

~~SECRET~~

NOTORN

PHOTOGRAPHIC RESEARCH REQUESTS

Administrative Action

1. Background:

The PIC Photo Request Form is designed to give research personnel of Graphics Register, OCR, as complete guidance as possible for the procurement of materials from the various photographic repositories.

2. Request Form:¹

The upper portion of this form requests the mechanical data necessary for:

- a. Addressing the request (Classification, To, From, Room No., Building, and Phone).
- b. Controlling the request (Request number assigned by CCS, Date of request, Due Date² and project number).
- c. Stating type material desired (Loan, Retention, Prints, Negatives or Film Positives).

The remainder of the request form is designed for clarity of instruction and direction of research.

a. General Order:

This section is for description of an installation or area, and should include B.E. number (if applicable) and the coordinates of the desired item or area. A 1:250,000 scale map with areas outlined is quite helpful with this type of request.

b. Specific Order (Aerial)

This section of the form is used when flying organization mission designation, focal length, camera position, exposure numbers and date flown are known.³

c. Specific Order (Ground or Spot)

Photography from attache reports must be identified as completely as possible, including such information as reporting office, report number, document number, and report date.⁴ This section is also used for requesting prints from spot files and by number.⁵

3. Procedures

On receipt of print or research requests from PIC analysts, the CCS research analyst will evaluate, process, and initiate the request form. The majority of PIC requests go to OCR/GR, Room E-12, Building 14. for action. This is necessary since Graphics

STAT

STAT

~~SECRET~~

~~SECRET~~

NOFORN

Register is the only CIA component authorized to borrow photographic materials from the various repositories. Certain requests, however, are filled by PIC personnel. These are usually for photo coverage to be utilized in highly sensitive projects or requests that must be filled in the shortest possible time.

PIC Photo requests levied on GR are typed in quadruplicate; one copy to active order file, where it is filed by month; two copies to GR (one is later returned with GR action indicated) and one copy to the requestor. A log book is maintained by PIC indicating order number, type materials desired, date of request, due date, and requestor.⁶

Requests filled by PIC research analysts are typed in duplicate, one copy to the active file, one copy to analyst performing the research.

When requested material is delivered, it is so noted on CCS file copy. If material is for retention, the order is removed from active file and placed in completed file. Loan material transfer slips⁷ are attached to the request, signed by the requestor and the order is returned to the active order file until the material is returned to its proper repository (through G.R.). Orders are then placed in the completed file.

~~SECRET~~

NOFORN

PIC PHOTO REQUEST

CLASSIFICATION:
TO:
FROM:
ROOM BLDG. Stewart PHONE:

REQUEST NO: PO
DATE:
DATE:
PROJECT NO.

STAT

ON LOAN:
RETENTION:
PRINT FORM:
NEGATIVE FORM:
FILM POSITIVES:

General Order:

(Installation or Area Description (include coordinates & B E No.))

Map Attached

Specific Order (Aerial)

Organization	Mission	Date	F/I. Camera	Exposures

Specific Order (Ground or Spot)

Reporting Office	Report No.	Exposures	Doc. No.	Date

SECRET

NOFORN

2

1. DUE DATES MUST BE REALISTIC: (1) Normal time for print loans from Air Force or Navy is 5-6 work days; (2) Air Force and Navy film loans (small amounts) are processed in 8-12 work days; (3) Air Force and Navy print or transparencies orders are processed in 20-30 work days; (4) Since it is almost impossible to obtain large (over 25) print or transparencies orders from Air Force in less than 30 work days it is best to borrow the film and do necessary reproduction at PIC; (5) Army material is best obtained by borrowing negatives and performing necessary reproduction at PIC; (6) Reproduction time of GR material varies; small orders are often completed within 4-5 work days, large orders often take 20-30 work days. Loan prints are next to impossible to obtain from this source, but negatives (small amounts) can be obtained for short periods.

