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NPIC HANDBOOK

MANAGEMENT INFORMATION

SYSTEM PROCEDURES

AUGUST 1965

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SECRET

TABLE OF CONTENTS

- i -

SECRET

SECRET

MANAGEMENT INFORMATION SYSTEM PROCEDURES

1. Purpose: The purpose of this Handbook is to set forth detailed procedures and instructions to effectively and efficiently implement NPIC Regulation 7 - 1, titled Management Information System.

2. Data Collection Procedures:

   a. Basic Project Information

   Projects will be established through the Requirements Branch, Operations Staff (see NPIC Regulation 51 - 1). The Management Information Branch (MIB/MSS) will receive from the Requirements Branch one copy of each new project form. From the project form, Management Information Branch will initiate a project notice (see Appendix A, Form 1). Operations Branch, IPD, will put the data from the project notice into the Management Information data file. This is the first information for each project to be stored. The computer cannot accept any other information for a project until the project notice has been filed. Projects resulting in more than one report will be subdivided to permit the recording of time and product data for each report. Such subdivision must be done by the component having responsibility for the project. This component will henceforth be referred to as the "responsible component," defined in NPIC Notice No. 7 - 1 - 2, dated 4 May 1965, as follows:

   > "The responsible component is the NPIC division or staff held accountable for the content, quality and timely completion of the end product or service resulting from a project."

   When a responsible component divides a project, it will forward a Project Notice to MIB with the project number, suffixes and corresponding titles entered. (See Appendix C for detailed instructions.) MIB will then complete the Project Notice and forward it to IPD. When any component desires to divide a project for any

reason, the subdivision must be accomplished through the responsible component as above.

   b. Project Progress and Products Reporting

   The work phase notice (see Appendix A, Form 2) will be used to record project progress and products information. One line of the form will be used for each separate project action.

   (1) As soon as possible after receipt of the project form from Requirements Branch, OS, the responsible component will fill in the following sections of the work phase notice and send it to MIB: project number, component, date work starts, estimated date of completion, and action code. Since the estimated completion date is for the entire project, the responsible component must consider the contributions of the support components in arriving at the estimate. If it is estimated that the entire project will take no longer than one week, the "initial" work phase notice may be waived and all information will be provided when the project is finished. (See Paragraph 3 below for "finish" procedure.)

   (2) Notices of changes in the estimated date of completion will be made by the responsible component by means of an additional work phase notice. This notice will reflect the same information as the original and will have a $\underline{C}$ (change) in the action code. Change notices will not be made for new estimates which vary from the original by one week or less.

   (3) Upon completion of the entire project, the responsible component will fill in another work phase notice indicating the project number, component, actual date completed, and a $\underline{Z}$ in the action code, and will forward it to MIB.

   (4) Cancellations will be handled in a similar manner to the completion of a work

- 1 -

SECRET

phase, the only difference being that an X will be used in the action code rather than a Z.

(5) Any component may send a work phase notice to MIB to register a product that it has completed for the project. This work phase notice will contain the following information: project number, component, date completed, the appropriate production information, and a P in the action. (See Appendix B, Part 7 for final product codes and instructions, and Appendix C for procedures for recording multiple reports.)

c. Daily Work Reporting

(1) At the end of each work day, all employees will account for their time on a Time Recording Form (see Appendix A, Form 3). A separate line will be used for each project worked and for each activity change within a project. Hours or portions of hours worked will be recorded in the appropriate column, either regular time (RT) or overtime (OT). Use of less than one-hour increments is a component's option. Leave will be recorded in the place provided.

(2) All NPIC employees will use the time recording form. Most employees work on a small number of specific projects during a week and will ascribe their time to those projects. Some employees, however, such as supervisors and some administrative personnel, have general cognizance of many projects and, therefore, cannot always allot their time to specific projects. For these employees, the first project number in each category has been set aside to record time as unspecified project work. (See Appendix B, Part 1, for explanation of the project numbering system.) These unspecified project numbers will remain the same each fiscal year; only the year numeral will change. The numbers are:

Direct National PI	11000 - Year
Direct National Non-PI	22000 - Year

Direct Departmental PI	30000 - Year
Direct Departmental Non-PI	40000 - Year
Indirect National PI	55000 - Year
Indirect National Non-PI	66000 - Year
Indirect Departmental PI	77000 - Year
Indirect Departmental Non-PI	88000 - Year
General Operations	99000 - Year

An example of how unspecified project time is charged: a supervisor who spent 6 hours of a day supervising a large number of Direct National PI projects would charge that time to 11000-6, activity 711. If he spent the other 2 hours making out fitness reports, a general operation, that time would be charged to 99000-6 again with activity 711.

(3) The Time Recording form is designed for one week's recording. At the end of the week the employee will total the hours in the space provided next to the project activity columns. These totals will be key punched.

(4) The vertical column totals and the time and attendance record information will not be key punched. They are for use in balancing entries and for aiding T and A clerks with their records.

(5) In order to insure timely reporting it is important that the following schedule be adhered to. Each employee will complete his form by COB Friday. Saturday overtime, if any, should be added Monday morning. Sunday work will be recorded on the form for the new week. The Management Information Coordinator for each division or staff will receive the Time Recording Forms and signed Weekly Time Recording Form Collection Sheets (see Appendix A, Form 4) from each of his subordinate components by 0900 Monday. He will assemble and verify them for accuracy, certify the Weekly Time Recording Form Collection Sheets, and forward them to MIB by 1200 hours each Monday. MIB will assemble, check, and send them to

- 2 -

SECRET

OB/IPD for key punching no later than 1500. If the forms are used by the component in posting time and attendance records (optional usage), that will be done prior to their delivery to MIB by 1200. OB/IPD will incorporate the cards into the Management Information System and will produce standard summary reports.

(6) Although the form is designed for one week's use, employees will make entries daily. When an employee is absent, he may record the time when he returns. If absent on Monday, however, the Management Information Coordinator will be responsible for completing his time form. A form must be turned in for every employee each week. Before going on TDY, an employee should arrange with his Management Information Coordinator that the TDY time be recorded during his absence. Upon return necessary adjustments can be made through MIB by reflecting the change in the time reporting for the subsequent week.

3. Data Processing Procedures
    a. Input
        (1) Time Recording Forms for the work week ending Saturday will be key punched and incorporated into the computer files by the following Tuesday.

        (2) Project notices will be forwarded for key punching daily as they are ready. The key punching and filing may be done at the discretion of the Chief, OB/IPD, except that all current project information must be in the computer files before the time recording forms are entered each Tuesday. This is mandatory since the computer will reject any time information for a project whose number has not been registered by a project notice.

        (3) Work phase notice information will also be furnished through MIB/MSS to OB/IPD as available and the input will be kept as current as possible.

    b. Output
        (1) Standard Reports - In order to provide answers to periodically recurring questions in the most economical way, standard reports will be produced at specified intervals. These will be in machine runs which will show, for example: time spent on project by components weekly or monthly; time spent by each activity weekly or monthly; time spent by each component on projects of the various types quarterly; status of all current projects; etc.

        (2) Specific Requests - The Management Information System is equally responsive to specific questions whose answers may not be included in standard reports. All information put into computer storage can be retrieved in a great variety of possible combinations, totals, and accumulations. Specific questions can be answered by specific replies and, usually, quite promptly.

- 3 -

SECRET

APPENDIX A.

FORMS

SECRET

SECRET

Form 1

MANAGEMENT INFORMATION SYSTEM
PROJECT NOTICE
WORKING PAPER

11	Classification
12	Date To MIB _____ No _____
13	Date To IPD _____ No _____

	Project No.	Category	Co	Security	Requester	Date Accepted	Deadline	Pri/Wt
1	1	2	3	4	5	6	7	8

M Tag	Title
9	10

2   1.   Project Number   Enter correct project number, including suffix, if applicable.

3   2. thru 8.   Category   MIB enters appropriate codes to indicate category of project, country of primary coverage, security classification of requirement, requester, date accepted by Requirements Branch/OS, project deadline date, and the code indicating priority and weight.

9.   M Tag   MIB enters appropriate alphabetic designator for mission-oriented projects only.

10.   Title   MIB, or the appropriate component in the case of project subdivisions, enters the title of the project.

11.   Classification   Enter the appropriate security classification as the content of the filled in notice demands.

12. & 13.   Date to MIB and Date to IPD   For components' optional use.

Example of Project Notice as executed by MIB.

| 11 | 11253 | 5 | ABA | UR20 | C230 | 12025 | 20035 | 104 |
| | SVERDLINSK SAM SITES | | | | | | |

Project Notice subdividing same project as executed by Responsible Component.

| 13 | 11253A | 5 | | | | | | |
| | SVERDLINSK SAM SITE A | | | | | | |

| 14 | 11253B | 5 | | | | | | |
| | SVERDLINSK SAM SITE B | | | | | | |

NPIC FM-240 (12/64)

SECRET

SECRET

Form 2

Project Number	Work Phase Begin Date	Estimated Completion Date	Actual Completion Date	Reports (incl. cables & memos.)						Other Products		Action Code
				Number	Yr	Pages		Illus.	Targets	Copies	Type	Quantity	

MANAGEMENT INFORMATION SYSTEM
WORK PHASE NOTICE

14 COMPONENT [ ][ ][ ] 15 Date to MIB _____ No. _____

Project Number	Work Phase Begin Date	Estimated Completion Date	Actual Completion Date	Reports (incl. cables & memos.) Number	Yr	Pages		Illus.	Targets	Copies	Other Products Type	Quantity	Action Code
1	2	3	4	5		6	7	8	9	10	11	12	13

1. Project Number - Enter correct project number including suffix, if applicable.

2. Work Phase Began Date - Responsible component enters date (da-mo-yr) work on project begins and places S in Action Code column.

