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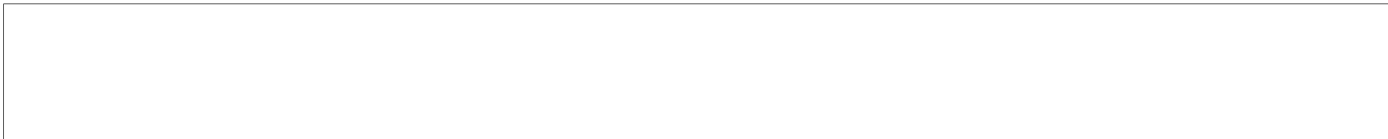


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Prepared by IEG/PCS

IEG Reports Manual



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WARNING

This document contains information affecting the national security of the United States within the meaning of the espionage laws U. S. Code Title 18, Sections 793 and 794. The law prohibits its transmission or the revelation of its contents in any manner to an unauthorized person, as well as its use in any manner prejudicial to the safety or interest of the United States or for the benefit of any foreign government to the detriment of the United States. It is to be seen only by personnel especially indoctrinated and authorized to receive information in the designated control channels. Its security must be maintained in accordance with regulations pertaining to

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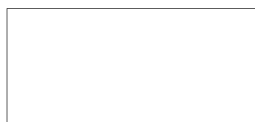
IEG Reports Manual

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September 1969

PREFACE

The purpose of the reports produced at the National Photographic Interpretation Center (NPIC) is to provide photographic intelligence for the use of US policy makers and the intelligence community. This manual describes these various reports--their requirements, contents, formats, dissemination, etc.--in order to establish greater uniformity of standards and style. The manual also considers other means by which photographic intelligence is disseminated, such as cables, briefing boards and notes, and models, and describes the procedures for changing or correcting published information.

This manual does not supersede any portion of The NPIC Editorial Style Manual or any IEG Reporting Guideline. Rather, it is a supplement to these instructions and guidelines in order to clarify what is expected of the PI and editor in the written presentation of an intelligence manuscript.

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I. COVER DATA FOR THIRD-PHASE REPORTS AND BRIEFS

Titles

The native forms of geographic place and installation names as reflected in the Basic Encyclopedia (BE) and Target Data Inventory (TDI) will be used in cover titles. If a native place name and/or functional designator is unacceptable (i.e., substantial evidence indicates a geographic or functional name should be changed), a revised title can be given parenthetically under the official BE and TDI name.

Report Identification Numbers

RCA and BCA numbers for Basic Imagery Interpretation Reports (BIIRs) and Briefs (BIIBs) are assigned by the Planning, Programming, and Budgeting Staff, Requirements and Analysis Division. The elements of these report identification numbers are used to identify the type of report, the originating agency, the National Tasking Plan (NTP) functional area for the subject of the report, the acquisition source [redacted] and the fiscal year in which the report is produced. For example, in the number RCA-01/0001/69, RCA identifies the report as being a BIIR (R) produced by NPIC (CA) concerning deployed strategic SSM facilities (01); 0001 indicates it is the first report in that functional area during the fiscal year [redacted] [redacted] and 69 identifies it as a report written in fiscal year 1969.

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Document Security Control Numbers

[redacted] control numbers for BIIRs and BIIBs are assigned by the Publications Standards and Planning Branch of the Production Control Staff of IEG.

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Additional Entries Required

The following additional entries are usually required on the cover of third-phase reports and briefs:

1. Special control and handling instructions
2. Classification downgrading instructions
3. Publication date (month and year)
4. NTP functional area
5. Identification of producing agency and office
6. BE number



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II. DATA CONTROL BLOCKS

Data control blocks are included in Basic Imagery Interpretation Reports and Briefs (including designated basic reports) and, whenever possible, in direct support Photographic Interpretation Reports (PIRs) and Briefs (PIBs). They consist of the following entries (see attached samples for style and format):

1. Installation or Activity Name--Refer to Section IX ("Names") of the NPIC Editorial Style Manual for the proper forms of geographic place and installation names.
2. Country--Enter the two-character country code as given in the Basic Encyclopedia (BE).
3. UTM Coordinates--Enter this geographic reference point as identified by the geographic coordinates.
4. Geographic Coordinates--Enter the appropriate coordinates obtained from the map used as a reference in preparing the report.
5. Category Code--Enter the appropriate five-digit category code as given in the BE.
6. BE Number--Enter this ten-digit number if the installation name is included in the BE. If the installation or activity does not appear in the BE but is in the NIETB, the latter interim BE number must be used.
7. COMIREX Number--Enter the COMIREX collection requirement number if one has been assigned to the installation.
8. NIETB Number--Enter the combined World Area Code (WAC) and NPIC number. This number appears only in the NIETB and is assigned by NPIC.

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9. Map Reference--Reference the map used in acquiring image-derived geographic coordinates. Entries should include the publishing agency, name (optional) and number of the series, sheet number, edition, date of publication, scale, and classification and controls. If the classification and controls of a map or chart are higher than the overall classification of the report, only the map/chart series, sheet, and scale need to be referenced. This form avoids specifying the chart number or edition which would require specifying the classification and controls.

10. Latest Imagery Used--Enter the date and mission number of the latest photography used in preparing the report or brief.

11. Negation Date (If Required)--Enter the date and mission number of the latest photography on which there is no evidence of the installation.

12. Requirement--Enter the appropriate requirement number. (This entry is included as part of the data block only in direct support PIRs and PIBs.) See samples 3-5.

13. NPIC Project--Enter the appropriate NPIC project number. (This entry is included as part of the data block only in direct support PIRs and PIBs.) See samples 3-5.

If information does not exist for an entry, enter "None" in the space provided. If an entry does not apply in a particular case, enter "NA" (for "not applicable"). See sample 3.

If it is necessary to include multiple entries in any part of the data block (as in the case of complexes with multiple sites), enter "See below" in the space provided and include the information in tabular form directly below the data block. See sample 2 for style and format.

If it is essential to explain further any data block information, enter a footnote reference directly below the data block (not at the end of the page). The asterisk should be after the specific entry to which the footnote applies. This form of reference should be used only when it is absolutely necessary to provide explanatory information about a data block entry.

