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ANNUAL HISTORICAL SUMMARY

DEFENSE DOCUMENTATION CENTER

1 JULY 1967 TO 30 JUNE 1968

23

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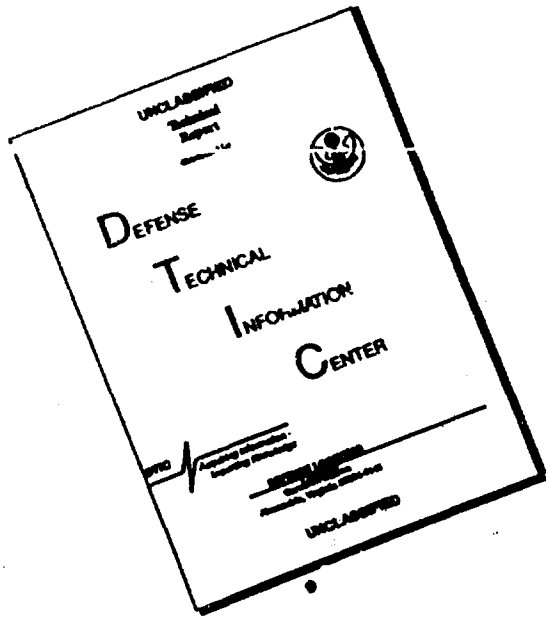

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DEFENSE SUPPLY AGENCY
DEFENSE DOCUMENTATION CENTER
CAMERON STATION
ALEXANDRIA, VIRGINIA 22314

6 November 1968

FOREWORD

This summary describes the more significant activities and achievements of the Defense Documentation Center during Fiscal Year 1968 (1 July 1967 through 30 June 1968).

BY ORDER OF THE ADMINISTRATOR, DEFENSE DOCUMENTATION CENTER

OFFICIAL

Ronald W. Mauer

RONALD W. MAUER
Director, Office of
Installation Services

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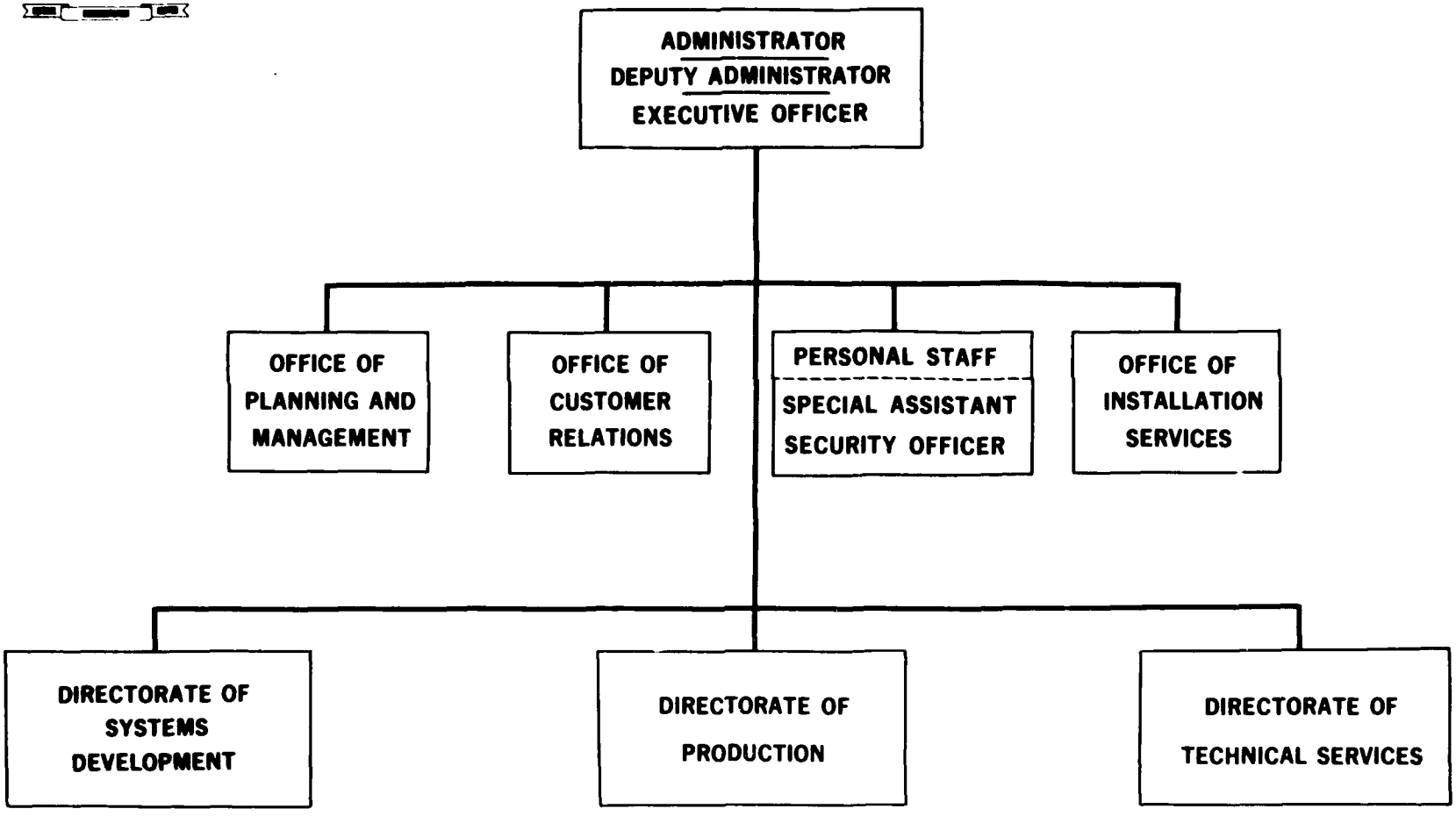

