

ESL

A Subsidiary of TRW

TRW

**CONCEPT OF OPERATION FOR
FBIS MODERNIZATION PROGRAM**

30 OCTOBER 1984

CONTRACT NO. 84X-927700-000

495 Java Drive • P.O. Box 3510 • Sunnyvale, CA 94088-3510 • 408.738.2888

COPY NO. /

CONCEPT OF OPERATION

FOR

FBIS MODERNIZATION PROGRAM

CONTRACT NO. 84X*927700*000

30 OCTOBER 1984

**ESL INCORPORATED
A SUBSIDIARY OF TRW
SUNNYVALE, CALIFORNIA**

1.0 INTRODUCTION

1.1 Scope

Through its network of foreign-based sites, FBIS has provided selected foreign media information to U.S. and other consumers over the past 40 years. The FBIS tasks of monitoring, processing, analyzing and disseminating have undergone a continuing evolution of improvements and enhancements to increase FBIS product quality and productivity. These improvements have been successful and have resulted in a greater demand for FBIS products and reduction in reporting times. The current availability of commercial, largely off-the-shelf automated capabilities provides an opportunity to make significant enhancements to meet this increased FBIS consumer demand. Technology developments in computer and communications capabilities provide the basis for long-term reductions in FBIS operational costs. This can be achieved by an innovative but practical FBIS system design that integrates current technology into a phased modernization program and takes advantage of future technology advances.

1.2 Objective

The key objective in the development of FBIS Mordernization Program requirements is to retain the framework of current FBIS operations, and infuse current technologies to increase productivity and reduce the stress caused by the rapid expansion of open-source media material, and at the same time to be sensitive to the "people role" in the system in terms of system acceptance and training needs. The program is required to improve the efficiency and functionality of the present system and procedures rather than to reorganize its structure. The new equipment and operational concept will overlay and streamline, not replace, time-proven methods.

1.3 Open Area

The following areas were not investigated in detail during the conceptual design phase.

1. INTERNET is recognized as a dramatic upgrade to communications among FBIS Headquarters and bureaus. For the purpose of the conceptual design study, FBIS communications is defined to be the current operational networks.
2. ROSET cruising is not considered within the scope of this study but ROSET coverage of TV broadcast can be accommodated within the bureau design of the collection process.
3. Bureau specific procedures for individual bureaus have not been designed, e.g., salary computation for third country nationals dictated by host country regulations.

2.0 SYSTEM DESCRIPTION

THE FBIS System is organized into two segments: the bureau segment and the headquarters segment.

2.1 Bureau Segment

The Bureau Segment is composed of two subsystems, as shown in Figure 2-1. The Collection Subsystem (CS) is responsible for acquiring broadcast source material, such as radio and television broadcasts and bureau cruising activities. The Information Processing Subsystem (IPS) acquires material from all remaining sources: press agency wire services, and printed publication and is responsible for supporting all bureau personnel, in the performance of their duties.

2.1.1 Collection Subsystem Functions

The CS provides five major functions, which are shown in Figure 2-2.

The HF Collection Function is responsible for the acquisition of radio broadcast according to the bureau's collection schedule. This function is accomplished by selecting the best antenna for reception; routing broadcast signals to an HF receiver; tuning the HF receiver; and routing the demodulated audio output of the receiver to the Recording Function.

The TV Collection Function is almost identical to the HF Collection Function, but is responsible for the acquisition of broadcast TV according to the established collection schedule. TV broadcasts with only the audio portion collected are recorded by the Recording Function; TV programs with both the video and the audio portions are recorded by the TV Collection Function.

The Recording Function provides the capability to make two recordings of any collection audio program -- one copy is archived and the second copy is used for monitoring and translation. This function performs the routing of the collected audio programs to designated monitors.

The Collection Control Function is responsible for controlling the collection equipment such that all sources on the collection schedule are acquired and recorded.

The Automated Cruising Function supports the bureau cruiser by automatically searching the HF, VHF, and UHF broadcast spectrums for broadcasting stations; tracking their broadcast schedules; determining reception conditions; and tracking changes in broadcast patterns. This data is used as the basis for detailed evaluation of each broadcaster as a potential or continuing source of broadcast news.

2.1.2 Information Processing Subsystem Functions

The eight functions that the IPS provides are illustrated in Figure 2-3.

Collection of press agency wire service material is performed by the Wire Processing Function. This function decodes the stream of characters incoming from each wire service; determines where individual items start and end; formats each item into a standard bureau format; logs the receipt of each item into a log; and copies each item onto the disk storage and the archive disk. These logged and stored items are available for browsing by monitors or editors.

The Text Processing Function is used by monitors and editors to prepare items for dissemination. The function provides the capability to access stored wire service items; to select items for translation or editing; to enter

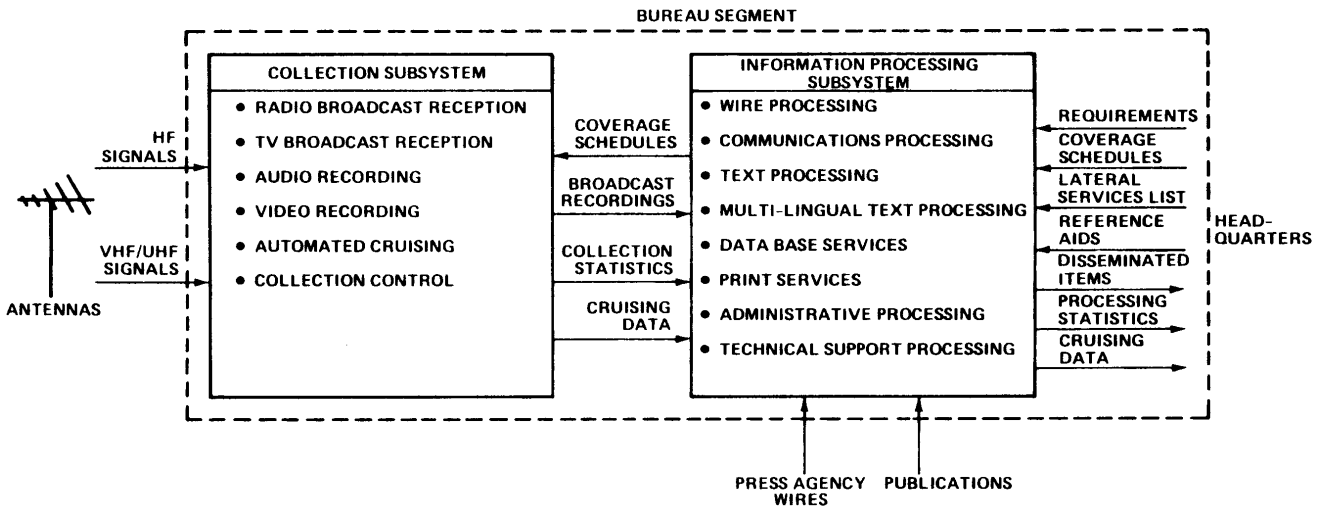


Figure 2-1. Bureau Subsystems

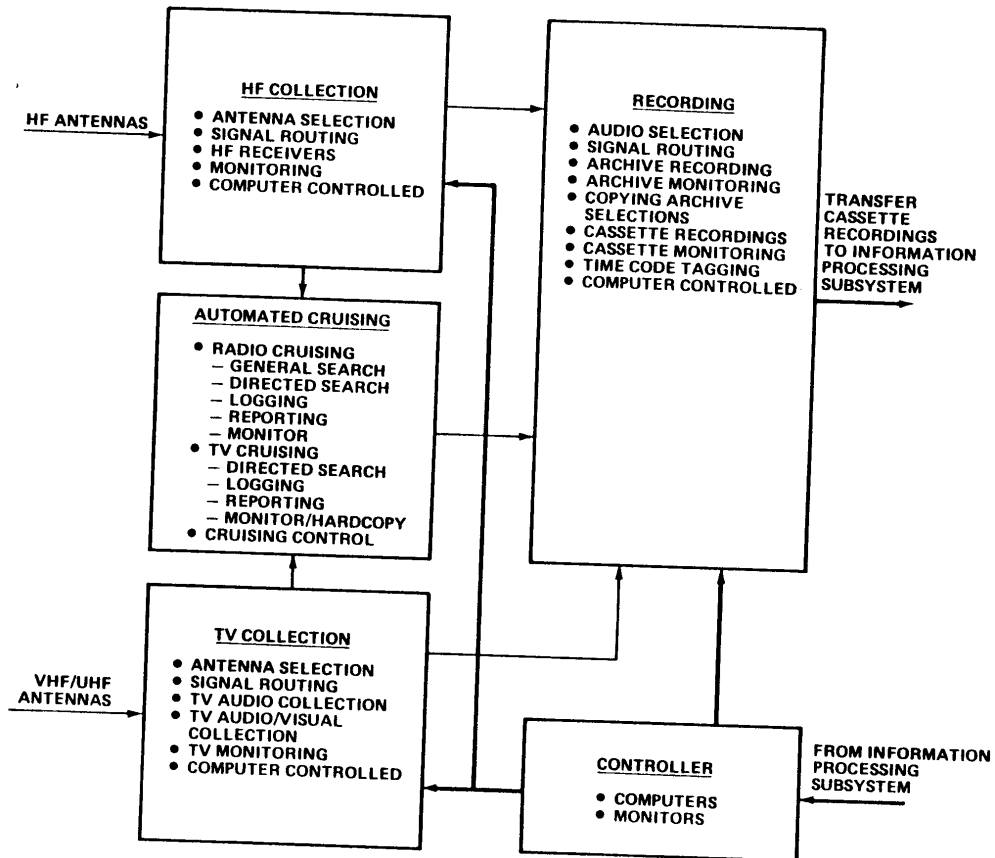


Figure 2-2. Collection Subsystem Functional Block Diagram

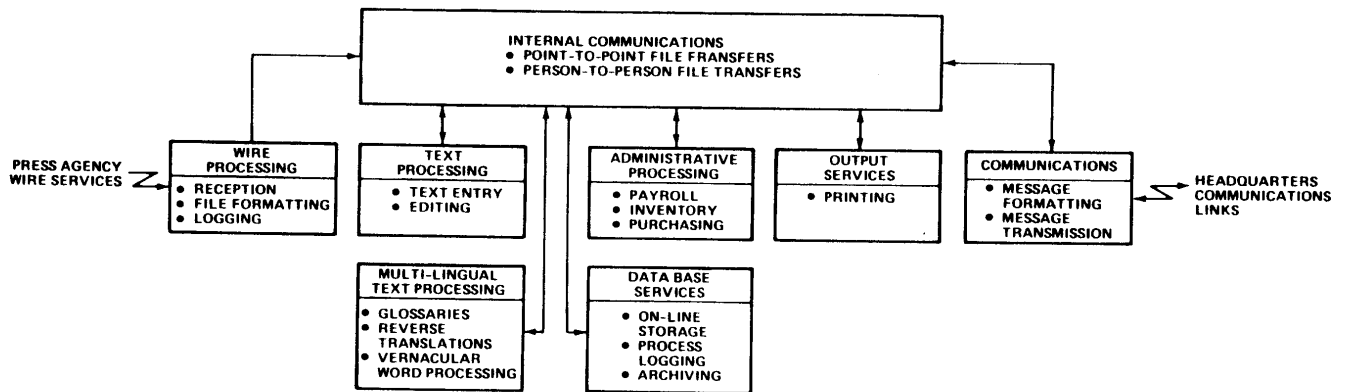


Figure 2-3. Information Processing Subsystem Functional Block Diagram

text representing translations from any source; to edit that text; and to format and code item text for dissemination.

The Multilingual Text Processing Function supports the Text Processing Function by providing multilingual word processing and data base functions used while utilizing translation and reference aids.

The Communications Function disseminates translated and edited material to headquarters or to other bureaus; and provides for transmission and receipt of administrative traffic to and from headquarters or other bureaus. This function formats items for transmission; converts character formats from bureau internal representation into the standard for the telecommunications network; and transmits items. Similar processing is performed for received items.

The Data Base Services Function provides for the online and offline management, access, and storage of public bureau data files. These files include archival copies of all wire service items, disseminated bureau items, and transmissions received from headquarters or other bureaus.

Creation of hardcopy output is provided by the Output Services Function. This function permits any network user to print copies of any textual material, whether in English or a foreign language.

The Administrative Processing Function provides the capability to administer the bureau's operation and supports the maintenance of bureau equipment.

The Internal Communication Function provides for electronic routing or copying of digital data from any one function to another.

2.2 Headquarters Segment

The Headquarters Segment consists of three subsystems: Daily Operations, Translation Services and Analytical Services. The functional composition of each subsystem is specified by Figure 2-4. The Daily Operations subsystem provides processing support for the operation of the FBIS wire service and for the production of the FBIS Daily Reports. The Translation Services subsystem is used by JPRS Serial Reports. The Analytical Service subsystem provides extensive data base management capabilities to support the Production Group in screening foreign publications and selecting articles for translation, and for the Analysis Group to perform media research and analysis.

Daily Operations and Translation Services exist in an unclassified environment. The Analytical Services subsystem operates in a classified environment accepting electronic inputs from Daily Operations and Translation Services via a oneway link. Analytical Services outputs information via secured data links or by hardcopy which has been manually declassified.

2.2.1 Daily Operations Subsystem

The Daily Operations Subsystem supports FBIS Wire Service activities and Daily Report production. In addition, Production Group intelligence officers use Daily Operations capabilities to produce and maintain reference aids for translation.

