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Approved For Release 2005/12/24 : CIA-RDP82M00097R001400090001-7

USIB-D-39.7/17
7 September 1966
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UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Committee on Documentation Report of Task
Team IX (ADP Systems Library)

REFERENCES : a. USIB-D-39.7/6, 6 May 1964
b. USIB-M-322, 29 April 1964, Item 5
c. USIB-D-39.7/5, 16 March 1964

1. The enclosed report by the Committee on Documentation (CODIB) on the study undertaken by CODIB's Task Team IX (ADP Systems Library), which responds to USIB directives in reference a., is submitted for USIB consideration of the Recommendations contained in Section D, page 5. This report is the third response to the USIB action at its meeting on 29 April 1964 (reference b.) approving as amended the CODIB recommendations on pages 20, 21 and 22 of the Stage I Report of the Staff for the Community Information Processing Study (SCIPS) (reference c.).

2. Specifically the enclosed CODIB report and its attached Task Team IX reports are a response to Recommendation 4.j. of the final USIB-approved recommendations regarding the SCIPS Report which directed CODIB to establish an ad hoc group to "develop a plan for a data files and systems library and the exchange of files for all types of intelligence data". . . . In addition to the Recommendations the enclosed CODIB report contains a Background Statement, a Summary of Task Team Findings and CODIB Comments on the Task Team Report.

Distribution attached.

*Record of Board
action attached.*

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7 September 1966
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USIB Action Requested

3. Board members are requested to indicate their concurrence in or other views on the Recommendations in Section D, page 5 of the attached CODIB Report by completing and returning the vote sheet appended hereto by close of business 15 September 1966.


Executive Secretary

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Attachments

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Date 7 September
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Service Intelligence Chiefs

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UNITED STATES INTELLIGENCE BOARD

VOTE SHEET ACTION

SUBJECT : Committee on Documentation Report of Task Team IX
 (ADP Systems Library)
 REFERENCE : USIB-D-39.7/17, 7 September 1966
 DUE DATE : 15 September

Agency	Vote	By	Date
CIA	Concur	Mr. Proctor	9 Sept
State	Concur		13 Sept
DIA	Concur		15 Sept
NSA	Concur w/c*		15 Sept
AEC	Concur		15 Sept
FBI	Concur w/c*		14 Sept

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Remarks: *See attached vote sheet.

NOTE: On 16 September [redacted] Acting Secretary, CODIB was informed of these comments by NSA and FBI. [redacted] advised that he would keep in touch with DIA.

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Approved by DCI on 30 September 1966

Record USIB-M-450, 6 October 1966, Secretary's Note

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UNITED STATES INTELLIGENCE BOARD

OFFICE OF THE EXECUTIVE SECRETARY

19 September 1966

MEMORANDUM FOR CHAIRMAN, USIB

SUBJECT : Committee on Documentation Report of Task Team IX
(ADP Systems Library)

1. All other USIB members have concurred in the recommendations of the attached CODIB Task Team IX (ADP Systems Library).

2. In concurring, Dr. Tordella, the NSA alternate, and Mr. Sullivan, the FBI representative, commented as follows:

NSA

"Inasmuch as DIA has not yet defined the catalog's final form and distribution method, recommend that DIA coordinate through CODIB both the form and method of distribution of the catalog prior to the preparation of the first issue."

FBI

"The FBI is participating in the ADP Systems Library as a user at this time and will participate as a potential contributor to the Library at such time as the FBI has the capabilities to do so."

3. Your approval of the report is requested in order to complete Board action.

[Redacted Signature Box]

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Approve:

Richard Helms
Richard Helms
Chairman, USIB

Executive Secretary

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2	Chairman, USIB	30 Sept	mt
3	ExSec/USIB		
4			
5			
6			
3	ACTION	DIRECT REPLY	PREPARE REPLY
2	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	1 INFORMATION	SIGNATURE
Remarks:			
HERE TO RETURN TO SENDER			
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Approved For Release 2005/12/24 : CIA-RDP82M00097R001400090001-7

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Attachment
USIB-D-39, 7/17
7 September 1966

MEMORANDUM FOR EXECUTIVE SECRETARY, USIB

SUBJECT : Vote Sheet Action
REFERENCE : USIB-D-39, 7/17, 7 September 1966

1. With respect to the recommendations contained in Section D, page 5 of the Committee on Documentation report attached to reference:

