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DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D. C. 20301

File IHC
Community Biblio

DIA review(s) completed.

U-12,694/RDS-3B

1 August 1979

TO: Distribution List

SUBJECT: Dissemination and Library Services Newsletter

1. This newsletter is published annually to provide centralized, current information about DIA dissemination, storage and retrieval activities. The Defense Intelligence Dissemination, Storage and Retrieval System (DIDSRS) is the system name we use to identify our facilities and services. Up-to-date descriptions of these services are provided in the following paragraphs. Your questions, comments, criticisms and recommendations will be appreciated.

2. Information Services: The Central Reference Division (RDS-3), which has the primary responsibility for DIA Dissemination and Library Services has a variety of information resources. These include numerous data banks that can be queried on-line or in batch mode, micrographic service, bibliographic publications, Intelligence Report (IR) and finished intelligence dissemination, translations and library/reference research. Intelligence users are encouraged to utilize any or all of these services.

a. All Source Document Index (ASDIA): During the past year this collateral data base has increased its searchable records to 54,000 in the batch system and 38,000 on-line. ASDIA consists of all open source and classified materials received and cataloged in the library from 1973 to the present. To facilitate the use of the ASDIA batch printout, a more readable format is now available to library clientele. The new format is particularly appropriate for a computer-produced bibliography of open source materials such as a listing of Russian language books.

b. All Source Document Index(SI/SAO) (ASDIAZ): This data base currently consists of approximately 11,000 records in batch and 7,500 on-line. The file is comprised of all compartmented finished intelligence materials received and cataloged in the library from December 1974 to the present.

RDS-3A, as the repository for DoD Special Compartmented Intelligence (SCI), has approximately 40,000 permanent archival materials covering the period 1953 to 1974. Both the archival and the current (1974 to date) SCI publications are located in Room 0200, "B" Building, Arlington Hall Station (AHS).

Both the ASDIA and ASDIAZ data bases are available to DoD intelligence users in Washington, in CONUS and overseas, (FSTC, IPAC, EUCOM) through the DIA on-line system (DIAOLS) and the Community On-line Intelligence System (COINS). Users with access to DIAOLS may query the data bases by subject codes, producer/author, title, report number, document/TCS number, keywords and geographic area codes. Specific information on the on-line ASDIA file format is published in DDS-2600-714-76, All Source Document Index (ASDIA) User's Guide (U), dated April 1976.

c. Intelligence Information Report Index Summary (IRISA):
If you have been accessing the IRISA on-line data base recently you will have noticed that a new data element called FILDT has been added. FILDT indicates that an Intelligence Report (IR) has arrived in RDS-3A and is available for use by library customers. The IRISA data base, consisting of over 163,000 on-line and 423,000 batch records of DoD and CIA IRs, is accessible via a number of retrievable elements such as subject, geographic area code, nomenclature for military equipment and foreign biographical data. The IRISA data base is also available on the DIAOLS/COINS network.

Points of contact for additional information on the ASDIA, ASDIAZ and IRISA files are as follows:

(1) Information or questions on the data input:

[redacted] DIA/RDS-3B, (202) 692-5468, AV 222-5468.

(2) Information or questions on retrieval:

[redacted] DIA/RDS-3A, (202) 692-5311, AV 222-5311.

(3) Information on file access: [redacted]

DIA/RDS-3, (202) 692-6677, AV 222-6677.

d. DIA COM Catalog Available: The DIA Library card catalog has been replaced by the Computer Output Microfilm (COM) catalog. This 16mm microfilm, which is displayed on

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ROM 3 reader/printers at the Main Library and its annexes, is an index to the DIA Library holdings. Citations on the film are extracted from the All Source Document Index (ASDIA) data base. The catalog, which is updated monthly, is divided into five sections; namely, title, author, document/report number, subject plus geographic area code and general subject. The SCI COM catalog, extracted from the ASDIAZ data base will be available by the end of FY-79. The ROM printer adds another dimension to the ROM 3 readers already used in the library. At the touch of a button, the printer produces copies of the items on display on the ROM reader, enabling researchers and librarians to produce immediate subject bibliographies.