Approved by _____
ROBERT B STEGMAIER
Administrator

Date 1 May 1968

Prepared by Office of Planning and Management

DEFENSE DOCUMENTATION CENTER
Cameron Station — Alexandria, Virginia

Dr. R. B. STEGMAIER, Jr.
Administrator

A. G. ABDIAN
Deputy Administrator

Lt. Col. H. D. CLARK
Executive

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Special Assistant

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R. W. MAUER
Office of
Installation Services

I. DDC AND THE SCIENTIFIC AND TECHNOLOGICAL COMMUNITY

As the pace of information and document technology continued to accelerate during Fiscal Year 1968, the Defense Documentation Center's role in the Scientific and Technical Information (S&TI) program of the Department of Defense increased in substance, importance, and variety. Within the past several years many new tools and techniques have become available; their potential applications and the associated system implications are wide-ranging and complex.

Within this environment of technological change, DDC's functions, products, and services departed ever farther from the traditional concept of an archival repository and a library-oriented operation. As evidence of this, about 25 percent of DDC's total effort for FY 1968 was programmed in support of work unrelated to the original mission of secondary distribution of DoD technical reports.

Interactions with non-DoD members of the Federal S&TI community continued and expanded. These included, as examples, new areas of joint effort with the National Aeronautics and Space Administration, the National Science Foundation, and the Department of Commerce; specialized services to the Interdepartmental Committees for Atmospheric Sciences and Applied Meterological Research; and increased representation on the panels and working groups of the Federal Council for Science and Technology.

The most significant single event during FY 1968 was the direction issued by the Director of Defense Research and Engineering in July 1967, for DDC to "structure a dynamic program embracing both current services and a laboratory environment capable of large-scale experimentation with various advanced techniques for information and documentation storage, retrieval and transfer."

Acting under this direction, DDC selected and arranged for the installation of advanced computer equipment and software and began active experimentation in a few selected areas. In large, however, FY 1968 developmental effort was devoted to precise planning for actions to be taken during FY 1969 and beyond.

Those plans encompass the continued development of information transfer systems in support of RDT&E planning, proposal analysis and procurement, current work performance, qualitative aspects of performance, substantive reports of work completed, and the management of information transfer systems.

