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NPIC/D-162-62
19 September 1962

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director (Intelligence)

ATTENTION: Chief, Salary and Wage Division,
Office of Personnel

SUBJECT: Fiscal Year 1963 Staffing Complement for the
National Photographic Interpretation Center

1. I am enclosing the proposed Fiscal Year 1963 Staffing Complement for the National Photographic Interpretation Center, along with a detailed statement of our missions and functions, and a chart depicting our new organization. The personnel ceiling strength [] and the necessary personal services funds were requested by this Center in earlier budget submissions, and were approved by the Director.

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2. This proposal has been discussed by me and members of my staff with the Deputy Director (Intelligence), Assistant to DD/I (Administration), and the Chief, Salary and Wage Division, Office of Personnel, on several prior occasions and so I will not elaborate on it in this memorandum, although, of course, we stand ready to answer any questions which you may have.

3. Participation by the Department of Defense in this national activity requires coordination of certain aspects of this proposal with DOD. While we have not completed our negotiations with appropriate personnel in Defense, we are requesting that DOD supply, among other things, [] photo interpreters to the Photo Analysis Division (PAD). This means that while we have listed for purposes of this presentation, [] positions for PAD and a total of [] positions for the Center as a whole, [] of those positions would be staffed and funded by DOD and would not be counted against the Agency ceiling. While we cannot designate these positions specifically at this time, we can state that they constitute approximately one-half of the PI strength of PAD. The Chief, Salary and Wage Division understands this situation, and we are requesting that the Staffing Complement be approved as stated, subject to future review should DOD be unwilling to go along with our proposal for the joint staffing of PAD.

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**SUBJECT: Fiscal Year 1963 Staffing Complement for the
National Photographic Interpretation Center**

4. We are in the process of preparing job descriptions, vacancy notices, and recruitment briefs on these positions and, therefore, request your approval of this Staffing Complement as quickly as possible.



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ARTHUR C. LUGDAHL
Director
National Photographic Interpretation Center

CONCUR:

Deputy Director (Intelligence)

Date

Enclosures:

- 1. FI 63 Staffing Complement for NPIC
- 2. Grade Summary and Comparison, NPIC
- 3. Mission and Functions Statement, NPIC
- 4. Organizational Chart, NPIC

cc: Deputy Director (Intelligence) w/encs.

Distribution:

- Orig. & 1 - Addressee
- 1 - DD/I
- 2 - NPIC/AS
- ✓ 2 - NPIC/OD
- 1 - NPIC/AS/Per Br

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1 September 1962

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

MISSION AND FUNCTIONS STATEMENT

1. AUTHORITY

The National Photographic Interpretation Center (NPIC) was established by National Security Council Intelligence Directive No. 8, dated 18 January 1961 and functions under the executive direction of the Director of Central Intelligence.

2. MISSION

The National Photographic Interpretation Center is charged with producing photographic interpretation reports, providing photographic intelligence services in support of the national intelligence effort, furnishing such additional support to departmental and Agency interests as can be provided without degradation of national responsibilities, and promoting an integrated and coordinated interdepartmental effort in the exploitation of photography for intelligence purposes.

3. FUNCTIONS

The National Photographic Interpretation Center shall:

- a. Produce photographic interpretation reports in support of the national intelligence effort and approved Priority National Intelligence Objectives to include preliminary, rapid interpretation of photographic detail and comprehensive photographic analysis, utilizing whenever possible related collateral information.
- b. Provide as a service of common concern to the intelligence community photographic intelligence services in support of the national photographic intelligence effort, and, whenever practicable, furnish additional support to departmental and agency interests.
- c. Maintain on a selective basis a consolidated central file of photographic data.

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d. Arrange for the exchange of photographs and photographic data with other photographic collections in the intelligence community.

e. Make recommendations where appropriate to facilitate the coordinated development of compatible codes, indexes, and mechanized systems for the efficient recovery, selection and collation of available photographic data.

f. Prepare photographic and photogrammetric intelligence support requirements.

g. Provide analytic and technical photographic intelligence services in support of special collection and exploitation requirements.

h. Engage in or sponsor, as appropriate, the development of specialized equipment for the intelligence exploitation of photography, and shall provide information about such specialized equipment to interested elements of the intelligence community for their own possible use or further adaptation.

i. Provide and maintain accommodations and facilities within the Center for photographic intelligence units of Intelligence Board components involved in national and departmental activities.

j. Examine and make recommendations to the U. S. Intelligence Board, as appropriate, as to any special security controls required.

k. Consult, as appropriate, with individual departments, agencies, and committees of the U. S. Intelligence Board on matters related to photographic intelligence exploitation activities.

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ASSISTANT FOR OPERATIONS

MISSION

The Assistant for Operations is responsible to the Director, NPIC, for ensuring the timely production of national photographic interpretation reports and coordination of photographic intelligence services, and for serving as principal advisor to the Director in all matters pertaining thereto.

