

TRANSMITTAL SLIP		DATE	7 Jan. 65
TO:			
ROOM NO.	BUILDIN		
45-452			
REMARKS:			
<i>For your info.</i>			
FROM:			
ROOM NO.	BUILDING	ENSION	
3N/116-A			

25X1

25X1

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445 (47)

SECRET

The following data covers all of 1963.

a. During 1963 PID:

Received	1879*	projects
	1741	substantive
	138	non-substantive
Completed	1759*	projects including
	1640	substantive
	119	non-substantive
Expended	40,836	man-hours on substantive projects completed
Averaged	24.9	man-hours per substantive project completed
Averaged	33.5	new substantive projects received per week
Averaged	31.5	substantive projects completed per week
Averaged	2.6	non-substantive projects received per week
Averaged	2.3	non-substantive projects completed per week
Expended	32,285	man-hours on all substantive projects during 1963.

b. For all of 1962 PID received a total of 1240* projects and completed 1196*.

c. Backlog on 31 December 1963 - 400 projects
Backlog on 31 December 1962 - 280 projects

*Includes only departmental projects

NPIC/RS 93-61

29 March 1961

130 11111

MEMORANDUM FOR: Members of the NPIC Ad Hoc Planning Board Panel
on Requirements Handling

SUBJECT : Proposed Procedure For Handling Incoming Requirements

1. Incoming requirements will be received and logged in by Requirements Staff.

2. Army, Navy, CIA, and Air Force requirements will be routed to the Requirements Staff representative of the requesting organization (e.g. an Army requirement is directed to the Army member of the Requirements Staff).

3. That member will coordinate the requirement with the requesting office if necessary and will discuss the requirement with the Senior member of his organization's P.I. detachment (following the above example, this would be the Army SIO). He will determine the Senior member's interests regarding: National or Departmental project; scheduling and priority recommendation.

4. The requirement is then routed to each representative on the Staff allowing each of them to consult further with their own organizations if desired.

5. The Requirements Staff, in concert, determines whether or not a Joint Project should be established to answer the requirement. If not, the requirement is assigned as a departmental project.

6. If a joint project is assigned, the Staff forwards the requirement to the SIO's Board.

7. The participating P.I. detachments are informed of the new project and each assigns personnel to compose the joint working team.

8. The chairman will reserve space and facilities in the National Photo Analysis Area for the joint working team for the duration of their work on the Project.

CONFIDENTIAL

NPIC/RS 93-61
Page 2

9. The priority of the new project will be determined by the NPIC Requirements Board at its first meeting following the establishment of the project. An interim priority may be assigned by the secretariat to cover the period prior to the Board's meeting.

10. Requirements Staff will maintain a registry of all projects, both joint and departmental; will publish a monthly joint status report; and will provide statistics as required by the Director, departmental detachment heads and the NPIC Requirements Board. Requirements Staff representatives for each Service will maintain constant liaison with their detachments to report status of all departmental projects and all joint projects being chaired by their Service.

Chief, Requirements Staff, NPIC

25X1

CONFIDENTIAL