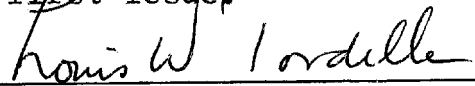
a. I concur therein.

b. I concur therein, subject to the comments or amendments set forth in paragraph 2 below.*


c. I do not concur in the recommendations. See comments below.*

2. Comments or amendments:*

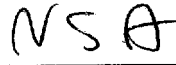
Inasmuch as DIA has not yet defined the catalog's final form and distribution method, recommend that DIA coordinate through CODIB both the form and method of distribution of the catalog prior to the preparation of the first issue.



(Signature)



(Title)



(Agency)

15 September 1966
(Date)

*May necessitate classification and control of this memorandum.

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USIB-D-39.7/17
7 September 1966

MEMORANDUM FOR EXECUTIVE SECRETARY, USIB

SUBJECT : Vote Sheet Action
REFERENCE : USIB-D-39.7/17, 7 September 1966

1. With respect to the recommendations contained in Section D, page 5 of the Committee on Documentation report attached to reference:

a. I concur therein.

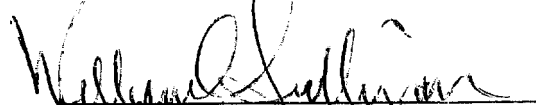
b. I concur therein, subject to the comments or amendments set forth in paragraph 2 below.*

X

c. I do not concur in the recommendations. See comments below.*

2. Comments or amendments:*

The FBI is participating in the ADP Systems Library as a user at this time and will participate as a potential contributor to the Library at such time as the FBI has the capabilities to do so.


(Signature)

Assistant Director
(Title)

September 14, 1966
(Date)

FBI
(Agency)

*May necessitate classification and control of this memorandum.

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CODIB-D-111/1.9/6
1 September 1966

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Report of Task Team IX (ADP Systems Library)

- References: a. USIB-D-39.7/6, 6 May 1964
b. USIB-D-39.7/5, 16 March 1964
c. USIB-S-13.1/4, 24 May 1963
d. CODIB-D-111/1.9/2, 29 December 1964

A. Background

This report and the attached final report of CODIB Task Team IX (ADP Systems Library) are forwarded pursuant to USIB direction to provide a central mechanism for collecting descriptions of intelligence data stored in an automated form and of associated computer programs and processing equipment. This is in order to facilitate the exchange of information among members of the intelligence community, to eliminate or reduce unnecessary duplication of effort in the development of automated intelligence files and their associated computer programs.

The attached report was prepared by CODIB Task Team IX chaired by a representative of DIA and participated in by representatives of CIA, NSA, DIA and Air Force. The team's effort was constrained by USIB requirements stated in reference (c) for a nine element library, DIA's decision to establish an ADPS library for Department of Defense, and DIA's plans to use the library of intelligence ADP systems descriptions as a management tool in discharging its world-wide responsibilities for DOD intelligence data handling systems.

B. Summary of Task Team Findings

1. General Concept

The Team approached its task with the concept that one system and a single set of reporting instructions could satisfy the combined requirements of USIB and DOD as well as DIA's management needs. The practicality of this concept was established when the

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task team members agreed that the USIB requirements are in fact a subset of the larger set of DOD and DIA requirements. The concept can be implemented by designating each reporting data element as mandatory or optional dependent upon which set of requirements it serves.

2. System Implementation and Operation

(a) Information Reporting.

(1) File and program descriptions to be included in the FPCS* would be prepared and submitted by each USIB agency or department in accordance with the USIB/CODIB Intelligence Automatic Data Processing System Manual, attachment 1 to the Task Team IX final report. (This manual is also being published as a DIA manual). Information would be submitted in the form of punched card decks accompanied by a machine listing of each deck. Reports would be submitted quarterly on 1 February, 1 May, 1 August, and 1 November.

(2) Each report would consist of two parts, a description of automated intelligence files and a description of the computer programs and equipment required to process the files. File description would be accomplished by seven individual card formats containing 39 unique data elements, 22 of which would be mandatory for all reporting agencies.

Card Format 1 - title of the file and pertinent information on security and handling of the file and the punched card description.

2 - geopolitical areas covered by the file.