The External Communication capability provided by the Daily Operations subsystem inputs the field bureau traffic from the AUTODIN interface and routes these messages, using the Internal Communication and Data Base Service capabilities, to local processing queues. In addition, External Communication generates alert messages to designated editor stations for messages of high

DAILY OPERATIONS SUBSYSTEM

ANALYTICAL SERVICES SUBSYSTEM

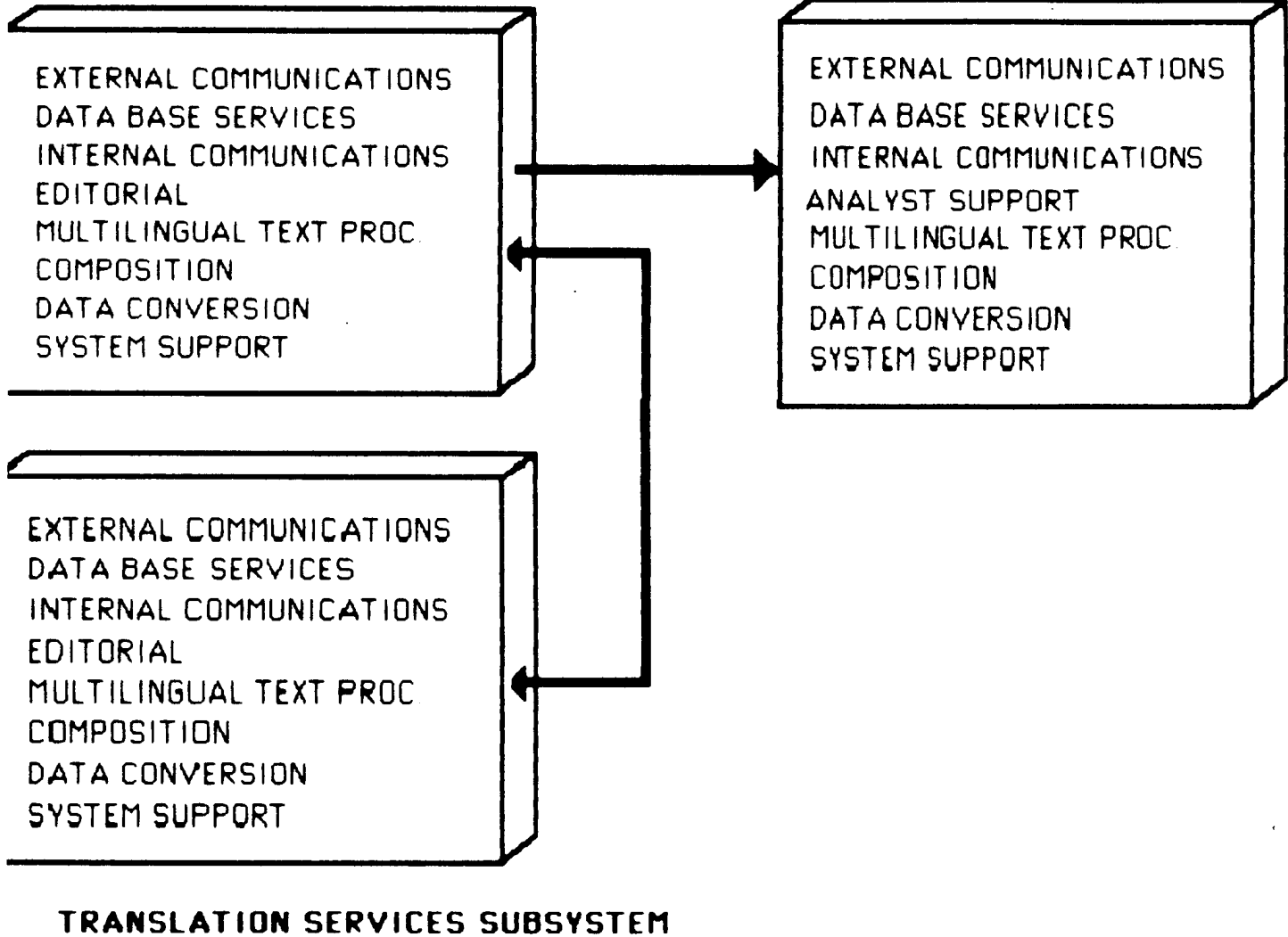


Figure 2-4. Headquarters Subsystems

priority. Bureau messages identified for inclusion in one of eight daily reports, are automatically routed by External Communication to the appropriate data file where the book is being aggregated.

Wire Service editors using the Editorial capability of the Daily Operations subsystem review each bureau message and route it for further processing. Messages designated for wire service consumption are edited and transferred to External Communication for output on the wire service. Other messages are routed to their appropriate destinations using the Internal Communication capability.

The Editorial capability of Daily Operations is employed by daily report editors to review and edit the Daily Report books. Once edited each book is transferred to the Composition capability where it is composed into its final form. Any graphics material is input using the Data Conversion capability and integrated with the text during composition. The Composition capability creates the APS-5 typesetter file which is output to Printing and Photography Department by External Communication.

Production Group intelligence officers use the Multilingual Text Processing capability to create and maintain reference aids for FBIS personnel and independent contractor translators. The master copies of these aids are kept on Daily Operations local storage with copies being transferred to Translation and Analytical Services.

The System Support Capability provides processing functions to support FBIS supervisory and administrative to analyze system and production performance. Statistics are accumulated that summarize component usage, and production quantities. In addition, System Support provides processing facilities to support personnel training and software development.

Supervisors and administrative also use the Analyst Support capabilities to generate reports and analyze data accumulated by the System Support functions. Analyst Support includes word processing and electronic spreadsheet functions.

2.2.2 Translation Services

The Translation Services subsystem provides processing capabilities for producing JPRS Serial Reports and for the management of the 1200 independent contractors who translate material for these reports.

JPRS officers use the Analyst Support and Data Base Services functions to create and maintain data about each independent contractor. This information can then be automatically searched and sorted to facilitate selection of contractors to translate material received from the Production Officers. These same functions are also used for job tracking and analysis to support the translation operations.

Translations received from independent contractors are input by External Communications for softcopy and by Data Conversion for hardcopy. This material is then automatically aggregated by Data Base Services function into files for each report. When sufficient material has accumulated for a report it is transferred to the Editorial function. JPRS editors, using the Editorial capabilities, edit these reports. When editing is completed on a report, it is forwarded to the Composition function which arranges the document into the correct format. Any graphics material is scanned into softcopy by the Data Conversion function and integrated with the text by the Composition function. The Composition function generates the APS-5 typesetter file which is then output by the External Communication function to the Printing and Photography Department.

The JPRS newsletter for the independent contractors and the JPRS Handbook For Contractors are created using the Multilingual Text Processing function provided with Translation Services.

The System Support capability provides processing functions to support FBIS supervisory and administrative to analyze system and production performance. Statistics are accumulated that summarize component usage, and production quantities. In addition, System Support provides processing facilities to support personnel training and software development.

Supervisors and administrative also use the Analyst Support capabilities to generate reports and analyze data accumulated by the System Support functions. Analyst Support includes word processing and electronic spreadsheet functions at each workstation.

2.2.3 Analytical Services Subsystem

The Analytical Services subsystem provides processing support for the Production Group involved in selecting material for translation and for the media analysis performed by the Analyst Group. The Analytical Services subsystem contains the FBIS archival data base. This subsystem operates in a classified environment.

Production officers use the Analyst Support and Data Base Services function to search and sort analyst coverage profiles to facilitate distribution hardcopy to the appropriate officer for selection review. These same functions are used by officers to search and sort collection requirements and consumer requests to support the selection process. Once selected Analyst Support functions are used to generate electronic forms for filling out CSO cards. The CSO cards are output to hardcopy and transmitted with the foreign publication to JPRS. A master CSO card file is maintained by the Data Base Services function on local storage. Updates to this file are received from JPRS as the job progresses.

The External Communication function inputs classified cable data and routes cable traffic to the appropriate queues for processing by analyst. The Internal Communication function receives FBIS product files from Daily Operations and Translation Services and stores this data into the FBIS archival data base.

FBIS researchers and analysts search and sort the archival data base to perform their media analysis. Excerpts from FBIS products stored in the data base are extracted, classified and merged into research files maintained in the data base. The Analyst Support function provides electronic forms and menus to assist analyst in generating queries to operate on the data base. The Data Base Services function in the Analytical Services subsystem provides free text search capability to facilitate finding and extracting information pertaining to specific topics.

Analyst create and edit reports using the word processing capabilities provided by the Analyst Support function. These reports are then composed into the correct format using the Composition function. Any graphics required for the report is input from hardcopy by the Data Conversion function and integrated with the text by the Composition function.

Production and Analyst officers use the Multilingual Text Processing function to review translation aids and to create classified translation aids. In addition, this capability is used to translate English material into a foreign language.

The System Support capability provides processing functions to support FBIS supervisory and administrative to analyze system and production performance. Statistics are accumulated that summarize component usage, and production

quantities. In addition, System Support provides processing facilities to support personnel training and software development.

Supervisors and administrative also use the Analyst Support capabilities to generate reports and analyze data accumulated by the System Support functions. Analyst Support includes word processing and electronic spreadsheet functions.

3.0 INTERFACE DIAGRAMS AND TABLES

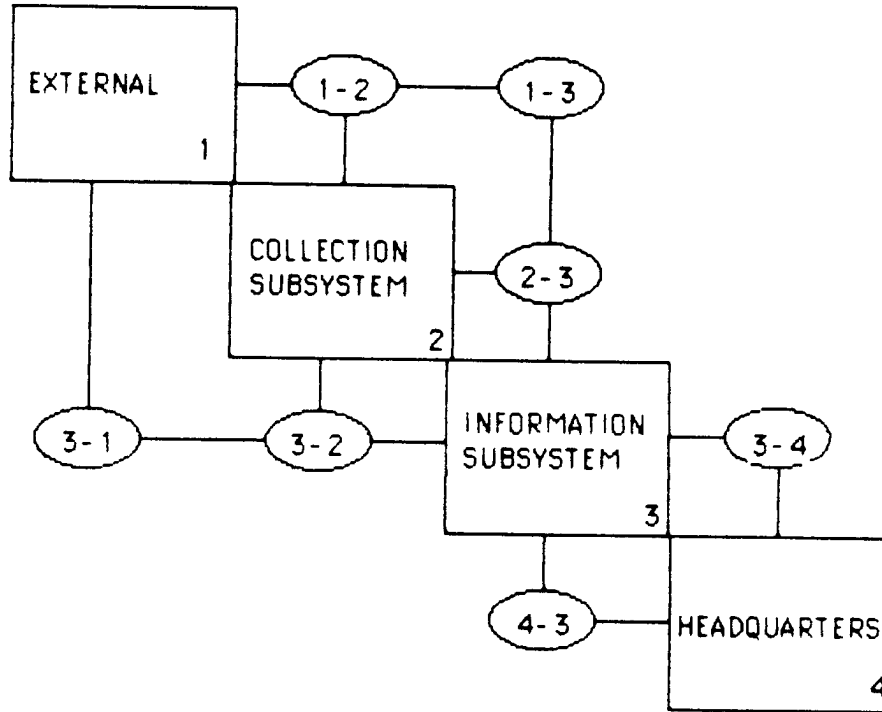


Figure 3-1. Bureau Subsystem Interface

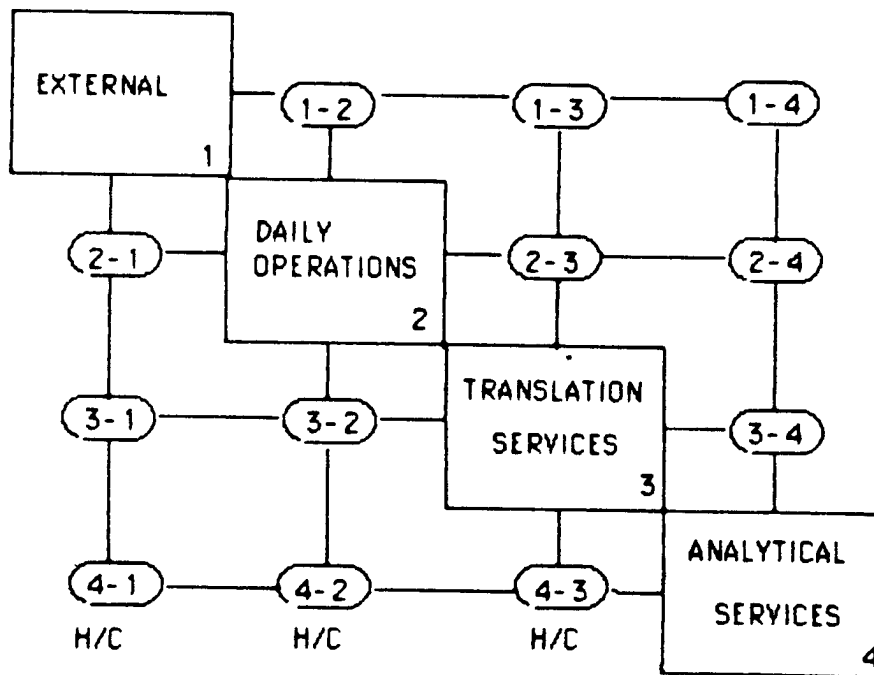


Figure 3-2. Headquarters Subsystem Interface

Node ----	From ----	To --	Major Data Path -----
1-2	External	Collection	HF signal VHF/UHF Signal
1-3	External	Information	Drop copy Disseminated items Printed material
2-3	Collection	Information	Broadcast record Collection statistics Cruising data
3-4	Information	Headquarters	Disseminated items Processing statistics Cruising data
3-1	Information	External	Disseminated items Drop copy
3-2	Information	Collection	Coverage schedules
4-3	Headquarters	Information	Requirements Coverage schedules Reference aids Lateral service lists

Table 3-1. Bureau: Subsystem Interfaces

Node ----	From ----	To --	Major Data Path -----
1-2	External	Daily Operations	Translated copies Updates to technical files - Cruising Requests for services Administrative traffic Statistics
1-3	External	Translation Services	CSO cards Translated materials - softcopy via modem, floppies, cassette - hardcopy Queries for assistance Statistics SOS cards
1-4	External	Analytical Services	Requirements Requests for special processing
2-1	Daily Operations	External	Wire service Response to special processing requests APS-5 output
2-3	Daily Operations	Translation Services	Daily report overflow Electronic mail
2-4	Daily Operations	Analytical Services	Bureau administrative traffic Technical file updates Daily report archives Daily report overflow Virtual 3-4 interface Update messages for workstation Maintained files Process statistics Electronic mail Graphics Service requests

Table 3-2. Headquarters: Subsystem Interfaces

Node ----	From ----	To --	Major Data Path -----
3-1	Translation Services	External	Material to be translated Instruction sheets CSO Response to queries Glossaries Newsletter Translation aids APS-5 output
3-2	Translation Services	Daily Operations	Virtual 3-4 interface
3-4	Translation Services	Analytical Services	Serial reports for archival CSO status updates Electronic mail Process statistics
4-1	Analytical Services	External	Response to special requests
4-2	Analytical Services	Daily Operations	Administrative messages Technical file updates for bureaus - JSL - coverage - cruising Response to service requests Glossaries
4-3	Analytical Services	Translation Services	CSO cards Material for translation Glossaries (updates) Administrative messages Translation aids

Table 3-2 (continued).

4.0 FBIS PROCESS FLOW4.1 Bureau Flows4.1.1 Process Bureau Flow

The following process flows (figure 4-1 through 4-7) represent the monitor's activity flow with three types of source material: broadcast, press, and publication. Each is a summarization step followed by a selection and translation step. A common editing process follows all three.

A summarized list of collected raw source material is made at the monitor's workstation and a copy is forwarded to the slot editor for selection. The accepted list of translation tasks becomes a "controlled" summary list meaning job tracking and statusing is performed against that list. A monitor receives a full translation task from the assignment list. He takes the material, i.e., cassette for broadcast, softcopy file for press, hardcopy publication and enters his translation into the workstation. When he is satisfied with his work, he forwards his material to the editor's workstation and requests a new task. Task statistics are automatically updated in the controlled summary file.

Editorial flow is straightforward. The translated material is edited using the word processing software, formatted, and forwarded to the communication "server".