3. Estimated Date of Completion - In addition to Work Phase Begin Date, responsible component enters date entire project scheduled for completion.

4. Actual Completion Date - Component producing product enters date product completed and P in Action Code column. Responsible component enters date entire project completed and Z in Action Code column.

   (For detailed explanation of columns 5 thru 12 refer to Appendix B, Part 7)

5. Report (incl. cable & memo) Number - Enter proper identifying number.

6. Pages - Enter number of pages in final product (PD will make this entry for formal reports).

7. Shaded column - Leave blank; for MIB use only.

8. Illustrations - PD enters total number of illustrations in final product.

9. Targets - PD enters number of targets covered in Immediate Exploitation reports.

10. Copies - PSD enters total number of copies of reports produced.

11. Type - Enter code for type of Other Products and P in Action Code column.

12. Quantity - Enter total number of type of Other Products produced.

13. Action Code - Enter proper code to indicate project status (S-start or Z-completed) or type of information being reported (C-change; X-cancel; P-product).

14. Component - Component originating notice enters numerical component code (refer to Appendix B, Part 6).

15. Date to MIB & No. - For components' optional use.

NPIC FM-238 (12/64)

Sample entries for an immediate exploitation

Project Number	Work Phase Begin Date	Estimated Completion Date	Actual Completion Date	Reports (incl. cables & memos.) Number	Yr	Pages		Illus.	Targets	Copies	Other Products Type	Quantity	Action Code
Start notice by responsible component													
11205	5	07025	08045										S
PD products notice													
11205	5			28075	R	12345	50		10	132	RC	1	P
11205	5		28075								RF	10	P
PSD products notice													
11205	5		08045							60	AV	4000	P
11205	5		08045								AU	100	P
Completed notice by responsible component													
11205	5		08045										Z

- 6 -

SECRET

SECRET

Form 3.

SECRET (when filled in)

MANAGEMENT INFORMATION SYSTEM TIME RECORDING FORM

1. name (last first): D O E   J O H N   W

2. badge no: 1 0 5 2   3. grade: 1 1   4. component: 1 3 0   5. week ending da-mo-yr: 0 5 0 2 6 5

Project Number			Activity	RT	OT	Sun OT	Mon RT	Mon OT	Tue RT	Tue OT	Wed RT	Wed OT	Thur RT	Thur OT	Fri RT	Fri OT	Sat OT
1 1 2 5 2 A 5			1 0 0		0 5 0	5.0											
1 1 3 0 0 B C 5			1 3 0	2 6 5					4.0		5.5		6.0		8.0	3.0	
1 1 2 7 6 5			1 1 1	0 6 5					4.0		2.5						
6a.	6b.	6c.	7.	8.	9.	11	10	11	10	11	10	11	10	11	10	11	11

1. **Name** — Enter full last name; skip one space; enter as much of first name as space permits; and if first name complete, skip one space and enter middle initial.

2. **Badge Number** — Enter [   ] badge number; new employees not having NPIC badge leave blank.

3. **Grade** — Enter GS grade or military code.

4. **Component** — Enter numerical component code - refer to Appendix B, Part 6, NPIC Handbook [   ]

5. **Week Ending** — Enter day, month, and year of Saturday ending work week.

6. **Project Number** — Always determine project number is correct and then record:
   - 6a. five-digit number.
   - 6b. suffix, if applicable; enter single-character suffix in the left column.
   - 6c. single-digit year indicator; use last digit of year.

7. **Activity** — Enter activity code - refer to Appendix B, Part 8, NPIC Handbook [   ] Use a separate line for each activity performed against a single project.

8. **RT (Regular Time)** — Enter total regular time worked at each activity for each project. The three-place

column, each place of which must be filled in, includes space for tenths of hours; if no number is to be entered in a space, place a 0. For example, five hours would be entered 050, five and one-half hours would be entered 055, twelve hours would be entered 120, and twelve and one-half hours entered 125.

9. **OT (Overtime)** — Enter overtime totals in the same manner as total regular time.

10. **Mon. thru Fri. RT** — Enter RT time worked daily; at end of week, total horizontally and enter in column 8.

11. **Sun. thru Sat. OT** — Enter OT worked daily; at end of week, total horizontally and enter in column 9.

12. **Leave Only (99999)** — Enter correct activity code(s) for type of leave taken and enter hours in RT column.

13. **Total Time** — This line provided for checking weekly time entries. RT should total 400 (forty) hours, and correct number of OT hours should be indicated.

14 & 15. **Overtime Clock Hours & Leave Clock Hours** — These daily "From" and "To" spaces are provided for components' optional use to assist T&A clerks in filling out Time and Attendance records.

12. **Leave Only** (99999)			8 4 1	0 2 0							2.0						
			8 4 2	0 5 0											5.0		

| 13. Total Time | | | | 4 0 0 | 0 5 0 | 5.0 | 8.0 | | 8.0 | | 8.0 | | 8.0 | | 8.0 | | |

For Time and Attendance Record		Sun	Mon	Tue	Wed	Thur	Fri	Sat
14. Overtime Clock Hours	From	1100						
	To	1630						
15. Leave Clock Hours	From				0800		1100	
	To				1000		1630	

SECRET (when filled in)

NPIC FM-239 (12/64)

- 7 -

SECRET

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(When Filled In)

Form 4.

WEEKLY TIME RECORDING FORM COLLECTION SHEET

1. Attached are the weekly time sheets for component __800__.

2. For the week ending __050265__.

3. The current total number of persons assigned to this component
    is ___6___. A sheet is enclosed for each person.

4. These time sheets have been verified for correct personnel,
    component, project, activity and time data.

John Smith
_____
Component Coordinator

5. Reviewed by

_____
Division or Staff
Management Information Coordinator

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SECRET

APPENDIX B.

CODES AND DEFINITIONS

SECRET

SECRET

1. PROJECT NUMBERING SYSTEM

The project number consists of five digits from one of the blocks shown below, which indicate the project type, followed by one or two letter suffixes as needed and a numeral indicating the fiscal year (e.g. 55276AA5). If suffixes are not needed their positions will be left blank.

PROJECT TYPE*	NUMBER BLOCK	CONDITIONS FOR USE
Direct National PI	11000 - 19999	1. Generated by requirement 2. National in scope 3. Involves PI
Direct National Non-PI	22000 - 29999	1. Generated by requirement 2. National in scope 3. Involves no PI
Direct Departmental PI (Support)		
CIA	30000 - 32999	1. Generated by requirement
DIA	33000 - 34999	2. Departmental in scope
NSA	35000 - 35999	3. Involves PI
Army	36000 - 36999	
All Other	37000 - 37999	
Direct Departmental Non-PI		
CIA	40000 - 42999	1. Generated by requirement
DIA	43000 - 44999	2. Departmental in scope
NSA	45000 - 45999	3. Involves no PI
Army	46000 - 46999	
All Other	47000 - 49999	
Indirect National PI	55000 - 59999	1. Generated by internal need (No requirement) 2. National in scope 3. Involves PI or is primarily in support of PI s
Indirect National Non-PI	66000 - 69999	1. Generated by internal need (No requirement) 2. National in scope 3. Involves no PI and is not primarily in support of PI s
Indirect Departmental PI Support	77000 - 79999	1. Generated by internal need (No requirement) 2. Departmental in scope 3. Involves PI

*See NPIC regulation 51 - 1 for definitions of these project types.

- 9 -

SECRET

SECRET

Indirect Departmental Non-PI Support	88000 - 89999	1. Generated by internal need (No requirement) 2. Departmental in scope 3. Involves no PI
General Operations	99000 - 99900	1. Generated by internal need 2. Involves administrative or housekeeping-type work

2. PROJECT CATEGORY CODES

The three-character, alphabetic category code comprises the "responsible component" code in the first position and a two-character code indicating the type of project in the last two positions. MIB will assign the three-character code to facilitate recall of project data in specific, similar groupings. The code is determined from information available on the requirement form; therefore, to enable MIB to supply concise, meaningful data to requesters, it is mandatory that such information be explicit and complete. A listing of "responsible component" and "project type" codes appears below, followed by a listing of "project type" codes in the same order but broken into three major categories, Immediate Exploitations, Detailed Exploitations, and Other Specific Projects, with a brief description for each code.