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Basic Imagery Interpretation Reports and Briefs

Sample 1

INSTALLATION OR ACTIVITY NAME					COUNTRY	
Bryansk Ammunition and Agricultural Machine Plant Seltso 121					UR	
UTM COORDINATES	GEOGRAPHIC COORDINATES	CATEGORY	BE NUMBER	COMIREX NO	NIETB NO.	
36UWE755178	53-23-30N 034-07-20E					
MAP REFERENCE						
ACIC. USATC 200, Sheet M0167-18HL, 3d ed, Mar 67, scale 1:200,000 (SECRET)						

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Sample 2

INSTALLATION OR ACTIVITY NAME					COUNTRY	
Rail-to-Road Transfer Points at SS-9 ICBM Complexes					UR	
UTM COORDINATES	GEOGRAPHIC COORDINATES	CATEGORY	BE NUMBER	COMIREX NO	NIETB NO.	
NA	See below		See below	See below	See below	
MAP REFERENCE						
AMS Map, Series E504, Sheet 0125-09925, scale 1:250,000						
		NEGATION DATE (if required)				
		NA				

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Complex RTP Geographic Coordinates BE No COMIREX No NIETB No

Aleysk	52-28-20N 082-41-34E					
Dombarovskiy	51-01-31N 059-48-00E					
Imeni Gastello	51-06-10N 066-17-10E					
Kartaly	53-01-10N 060-34-20E					
Uzhur	55-16-45N 089-44-20E					
Zhangiz-Tobe	49-12-15N 081-08-20E					

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Direct Support Photographic Interpretation Reports and Briefs

Sample 3

INSTALLATION OR ACTIVITY NAME				COUNTRY	
Assembly Buildings Under Construction at Lukhovitsy Airfield				UR	
UTM COORDINATES	GEOGRAPHIC COORDINATES	CATEGORY	BE NUMBER	COMIREX NO.	NIETR NO.
NA	54-54-18N 039-01-35E				
MAP REFERENCE					

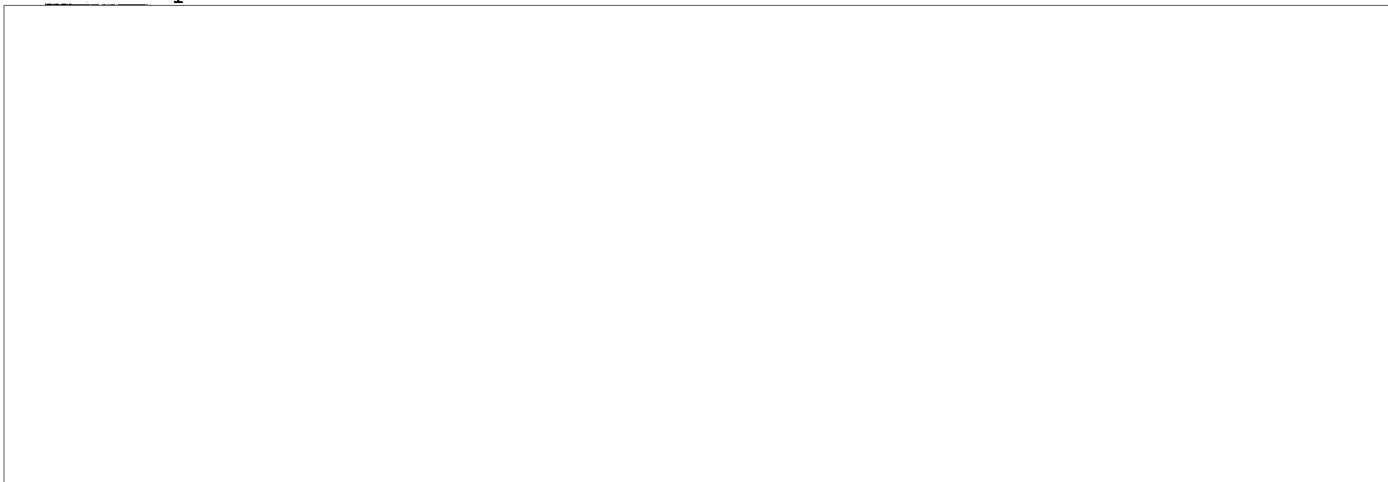
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AMS. US Air Target Chart, Series 200, Sheet 0166-6, scale 1:200,000

REQUIREMENT		NEGATION DATE (If required)
None		NA
REQUIREMENT		NPIC PROJECT
None		124319NI

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Sample 4



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Sample 5

INSTALLATION OR ACTIVITY NAME					COUNTRY	
Summary of Equipment at Eight Missile Support Facilities*					UR	

UTM COORDINATES	GEOGRAPHIC COORDINATES	CATEGORY	BE NUMBER	COMIREX NO.	NIETB NO.
NA	See table		See below	See below	See below

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MAP REFERENCE
ACIC Chart, Series 200, Sheet 0581-25, scale 1:200,000

NEGATION DATE (if required)	
NA	

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REQUIREMENT	NPIC PROJECT
GMAIC 03-69	250091

Missile Support Facility	Geographic Coordinates	BE No	COMIREX No	NIETB No
--------------------------	------------------------	-------	------------	----------

Balta	47-50-52N 029-53-50E
Berdichev	49-56-34N 028-17-59E
Bobrovskiy	56-40-41N 061-04-49E
Glazov	57-51-36N 053-16-35E
Novaya Mezinovka	53-30-47N 026-55-25E
Surovatikha	55-43-06N 043-52-32E
Tambov	52-27-36N 041-27-50E
Toropets	56-21-39N 031-38-40E



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*These facilities are also known variously as regional military storage installations, rear depots, and in one instance (Glazov) as a missile support facility annex to a regional military storage installation.

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III. ABSTRACTS

Abstracts prepared for third-phase basic PI reports should be of the combined informative-indicative type. This combination-type abstract will provide research analysts with a brief statement of the substance of the report and will also indicate the contents and the type of presentation. The abstract may permit an analyst to satisfy his requirements without reading the entire report. In any case, it should permit the general reader to determine whether the entire report should be read.

In preparing the abstract, the informative elements--what the installation is, what it consists of, and what its significance is--should come first. The indicative information--the type of coverage and the fact that functions of facilities and measurements are given--is provided separately in a final short paragraph.

Currently, an abstract provides a manageable version of a third-phase basic report for storage in the automated data base. Entering the abstract into the data base seems desirable until determination can be made as to whether to include a substantial portion of the entire report into the data base.

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Samples of Combination Indicative and Informative Abstracts

Sample 1

This SA-2 surface-to-air missile (SAM) site in North Korea is a fixed site with an operational capability. It has six revetted launch positions in an irregular configuration, a revetted central guidance area, a probable acquisition radar position, and an administration/housing area.