4.1.2 Cruising Process

Based upon granted capabilities, the cruiser is shown a segment of the menu tree. Performing the cruising function, he operates these capabilities:

- o GENERAL SEARCH
- o DIRECTED SEARCH
- o DISPLAY LOGS

GENERAL SEARCH

- o RECALL ASSIGNMENT
- o READ/WRITE CONFIGURATION FILE
- o SET FILTER MASK
- o RUN

The operator selects the GENERAL SEARCH task from the main menu. The configuration file based upon the work schedule file is displayed on the screen for operator approval. If the operator wishes to override a default, he indicates the appropriate field by cursor. The selected field will then be reversed video and that value may be changed from the keyboard.

When the operator is satisfied with the configuration parameter set, he selects the RUN command which initiates a general search of the HF band.

The automated general search proceeds by scanning the range according to the configuration parameters. For each scan, a rank-selected noise level estimator is used to determine the noise level and set the threshold. All values above the threshold are considered signals of interest. Median filtering is performed to eliminate noise spikes and the spectral peak identifies the center fre-

-16-

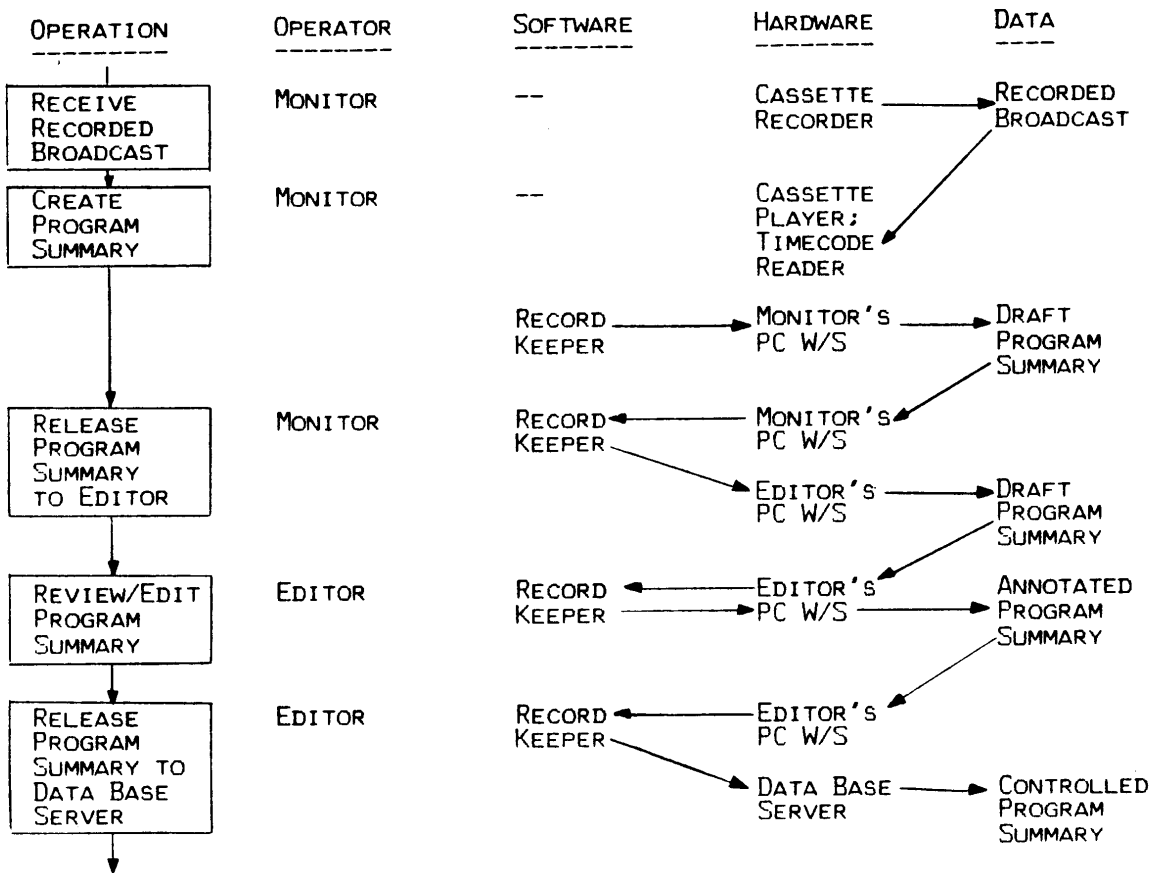


Figure 4-1. Broadcast Monitoring (Selection)

-17-

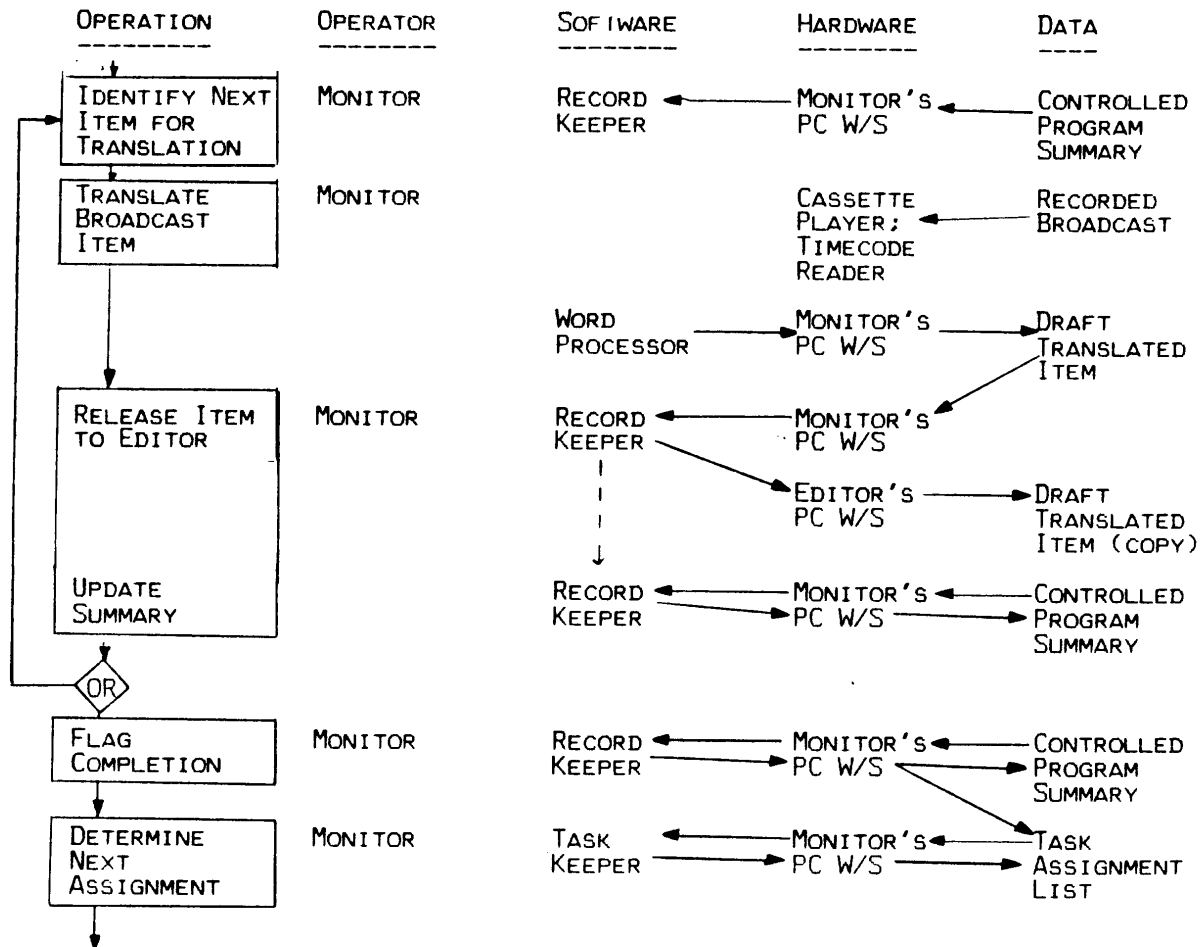


Figure 4-2. Broadcast Monitoring (Translation)

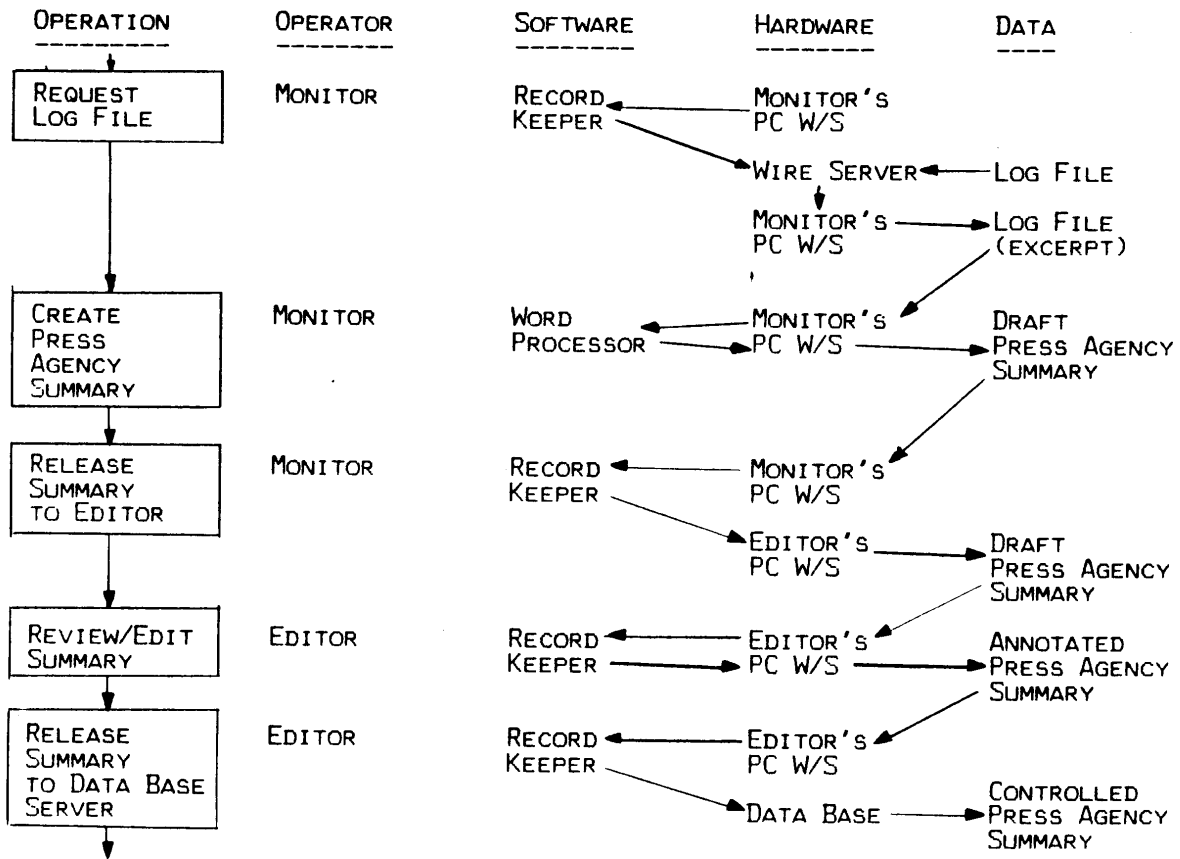


Figure 4-3. Wire Service Monitoring (Selection)

-19-

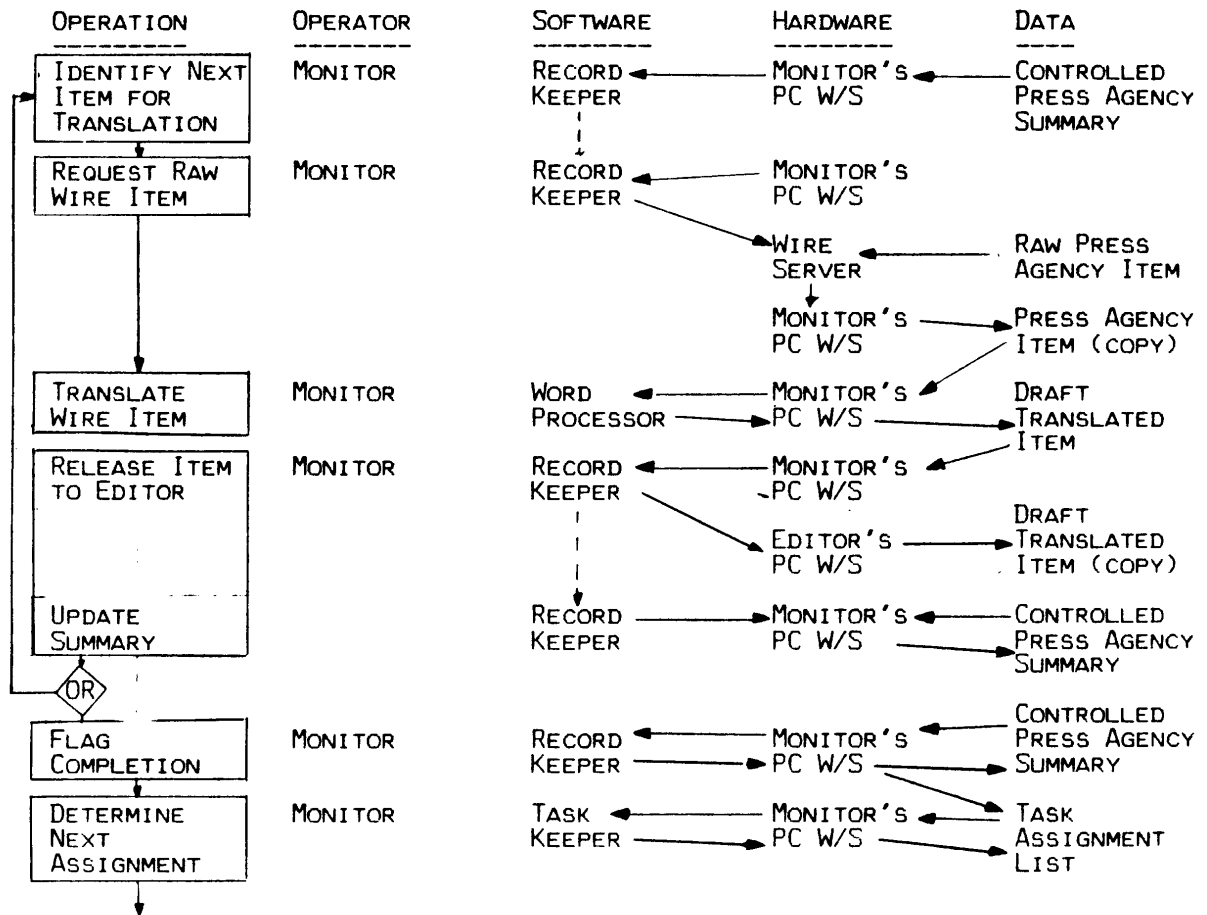
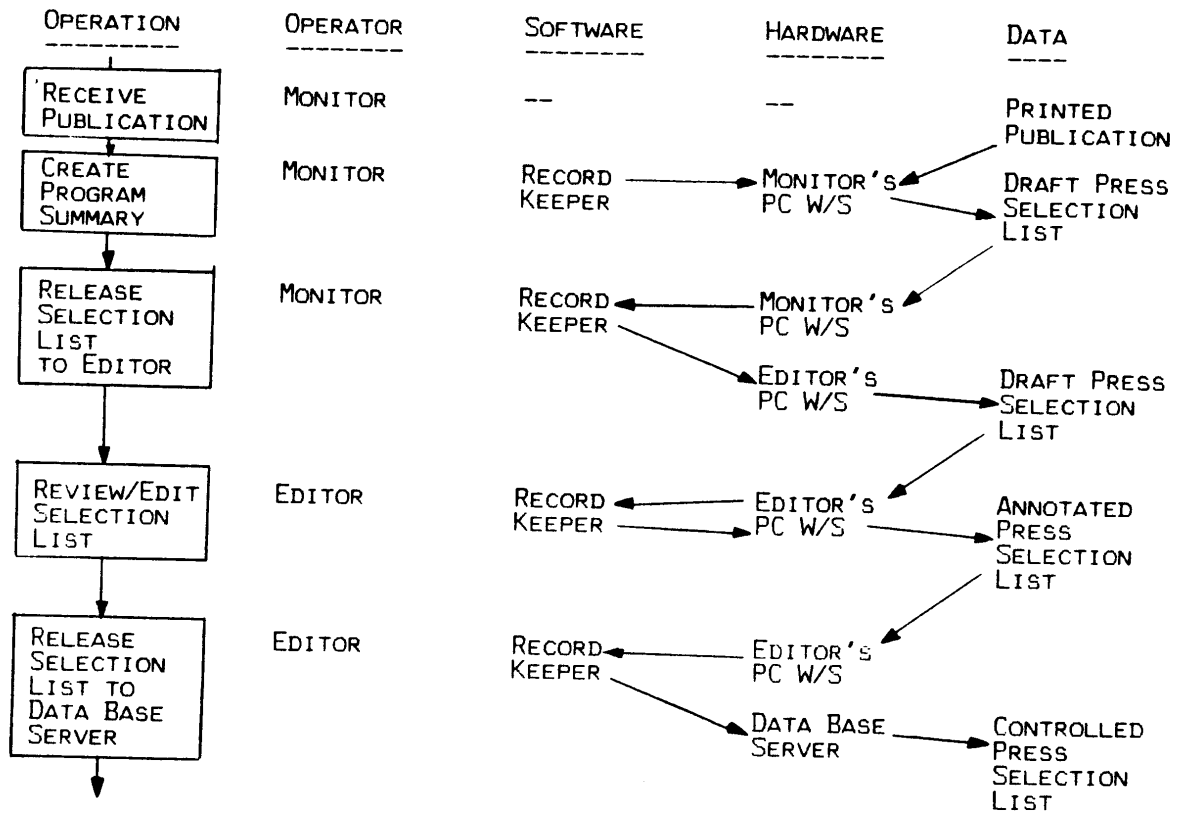