Responsible Component Codes

A - PAG	F - IPD	N - SS
B - PD	G - P&DS	P - PID
C - PSD	H - OS	Q - DIA
D - TID	K - O/DIR	R - Army
E - CSD	M - MSS	S - NSA

Project Type Codes

AA - OAK
AB - IPIR
AD - Other Immediate

AE - MI
BA - Detailed Exploitation Missile
BB - Detailed Exploitation Air Installation
BC - Detailed Exploitation Nuclear Energy
BD - Detailed Exploitation Military Installation/Activity
BE - Detailed Exploitation CBR Warfare
BF - Detailed Exploitation Electronics or Commo
BG - Detailed Exploitation Industry
BH - Detailed Exploitation Basic Service
BK - Detailed Exploitation Port or Harbor
BM - Detailed Exploitation Research & Development
BN - Detailed Exploitation Storage
BP - Detailed Exploitation Urban Complex
BR - Detailed Exploitation Miscellaneous
BS - Detailed Exploitation Unidentified Activity
CA - Graphic PI Project
CC - Periodic Formatted Publications
CE - Briefing or Other Presentation
CG - Miscellaneous PI Project
DA - Photogrammetric Study
DC - Mission Analysis
DE - Mission Technical Services
DG - Technical Support
DK - Evaluation Study
DM - Mission Performance Evaluation Support
EA - Graphic Preparation (Non-PI)
EC - Edit
EE - Miscellaneous Publication Project

- 10 -

SECRET

SECRET *H V*

FA - Photo Lab
FC - Reproduction & Printing
FE - Information Control (Film File & Courier)
FG - Miscellaneous Production Services Project
GA - Computer Programming
GC - Systems Analysis
GE - Computer Service
GG - Minicard Service
GK - Miscellaneous Data Service
HA - Reference System
HC - Update Reference Materials
HE - Research (ADP)
HG - Collateral Research
HK - Miscellaneous Collateral Support Project
KA - Equipment Development
KC - Recon System Project
KE - Planning Study
KF - Laboratory Research
KK - Miscellaneous Planning & Development Project
KG - Staff Study
LA - Internal NPIC Training Course
LB - CIA (OTR) Training Course
LC - External Training Course
LD - Training, On-Site Tours
MA - General NPIC Support

Project Type Descriptions

A. Immediate Exploitations, 1st and 2d Phases
　1. AA - OAK--Immediate exploitation, 1st phase, of KH material.
　2. AB - IPIR--Immediate exploitation, 1st phase, of aircraft material.
　3. AD - Other Immediate--All 1st and 2nd phase immediate exploitations which cannot be categorized as AA, AB, or AE.
　4. AE - MCI--Immediate exploitation, 2nd phase.

B. Detailed Exploitation--comprises a detailed photo interpretation study, as opposed to an immediate exploitation, regardless of product, unless only graphic work has been requested.
　1. BA - Detailed Exploitation Missile-- comprises missile deployment, production, and missile-associated sites, facilities, and/or activities except space tracking stations; e.g., launch complexes and sites; test, assembly, and storage facilities; support facilities; missile-associated electronics or communications installations; missile warhead storage, including nuclear; rail-to-road transfer points, etc.
　2. BB - Detailed Exploitation Air Installation--comprises civil and military airfields, seaplane stations, support facilities, weapons storage (except nuclear), and other associated facilities.
　3. BC - Detailed Exploitation Nuclear-- comprises atomic, nuclear, and associated facilities and activities; e.g., nuclear energy complexes; nuclear test facilities; ore mining and processing of atomic materials; gaseous diffusion plants; atomic or nuclear research facilities; nuclear weapons storage sites, including sites at airfields, except nuclear missile warhead storage sites, etc.
　4. BD - Detailed Exploitation Military Installation/Activity--comprises military installations or activities except those included under codes BA, BB, BC, BE, BF, or BK; e.g., military headquarters and training areas; barracks areas; naval bases; submarine bases; arsenals; ordnance depots; military supply depots; fortifications; tactical deployments; naval ships at sea, etc.
　5. BE - Detailed Exploitation CBR Warfare--comprises chemical, biological, and radiological warfare installations; e.g., CBR materials production facilities; CBR munitions storage sites; CBR proving grounds and test areas; CBR research installations, etc.

- 11 -

SECRET

6. BF - Detailed Exploitation Electronics or Commo--comprises electronics and communications installations except missile-associated installations; e.g., radar and communications sites; space program tracking stations; VLF sites; etc.

7. BG - Detailed Exploitation Industry--comprises industrial facilities and activities except those included under codes BA, BC, and BE; e.g., mining; heavy equipment plants; steel plants; aircraft fabrication; railroad equipment production; chemicals production; oil refineries; aircraft engine production; shipyards; agricultural products plants; ammunition and explosives manufacturing, etc.

8. BH - Detailed Exploitation Basic Services--comprises roads, power plants, dams, railroad lines (except missile transloading points), etc.

9. BK - Detailed Exploitation Port or Harbor--comprises overall exploitation of a port or harbor which is at least partially non-military.

10. BM - Detailed Exploitation Research & Development--comprises all research and development activities and installations except those included under codes BA, BC, and BE.

11. BN - Detailed Exploitation Storage--comprises storage sites and facilities except those included under codes BA, BB, BD, and BE.

12. BP - Detailed Exploitation Urban Complex--comprises PI studies of significant installations within an entire urban complex.

13. BR - Detailed Exploitation Miscellaneous--comprises area studies and identifiable sites; installations, and activities that cannot be categorized elsewhere under "detailed exploitations."

14. BS - Detailed Exploitation Unidentified Activity--comprises sites, installations, or areas at which the type of activity is not identifiable.

C. Other Specific Projects

1. CA - Graphic PI Project--a project requiring the services of a photographic interpreter in which the final product will be a graphic(s); e.g., briefing boards.

2. CC - Periodic Formatted Publications--a project requiring the services of a photographic interpreter in which the final product will be publications, issued at regular intervals, with unusual or special formats and which cannot be categorized as standard "immediate" or "detailed" exploitations; e.g., Vietnam hamlet study.

3. CE - Briefing or Other Presentations--a briefing or other formal presentation and all related support; e.g., regular "working group" briefings; county fairs, etc.

4. CG - Miscellaneous PI Project--a project which requires the services of a photographic interpreter but which cannot be categorized as an "immediate" or "detailed" exploitation, a graphic PI project, or a periodic formatted publications project.

5. DA - Photogrammetric Study - non-production-type projects primarily requiring photogrammetric analysis, such as error analysis studies, preparation of camera system technical manuals, development of math models, etc.

6. DC - Mission Analysis - TAB projects entitled Photogrammetric Analysis Mission _____ .

7. DE - Mission Technical Services - TSB projects entitled Technical Services Mission _____ .

8. DG - Technical Support - projects requiring a wide variety on non-routine work, such as technical briefing boards, preparation of special-purpose maps, providing statistics, camera calibration, etc.

9. DK - Evaluation Study - mission

SECRET

evaluations (PERs) and evaluations of training and test missions.

10. DM - Mission Performance Evaluation Support - projects in response to outside requests for mission performance studies and data, such as PET support.

11. EA - Graphics Preparation (Non-PI) --a project requiring graphic work but not requiring the service of a photographic interpreter.

12. EC - Edit--a project requiring only editorial support.

13. EE - Miscellaneous Publication Project--a project requiring production of a publication in which the services of a photographic interpreter are not requested and which is not a formal NPIC technical report produced under TID chairmanship.

14. FA - Photo Lab--a project requesting only PSD Photographic Laboratory Branch support.

15. FC - Reproduction & Printing --a project requesting only PSD Reproduction and Printing Branch support.

16. FE - Information Control (Film File & Courier)--a project requesting only PSD Information Control Branch support.

17. FG - Miscellaneous Production Services Project--a project requesting only PSD work and which cannot be categorized as FA, FC, or FE.

18. GA - Computer Programming and Systems Analysis--a project requiring computer programming by a professional programmer or the services of a professional systems analyst.

19. GE - Computer Service--a project requesting computer outputs from IPD.

20. GG - Minicard Service-- a project requesting minicard outputs.

21. GK - Miscellaneous Data Service-- a project requesting some form of automatic data handling or processing which cannot be categorized in GA, GC, GE, or GG.

22. HA - Reference System Design--a project requesting design or innovation of a system for coding, classifying, storing, and/or retrieving reference material other than computer programming (GA) or systems analysis (GC) work.

23. HC - Update Reference Materials--a project requesting the updating of all types of reference materials, except for automatic, periodic, programmed ADP operations.

24. HE - Research (ADP)--a collateral support project requesting machine or computer stored data furnished by ADP methods.

25. HG - Collateral Research--a project requesting collateral research and support and not answerable by ADP methods.

26. HK - Miscellaneous Collateral Support Project--a project requesting collateral support which cannot be categorized in HA, HC, HE, or HG.

27. KA - Equipment Development -- a project involving research and/or development work on hardware or equipment.

28. KC - Recon System Project--a project involving identification and evaulation of an image-forming collection system.

29. KE - Planning Study--a project requesting a <u>specific</u> planning study by P&DS which cannot be categorized in KA, KC, or KF.

30. KF - Laboratory Research--a project involving basic laboratory investigation.

31. KK - Miscellaneous Planning & Development Project--a project requesting planning and/or development work, usually by P&DS, which cannot be categorized in KA, KC, KE, or KF.