This report provides a detailed imagery-derived analysis of the site from January 1966 to April 1966. Based on high-resolution photography, the report includes a detailed line drawing, photographs of the area, mensuration of significant features, a chronology of site construction and occupancy, and reference data.

Sample 2

Odessa Naval Base and Ship Repair Yard, USSR, was operational when first covered [redacted] No significant changes have been observed up to the current coverage [redacted]

[redacted] The facility occupies approximately 45 acres, including 35 acres for the water basin and 3,000 feet of quayed shoreline, and contains 25 buildings. Three W-class submarines and approximately 15 minor naval vessels are usually stationed at the base.

This report, based on high-resolution imagery, includes a functional analysis, mensuration, a detailed drawing of the facility, photographs of the installation and surrounding environs, and a reference data list.

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IV. BASIC IMAGERY INTERPRETATION REPORTS

Purpose

A Basic Imagery Interpretation Report (BIIR) is the publication by which third-phase exploitation information is disseminated. It contains basic information of community-wide interest, but should be prepared to report only on targets for which NPIC has responsibility under the National Tasking Plan (NTP). Also, information for a BIIR must exceed both sides of a single sheet of letter- or legal-size paper. Otherwise, a Basic Imagery Interpretation Brief (BIIB) should be prepared.

In some cases, NPIC may disseminate third-phase exploitation information which does not fall into its area of NTP responsibility by issuing an interim BIIR. This type of report may be self-initiated or requested, but permission to publish the report must be obtained from the agency having NTP responsibility for disseminating the information.

Requirement and Initiation

Normally, COMIREX specifies the targets to be reported and the frequency with which they are to be reported. As an answer to a specific requirement, a BIIR answers specific Essential Elements of Information (EEI) as set forth by the NTP.

Content

A BIIR contains a data block, abstract, introduction, basic description, graphics, and references. A preface or table of contents may be added when either is deemed appropriate. This type of report presents the results of a thorough analysis and interpretation of all pertinent photography of a specific target or group of targets.

An interim basic report, in addition to the information presented above, contains the following statement which appears at the bottom of the first page:

"This report is published as an interim basic report in response to a COMIREX-approved requirement and with the concurrence of (the responsible NTP organization)."

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Format

A BIIR must include the following parts:

A. Report Cover and Data Control Block

See section I, "Cover Entry Data and Data Control Blocks," in this manual.

B. Abstract

The abstract is to furnish the reader with a brief description of the report's salient information and also to indicate the contents and type of presentation (see section III, "Abstracts," in this manual). The abstract, along with the data block, is entered into the automated data base.

C. Introduction

The introduction contains all of the information relative to location and identification, environment, and related installations. This portion of the report may be divided into specifically titled sections when the amount of information warrants separate treatment of one or more elements. The introduction normally is one or more pages long. In it, the subject is explained, the purpose of the report is stated, and the development of the main body of the report is summarized. In a short report, important findings can be summarized in the introduction. In any case, a statement of purpose or significance is usually presented in the first paragraph.

D. Basic Description

This section contains all of the information relative to the physical characteristics of the installation, the operational functions observed, the status of the facility and its components, activities underway, and all information which concerns vehicles, equipment, and other objects of a nonfixed stature. The nature of the subject, plus interpretability of the photography and extent of coverage, will dictate the content, organization, and length of this section. This section will include detailed significant findings and conclusions and is the single most important segment of the report. It may be divided into two or more specific parts dealing with individual components.

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E. References

The references normally include both imagery and other references in the following order:

1. Imagery References

Include all information necessary to identify the mission--imagery project, mission number, date of pass, pass number (if applicable), camera (if applicable), frame and index numbers (if applicable), and classification and control information. Imagery is always listed in reverse chronological order (i.e., the most recent mission first). Only imagery from which information is extracted should be referenced. Whenever a photo interpreter finds it necessary to refer to information in an earlier report and does not reexamine the photography, the earlier report will be referenced under "Documents." Small format imagery is entered with sufficient information to source and identify fully. (See section X of the NPIC Editorial Style Manual for additional information regarding format and elements of imagery references.)

2. Map and Chart References

The map and chart references should be the same as those entered in the data block except that maps other than those used to determine the imagery-derived coordinates may be listed as appropriate. (See section X, NPIC Editorial Style Manual, for additional information regarding simplified map references and classification.)

3. Document References

Textual information in the body of the report based on sources other than imagery is referenced under "Documents." A document reference is indicated in the body of the report by placing the appropriate reference number as a superscript immediately after the sentence to which it applies. The reference citation includes the issuing agency, report letters (if any) and numbers, title, date of issue, date of information, accession number

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if available, and classification and control information.
 (See section X, NPIC Editorial Style Manual, for additional
 information regarding document referencing.)

G. Requirement and Project Number

The COMIREX-approved requirement number and the NPIC project
 number are the last items in the report and are formatted as follows:

REQUIREMENT

COMIREX BR-J/001-69
 NPIC Project 210477

Distribution

One hundred and twenty-six copies of a BIIR are disseminated. Twenty
 of these are distributed throughout NPIC of which ten are retained by IEG.
 Detailed distribution of a BIIR is as follows:

Internal Distribution

External Distribution

<u>Addressees</u>	<u>No of Copies</u>	<u>Addressees</u>	<u>No of Copies</u>
D/NPIC	1	TCO/CIA	1
Ch/IEG	1	Special Center	28
IEG/MSD	2	TCO/DIA	55
IEG/SD	3	TCO/NSA	2
IEG/EGD	2	TCO/STATE	1
IEG/WGD	2	Records Center	10
PSG/AID/TPDB	1	Vital Records	1
PSG/RD/GB	1	Total	<u>98</u>
R&RD/ESS	2		
IAS	2		
COMIREX	1		
SPAD	1		
DIAXX-304	1		
Total	<u>20</u>		

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V. BASIC IMAGERY INTERPRETATION BRIEFS

Purpose

A Basic Imagery Interpretation Brief (BIIB) is the publication by which third-phase exploitation information of community-wide interest is disseminated on a target for which NPIC has responsibility under the National Tasking Plan (NTP). Essentially, it is produced in answer to a requirement levied on NPIC for new information on an established target. A BIIB is limited to both sides of a single sheet of letter- or legal-size paper. If the information exceeds these limits, a Basic Imagery Interpretation Report should be considered.