Figure 4-4. Wire Service Monitoring (Translation)



-20-

Figure 4-5. Publications Monitoring (Selection)

-21-

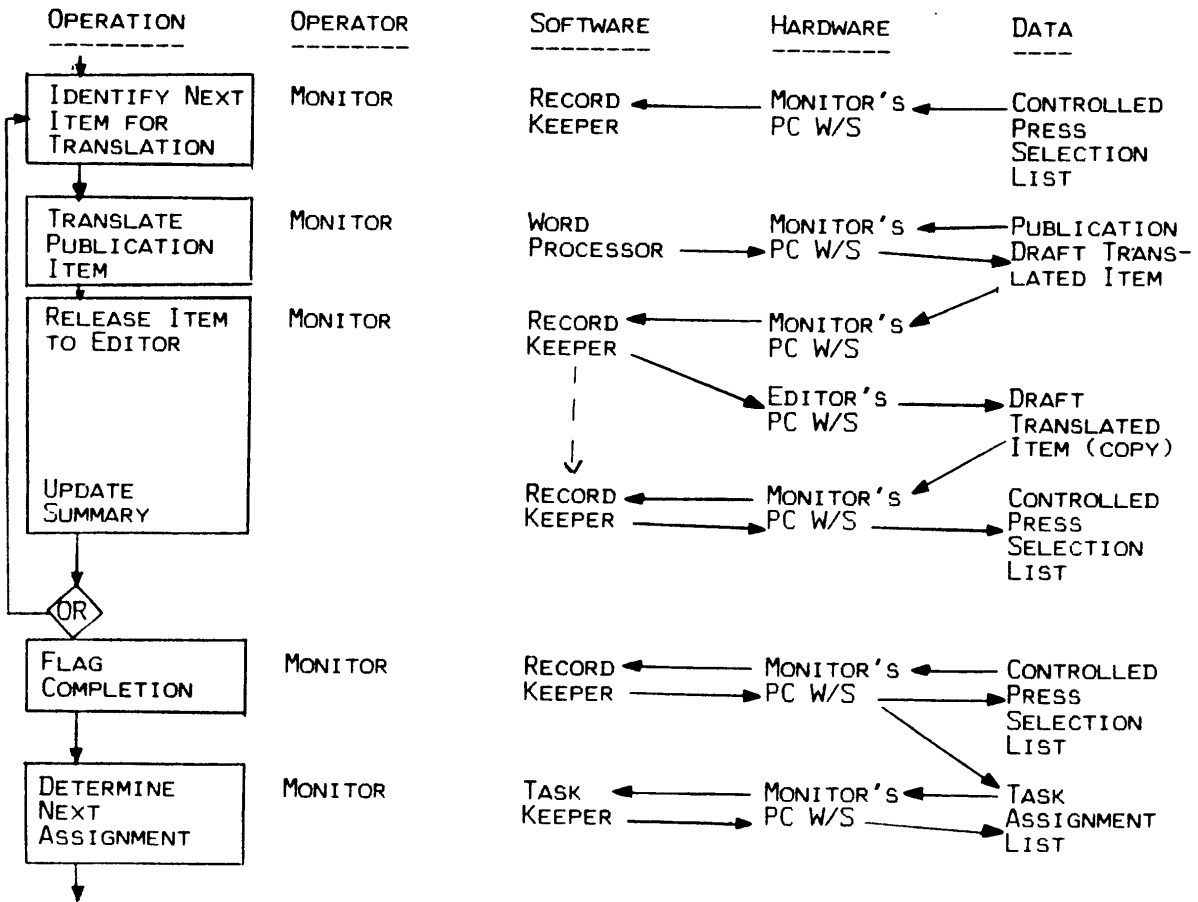


Figure 4-6. Publications Monitoring (Translation)

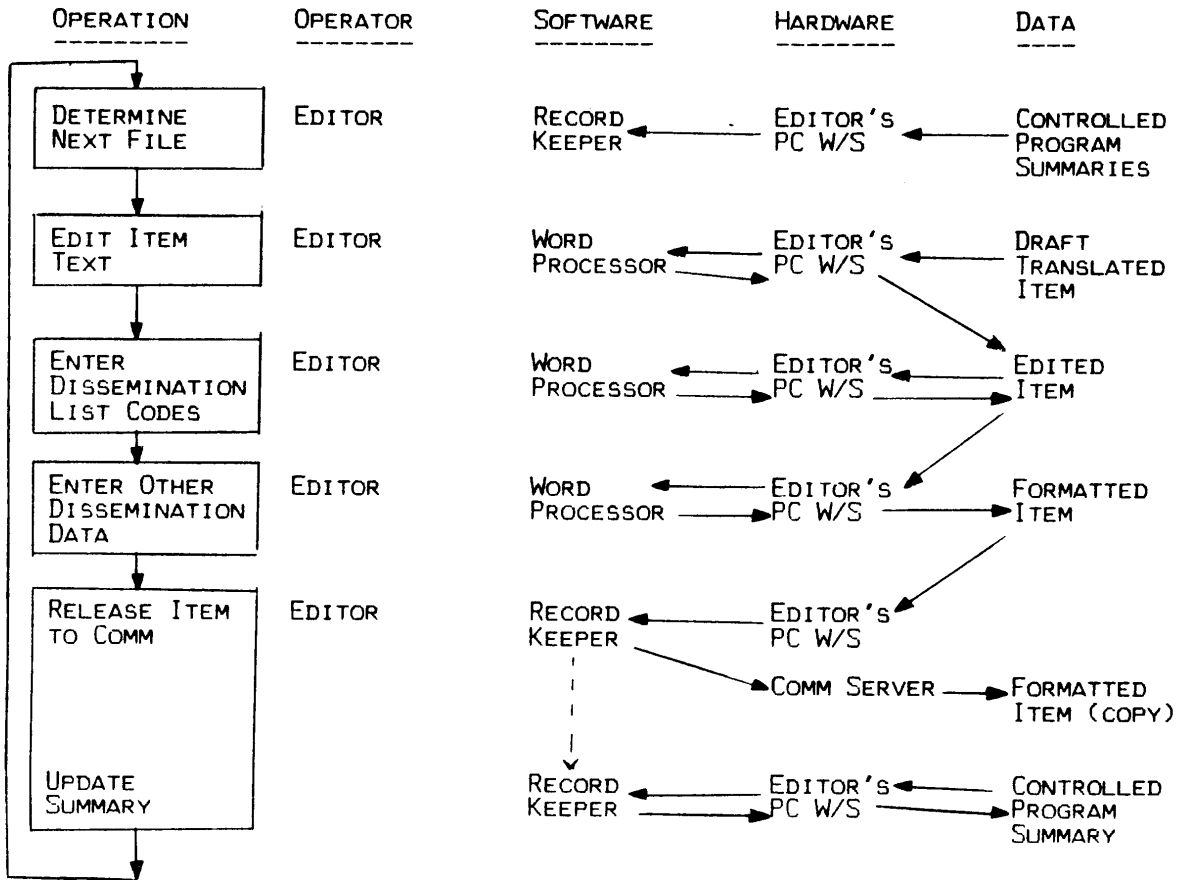


Figure 4-7. Editing

quency of each active signal. Signals of interest are written into the logging file. Each signal is characterized by time of occurrence, duration of observation, magnitude of each signal, antenna configuration information, and center frequency of each signal. The cruiser has the capability to annotate the signal file. This file is used to generate reports, to provide displays, and to serve as a basis for directed search.

DIRECTED SEARCH

At the control terminal, the operator can select a particular frequency for monitor:

- 1) Log generated by automatic cruising
- 2) Specific tasking
- 3) Manual override

To collect the data, the operator schedules a recording sequence indicates that he will monitor and record the programming at the console itself or routes the programming to a particular monitor station. Any comments are collected in the log file. The log file is used to construct messages to "interested" consumers.

DISPLAY LOG

All files are available in a predefined report format for review at the operator's console.

4.1.4 System Maintenance Process

System maintenance is performed at the bureau as preventative maintenance and corrective maintenance.

PREVENTATIVE MAINTENANCE

For preventative maintenance, time of use is logged against each piece of equipment and stored as part of the inventory file. The bureau engineer has available to him in a weekly (TBR) softcopy report the identity of equipment requiring preventative maintenance. At the completion of maintenance, an entry is annotated in the maintenance log file and the maintenance clock reset.

CORRECTIVE MAINTENANCE

Under corrective maintenance, all hardware installed at the bureau will have a self diagnostic routine which with test equipment operability. The user will initiate this check as a standard procedure before the start of his shift activity, and any equipment failing this diagnostic will be reported to the bureau maintenance engineer.

The engineer is supported by diagnostic capability down to the replaceable item. When a spare part is taken out of inventory, the inventory is decremented and the disposition of the replaced board is noted. When the inventory level draws under the recommended spares level, a notice is posted to the bureau engineer.

All interaction with the inventory data base is performed through report forms generated on the terminal screen. Entry fields are selected by

cursor and highlighted in inverse video. Task selection will be by menu selection. Command will be indicated by single keystroke.

4.1.5 Administrative Process

Bureau administrative activity will be supported by three major data files:

- o Schedule and time and attendance
- o Inventory and maintenance management
- o Budget control

The work scheduler defines a "strawman" schedule which takes into account the assigned coverage schedule, the required skills, the available qualified staff, and a predetermined rotation sequence. This schedule may be modified by individuals who possess the "appropriate" capability level. A forward one month (TBR) schedule is available to all personnel at their terminals.

As the schedule is worked, data is recorded to support monthly performance reports to headquarters.

Personnel files, time and attendance records as well as pay calculation for American employees are bureau independent files. Local payroll calculations are tailored to the bureau in compliance with the host country regulations. Each employee (TBR) enters his daily attendance into the time and attendance file which is available for review by the supervisor and administrative staff. After approval at the completion of the pay period by the supervisor, the weekly time and attendance log is appended to the permanent bureau file.

Personnel files are maintained and automatically scanned for compliance with the host country's emigration regulations. Skills profile is retained for each employee for supporting work scheduling. Contractual limits are recorded for comparison against actual hours and for notification to the responsible administrator.

Budget control file will support the bureau administrative function and supports financial status reports. The administrative assistant log daily transactions against a particular sub-object class (SOC). Reports will be generated using both tabular and graphical presentation capabilities by single or multiple SOC.

4.2 HEADQUARTERS FLOW

4.2.1 Wire Service Process Flow

The wire service process flow (figure 4-8) represents the handling of all incoming and outgoing FBIS message traffic. Incoming messages are assembled, logged and distributed using internal communications. Time critical and priority messages are labelled and flashed. Messages are distributed to the classified via one directional transmission. Outgoing messages are written, edited, received and granted released authority. Messages are formatted and affixed with a standard distribution record before transmission.

