

Approved For Release 2001/08/26 : CIA-RDP79-01147A000100070033-5

STATINTI

Under the general direction of the Joint Topographical Subcommittee, plans, edits, integrates, and publishes IANTIS. Deals directly with government agencies to obtain necessary research material.

10 W D G S      O N I      A-2      O C E      STATE

Supervises all activities of office which plans, coordinates, edits, and publishes Joint Army-Navy Intelligence Studies. Chairman of the Planning Committee. Ex officio member of the Joint Topographic Subcommittee.

Director.

Plans studies in advance of writing; plans outline guide, base map, regional breakdown, and instructions to the contributors for each JANIS. Discusses internal working relationships and problems of policy.

Chairman, Director	Administrative Officer
Editor in Chief	Vice Chairman
Deputy Editor in Chief	Chief, Graphic & Reproduction

Supervises preparation of outline guides for contributors and coordination of editorial practices. Supervises writing and editing of all chapters, and preparation of copy for printer. As a staff writer, Editor and Graphic & Reproduction Section, develops format standards and reproduction policies, arranges work flow, and reports progress to the Director.

Editor in Chief. *Moigs P-6*

Deputy Editor in Chief and Supervisor of Production. *Sharpe P-6*

Secretary. *Cooper CAF-6*

Acts as Security Officer and Finance Officer. Makes initial distribution of the published JANIS. Supervises Secretariat. Maintains military and civilian personnel records. Maintains log of incoming and outgoing documents.

Capt. I.D., WDGS *William A. Galt*

Provides secretarial, filing, and stenographic duties for the office.  
McLarin CB  
Chief Clerk  
Bell CCF-  
Clerk Typist  
(Bell)

Prepares illustrative material and edited manuscript for reproduction. Orders reproduction of JAMES. Maintains production schedule.

Chief *Kinamen P.S.*

Asst to Chief. *Comstock*

Graphic Clerk *Fleet & Co.*

DOCUMENT NO. 7  
NO CHANGE IN GLASS.

DECLASSIFIED

DECLASSIFIED  
DATE 04-11-2013 BY 60322

CLASS. CHANGED TO:

**NEXT REVIEW DATE:**

AUG 22 1952

Q 1. What is the purpose of the study?

31 JUL 1980

DATE: 002 1950 **B**

Prepares chapter outlines for guidance of research agencies. Edits chapters received from contributors for accuracy, clarity, brevity, and consistency with all other chapters. Checks all maps, tables, and illustrations for accuracy and consistency with text. Writes introductory and closing chapters and

Maintains direct liaison with working staff of contributing agencies.

Chapter 1: Brief

Editor \_\_\_\_\_ Editor \_\_\_\_\_

Chapter II: Military Geography Chapter XI: Health and Sanitation

[illegible]

Chapter III: Oceanography Chapter XII: Aviation

Editor: W. J. ... Editor: ...

Chapter IV: Coasts and Landing  
Beaches

Editor: Chick Editor: Grady

Chapter 10. Climate and Weather

Editor: Quam Editor: O. G. ...

Chapter VI: Ports, Shipping, and Bibliographic Editor

Editor: Burkland K-5 (O Grady)

## Changes

Chapter VII: Transportation and Telecommunications Editor: (67124)

Editor: ..... Editorial Assistants: .....