In addition, efforts were planned toward achieving new technical capabilities in system characteristics and performance, such as on-line input from contributors to DDC's computer subsystem; on-line

inquiry and access to computer stores of data; a practical interface between the natural language of contributors/users and the storage and retrieval linguistics of DDC's systems; significant compression of the traditional linear sequence of information transfer processes from generation through organized storage, announcement, and availability for use; automatic dissemination of information to serve varying profiles of user subject interest; large-scale explcitation of the versatile utility and potential economies of microforms of documented information; and improved production and processing interfaces between computers, microdocuments, and users.

II. HIGHLIGHTS OF DDC MISSION RESPONSIBILITIES

The Defense Documentation Center (DDC) supports Defense-related research, development, test, and evaluation (RDT&E) activities by helping them determine what has been done and what is being done in Defense RDT&E.

DDC is the central facility of the Department of Defense for the secondary distribution of technical reports generated by Defense-funded efforts. The Center also operates computer-based data banks of management and technical information, and is responsible for the development of S&TI storage, retrieval, and dissemination systems. Services are available to Defense and other Federal activities, and to their contractors, subcontractors, and grantees.

DDC acquires technical reports on regular primary distribution or by individual acquisition from originators, processes and stores the reports (more than 880,000 titles are now in the collection), announces their availability for official use, and supplies copies. Organizations registered with DDC may obtain copies in either full size or microform. As a related function, DDC provides a bibliography service by producing, on request, listings and descriptions of technical reports on hand, old and new, relating to particular subject areas.

DDC operates the DoD central bank of management and technical information concerning Defense-sponsored research and exploratory development efforts currently in progress. The basic purpose of the Automated Research and Technology Work Unit Information System is to help determine quickly who is doing what research, where, and how. Access to the system was limited strictly to Federal agencies through FY 1968, but plans were completed for furnishing the major usable and informative parts of DoD resumes of ongoing work to DoD contractors and grantees upon request beginning 1 July 1968.

Other services include the maintenance of the DoD "Thesaurus of Engineering and Scientific Terms," and the primary distribution within the United States of certain foreign technical reports.

The Center is responsible for developing concepts and requirements for new Defense documentation and information processing and services and products. The DDC Development Program, performed under the operational control and direction of the Defense Supply Agency and the policy guidance of the Director of Defense Research and Engineering, is concerned especially with customer requirements, the state of the art of technologies concerned with information storage, retrieval and transfer, and with cooperative interagency systems development.

During the last several years DDC has been a major participant in Federal technical information systems through such cooperative arrangements as:

a. Reciprocal user services with the National Aeronautics and Space Administration and the Atomic Energy Commission.

b. Documentation services to in-house and contractual research efforts of other Federal agencies.

c. A cooperative procedure with the National Aeronautics and Space Administration (NASA) to eliminate duplicate processing. NASA uses DDC-prepared magnetic tapes as input data for DoD-sponsored documents relevant to aerospace interests.

d. Release to the public (through the Clearinghouse for Federal Scientific and Technical Information, Department of Commerce) of unclassified and unlimited technical reports and announcement data describing them.

Complete descriptions of any of DDC's products and services can be obtained from the Office of Customer Relations, Defense Documentation Center, Cameron Station, Alexandria, Virginia 22314.

III. TECHNICAL REPORT SERVICES

Technical Report Input Workload

Technical report input to the DDC collection in FY 1968 was down 13% from FY 1967 to 45,938. Input included 1,605 unannounced reports, and 44,333 reports that were announced in DDC's Technical Abstract Bulletin (TAB) or the Department of Commerce's unclassified announcement publication, U. S. Government Research and Development Reports (USGRDR). Classified reports accounted for 20%, unclassified but limited for 42%, and unclassified and unlimited for 38% of the reports announced. Average processing time for reports announced was up from 30 workdays in FY 1967 to 35 workdays in FY 1968. This increase resulted from the change from an unclassified to a Confidential TAB and the subsequent announcement of all unclassified and unlimited reports in the USGRDR publication.

Technical Report Output Workload

The total technical report output for FY 1968 was slightly more than 2,363,000 copies. Of these, 1,409,000 were full-size copies and 954,000 were microform copies.