In some cases, NPIC may disseminate third-phase exploitation information which does not fall into its area of NTP responsibility by issuing an interim BIIB. This may be self-initiated or requested, but permission to publish this type report must be obtained from the agency having NTP responsibility for publishing the information.

Requirement and Initiation

COMIREX specifies the targets to be reported and the frequency with which they are to be reported. As with the basic report, NPIC initiative is not involved. The basic brief is produced in answer to a COMIREX requirement and answers specific Essential Elements of Information (EEI) as set forth under the NTP.

Content

A BIIB normally contains a data control block (see section II, "Data Control Blocks," in this manual), introduction, basic description, and references. It presents the results of a thorough analysis and interpretation of all pertinent photography of a specific target or group of targets.

The interim basic brief, in addition to including the above information, contains the following statement which appears at the bottom of the first page:

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"This brief is published as an interim basic brief in response to a COMIREX-approved requirement and with the concurrence of (the responsible NTP organization)."

Format

The format of the BIIB requires that the following information be included (however, section headings may be omitted if the amount of information is minimal):

A. Brief Cover and Data Control Block

See section I, "Cover Entry Data for Third-Phase Reports and Briefs," and section II, "Data Control Blocks," in this manual.

B. Introduction

The introduction contains all of the information relative to location and identification, environment, and related installations.

C. Basic Description

The basic description contains all information relative to the physical characteristics of the installation, the operational functions observed, the status of the installation and its components, activities underway, and all information concerning vehicles, equipment, and other objects of a nonfixed nature.

The nature of the subject plus interpretability of the photography and extent of coverage will dictate the content, organization, and length of this section which includes details of significant findings and conclusions.

D. References

The references normally include both imagery and other references in the following order (if the references are short, they may be eliminated from the formal reference page and referred to only in the data control block):

1. Imagery References

These include all information necessary to identify the mission, date of pass, pass number (if applicable), frame and

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index numbers (if applicable), and classification and control information. Imagery is always listed in reverse chronological order (i.e., the most recent mission first). Only imagery from which information is extracted should be referenced. Whenever a photo interpreter finds it necessary to refer to information in an earlier report and does not reexamine the photography, the earlier report will be referenced under "Documents." Small format imagery is entered with sufficient information to source and identify fully. See section X of the NPIC Editorial Style Manual for additional information regarding format and elements of imagery references.

2. Map and Chart References

The map and chart references should be the same as those entered in the data block except that maps other than those used to determine the imagery-derived coordinates may be listed as appropriate. See section X of the NPIC Editorial Style Manual for additional information regarding simplified map references and classification.

3. Document References

Textual information in the body of the report based on sources other than imagery is referenced under "Documents." A document reference is indicated in the body of the report by placing the appropriate reference number as a superscript immediately after the sentence to which it applies. The reference citation includes the issuing agency, report letters (if any) and numbers, title, date of information, accession number if available, and classification and control information. (See section X of the NPIC Editorial Style Manual for additional information regarding document referencing.)

E. Requirement and Project Number

The COMIREX-approved requirement number and the NPIC project number are the last items in the brief and are formatted as follows:

REQUIREMENT

COMIREX BR-J/001-69

NPIC Project 210477

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Dissemination

The dissemination for the BIIB is the same as that of the Basic Imagery Interpretation Report.



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VI. BRIEFS DESIGNATING BASIC REPORTS

Existing reports which meet the requirements for basic reports are cited by publishing as Basic Imagery Interpretation Briefs (BIIBs) a list of the targets and the reports which satisfy the particular requirements. The briefs are published by category in the quarter the basic report is scheduled. This means that not more than 12 publications of each type would be produced each quarter.

The originating division should hold all BIIBs of this type until approximately the first of the last month in each quarter of the fiscal year (i.e., 1 March, 1 June, 1 September, and 1 December). At that time, all such BIIBs in each National Tasking Plan (NTP) area category should be packaged in the production branch of each division and forwarded for printing as single publications, one for each category. If more than one division shares targets in a single NTP area category, the divisions should pool their BIIBs and arrange to have them consolidated for issuance as a single publication.

There are two versions of this type of brief, one consisting only of a notice of the existing publication and the other containing some photo readout under the title "Basic Description." Both versions can be included in the consolidated publication as long as the basic description is brief and the readout insignificant. In rare cases, when the readout is longer than one page or the information is significant, a brief of this type should be issued separately. If the information exceeds the length established for a brief, it is likely that the presentation is unnecessarily elaborate or the information is so voluminous and complex as to require the preparation of a new basic report.

No more than three reports may be listed in a BIIB designating previously published reports as still valid. If the analyst must search for information in four or more previously published reports, the information must be reformatted and/or updated and issued in a single publication.

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VII. PHOTOGRAPHIC INTERPRETATION REPORTS

Purpose

A Photographic Interpretation Report (PIR) is for the dissemination of third-phase information for which a direct support or self-initiated requirement has been approved. It is prepared when the amount of information exceeds both sides of a single sheet of letter- or legal-size paper. If the information does not exceed this length, a Photographic Interpretation Brief (PIB) should be considered.

Requirement

The requirement for a PIR may be a direct support request from another agency or may originate in NPIC.

Initiation

A PIR is created on the basis of requirements levied on NPIC for new information on an established target, but can be initiated and approved by NPIC.

Content

A PIR may contain any information which is not specifically assigned to other offices under the National Tasking Plan. It will include sufficient graphics and text to tell the story clearly.

Format

The report should resemble a Basic Imagery Interpretation Report (BIIR). It normally contains an abstract, introduction, basic description, and references. Also, it usually contains a data block for input into the automated data base (see section II, "Data Control Blocks," in this manual). A PIR presents the results of a thorough analysis and considered interpretation of all pertinent photography of a specific target.

In general, the specifications for handling references, including photo references and entries for the requirement and NPIC project number are the same as those for a BIIR.