OPERATIONS STAFF

MISSION

The Operations Staff, under the direction of the Assistant for Operations, is responsible for developing procedures and production schedules for the timely exploitation of photography, providing a program analysis system, conducting and supporting briefing programs, maintaining a communications facility, and furnishing guidance and support to the NPIC Advisory Committee.

FUNCTIONS

The Operations Staff shall:

1. Develop and coordinate procedures and production schedules for the timely exploitation of photography and the preparation of national products.
2. Provide guidance and support to Center components in the satisfaction of departmental requirements.
3. Conduct liaison with collecting organizations in order to obtain information necessary for programming production within the Center.
4. Process all requirements recommended as national projects as well as those in support of departmental and internal component needs.
5. Provide guidance and support to the NPIC Advisory Committee and its Secretariat in their formulation of national requirements.
6. Operate the NPIC communication facility and provide for the receipt, dispatch and coordination of cable traffic.

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7. Develop and maintain statistical information for analysis of substantive operations, produce statistical studies on production and manpower utilization, and prepare status reports on projects in work and related support required.

8. Recommend new operating techniques and procedures.

9. Conduct substantive, technical and orientation briefings as required and support the Director of the Center in the conduct of briefings.

10. Produce special substantive intelligence summaries as required.

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ASSISTANT FOR ADMINISTRATION

MISSION

The Assistant for Administration is responsible to the Director, NPIC, for providing a comprehensive Center-wide program of administrative support and for serving as principal advisor to the Director in all matters pertaining thereto.

ADMINISTRATIVE STAFF

MISSION

The Administrative Staff, under the direction of the Assistant for Administration, is responsible for providing administrative support and services in matters relating to personnel, training, budget, finance, travel, records management, contracting, supply, and other logistical support. In addition, it executes a comprehensive security program in support of the mission of NPIC.

FUNCTIONS

The Administrative Staff shall:

1. Develop, recommend, and implement plans, programs, and procedures in all administrative fields in support of NPIC activities.
2. Assist the Director in the development of organizational concepts and provide support in the establishment of staffing complements, job standards, and position descriptions.
3. Operate a personnel administration program to include recruitment, assignment, utilization, promotions, employees relations, and career development.
4. Provide the administration for a comprehensive NPIC training program to be conducted within the Center and at such external facilities as prove necessary.
5. Prepare NPIC budget submittals as required by the Comptroller, CIA.
6. Develop and maintain effective financial accounting records and prepare periodic reports on the financial status of the Center.

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7. Provide support and services to NPIC foreign and domestic travel programs.

8. Develop and operate a complete program of logistics services including guidance and support to procurement activities, implementation and follow-up of contractual actions through appropriate procurement channels, administration and management of NPIC building space, and operation of supply and maintenance programs.

9. Administer a Records Management Program for the Center.

10. Formulate and execute a comprehensive physical and personnel security program for NPIC including security of the Center installation, briefing of personnel, and handling of security breaches in coordination with appropriate authorities.

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ASSISTANT FOR PLANS AND DEVELOPMENTMISSION

The Assistant for Plans and Development is responsible to the Director, NPIC, for preparation of over-all planning studies, for ensuring that the Center is technically oriented and equipped to meet its production requirements, and for serving as principal advisor to the Director on all matters pertaining thereto.

PLANS AND DEVELOPMENT STAFFMISSION

The Plans and Development Staff, under the direction of the Assistant for Plans and Development, is responsible for developing plans for the future role and activities of the Center in carrying out its mission, conducting a comprehensive technical equipment development program for the intelligence exploitation of photography, and providing technical evaluations and support to photographic collection systems activities.

FUNCTIONS

The Plans and Development Staff shall:

1. Conduct and prepare long-range planning studies as directed by the Director, NPIC.
2. Maintain a current awareness of proposed and future developments in photographic collection programs and determine their potential effect upon photographic intelligence exploitation activities.
3. Provide guidance and support to the NPIC Technical Development Committee.
4. Initiate, recommend, and implement technical development plans and programs, and provide technical information and services in support of NPIC operating components.
5. Provide technical guidance and support in the procurement of equipment and services to include the establishment of technical specifications, technical contract monitoring, inspection and acceptance actions in accordance with pertinent procurement regulations and procedural requirements.

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6. Provide information and support to interested elements of the intelligence community in the development of specialized equipment for the intelligence exploitation of photography including coordination of joint procurement activities.

7. Provide special advisory and consulting services to intelligence community photographic collection activities as required.

8. Operate an exploratory development laboratory to investigate and report on advanced techniques in photographic chemistry, optics, mechanics and electronics which appear to have potential beneficial application to NPIC.