3 - description of the file including subjects covered, currency of information, file size and growth rate, storage medium, security classification and dissemination controls, intelligence activity supported by the file, and the dates of information, file automation and file description.

4 - narrative description of the purpose of the file.

A - identification of other files on which the described file depends.

*Proposed USIB ADPS File and Program Catalog System (FPCS).

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Card Format B - list of the computer programs used to process the file.

Card Format C - list of substantive data elements in the file.

(3) Computer program description would be accomplished in five card formats containing 31 unique data elements, 21 of which are mandatory for all reporting agencies.

Card Format 5 - title of the program and pertinent information on security and handling of the program and the punched card descriptions.

6 - description of the program including status, documentation, run frequency, number of computer core locations required by the program, and the programming language used.

7 - list of minimum equipment needed to run the program.

8 - narrative description of the program and why the program is maintained.

9 - list of other programs needed to run the program.

(4) The reporting instructions drafted by the Task Team would require the use of four sets of codes. The Joint Chiefs of Staff Standard Command and Control Unit Identification Codes would be used to identify each reporting agency, department or command. ADP equipment would be identified in accordance with a modified extract from the Bureau of the Budget Circular A-55. The DIA Geopolitical Code for Intelligence Systems would be used in defining the geopolitical areas covered by a data file. The Intelligence Subject Code (Chapter Summaries only) would be used to describe the subject content of a file.

(b) Information Processing.

(1) The FPCS would be maintained and operated by the DIA for USIB and DOD. DIA will use its IBM 1410 computer and the Formatted Files System to process incoming reports to create the master library and keep it updated.

(2) DIA will produce periodic catalogs and process special requests for information from the library. The Task Team recommends that two catalogs be published quarterly, one for file descriptions and one for program descriptions. Each catalog would be published in four volumes according to security classification, i.e.,

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SAO Controlled, SI (SSO Controlled), Top Secret, or Secret, and Confidential and Unclassified.

(3) The Task Team proposes that instructions and procedures for requesting services from the FPCS be published later as an addendum to the USIB reporting manual.

(c) Cost and Manpower Factors.

(1) The Task Team was unable to develop reliable estimates of the cost of implementing and operating the FPCS. This was due largely to a lack of information concerning the expected volume of submissions to the library and the fact that the computer processing system had not been planned or developed.

(2) On the basis of an extremely limited experience in preparing one set of sample file and program descriptions, the Task Team believes that an average minimum of four hours may be required for preparation of each file or program description.

3. System Evaluation

The Task Team has recommended that the CODIB Support Staff, in conjunction with CIA, DIA, and NSA, be charged with planning and conducting an annual assessment of the USIB FPCS to include consideration of cost and manpower factors and system usefulness.

C. CODIB Comments.

The Task Team's final report and the draft USIB reporting manual are satisfactory. The recommended File and Program Catalog System (FPCS) is more complex than needed to satisfy just the USIB requirements; however, the advantages of satisfying USIB requirements as a low cost by-product of the larger DOD system outweigh the major disadvantages of the system complexity which results from combining three different sets of requirements into one system.

The intelligence community currently uses a variety of non-standard geopolitical and country codes. Recent and on-going standardization efforts have not produced a standard geopolitical and country code which is acceptable to the entire community. CODIB believes, therefore, that the DIA Geopolitical Code for Intelligence Systems should be used in the FPCS until the community adopts a standard code which can be substituted.

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Some of the information gaps which limited the Task Team's ability to estimate the cost, exclusive of reporting agency manpower, of implementing, operating and maintaining the FPCS were filled after the Team had submitted its final report. A major potential cost of the system development was eliminated by adapting the FPCS to operate on DIA's Formatted Files System, the software for which already exists. The only new software needed is that to produce special reports and printouts tailored to individual agency requirements. This is not a significant undertaking. It is estimated that approximately one man-month will be required to process reports initially to create the FPCS and that about two man-days per month will be needed thereafter to maintain it. Approximately five hours of IBM 1410 running time per month will be needed to process the FPCS and produce reports.

The FPCS is based on the assumption that an orderly, continuous exchange of intelligence ADP systems descriptions will enhance community capabilities, reduce duplicative automated file development and bring about wider use of whatever automated files are developed. The validity of this assumption is still to be established. It is important, therefore, that a practical evaluation of the FPCS be conducted as soon as sufficient operational experience has been accumulated. The evaluation program must provide a factual basis for judging whether the FPCS does, in fact, serve a useful role and, if so, is the benefit gained worth the cost of system reporting, operation and maintenance. Instructions for assembling information for evaluation should be issued concurrently with promulgation of the FPCS reporting instructions.

