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Executive Registry

64-4289

10 JUN 1964

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Progress Report No. 1: CIA Information Handling

REFERENCES : a. Action Memo A-375, 28 April 64  
b. DDS&T Memo 1403-64, 15 May 64  
c. ExecDir Memo for DDI and DDS&T, 22 May 64

1. In reference a. you placed upon the DD/I the responsibility for developing "the best possible system for the handling of information, indexing and data processing," and asked for monthly progress reports. This is the first such report.

2. Action to date has been in two areas. First, it was necessary to get clarification from O/DCI regarding intent, particularly where conflict appeared to exist between the allocation of assets between Agency demands and Community demands. Second, it was necessary to formulate a rationale for developing policy and concepts on an Agency-wide basis and for implementing approved policy and concepts.

3. Clarification of the Director's intent was obtained through conversations which I have had with General Carter and the Executive Director, and further clarified by reference c, issued by the Executive Director in response to certain questions raised by the DD/S&T in reference b.

4. I now have satisfied myself as to how to proceed. My general concept is as follows:

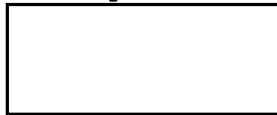
- Placing general responsibility on the DD/I for the over-all development of information systems is sound. DD/I is the intelligence production area, hence should in collaboration with other concerned areas, play the key role in the formulation of policy to guide the development of information systems.

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W/A M# 375

- A policy group to guide this development can, in my judgment, operate effectively by having in the group representatives from the components having major information systems responsibility, both user and designer. I therefore plan to use an informal group to be known as Project 375 Group (after the number of your Action Memorandum), composed of:

Paul A. Borel, Chairman  
Joseph Becker



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- I intend to propose to the Project 375 Group that we first draw up general guidelines indicating the direction the Agency should take in the years ahead. This would cover such fields as transmission of information, machine translation, storage, retrieval, and processing photographic intelligence.
- We would then recapitulate the programs underway in DDP, in NPIC, in OCS, in OCR, and identify the gaps between what we had set as goals and what we had underway.
- From that point we would recommend to DCI what more we ought to be doing together with costs involved.
- Once an over-all program was approved at a given level, we would press for implementation, and conduct periodic reviews to surface desirable modifications in the over-all program.

5. As you know, the area of information processing is a complex one; the implementation of programs cuts across directorate lines as does perhaps no other activity. The encouraging thing is that much of what we must do is already underway, and being professionally worked on by OCS, DDP, NPIC and OCR. I believe that given this start and given good will we can collectively accomplish the DCI's wishes with the approach outlined above. As long as I have the responsibility to coordinate these matters in his behalf, I will seek to use present channels of command and existing machinery whenever possible. For example, should R&D be proposed by the group, the matter would be presented to the CIA Research and Development Review Board and budgeted for by the appropriate directorate.

6. In short, through an informal grouping of those now most heavily engaged in various systems work we will pursue the objective of developing in CIA advanced information handling systems which not only are responsive to the needs of the times but which are related to each other in a meaningful way.

7. One last point. You asked for monthly reports. In this business, once the main lines are set, significant progress is more likely to be seen by quarters. I propose therefore, with your approval, to hereafter submit Project 375 Reports quarterly.

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PAUL A. BOREL  
Assistant Deputy Director  
Intelligence/Management

cc: Mr. Becker

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