The COM catalogs are located in the main DIA Library at Arlington Hall Station, and in library branches at the Defense Intelligence School, Pomponio Plaza and the Pentagon. Placement of the COM catalogs in other non-library locations within DIA is under consideration.

Points of contact for additional information on these catalogs are as follows:

(1) Information and questions on format or data:

[redacted] DIA/RDS-3B, (202) 692-5468, AV 222-5468.

(2) Information Access and Use: [redacted]

DIA/RDS-3A, (202) 692-5311, AV 222-5311.

e. Register of Intelligence Publications (RIP): The collateral and SI/SAO RIPs are published semiannually and contain data extracted from the ASDIA and ASDIAZ data bases. These publications are book catalogs composed of citations to approximately 30% of the materials cataloged in the ASDIA and ASDIAZ files. They are intended to serve as ready reference bibliographies of documents produced by the intelligence community on military intelligence topics. Only documents of substantive intelligence value are cited in the RIPs; however, "non-RIP" intelligence documents remain accessible to the intelligence community via ASDIA and ASDIAZ on DIAOLS/COINS or through the DIA Library catalogs.

Points of contact for additional information on the collateral and SI/SAO RIPs are as follows:

(1) Information on data or format: [redacted]

[redacted] DIA/RDS-3B, (202) 692-5468, AV 222-5468.

(2) Information on document access: [redacted]

[redacted] DIA/RDS-3A, (202) 692-5311, AV 222-5311.

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f. Library Use of Harris 1600 Mini-Computer: In March of this year the Library began using the Harris System as a remote batch terminal (RBT) printer, giving the Library the capability of same-day DIAOLS query response printing and eliminating the usual 24-hour waiting period. Printing information from the Central Information Reference and Control (CIRC) system, a data base of 2.5 million S&T records, is also completed via the RBT within one day, saving several days of mail service from Ohio. This decrease in turnaround time is particularly beneficial to library customers with short suspenses and priority tasking.

g. DIA Library Guide: The purpose of this publication, which is at the printers and expected to be completed by mid-September, is to acquaint users with resources available and the location of materials in the Main Library and its annexes. The Guide contains points of contact with telephone numbers, floor plans, pictures of staff members and brief descriptions of resources. Copies will be available at the Library and the annexes, or can be obtained by contacting [REDACTED] DIA/RDS-3A, (202) 692-5313, AV 222-5313.

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h. ORBIT: From 38 data bases last year, ORBIT has grown to 51 at this time. Several of the more pertinent data bases of interest to DIA and the Intelligence Community include:

(1) CRECORD: Contains references to U.S. legislative information covered in the Congressional Record. Searches can be accomplished on new bills, amendments, floor actions, schedules and speeches. File is updated weekly when Congress is in session.

(2) USPSD (U.S. Political Science Documents): Provides cover-to-cover analysis of 120 U.S. journals devoted to political science world-wide. File covers 1975 to 1979 and is updated quarterly.

(3) SSCI (Social Science Citation Index): This is a multidisciplinary data base covering the social sciences and selected relevant articles in the natural, physical and bio-medical sciences. SSCI is unique in that both the source articles and the author's cited references are searchable. Coverage is from 1977 to date and the file is updated weekly.

(4) LIBCON: Covers both English and foreign language monographic literature cataloged by the Library of Congress. It includes the Machine Readable Catalog (MARC) records and the main entry/title records from the Library of Congress depository card set. Coverage is from 1969 to date and the file is updated weekly.

(5) P/E NEWS: Contains references to articles from seven major publications in the petroleum and energy fields: Platts Oilgram News Service, Middle East Economic Survey, Petroleum Intelligence Weekly, Petroleum Economist, Oil Daily, National Petroleum News, and Oil and Gas Journal.

i. DIALOG: This system has increased by 19 data bases since this time last year so that it now contains 101 data bases and well over 12,000,000 citations/abstracts. Several new data bases of particular importance to intelligence users are Foreign Traders Index, Economic Abstracts International and Conference Papers Index. A brief description follows for each:

(1) Foreign Traders Index: Lists firms which import goods from the United States or which indicate an interest in representing U.S. exporters. Included are manufacturers, service organizations, agent representatives, retailers, wholesalers/distributors and cooperatives. Index includes data collected by the U.S. Foreign Service, Department of State, on firms in 130 countries. The file contains the latest five years of information and is updated quarterly with a complete replacement.