32. KG - Staff Study--a project requesting a formal staff study by any NPIC component.

33. LA - Training Course, Internal NPIC.

34. LB - Training Course, CIA (OTR).

SECRET

35. LC - Training Course, External.
36. LD - Training Course, On-Site Tours.
37. MA - General NPIC Support--a pro-

ject established by an in-house component requesting general support from other in-house components.

3. COUNTRY CODES

This is a condensation of the Bombing Encyclopedia Country Code

Code	Country
AD -	Aden, incl. Kamaran Is., Perim Is.
AF -	Afghanistan
AK -	Alaska and Aleutian Is.
AL -	Albania
AG -	Algeria
AO -	Angola, incl. Cabinda
AT -	Australia, including Tasmania
BA -	Bahrein Is.
BS -	Basutoland
BK -	Bechuanaland
BE -	Belgium
BW -	Berlin, West
BT -	Bhutan
BX -	Brunei
BU -	Bulgaria
BM -	Burma
BY -	Burundi
CB -	Cambodia
CM -	Cameroon
CN -	Canada
CD -	Central African Republic
CE -	Ceylon
CG -	Chad
CH -	China
CP -	Congo, Republic of (Brazzaville)
CX -	Congo, Republic of (Leopoldville)
CR -	Crete
CU -	Cuba
CY -	Cyprus
CZ -	Czechoslovakia
DA -	Dahomey
DE -	Denmark, not incl. Bornholm Is.

GE -	East Germany
EG -	Egypt
EI -	Eire (Ireland)
ET -	Ethiopia, incl. Eritrea
FI -	Finland, incl. Aland Is.
FR -	France
SF -	French Somaliland
GE -	Germany Eastern Zone
GC -	Gabon
GA -	Gambia
GW -	Germany Western Zone
GW -	Germany, Federal Rep. of, incl. Saar but not West
GH -	Ghana
GR -	Greece, not incl. Crete and the Dodecanese Is.
GL -	Greenland
GV -	Guinea
HA -	Haiti
HK -	Hong Kong
HU -	Hungary
IL -	Iceland
IN -	India, incl. Sikkim
ID -	Indonesia, incl. Borneo, Celebes, Java, Sumatra, Irian Barat
IR -	Iran
IQ -	Iraq
IS -	Israel
IT -	Italy
IV -	Ivory Coast
JA -	Japan, not incl. Okinawa
JO -	Jordan
KE -	Kenya
KN -	Korea, North
KS -	Korea, South
KU -	Kuwait incl. Neutral Zones of Arabia

- 14 -

SECRET

SECRET

LA -	Laos	
LE -	Lebanon	
LI -	Liberia	
LY -	Libya	
MA -	Malagasy Republic inc. Comoro Is., Mayotte Is.	
MF -	Malaya, Federation of, incl. Singapore	
RM -	Mali	
MT -	Mauritania	
MG -	Mongolia	
MO -	Morocco	
MZ -	Mozambique	
OM -	Muscat and Oman	
NP -	Nepal	
NE -	Netherlands	
NW -	New Guinea, Territory of, incl. Papua, Bismarck Arch. and Admiralty Is.	
NK -	Niger	
NI -	Nigeria	
BO -	North Borneo	
NO -	Norway, not incl. Svalbard	
EP -	Pakistan (East)	
PA -	Panama	
PK -	Pakistan (West)	
PI -	Philippines	
PO -	Poland	
PT -	Portugal, not incl. Azores, Madeira	
PU -	Portuguese Guinea	
TM -	Portuguese Timor	
QA -	Qatar	
RY -	Rhodesia and Nyasaland	
RU -	Rumania	
RA -	Rwanda	
SG -	Sarawak	
SA -	Saudi Arabia	
SK -	Senegal	
SL -	Sierra Leone	
SM -	Somali Republic	
UA -	South Africa	

SP - Spain, not incl. Canary Is., Balearic Is.
SS - Spanish Sahara, incl. Saguia El Hamra and Rio De Oro
SU - Sudan
WA - Swaziland
SW - Sweden, not incl. Gotland Is.
SZ - Switzerland
SY - Syria
TW - Taiwan (Formosa), incl. Peng Hu and Bokota (Pescadores) Is.
TA - Tanganyika (United Republic of Tanzania)
TH - Thailand
TI - Tibet
TO - Togo
TC - Trucial Oman or Trucial Coast
TU - Tunisia
SJ - Tuamotu Archipelago
TK - Turkey
UG - Uganda
UR - Union of Soviet Socialist Republics
UK - United Kingdom
US - United States
UV - Upper Volta
VN - Vietnam, North
VS - Vietnam, South
YE - Yemen
YU - Yugoslavia
ZA - Zanzibar (United Republic of Tanzania)

Authorized codes not in the Bombing Encyclopedia Country Code

WW - Worldwide
BL - Soviet Bloc Countries
ME - Middle East Countries
SE - South East Asia
EE - Eastern Europe
BC - Belgium Congo
SB - Sino-Soviet Bloc

- 15 -

SECRET

SECRET

4. CLASSIFICATION CODES

For Use in Security Columns of Project Notice

Code	Security Classification
00	UNCLASSIFIED
001	OFFICIAL USE ONLY
01	TOP SECRET
02	TOP SECRET/NOFORN
03	TOP SECRET/CIA ONLY
04	SECRET
05	SECRET/NOFORN
06	SECRET/CIA ONLY
07	CONFIDENTIAL
08	CONFIDENTIAL/NOFORN
09	CONFIDENTIAL/CIA ONLY
10	T
11	T/NOFORN
12	T/CIA ONLY
13	T/KH
14	T/KH/NOFORN
15	T/KH/CIA ONLY
16	T/S
17	T/S/NOFORN
18	KH/S
19	KH/S/NOFORN
20	SI
21	SI/NOFORN
22	SI/T
23	SI/T/NOFORN
24	SI/KH/T
25	SI/KH/NOFORN

Code	Security Classification
26	SI/S
27	SI/S/NOFORN
28	SI/T/S
29	SI/T/NOFORN
30	SI/KH/S
31	SI/KH/S/NOFORN
40	S
41	S/NOFORN
50	BYE
51	BYE/NOFORN
52	BYE/T
53	BYE/T/NOFORN
54	BYE/KH
55	BYE/KH/NOFORN
56	BYE/KH/T
57	BYE/KH/T/NOFORN
60	OXC
61	OXC/NOFORN
62	OXC/T
63	OXC/T/NOFORN
64	OXC/KH
65	OXC/KH/NOFORN
66	OXC/KH/T
67	OXC/KH/T/NOFORN

A - After NOFORN indicates Except UK
B - After NOFORN indicates Except GRC
C - After NOFORN indicates Except UK & GRC
D - After NOFORN indicates Except India

5. REQUESTER CODES

This is a condensed and slightly modified version of the SCIPS organization code.

NPIC		
	P100	Office of Director
	P110	Admin Staff
	P120	OPS Staff
	P130	P&D Staff

P200	PAG
P300	CSD
P400	PSD
P500	PD
P600	TID
P700	IPD
P800	MIB

- 16 -

SECRET

SECRET

PMSN	NSCD-8 ASSNO MISSION		
Army	A230	Tech & Scientific Div. (Formerly SPAD)
	A410	Army Map Service
	A419	AMS/DE SPA
	A500	Chief Signal Officer
CIA	C100	Director of CIA
	C101	Office of DDCI & Assistants
	C102	Exec. Dir. & Comptroller
	C200	DDI
	C201	Asst DDI & Assistants
	C202	Collection & Guidance Staff
	C210	CIA/PID
	C220	OCR
	C240	ONE
	C270	OO
	C280	OBI
	C2A0	ORR
	C2B0	EIC/S/RR
	C2C0	ORR/ST/FM
	C2D0	ORR/ST/P
	C2E0	CH/E/RR
	C2F0	ORR/ST/A
	C2G0	ORR/ST/CS
	C2H0	ORR/ST/PR
	C2J0	ORR/D/A
	C2K0	ORR/D/I
	C2L0	ORR/D/MS
	C2M0	ORR/D/R
	C2N0	CH/M/RR
	C2P0	ORR/ST/PS
	C2R0	ORR/D/F
	C2S0	ORR/D/P

	C2T0	CH/G/RR
	C2U0	ORR/D/GC
	C2V0	ORR/D/GG
	C2W0	ORR/D/GL
CIA	C300	DDP
	C360	DDP/WH/SA/Intell
	C3C0	DDP/FE
	C370	DDP/SOD
	C340	DDP/FI
	C3E0	DDP/SR
	C3D0	DDP/NE
	C3G0	DDP/WH
	C3A0	DDP/AF
	C3B0	DDP/EE
	C380	DDP/SCO
	C390	DDP/TSD
	C400	DDS
	C490	OTR
	C500	DD/S&T
	C510	Chief of Staffs
	C520	Office of Elint
	C530	ORD
	C540	OSA
	C550	OCS
	C5A0	OSI
	C5B0	OSI/IPS
	C5C0	OSI/GSD
	C5D0	OSI/DSD
	C5E0	OSI/BMSD
	C5F0	OSI/LSD
	C5G0	OSI/NED
	C570	FMSAC (Added 27 Aug 64)
Defense	D100	Secretary of Defense
	D101	SAFSS - Pentagon
	D110	Director Def. Res. & Eng.
	D600	ACDA
DIA	K000	Unspecified
	K100	Office of Director

