

1. _____
CLASSIFICATION

REQUEST FOR NPIC SUPPORT		READ INSTRUCTIONS ON REVERSE BEFORE COMPLETING FORM	
2. REQUESTING AGENCY NPIC		3. DATE PREPARED 18 February 1971	4. DATE REQUIRED 12 March 1971
5. OFFICE NPIC/PPBS/PPD		6. PHONE NO. []	7. REQUESTER'S CONTROL NO.
8. REQUESTING OFFICER []		9. SUGGESTED JOB TITLE MIS HOUSEKEEPING	
10. BE NO.		11. COUNTRY CODE	

25X1

25X1

12. DESCRIPTION OF REQUIREMENT AND BACKGROUND INFORMATION

To insure that the MIS magnetic tape files accurately reflect the work of the Center, PPBS will provide the services of [] to OPB/AID to assist the AID MIS data entry staff to correct all errors known to exist within the MIS data records. In addition, ~~and without exceptions~~ the master file will be purged of all projects closed prior to 1 July 1970.

^
Without exception

25X1

13. SPECIFIC REQUIREMENT

the backlog of that effect

1. Correct all errors ¹ in the A, B, C, D, and E records of the MIS master file.
2. Produce a listing showing all projects closed prior to 1 July 1970.
3. Disseminate this listing to all groups with an attached notice stating that these projects or their splits (suffix added) are no longer to be used.
4. Create a new MIS master file containing only projects that have not been closed prior to 1 July 1970.
5. Retain the current MIS master file for historical analysis.

14. _____
AUTHORIZING OFFICER SIGNATURE

BELOW FOR NPIC/RAD USE ONLY

APPROVAL	REPORT NO.	DISSEMINATION DATE	PROJECT NO.

IP FM 560 (3-69) OBSOLETE FORMS 188 AND 218

1. _____
CLASSIFICATION

INSTRUCTIONS FOR FILLING OUT THE NUMBERED BLOCKS ON OBERSE SIDE

1. CLASSIFICATION -- This reflects the classification of the information supplied on the Form 560. This is not necessarily the classification which will be given the resulting product.
2. REQUESTING AGENCY -- The Agency asking for the work to be done.
3. DATE PREPARED -- The date which this form was made out by the requester.
4. DATE REQUIRED -- The date which the requester needs the NPIC product. This date should be a legitimate, reasonable estimate and allow NPIC the maximum time possible to implement.
5. OFFICE -- The Office, Group and/or Division submitting the request.
6. PHONE NO. -- The phone number of the most knowledgeable person to be contacted relative to the requirement.
7. REQUESTER'S CONTROL NO. -- A symbol used by the requesting Agency/Office to identify his submitted requirement.
8. REQUESTING OFFICER -- The person's name as reflected in Item 6.
9. SUGGESTED JOB TITLE -- A short title which may be used by the MIS, not to exceed 33 characters.
10. BE NUMBER -- Basic Encyclopedia Number. A geographically oriented WAC serially assigned Identification No. maintained by DIA.
11. COUNTRY CODE -- The country or countries as identified by the "Geopolitical Code for Intelligence Systems." DIA instruction 65-5, dated 31 March 1966.
12. DESCRIPTION OF REQUIREMENT AND BACKGROUND INFORMATION -- If the requirement is for image analysis services, requesters should include all information that would be useful to analysts in undertaking the study. Any reports available which have a bearing on the subject should be listed, especially reports that may have generated the particular requirement. If such information is not readily available, it should be duplicated and forwarded with the request. All references pertaining to known available photography should also be listed. This would include citations from mission coverage indexes, plots, or other data which would narrow the research required to locate photography applicable to the problem. Photo references should include, when relevant, and available, mission number, exposure/accession/acquisition numbers, pass numbers, can numbers, and grid locations for the particular frames.

When the requirement is for non-image analysis services, the use to be made of the product should be given in order to assist in the proper fulfillment of the requirement. Whenever applicable, photo references should include mission number, exposure/accession/acquisition numbers, pass numbers and grid locations for the particular frames.
13. SPECIFIC REQUIREMENT -- When requesting image analysis services, requesters should state specifically their needs for information regarding the particular installation or area in question. If only a description of the installation or of the general area is required, this should be specified. If accurate descriptions of measurements of only certain components within an installation are requested, these components should be identified explicitly. Any need for graphic or photographic enclosures should be spelled out.

When requesting non-image analysis services, requesters should indicate their specific needs, end use of product, number of copies required and recommended distribution.
14. AUTHORIZING OFFICER -- A signature reflecting the proper authority for the Agency submitting the request.