4.2.2 Daily Report Process Flow

The daily report proceeds flow (figure 4-9) supports the editorial

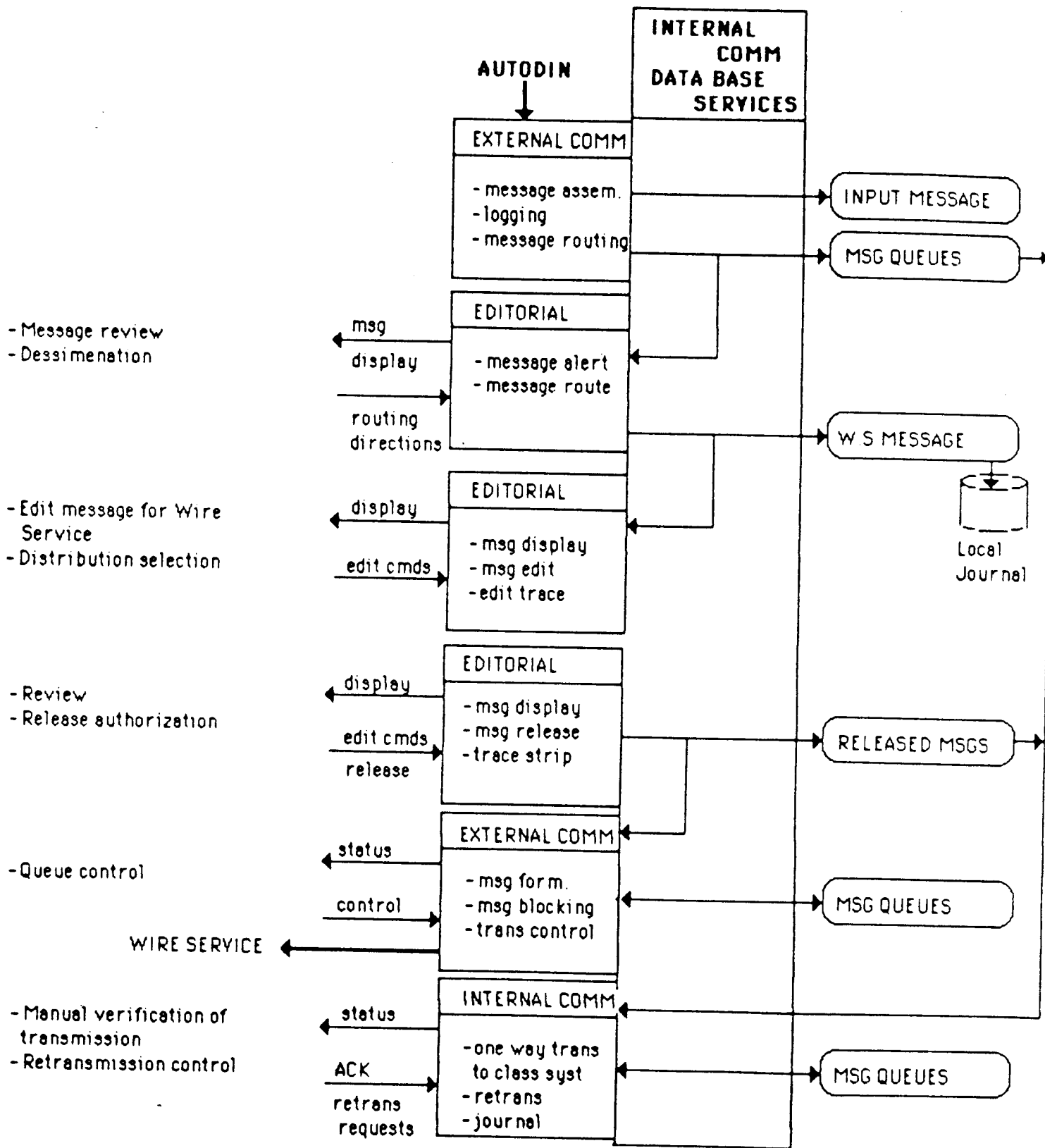


Figure 4-8. Wire Service Process Flow

ASSUMPTION. Input messages have already been input and processed for Daily Wire hence are queued for Daily Report processing.

- Verify automatic book assignment
- Eliminate messages
- Calculate length

- Edit copy
- Route for review

- Formulate bureau to resolve problem
- Evaluate response and edit accordingly

PUBLICATION CUTOFF

- Final edit
- Review and release

- Input graphics for inclusion in report
- Edit for fit and process errors
- Relate to Daily Report

- Select book and page formats
- Correct processing errors for pagination and graphics integration

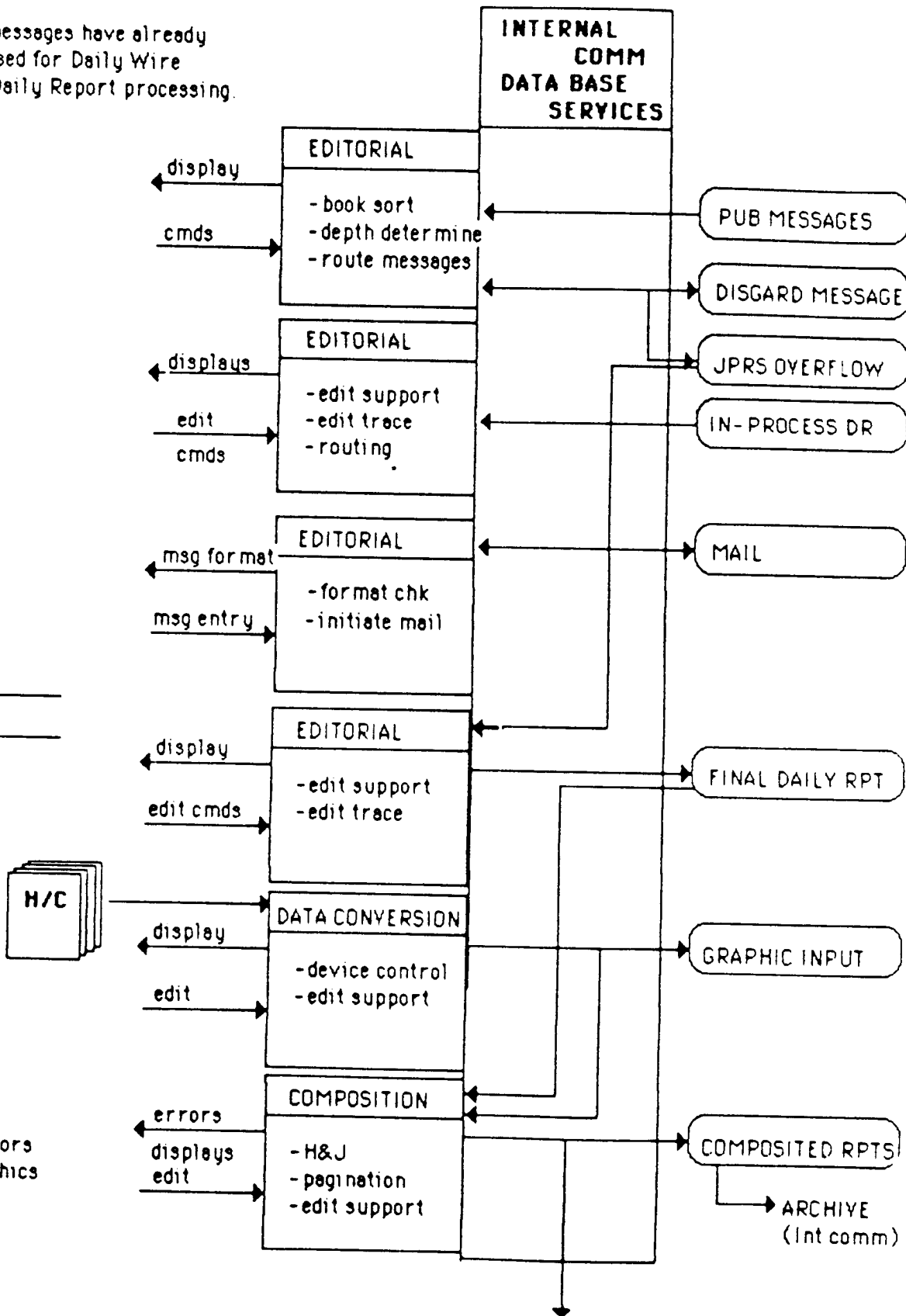


Figure 4-9. Daily Report Process Flow

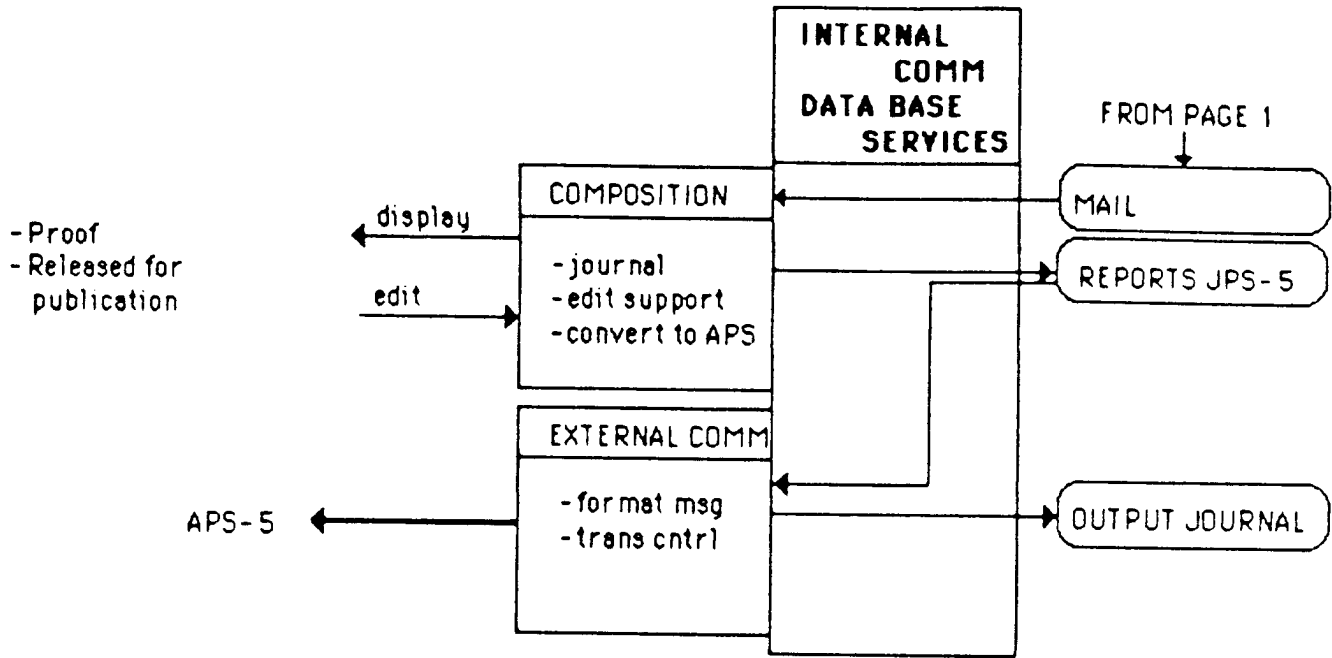


Figure 4-9 (continued).

and composition process required to produce all eight books of the FBIS Daily Report. Input messages are passed from the daily wire via internal communications and are queued by book. Editorial processes are separated from composition processes. There is, however, editorial capability within composition to effect quick change. Composition merges text with associated graphics files produced by scanning hardcopy source material, and produces a typesetter - compatible file. Usage statistics are maintained through the output journal.

4.2.3 Source Evaluation Process Flow

Source evaluation process flow (figure 4-10) encompasses not only the selection of materials to be translated by translation services but also supporting tasks to translation. These tasks include:

- o review of current subscriptions against user requirements,
- o logging of received source material,
- o review of foreign publications,
- o scheduling ad hoc requests,
- o generation of a foreign language glossaries.

These tasks are all characterized by interactive terminal activity: query and maintenance through formatted screens.

4.2.4 Source Translation Process Flow

In the Source Translation Process Flow (figure 4-11), the analyst has reviewed and is familiar with the validated requirements that have been posted through the request for service process (ref para. 4.28). He receives and evaluates the hardcopy source material and completes the CSO form and a special instructions sheet at his terminal. In selecting the independent contractor (IC), the analyst searches the IC data base for an available profile that matches the job requirements. Estimates for the cost and schedule of the proposed translation project are calculated based upon length and contracted fees.

The status of all projects is tracked, producing an automatic report of outstanding jobs with associated reminder dates and due dates. Overdue jobs are flagged for attention. The analyst has the capability to maintain both the IC personnel file as well as the job tracking file.

When a project has been completed, material from the IC is accommodated in hardcopy through OCR or computer compatible form via floppy disc and cassette. The resulting text is collected into the report queue, edited and composed.

4.2.5 Research Services Processing Flow

The major portion of the research services process flow (figure 4-12) is involved with the creation, and interpretation of data files of translated source material. This source material enters the subsystem as a file transfer through internal communications and is reviewed at a display terminal. Portions of the message are selected and stored in personal files or central office files for later retrieval and analysis.

Analysis research is an individualized activity involving interactive query into both the personal shoe box and the central office files. The research