25X1

SECRET

SECRET

	K101	Asst Chief of Staff - Admin
	K110	DIA-XX - OSA
	K114	DIA-XX-4
	K310	ADP
	K400	DIAP
	K410	DIAAP-1
	K411	Prod. Center PI Div.
	K412	Prod. Center NPIC Detach.
	K420	DIAAP-2
	K430	DIAAP-3
	K440	Scientific & Tech.
	K500	DIAAQ
	K510	DIAAQ-1
	K520	DIAAQ-2
	K600	ISIC
NSA	E100	Dir. NSA - Chief & Staff
	E500	Air Force Security Service
Navy	N000	Navy Unspecified
	NF00	U.S. Marines
	N273	Navy Spec. Projects
	N260	ONI OP922 -- (Foreign Intelligence)
Air Force	F100	Unspecified
	F200	AFNIE
	FL0	Strategic Air Comd.
	F400	ACIC St. Louis
	F420	ACIC Det. 1

	F500	TAC
	FH00	USAFE
	FK21	67th Recon. Tech.Sqdn.
	F610	FTD
	F620	Ballistics System Br.
	F630	Rome ADC
NPIC	P000	Unspecified
AEC	Q500	Div. of Intell. (Dir.)
State	S100	Bureau of Intell. & Research
USIB	U100	USIB (General)
	U200	COMOR
	U210	COMOR/DTWG
	U600	GMAIC
	U610	GMAIC/DWG
	U620	GMAIC/PWG
	U630	GMAIC/DMWG
	U640	GMAIC/Space Working Group
	UA10	SIC
	UA20	SIC/Electronics
	U900	JAEIC
	V000	NASA Unspecified
	JK60	
	JK61	Comustdc
	JMA	Strac
	JMAI	18th Airborne Group

25X1

SECRET

SECRET

6. COMPONENT CODES

For use with Time Recording Form and Work Phase Notice

Dir or Asst	Div or Staff	Component Branch	Section or Staff	Code
PAG				100
	GMD			110
		GB		120
		MB		130
		IB		150
	STD			200
		OMB		210
		AEB		230
		DMB		240
	IPD			300
		SYB		310
		PRB		320
			Sys Program Sec	321
			Recon Program Sec	322
			ISR Program Sec	323
			Data Prcs Program Sec	325
		OPB		330
			Computer Prcs Sec	333
			Doc Stge & Ret Sec	335
			Data Input Sec	337
			Prod Control Sec	338
	PD			400
	PD/PCO			401
		EB		410
			Gen Rpt Sec	411
			ABC/Ind Sec	412
			Msle/Elec Sec	413
		GAB		420
			Graph Anal Sec	421
			Pres Sec	422
			Prod Sec	423
	PSD			500
		RPB		510
		PLB		520

SECRET

SECRET

Div or Asst	Div or Staff	Component Branch	Section or Staff	Code
		ICB		530
	CSD			600
		RSCHB		610
			Target Brief Staff	611
			Sov Bloc Sec	612
			Non-bloc Sec	613
		REFB		620
			Info Sec	621
			Map Sec	622
			Photo Sec	623
			Rpts Anal Sec	624
			Jcint Ref Staff	625
	TID			700
		TAB		720
		TSB		730
O/DIR				800
ADMIN				820
	MSS			823
		MIB		825
		B&FAB		827
	SS			830
		PB		832
		TB		834
		LB		836
		SB		838
OPS				850
		RB		852
		SB		854
P&DS				870
		DB		875
		PB		880
		EDLB		885
	IAD			900
	Prod Staff			901
	Ops Support Staff			902
		ABCB		910
			Wpns/CBR Sec	911
			Rsch & Prod Sec	912

- 20 -

SECRET

SECRET

Dir or Asst	Div or Staff	Branch	Component Section or Staff	Code
		MEB		920
			Def Sys Sec	921
			Electronics Sec	922
			Offensive Sys Sec	923
		GMB		930
			WH Sec	931
			FE Sec	932
			Special Proj Sec	933
		IB		940
			Chem Sec	941
			Basic Ind Sec	942
			Trans & Pwr	943
		OSB		950
			Log Support Sec	951
			Prod Sec	952

7. REPORTS AND OTHER PRODUCTS AND PROCESSING

REPORTS AND OTHER PRODUCTS AND PROCESSING SECTIONS OF WORK PHASE NOTICE

	Reports (incl. cables & memos.)						Other Products	
	Number	Yr	Pages		Illus.	Targets	Copies	Type	Quantity

SPACES 1 2 3 4 5 6 7 8 9 1 2 3 4 1 2 3 1 2 3 1 2 3 1 2 3 1 2 1 2 3 4 5

MAJOR COLUMNS 1 2 3 4 5 6 7 8

Instructions

1. Major columns 1 through 6 will be used to record the requisite data for Reports, Cables, or Memos, as follows:

a. Major Column 1 - Record the prefix for formal reports beginning with the first space. NPIC report prefixes are: TCS (PI codeword publications); SC (publications containing only COMINT material); R (publications not containing codeword material). The departmental prefix is PIR. The prefix will be followed by the publication number, the last

digit of which will be placed in space 8, next to the year space. It is possible then that there will be blank space(s) between the alphabetic prefix and the report number. The year will be indicated by placing its last digit in the year space, space 9. Cables and memos will be recorded in the same manner as above except that the designator or appropriate symbol will be placed beginning in space 2, not in the first space. In the case of reports produced as a service for other organizations, the report number will be recorded as completely as space allows in the same manner that Cables or Memos

- 21 -

SECRET

are recorded; i.e., beginning with the second space.

    b.   Major Column 2 - The appropriate component will record (beginning in the first space) the number of pages in formal reports.

    c.   Major Column 3 - This shaded, 3-space column will be left blank; it is for MIB use only.

    d.   Major Columns 4, 5, 6 - The appropriate component will record (beginning in the first space) the number of illustrations, targets, and copies in formal reports.

    e.   Major Columns 7 and 8 - "Other Products and Processing" -- The appropriate component(s) will record (beginning in the first space) the type of "Other Product" or "Processing" according to the codes listed below. The code is divided into two sections; i.e., "Product Codes" and "Processing Codes." The two-letter product codes, signified by the initial letters "A" through "R," pertain to tangible products produced, created, or otherwise originated by a component. The two-letter processing codes, signified by the initial letters "S" through "Z," pertain to information, data, items, or materials processed, manipulated, inventoried, or otherwise handled by a component. Note that the Processing Codes bear the caveat "ONLY FOR USE BY" and indicate a specific component; under no circumstances can these codes be employed by a component other than that indicated.

2. Codes

Product Codes		Primarily for use by:
AQ	- Processing (Raw Film)	PSD
AR	- Copy Cans	PSD
AS	- Enlargement	PSD
AT	- Contact	PSD

AU	- Photographic Reproduction	PSD
AV	- Printing Impression	PSD
AX	- Pre-release of information	PAG
BA	- Proof Listing	IPD
BB	- Final Listing	IPD
BC	- Mat Listing	IPD
BD	- Magnetic Tape	IPD
BE	- Card Deck	IPD
BF	- Paper Tape	IPD
BG	- Minicard Chip	IPD
BH	- Minicard Photo Reproduction	IPD
BI	- Minicard Strip Film	IPD
BJ	- Minicard Listing	IPD
BK	- Job Format	IPD
BL	- Plots	IPD
BM	- Minicard Paper Tape	IPD
DA	- Briefing Board	PD
DB	- Model	PD
DC	- Cover	PD
DD	- Line Drawing	PD
DE	- Perspective Drawing	PD
DF	- Photographic Representation	PD
DG	- Mosaic	PD
DI	- Miscellaneous Graphic	PD
DK	- Vugraph	PD
DL	- Slide	PD
DN	- Headline/Varitype	PD
DO	- Sign	PD
DP	- Form	PD
EA	- Accession List	CSD
EB	- Target Brief Transmittal	CSD
EE	- Minicard Transmittal	CSD
EF	- Report/Target Brief Listing Transmittal	CSD
EG	- Briefing Note	CSD
EH	- Bibliography	CSD
EI	- Collateral Support Handbook	CSD
EN	- Language Translation	CSD
HA	- Photographic Enlargement	PID
HB	- Annotated Photographic Enlargement	PID
HC	- Print	PID

- 22 -

SECRET

HD	- Annotated Print	PID
HE	- Film Positive	PID
HF	- Film Negative	PID
HG	- Overlay	PID
HH	- Map	PID
HK	- Annotated Map	PID
HL	- Sketch	PID
HM	- Table	PID
HN	- Listing	PID
HO	- Graphic	PID
HQ	- Stereograms	PID
KA	- Mission Coverage Plot (MCP)	TID
KB	- Mission Coverage Plots Summary (MCPS)	TID
KC	- Coverage Plots	TID
KD	- Mission Coverage Index (Cuba)	TID
KE	- Coverage Statistics	TID
KF	- Photo Mosaic Index	TID
KG	- Altitude Correction Graph	TID
KH	- Preliminary Evaluation Cable	TID
KI	- Photographic Evaulation Report (PER)	TID
KJ	- Dates of Photography and On/off Coordinates Cable	TID
KK	- On/off Time Memorandum	TID
KL	- Dates of Photography Memorandum	TID
KM	- Preliminary Mission Statistics Memorandum	TID
KN	- Technical Briefing Board	TID
KO	- Ephemeris	TID
KP	- Memorandum	TID
KQ	- Cable	TID
KR	- Overlay, Graphic	TID
KS	- Photo Print, Enlargement	TID
KT	- Map	TID
KU	- Density Readings, Traces	TID
KV	- Technical Manual, Report	TID
RA	- Brief (Report)	PD
RB	- Errata (Report)	PD
RC	- Cover (Report)	PD
RD	- Line Drawing (Report)	PD