More than 1.9 million requests were processed in FY 1968, compared to about 1.8 million in FY 1967. Average processing time of 2.1 workdays for requests filled with shelf-stock and 5.0 workdays for requests filled with reproduced reports was down slightly from the previous year. During June 1968 requests were abnormally high due to the anticipated initiation of service charges for hard copy to become effective 1 July 1968. This surge in requests resulted in an excessive backlog of uncompleted requests as of the end of the year.

Increased Use of Microfiche

A major step toward improved and more economical service was the emphasis placed upon providing technical reports and certain other publications in the form of microfiche. In FY 1968 more than 323,000 requests for technical reports were filled in this form.

As part of the extension of the microfiche medium in DDC operations, the Center announced that it had placed all 24 issues of the 1966 TAB and its indexes on microfiche. There were immediate requests for copies from more than 130 users. Based on this response, TAB's and their indexes dating back to 1964 were placed on microfiche, and each new TAB was put on microfiche as a regular practice.

During the year emphasis shifted from a program of providing to certain users automatic distribution of microfiche copies of all reports announced in the TAB to a program of selective dissemination of microfiche. Under this concept, users received 380,000 microfiche copies tailored to their scientific or technical "profiles." An additional 213,000 microform copies were distributed to DDC users participating in a test of automatic services and products (described later under "Development").

Increased user-interest in microfiche had a counterpart in the equipment industry. Center personnel met with manufacturers' representatives to discuss the needs of both the Center and its users, as reflected in feedback received. As a result there were developed a number of practical approaches toward advancing the use of microfiche. Many concerns previously had been hesitant to undertake equipment development and production on a large scale because of their uncertainty as to the market potential.

Internally, DDC devised and activated new automated processing techniques to speed production of microfiche copies of new documents. The Center now produces and distributes these copies in advance of, or simultaneously with, the distribution of the TAB in which they are announced. This is about two weeks earlier than under the old system.

In January 1968 the General Accounting Office (GAO), after an intensive review of DDC's operations and services, submitted a recommendation to the Secretary of Defense that the use of microfiche be encouraged in every way possible, based on direct GAO observations of cost and service effectiveness advantages to be gained.

DDC efforts during the year were clearly in consonance with the GAO recommendation, and intensified efforts scheduled for FY 1969 were expected to further increase microfiche usage by a substantial amount. At year's end, however, it appeared that the ultimate degree of microfiche use depended upon the particular needs of individual users, and upon the availability of economical and effective equipment for viewing, handling, and making full-size copies when needed.

Bibliography Workload

Requests for bibliographies completed in FY 1968 were up 8% from FY 1967 to 21,928. An average of 132 technical reports was cited in each bibliography prepared. Request processing time was down from an average of 3.6 workdays for FY 1967 to 2.9 workdays for FY 1968.

Announcement Services

Over the years the media used to announce the documents acquired for the DDC collection have undergone a number of changes in name, format, range of content, and security classification. The most recent change took place on 1 September 1967 when the TAB was classified "Confidential." It had been issued since 1958 as an unclassified bulletin on the grounds that no individual citation contained classified material, although some citations related to classified reports. Higher authority directed that the TAB be assigned a security classification to conform to later thinking that the volume of aggregated information warrants a greater degree of control on the breadth of dissemination and access.

To explain the change in policy and to assist users in obtaining the best service possible, a great many inquiries (and some complaints) were answered, and special arrangements made for subscriptions to the Department of Commerce's USGRDR. Also required were changes in storage facilities for TAB copies, and changes in user registration status. For assistance in determining release limitations applying both to classified documents and unclassified documents whose distribution is limited, a Release Authority Index was developed and established as one of the basic indexes to TAB for those DDC users who are not eligible to receive the classified TAB but who do receive its indexes.