Chapter VIII. Cities and Towns

Editor

Chapter IX: Resources and Trade

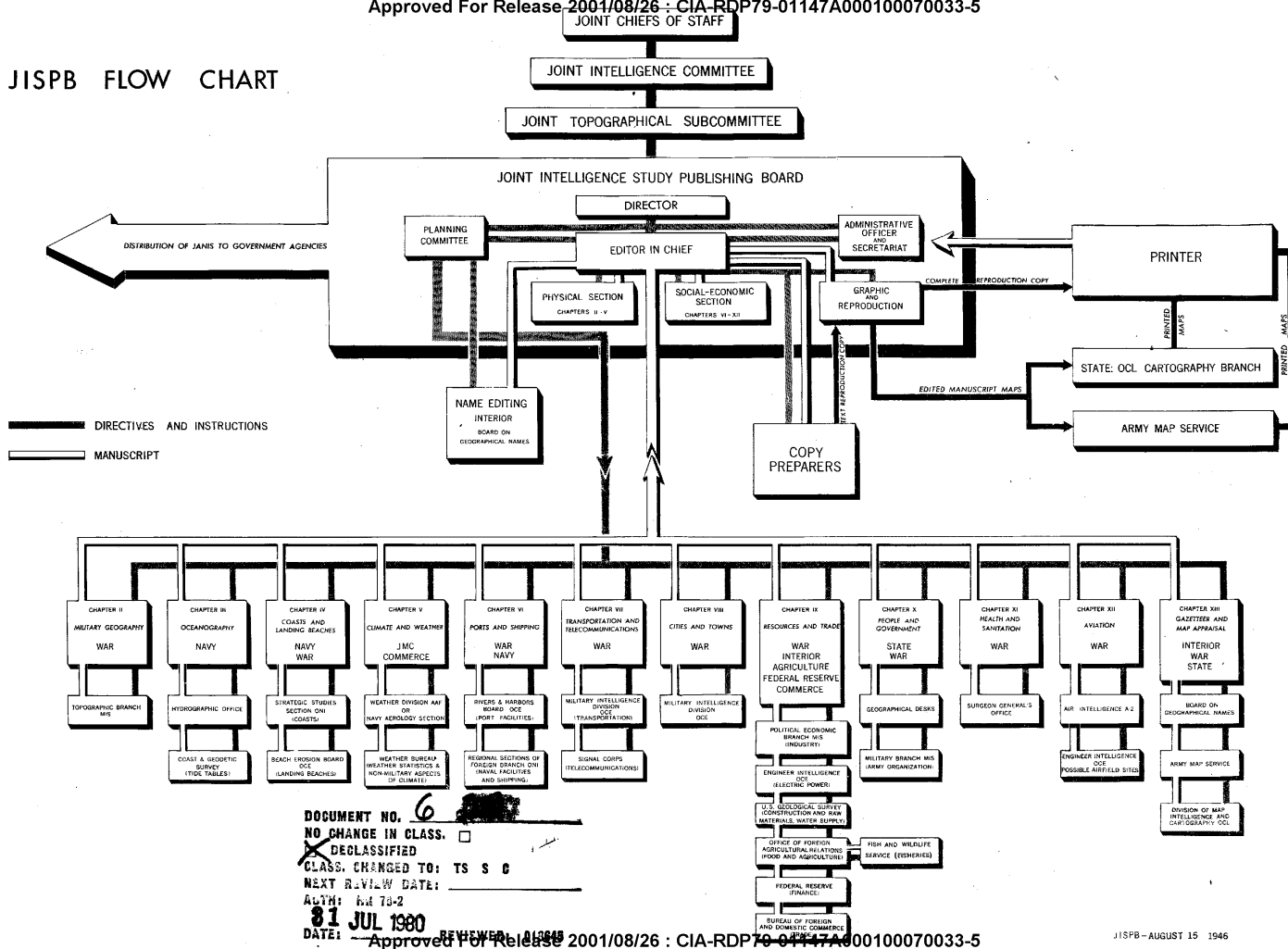
Editor: (Lynn)

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# JISPB FLOW CHART



DOCUMENT NO. **6**

NO CHANGE IN CLASS. ☐

DECLASSIFIED ☒

CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: **81 JUL 1980**

DATE: **81 JUL 1980**

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ORGANIZATION CHART  
JOINT INTELLIGENCE STUDY PUBLISHING BOARD  
OCTOBER 1946

JOINT INTELLIGENCE STUDY PUBLISHING BOARD  
Under the general direction of the Joint Topographical Subcommittee, plans, edits, integrates, and publishes JANIS. Deals directly with government agencies to obtain necessary research material.

T.D. W.D.G.S. O.N.I. A-2 O.C.E. STATE

DIRECTOR

Supervises all activities of office which plans, coordinates, edits, and publishes Joint Army-Navy Intelligence Studies. Chairman of the Planning Committee, Ex officio member of the Joint Topographical Subcommittee.

