

LIST OF GENERAL TOPICS  
FOR  
CRS HISTORY

CENTRAL REFERENCE CONCEPT & ORGANIZATION

FACTORS AFFECTING OCR DEVELOPMENT & OPERATIONS

COLLECTION AND PROCUREMENT

REQUIREMENTS COORDINATION

LIAISON SERVICES

BASIC DOCUMENT SERVICES

INFORMATION PROCESSING AND RETRIEVAL

CENTRAL REFERENCE SERVICES

CUSTOMER SUPPORT AND RELATIONS

COMMUNITY SUPPORT AND RELATIONS

FOREIGN DOCUMENT DIVISION IN OCR

SYSTEMS DEVELOPMENT AND MACHINE SUPPORT

PROBLEMS OF ORGANIZATION AND ADMINISTRATION

SPECIAL SURVEYS OF CRS MANAGEMENT AND ORGANIZATION

TOPICS FOR OCR HISTORY

<u>TOPICS</u>	<u>SUB-TOPICS</u>	<u>COMPONENTS INVOLVED</u>
1. CENTRAL REFERENCE CONCEPT & ORGANIZATION	Missions & Functions as of 1953 Organization Manpower Budget Centralized Services Concept Register Concept	Office of D/OCR P.M.S. All Operating Components
2. FACTORS AFFECTING OCR DEVELOPMENT & OPERATIONS	A) Internal Policies & Requirements	All OCR Components
	B) Other U.S. Gov. Agencies' Actions & Needs	
	C) International Conditions of Intelligence Interest	
3. COLLECTION & PROCUREMENT	A) Procurement of Books, Publications & periodicals	AB/CIA Library
	B) Collection of Intelligence From IAC & Non-IAC Agencies	Liaison Division

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IMPLEMENTING ACTIVITIES

SUBJECTS INVOLVED

1. All OCR Components

Those pertaining to developments, Modifications or changes in the planning and implementation of Office concepts, purpose and mission.

Reorganizations, Five-Year Plans, Budget Narratives, Establishment of New Activities, etc.

- 2. Biographic Intelligence Program-BR
- Special Intelligence Program - SR
- Industrial Installations Program - IR
- Publications Procurement Program - AB/Ly.
- Photo/Film Programs - GR
- CIA Library Programs - Lib.
- Indexing, Storage & Retrieval Programs - DD,LY,MD, Registers
- Dissemination Programs - LD, LY., DD
- Exploitation of U.S.Gov. - LCD Sources
- Exploitation Internat'l. Conferences & Trade Fairs - LCD
- ADP, EDP, Systems Design - MD

- A) Cold War Period Priority on Sov-Bloc
- Impact of New Tech. Collection Programs (U-2, Satellites,etc.)
- Shift from Basic Coverage to Emphasis on Current Intel. Information Explosion
- B) Establishment of DIA
- Gov.-wide Pressures to automate, computerize,etc.
- Budget Restrictions & Economy Drives
- C) Emergence of New Nations, new areas to cover
- Crises - Korea, Cuba, Guatemala, Santo Domingo, Vietnam, etc.
- Emergence of Comm. China as Threat.

- 3. Publications Procurement Program
- Inter-Library Loan Program
- Domestic Acquisitions

Procurement of CHICOM Publications

Problems re CIA-STATE Management of P.P. Program

Merging of Pubs. & Maps Procurement Programs

Liaison Collection from Outside Agencies

Locating and collecting Intelligence and Information in Outside Agencies to satisfy CIA Requesters

TOPICS FOR OCR HISTORY

<u>TOPICS</u>	<u>SUB-TOPICS</u>	<u>COMPONENTS INVOLVED</u>
3. COLLECTION & PROCUREMENT (Continued)	C) Collection of Intelligence Information from U.S. Gov. Officials in Wash. Area	LCD
	D) Collection of Still & Motion Picture Photo- graphy	GR
4. REQUIREMENTS COORDINATION	A) Central Facility for Inter and Intra Agency Coordinat- ion of Collection Require- ments	LD

IMPLEMENTING ACTIVITIES

SUBJECTS INVOLVED

3. Agency Overt Collection Program  
Established in LCD

- C) Collection Sources, Techniques & Methods involved in collecting Intel. Info. from U.S.Gov. Officials traveling abroad etc. Product published in CR-A,B or C Series of Agency Info. Reports, disseminated throughout Community as service of common concern. Coordination with other Agency & Community collection activities. Customer needs & requirements Program results in responding to needs Exploitation of Internat'l Conferences, Trade Fairs & East West Exchanges 25X1A8b Transfer of Activity to [REDACTED]