(2) Economic Abstracts International: Produced by the Economic Information Service of the Dutch Ministry for Economic Affairs and offers a wide selection from the world's literature on markets, investment climate and economic situation in all countries and in all branches of industry, as well as the economic science and management literatures. The file covers over 2,000 journals, books, directories and reports from 1974 to the present and is updated monthly with about 1,160 records per update. File size was 68,000 records as of December 1978.

(3) Conference Papers Index: Covers approximately 100,000 papers in the life sciences, physical sciences and engineering presented yearly at approximately 1,000 scientific and technical meetings worldwide. Coverage is 1973 to date and file size, as of October 1978, was about 530,000 citations.

j. Information Bank: During this past year this file began including all news items from the New York Times front page and from the first page of the Business/Financial section within 24 hours after publication. All news items are fully indexed and abstracted within this timeframe, a very helpful

feature for analysts who must meet short suspenses. This 24-hour-turnaround searching capability supplements the daily News Summary, a comprehensive summary from each day's New York Times, which is put on-line for immediate retrieval. The morning News Summary is posted daily in the main entrance of "B" Building, Arlington Hall Station.

k. Defense Documentation Center (DDC) Data Base: Faster service and improved customer support is now available through the use of the recently installed new Univac terminal and printer. The DDC data base provides access to over a million citations and/or summaries on scientifically and technically oriented documents.

l. DIA Contractor Release Authority: DoD Project Monitors requiring specially caveated intelligence products for their contractors now submit their requirements to RDS-3A for release authority. Special caveats are Proprietary Information (PROPIN), Not Releasable to Contractors (NOCONTRACT) and Originator Controlled (ORCON) markings. All-source retrieval requests include both collateral and specially caveated intelligence documentation. At the end of the first half of FY-79, 256 project monitor requests for contractor release of 2,050 documents had been processed.

m. Progress of Intelligence Information Report (IR) System.

(1) Management Initiatives to Improve IR Processing Using Existing Resources: From 1977 to date, the management techniques, organizations and automated systems which process Intelligence Information Reports (IRs) in DIA have been undergoing thorough renovation to optimize use of existing manpower and machine resources. This was done to improve the credibility, timeliness and quality of IR dissemination, storage and retrieval, and collection management data processing accomplished via the Distribution History File (DHF) and the Intelligence Report Summary Index file (IRISA). Since funding was inadequate for new hardware and software for advanced IR processing distribution systems, it was necessary to make better use of resources at hand. Many of the improvements made during the past two years have been the result of intensive investigation and recommendations from a DIA-wide IR Study Group which combined the efforts of DIA line managers to test and implement recommendations and develop new initiatives. This effort has been enthusiastically supported by all elements in the IR processing cycle, from originator to processor to users. Diverse DIA elements such as systems

operations (RSO), print plant (RDS-2B), Communications Distribution System (RCM-2), IR indexing, dissemination management, Micrographics (RDS-3) and collection management (DC-4) have interacted more effectively than ever before.

(2) Improved IR Timeliness: The most effective single measure to increase timeliness was the DIA encouragement of originators to use message IRs, starting in October 1977. The percentage of message IRs has increased from 17% of DoD IRs in July 1977 to over 44% today. This has resulted in user receipt of IRs in one or two days that formerly arrived at lateral recipients in an average 3 to 7 days, at DIA in 7 to 14 days and required an additional 8 to 12 days to disseminate from DIA. The shift toward message IRs has been complemented by a reduction in the DIA turnaround time from receipt of IR to distribution by one-third, (from 12 days to 8 days). Priority IRs; e.g., hard copy ICRs, DIRM III and crisis situation IRs average 4 to 6 days turnaround. Due to required photo processing, IRs with photo enclosures still require 12 to 14 days to process. The 33% improvement in the DIA IR processing turnaround time has been achieved primarily through: (a) relocation of certain work functions to reduce mail handling; e.g., location of photo captioning/collation personnel with the DIA photo lab (RPP-2) reduced photo IR processing time by over 4 days; (b) automation of work formerly performed manually; e.g., most photo dissemination, and increased exploitation of the automated index files to provide management information; (c) shifting of manpower from other Central Reference Division operations during peak IR loads; (d) cross-training of personnel to achieve maximum flexibility; (e) acquisition of new, high speed equipment in micrographics and the print plant. For example, turnaround time for IR microfiche production has decreased from up to 3 weeks to an average 2 days since early 1978. Due to improved management and new equipment, DIA is now microfiching 35% of the DoD IRs received per week, compared with the early 1978 production of 10% of DOD IR's.