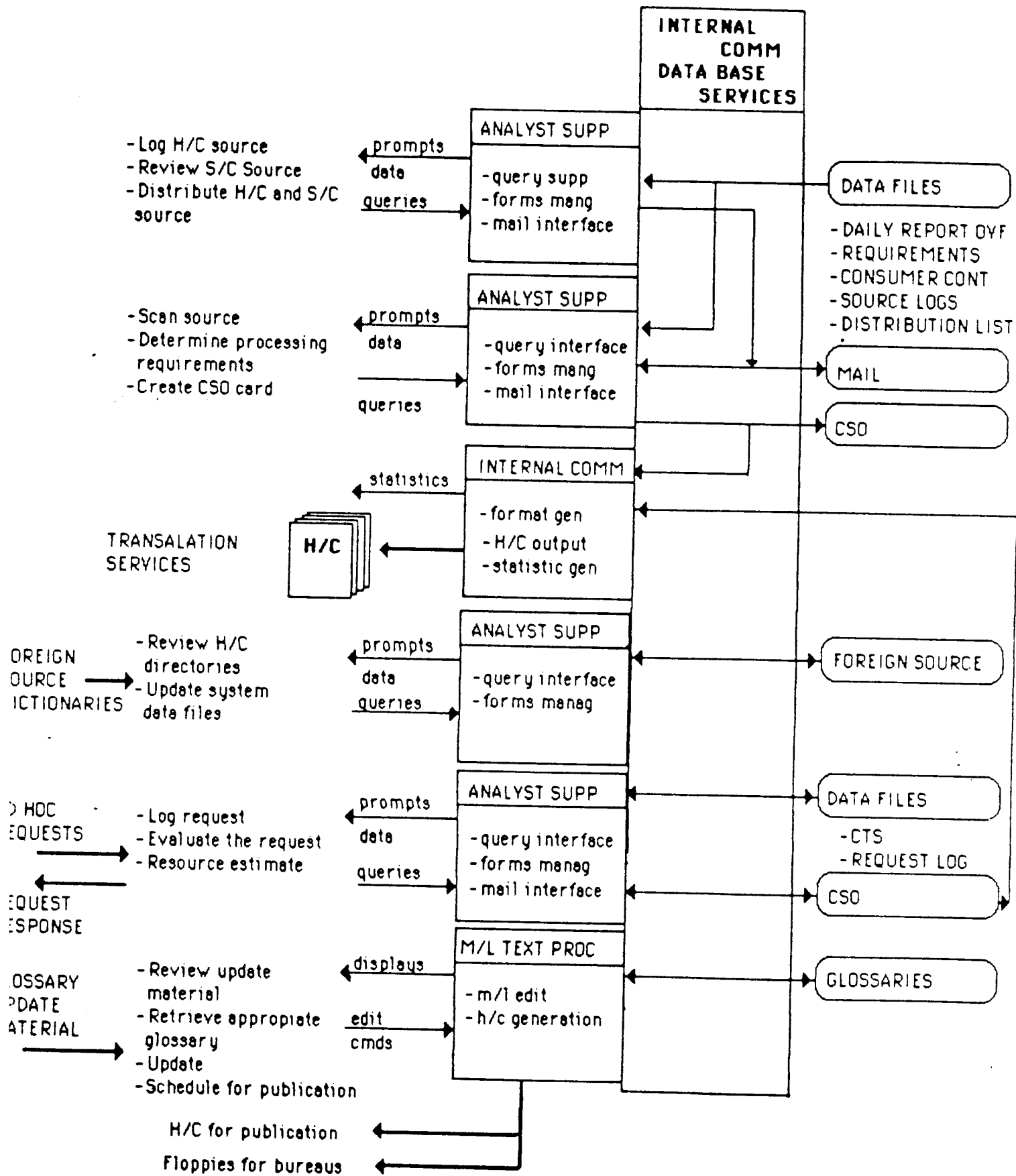


Figure 4-10. Source Evaluation Process Flow

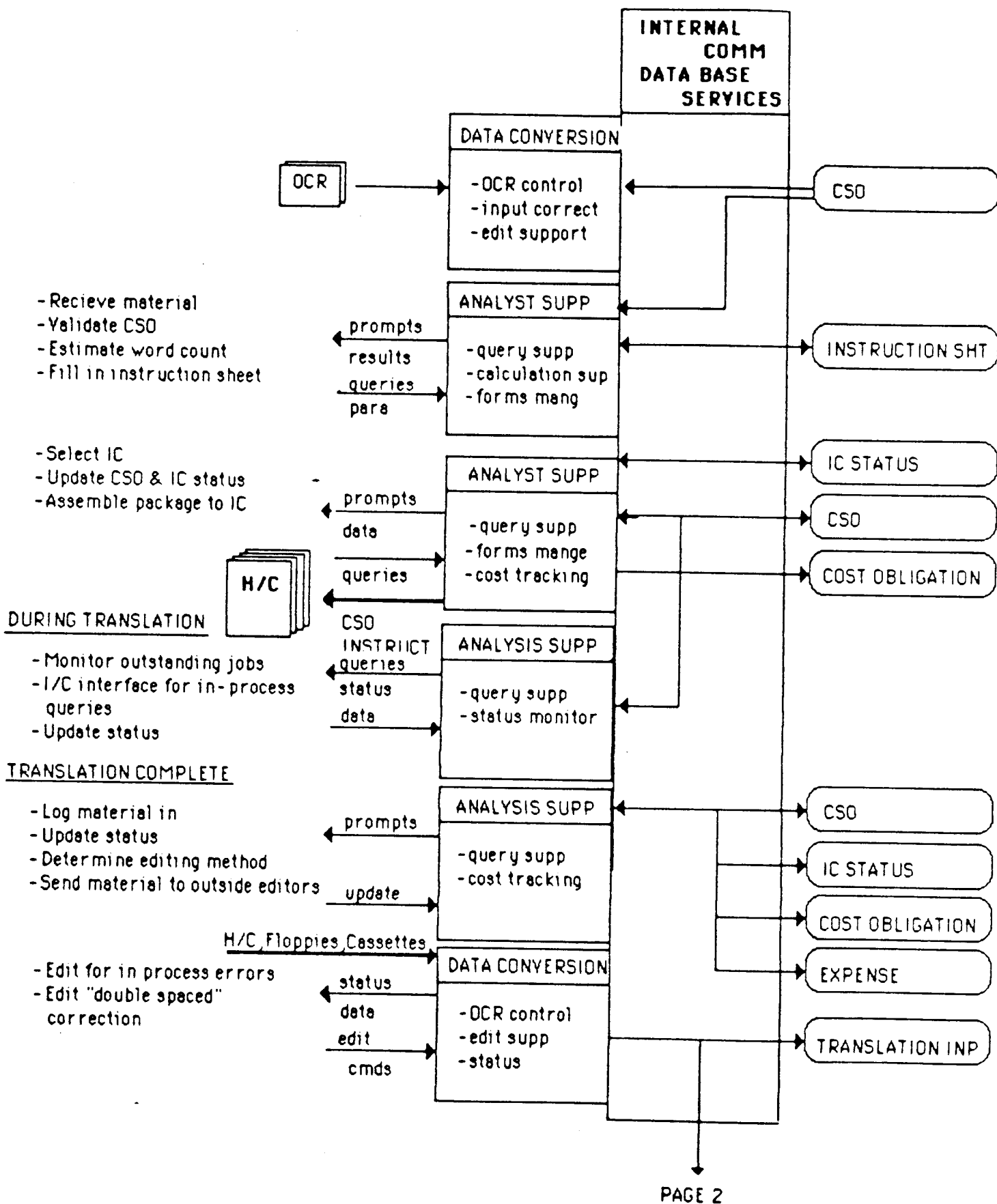


Figure 4-11. Source Translation Process Flow

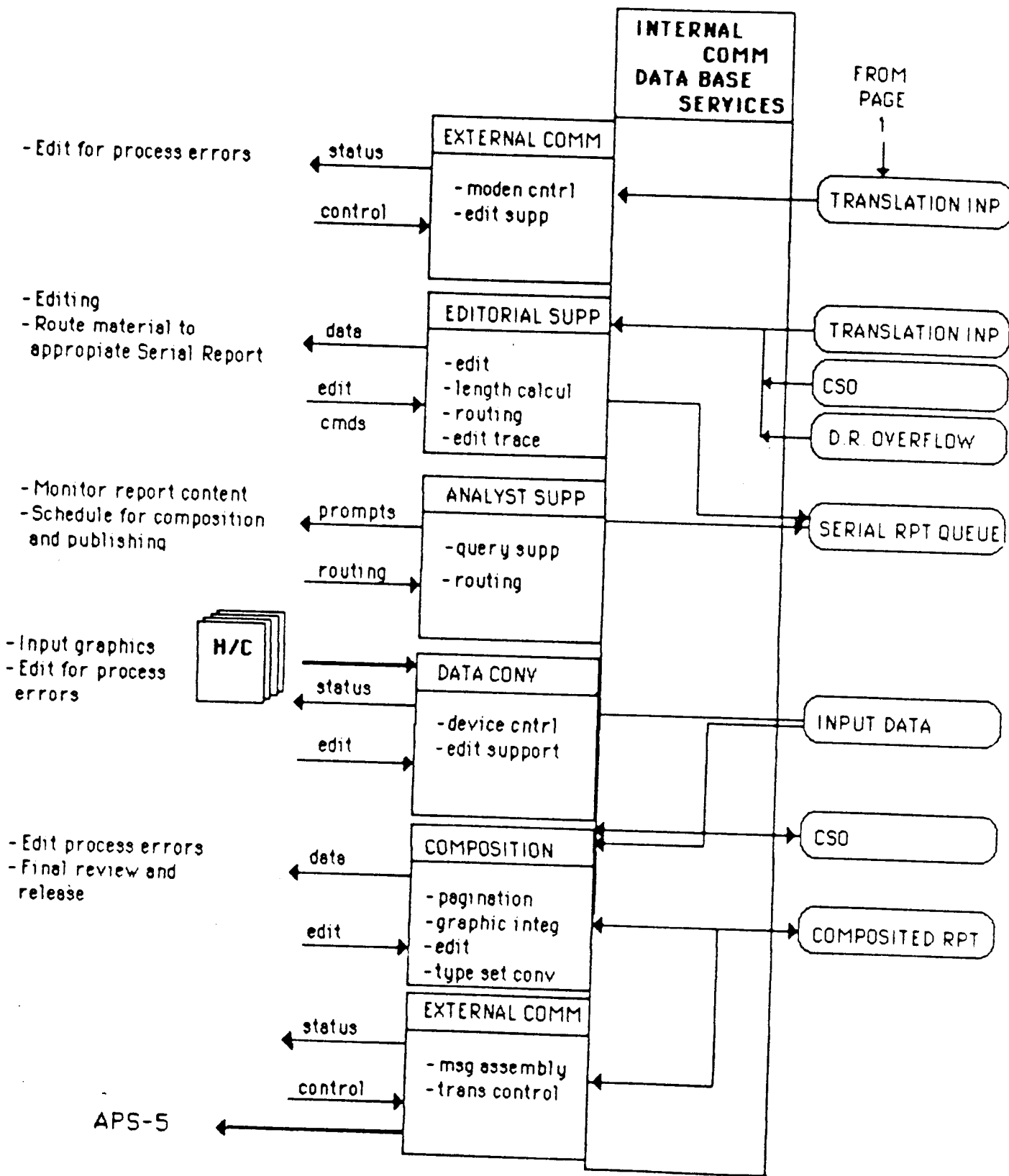


Figure 4-11 (continued).

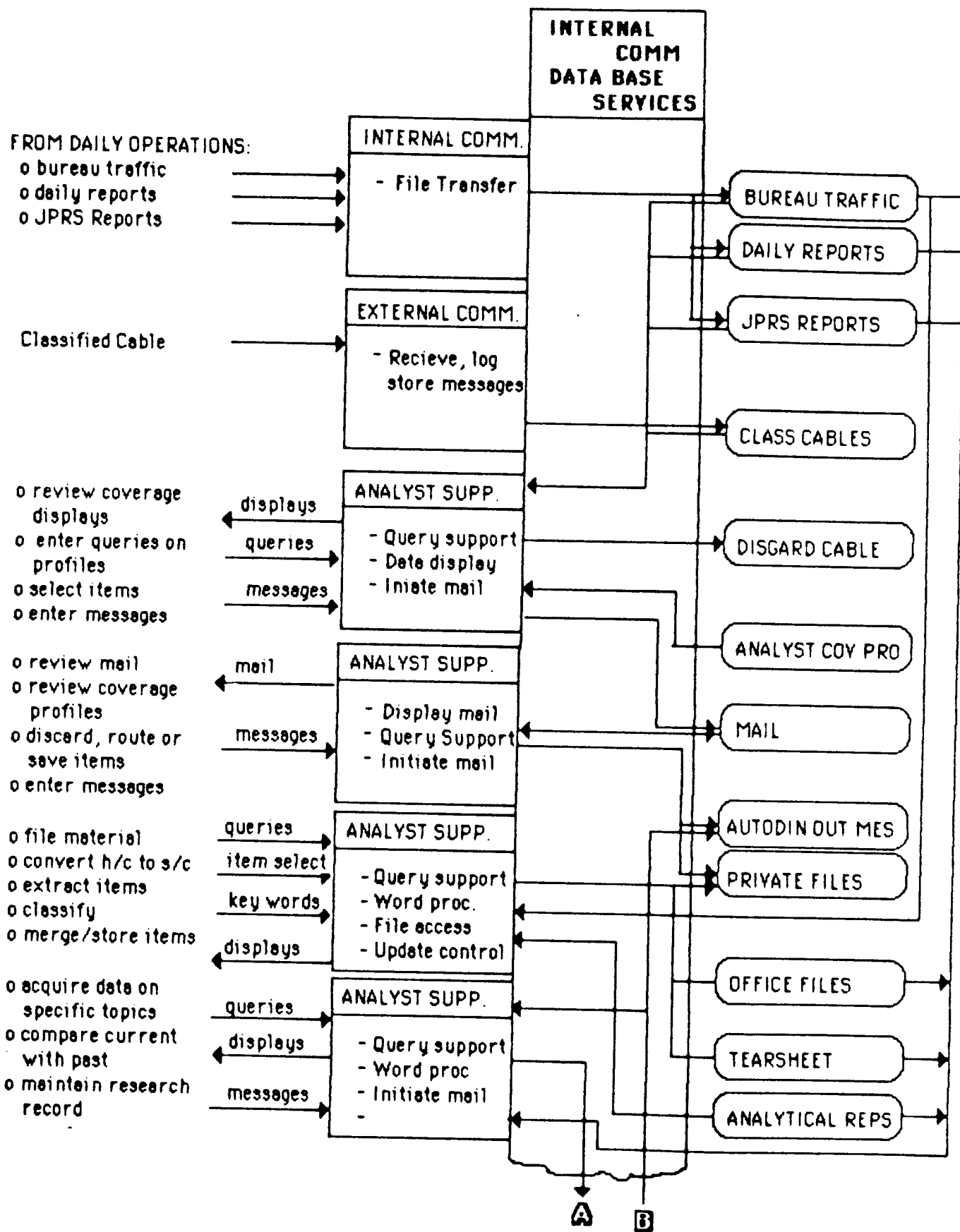


Figure 4-12. Research Services Process Flow

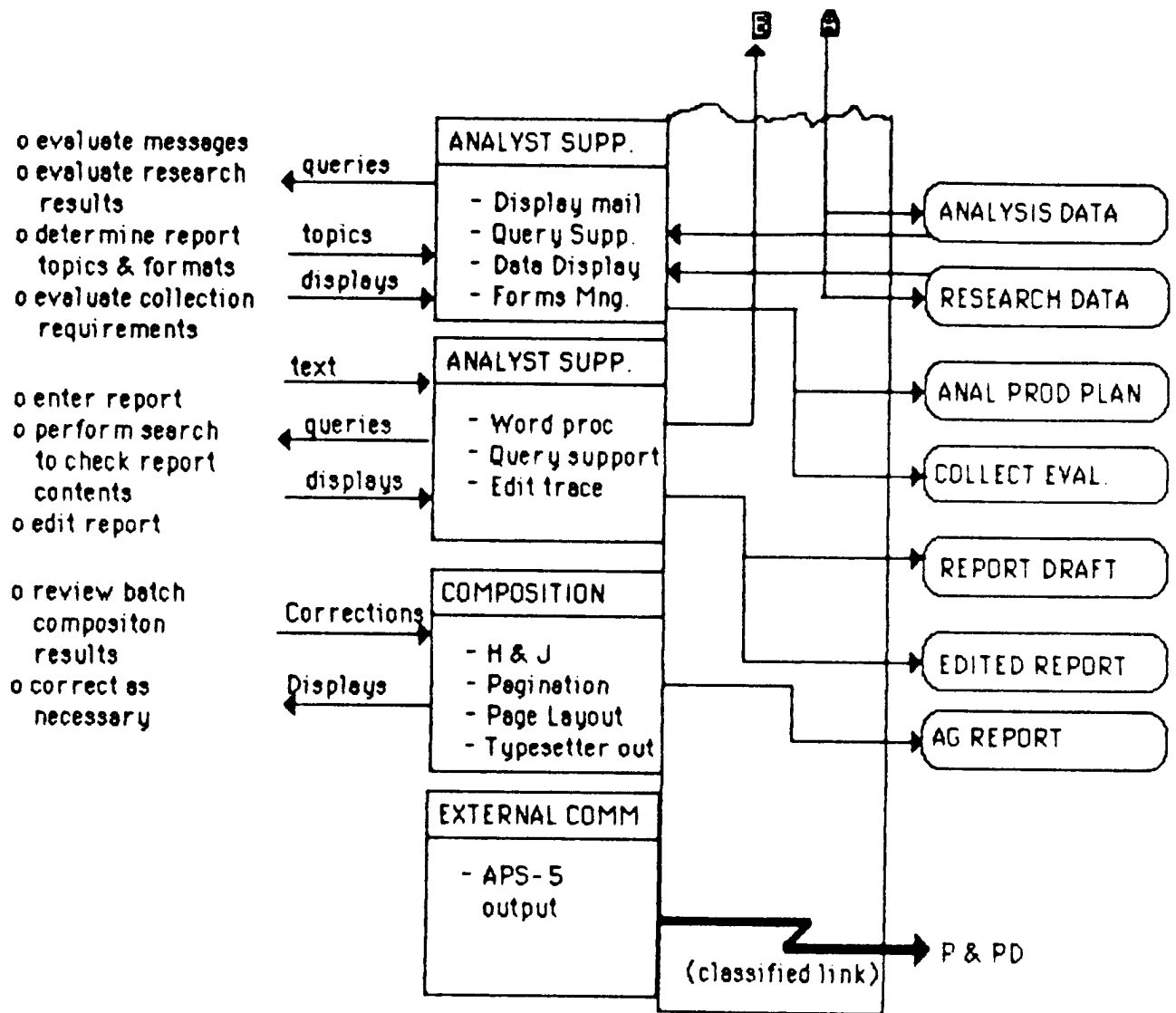


Figure 4-12 (continued).

is formulated in a report which is prepared using the same editorial and composition functions. In this process, external communications support a classified link to P&PD.