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COLLATERAL SUPPORT DIVISION

MISSION

The Collateral Support Division is responsible for providing intelligence research and reference support, and automatic data processing services to NPIC, departmental activities of the Service/Agency Detachments, and select components of the Intelligence Community.

FUNCTIONS

The Collateral Support Division shall:

1. Provide intelligence research and collateral support assistance to photographic analysis activities of the Center.
2. Prepare and maintain Target Briefs on targets of interest to NPIC.
3. Recommend materials for briefings, and prepare briefing notes and special studies as requested by the Director, NPIC.
4. Provide intelligence reference services and procure intelligence studies, periodicals, photographs, films, and maps as required.
5. Index and classify intelligence data and photography for machine storage and retrieval.
6. Periodically compile and issue listings of photographic interpretation reports and photography.
7. Plan for and operate an automatic data processing facility for rapid generation of reports produced by the Center and for storage and retrieval of intelligence data and photography.

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TECHNICAL INTELLIGENCE DIVISIONMISSION

The Technical Intelligence Division is responsible for performing technical analysis of current and proposed photographic collection programs; planning, directing and operating a scientific computer facility and associated on-line real-time system; and providing photogrammetric analysis, mensural support, and technical photographic intelligence services to NPIC, the departmental activities of the Service/Agency Detachments and select components of the Intelligence Community.

FUNCTIONS

The Technical Intelligence Division shall:

1. Produce technical photographic intelligence based upon photogrammetric analysis, and provide mensural data and technical analytical support to photographic intelligence production activities.
2. Perform mathematical studies to assist in the technical analysis and exploitation of unusual and complex photographic systems.
3. Conduct calibration and evaluation studies of cameras and instrumentation for the purpose of improving technical intelligence exploitation potentials of photographic systems as required.
4. Plan and operate a scientific computing facility and associated on-line real-time system.
5. Formulate systems and procedures for digital computer derivation and reduction of quantitative information, develop mathematical models, and prepare computer programs.
6. Prepare technical photographic designator information, provide initial review and edit of film, and perform quality evaluations of photographic inputs from collection systems.
7. Prepare detailed, comprehensive, and special plots of photographic materials received by NPIC.
8. Conduct evaluations of select collection systems, and provide technical performance data to assist in their improvement.
9. Maintain data on the current capabilities in photogrammetric instrumentation and techniques of foreign organizations and assist in the preparation of estimates of foreign capabilities in the field of technical photographic intelligence.

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PHOTOGRAPHIC ANALYSIS DIVISION

MISSION

The Photographic Analysis Division is responsible for producing national level photographic interpretation reports and providing photographic intelligence services utilizing all types of photography and pertinent collateral information in support of the National Photographic Interpretation Center.

FUNCTIONS

The Photographic Analysis Division shall:

1. Perform preliminary, rapid interpretation of photographic detail from selected all-source photography including identification and indexing of such detail in support of approved priority national intelligence objectives.
2. Produce national level photographic interpretation reports through comprehensive analysis of photography utilizing whenever possible related collateral information.
3. Provide photographic interpretation teams for tactical support to national defense activities throughout the world.
4. Provide photographic analysis support to USIB agencies, committees, and consultant groups in the preparation of national estimates and finished intelligence.
5. Conduct substantive briefings on photographic analysis matters as required.
6. Perform such other photographic analysis services as may be directed by the Director, NPIC, in support of the national intelligence effort.

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PUBLICATIONS DIVISION

MISSION

The Publications Division is responsible for reviewing, editing, analyzing, and illustrating intelligence information; preparing the intelligence information for publication as national or departmental publications or other dissemination as appropriate; developing publication standards, including standards for presentation and printing; and preparing visual aids in support of NPIC, departmental activities of the Service/Agency Detachments, and select components of the intelligence community.

FUNCTIONS

The Publications Division shall:

1. Provide guidance and assistance in the planning, organization, writing, processing, and preparation of photographic interpretation reports.
2. Review all items submitted for inclusion in formal publications for apparent substantive completeness and accuracy, consistency, compatibility with published information, proper use of security classification and controls, and correlation of texts and graphics.
3. Edit material intended for publication at NPIC for grammar, clarity of expression, spelling, punctuation, and adherence to appropriate style specifications.
4. Develop and issue style and writing manuals to assist analysts in the initial preparation of manuscripts.
5. Provide guidance in the selection and direction in the development of the illustrative portions of formal publications.
6. Prepare illustrations, text, and tabular material in final form for reproduction.
7. Provide configuration analysis in support of photographic interpretation activities.
8. Construct and prepare all types of visual aids such as briefing boards, vugraphs, models, mosaics, and charts.

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PRODUCTION SERVICES DIVISION

MISSION

The Production Services Division is responsible for providing technical support and services to NPIC, departmental activities of the Service/Agency Detachments, and select components of the Intelligence Community including operation of a photographic laboratory, printing and reproduction facility, master file and dissemination control system, and a central courier service for highly classified intelligence materials.

