

CONFIDENTIAL

PROCESSING INCOMING REQUIREMENTS

CCS Date 11 FEB 1960

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A. Requirements ~~Branch~~ *Center*

1. Receive & Log in: Secretary; also attaches Project Work Sheet (See attachment 1, Requirement form and attachment 2, Project Work Sheet).
2. Requirement Evaluation: Determine:
 - a. Is request for work clear and proper work for the center
 - b. Is work precisely defined
 - c. Is work feasible
 - d. Check attachments - Is ultimate disposal of documents stated
 - e. Is priority stated: if stated reasonable or proper
3. Collateral Check:
 - a. Has a report been previously written
 - b. Is another requirement in work similar to this
 - c. Is there photographic material available for this project
4. Consultation with Requester: Clarification of any aspect of the requirement, attachments, or reporting vehicle.
5. Requirement Authorization: Approve or disapprove for Center Production.

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B. *Project Control*
~~Production Branch~~

1. Review requirement and outline course of project;
2. Consultation with Division Chief: assigns photo research and collateral research; or indicates that analyst will do so at a later date.
3. Assign Project (yes or no) and Priority:
4. Complete Requirement Form: makes sure all necessary entries are on project work sheets.
5. Final Typing Requirement Forms: Secretary

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- 6. Reproduce Requirement Forms VIA Ozalid: Secretary; numbers each copy and accounts for each (via stamp on Original Rqm Form); Copies are made per:
 - a. Standard: 3 copies, 1 for DID/I
1 for PS
1 for CCS project folder
 - b. Plus copies for Requesting office as follows:
 - 1) ORR - 2 copies (+)
 - 2) OSI - 2 copies (+)
 - 3) DDP - 2 copies
 - 4) CCI - 2 copies
 - 5) ISA - 2 copies
 - 6) PIC - 0 (no) copies
 - (+) On Requirements coordinated between ORR & OSI, one extra copy is furnished the office which did not actually originate the requirement.
 - c. Plus copies for responsible division as follows:
 - 1) MSD - 3 copies
 - 2) GID - 2 copies
 - 3) TISD - 1 copy
 - d. Plus (in case of Joint Projects only)
 - 1) Army - 2 copies
 - 2) Navy - 3 copies
- 7. Distribution Copies: Secretary; all copies must be signed for by the Divisions.
- 8. Enter Project Data of Each Project on Machine Record Request Form: Secretary; (See attachment 3)
 - a. Deliver 1 copy to Machine Record Section each Friday afternoon
 - b. Prepare list of new projects (in 5 copies) for briefing of Directors office.
- 9. File CCS Copy in Project Folder: Secretary
- 10. File Original Requirement Form in Requirement File under Requesting Office: Secretary

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* In absence Backstops
 In absence Backstops

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1 copy to: a. Staff copy - includes attachments
 b.
 c.
 d.
 e.
 f.