Announcement service provided by DDC to its users now consists of the twice-monthly Confidential TAB, and six basic indexes bound together in a separate unclassified volume. Quarterly and annual cumulations of the indexes also are provided. The TAB covers classified reports, plus unclassified reports that have had restrictions imposed upon their release. The Department of Commerce's USGRDR forms a parallel unclassified series of bulletins and indexes covering reports available to the public. DDC arranged for its users to receive one free copy of the USGRDR and its indexes; additional copies must be purchased from the Department of Commerce.

User Service Charges

In keeping with Presidential direction relative to charging for Government services rendered, and taking into account economic considerations, the Department of Defense decided that full-size, or "hard," copies of technical reports provided to DDC users were to be subject to a service charge. Because of its mission as a public release point and because it already operated a system of user charges, the Department of Commerce's Clearinghouse for Federal Scientific and Technical Information was established as the collection agent for DDC service charges. The charge was established as

$3.00 per copy, to become effective 1 July 1968. No charge was imposed for microcopies of reports or for other DDC services. In anticipation of considerably increased demand for and usage of microfiche, DDC published a compilation of material describing microfiche viewers and enlarger-printers available commercially, as well as a set of guidelines on how to select such equipment.

Limitations on Release of Technical Reports

DoD Directive 5200.20, "Distribution Statements (Other Than Security) on Technical Documents," dated 29 March 1965, stated that ". . . DoD-imposed distribution statements [limitations upon release] in existence on the effective date of this Directive will terminate automatically three (3) years from this date." It further stated that the controlling DoD office could extend termination dates upon review of the documents and notification to all who had received copies on primary distribution.

To assure that no documents were unduly released, DDC prepared computerized descriptions of nearly 46,000 limited documents due for such review and sent these to the appropriate controlling agencies for review and notification to DDC as to action required. By the end of the year only a small percentage of the documents had been reviewed and an even smaller portion released to the public. The responsibility for announcing any extension of limitation to the recipients on primary distribution lies with the controlling agencies; the recipients on secondary distribution are to be notified by DDC. A file was created to list all documents for which the limitation date is extended; these listings were to be published as soon as all reports had been reviewed. Also, steps were taken to develop an automatic procedure by which DDC records would reflect the critical date when reports require review.

Relations With the Clearinghouse for Federal Scientific and Technical Information, Department of Commerce

The Clearinghouse first started processing DoD unclassified and unlimited technical reports in 1964. In December 1967 certain categories of unclassified, limited documents were also transferred for processing. The transfer entailed preparation of detailed processing guidelines for Clearinghouse operations and continuing review thereafter to ensure consistency and retrieval quality.

During February 1968 the Office of the Director of Defense Research and Engineering assigned DDC the mission of coordinating appropriate responsive action to public requests through the Clearinghouse for release of controlled DoD technical reports. Numerous DoD documents are of interest to United States industry and commerce for commercial application even though they were generated initially for military purposes.

IV. RESEARCH AND ENGINEERING MANAGEMENT INFORMATION SERVICES

R&E management information amounts to scientific intelligence concerning what technical efforts (work units) are being conducted by whom. Such intelligence is useful at all levels of technical management in the course of planning research programs, proposing individual new projects, or critically reviewing the status of current efforts.

Internal Improvements

During the year several substantial improvements were made in both the input and output processes of the R&E Work Unit Data Bank. The objectives were to upgrade continually the accuracy and currency of the input data and to produce increasingly useful output products. The following were major areas of concern and accomplishment:

a. A feedback system was established to acknowledge receipt of inputs and provide contributors with machine printouts of the material received and processed at DDC. Corollary benefits were improved communications with major contributors, and faster correction of outstanding Data Bank errors.

b. A generalized Report Format Generator (RFG) was designed and programmed primarily to produce special output data. This program interprets format specifications from input parameter cards and generates the desired data from a file of preselected items produced by the search and retrieval system. The RFG proved to be capable of producing a high percentage of the special formats being requested from the system.

c. A flexible and generalized output capability was implemented to reduce the number of programs required to provide responsive output products. This was accomplished through the use of what is called Super Program, which has the capability to incorporate multiple format subroutines on a segmented basis. The RFG capability, DD Form 1498 printout subroutines, and other special format capabilities were added during the year. Super Program exercises common control functions for each report being generated, such as input/output control, security classification, page numbering, and routine header information. Use of Super Program in the output production system resulted in a significant reduction of computer time required to process output workloads.

d. Other efforts and accomplishments included implementation of an Automatic Recurring Reports System, improved search capability in the retrieval system, initial design and programming

of the Work Unit Data Bank Release Control and Distribution System and special programming efforts for meeting varied output requirements. During the year, 152 programs were written to meet special output requirements.