RE	- Perspective Drawing (Report)	PD
RF	- Photographic Representation (Report)	PD
RG	- Mosaic (Report)	PD
RH	- Chart (Report)	PD
RI	- Miscellaneous Graphic (Report)	PD

	Processing Codes	Only for use by:
SA	- Film Request (Can)	PSD
SB	- Film Request (Cut)	PSD
TA	- Target Brief	CSD
TB	- Target Brief Pages	CSD
TC	- Collateral Support Handbook	CSD
TD	- Collateral Support Handbook (Vols.)	CSD
TE	- Report and Target Brief Listings	CSD
TF	- Graphic Aids Briefing Board	CSD
TG	- Briefing Note	CSD
TH	- Graphic Aids Vugraph	CSD
TI	- Graphic Aids Slide	CSD
TJ	- Graphic Aids Print	CSD
TK	- Photography, Ground	CSD
TL	- Photography, Aerial Non-System	CSD
TM	- Cable	CSD
TN	- Catalog Card	CSD
TO	- Comint Report	CSD
TP	- Film Chip KH-4	CSD
TQ	- Film Chip KH-7	CSD
TR	- Intelligence Report (Non-PI)	CSD
TS	- Index	CSD
TT	- Book	CSD
TU	- Serial	CSD
TV	- Technical Publication	CSD
TW	- Map, Chart, Town Plan	CSD
TX	- Motion Picture and Video Tape	CSD
TY	- Photo Mosaic	CSD
TZ	- Requirement (National/Departmental)	CSD

- 23 -

SECRET

SECRET

UA	-	RD Report	CSD		
UB	-	COMOR Target Packet (KH-4)	CSD		
UC	-	COMOR Target Packet (KH-7)	CSD		
UD	-	COMOR Target Overlay (Pre-OAK, OAK)	CSD		

UE	-	Target Overlay, WAC (MCI)	CSD
UF	-	Briefing Board Packet	CSD
UG	-	Contingency Map Packet (PRE-Flap)	CSD
UH	-	Intelligence Report (PI)	CSD

- 24 -

SECRET

SECRET

8. ACTIVITY CODES

Activity	Code	Definition
Photo Interpretation	100	Photo analysis leading to immediate, detailed, or special reports
Project Coordinator	110	Assigned coordination of immediate projects. Coordination with the support divisions on detailed projects.
Graphic Collection	111	Collection of graphics for briefing purposes, primarily to be utilized in immediate readouts.
Collateral Evaluation	112	Initial collection of collateral materials (including photos, reports, and maps) and reviewing this material.
Report Writing	130	Preparation of report manuscript.
Target Evaluation	140	Examination of targets for confirmation, negation, and identification on mensuration.
Report Evaluation	150	Confirmation or negation of reports through interpretation.
Intelligence Maintenance	160	Production, collection, updating, or assembling materials by PIs in support of a branch mission (e.g., keys, installation photos, and mosaics).
Inf. Control Assistance	161	
Writing Support	201	Consultations and coordination of material preparatory to writing a manuscript
Editing	202	Revision and preparation of a manuscript for publication.
Editorial Review	203	Review of printing forms for consistency and form.
Editorial Support	204	Collection of materials and information in preparation for editing.
Editorial Typing	205	Manuscript typing.
Graphical Analysis	250	Preliminary preparation of graphical material for publication.
Publication Illus	251	Final preparation of illustrations to be included in reports.
Non-Publication Illus	252	Final preparation of illustrations to be included in products other than reports.
Composition	253	Preparation of printing forms for illustrative and textual material.
Publication Typing	254	Setting textual material in type.
Proofreading	255	Reading and indicating corrections to be made on printing forms.
Mosaicing	256	Preparation of mosaics.
Model Building	257	Construction of models.
Graphic Review	258	Review of graphical materials for consistency and form.
Visual Aids Preparation	259	Assembly and preparation of materials for visual aids.

- 25 -

SECRET

SECRET

Activity	Code	Definition
Research (General)	300	All research activity not elsewhere covered. Analysis and synthesis of information obtained from various sources, including background for target brief program.
Targ. Brief Rsch & Writ	301	Target Brief Program Generation, Updating & Purging of Target Briefs. (Background research is 300).
Targ. Brief Revision	302	PI Support (Detailed) includes research and support directly related to detailed-projects/reports.
Mission Packet Prep & Targ	303	Work done by both Research and Reference Branches in plotting targets and tracks prior to the beginning of immediate reports, and creation of packets and film chip files.
PI Support (Team Mbr)	304	PI Support (1st Phase) includes support as a member of list phase immediate report (OAK) team only.
Briefing Materials	305	Research, writing, and proofing of briefing boards and notes (not exclusively OAK).
PI Support (2nd Phase)	306	Includes direct support as a member of 2nd phase immediate reports (MCI) team only.
Verification of Info	307	Includes any and all research and cross checking necessary for project backup, and proofing of MCI's, OAK's, IPIR's, reports, etc. (not Briefing Material - see 305).
Research Material (Compilation & Maintenance)	308	Compilation and/or Maintenance of Special Research Material (e.g., Listings, Support Handbooks, Weekly Material Resumes).
Research Paper	309	Includes research for and compilation of any formal staff and/or research paper.
Reference (General)	310	General assistance to customers, specific and background information as requested.
Reference (Selection)	311	Selection of bibliographies, publications and other reference material for additions to the NPIC collection. Also, purging of the collection.
Reference Processing	312	Includes routing of reference material and all necessary record keeping for material of all classifications.
Reference Cataloging	314	Cataloging, classification, and catalog maintenance, as well as the preparation and typing of catalog cards, and labeling of books.
Reference Indexing	315	Indexing reference material (e.g., documents, maps, photography, and graphic aids), and preparation of the all-source listing.
Reference Coding	316	Coding of new accessions in depth for filing into automatic systems.

- 26 -

SECRET

SECRET

Activity	Code	Definition
Reference Document Retrieval	317	Identification and retrieval of all types of publications and documents, either manually or by automatic systems.
Reference Info & Doc Retrieval	318	Retrieval of information only--not hard copies of existing documents or books.
Reference Info Procurement	319	All reference searches and closely related activities involving the exploitation of sources outside NPIC.
Translations	320	Translations of collateral material in support of any activity.
System Design	400	The study of NPIC operations toward the development of computer applications and the design of implementing methods.
System Design Modif	401	Modification of existing computer systems.
Macro logic	410	The translation of the large segments of a computer program into block diagrams.
Micro logic	411	The translation of the small segments of a computer program into block diagrams.
Coding	412	The translation of block diagrams into a symbolic or compiler language.
Desk Checking	413	A detailed review of the program steps and a dry run through a test case.
Testing	414	The creation of a set of test data and the application of these data to the program to test all branches and all major paths.
Documentation	415	The preparation of a description of the program, the user's instructions, and the operating instructions.
Computer Operations (1401)	420	Operating the 1401 and associated equipment.
Computer Maintenance (1401)	421	Maintenance of the 1401 and associated equipment.
Computer Update	422	Updating stored information in the computers.
Computer Operations (490)	425	Operating the 490 and associated equipment.
Computer Maintenance (490)	426	Maintenance of the 490 and associated equipment.
Computer Operations (1004)	427	Operating the 1004 and associated equipment.
Computer Maintenance (1004)	428	Maintenance of the 1004 and associated equipment.
EAM Operations	430	Operating the IBM 407 and other punch card equipment.
EAM Maintenance	431	Maintaining the IBM 407 and other punch card equipment.
EAM Programming	432	Preparing circuitry for punch card outputs from the 407 and associated equipment.
Data Input	440	All methods of entering new data into computer files.
Key Punch	441	Operating key punch machines.
Verifying	442	Operating verifiers.
Minicard Input	451	Copying information for minicard storage.
Minicard Output	452	Preparing minicard reproductions for customers.