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Distribution:

Normally, 127 copies of a PIR are disseminated to selected addressees. Of these, 18 are disseminated internally (including IAS and SPAD) of which nine are retained in IEG. Externally, most reports of this type (57 copies) go to TCO/DIA. Eight PIRs receive foreign distribution. Detailed dissemination is as follows:

Internal Distribution

<u>Addressees</u>	<u>No of Copies</u>
D/NPIC	1
Ch/IEG	1
IEG/MSD	2
IEG/SD	3
IEG/WGD	2
IEG/PHD	1
Ch/PSG	1
PSG/AID/TPDB	1
R&RD/ESS	2
IAS	2
SPAD	1
Vital Records	1
Total	<u>18</u>

External Distribution

<u>Addressees</u>	<u>No of Copies</u>
TCO/OSA	1
ICRS	1
Special Center	24
TCO/OBGI	2
TCO/DIA	57
TCO/NIC	1
TCO/USAF	3
TCO/Navy	1
TCO/NSA	2
TCO/State	1
Records Center	8
Total	<u>101</u>

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VIII. PHOTOGRAPHIC INTERPRETATION BRIEFS

Purpose

The purpose of a Photo Interpretation Brief (PIB) is to disseminate second- or third-phase information for which a direct support or NPIC-initiated requirement has been received.

Requirement and Initiation

The requirement is either a direct support request from another agency or is initiated and approved by NPIC.

Content

Any pertinent information may be included in a second-phase brief. The third-phase brief may include any information except that for which other agencies have NTP responsibility. A PIB should be based on the findings of a single recent mission. Anything more detailed should be considered for a Photographic Interpretation Report (PIR).

Format

A PIB normally contains a data block for input into the automated data base, a basic description containing the new or additional information, and references.

Distribution:

Normally, 127 copies of a PIB are disseminated to selected addressees. Of these, 18 are disseminated internally (including IAS and SPAD) of which nine are retained in IEG. Externally, most PIBs (57 copies) go to TCO/DIA. Eight PIBs receive foreign distribution. Detailed dissemination is as follows:

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Internal Distribution

External Distribution

Addressees

No of Copies

Addressees

No of Copies

D/NPIC	1
Ch/IEG	1
IEG/MSD	2
IEG/SD	3
IEG/WGD	2
IEG/PHD	1
Ch/PSG	1
PSG/AID/TPDB	1
R&RD/ESS	2
IAS	2
SPAD	1
Vital Records	1
Total	<u>18</u>

TCO/OSA	1
ICRS	1
Special Center	24
TCO/OBGI	2
TCO/DIA	57
TCO/NIC	1
TCO/USAF	3
TCO/Navy	1
TCO/NSA	2
TCO/State	1
Records Center	8
Total	<u>101</u>



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VIII-2

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IX. PHOTOGRAPHIC INTERPRETATION MEMORANDUMS

Purpose

The purpose of a Photographic Interpretation Memorandum (PIM) is to disseminate second-phase information for which an NPIC-initiated requirement has been approved. It is not to be regarded, however, as a convenient vehicle for disseminating information concerning targets for which other offices have National Tasking Plan responsibility.

Requirement

No formal requirement exists. A PIM is published on the basis of critical items or conditions existing at a particular time and the information presented is usually "highly perishable."

Initiation

A PIM is created on the basis of nominations or suggestions by management, or by working level employees with management approval.

Content

A PIM contains not more than two single-spaced typewritten pages. Only a few maps and photos should be included. Those selected should be highly functional and should have visual impact and unusual communicability. A PIM usually contains timely information about a single target, but can include a summary of information on numerous targets. It does not usually contain detailed measurements or specifications.

Format

The PIM format is informal. It consists of a newspaper-type headline with the body of the report written in newspaper style. No photo references are included other than those generally or incidentally mentioned in the text.

The NPIC project number should be included as the last item, immediately after the textual portion of the report.

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Distribution

Normally 128 copies of the codeword version of a PIM are disseminated to selected addressees; 322 copies of noncodeword PIMs are distributed

Of the 128 codeword PIMs, 18 are disseminated internally (including IAS and SPAD) of which nine are retained in IEG. Externally, most PIMs (57 copies) go to TCO/DIA. Eight codeword PIMs receive foreign distribution. Detailed distribution is as follows:

Internal DistributionExternal Distribution

<u>Addressees</u>	<u>No of Copies</u>	<u>Addressees</u>	<u>No of Copies</u>
D/NPIC	1	TCO/OEL	*
Ch/IEG	1	TCO/OSA	1
IEG/MSD	2	ICRS	1
IEG/SD	3	Special Center	24
IEG/WGD	2	TCO/OBGI	2
IEG/PHD	1	TCO/DIA	57
Ch/PSG	1	TCO/NIC	1
PSG/AID/TPDB	1	TCO/USAF	3
R&RD/ESS	2	TCO/Navy	1
IAS	2	TCO/NSA	2
SPAD	1	TCO/State	1
Vital Records	1	Records Center	9
Total	18	Total	102

*TCO/OEL receives one copy of all PIMs which report on the following:

- 1 - Aircraft
- 2 - Missiles
- 3 - Radars
- 4 - Missile Facilities and Ranges
- 5 - R&D Facilities

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Of the 322 noncodeword PIMs disseminated, 15 are retained within the center of which three are kept in IEG. Detailed distribution is noted below.

Internal DistributionExternal Distribution

<u>Addressees</u>	<u>No of Copies</u>	<u>Addressees</u>	<u>No of Copies</u>
D/NPIC	1	FIB/OCR	2
PPBS	1	GR/OCR	1
Ch/IEG	2	OCR/HULA	1
IEG/PHD	1	OCR/PUB	14
Ch/PSG	1	ONE/AD	1
PSG/AID/TPDB	1	DIR/NSA	10
R&RD/ESS	4	State/INR	6
IAS	2	DCS	1
SPAD	1	RI/DDP	4
DIAXX-3C4	1	FBIS/AD	1
Total	15	AD/OSI	4
		OTR/IS/IP	2
		RID/DI	1
		OCR/LIB	1
		TCO/OSA	1
		Special Center	23
		TCO/OBGI	1
		TCO/DIA	3
		TCO/NIC	2
		TCO/Navy	1
		Vital Records	1
		Reserve Stock	51
		DIACO-3	151
		Total	283

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X. CABLES

Purpose

The basic purpose of cables is to disseminate information on which early action may be required and which therefore requires faster dissemination than that available via courier.

OAK and OAK Supplement Cables

Purpose

These cables are used to make quick dissemination of the data which will be included in the hard-copy OAKs and OAK Supplements.

Requirement

The dissemination of OAK and OAK Supplement information by cable is made pursuant to a requirement of COMIREX.

Initiation

All OAK and OAK Supplement data is disseminated by cable.

Content

Content is noted under "Initiation" above.

Format

OAK and OAK Supplement cables are formatted according to the requirements established under "The National Standard Message Format for Electrical Transmission of First- and Second-Phase Exploitation" (WWIPR). For details regarding this format, refer to COMIREX-D-31.2/11, 1st Revision, January 1969.