PHOTOS: Graphics Coordinator Program  
State/INR/NY Office (Lowy)  
Centralized Service for Procurement from Other Agencies

- D) Administration of Graphics Coordinator Program & State INR/NY Activity. 25X1X7  
Photo Exchange Programs with [REDACTED]  
Extraction of Still Photos from Motion Picture Film  
Personality Photos in Support of Biographic Intelligence  
Growth of Films and Videotape as Sources of Intel. Info.  
Joint [REDACTED] Exploitation of TV by [REDACTED] selected-area Monitoring  
Photo & Film contribution to Intel. (Ops., Production, Training etc.)

25X1A2g Procurement from TV Networks & Motion Picture Organs. FOIAb3b1  
[REDACTED] Project FOIAb3b1  
Tokyo Film Procurement Comm.  
Procurement from Other Gov. Agencies

4. A Centralized Service in LD for Coordinating Requirements and Assigning Field Collection Action on appropriate CIA or Other Collection Facilities.

The Requirements Directive (RD) System - Intra & Inter Agency Coordination.  
Joint Study Group Report  
Establishment of Central Requirements Registry in OCR  
Problems & Solutions

TOPICS	SUB-TOPICS	COMPONENTS INVOLVED
4. REQUIREMENTS COORDINATION (Continued)	B) Coordination of World-wide Procurement Requirements for Foreign Publications for CIA & other U.S. Gov. Agencies	AB/LIB
	C) Coordination of Photo, Motion Picture & Video-tape Requirements	GR
5. LIAISON SERVICES	A) Accredited Liaison in U.S. Gov. Agencies & Assistance to other U.S. Gov. Representatives in Conducting Liaison with CIA Personnel.	LCD
	B) Principal Channel for: 1) Obtaining Info. & Services from other Agencies in support of CIA Intel. & Research Ops; 2) Coordinating other Agencies' Requests for CIA Intel., Info. and Action.	LCD
	C) Administration of Agency Briefing & Debriefing Programs.	LCD

IMPLEMENTING ACTIVITIES

4. Acquisition Branch Coordination of Requirements for Procurement of Foreign Publications for the U.S. Gov. through the Facilities of the U.S. Foreign Service.

Graphics Register Coordination of Development of CIA and USIB Collection Requirements for Ground Photography, Motion Pictures and Videotape.

5. General Liaison Services Program

General Liaison Services Program

General Liaison Services Program

SUBJECTS INVOLVED

Methods & Techniques (Accession Lists, Requirements-Solicitation etc.) for Establishing requirements for procurement action, avoiding duplication.

Evaluations of Effectiveness of coordinating activities

Improvements in methods & procedures

Intra & Inter Agency Committees relating to coordination

Intra & Inter Agency Coordination Methods and Procedures & their Effectiveness

Protection of Commercial Sources' Single Agency(CIA) Contact as Service of Common Concern

A) Significance of Liaison Function  
Role in Negotiating & Establishing Relationships, Agreements, and Arrangements with Outside Agencies for Conduct of Support

B) Arranging for Access to Non-USIB Officials for Information ref.  
Travel & Contacts Abroad  
Negotiating SAC & ACIC Receipt of Targeting Info. from CIA  
Arranging Liaison Contact Clearances Inter-Agencywise

C) Origin & Development of Agency's Program for Debriefing and Briefing Ambassadors, Foreign Service Officers and Military Attaches en route to or from Foreign Duty

TOPICS	SUB-TOPICS	COMPONENTS INVOLVED
5. LIAISON SERVICES (Continued)	D) CIA Library Liaison with Library of Congress	CIA Librarian
6. BASIC DOCUMENT SERVICES	A) Centralized Document Service	DD, LIB, LD, BR, SR, GR, IR
	B) Centralized Dissemination Service	LD & LIB, DD, SR
7. INFORMATION PROCESSING & RETRIEVAL	A) Analysis, Indexing of Documents, Photos & Films	BR, IR, GR, SR, LIB, DD, MD
	B) Document & Information Retrieval	" "
8. CENTRAL REFERENCE SER- VICES	A) Coordinated "All Source" Document and Information Reference Services	LIB, LD, BR, SR, IR, GR, MD Back-Up



