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23 May 1960

MEMORANDUM FOR: Chief, Analysis Branch  
Chief, Control Branch

SUBJECT : "Screening" Responsibility in Document Processing System

REFERENCE : A. Chief, Analysis Branch Memorandum (Tab A) dated  
12 May 1960; subject: Screening Operation  
B. Chief, Control Branch Memorandum (Tab B) dated  
19 May 1960; subject: Screening Operation

I. Problem

To assign the responsibility for "screening" out and disseminating "Nodex" documents in the document processing system.

II. Facts Bearing on the Problem

- a. The "screening" operation was added to the document processing system when the Document Division was first organized in 1956, to separate out at the head of the line about 30% of the information reports so they could be given minimum processing and no longer bog down the system. Experience has proved this to be the main factor in cutting down backlogs within the whole input system and it has made possible the elimination of some T/O slots.
- b. The responsibility for "screening" was assigned to the Chief, State Section, Analysis Branch and his Senior Disseminator is the supervisor of the operation. The selection of reports to be included in the Intellofax System is considered one of the most important responsibilities in the document processing system; the selection job must be sensitive to changing intellofax requirements and indexing capabilities.
- c. The Chief, Analysis Branch has studied the "screening" operation and has concluded (see Tab A) that many of the chores in connection therewith are clerical tasks and recommends these tasks, as well as the responsibility for running the screening area, be transferred to the Control Branch. In addition, the Chief, Analysis Branch, feels the dual responsibility of the Senior Disseminator, State Section, does not give him sufficient time to supervise the regular state disseminators.

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-2-

- d. The Chief, Control Branch, after review of the Analysis Branch paper, proposed (see Tab B) that the screening operation and the dissemination of "Nodex" be assigned to a separate section with a permanent staff. This section could be included in the organization of either branch. He stated that this would provide for "closer supervision" which he considered as essential for this type of operation.

### III. Discussion

- a. There is no question that many of the clerical tasks now being performed by the screeners can be accomplished by the Processing Section of the Control Branch. In fact most of those listed in the Analysis Branch Memorandum could be handled in the "sort" step by the Processing Section. One of the causes, I believe, for the present confusion in the screening operation is that over the past three years the difference between "sorting" and "screening" has been overlooked and the screeners have been saddled with a lot of clerical sorting operations properly the job of the Receipt and Dispatch Unit of the Processing Section.
- b. The suggestion by the Chief, Analysis Branch that (a) the administrative control of the "screeners area" be transferred to the Processing Section and (b) the actual screening out of "Nodex" as well as their dissemination be made under the supervision of the appropriate senior coders and disseminators, if adopted completely, would tend to give less uniform screening by dividing the responsibility and supervision. Also the additional sorting and handling of "Nodex" documents would dissipate the savings in time made possible by "head of the line" processing now required by present procedures.
- c. The recommendation by the Chief, Control Branch for centralized supervising control within a separate section is logical but just as important the personnel who perform the screening and dissemination functions must be trained and kept knowledgeable of changing requirements under the direction of the Chief, Analysis Branch.

### IV. Conclusions

- a. The "selection" and "dissemination" functions of the "screening" operation should be performed under the supervision of one person and be the specific responsibility of a section head and under the direction of Chief, Analysis Branch. These functions should be carried out at the screening location as provided by present Document Division procedures.

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-3-

- b. The Chief, State Section should assume the responsibilities outlined in his job description for administering the screening operation. This includes setting up work schedules for performing "screening" and the dissemination of Nodex documents at the head of the line in the screening area and providing the supervision of the operation.
- c. Some of the "sorting" chores presently being performed at the "screening" stage in the document processing system should be handled by the Incoming and Dispatch Unit of the Processing Section. The Chiefs of the State and Processing Sections should review their procedures and assign in a practical manner appropriate "sorting" chores to the Incoming and Dispatch Unit.
- d. Inasmuch as the dual responsibility of the Senior Disseminator, State Section, is considered detrimental to the proper supervision of State Section disseminators, I believe the function should be reassigned in the near future. This can be accomplished by an organizational realignment in the Analysis Branch which will be recommended in a separate study to the AD/CR.

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Chief, Document Division

Enclosures: 2  
As stated above

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