

SECRET

IMAGERY ANALYSIS SERVICE

PRODUCTION BOARD MEETING

Friday, 9 February 1973 - 1415

25X1A

MEMBERS PRESENT

25X1A

[Redacted]

G. Allen

[Redacted]

[Redacted]

FLOOR PLAN QUESTIONNAIRE

25X1A

[Redacted] reported the questionnaires were disseminated to the divisions this week. He received some responses and would like to have the remaining ones by 23 February.

SURVEY OF FILES

25X1A

[Redacted] reported on a pilot survey he conducted on a branch in MD concerning the efficient use of file space. The survey revealed that the files were not being used to their full capability. He noted also that files could be located above and below desks and tables to utilize the total space more effectively. He suggested that IAS consider functional furniture as a possibility for more efficient use of space.

25X1A

[Redacted] noted that CRS and the DDI in general are reducing file space by going to microfiche, particularly for storage of archival copies of reports. He suggested we keep this in mind for IAS.

\* Attended briefing.

WARNING NOTICE  
SENSITIVE INTELLIGENCE SOURCES  
AND METHODS INVOLVED

SECRET

CLASSIFIED BY 207674  
Exempt from General  
Declassification Schedule of E.O. 11652,  
Exemption Category 5B(2), (3)  
DECLASSIFICATION DATE  
TO BE DETERMINED

25X1A [ ] announced that Info Control in IAS has already put many of its holdings on microfiche and has a regular program for doing it. There is a microfiche viewer in the Info Control area for use by IAS personnel.

25X1A [ ] suggested that additional file space could be saved if the divisions were to dispense with their soft copies of personnel files and relied on those in Admin Staff.

LINK COMPARATORS

Three links are to be modified and upgraded. One is in the process of being modified and should be operational today. One was dismantled and will be sent to Itek next week for modifications which will take about three months.

IAS INTERCOM SYSTEM

25X1A [ ] announced the system went on line this week.

NPIC CHAR FORCE NOTICE

25X1A [ ] commented on the NPIC notice regarding GSA char force cleaning [ ] Effective 1 February NPIC Logistics Branch will supervise this cleaning and arrange for the necessary escorts. [ ] emphasized paragraph 3c which states: "When coffee or other liquid drinks are spilled in corridor or work area it is only good manners that those who have spilled it mop it up. This makes for a cleaner and safer work area."

25X1A

ADVANCED OPERATIONS COURSE

The next group is scheduled to visit IAS on Wednesday, 25 April, 0900-1200.

FILM DELIVERIES TO IAS

25X1A [ ] reported on his conversation with Mr. Suckow, EXSUBCOM Chairman, concerning expediting the priority two green record copy for delivery with the priority two B&W copy. [ ] advised him that because of limited capabilities at the processing site this couldn't be done without delay to the present schedule of priority two deliveries. [ ] will look into this further and report at a later meeting.

25X1A

PERSONNEL TRANSFER

25X1A [ ] was selected for a permanent position in FMSAC.

ADP WORKSHOP

The Director, OTR, was asked to set up a five-day ADP applications type workshop for IAS analysts.

CRT DISPLAYS

25X1A

[ ] announced that a proposal for four desk top CRT's (1 - RSD, 1 - PSS, and 2 - to be shared by the three divisions) was submitted to Mr. Allen for approval. If approved they should arrive in IAS before the end of the fiscal year.

RENOVATIONS IN IAS

25X1A

[ ] reported on status of proposed renovations.

MISSION SCHEDULE

25X1D

[ ] delayed until late February.

REPLACEMENT OF IBM MAG CARD TYPEWRITERS

25X1A

IAS request for modification to their typewriters has been delayed by the DDI Planning Staff pending study of a similar lower priced competitor typewriter. [ ] will inform members on the results of this review.

COMPUTER MAPPING

25X1A

[ ] RSD, presented a briefing on OBGI's computer mapping and graphic capabilities. He noted possible applications and advantages of computer-derived maps in IAS analysis and production, citing accuracy, time saving, and uniform quality as some key factors in its favor.

25X1A

[ ] was asked to arrange for a briefing at OBGI for Production Board members and branch chiefs.

CONSUMER CONFERENCE

Mr. Allen discussed the purpose of an IAS/consumer conference. The idea is not to drum up additional business but to more effectively use our services and promote a greater awareness of IAS in managers at all levels at the production offices. Basically the approach would be to: acquaint them with what IAS has been doing for them the past two years, in terms of volume and type work; on a selective basis show them what we do for other offices, for a better appreciation of our full capabilities;

and relate to them examples and ideas of additional kinds of things we could do for them.

This kind of show and tell approach could open new avenues of analytical approach, new analytical concepts, and make for better use of Agency's resources here and at Headquarters.

The first of these conferences would be with OSR, about 12 March, and last some two hours. Conferences with IAS' other principal consumers would be scheduled for a later date.

25X1A [redacted] was tasked with the coordination. A preliminary meeting of IAS principals to discuss the mechanics is to take place early next week in Mr. Allen's office.

WTS:cw