHIVE/C-30-66,
14 February 1966, 1 p., Confidential.

Appointment of Staff Assistant to CTF, CHIVE/C-31-66,
15 February 1966, 1 p., Confidential.

Accessibility of Special Area to Contractor
Personnel, CHIVE/C-32-66, 15 February 1966, 1 p.,
Admin. - Internal Use Only.

Review of a Report on Aids to Indexing, CHIVE/C-33-66,
15 February 1966, prepared by ██████████████   25X1A

Interview of ██████████████ on 10 February 1966,   25X1A
15 February 1966, 2 pp., Admin. - Internal Use Only.

CHIVE Task Review Meeting (Continuation),
CHIVE/C-35-66, 16 February 1966, 1 p., Confidential.

SECRET

- 13 -

Recommended Systems Training for CTF Personnel,
CHIVE/C-34-66, 16 February 1966, 2 pp., Confidential.

Notification of Proposed Contact with ███████████ 25X1A
Personnel, CHIVE/C-36-66, 16 February 1966, 2 pp.,
Admin. - Internal Use Only.

CHIVE Task Force Staffing, CHIVE/C-37-66,
16 February 1966, 1 p., Attachment, Secret.

Draft Response to PFIAB Guidance and Evaluation
Panel Inquiry, Project CHIVE, 24 February 1966,
9 pp., Confidential.

Combined Program Call Program Narrative for
Fiscal Year 1967, 25 February 1966, 3 pp., Secret.

Combined Program Call Program Narrative for Fiscal
Year 1968-1972, 25 February 1966, 3 pp., Secret.

SDC Organization and Management, CHIVE/C-38-66,
28 February 1966, 6 pp., Confidential.

Programmable Steno Teaching Device, CHIVE/C-39-66,
28 February 1966, 2 pp., Confidential.

CHIVE Newsletter, February 1966, CHIVE/C-40-66,
28 February 1966, 2 pp., Secret.

2. Task Descriptions

   None

3. Working Papers

   None

4. Reports

   None

G. Briefings, Meetings, Miscellany

25X1A
25X1A   1. ████████████████████ met with ████████ 25X1A
25X1A   ████████████████████████████████████ 25X1A
        ███████████ on 16 February, to discuss the parti-
        cipation of four CHIVE personnel in a one-day indexing

SECRET

test sponsored by the ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
will furnish CHIVE the test results which will include
comparisons with other indexing test data.

2.   ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ briefed   25X1A
the D/CR on the status of the organization and location
dictionary building tasks, 24 February 1966.

3.   ▮▮▮▮▮▮▮ briefed ▮▮▮▮▮▮▮ on the DDS&T position   25X1A
with respect to the CODIP paper to USIB on installations
data handling, 2 February 1966.
                                                                     25X1A

4. The PFIAB Guidance and Evaluation Panel (Information
Processing) was briefed on Project CHIVE by ▮▮▮▮▮▮▮▮▮▮
▮▮▮▮▮▮▮▮▮▮▮▮▮▮ the evening of 14 February 1966.

5. An all hands meeting of CTF personnel was held on
7 February 1966. ▮▮▮▮▮▮▮▮▮▮▮ announced organizational   25X1A
changes and personnel assignments with OCR and the CHIVE
Task Force.
                                                                     25X1A

6. On 10 February, ▮▮▮▮▮▮▮▮▮▮ briefed personnel from
ORD, OCR, and OCS on CHIVE. Requirements for support from
ORD were also discussed.

7. ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ of Recognition Equipment,
Inc., briefed ORD personnel on their page reader systems.
▮▮▮▮▮▮▮▮ attended for CHIVE.

8. On 18 February, ▮▮▮▮▮▮▮▮▮▮▮▮▮▮ briefed   25X1A
▮▮▮▮▮▮▮ from a Career Development class on CHIVE.

9. ▮▮▮▮▮▮ attended IDHS in DIA during the week of
7 February 1966.

II. PERSONNEL

A. Training

1. ▮▮▮▮▮▮▮▮▮ attended an AMA Seminar on "Data
Systems Analysis," 2-4 February 1966, in New York City.

2. ▮▮▮▮▮▮▮▮▮ attended an AMA Seminar on Indexing   25X1A
and Search Techniques 9-11 February 1966 in New York City.