IMPLEMENTING ACTIVITIES

SUBJECTS INVOLVED

5. CIA Librarian as Liaison Officer between Agency & Library of Congress

Arrangements for Use of Library Of Congress Facilities by CIA Personnel  
Agreements re Specific Support  
Scope & Effectiveness of Relationship

6. LD/LIB Prior Establishment of DD  
GR for Photo/Films  
IR for Industrial Coverage  
BR for Biographic Intelligence  
SR for Special

Receipt, Control, Distribution, Storage & Copy Services  
Support Relationship to Register Concept  
Problems, Solutions, Improvements  
Document Delivery System

LD/LIB Dissemination Program Prior Establishment DD  
DD Program

OCR's Role in Development, Establishment and "Executive Agent" Administration of Dissemination Policies and Procedures  
Responsibilities for Coordinating & Determining Release to U.S. Agencies, Contractors, Academic Community & Foreign Govs.

7. DD and the Registers' Programs  
MD (ADP & EDP Support)  
Library Program

Methods & Techniques - and their Effectiveness - Modifications & Improvements

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The Intellofax System  
Search Techniques - Machine Listings  
Balance - Input vs. Output  
Problems, Accomplishments, Improvements  
Relationship to Central Reference Concept

8. Library Services  
Biographic Services  
Graphic Services  
Special Register Services  
Foreign Installations Services  
Liaison Services

Register Concept  
Specialized Information Files  
Centralization of Comprehensive (All Source) Reference Services  
Effectiveness of Responses to Agency & Community Needs  
Flexibility in Planning & modifications to Meet Current Requirements

TOPICS	SUB-TOPICS	COMPONENTS INVOLVED
9. CUSTOMER SUPPORT & RELATIONS	A) Nature, Scope & Effectiveness of OCR Customer Relations  B) Support to Research & Production  C) Support to Operations & Training	BR, GR, SR, IR, LD, LIB., DD, MD
10. COMMUNITY SUPPORT & RELATIONS	A) Nature, Scope & Effectiveness of Support re USIB, Non-USIB & Academic World  B) Services of Common Concern  C) Nature & Effectiveness of Inter-Agency Relationships  D) Operating Methods, Procedures & Arrangements  E) Problems & Solutions	BR, GR, SR, IR, LD, LIB., DD, MD

IMPLEMENTING ACTIVITIES

9. BR for Biographic Intelligence  
GR for Photo/Films  
IR for Industrial Coverage  
SR for Special  
Library Services  
LD for General Liaison Services  
MD Services
10. Inter-Agency Committees (CODIB, etc.)  
Publications Procurements Program  
Graphics Coordinator Program  
Biographic Intelligence Program  
GR Photo/Film Procurement Programs  
General Liaison Services (USIB &  
Non-USIB)  
Collection from U.S. Gov. Officials  
CIA LIB. Programs (Lib. of Congress  
etc.)  
SR-NSA Programs  
MD & DD Relations re Indexing, Dissem-  
ination & Info. Processing Fields

SUBJECTS INVOLVED

Customer Analysts' Files VS  
OCR System  
OCR/Customer Coordinating  
Methods & Procedures  
OCR Responses to Changing  
Customer Requirements  
Scope & Effectiveness of  
Support to Customers  
Post-Mortems on Lessons  
Learned  
Establishment of Branch  
Libraries  
Support to NPIC  
Contributions to World  
Crises Requirements  
GR Support to [REDACTED] 25X1A8a  
Program

Scope & Effectiveness of  
Support/Relations with other  
Agencies (USIB & Non-USIB)  
Support/Relations with  
Academic World  
Inter-Agency Relations/Co-  
ordination in Information  
Processing Field  
CODIB, AHIP, SKIPS, COINS  
etc..  
DCI-SEC/DEF Negotiations re  
Responsibility for Bio-  
graphic & Industrial  
coverage & availability  
of Memos of Conversation  
to CIA  
Exchange with DIA of Reports  
prepared under Contract  
Inter-Agency Liaison  
OCR External Gov. Projects  
Services of Common Concern  
Bio. Intel. - OCR & State  
Pubs. Proc. & Graphics  
Coord. Programs  
Exploitation of U.S. Gov.  
Officials