- 27 -

SECRET

SECRET

Activity	Code	Definition
Dot Reading	453	Processing binary time clock data on photography.
Information Process R&D	454	Internal IPD work toward developing or improving facilities for data processing.
Minicard File Maintenance	455	Update and maintain files.
Minicard Quality Control	456	Check and verify quality of input and output materials.
Minicard General Lab Work	457	Mixing, replenishing chemicals, cleaning equipment, etc.
Attitude Analysis	500	Determination of camera attitude in total, including scribing horizons; measuring horizons; curve plotting and adjustment; time analysis and correction; stellar/index/pan correlation; and preparing pitch, roll and yaw listing and graphs for dissemination.
Camera System Analysis	501	Study and analysis of camera system (not including evaluation or system performance activities) including familiarization with new systems; appraisal of proposed systems and modifications to existing systems; trips taken to view hardware and gather technical data on camera systems; preparing statements of Center requirements regarding camera systems; preparation of technical publications on camera systems; and development of titling, grids, etc. for camera system products.
Coverage Data	502	Compiling and preparing data related to photographic coverage (not including detailed plots) including preliminary tracks and plots; WAC coverage lists; coverage briefing boards; coverage statistics for mission; MCP; MCPS; and statistics other than for a specific mission.
Detailed Photo Plots	503	Preparing detailed, frame by frame, plots of photographic inputs.
Frame Ephemeris	504	Preparation of the frame ephemeris, including: technical editing; correcting data; and preparing for publication.
Mensuration for PI Proj	505	All work expended in providing measurements, including: PI consultation; preparation of sketches; selection of photography; instrument use; preparing and completing plots; analysis; and documentation.
Mission Data	506	Compilation and preparation of data pertaining to a mission, including: camera on-off positions; dates of photography; camera technical data; altitude correction graph; distribution of S/I calibration data; and scale values for PI.
Ephemeris	507	Preparation of the ephemeris, including: technical editing; correcting data; and preparing for publication.

- 28 -

SECRET

SECRET

Activity	Code	Definition
Edit and Title Photo	508	All work related to the break-down, titling, and preparation of photography for reproduction, both at the processing site and NPIC, including all work at the processing site except that related to evaluation and percentage of clouds; breakdown of film into working spool sizes; correlating index frame to pan frame; editing of the photography; and titling the photography.
Photo Eval/Sys Perf	509	All evaluation of test and operational photography, including: cable 42 prepared at processing site; GT cables; subjective evaluations; preparation of PER; writing evaluation reports; special evaluations; such as determination of mensuration quality or limits; hosting visitors who come to review mission results and evaluate system performance; and PET support other than attitude determination and analysis.
Photogrammetric Analysis	510	The accomplishment of photogrammetric analysis, usually in answer to special requests. Not to be used as part of mission or PI measurement work.
Photo Mosaic Index	511	All work devoted to preparing a photo mosaic and producing a product therefrom, including: actually laying a mosaic; matching and cutting a mosaic to fit a map and map detail: labeling mosaics; and editing mosaics.
Weather Analysis	512	All work related to weather readout and statistics, including: examining photography to determine percent of cloud cover; computing and compiling weather statistics; preparing weather data for input to the computer; and preparing weather reports.
Photo Lab Operations	600	Lab work not otherwise specified.
Printing	601	Exposing photographic sensitive materials by contact or enlarging methods.
Camera	602	Exposing photographic sensitive films thru camera operation.
Color	603	All work involved in copying, printing, and/or processing color material.
Chem Mix System	604	All work in the tank farm and the preparation of solutions for processing photographic film and paper.
Production Control	605	Logging jobs in and out, preparing negs and/or original art work for return to originator or files, and maintaining production records.
Quality Control	606	The testing and analysis of sensitized photographic materials, solutions, and equipment to insure adherence

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SECRET

Activity	Code	Definition
		to standards and techniques necessary to obtain desired results.
Processing (Developing)	607	Work accomplished in developing imagery on exposed photographic materials.
Finishing (Dry & Sort)	608	Work involving drying and sorting photographic products.
Visual Aid Assembly	609	Work involved in mounting, copy numbering, and classifying all copies of visual aids.
Repro & Printing	610	Reproduction work not otherwise specified.
Negative Layout	611	Work involved in preparing negative for making offset plates.
Plate Making	612	Work involved in exposing and developing offset plates.
Ozalid	614	Work involved in making ozalid reproductions.
Photostat	615	Work involved in making photostat reproductions.
Binding	616	Work involved in cutting paper and assembling and binding publications.
Press Run	617	Work involved in the operation of printing presses.
Film Files and Couriers	620	File and courier work not otherwise specified.
Film File and Control	621	Work accomplished in connection with providing loan service in the film, report and plot files.
Courier Activity-NPIC	622	All courier and messenger service provide
Courier Activity-Community	623	All courier service exclusive of that provided internally
Rec Mgt & Vital Rec	624	Survey and management of records and vital materials.
Daily Make-ready	630	Make-ready and preventative maintenance of equipment on a daily basis.
Clean Area Hskp	631	In-house maintenance of clean room areas.
Admin	700	Administrative work not otherwise specified.
Management	710	Work performed by Director, Ex. Dir., Assts., Div. Chiefs, and their Deputies.
Supervision	711	Supervisory activity by Branch, Section, and Unit Chiefs and their deputies.
Management Support	712	Work performed by special assts. and staff functions directly under management personnel.
Prod & Quality Control	713	A specific function under management support.
Management Information	714	Collection, data processing, analysis and reporting for the Management Information System and maintenance of project status and other statiscal data.
Budget & Fin. Anal	715	Work performed by B&FAB/MSS or under their direction.
Records Mgnt	716	Records and file consolidation and reduction and other activities associated with records management program.
Clerical	720	Clerical work not otherwise specified.

25X1

25X1

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Activity	Code	Definition
Typing	721	Unspecified typing.
Secretary/Steno	722	Unspecified secretarial work.
Filing	723	Unspecified filing.
Control of Incoming & Outgoing Material	724	Logging, classifying, routing, etc.
File Maintenance	725	Purging and re-arranging file order.
Security Administration	730	Work performed by the Security Branch/SS or under their direction.
Escort Duty/Cleaning Maint.	731	Escorting GSA cleaning crews in their routine and special cleaning activities for the building.
Escort Duty/Technical Maint.	732	Escorting GSA technical maintenance personnel in the performance of their work throughout the building. This would also include escorting commercial vendors' representatives on specific projects.
NSO Inspection & Patrol	733	
NSO Office Duties	734	
Security Control	735	Obtaining clearances; conduct of security briefings; visit or control; badges.
Security Investigations	736	Investigation of security violations.
Security Support	737	Counseling NPIC employees with official and/or personal security problems; conduct of staff studies regarding security matters; liaison with agency and non-agency components on special security problems.
Liaison	740	Performing liaison work with people outside NPIC.
Operational Liaison	741	Liaison carried on by OPS Staff with collection systems organizations.
Headquarters Liaison	742	PID liaison at Langley.
Internal Liaison	743	Apprizing key NPIC personnel of external intelligence collection activities directly pertinent to functional areas of staff concern.
Logistics Administration	750	Management and supervision of the Branch, i.e., counseling, work review, report writing, training, and general administrative supervision.
Equipment Test & Eval	751	Testing and evaluating equipment before and after purchase or reconditioning.
Equipment Maintenance	752	Caring for equipment.
Equipment Arrangement	753	Getting together and setting up the equipment needed for an assigned task.
Acquisition of Supplies, Equipment and Services	754	Acquiring supplies and equipment for the Center such as requisitioning, liaison with other Agency components and staffs, etc.

- 31 -

SECRET

Activity	Code	Definition
Property Accountability	755	Maintenance of stock record cards, memorandum receipt records, inventorying, initiating reports of survey, reports of inventory adjustment, property turn-in documents, and warehouse activities.
Building Services	756	Building maintenance and alterations, planning and liaison with other Agency components, maintenance of records, and other type duties pertaining to inhouse building services, including parking functions.
Supply Services	757	Management of the Building Supply Office, planning and implementing the movement of furniture and equipment, disposal of classified trash, and other sundry services provided by the Supply Section personnel. This would also include the receiving and issuing of supplies and equipment.
Contract Administration	758	Review of all contractual documents, maintenance of contract files, liaison with inhouse technical monitors and Agency components. The maintenance of the monthly Contract Status Report would also fall under this category.
Personnel	760	Work performed by Personnel Branch/SS or under their direction.
Recruitment	761	Advertising positions; reviewing resumes and folders; interviewing applicants; and related correspondence.
Fitness Report Preparation	762	The drafting, evaluating and personal consultation performed by supervisors in the preparation of fitness reports; and Personnel Branch/SS administration of fitness report procedures.
Career Service Boards/Panels	763	Participation in career service boards/panels, preparation for such panels and actions resulting from them.
Salary & Wage Activities	764	Assist as required in position audits and general classification survey.
Counseling & Services	765	Counseling activities including discussions on all requested reassignments, personal problems, disciplinary cases, etc. Advice and assistance with regard to insurance programs, credit union, retirement, etc.
Travel Processing	766	Control of travel requests, processing of travel orders, including reservations, etc. Control of $3000.00 travel fund, which includes auditing, preparation and final action on travel functions.
System Identification	770	Gathering by P&DS of basic information on image-forming collection systems.