3. On 7 February, ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
started ISC training.

SECRET
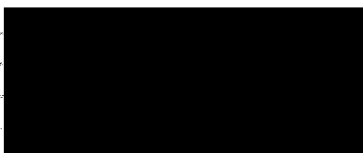
4. During the month ███████ took the System/360
Assembly Language Course at the IBM Education Center.

B. Agency

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

████████████ (18 February 1966)
██████████ bruary 1966)
██████████ February 1966)
██████████ bruary 1966)

2. On 4 February, ████████████ left the CHIVE Task
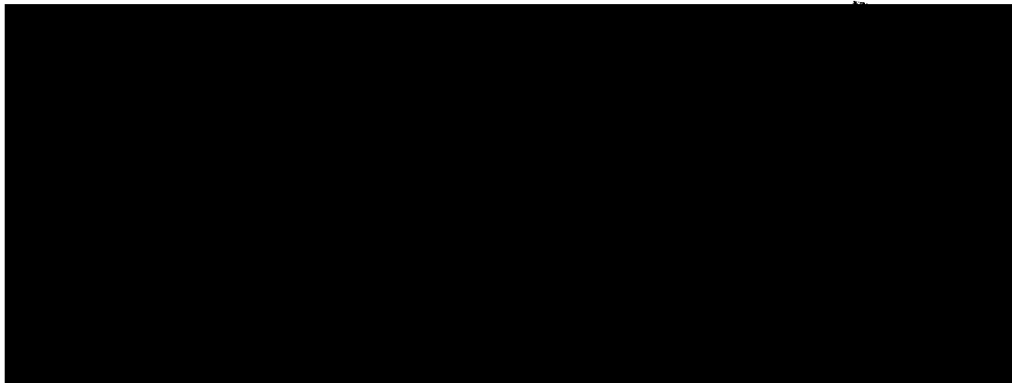Force to become Staff Assistant to the Chief/Graphics
Register/OCR.

3. On 11 February, ████████████ left the CHIVE Task
Force to accept a position at the State Department in
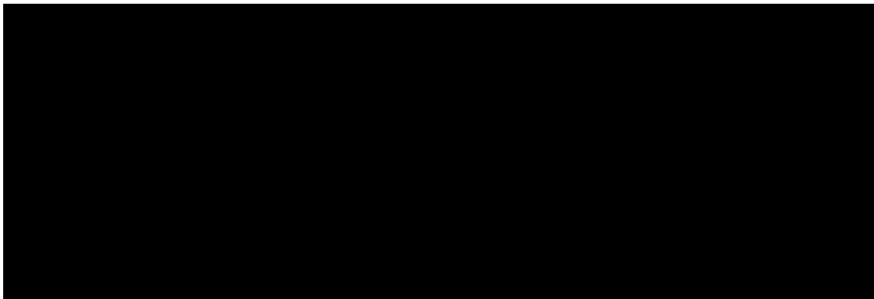the Office of Management Planning.

4. Agency personnel assigned full time to the CTF
during the report period were as follows:

OCR

████████████████████████████████████

OCS

████████████████████████████████████

16

c. ████████

   1. During the month, an ████ secretary for the project was recruited. Security papers have been submitted for ███████████████████████ who is currently employed by █████ at another customer premise project in Washington, D.C. ██████████████ will continue at this present assignment until she is cleared for participation in CRIVE.

   2. During the month, ████████████████████████ was hospitalized with a duodenal ulcer. The projected date of return to work for Mr. Minder is 28 February.

   3. Two ████ employees, ████████████████████████ underwent their final clearance interviews on 15 February and 21 February respectively.

   4. ██████████████████████████████ completed /360 Operating System class in ███████ on 13 February.

   5. Personnel currently assigned to Project CRIVE:

   ██
   ██
   ██
   ██
   ██

III. BUDGET AND FISCAL

   A. ████████████████████

   1. The total number of man-hours expended on CRIVE during the month of February was approximately 1,595.

   2. Expenditures to date on the current contract are approximately 58% of the total budget.

   B. ████████████████

   Approximately 56% of the budgeted funds and 60% of the time allocated for this project has been expended to date.

SECRET

- 17 -

C. CHIVE Task Force

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

    - Integration and Plans Staff   -   48 days
    - System Design Group   -   380 days
    - Program Design Group   -   74 days
    - Automatic Language Processing Group.-   48 days

                                                    25X1A

                        Chief, IPS
                        CHIVE Task Force