TOPICS	SUB-TOPICS	COMPONENTS INVOLVED
11. FOREIGN DOCUMENTS DIVISION IN OCR	A) Transfer to OCR B) Operations in OCR FOIA b3 b1 C) [REDACTED]	FDD, Acq. BR./Lib.
12. SYSTEMS DEVELOPMENT & MACHINE SUPPORT	A) Origins (The "Getting Started" Period)  B) Evolution & Development (Meeting the New Challenges)	MD, Library, DD, BR, SR, IR, GR  " "

IMPLEMENTING ACTIVITIES

SUBJECTS INVOLVED

11. FDD Program  
Acq. Br. of Library  
FOIAb3b1  
FOIAb3b1

Background/Rationale of FDD Transfer to OCR  
Acq. Br. Transfer to FDD & Return to OCR  
[REDACTED]  
Significant Activities & Developments while  
in OCR  
[REDACTED]  
Termination of FDD/OCR Automatic Language  
Processing (ALP) Experiment  
Effects of FDD Interlude on OCR, FDD &  
Customers

12. MD Programs  
Library, DD & Registers'  
Indexing/Retrieval  
Responsibilities  
Various OCR Work Groups,  
Committees etc.

A) Initial MD "Memory" Function (Maintain  
Indexes of Documents & Provide Service)  
IBM Punch Card & Equipment System  
Expansion of Reference Service Needs to  
include Information as well as Document  
Processing & Retrieval  
Increasing Volume of Material to be  
Processed & Retrieved

B) Customer Requirements for Quicker & more  
Comprehensive All Source Response  
Need for More Versatile System & Equip-  
ment  
OCR Encouragement of R&D by Industry as  
well as In-House design of Prototype  
Equipment (Photostat Expediter, Xerox,  
etc.)  
Pioneering by OCR  
The Intellofax System  
Minicard, Microfilm Equipment  
Development of Index Codes  
Mechanical Translation Project  
ALPAC (Automatic Language Processing  
Advisory Comm.)  
Project 375 (Improvement of Information  
Handling)  
Project CHIVE  
Facimile Transmission - LDX  
COINS

TOPICS	SUB-TOPICS	COMPONENTS INVOLVED
12. SYSTEMS DEVELOPMENT & MACHINE SUPPORT (Continued)	C) Accomplishments (From ADP to the Computer)	MD, Library, DD BR, SR, IR, GR
13. PROBLEMS OF ORGANIZATION & ADMINISTRATION	A) OCR Organization	All OCR Components
	B) OCR Administration	" "
14. SPECIAL SURVEYS OF OCR MANAGEMENT & ORGANIZATION	A) In House Surveys	All OCR Components
	B) Surveys by Outside Organizations	

IMPLEMENTING ACTIVITIES

SUBJECTS INVOLVED

12. MD Programs  
Library, DD & Registers'  
Indexing/Retrieval  
Responsibilities  
Various OCR Work Groups,  
Committees etc.

C) OCR Contributions to Information Processing:  
ISC, Intellofax, DARE, etc.  
Machine Support Programs (NIS Gazeteers,  
DDP, etc.)  
OCR Role in Inter-Agency Information Pro-  
cessing Activities: CODIB, SCIPS, etc.  
Services of Common Concern  
CHIVE Concept  
The Computer in OCR  
OCR Flexibility to Change & to Devise Ways  
& Means to Meet New Requirements - within  
its Capabilities and Assets Available  
Budgetary Limitations on Manpower & Hard-  
ware as it affects meeting New Demands  
Problems - Intra & Inter Agency -

13. Office of AD/OCR  
Operations Staff  
Administrative Staff  
OCR Divisions

A) Review of Mission & Functions  
Organizational Changes , Reorganizations  
On Duty Strengths as affecting Office  
Capabilities  
New Functions & Work Loads Absorbed  
Document Systems Group

B) Personnel Management in OCR  
OCR Career Service Board  
Career Service Development (rotations etc)  
Recruitment  
Personnel Attrition - Causes & Effect  
Budget Planning  
Budget & Manpower Reductions  
Management Review for Economy  
Cost Reductions Programs  
Long Range Planning  
Overtime & its Control

14. N.A.

**25X1A9a**  
A) [REDACTED] Survey & Report  
IG Surveys

B) Clarke Committee Report  
Hoover Commission Report  
Library Consultants' Report  
Joint Study Group Report  
Knox Panel Survey