D. Recommendations.

It is recommended that USIB:

1. Approve the establishment of the FPCS as proposed in the Task Team IX final report.
2. Approve the promulgation of Attachment 1 to the Task Team IX final report as the "USIB File and Program Catalog System Reporting Manual".
3. Require that USIB member agencies and departments submit initial reports to the FPCS on 1 February 1967.
4. Direct CODIB to plan for and conduct a comprehensive evaluation of the FPCS and submit findings and recommendations at the end of the first year of system operation. 25X1

Attachment


Chairman

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CODIB-D-111/1.9/4
29 July 1966

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

FINAL REPORT

T/IX/R-1/1

29 July 1966

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T/IX/R-1/1
29 July 1966

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

MEMORANDUM FOR: Chairman, Committee on Documentation

SUBJECT: Submission of Final Report

1. Submitted herewith is the Final Report of Task Team IX for CODIB consideration and approval. The report has one attachment which is the draft, as approved by the Task Team, of the recommended Instruction Manual for Submission of Entries to the USIB ADPS File and Program Catalog System (FPCS).

2. The Final Report covers Task Team IX's recommended concept of the USIB ADP systems catalogs, the content of the catalogs, frequency of reporting and updating, and publication of the catalog by DIA on behalf of USIB. The Team has held twenty meetings, from October 1964 through June 1966 with many redrafts between meetings to resolve differences. A combined total of approximately 1600 manhours has been expended by the Task Team members and supporting personnel (not counting CSS personnel). This total includes 500 manhours (professional and clerical) expended by DIA, exclusive of the Task Team IX members, in the preparation of the DIA Manual 65-8-1 on which the Task Team IX draft of a USIB manual is based. This DIA Manual includes recommendations made by Task Team IX members.

3. The Task Team has been composed of representatives from CIA, DIA, NSA and the Air Force (AFNINB), with State furnishing one "observer". [redacted] of the CODIB Support Staff served as Secretary. Army (ACSI) and Navy (ONI) were unable to provide representation. This was of less significance than originally envisaged because, as explained in the attached report, the Task Team is, in essence, recommending to CODIB a subset of the larger DIA-DoD intelligence ADP catalog for which DIA has already obtained Army and

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Navy concurrences. One question still remains to be answered, i.e., whether AEC and FBI intend to contribute to the ADPS Library (or catalog)? They have not been represented on Task Team IX. The Task Team feels that the answer to this question can be obtained best through CODIB with its full USIB-agency representation. State has indicated that it will contribute to the catalog if and when ADP files and programs become available.

4. As noted in the attached Final Report, three items remain temporarily unresolved because of work still in progress by other groups. The first refers to the Unit Identification Code (UIC). A new DoD UIC is currently being prepared by the JCS for DoD under a committee chaired by the Office, ASD (Comptroller). This new UIC is expected to be published by DoD during 1966; it will be included in the JCS PUB 7. In the meantime, Task Team IX has obtained the new UIC as prepared by JCS for all USIB agencies and for those DoD agencies most likely to contribute to the USIB File and Program Catalogs. The second item refers to the Intelligence Activity Codes which should be reconsidered when the Content Control Scheme being developed by CODIB Task Team I is published and approved. The third item refers to DIA's method of publishing the ADPS catalogs. A final DIA decision on the details of how to publish them has not yet been made, but whatever decision is made on behalf of USIB will, of course, be coordinated with USIB member agencies. Task Team IX recommends that these three remaining tasks be monitored by, or coordinated with, CODIB through the CODIB Support Staff. The Task Team feels that these three unresolved items are of an administrative nature which should not delay the submission of the Final Report.

5. The Final Report includes content lists for File Description and Program Description, and their associated indicators for "mandatory" and "optional" reporting items for non-DoD USIB agencies, all items being mandatory for DoD agencies. These mandatory USIB items represent the extent to which all members of Task Team IX could agree.

