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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 1-130-17

ORGANIZATION
13 March 1964

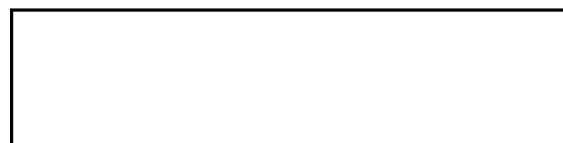
REVISION AND REASSIGNMENT OF MISSIONS AND FUNCTIONS

RECISSION: NPIC NOTICE NO. 1-130-16, dated 24 July 1963

1. Mission and Functions Statements for NPIC Staffs and Divisions are amended or issued as indicated in the Attachments.

2. A new division, the Information Processing Division, is being created by reassigning from TID and CSD those activities and personnel directly involved in the 490 and 1401 computer operations and the Minicard activity. The activation of this new division will take place shortly after the necessary approvals have been obtained.

3. Upon formal establishment of the Information Processing Division, a new Organization Chart and List of Key Personnel for the Center will be published.



Executive Director

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Enclosures:

Mission and Functions Statements

Distribution: No. 3

Declassification Review by NGA

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GROUP 1
Excluded from automatic
downgrading and declassification

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.

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 ADMINISTRATION

MISSION

The Assistant for Administration is responsible for supporting the Director, NPIC, in the organization, management, and financial planning of Center operations; for providing a comprehensive Center wide program of management services and administrative support; and for serving as principal advisor to the Director in matters pertaining thereto.

MANAGEMENT SERVICES STAFF

MISSION

The Management Services Staff is responsible for supporting the Director and all levels of NPIC management in the development of sound and efficient management programs and techniques; performing or coordinating analyses of organization and management activities, production efforts, and manpower utilization as requested by the Director or division or staff chiefs; providing a comprehensive management information reporting program; and administering the financial planning, budgeting, and accounting activities of the Center.

FUNCTIONS

The Management Services Staff shall:

1. Develop and recommend plans, programs, and procedures to promote the efficient and economic management of NPIC activities and resources.
2. Work with operating components in a continuing survey of management activities and practices in NPIC.
3. Undertake studies and analyses of selected activities and production efforts within the Center as may be directed by the Director.
4. Operate a management information program to provide all levels of Center management with needed statistical information, such as that pertaining to the status of work on projects, the volume and type of products, and the utilization of manpower.
5. Administer the financial planning and budgeting activities of the Center, including the formulation of NPIC budget submissions and other financial presentations required by higher authority.
6. Develop and maintain effective financial accounting records and prepare periodic analyses and reports on the financial status of the Center.

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7. Administer the NPIC regulatory system and provide a central repository for issuances.

8. Provide staff support to the Assistant for Administration and the Office of the Director, NPIC, as required.

SUPPORT STAFF

MISSION

The Support Staff is responsible for providing a complete program of administrative support and services to NPIC in matters relating to personnel, training, travel, contracting, supply, and other logistical support. Further, it executes a comprehensive security program in support of NPIC.

FUNCTIONS

The Support Staff shall:

1. Develop, recommend, and implement plans, programs, and procedures in assigned administrative fields in support of NPIC activities.

2. Operate a personnel administration program in conjunction with the other staffs and divisions of the Center to include: the preparation of staffing complements, job standards, and position descriptions; the assignment, utilization, and promotion of CIA personnel; and the development of recruitment, career management, and employee relations programs.

3. Establish, direct, and supervise a comprehensive NPIC training program utilizing in-house, Office of Training, other Government agencies, and contractual assets.

4. Develop and implement a complete program of logistical services including guidance and support in procurement matters, implementation and follow-up of contractual actions through appropriate procurement channels, administration and management of NPIC building space, and operation of supply activities.

5. Formulate and execute a comprehensive physical and personnel security program for NPIC including security of the Center installation, security indoctrination of personnel and visitors, investigation of security breaches, supervising industrial security on NPIC contracts, and safety matters.

