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## PROCESSING INCOMING REQUIREMENTS

CCS		Date 1 1 FFB 1960	50 <b>&gt;</b>
Α.	Require	ments Houch) Control	
		Receive & Log in: Secretary; also attaches Project Work Sheet (See attachment 1, Requirement form and attachment 2, Project Work Sheet).	
	2.	Requirement Evaluation:  a. Is request for work clear and proper work for the center b. Is work precisely defined c. Is work feasible d. Check attachments - Is ultimate disposal of documents stated e. Is priority stated: if stated reasonable or proper	STAT
	3.	a. Has a report been previously written b. Is another requirement in work similar to this c. Is there photographic material available for this project	STAT
	4.	Consultation with Requesters Clarification of any aspect of the requirement, attachments, or reporting vehicle.	STAT
	5∙	Conton Production	STAT
В.	Product	d Could ton Branch	
	1.	Review requirement and outline course of project;	STAT
	2.	Consultation with Division Chief: assigns photo research and collateral research; or indicates that enalyst will do so at a later date.	STAT
	3.	Assign Project (yes or no) and Priority:	STAT
	4.	Complete Requirement Form: makes our all necessary entries are on project work sheets.	STAT
	5.	Final Typing Requirement Forms: Secretary	

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		6.	Reproduce Requi	rement Forms VIA Ozelid: Secretary; numbers		
			Form); Copies a	accounts for each (via stamp on Original Rom		
			a, bunde	ard: 3 copies, 1 for DID/I		
				1 for PS		
			h Ding e	1 for CCS project folder		
			e all t	opies for Requesting effice as follows:		
			2/ 00	IR - 2 copies (+) 5) ISA - 2 copies II - 2 copies (+) 6) PIC - 0 (no) copies		
			2) OC	P - 2 copies (+) 6) Pic - 0 (no) copies		
			i) c	I - 2 copies		
			(+) On Ro	equirements coordinated between CRR & OSI, one		
			extre	copy is furnished the office which did not		
			ectae	dly originate the requirement.		
			c. Plan c	opies for responsible division as follows:		
			a) Me	D = 3 copies		
				D - 2 copies		
			3) 77	SD - 1 copy		
			A. Plus (	in case of Joint Projects only)		
			1) Arm	y = 2 copies		
				y - 3 copies		
		7.	Distribution Co	pies: Secretary; all copies must be signed for		
<i>:</i>		• •	by the Division	Harry secretary, art copies must be signed for		
,			- Janes - Contraction			1
•		8.	Enter Project D	ata of Each Project on Machine Record Request Form:		
			Secretary; (See	attachment 3)		
				r 1 copy to Machine Record Section each Friday		
			aftern	oon		
			· <del>***</del>	e list of new projects (in 5 copies) for briefing		
			of Dir	actors office.		
		9.	File CCS Copy i	n Project Folder: Secretary		
•		***				
		10.	File Original R	equirement Form in Requirement File under Requesting	,	
		•	Office: Secret	ary		
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### PROJECT CHECK SHEET