Distribution

OAK and OAK Supplement cables are disseminated according to the standard distribution list for the OAK.

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Initial Photographic Interpretation Reports (IPIRs)

Purpose

These cables are used to disseminate selected information derived from

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Requirement

IPIRs are generated in response to a COMIREX requirement.

Initiation

IPIRs are initiated as required as the result of analysis of material from

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Content

Content is established by current reporting requirements.

Format

The IPIR format is established according to WWIPIR requirements (see under "Format" for OAK and OAK Supplement).

Distribution

Distribution is established by current reporting requirements.

Preliminary Cables

Purpose

The purpose is to provide early notice of significant readout from

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Requirement

No formal requirements exists. The dissemination of a preliminary cable was self-initiated by NPIC and has continued for some time.

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Initiation

Preliminary cables are self-initiated by NPIC.

Content

Preliminary cables consist of contributions from IEG divisions based on their initial scan of the film from [redacted] Unlike the OAK, a preliminary cable is not detailed, but contains highlights of significant data derived from early analysis.

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Format

The data is grouped by functional areas (e.g., "Missile and Space Activity") and within these groupings by country (e.g., USSR).

Distribution

Preliminary cables go to all OAK recipients.

Continuing Photographic Interpretation Reports (CPIRs)

Purpose

The purpose is to disseminate information derived from [redacted] [redacted] in support of specific tactical requirements.

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Requirement

CPIRs are generated in response to an arrangement with DIA.

Initiation

CPIRs are initiated as required as the result of analysis of material from [redacted]

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Content

Content is established by current reporting requirements.

Format

CPIRs are written according to a standard DIA reporting format.

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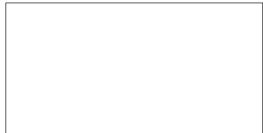
Distribution

Distribution is established by current reporting requirements.



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XI. BRIEFINGS

Purpose

Briefings are intended for the dissemination of information from any phase of exploitation.

Requirement and Initiation

A request for a briefing can be either formal or informal. A self-generated briefing can be given when NPIC management feels there is sufficient interest in a subject or development to warrant it. Also, many photo interpreters attend various committee meetings which deal with intelligence problems, and generally conduct briefings as a regular part of their committee duties.

Normally, requests for briefings to be given outside NPIC should be made formally, in writing, through the Planning, Programming, and Budgeting Staff, Requirements and Analysis Division. When such a request is received, an NPIC project number will be assigned and a formal requirement levied. Just as with any other project, briefing requirements can, and will, be handled on a priority basis if necessary.

Content

Content depends on the subject being briefed. Normally, in addition to the subject of immediate interest, some background or history is presented to put the material in proper context and to aid the understanding of those being briefed.

Format

This depends on the person who is briefing. Briefings can, and do, reflect individual styles. In general, most briefings follow a similar outline. The purpose of the briefing is usually presented almost immediately--e.g., right after the briefer has established his credentials (told who he is, explained his expertise in the subject, etc.). Following these introductory remarks, the development of the subject is explained and background given. Then, the current status and activity of the target and measurements and specifications (if not overly detailed) are given. Finally,

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any possible trends and significant future developments are presented. The
briefer normally answers questions after his presentation.

Distribution

Distribution or presentation depends on requirements and community
interest which, of course, vary widely.



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XII. BRIEFING BOARDS AND MODELS

Boards

Purpose

Briefing boards are produced for rapid, limited dissemination of important information. They are used to disseminate information derived from any phase of exploitation and other information of particular interest.

Requirements and Initiative

Except in the case of special, limited distribution boards, no formal requirement exists. The production of "routine" boards is initiated by NPIC on the basis of findings made during the exploitation of photography. In addition to boards which show only information derived from a current mission, developmental or comparative boards are also made showing significant changes in the target as observed over a series of missions.

Special, limited distribution boards are produced in response to specific requests from NPIC groups and divisions as well as from other agencies. The inhouse requests are usually for boards depicting output, organization, systems, and methods. Requests from other agencies involve subjects of specific and particular interest to the requester.

Content and Format

A briefing board contains, with any accompanying notes, all the information required to explain significant developments. A board normally contains the following items of information: 1) the best print available showing the significant item; 2) title information including the BE/TDI-approved installation name, geographic coordinates, mission number, BE number, and the date of photography; 3) an annotated location map; 4) a direction indicator (north arrow); and 5) annotations of significant items. Newly identified items are designated by a red arrow; other known significant items are designated by a yellow arrow. Also included, as appropriate, are such supplemental items as ground photos, legends, scale bars, etc.

Briefing board notes, which are made for "routine" boards but not usually for specials, include enough information to adequately explain the accompany board. (See section XII, "Briefing Board Notes," in this manual.)

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Distribution

Usually, in the case of "routine" boards, one hard copy is made for CIA and one for DIA. General distribution is made in the form of prints and Vu-graphs.

Special boards are usually made in one hard copy only which is disseminated to the requester. One Vu-graph and one print are retained in NPIC files. As mentioned above, notes are not normally prepared on special boards.

ModelsPurpose

Models are used as briefing aids when more detail is required than is normally shown on a print. They are occasionally used as analytical tools to aid photo interpreters in their work.

Requirement and Initiative

Models are usually made as the result of an IEG request. Normally only one model is made per request; i.e., a model is made only for the requester with no automatic distribution to other offices.

The requirement flow is initiated when the requirement is presented to the graphics section for estimating the cost and manhours required. The final decision on whether a model should be made rests with the NPIC Production Management Board (PMB). If the PMB approves the request, graphics personnel are informed, a photo interpreter is assigned to the project, and work begins. All previous reports and the best photography available over the target installation are used in preparing the model.

Content and Format

These are as required and are determined by the size and placement of individual units as observed on photography.

In addition to providing a better perspective of the arrangement and dimensions of an installation, models are often used to demonstrate and/or test theories as to the workings of certain types of equipment.

Usually, no notes are prepared for a model.

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Distribution

Usually, only one model is made. It is retained by NPIC in the National Substantive Briefing Aids Collection for study and briefing by NPIC personnel. Occasionally, models are loaned to other agencies for use in briefings or for study.

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XIII. BRIEFING BOARD NOTES

Purpose

Briefing board notes are written to point up the significance of the items being briefed. They are formatted and contain collateral as well as photo-derived information.