4.2.6 TECHNICAL FILE UPDATE PROCESS FLOW

The technical file update process (figure 4-13) represents the technical interface between the FBIS headquarters and individual full bureau. The cruising file message is received through the wire service process and internal communications facilities and stored in a temporary (TBR) message queue. An analyst evaluates the message with the current data base and coverage requirements. Updates are effected in the headquarters data base and new additions and changes are forwarded to the responsible bureaus. Statistical data is summary for appropriate activity reports.

4.2.7 Administrative Data Process Flow

The administrative data flow (figure 4-14) supports the capture and reporting of operational statistics gathered from all parts of the system. Data is either entered manually or passed automatically. These statistics are available for review at terminal, as preformatted consolidated activity reports, or as source material for special reports.

4.2.8 Request for Service Process Flow

The request-for-service process flow (figure 4-15) accommodates requests via three modes:

- o external communication
- o internal communication
- o manual analyst output.

Internal communication is utilized to route validated requests to the responsible organization. Three general types of requests are handled: reports, collection and processing and distribution.

- o Report generation is characterized by softcopy editorial process. The material of the report (ref. para. 4.2.5 AG Process) is developed under a tasking request and written. An approval cycle is initiated where the draft is "mailed", editorial changes and review comments collected and incorporated into the body of the text. Upon completion, the report is forwarded for printing, locally printed, or electronically transmitted to the consumer.
- o Collection and processing. When this request is received, the analyst determines whether a current collection satisfies the requirement in which case central distribution lists are updated and forwarded to the appropriate organizational elements. If new coverage or processing is required, that requirement is forwarded for translation services or field coverage.

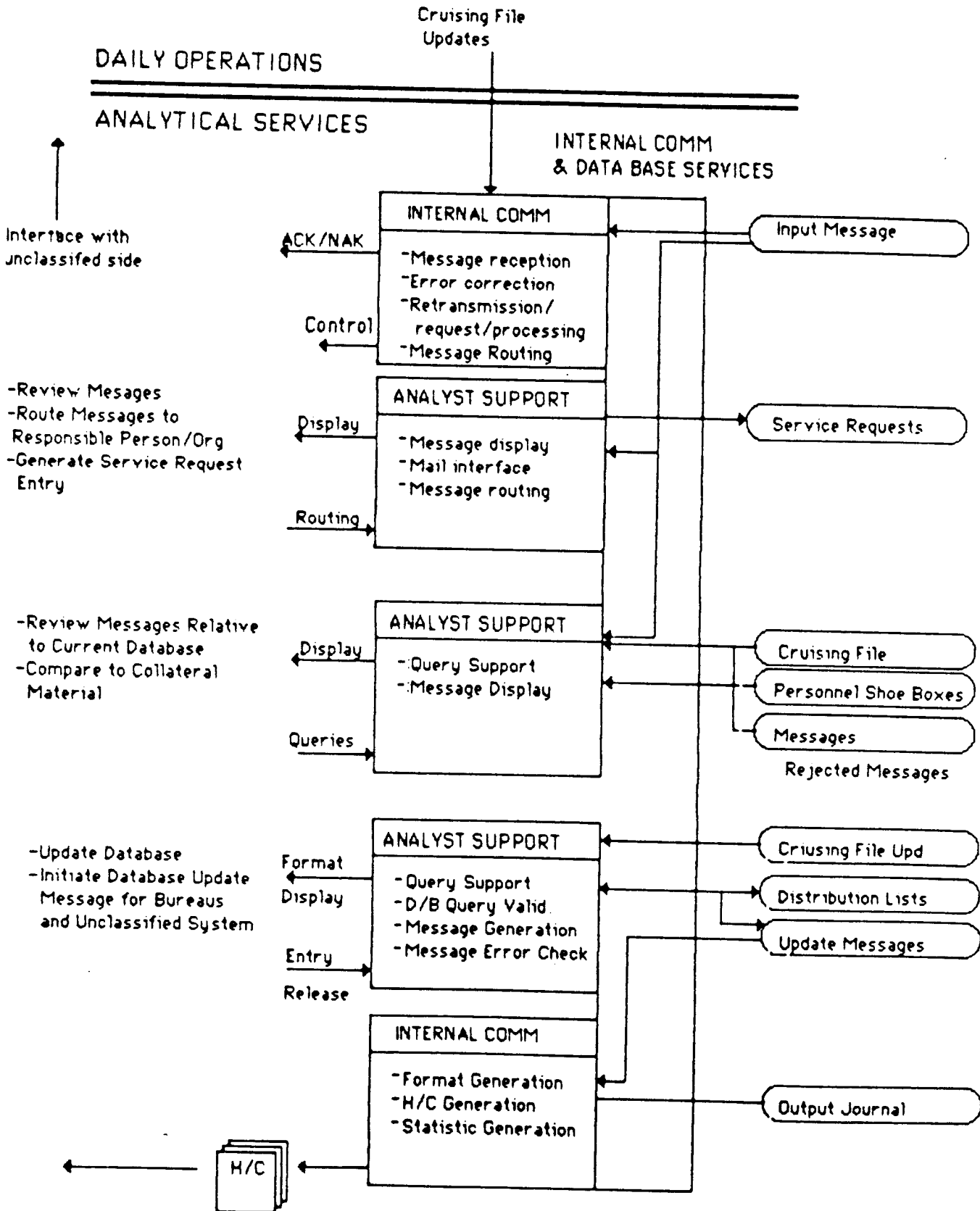


Figure 4-13. Technical File Update Process Flow

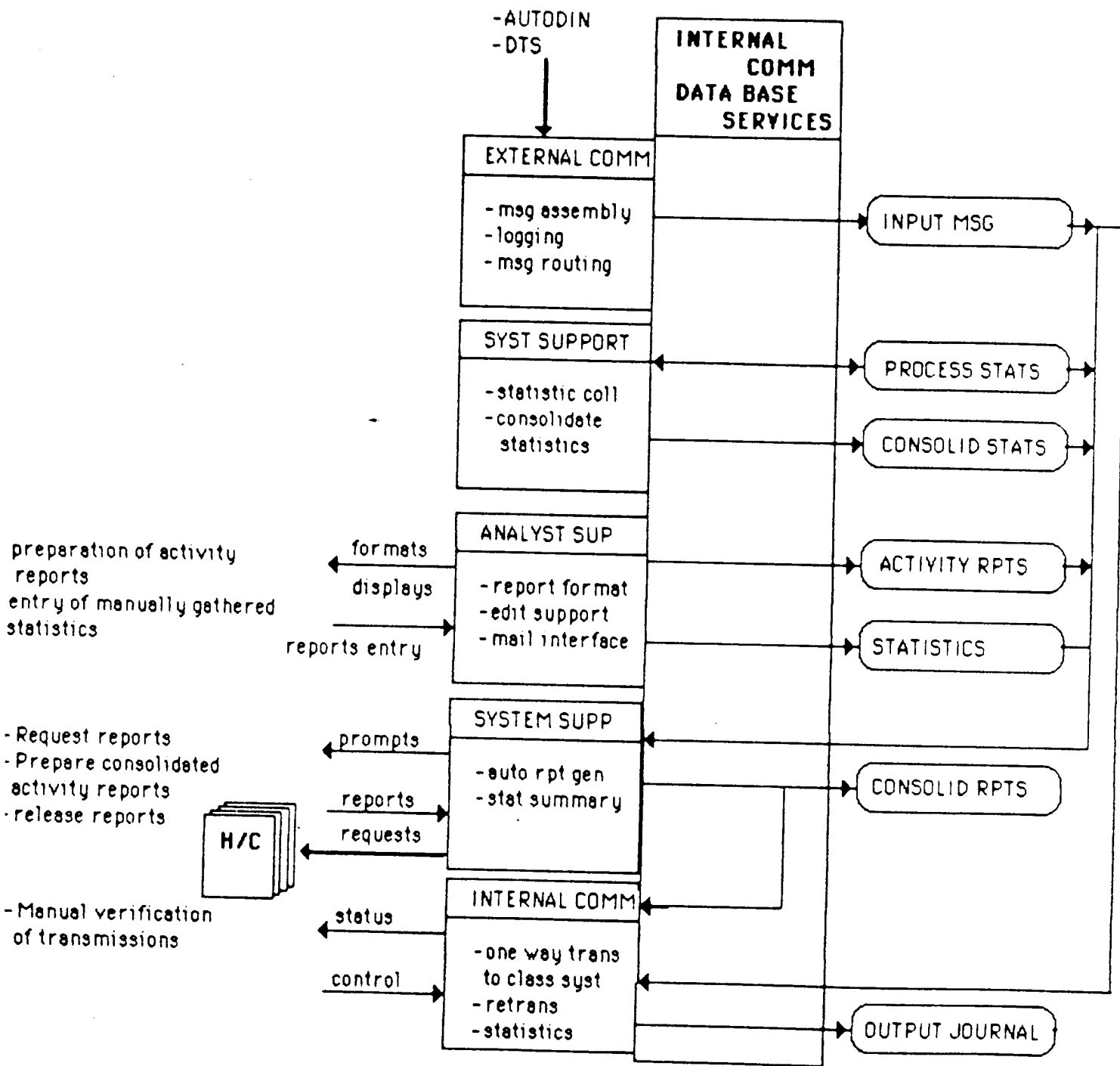


Figure 4-14. Administrative Data Process Flow

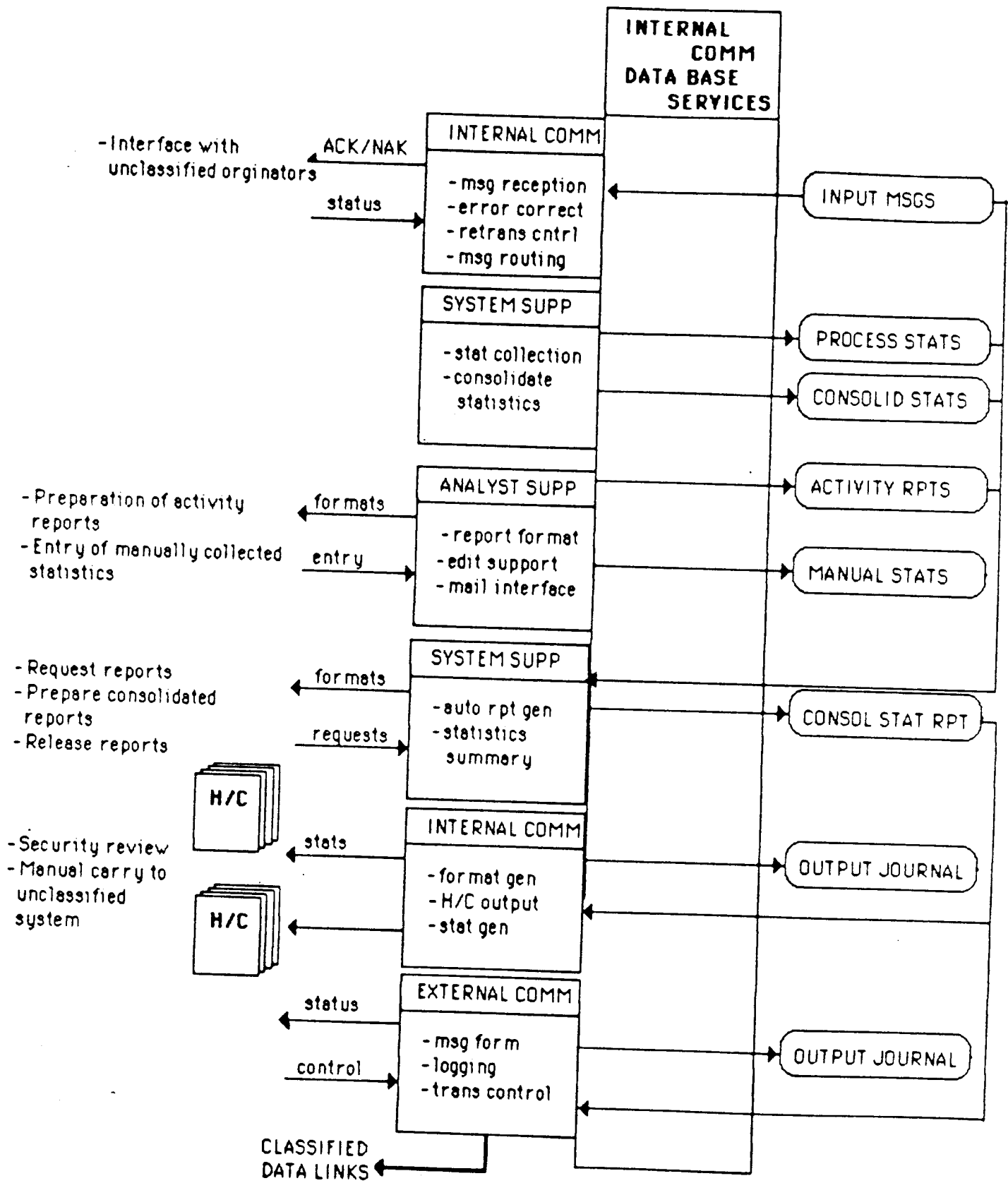


Figure 4-14 (continued).