6. Coordinate and support NPIC foreign and domestic travel programs.

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ASSISTANT FOR ADMINISTRATION

MISSION

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

ADMINISTRATIVE STAFF

MISSION

The Administrative Staff, under the direction of the Assistant for Administration, is responsible for providing management and administrative support and services in matters relating to organization, manpower, financial planning and accounting, personnel, training, 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. Operate a personnel administration program to include preparation of staffing complements, job standards and position descriptions, recruitment, assignment, utilization, promotions, employee relations, and career development.
3. Provide the administration for a comprehensive NPIC training program to be conducted within the Center and at such external facilities as prove necessary.
4. Prepare NPIC budget submittals as required by the Executive Director-Comptroller, CIA.
5. Develop and maintain effective financial accounting records and prepare periodic reports on the financial status of the Center.
6. Provide support and services to NPIC foreign and domestic travel programs.

*Revised per
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dtd. 21 Sep 64*

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7. 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 activities.

8. 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 OPERATIONS

MISSION

The Assistant for Operations is responsible to the Director, NPIC, for providing staff support and services to Center operations, guiding and coordinating the efforts of the NPIC support divisions in the fulfillment of service requirements and for serving as principal advisor to the Director on matters pertaining thereto.

OPERATIONS STAFF

MISSION

The Operations Staff under the direction of the Assistant for Operations is responsible for receiving all requirements for reports and services levied on the Center, guiding and coordinating the efforts of the NPIC support divisions in the fulfillment of service type requirements, providing a statistical measurement program for the analysis of Center operations, conducting and supporting briefing programs, maintaining a communications facility and furnishing support to the NPIC Advisory Committee and the Photographic Analysis Group.

FUNCTIONS

The Operations Staff shall:

1. Receive and process all requirements submitted to the Center for photographic analysis and support services and maintain information on the status of requirements.
2. Guide and coordinate the efforts of the NPIC support divisions in the fulfillment of service requirements levied on the Center.
3. Conduct liaison with collection organizations in order to obtain information necessary for effective operation of the Center.
4. Conduct liaison with USIB agencies and committees as required.
5. Develop and maintain statistical information for analysis of operations, produce statistical reports on production and manpower utilization and prepare status reports on projects in work.

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6. Provide guidance to Center components on security classifications and controls required on photographic intelligence materials processed in the Center.

7. Maintain the main Center briefing facility, conduct briefings as required and support the Director, NPIC, in the conducting of briefings.

8. Operate the NPIC communication facility and provide for the receipt, dispatch and coordination of cable traffic.

9. Provide support to the Photographic Analysis Group as required.

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ASSISTANT FOR PHOTOGRAPHIC ANALYSIS

MISSION

The Assistant for Photographic Analysis is responsible to the Director, NPIC, for the production of photographic interpretation reports and the provision of photographic interpretation services in support of the national intelligence effort and for serving as principal advisor to the Director on matters pertaining thereto.

PHOTOGRAPHIC ANALYSIS GROUP

MISSION

The Photographic Analysis Group, under the direction of the Assistant for Photographic Analysis, is responsible for the timely analysis of photography, utilizing pertinent collateral information, the scheduling and production of national photographic interpretation reports, and for providing photographic interpretation services.

FUNCTIONS

The Photographic Analysis Group shall:

1. Perform photographic analysis and prepare reports on targets of national significance utilizing selected all source photography and pertinent collateral information.
2. Prepare production programs and procedures for the timely analysis of photography and the production of photographic interpretation reports.
3. Determine production scheduling of national photographic interpretation reports and task NPIC divisions for the type, amount and timing of support services necessary for the accomplishment of the production schedule.
4. Provide photographic analysis support and liaison 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. Provide photographic intelligence personnel to domestic and foreign field activities as directed.

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ASSISTANT FOR PLANS AND DEVELOPMENT

MISSION

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

PLANS AND DEVELOPMENT STAFF

MISSION

The Plans and Development Staff, under the direction of the Assistant for Plans and Development, is responsible for supporting the Director and NPIC components in the planning for present and future Center activities, conducting a comprehensive technical equipment development program for the intelligence exploitation of photography, providing technical evaluations and support to photographic collection systems activities and providing an equipment maintenance service for the Center.

FUNCTIONS

The Plans and Development Staff shall:

1. Prepare planning studies as required by the Director, NPIC, and Center components.
2. Maintain a current awareness of plans and developments in photographic collection programs to determine their potential effect on photographic intelligence exploitation activities.
3. Provide technical advice and assistance to and develop equipment for NPIC operating components.
4. Serve as the focal point for coordinating and presenting to collectors NPIC views on proposed photographic and systems.
5. Manage the technical responsibilities of NPIC for procurement of equipment and services including development of specifications, contract monitoring, and inspection and acceptance.