Added Missions

A number of additional missions and workloads assigned to DDC during FY 1968 became subsets of the Work Unit Data Bank. These were:

a. R&D Project Planning Data Bank. In August 1967, DDC was directed by ODDR&E to establish, maintain and operate an automated bank for R&D project planning data. Searches are prepared for ODDR&E (the data bank provides service to that office only).

b. Academic Science and Engineering. On 1 July 1967 there was begun a Government-wide reporting system concerning academic science and engineering. The National Science Foundation (NSF) serves as a national information center for this system, which obtains and disseminates basic data on federally-supported research at academic institutions. The DoD uses DDC's data banks to provide DoD inputs to NSF. Data on unclassified individual contracts and grants are sent to NSF quarterly by DDC.

c. Project THEMIS. This is not an acronym. It identifies a DoD project for developing new academic centers of excellence in research and technology, through the medium of research contracts with selected institutions of higher learning. Information about the work performed under these contracts is maintained by DDC as part of the Work Unit Data Bank. The Military Departments and the Advanced Research Projects Agency provide the inputs.

d. Interagency Materials Sciences Exchange (IMSE). In April 1968, ODDR&E requested that DDC assume the support of IMSE as a logical extension of services available from the Work Unit Data Bank. IMSE helps coordinate DoD-NASA current research effort in the materials sciences area.

e. ICAS and ICAMR. These acronyms stand for the Interdepartmental Committee for Atmospheric Sciences and the Interdepartmental Committee for Applied Meteorological Research. When requested by ODDR&E (DTI), DDC prepares special reports of meteorological and aeronomic work unit resumes categorized under ICAS and ICAMR subject groupings.

Input and Output

At the end of the year there were 37,963 work units (11,623 terminated or completed) in DDC's data bank. The percentage breakout

according to contributors was: Air Force - 29%, Army - 28%, Navy - 26%, National Aeronautics and Space Administration - 12%, Advanced Research Projects Agency - 4%, and Defense Atomic Support Agency - 1%.

Twenty-five percent of the requests completed during the year were in 1498M formats, 70% in RFG-produced formats, and 5% required new programs. An average of 4.3 workdays was required to process requests for information in 1498M formats, 6.7 workdays for those in RFG-produced formats, and 13.5 workdays for those requiring new programs.

Workloads for the first three years of operation were as follows:

Fiscal Year	Input		Requests
	New Records	Changes	
1966	18,584	11,106	992
1967	12,805	24,422	3,194
1968	8,614	26,325	5,102

V. CUSTOMER RELATIONS

Throughout FY 1968 the Office of Customer Relations conducted an active liaison program to maintain effective communication with organizations within the Federal research and development community. The three military and six civilian field liaison officers visited more than 2,500 organizations in 46 states. During these visits and through orientation briefings, they addressed more than 26,000 persons associated with Federal R&D programs.

In connection with the exchange of scientific and technical information between governments, DDC maintained contact by telephone or through visits to the embassies of the countries involved, and by briefings and tours for embassy personnel visiting DDC. Focal points within the embassies and DDC were established or kept current.

During the course of the year, major articles concerning DDC's programs, services, and personnel were published in the Defense Industry Bulletin, the Defense Management Journal, the Defense Times, and the DSA News.

VI. DEVELOPMENT

ADP System Requirements

An initial ADP systems requirements study was prepared and forwarded to DSAH and ODDR&E as the basis for future planning related to ADP systems capabilities. The study described current ADP system deficiencies, and defined a concept for on-line input and retrieval applications, as well as provisions for file maintenance and TAB/Index production in a batch mode. The proposed concept included use of terminal stations for both input and retrieval processing (discussed in separate paragraph: "On-Line Experimentation"). The concept also covered the use of generalized file formats for input processing, file maintenance, retrieval, and preparation of special publications or indexes through photocomposition equipment.