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Chairman

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29 July 1966

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM IX - ADP SYSTEMS LIBRARY

FINAL REPORT

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ATTACHMENT:

INTELLIGENCE AUTOMATIC DATA PROCESSING SYSTEMS MANUAL:
 Submission of Entries to the USIB ADPS File and Program Catalog
 System (FPCS)

ANNEXES TO ATTACHMENT

- Annex 1: Sample File and Program Description Cards (Formats 1 through 8)
- Annex 2: Geopolitical Code for Intelligence Systems (Copied from DIA Instruction 65-5A, Enclosure 1)
- Annex 3: Intelligence Subject Code, Chapter Summaries (Copied from Chapter I of the Intelligence Subject Code)

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SUMMARY AND RECOMMENDATIONS

SUMMARY

1. Task Team IX found that the purpose of establishing and maintaining a catalog system reflecting ADP files and programs within the Intelligence Community is subject to different interpretations. DIA considers the catalog system as a management tool for guiding DoD intelligence ADPS developments as well as a general information register for the cognizance of all concerned. The Air Force member of the Task Team subscribed to this view. The CIA and NSA members saw little use of the catalog system as a management tool as far as their agencies were concerned. They felt that all that is needed from the system are answers to the two questions: "What intelligence ADP files and programs are available?" and "Where are they?" Once these questions are answered, the details required for decision making can be obtained by contacting the custodial agency. It was agreed, however, that since DIA will use the catalog system as a worldwide management tool, it needed more detailed answers to the two questions than did CIA and NSA. The reporting system developed was, therefore, designed to answer both needs by dividing the reporting items into two orders of responses: "mandatory" and "optional" for non-DoD USIB agencies and for NSA.

2. This reporting system means that CIA and NSA would submit data for all mandatory reporting items considered of common interest to all USIB agencies, but would respond to the optional reporting items only as and when the data are readily available and/or conform with the Agency policy. DoD intelligence agencies will respond to all reporting items both optional and mandatory. Both CIA and NSA Task Team members objected to reporting on ADP development efforts, limiting their reporting to operational ADP files and programs.

3. The Task Team membership represented only CIA, DIA, NSA, and Air Force, with State providing only an "observer". Because of this situation, the question remains unanswered whether AEC and FBI will contribute to the catalog system as specific intelligence ADP files and programs become operational.

4. By request of USIB, DIA is already charged with the machine processing and publication of a catalog of ADP systems for SIGINT. By a separate DoD directive, DIA is similarly charged with developing an ADP catalog system for DoD intelligence agencies. At the time the

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Task Team was formed in October 1964, DIA had already started to develop formats for the DoD reporting system. Since the objectives of the two reporting systems are identical, the Task Team left it to DIA to develop a single operating system to handle the preparation of both catalogs rather than two distinct systems. Accordingly, the USIB catalog system is recommended as a subset of the DoD system, both being identical except that non-DoD USIB agencies are not bound to report against all reporting items. The Task Team also left to DIA the responsibility for the design of the machine formats and programs to be used in the processing system, incorporating the Task Team reporting recommendations. The Task Team agreed with DIA's recommendations for quarterly publication of the two catalog systems (Files and Programs), but formulated specific instructions for methods of publication, breaking up the File and Program descriptions into a series of volumes reflecting various Security and Control levels.

5. The Task Team was unable to provide cost estimates for operating the catalog system as requested by the Chairman of CODIB, but gave an indication of manpower (i.e., time) requirements for preparation of inputs to the system, i.e., from two to four hours for reporting on each file or program description submitted. Because of the inability to provide a realistic cost estimate at this time, the Task Team finds it advisable to establish a method of annual appraisal of the cost and effectiveness of operating the system, a task recommended as a continuing assignment to the CODIB Support Staff.

6. Attachment 1 to this Final Report contains the instructions for preparation and submission of entries for the USIB ADPS File and Program Catalog System. The manual establishes a punched card reporting system comprised of seven card formats (1,2,3,4,A,B and C) for specific file description and five card formats (5,6,7,8 and 9) for program description. The first six reporting items (card columns 1-16) of each card format contain standard identifiers which are crucial to the operation of the FPCS (report originator, file or program identifier, card format identifier, card security classification or card security control, card handling/releasability, and an action code to denote addition or deletion of information). Reporting items which are mandatory have been marked with an asterisk. File description is accomplished by 38 reporting items of which 22 (including six card identifiers) are mandatory. Program description is accomplished by 31 reporting items of which 21 (including six card identifiers) are mandatory.