- 32 -

SECRET

SECRET

Activity	Code	Definition
System Evaluation	771	Evaluation by P&DS of the effect on NPIC of new image-forming collection systems.
System Coordination	772	Dissemination of information within NPIC by P&DS on image-forming collection systems.
Plans and Studies Prep	773	Work involved in the preparation of plans and studies by P&DS.
Technical Research	775	Basic developmental research by P&DS not leading directly to a contractual action.
Pre-contract Investigation	776	Work performed by P&DS leading to a specific contractual action.
Contract Monitoring	777	Work performed by P&DS following the letting of a contract.
Special Investigation	778	Work performed by P&DS on specific projects not involving contractual actions.
Engr & Sci Devel Support	780	P&DS laboratory work performed in support of developmental projects.
Engr & Sci Basic Investigation	781	Basic P&DS laboratory investigation.
Engr & Sci External Support	782	P&DS laboratory work done in support of non-staff requirements.
Engr & Sci Lab Prod & Ser	783	Production and services performed by P&DS laboratory.
Engr & Sci Misc.	784	Miscellaneous work performed by P&DS laboratory.
Operations Support	790	OS assistance to collection systems organizations.
Cable Preparation and Dispatch	791	Composing, coordinating and processing out-going cables, to include reproduction and attachment of special headers.
Prep of Oper. Records	792	Mission acquisition data preparation.
Cable Control & Dissem	793	All aspects of subject to include the recording, review, distribution determination, action assignment, reproduction, and archiving.
Requirements Administration	795	Review, refining, reproduction, and distribution of incoming requirements.
Rqmts Records Prep.	796	Duplicating, controlling, disseminating and filing requirement forms.
Commo Transmission	797	Transmission of communications.
Consultation	800	Conducting business discussion not otherwise specified.
Committee Meeting	801	Attendance at committee meetings.
Professional Society Conv	802	Attendance at professional society conventions.
Prepar. for Consultation	803	Preparation for meetings or other consultation.
Staff Meetings	804	Attendance at Staff Meetings--includes Branch, Division, and Center staff meetings.
Briefing Presentation	810	Conducting briefings not otherwise specified.
Briefing Attendance	811	Attending briefing.
Prep for Briefing	812	Work performed in preparation for briefing presentations.

- 33 -

SECRET

SECRET

Activity	Code	Definition
Tours	813	Conducting and support to internal tours except as integral part of briefing.
Training Administration	820	This would include items not directly related to any specific training program but activities required in the conduct and functioning of the Training Branch such as preparing T&A's, DODCI, briefing room activities, front office requirements, equipment operation, and so forth, and generally all other actions not easily categorized in the above.
Internal Training	821	The administrative and planning work including liaison with OTR and NPIC offices, in-house developed courses which are particularly repetitive in nature (PI, Geography of China, Secretarial Refresher, etc.)
External Training	822	The administrative and planning work including liaison with OTR and NPIC offices, local schools, institutions and so forth.
Training Atten. (OJT)	823	Taking on the job training.
Prep. for Training	824	Work performed in preparation for giving training courses.
Training Presentation	825	Conducting training or instruction courses.
On-Site Training Trips	826	The administrative and planning work including liaison with NPIC offices, Agency offices, outside Agency, and so forth.
Training Here (CIA)	827	Taking courses within CIA other than NPIC.
Training Development	828	The administrative and advanced planning work in developing and creating new and different type training programs other than those presently existing, including contractual development, liaison with NPIC and Agency offices, and so forth.
Training Aids Support	829	Support of briefing room, operating teleprompter, movie projector, display panels; equipment support to training classes.
Travel	830	Time spent in travel.
TDY	831	All regular time spent during temporary duty assignment except that spent on an assigned project, in which case the actual work activity involved will be used.
Annual Leave	841	As described in leave regulations.
Sick Leave	842	As described in leave regulations.
Military Leave	843	As described in leave regulations.
Administrative Leave	844	As described in leave regulations.
LWOP	845	As described in leave regulations.

- 34 -

SECRET

SECRET

APPENDIX C.

DETAILED PROCEDURES

FOR RECORDING MULTIPLE REPORTS

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1. Computer Program Limitations:

The tape record for storing end product data for projects allows only one report to be entered for each project. Adding suffixes to a project number, however, has the effect of making a new project. A separate report can be recorded for each suffix. Therefore, if more than one report will result from a project, the following procedures must be used:

When a component wishes to divide a project into several reports, it will contact the responsible component and request permission to do so. The responsible component, if it agrees, will prepare a separate project notice line for each of the newly designated subdivisions (reports), as described on Page 1 of the Handbook. Suffixes for the first 26 subdivisions will comprise a single letter; additional subdivision suffixes will comprise two letters. Single and double suffixes will be used in alphabetic order; therefore, suffixes will be applied as follows: A through Z; then, AA through AZ; then BA through BZ; etc., through YZ.

Requests for work to be done by other components on the project will thereafter bear the appropriate suffixes. Similarly, all personnel working on the project will charge their time to the appropriate sub-project by indicating the correct suffix on their time recording forms. In cases where it is not feasible for an employee to distinguish which subdivision of a project he is working on, he will charge his time to the basic project number without concern for suffixes.

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APPENDIX D.

MANAGEMENT INFORMATION SYSTEM

CALENDAR

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MANAGEMENT INFORMATION SYSTEM

Monthly reporting periods in which each month is equivalent to a 4 or 5 week period, yet is as nearly equivalent to the calendar month as possible.

January, April, July and October will always be 5 week months. All the rest will be 4 week months except December of 1966 which will be 5 weeks.

Every quarter will be 13 weeks except the last quarter of 1966 which will have 14 weeks.

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1966

1967

- 37 -

SECRET

SECRET

APPENDIX E.

SUPPLEMENTAL REQUESTER CODES
CIA/ORR BRANCHES

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CIA	Present Code	Office & Division	Branches
	C 2J0	ORR/D/A	
	C 2J1		FE
	C 2J2		ES
	C 2J3		USSR
	C 2J4		MM
	C 2K0	ORR/D/I	
	C 2K1		A
	C 2K2		EWC
	C 2K3		IS
	C 2K4		LA
	C 2K5		NEA
	C 2K6		PO
	C 2K7		TF
	C 2L0	ORR/D/MS	
	C 2L1		COM
	C 2L2		CST
	C 2L3		EE
	C 2L4		M
	C 2L5		TR
	C 2M0	ORR/D/R	
	C 2M1		MM
	C 2M2		CH
	C 2M3		EP
	C 2M4		AG
	C 2M5		FU
	C 2R0	ORR/D/F	
	C 2R1		AS
	C 2R2		DM
	C 2R3		NS
	C 2R4		GF
	C 2R5		SM
	C 2S0	ORR/D/P	
	C 2S1		STB
	C 2S2		ME
	C 2S3		FW
	C 2S4		SS

SECRET

SECRET

Present Code	Office & Division	Branches
C 2U0	ORR/D/GC	
C 2U1		C
C 2U2		X
C 2U3		S
C 2U4		A
C 2U5		F
C 2U6		W
C 2V0	ORR/D/GG	
C 2V1		E
C 2V2		F
C 2V3		S
C 2V4		H
C 2V5		N
C 2V6		X
C 2W0	ORR/D/GL	
C 2W1		C
C 2W2		P
C 2W3		R
C 2W4		S
C 5B0	OSI/IPS	
C 5B1		ISB
C 5C0	OSI/GSD	
C 5C1		PSB
C 5C2		CWB
C 5C3		SRB
C 5C4		ESB
C 5C5		AGB
C 5C6		ST/PPB
C 5D0	OSI/DSD	
C 5D1		ABMB
C 5D2		ACMB
C 5D3		ADB
C 5D4		NB
C 5E0	OSI/BMSD	
C 5E1		BMSB

- 40 -

SECRET

SECRET

Present Code	Office & Division	Branches
C 5E2		SSB
C 5E3		TSB
C 5E4		NSWB
C 5F0	OSI/LSD	
C 5F1		MBWB
C 5F2		BSB
C 5F3		CSB
C 5G0	OSI/NED	
C 5G2		SNBM
C 5G3		SWTB

In addition the following additions, changes and corrections are needed.

Present Code	Office & Division	Branches
C 250	OCI	
C 251	OCI/MIL	
C 252		S&T
C 253		SB
C 254		TB
C 255	OCI/CA	
C 256		WLA
C 257		AA
C 258		SSB
C 490	OTR	
C 491		IS
C 540	OSA	
C 541		ID

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ADDENDUM: NPIC Handbook ⬜

25X1

The Project Type Codes for OAK (AA), IPIR (AB), and MI (AE), listed under Project Category Codes, page 10, will not be used to code projects initiated under the new exploitation system. The codes for the First and Second Phases of the new exploitation system are:

NA - Phase 1
NB - Part 1, Phase 1
NC - Part 2, Phase 1
ND - Pre-mission Preparation, Phase 1
PA - Phase 2
PB - MI, Phase 2
PC - Order of Battle, Phase 2
PC - New Targets and Changes, Phase 2
PD - Order of Battle, Phase 2
QA - BPIR* Missile, Phase 2
QB - BPIR Air Installation, Phase 2
QC - BPIR Nuclear Energy, Phase 2
QD - BPIR Mil Install/Activity, Phase 2
QE - BPIR CBR Warfare, Phase 2
QF - BPIR Electronics or Commo, Phase 2
QG - BPIR Industry, Phase 2
QH - BPIR Basic Service, Phase 2
QM - BPIR Res & Dev, Phase 2
QN - BPIR Storage, Phase 2
QP - BPIR Urban Complex, Phase 2
QR - BPIR Miscellaneous, Phase 2
QS - BPIR U/I Activity, Phase 2

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*(Brief Photo Interpretation Report).

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