Predicated upon this concept, HQ DSA and ODDR&E approved acquisition of advanced ADP equipment with on-line, time-sharing capabilities. At the end of the year preparations were being made for installation of a UNIVAC 1108 computer and related software.

Automated Microfiche Systems

Requirements for the automatic production, sorting, storage, retrieval and packaging of microfiche were assessed in terms of using microfiche as the primary exchange medium for technical reports. Based upon an evaluation of an Information Dynamics Corporation report prepared for DDC in the previous year, which identified current and projected system capabilities, DDC prepared a Request for Proposal (RFP) to provide for an automated microfiche storage and retrieval system.

On-Line Experimentation

Program guidance issued by the Director, Defense Research and Engineering in July 1967 included this statement: "A primary DDR&E objective concerning the transfer of technical and R&D management data and information consists in attaining operational status of an on-line system which provides direct access to DDC as the central DoD R&E Technical Information Center by DDR&E, DoD Information Analysis Centers, R&E laboratories and their headquarters, the intelligence community, departmental and agency information centers, Federal Agencies, and selected prime contractors."

Early in FY 1968 DDC laid out its plans for designing and conducting experiments, including making agreements with participating organizations, necessary to develop the operational system envisioned in the guidance received. These plans, as finalized and approved,

called for limited in-house experimentation during FY 1968 and progressive expansion during succeeding years to a network of on-line terminals at key locations within the Department of Defense.

Experimentation conducted in FY 1968 was directed toward developing a basic on-line search capability, utilizing a prototype cathode ray tube on-line to DDC's UNIVAC 1107 computer. Such a capability was achieved by creating a series of real-time computer programs designed to permit the application of a modified version of an existing batch-oriented search system to an on-line serial access mode. The capability achieved was demonstrated to staff members of the ODDR&E and HQ DSA in May 1968.

Automatic Service

FY 1968 saw the beginning of a new DDC program to provide automatic services and products to DDC users. In the process of developing better dissemination techniques, DDC undertook the testing of an ambitious and comprehensive service package which would furnish: (1) special announcement bulletins (Group Announcement Bulletins) containing those parts of TAB which specifically interest and concern individual user groups; (2) complete sets of corporate author, subject, contract, personal author, report number, release authority and AD number Field/Group indexes for each of the above profile-based announcement bulletins; (3) microfiche copies of reports, again according to user-selected subject profiles; (4) magnetic tapes of announcement information by subject profile; and (5) special automatic bibliographies by user subject interest. These service elements are optional and each user participating in the test may decide which ones his activity needs.

This program is designed to offer both browsability within a user-selected sphere of subject interest and fast availability of document copies by providing microfiche simultaneously for quick browback reproduction if needed. Testing will continue during FY 1969 and, depending on the results, broad application of the program may follow.

VII. MANAGEMENT

Organization

An internal reorganization of DDC was effected on 1 May 1968 to provide a single focus of responsibility for each category of functions. For example, the Directorate of Systems Development was given responsibility for all aspects of the development mission, with no artificial distinctions between "long-range" and "short-range" development efforts.

The significant aspects of this change, grouped by organizational elements, were:

a. Directorate of Systems Development. This Directorate was established as a mission element having full responsibility for implementing the DDC development mission. The Directorate also provides all ADP systems design and programming effort.

b. Directorate of Documentation. This was redesignated as the Directorate of Technical Services, responsible for implementation of all DDC operational services.

c. Office of Development. All functions were transferred to the Directorate of Systems Development.

d. Office of Systems Design. All functions were transferred to the Directorate of Systems Development.

e. Office of Technical Terminology. Functions related to the development of interacting computer languages and users' natural languages were transferred to the Directorate of Systems Development. Those related to the daily operational maintenance of DDC technical vocabulary were transferred to the Directorate of Technical Services.

f. Directorate of R&E Management Information. Functions related to management information systems development and design were transferred to the Directorate of Systems Development. Those related to the operational processing of information input and requests were transferred to the Directorate of Technical Services. Customer relations functions were transferred to the Office of Customer Relations.

g. Office of Installation Services. This Office was established to perform the base operations functions and administrative services previously performed under supervision of the Executive Officer.