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RECOMMENDATIONS

The Task Team Recommends That:

1. The Intelligence ADPS Manual: (U) Submission of Entries to the USIB ADPS File and Program Catalog System (FPCS), as contained in Attachment 1 to this Final Report, be approved as a USIB publication.
2. Non-DoD USIB Agencies and NSA be charged with reporting against all "mandatory" items, leaving other items "optional" with the understanding that DoD intelligence agencies, except NSA, will report against all items.
3. The catalog system be published by DIA in accordance with the Security--Control system as indicated in paragraph 14 of this Final Report, i.e., descriptions of files and of programs should be published in four volumes each if so indicated by security classification: one for SAO--Controlled, one for SI (SSO-Controlled), one for Top Secret and Secret (whatever the highest security classification of total report contributions indicate), and one for Confidential and Unclassified.
4. The CODIB Support Staff, in conjunction with CIA, DIA, and NSA be charged with preparing a standard report format for an annual assessment by USIB agencies of cost figures in terms of manpower and dollar expenditures for maintaining the USIB FPCS and for commenting on the usefulness of the system. This annual assessment should be submitted to CODIB by the CODIB Support Staff.

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- * (5) Card Handling/Releasability
- * (6) Action Code (Addition of new program; changing previous information; etc.)
- * (7) Program Security Classification or Security Control
- * (8) Program Handling/Releasability
- * (9) Descriptive Title of the Program
- * (10) Highest Card Security Classification or Card Security Control (of program description)
- * (11) Highest Card Handling/Releasability
- * (12) Program Status (Operational)
- * (13) Date of Program Automation (Date program was operational): Year, month [See item (22) below]
- * (14) Program Language
- * (15) Software Dependency
- * (16) Equipment Manufacturer and Model
- * (17) Minimum Set of Equipment and Special Features Required to Run this Program
- * (18) Abstract Describing the Program
- (19) Program Documentation Status
- (20) Program Run Frequency (Daily, weekly, monthly, quarterly, semi-annually, etc.)
- (21) Program Size (Approximate number of core locations required by the program)

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Attachment 1

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

INTELLIGENCE AUTOMATIC DATA PROCESSING SYSTEMS MANUAL

(U) SUBMISSION OF ENTRIES TO THE USIB ADPS FILE

AND PROGRAM CATALOG SYSTEM (FPCS)

FIRST EDITION

29 July 1966

C-O-N-F-I-D-E-N-T-I-A-L

Group I
Excluded from automatic
downgrading and
declassification.

C-O-N-F-I-D-E-N-T-I-A-L

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

FOREWORD

These Instructions prescribe the reporting requirements, procedures, and formats for submission of descriptions of automated intelligence master data files and computer programs for inclusion in the USIB ADP Systems Library Catalog.

The Instructions are issued pursuant to their approval by the United States Intelligence Board (USIB) on . It has been prepared by an interagency task team under the direction of the Committee on Documentation (CODIB). At the request of USIB, the Defense Intelligence Agency (DIA) will maintain the USIB ADP Systems Library Catalog on behalf of the United States Intelligence Community. DIA will periodically publish catalogs of library ADP files and programs holdings.

Comments of users on means to improve the Catalog will be welcomed. Such comments, or requests for additional explanations, changes or additions should be addressed, through channels, to the Chief, CODIB Support Staff, Office of Central Reference, Central Intelligence Agency.