Director.....

PLANNING COMMITTEE

Plans studies in advance of writing; plans outline guide, base map, regional breakdown, and instructions to the contributors for each JANIS. Discusses internal working relationships and problems of policy.

Chairman, Director ..... Administrative Officer  
Editor in Chief ..... Vice Chairman  
Deputy Editor in Chief ..... Chief, Graphic & Reproduction

OFFICE OF EDITOR IN CHIEF

Supervises preparation of outline guides for contributors and codification of editorial practices. Supervises writing and editing of all chapters, and preparation of copy for printer. Assigns work to Editorial and Graphic & Reproduction Sections, develops format standards and reproduction policies, arranges work flow, and reports progress to the Director.

Editor in Chief.....  
Deputy Editor in Chief and Supervisor of Production.....  
Secretary.....

ADMINISTRATIVE OFFICER

Acts as Security Officer and Finance Officer. Makes initial distribution of the published JANIS. Supervises Secretariat. Maintains military and civilian personnel records. Maintains log of incoming and outgoing documents.

Capt. I.D., WDGS.....

SECRETARIAT

Provides secretarial, filing, and stenographic duties for the office.

Chief Clerk  
Clerk Typist  
File Clerk

GRAPHIC AND REPRODUCTION SECTION

Prepares illustrative material and edited manuscript for reproduction. Orders reproduction of JANIS. Maintains production schedule.

Chief.....  
Asst. to Chief.....  
Graphic Clerk.....

MAP PROCUREMENT

Procures reference maps on JANIS areas in advance of the study, for use in planning and preparing instructions for contributors. Prepares and drafts JANIS base maps to be issued as blue-line maps.

Chief.....  
Asst. to Chief.....

CARTOGRAPHY

Prepares edited maps, charts, plans, and sketches for reproduction by drafting additions, changes, corrections, etc. Constructs and drafts original maps. Marks original graphic copy with reduction sizes and specifications for printers. Orders reproduction of color maps and plans. Prepares and orders complete copy of Vol. 3, and front chapter and binder covers.

Chief.....  
Chief Draftsman.....  
Assistant Draftsman.....  
Assistant Draftsman.....

ART

Prepares edited photographs and half-tones for reproduction by annotating, retouching, cropping, sizing, and mounting. Marks up manuscript copy for printers with specifications as to size and placement of heads, tables, figures, etc. Reviews page make-up on all proofs and blueprints, and checks sizes of all figures, tables, tabulations, and extract material.

Chief.....  
Illustrating Draftsman.....

PRODUCTION

Assists Chief, Graphic and Reproduction Section in production problems. Provides all written material (annotations, legends, etc.) appearing on illustrative material. Reads and marks for correction 1st proof of text vs. manuscript copy. Reads and marks for correction 2nd proof vs. corrected 1st proof. Checks and reviews all corrected proofs. Reviews final blueprint proof.

Chief.....  
Proofreader.....

EDITORIAL SECTION

Prepares chapter outlines for guidance of research agencies. Edits chapters received from contributors for accuracy, clarity, brevity, and consistency with all other chapters. Checks all maps, tables, and illustrations for accuracy and consistency with text. Writes introductions. Checks chapter proofs. Maintains direct liaison with working staff of contributing agencies.

Editor.....	Editor.....
Chapter I: Brief	Chapter X: People and Government
Editor.....	Editor.....
Chapter II: Military Geography	Chapter XI: Health and Sanitation
Editor.....	Editor.....
Chapter III: Oceanography	Chapter XII: Aviation
Editor.....	Editor.....
Chapter IV: Coasts and Landing Beaches	Chapter XIII: Gazetteer and Map Appraisal
Editor.....	Editor.....
Chapter V: Climate and Weather	Review Editor
Editor.....	Editor.....
Chapter VI: Ports, Shipping, and Navy	Bibliographic Editor
Editor.....	Editor.....
Chapter VII: Transportation and Telecommunications	Changes
Editor.....	Editorial Assistants
Chapter VIII: Cities and Towns	
Editor.....	
Chapter IX: Resources and Trade	
Editor.....	