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PROJECT CHECK SHEET

PROJECT NO. _____
ANALYST _____REQUIREMENT NO. _____
PRIORITY _____

STATUS PHASE	STEP NO.	INITIAL	DATE COMPLETE	
1	1			REQUIREMENT RECEIVED P.I.C.
	2			CONSULTATION WITH REQUESTER
	3			CONSULTATION WITH DIV. CHIEF, REQUIREMENT EVAL.
	4			PROJECT NO. AND PRIORITY ASSIGNED
	5			TARGET LOCATION SEARCH
2	6			COLLATERAL REQUESTED
3				PHOTOGRAPHY REQUESTED
4	7			PROJECT RECEIVED BY P.I.C. DIVISION
	8			PROJECT ASSIGNED TO ANALYST
	9			PHOTOGRAPHY RECEIVED
	10			COLLATERAL RECEIVED
	11			ANALYST CONSULTATION
				A. DATA MANAGEMENT
				B. TECHNICAL INTELLIGENCE
				C. COORDINATION CONTROL STAFF
	12			DIVISION CHIEF APPROVAL PRELIM. BRIEFING
	13			PRELIMINARY BRIEFING
				A. REQUIREMENTS REPRESENTATIVE
				B. EDITORIAL REPRESENTATIVE
				C. MENSURATION REPRESENTATIVE
			D. GRAPHICS REPRESENTATIVE	
			E. REPRODUCTION REPRESENTATIVE	
5	14			REQUEST FOR SUPPORT
				A. COLLATERAL
				B. MENSURAL
				C. EDITORIAL
6				D. GRAPHICS
	15			REQUESTED SUPPORT RECEIVED
				A. MENSURAL
				B. GRAPHICS
			C. EDITORIAL	
			D. COLLATERAL	
16			REQUESTS FOR PROOF PRINTS	
17			PROOF PRINTS RECEIVED	
18			DIV. CHIEF APPROVAL FINAL DRAFT	
7	19			FINAL DRAFT RECEIVED BY EDITORIAL STAFF
8	20			EDIT COMP., EDITED DRAFT RETURNED TO ANALYST
	21			ASSEMBLY FINAL MOCK-UP
	22			DIV. CHIEF APPROVAL FINAL MOCK-UP
	23			FINAL PROJECT BRIEFING
				A. EDITORIAL REPRESENTATIVE
				B. GRAPHIC REPRESENTATIVE
				C. REPRODUCTION REPRESENTATIVE
	24			DIV. CHIEF APPROVAL MOCK-UP FOR FINAL EDIT
	25			FINAL MOCK-UP RECEIVED BY EDITORIAL STAFF
	26			FINAL EDIT COMP. REPORT RECEIVED BY ANALYST
27			REPORT RECEIVED BY GRAPHICS, PROD. FINAL PLATES	
28			COMP. REPORT RECEIVED BY EDITORIAL STAFF	
9	29			REPORT SUBMITTED FOR REPRODUCTION
	30			REPORT RELEASED FOR DISSEMINATION BY O/C
10	31			REPORT DISSEMINATED

THE RESPONSIBLE OFFICER WILL INITIAL OR OBTAIN AN INITIAL AND DATE FOR EACH ITEM AS IT IS COMPLETED.

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PROCESSING REQUIREMENTS ORIGINATING IN PIC

CCS

[Redacted]

Date 12 February 1960

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A. Requirements Branch

1. Receive Information from Requestor: [Redacted]
2. Evaluate and authorize requirement: [Redacted]
3. Prepare Requirement Form affixing PIC requirement No. If the requirement originates in the division which will do the work and a project number is requested immediately, take the next Project number from Production Branch stack and affix it, by-passing steps B2 & 3 below: [Redacted] & Secretary

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B. Production Branch

1. Review requirement and outline course of project: [Redacted]
2. Consult with Division Chief: [Redacted]
(Skip this step if Requirement Branch has already done it)
3. Assign Project No. (also skip if Requirement has done it)
4. Designate Priority: [Redacted]
5. Complete Requirement form: Secretary

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Proceed with steps 5, 6, 7, 8, 9 and 10 of [Redacted]

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1 copy to:

- a.
- b.
- c.
- d.
- e.
- f.

[Redacted]

Staff copy - includes attachments

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- b. Run No. 3 (By Project number)
- 1) 1 copy to Officer of Director
 - 2) 1 copy to Publication Staff
 - 3) 1 copy to DMD/I
 - 4) 1 copy to CCS

9. Filing of Runs 2 and 3: [] in post binder STAT
10. Preparation of Statistics from Monthly Report: [] Use Run no. 3 and corrected copies of run number 1 for extraction of information. STAT
11. Preparation of Production Chart: [] deliver 3 copies to O/Dir, 2 copies to CCS. STAT
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12. Preparation of Report [] [] select cards from sort made by Machine Records Section for run no. 6. Deliver to [] for review. Return to Machine R cords Section for run. Assemble run with Code explanation and cover letter and forward to [] STAT
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13. Preparation of Priorities Listing: [] receive cards sorted by priority number on the 10th of each month. Assemble projects within each priority in order of precedence. Review with [] When approved return cards to Machine Records Section for run (8 copies). Distribute by the 15th as follows: STAT
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1. copy each sent to: O/Director
Chief, MSD
Chief, GID
Chief, TISD
Chief, CCS
Chief, PS

2 copies to Chief, DMD (1 copy for Photo Lab control Unit)

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