FUNCTIONS

The Production Services Division shall:

1. Design, develop, and operate a specialized photographic laboratory in support of photographic analysis and photogrammetric mensuration activities.
2. Operate and maintain a complete reproduction and printing facility for the timely reproduction of specially controlled reports and graphic materials.
3. Maintain a complete master file of selected photography and related materials.
4. Provide a secure document handling facility and necessary control system for sensitive types of material.
5. Receive and dispatch sensitive materials to and from foreign and domestic installations in accordance with rigorously prescribed security control systems.
6. As a service of common concern, provide a special courier service for handling highly sensitive materials within the Intelligence Community.

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CIA PHOTOGRAPHIC INTELLIGENCE DIVISION

MISSION

The CIA Photographic Intelligence Division is responsible for producing departmental level photographic intelligence and providing photographic intelligence services utilizing all types of photography and pertinent collateral information in support of the Central Intelligence Agency.

FUNCTIONS

The CIA Photographic Intelligence Division shall:

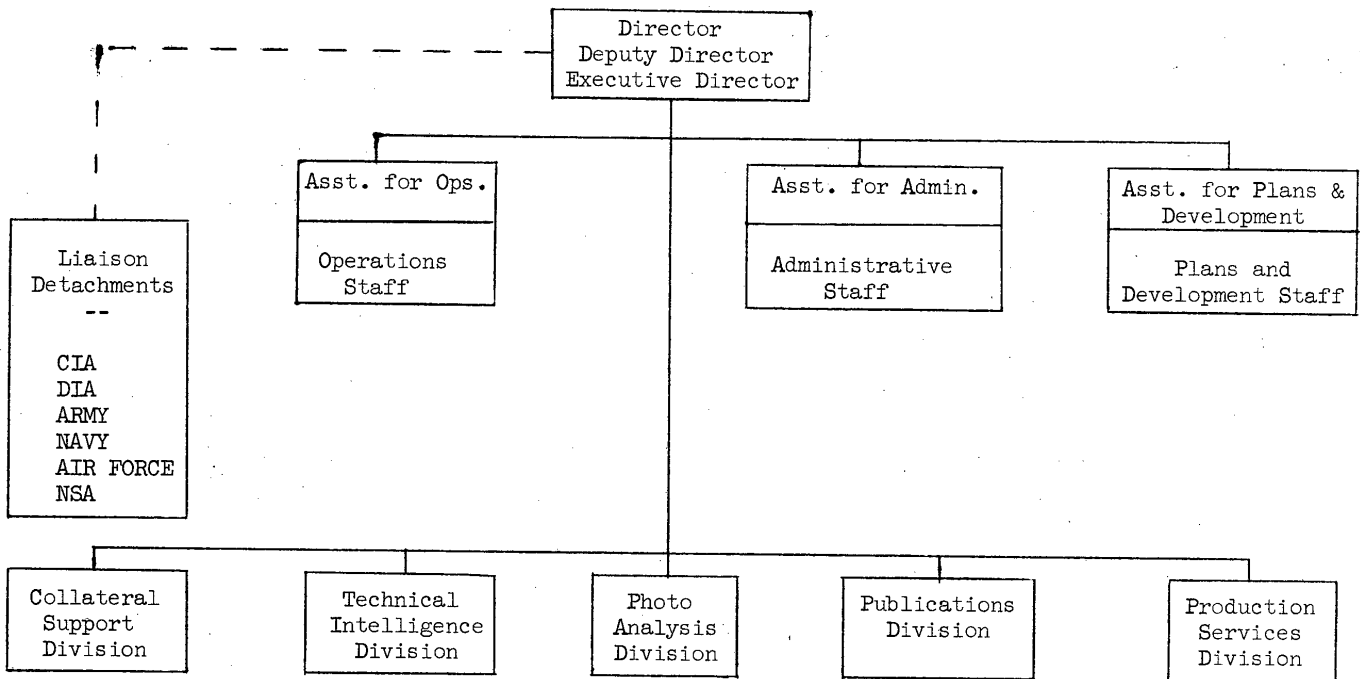
1. Produce departmental photographic intelligence through analysis of photography and utilization of collateral information in support of CIA activities.
2. Provide personnel for special photographic intelligence support to clandestine activities.
3. Operate a liaison activity at CIA Headquarters, Langley, to provide photographic intelligence support to CIA components.
4. Assist CIA requestors in formulating requirements; receive, process, and activate all CIA requirements and requests for photographic intelligence services either departmentally or for NPIC action.
5. Conduct substantive briefings on photographic intelligence matters as required.
6. Provide representation to and liaison with NPIC on CIA departmental photographic intelligence matters.

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER



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