Requirement and Initiative

The requirement and initiative are the same as for a briefing board. Notes accompany briefing boards which are produced by NPIC on the basis of events or significant items as deemed appropriate.

Content and Format

Content and format include the following:

1. Title information--including geographic coordinates and mission dates
2. Significance of the graphic
3. Location of the activity
4. Remarks--including history and development
5. Collateral--including pertinent information from other reporting agencies and sources
6. First identification
7. Negation date
8. Subsequent coverage
9. Dimensions and specifications
10. Mission readout--including observations at the installation on the current mission, logical conclusions drawn from what is observed on the current mission, and OB information at the end of the mission readout.
11. References--a final line of mission readout including the mission number, date, pass/frame, and conditions

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Distribution

Distribution is the same as that for briefing boards.

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XIV. BLACK BOOK ITEMS

Purpose

Black Book items are prepared to disseminate material from any phase of exploitation suggested or specifically requested for use in the "Black Book." The material is disseminated to the community by the Office of Current Intelligence (OCI) in an easy-to-read, nontechnical form.

Requirement and Initiation

No formal requirement exists, only nominations of items considered to be pertinent at any given time. OCI may request specific information for inclusion in the "Black Book," but, normally, items are coordinated by OCI and NPIC management.

Content

Items of a sensitive or tightly controlled nature are primarily included. OSR often writes items or analyses, based on photography, of installations or facilities.

Format

One or more paragraphs, usually with an accompanying map or photograph, are written in a clear, comprehensive manner.

Distribution

Fewer than fifty copies of the "Black Book" are sent to top-level officials.

Preparation of Black Book Items

All Black Book items are due as soon as possible on the day for which they are scheduled. Unless exceptions are made, they should be received in the Production Control Staff (PCS) of IEG not later than noon on the day of transmittal.

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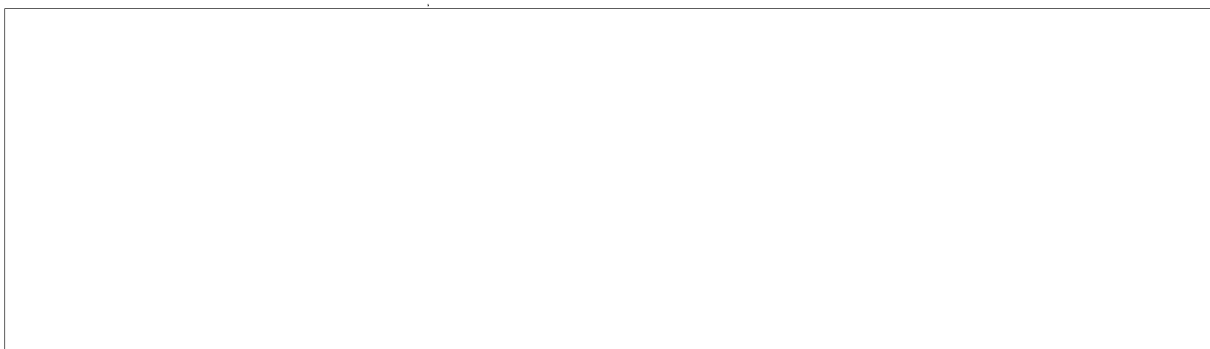


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Two copies of text and photos will be prepared, one copy for CIA and one for DIA. Any annotations should be done on overlays.

The division having substantive responsibility for the item will place the photo orders. For purposes of close control and coordination, PCS should be alerted so the proper procedures for logging out and delivering the item may be implemented. Black Book items sent to the Production Services Group (PSG) must always be identified so as to ensure proper handling.



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No controls are required for text and/or photos that are secret or confidential, but some identification is essential. For text, an NPIC/IEG memorandum number should be used as an identifier. Accompanying photos, if any, can be labeled on the back as attachment 1, etc. to NPIC/IEG-00/69. No copy numbers are needed. If only photos are being transmitted, they should be identified by mission number and frame. These identifiers are usually in the margin of the photo.

The finished text and/or photos, after approval by the division chief, should be hand carried to PCS for group office approval. There, the entire day's collection will be assembled and sent to PSG for delivery to CIA and DIA.

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XV. GRAPHICS

Graphics used in reports include maps, photographs, charts, graphs, schematics, flowcharts, drawings, sketches, or any other illustrations which serve a purpose which cannot be adequately served by textual material alone. Graphics should not be used merely as devices to embellish a report, but should be an integral part of the publication. A basic principle governing the use of graphics is do not show too much at one time. Graphic material will lose its effectiveness if too much is attempted. For example, the effectiveness of a map designed to show the location of ground order of battle will be impaired if the map includes unnecessary industrial details of the area.

All graphics titles are typed on a single sheet of paper and forwarded to the Production Services Group with the report manuscript. See section XIII of the NPIC Editorial Style Manual for additional information on captions.

Types of Graphics

A. Location Map

The location map is almost always the first illustration or a small-scale inset to the first graphic. It may be a small-scale map with the location of the subject of the report clearly annotated or it may be a large-scale map, with coordinates, showing environmental and natural features as well as the location of the subject. The need to present the reader with either general or precise location will determine which map will be used.

B. Photographs (Aerial)

Depending on the significance of the item being presented, a photograph may be either annotated or unannotated. If annotated, the annotations must correspond to the text; that is, annotations and text must carry precisely the same identifications and information in the same words. Generally, unannotated photos are of doubtful functional value.

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Lines or symbols may be superimposed on a photograph to isolate or draw attention to specific items. Part of the photograph may be blown up to larger scale and used as an inset to show details of a particular item. Two or more photographs may be combined as one graphic for purposes of comparison.

C. Line Drawings

A line drawing is drawn as nearly as possible to scale and includes conventional map symbols. It may have a bar scale or legend. In most cases, it includes a north arrow and annotations. Any item of sufficient importance to be included in the text should be annotated on the drawing if the item is not otherwise obvious. If numerous annotations are required, the items should be numbered and keyed to the text or to a table. Insets may be used on line drawings; e.g., tables, photographs, larger-scale drawings, etc.

D. Perspective Drawings

A perspective drawing can be included in a report to provide a description of items of unknown or undetermined function. It may also be used to portray features or objects which are difficult to describe. However, making these drawings is time consuming and expensive. Therefore, they should be included only when the object depicted is of potential significance.

E. Schematic Drawings

These are diagrams consisting of lines and specialized signs and symbols to depict typical or generalized plans and relationships. Frequent use of schematic drawings is made in photo interpretation reports to illustrate power networks, but many other subjects can be illustrated by this type of graphic--e.g., utility systems, transportation nets, pipelines, etc.