CHAIRMAN

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Chapter IV

FILE DESCRIPTION

Section A

CARD FORMAT 1

DESCRIPTIVE FILE TITLE

<u>Card Cols.</u>	<u>No. Chars.</u>	<u>Item</u>	<u>Card Edit</u>														
* 1-16	16	<u>Card Identification</u> (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. Enter the numeric character "1" in card column 13 for card format 1 entries.	A,N														
*17-72	56	<u>Descriptive title of the file</u> (alpha, numeric, special character or blank): Fifty-six card columns of free text (left-justified) commencing with card column 17 for the descriptive title of the file which has been identified in card columns 7-12 of the card identification. Never leave completely blank. All alpha and numeric characters are acceptable. Only the following special characters are acceptable: <table border="1"> <thead> <tr> <th><u>Character</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>.</td> <td>Period</td> </tr> <tr> <td>,</td> <td>Comma</td> </tr> <tr> <td>(</td> <td>Opening (left) parenthesis</td> </tr> <tr> <td>)</td> <td>Closing (right) parenthesis</td> </tr> <tr> <td>/</td> <td>Slash (virgule)</td> </tr> <tr> <td>-</td> <td>Hyphen</td> </tr> </tbody> </table>	<u>Character</u>	<u>Description</u>	.	Period	,	Comma	(Opening (left) parenthesis)	Closing (right) parenthesis	/	Slash (virgule)	-	Hyphen	A,N,S,b
<u>Character</u>	<u>Description</u>																
.	Period																
,	Comma																
(Opening (left) parenthesis																
)	Closing (right) parenthesis																
/	Slash (virgule)																
-	Hyphen																
73-78	6	<u>Reserved for DIA use</u> (blank): Leave blank. <u>NOTE:</u> When card format 1 is used for the deletion of an existing file description from the FPCS, complete card	b														

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Section D

CARD FORMAT 4

ABSTRACT DESCRIBING FILE

<u>Card</u> <u>Cols.</u>	<u>No.</u> <u>Chars.</u>	<u>Item</u>	<u>Card</u> <u>Edit</u>
*1-16	16	<u>Card identification</u> (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 4 enter the numeric character 4 in card column 13.	A,N
*17-18	2	<u>Card format 4 sequence number</u> (numeric): Two numeric characters representing the card format 4 sequence number. A maximum of 40 cards is permitted. Only the numeric characters 00-39 are used in sequential order. Enter the sequence number 00 for the first card.	N
*19-72	54	<u>Abstract description of the purpose of the file</u> (alpha, numeric, special characters, or blank): This narrative is used to explain why the file is maintained and what is produced from it, such as names of reports or identification of extracted subsets of data produced in automated form. If the handling/releasability code for this file (format 3, column 18) or for this description (format 1, column 80) is Y, an appropriate notation will be made here. Enter the narrative (left-justified) commencing with card column 19 of card sequence 00. All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

<u>Character</u>	<u>Description</u>
.	Period
,	Comma
(Opening (left) parenthesis
)	Closing (right) parenthesis
/	Slash (virgule)
-	Hyphen

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Section E

CARD FORMAT A

FILE DEPENDENCY

<u>Card Cols.</u>	<u>No. Chars.</u>	<u>Item</u>	<u>Card Edit</u>
1-16	16	<u>Card identification</u> (alpha, numeric): Detailed coding instructions for card identification are covered in chapter III. For card format A enter the alpha character A in card column 13.	A,N
17-18	2	<u>Card format A sequence number</u> (numeric): Two numeric characters representing the card format A sequence number. A maximum of 2 cards is permitted. Only the numeric characters 00-01 are used in sequential order. Enter the sequence number 00 for the first card.	N
19-72	54	<u>File dependency</u> (alpha, numeric, or blank): In one or more of the nine six-column groups enter the six or less alpha or numeric characters (left-justified within each card group) representing the file designation code which uniquely identifies other files within the reporting organization on which the file identified in card columns 7-12 is dependent. If the file is not dependent upon any other files within the reporting organization, this data element is left blank.	A,N,b
		<u>Card Cols.</u>	<u>Card Edit</u>
	19-24	First dependent file designation, if applicable, or blank.	A,N,b
	25-30	Second dependent file designation, if applicable, or blank.	A,N,b

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Section F

CARD FORMAT B

PROGRAMS USED TO PROCESS THIS FILE

<u>Card Cols.</u>	<u>No. Chars.</u>	<u>Item</u>	<u>Card Edit</u>	
1-16	16	<u>Card identification</u> (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format B enter the alpha character B in card column 13.	A,N	
17-18	2	<u>Card format B sequence number</u> (numeric): Two numeric characters representing the card format B sequence number. A maximum of 3 cards is permitted. Only the numeric characters 00-02 are used in sequential order. Enter the sequence number 00 for the first card.	N	
19-72	54	<u>Programs used to process this file:</u> The identification code will be the same code used to describe programs in this system (See Chapter III, Card Identification, columns 7-12). Each program identification will be left-justified into a six-character field. If the Formatted File System is used, indicate this by entering FFS into one of the 6-character fields.	A,N,b	
		<u>Card Cols.</u>	<u>Card Edit</u>	
		19-24	First program, if applicable, or blanks.	A,N,b
		25-30	Second program, if applicable, or blanks.	A,N,b
	