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6. Maintain liaison with appropriate elements of the Intelligence Community to coordinate joint procurement actions where feasible.

7. Provide guidance and support to the NPIC Technical Development Committee.

8. Operate an exploratory development laboratory to investigate advanced techniques in photography, chemistry, optics, and electronics which have potential benefit for NPIC and assist in the selection of exploitation equipment as required.

9. Provide an equipment maintenance service for NPIC.

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TECHNICAL INTELLIGENCE DIVISION

MISSION

The Technical Intelligence Division is responsible for performing technical analysis of current and proposed photographic collection programs, and providing photogrammetric analyses, 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. Provide photographic mensuration support and photogrammetric analyses.
2. Perform photogrammetric and mathematical analysis of current and proposed photographic collection systems in support of exploitation and development activities, serving as technical spokesman for the Center on existing system requirements and performance.
3. Conduct evaluations of photographic collection system performance and products, prepare product assessments and provide data to assist in system appraisal and improvement.
4. Prepare detailed, comprehensive and special plots of selected photographic accessions and provide related statistical data.
5. Direct the film editing and titling of selected photographic inputs to NPIC.
6. Prepare technical publications as required.
7. 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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PUBLICATIONS DIVISION

MISSION

The Publications Division is responsible for editing and illustrating photographic interpretation data for publication, developing publication standards, 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 editorial guidance and assistance in the planning, organization, writing and preparation of photographic interpretation and technical reports.
2. Edit material submitted for inclusion in NPIC publications for completeness and accuracy, consistency, compatibility with published information, proper use of security classification and controls, and correlation of texts and graphics.
3. Develop and issue style sheets and writing guides to assist analysts in the preparation of manuscripts.
4. Provide guidance in the selecting and developing of the illustrative portions of NPIC publications.
5. Prepare illustrations, text, and tabular material in final form for reproduction.
6. Provide configuration analysis in support of photographic interpretation activities.
7. Construct and prepare all types of visual aids.
8. Provide publications support to select components of the Intelligence Community.

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COLLATERAL SUPPORT DIVISION

MISSION

The Collateral Support Division is responsible for providing intelligence research and reference services in support of NPIC and departmental requirements 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 to photographic analysis activities of the Center and select components of the Intelligence Community.
2. Prepare and maintain target briefs on selected targets of interest to the Intelligence Community.
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, maps and related materials as required.
5. Index and classify photographic intelligence reports, selected photography and intelligence data for machine storage and retrieval; service requests from NPIC components and others privy to this intelligence.
6. Compile and periodically publish indexes to photographic interpretation reports, photography, and graphic aids.

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PRODUCTION SERVICES DIVISION

MISSION

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

FUNCTIONS

The Production Services Division shall:

1. Operate a specialized photographic laboratory, basically 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. Provide, as a service to the Intelligence Community, a special courier service for handling highly sensitive materials.

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INFORMATION PROCESSING DIVISION

MISSION

The Information Processing Division is responsible for operating a scientific computation, information processing and data retrieval computer facility and associated on-line real-time systems in support of NPIC, the departmental activities of the Service/Agency Detachments and select components of the Intelligence Community.

FUNCTIONS

The Information Processing Division shall:

1. Provide to NPIC's photographic interpretation, photogrammetric and mensuration activities real-time on-line data derivation, scientific computation and data retrieval services at remote locations throughout the Center.
2. Provide mathematical computation, engineering data reduction, equipment simulation, and computer driven plotting services as necessary to support the real-time system and NPIC components.
3. Provide rapid computer generation of photo interpretation reports, target studies, indexes, management statistics and other information processing services as required.
4. Provide automatic document and information storage and retrieval services as required.
5. Design scientific and data processing procedures, develop mathematical models, and construct the necessary computer programs.
6. Analyze the efficiency and effectiveness of proposed and operating information processing procedures, recommend modifications to procedures, equipment, and/or organizational structure necessary to improve systems.
7. Provide for preventive and remedial maintenance of digital computers and peripheral equipment as necessary.
8. Provide liaison with the Intelligence Community regarding developments in information processing, plans for information exchange and standards in the field of digital computer systems.

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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.
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 requesters 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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