(3) IR Processing Quality Control: The focus of increased quality control, in terms of resources, has been on IR content analysis and indexing for dissemination, storage and retrieval, and collection management statistical analysis via the DHF and IRISA files. Additional effort has been expended to improve all phases of processing, from IR accountability to photo quality; e.g., through use of greatly improved sensitivity film and better film handling techniques, to microfiche readability.

(a) IR Indexing/Dissemination and Quality Control: IR indexing production rates have been reduced since 1977 in an effort to assure more complete and accurate content analysis and subject code assignment. The philosophy and depth of indexing have been made more consistent with long term storage and retrieval needs, not just dissemination. Quality review of indexing has been greatly increased. The completeness and accuracy of the data base, particularly IRISA collection management inputs which feed Human Intelligence Management System (HIMS) automated files, are being verified by increased computer edits and on-line retrieval/review of certain data elements; e.g., collection project numbers. New elements of information have been added for use by worldwide DIAOLS user/collection managers; e.g., DIRM III, Scheduled Periodic Reporting, One Time Source (OTS) numbers, and certain defector source numbers. The initiation of automated photo requirements profiles has eliminated errors attendant to the old manual photo dissemination procedure. User microfiche requirements have also been automated.

(b) IR Accountability: More thorough efforts are being made to assure that all IRs sent to DIA are indeed disseminated and index records created in IRISA. This has been facilitated by the use of the new IR numbering schemes for attache reporting in conjunction with year-round review of file holdings.

n. Chinese-English Translation Assistance Group (CETA): By late summer CETA anticipates the completion and distribution of a supplement to its Scientific and Technical Dictionary. The supplement, on microfiche, will contain a large petrochemical glossary of approximately 5,000 terms and several miscellaneous collections, such as military, microwave technology, atomic energy and electronic warfare. The supplement will be available only to institutions or individuals who have made significant contributions in its development. Further information may be obtained by contacting the DIA Eastern Area Librarian at 692-1466 or Autovon 222-1466. In addition, the Modern Chinese Colloquial Dictionary compiled by [redacted] edited and produced by CETA, is at Far Eastern Publications, Yale University Press, awaiting publication and distribution on the open market.

o. Telecopier Services: RDS-3A encourages members of the Intelligence Community and other authorized library customers to use the Xerox Telecopier 410 to send unclassified information to DIA. When using the copier, the number to call is 692-7054 or Autovon 222-7054. The copier is located in Room 034, "B" Building, Arlington Hall Station, and the point of contact is [redacted] 692-5311 or AV 222-5311.

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3. Developmental Activities:

a. DIDSRS ADP Modernization: Products such as the COM catalogs have increased the capability to provide more timely support to user requirements; however, the major portion of ADP modernization remains before us. As reported in the 1978 DIDSRS Information Letter, a Data Entry System (DES) was developed for remote input of document indexing and cataloging information. A six-week parallel test with the operational system was terminated with very unsatisfactory results. Exceptional hardware downtime and several design considerations caused termination of the testing. An effort is now underway to evaluate the hardware and seek methods of improving its performance. In the interim, RDS-3 is requesting Agency software support to modify the critical operational and dissemination programs, with the intent of preventing any major malfunction prior to a complete redesign effort.

b. Finished Recurring Intelligence File (FRIF): This file has been converted from paper output to COM. In addition to the savings in the monthly destruction of approximately 10,000 pages, technicians can immediately respond to questions concerning a customer's account and provide the customer a copy of his requirements on the spot. Plans are being finalized for the generation of the SI/SAO FRIF COM catalog.