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Section G

CARD FORMAT C

SUBSTANTIVE DATA ELEMENTS

<u>Card Cols.</u>	<u>No. Chars.</u>	<u>Item</u>	<u>Card Edit</u>
1-16	16	<u>Card identification</u> (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format C enter the alpha character C in card column 13.	A,N
17-18	2	<u>Card format C sequence number</u> (numeric): Two numeric characters representing the card format C sequence number. A maximum of 50 cards is permitted. Only the numeric characters 00-49 are used in sequential order. Enter the sequence number 00 for the first card.	N
19-72	54	<u>Substantive data elements</u> (alpha, numeric, special character, or blank): A maximum of 50 cards is allowed, card sequences 00-49. Each card has room for the names of two substantive data elements in the file, for a total of 100 entries. Standard abbreviations or clear mnemonics should be used. Special technical contents included in the file for programming purposes need not be named. For any file containing over 100 data elements, the data elements should be grouped into their next larger category for substantive naming. For example, if a large file included data on installation dimensions, orientation, roof cover, and floor area, the data may be grouped together as building descriptions (bldg. descrip.). All alpha and numeric characters are acceptable. Only the following special characters may be used:	A,N,S,b

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Section E

CARD FORMAT 9

SOFTWARE DEPENDENCY AND MISCELLANEOUS PROGRAM DESCRIPTIONS

<u>Card Cols.</u>	<u>No. Chars.</u>	<u>Item</u>	<u>Card Edit</u>						
*1-16	16	<u>Card identification</u> (alpha, numeric): Detailed coding instructions for card identification are covered in Chapter III. For card format 9 enter the numeric character 9 in card column 13.	A,N						
*17-23	7	<u>Equipment manufacturer and model</u> (alpha, numeric, or blank): Seven or less alpha or numeric characters commencing with card column 17 to indicate the data processing equipment manufacturer and model of the equipment used for running this program. One of the codes taken from the code sheet for equipment models presented under card format 3 may be used. This field cannot be left completely blank.	A,N,b						
<p><u>NOTE 1:</u> Card columns 17-19 contain a three-alpha character manufacturer's code. Card columns 20-23 contain four or less alpha and numeric characters (right-justified) to indicate equipment model.</p> <p><u>NOTE 2:</u> New or special equipment should be obtained from BoB circular A-55 or referred to the CODIB Support Staff (address as in Chapter I, paragraph 6), for code assignment to be added to the special code name computer list. Special code name computers are left-justified.</p>									
*24-27	4	<u>Date of program description</u> (numeric): Four characters to indicate the current date (year and month) of this program description.	N						
		<table border="0"> <tr> <td><u>Card Cols.</u></td> <td><u>Content</u></td> <td><u>Card Edit</u></td> </tr> <tr> <td>26-27</td> <td>Year. Two numeric</td> <td>N</td> </tr> </table>	<u>Card Cols.</u>	<u>Content</u>	<u>Card Edit</u>	26-27	Year. Two numeric	N	
<u>Card Cols.</u>	<u>Content</u>	<u>Card Edit</u>							
26-27	Year. Two numeric	N							

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

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characters indicating
the last two numbers of
the year.

28-29 Month. Two numeric characters from 01 to 12 indicating the month. N

28-29 2 Exchange count (numeric or blank): Two numeric characters with leading zeros, as necessary, to indicate the number of other organizations who have received copies of the program. Enter 00 (zero-zero) for none. Enter 99 for 99 and over. Only the numeric characters 00-99 or blanks are permitted. N,b

*30-71 42 Software dependency (alpha, numeric, special characters, or blanks): Enter the name of the external software needed to run this program. Enter data (left-justified) commencing with card column 30. This field will not be left completely blank. All alpha and numeric characters are acceptable. Only the following special characters may be used: A,N,S,b

Character Description

. Period
, Comma
(Opening (left) parenthesis
) Closing (right) parenthesis
/ Slash (virgule)
- Hyphen

72 1 Software source (alpha or blank): Enter one of the following alpha codes to identify the source of the software named in card column 30-71. A,b

Code Description

L Local software
M Manufacturer's software
N Manufacturer's software,
locally modified

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C-O-N-F-I-D-E-N-T-I-A-L

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