These changes reduced the number of major organizational components from ten to seven. The new organizational configuration required no additional funds or manpower.

The DDC reorganization plan was submitted to HQ DSA on 8 March 1968, approved on 29 April 1968, and implemented on 1 May 1968.

Financial

At the end of the year, DDC had obligated a total of $9,868,000 in the following Object Classes:

Personal Services and Benefits	$5,671,000
Travel	63,000
Rentals, Communication	639,000
Printing	497,000
Other Services (including CFSTI support)	2,256,000
Supplies	597,000
Equipment	145,000
	$9,868,000

As an additional incentive for participation in the DoD Cost Reduction Program, Zero Defects Program and DSA Beneficial Suggestion Program, the Administrator instituted the Employee-of-the-Month Award, and provided a reserved parking space for a month to employees making significant contributions. The cost reduction goal assigned to DDC for FY 1968 was $100,000. DDC FY 1968 claims audited and approved by HQ DSA totaled $246,055.

Manpower and Performance

At the beginning of FY 1968, DDC's manpower authorizations were decreased by 28 spaces to a total of 578 (including 4 military). This authorized level remained unchanged throughout the year.

A computer-based work measurement system for obtaining man-hour data by organizational element, function (task), and program (RDT&E Project Listing) was installed on 1 July 1967. At the end of the year, an expanded, more comprehensive system was nearly ready for use.

Emergency Plans

The DDC Field Activity and Emergency Support Plan, covering actions to be taken by DDC elements under war and other emergency conditions, was completely rewritten to conform to guidance received during the year and to reflect the new organizational structure of DDC. The plan was undergoing final review at the close of the year.

Also, the DDC reconstitution files were expanded to include all material needed to resume DDC operations following an emergency shutdown.

Security

Security considerations and requirements relating to classified documents pose special problems for a large-scale "wholesaler" such as DDC in its efforts to achieve an objective of maximum dissemination with maximum security. Throughout FY 1968 the Center continued to direct managerial impetus and emphasis toward the attainment and maintenance of sound and realistic security controls during the processing, storage, and transfer of classified material - while avoiding the creation of time-consuming bottlenecks and excessive requirements for manual recordkeeping.

Unclassified
Security Classification

DOCUMENT CONTROL DATA - R & D

(Security classification of title, body of abstract and indexing annotation must be entered when the overall report is classified)

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10. DISTRIBUTION STATEMENT
This document has been approved for public release and sale; its distribution is unlimited.

11. SUPPLEMENTARY NOTES	12. SPONSORING MILITARY ACTIVITY

13. ABSTRACT The summary describes the more significant activities and achievements of the Defense Documentation Center during FY 1968, including:

Automatic Service. DDC continued testing a program of automatic services and products to DDC users in the form of comprehensive service packages containing: (1) special bulletins announcing newly acquired technical reports of interest to individual user groups; (2) complete sets of indexes (corporate author, subject, etc.) for each bulletin; (3) microfiche copies of reports; (4) magnetic tapes of announcement information; and (5) special automatic bibliographies.

On-Line Experimentation. DDC experimented with the concept of on-line, real-time access to DDC data banks from remote terminals. In-house experimentation, using a prototype cathode ray tube on-line to a UNIVAC 1107 computer, resulted in a successful demonstration of system capability. Finalized and approved plans called for progressive expansion to a network of on-line terminals within the Department of Defense, utilizing the UNIVAC 1108 computer to be installed in September 1968.

Increased Use of Microfiche. A major step toward improved and more economical service was the emphasis placed upon providing technical reports in the form of microfiche. In FY 1968 more than 323,000 requests for technical reports were filled in this form, and 593,000 reports distributed automatically according to users' technical profiles.

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