c. Library Circulation System: Plans call for the implementation of a computerized on-line system which will assist in monitoring requests for library materials. Both receipt and completion dates of requests will be recorded by the borrower's name, office symbol, type of material, date borrowed and due date. In addition to accurate records on library requests, other benefits expected from the system are weekly/monthly statistical and management reports. Although not yet operational, all the software has been written for the Library Circulation System. The major delay has been a slippage in vendor delivery of accessories required to efficiently drive the CRTs for the system. Operational testing of the system is now in progress.

d. Book Detection System: As a means of deterring the loss of library materials, a book detection system is on order for RDS-3A. Invisible detection strips concealed in the spines of books and documents must be desensitized at the circulation desk or an alarm will be triggered at the library exit. It is anticipated that this system will significantly reduce the approximately 10% annual loss of materials.

4. Dissemination:

a. Statement of Intelligence Interest (SII) Survey:

On 8 May 1979 RDS-3C mailed more than 500 questionnaires to worldwide customers of the Statement of Intelligence Interest (SII). This document is used to register customer intelligence requirements for both raw HUMINT (Intelligence Information Reports or IRs) and nonrecurring finished intelligence. The survey solicited responses by the end of June on the strengths and weaknesses of the present document and, more importantly, proposed an improved method of registering these requirements. The survey responses are now being analyzed and evaluated. RDS-3C believes that the proposed changes, if well received by those polled and subsequently implemented, will greatly streamline both the registry of requirements and the entry of those items into the RAW SII file. More specifically, the proposed format closely resembles the encoding sheet now used by RDS-3C personnel to translate narrative requirements to machine form. Use of this form would result in formulation of the data-translation function at its origin, thereby providing direct entry of the data into the file. In addition to these benefits, the proposed format offers a financial savings by reduced mailing costs since customers would use tear-out sheets to register requirements instead of mailing a large document to DIA.

b. Dissemination Manual Distributed: DIAM 59-1, "Intelligence Dissemination," (U), dated 30 April 1979, was distributed to all customers recently. This manual defines the DoD dissemination system and details the procedures to be followed in the submission of intelligence dissemination requirements. A major change in the manual involves the establishment of a revalidation schedule which has already been implemented.

5. Micrographics:

a. Micrographics Plan: The Micrographics Section, though operating with limited resources, has been able to maintain the production level of microficheing approximately 35% of all DoD IRs produced annually. Additional personnel positions have been requested which, if approved, will enable the Section to achieve 100% microfiche production of DIA produced intelligence reports. Equipment has been programmed in the FY-80-85 POM to coincide with the additional positions and the Computer Output Microfilm (COM) produced from the electrical message traffic. When the additional positions are approved, the present criteria will be expanded to include all DoD IRs with the microfiche copies being disseminated within two working days.

b. Micrographics Equipment: During the past year the Micrographics Section has duplicated and inserted into envelopes over 1,000,000 microfiche copies of DoD IRs and DIA FININTEL. This would not have been possible without the purchase of the Bruning OP 90/99 Duplicator and the Bell and Howell Phillipsburg Expediter, as reported in the 1978 DIDSRS Information Letter. An additional Phillipsburg Expediter has been approved in the FY-80 POM. This equipment will give the Micrographics Section twice the current duplication capability.

c. DoD Intelligence Micrographics Conference: The Fourth DoD Intelligence Micrographics Conference is tentatively planned for October 1979. Specific details will be announced in September 1979.

6. Translation Services and Support: The Reference Support Branch (RDS-3D) provides translation service to all DIA elements and supports OSD, OJCS and other DoD agencies who do not have a translation capability. All languages, including English to any foreign language, are translated. Materials forwarded to RDS-3D should be accompanied by DIA Form 699, "Translation Request," in accordance with DIAR 59-2, "Translation Services." For assistance, contact RDS-3D, 692-5758, AV 222-5758.

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FOR THE DIRECTOR:



Chief, Central Reference
Division

DISSEMINATION AND LIBRARY SERVICES NEWSLETTER

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