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# JOINT INTELLIGENCE STUDY PUBLISHING BOARD

Is Responsible For: Coordinating, Supervising, Editing and Promulgating JANIS

## ADMINISTRATIVE SECRETARY

Is responsible to the Board for:

1. Preparation of agenda for, and keeping of minutes of Board meetings.
2. Preparation of official correspondence.
3. The maintenance of a register for logging all incoming and outgoing documents and material.
4. Preparation of a weekly progress report on each Tuesday as of the previous Saturday, incorporating the reports of the Editorial Section and the Production Section, for submission to the Board.
5. The maintenance of charts showing (a) work projected, (b) work accomplished (by chapters).
6. The administration of personnel.
7. Procurement of office supplies and equipment.
8. Routing of informative matter to personnel concerned.
9. Institution of such measures as may be necessary to insure conformity with existing security regulations.
10. Maintenance of library.

## SECRETARIAT

Is responsible to the Administrative Secretary for:

1. The establishment and maintenance of the required files and records.
2. Preparation of memoranda, requisitions and other official communications.
3. Assisting in Editorial and Production work as required (proof-reading, etc.).
4. Performance of all secretarial and stenographic work for J.I.S.P.E.
5. Reproduction and distribution of JANIS memoranda.

## PLANS OFFICER

Is responsible to the Administrative Secretary for:

1. The preparation of plans and covering memoranda for all JANIS in accordance with priority list, and in coordination with the Chiefs of the Editorial and Production Sections.
2. Maintenance of current Outline Guides.

## EDITOR-IN-CHIEF

Is responsible to the Board for:

1. The presentation of the completed copy, ready to be submitted to the printer, to the production officer.
2. The presentation of a weekly progress report, on Monday for the previous week, to the Administrative Secretary.
3. The maintenance of required liaison with the contributing agencies through the Board Members.
4. The maintenance of a current corrected Outline Guide.
5. The preparation of Chapter I and Introductory Material (Foreword, Table of Contents, Index, etc.)
6. Assignment of chapters to editors.
7. Arranging for place names to be checked by B.G.N.

## EDITORS

Are responsible to the Editor-in-Chief for:

1. The presentation of a specific Outline Guide for an assigned portion of JANIS adapted from the basic Outline Guide, to fit the character of each new JANIS area.
2. Maintenance of liaison, through the Board Members, with the contributing agencies in order to assist them and coordinate their efforts in the preparation of their assigned portions of JANIS.
3. Editing assigned portions of JANIS for:
  - a) Arrangement. To insure that the material is in conformity with the Outline Guide.
  - b) Accuracy. To insure that JANIS is internally accurate; i.e., that it contains no contradictions or discrepancies.
  - c) Clarity. To insure that meaning is absolutely clear by simplification of sentence structure and wordage.
  - d) Brevity. To insure that the full measure of material is presented with a minimum of words.
4. The presentation of recommendations and criticisms for the editorial improvement of JANIS.
5. Preparation of a Brief of a portion of JANIS for incorporation in Chapter I.
6. Preparation of the Table of Contents, Index, etc., as assigned.

## DRAFTSMEN

Are responsible to the Editor-in-Chief, through the Cartographer, for:

## PRODUCTION OFFICER

Is responsible to the Board for:

1. The production of JANIS from receipt of completed copy to the printed work and the initial distribution thereof.
2. The presentation of a weekly progress report, on Monday for the previous week, to the Administrative Secretary.
3. Determining from the Board number of copies of JANIS required.
4. Preparation of printing instructions and orders to printer for approval of Board.
5. Arranging initial distribution.

## PRINTING SPECIALISTS

Are responsible to the Production Officer for:

1. Preparation of copy for the printer, completely marked as to typography, layout and design.
2. Proof-reading of successive proofs against marked copy for accuracy, typography and design.
3. Preparation of Dummy from corrected galley proof.
4. Checking of printing specifications on proofs to insure efficient production.

## ARTISTS

Are responsible to the Production Officer for:

1. Preparation of illustrative material for the printer to insure best possible reproduction.
2. Marking of specifications on illustrative material.