F. Collateral Photographs or Drawings

These are graphics drawn from sources other than the photography on which the report is based. These graphics can be ground photos, illustrations taken from publications, and drawings made by eyewitnesses. A collateral graphic may be used, if especially needed, to illustrate the appearance of a typical facility rather than the specific facility being reported.

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G. General

Fold-ups and/or fold-downs should not, as a rule, be used in NPIC reports. Proposed exceptions to this rule should receive the approval of the group chief's office before any implementation is undertaken. Any exceptions will normally be proposed in the planning phase.

It is essential that all concerned realize that the addition of graphics, including photographs, can add substantially to the cost of the report. Division chiefs are responsible not only for the textual content of reports, but, also, for ensuring an economical and judicious selection of graphics in the reports.



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XVI. TABLES

Tabular material should be included in a report only when it serves a useful purpose. Tables can be used in several different ways. They may be substitutes in part for textual material, they may complement the text, or they may effectively summarize the conclusions of the report. The photo interpreter and editor must be sure, therefore, that tables not only are of the most appropriate type, but also contribute to the significance of the report.

Aside from the obvious necessity for absolute accuracy and clearness in tabular material, no specific requirements can be established. The nature of the material will vary with the requirements of each report, and blanket rules would be of little value.

Tables can be included in the body of the report if they are intended to clarify text on a specific page or they can be presented in appendixes to the report.

Tables will be numbered consecutively in the order of their inclusion in the text. The title will be in topic form, briefly indicating what the table is presenting. If the table is part of an illustration, no table number is required.

Column headings in tables should be brief with any units of measurement placed in parentheses after or under the appropriate heading. To save space, abbreviations may be used if they are understandable. If data on a particular item is missing or not applicable, dashes should be entered in the row under the appropriate column. Footnotes may be used, but should appear at the end of the table rather than at the bottom of the page. However, as an aid to the reader, the phrase "see footnote (or footnotes) at end of table" should be placed at the bottom of any page of a table that continues to another page. This phrase will appear without an asterisk.

If possible, items of similar purpose or size should be grouped within the table. Examples:

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Item	Description	Dimensions (ft)	Total Roof Cover (sq ft)
1-7	Storage bldgs	125 x 70 (each)	61,250
8	Admin bldg	200 x 100	20,000
9-11	Barracks	40 x 200 (each)	24,000
		or	
1-7	Storage bldgs	Varies from 100 x 65 to 200 x 85 (or simply <u>varies</u>)	66,000
8	Admin bldg	200 x 100	20,000
9-11	Barracks	Varies from 40 x 100 to 50 x 175 (or simply <u>varies</u>)	30,000

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XVII. CHANGES AND CORRECTIONS



Changes and corrections to disseminated reports are to be issued in memorandum form (see attached samples). The format herein presented replaces that previously used for addenda, notices, and errata.

Memorandums of this type should reflect significant changes in substance or document control or classification. They should not be used as vehicles for the perfunctory correction of insignificant errors. Each memorandum should include the pertinent part of the incorrect or incomplete passage or facts as well as the revised statement(s) so that the recipient will be able to assess the significance of the change without having to refer to the original document. In most cases, it will be necessary, or at least helpful to state briefly the reason for the change or correction.

IEG divisions should observe the following procedures in preparing memorandums for changes and corrections;

1. Type the change or correction in final form on paper preprinted with the same classification, codewords, and controls as the report being corrected and submit it to the Production Control Staff.

2. A completed Project Control (blue) Card (including the initials of the person approving the item) must accompany a memorandum. State the reason for the change or correction under "Remarks."

3. A memorandum in a controlled system must have its own  or other control number. Contact the Dissemination Branch, Research and Reference Division, Production Services Group  for the appropriate control number. (A correction or change to a report bearing an R number will not require a separate number.)

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4. The heading information must include the NPIC publication number, RCA or BCA number (if applicable), publication title, type of report, and publication date of the material being changed or corrected.

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SAMPLE 1

[Redacted]

10 April 1969

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MEMORANDUM FOR: Recipients of [Redacted]

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SUBJECT: OAK, KH-4 Mission 0000-2
31 March-7 April 1969
Dated April 1969

1. "USSR AND OTHER COUNTRIES" Section, page 13, DAMASCUS AIRFIELD, COMIREX [Redacted] Further interpretation of photography reveals that "NO CHANGE IN CONSTRUCTION ACTIVITY OBSERVED" should be changed to "THE SINGLE-BAY AND DOUBLE-BAY HANGARETTES ARE IN THE MIDSTAGE OF CONSTRUCTION NEAR THE ENDS OF THE RUNWAY." Also, change the order of battle from "NONE OBSERVED" to "5 POSSIBLE AIRCRAFT."

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2. "CHINA AND NORTH VIETNAM" Section, page 7, [Redacted]
[Redacted]-The frame line for this target was inadvertently omitted due to mechanical problems during processing. It is as follows:

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[Redacted]

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[Redacted]

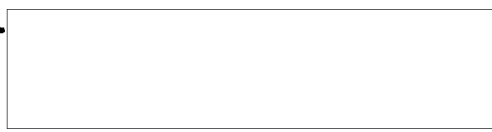
[Redacted]

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SAMPLE 2



10 April 1969

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MEMORANDUM FOR: Recipients of  RCA-01/0000/69

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SUBJECT: Bryansk Ammunition and Machine Plant (USSR)
Basic Imagery Interpretation Report
Dated April 1969

On page 1, under "Basic Description," change the first sentence to read as follows (adding a third area, the munitions loading plant, and its location):

"The plant consists of three areas: the main plant area, a munitions loading plant 3 nm northwest of the main plant area, and a large explosives/munitions storage area 2 nm west of the main plant area."

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SAMPLE 3




30 April 1969

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MEMORANDUM FOR: Recipients of  RCA-09/0000/69

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SUBJECT: Perm Rocket Engine Test Facility (USSR)
Basic Imagery Interpretation Report
Dated March 1969

Please substitute the attached pages 7 and 8 for the original pages 7, 8, and 9 disseminated with the referenced report and adjust the page number notation on the cover. Also, note that the classification of the attached substituted pages, TOP SECRET  now applies to the entire report. The material omitted from the original text eliminates development of a hypothesis concerning the possible function of the rocket engine test facility which was based on questionable data. It does not change the conclusion of the report.

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