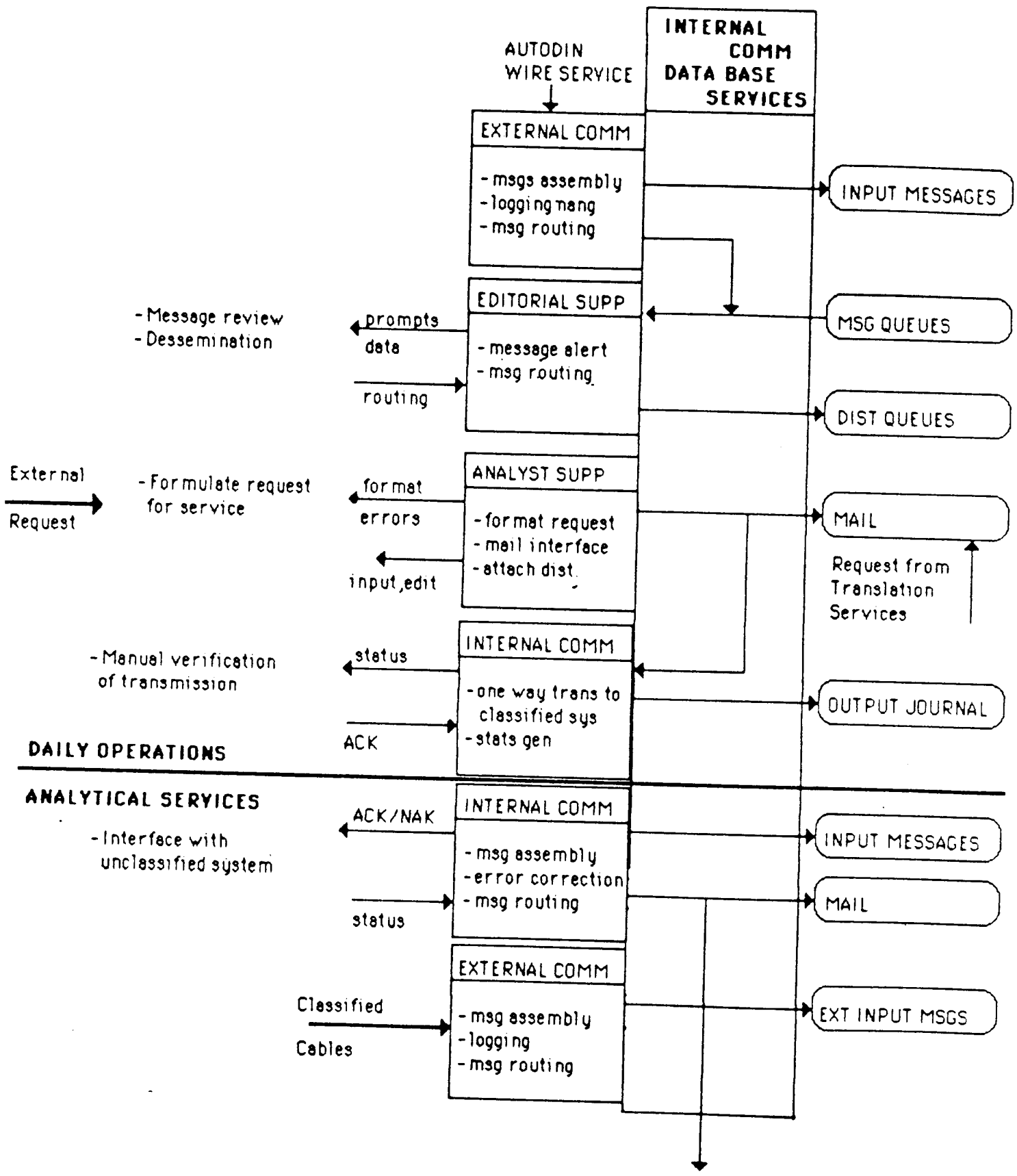
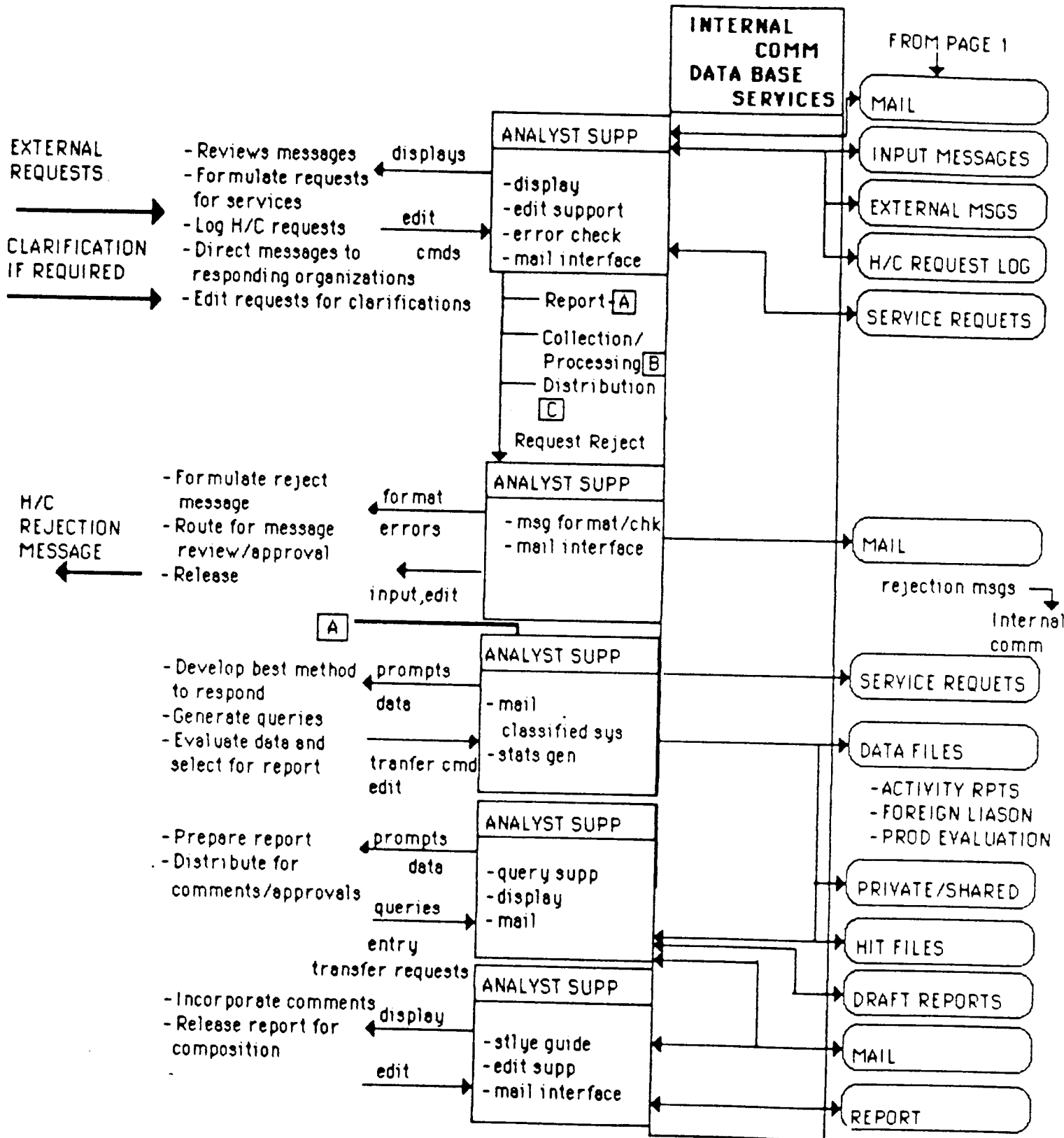
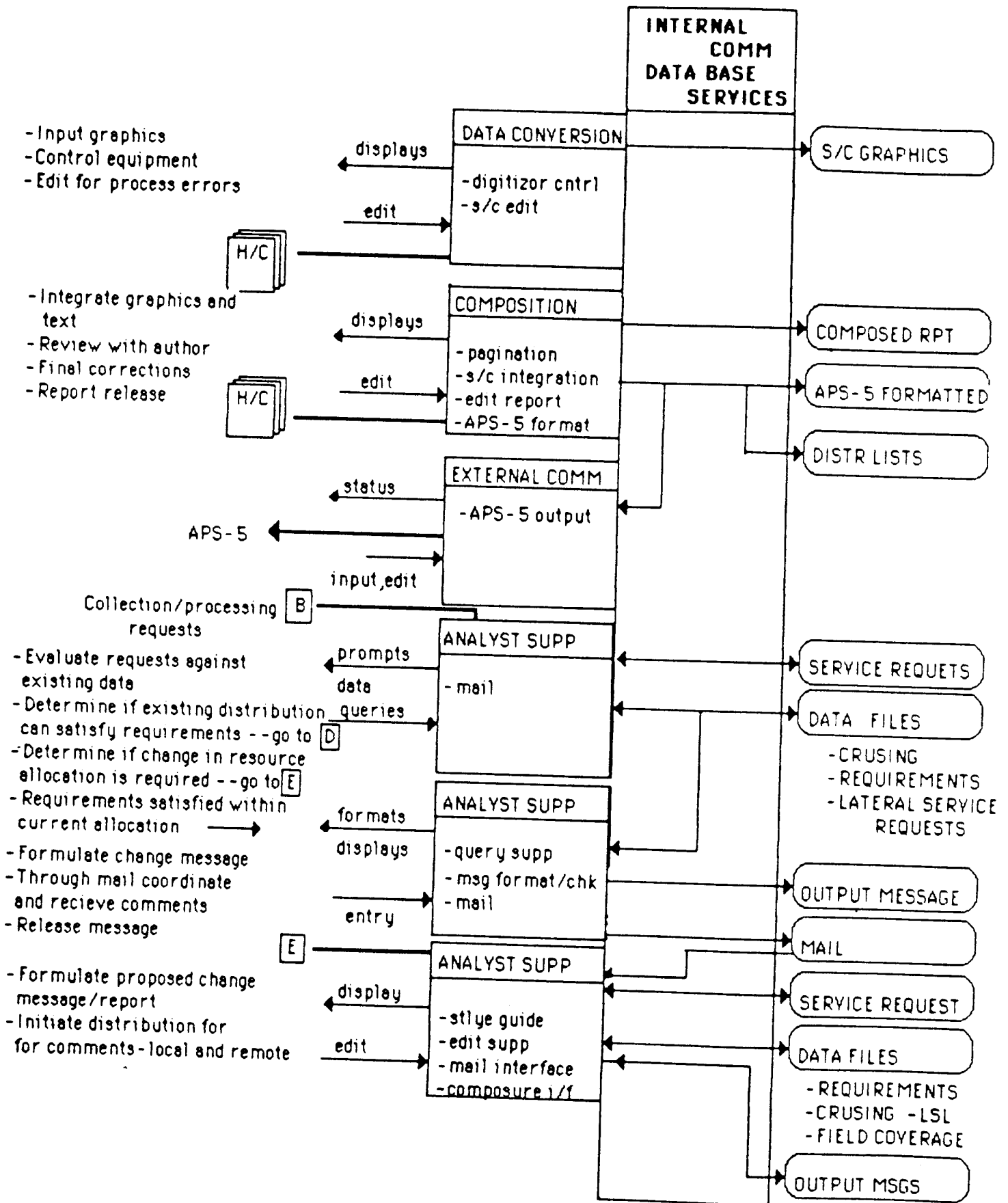
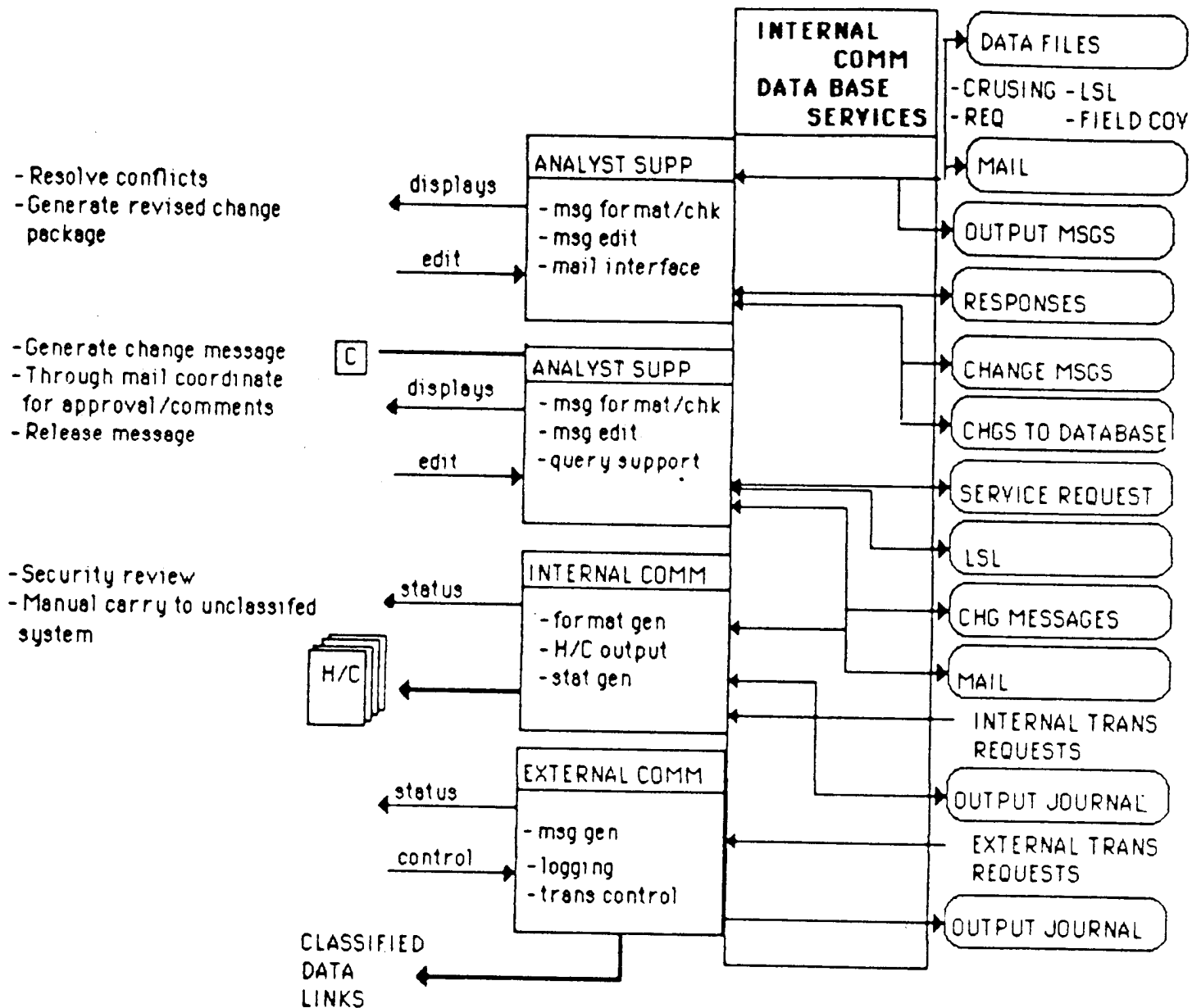


Figure 4-15. Request for Service Process Flow







- o Distribution requests are serviced by updating the FBIS distribution files.

Performance statistics are captured automatically for activity reports. Any material originated in the classified portion of the system are manually declassified.