SECRET

NOFORN

Page Denied

Next 5 Page(s) In Document Denied

PHOTOGRAPHIC INTERPRETATION KEYS

I. BACKGROUND: A photographic Interpretation Key is reference material designed to facilitate rapid and accurate identification and determination of the significance of objects from the analysis of their photo images. Formal P. I. Keys have been produced and distributed by all the U. S. military services [redacted] Many of these keys are of value to the Photo Intelligence Center and such are procured through the Coordination Control Staff.

STAT

II. PROCUREMENT:

A. Air Force: The U. S. Air Force normally contracts with other government agencies or commercial firms for key production. The requirement for, monitoring of, and determination of standard distribution for keys is accomplished by the following unit:

Utilization Section (AFCIN-3B4d)

Photographic Analysis Branch

Geographic Analysis Division

Deputy for Intelligence Production

Air Force Intelligence Center

ACSI, Intelligence, Headquarters, USAF

Call: Robert Mallet

Room: 203

Cd/ex 11-55867

Bldg: Pentagon Annex 3

.....

Replacements for Keys which have been already issued are available through the organizations listed below. To receive additional copies of Keys already issued and classified SECRET, contact Dissemination & Control Branch. To receive additional copies of Keys already issued and classified CONFIDENTIAL or below contact Administrative Reference Branch.

Dissemination & Control Branch (AFCIN-1B2)

Dissemination Service Division

Deputy for Support Services

Air Force Intelligence Center

ACSI, Intelligence Headquarters, USAF

Call: Mr. Jacobson
Room: 4B 137

Cd/ex 11-52563
Bldg. Pentagon

.....

Administrative Reference Branch (AFCAS-24)

Mail & Records Division

Directorate of Administrative Services

Headquarters, U. S. Air Force

Call: Mrs. Snoddy
Room: 4A 1061

Cd/ex 1220-329
Bldg. Pentagon

.....

- B. Navy: P. I. Keys for the U. S. Navy are produced by the U. S. Naval Photographic Interpretation Center, 4301 Suitland Road, Washington 23, D. C. To be placed on distribution for proposed Keys or to get additional copies of Keys already issued contact the Allowances and Publication Section.

Allowances & Publications Section

Distribution Branch

Photographic Division

Bureau of Aeronautics

Department of the Navy

Call: Lt. Cdr. Longo
Room: 211

Cd/ex 1215-388
Bldg. T-70, NS

.....

- C. Army: P. I. Keys for the U. S. Army are produced by the Keys Division, Army Photo Interpretation Center, U.S. Army Intelligence Center, Ft. Holabird, Maryland. To be placed on initial distribution for P. I. Keys contact C. G., U. S. Army Intelligence Center, Ft. Holabird Maryland.

To receive additional copies of Keys previously distributed contact the following:

Distribution Section

Publication Branch

Administrative Services Division

Office of the Adjutant General

Department of the Army

Shipping
Mr. H. C. ...
EX 3-0738
ext 8
470
Davis

Call: _____
Room: 1C738

Cd/ex 11-55751
Bldg. Pentagon

STAT

III. STANDARD OPERATING PROCEDURE

1. CCS determines PIC/CIA standard requirements for photographic interpretation Keys and implements this responsibility by procuring all required Keys from the producers.

2. Keys enter Agency through Documents Division, OCR, 350-26th St., N.W., Washington 25, D. C. and are marked Attn: CCS/PIC. To change address, alter channel or request information from DD/OCR, contact

STAT
STAT

3. Keys are carded into the Photographic Interpretation Key Card File when initially received in CCS. (See "Carding P. I. Keys" under ADMINISTRATION)

4. Keys are transferred to DMD/Ref/Library where they are held for loan.

STAT

5. Requests by any analyst within CIA are referred to CCS. CCS will either:

- (1) Request loan from Library File
- (2) Order additional copies from the originator

P R O D U C T I O N

P R O D U C T I O N