PROJECT NO.		REQUIREMENT NO.
ANALYST	, e	PRIORITY

STATUS PHASE	STEP NO.	INITIAL	DATE COMPLETE	
1	1			REQUIREMENT RECEIVED P.I.C.
	2			CONSULTATION WITH REQUESTER
•	3			CONSULTATION WITH DIV. CHIEF, REQUIREMENT EVAL.
	4			PROJECT NO. AND PRIORITY ASSIGNED
	5			TARGET LOCATION SEARCH
2	6,			COLLATERAL REQUESTED
3				PHOTOGRAPHY REQUESTED
4	. 7			PROJECT RECEIVED BY P.I.C. DIVISION
	. 8			PROJECT ASSIGNED TO ANALYST
	9			PHOTOGRAPHY RECEIVED
	10			COLLATERAL RECEIVED
	11			ANALYST CONSULTATION
				A. DATA MANAGEMENT
				B. TECHNICAL INTELLIGENCE
				C. COORDINATION CONTROL STAFF
	12			DIVISION CHIEF APPROVAL PRELIM. BRIEFING
	13			PRELIMINARY BRIEFING
				A. REQUIREMENTS REPRESENTATIVE
		· · · · · · · · · · · · · · · · · · ·		B. EDITORIAL REPRESENTATIVE
				C. MENSURATION REPRESENTATIVE
}				,
ŀ				D. GRAPHICS REPRESENTATIVE  E. REPRODUCTION REPRESENTATIVE
ļ	14			
	14			REQUEST FOR SUPPORT
5				A. COLLATERAL
•				B. MENSURAL
_				C. EDITORIAL
6	1.5			D. GRAPHICS
-	15			REQUESTED SUPPORT RECEIVED
ŀ				A. MENSURAL
				B. GRAPHICS
ŀ				C. EDITORIAL
ŀ				D. COLLATERAL
-	16			REQUESTS FOR PROOF PRINTS
ŀ	17			PROOF PRINTS RECEIVED
	18			DIV. CHIEF APPROVAL FINAL DRAFT
7	19			FINAL DRAFT RECEIVED BY EDITORIAL STAFF
. 8	20			EDIT COMP., EDITED DRAFT RETURNED TO ANALYST
}	21			ASSEMBLY FINAL MOCK-UP
ŀ	22			DIV. CHIEF APPROVAL FINAL MOCK-UP
ŀ	23			FINAL PROJECT BRIEFING
-		,		A. EDITORIAL REPRESENTATIVE
<u>,</u>				B. GRAPHIC REPRESENTATIVE
<i>)</i>				C. REPRODUCTION REPRESENTATIVE
.	24		•	DIV. CHIEF APPROVAL MOCK-UP FOR FINAL EDIT
	25			FINAL MOCK-UP RECEIVED BY EDITORIAL STAFF
	26			FINAL EDIT COMP. REPORT RECEIVED BY ANALYST
	27			REPORT RECEIVED BY GRAPHICS, PROD. FINAL PLATES
	28			COMP. REPORT RECEIVED BY EDITORIAL STAFF
9	29	Э		REPORT SUBMITTED FOR REPRODUCTION
	30			REPORT RELEASED FOR DISSEMINATION BY O/C
10	31			REPORT DISSEMINATED

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### PROCESSING REQUIREMENTS ORIGINATING IN PIC

CCS	Date 12 February 1960	50X
Α.	Requirements Branch 1. Receive Information from Requestor:	
	2. Evaluate and authorize requirement:	STA
	3. Prepare Requirement Form affixing PIC requirement No. If the requirement originates in the division which will do the work and a project number is requested intecdetely, take the next Project number from Production Branch stack and affix it, by-passing steps B2 & 3 below:  & Secretary	STA
$B_{\bullet}$	Production Branch 1. Review requirement and outline course of project:	STA
	2. Consult with Division Chief: (Skip this step if Requirement Branch has already done it)	STA
	3. Assign Project No. (also skip if Requirement has done it)	
	4. Designate Priority:	STA
	5. Complete Requirement form: Secretary	
	Proceed with steps 5, 6, 7, 8, 9 and 10 of	50X1
		.
1 00	Staff copy - includes attachments b. c. d. e.	STAT

Consider !

#### PROJECT STATUS REPORTING

	Date 16 Sep 59	
1.	Project Data Sent to Machine Record Section: each Friday	S
2.	Tab Run of all Projects by Division: Provided automatically be Machine Records Section on the 25th of each month or next working day. responsible.	Ç
3.	Prepare Tab Run for Delivery to Divisions:  separating Project Status columns. Add all information accumulated during month (I.C. project completions etc), must be completed within 4 hours. Maintains continuous record of all changes to projects for this purpose.	\$
4.	<u>Delivers Tab Runs to Divisions:</u> works with Divisions as needed, makes every effort to have Division contributions to Status Report completed within 1 working day.	(
	Coordinates Divisions Contributions with Publications Staff: makes sure all reports completed during the month are properly listed and verifies correctness of Divisions' entries of assignments to Graphics and Editorial Sections.	;
6.	Assembles Up-dated Tab Runs and Delivers To Machine Records Section:  checks all new entries for correctness of coding and readability for punch operator.	S
7.	Receives Multilith Masters of Monthly Status Report (Runs 4 and 5 of instructions to Machine Records Section and delivers to DMD/T	
	for reproduction and dissemination:	Ş

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b. Run No. 3 (By Project number)

	<ol> <li>l copy to Officer of Director</li> <li>l copy to Publication Staff</li> <li>l copy to DMD/I</li> <li>l copy to CCS</li> </ol>	
9•	Filing of Runs 2 and 3: in post binder	STAT
10.	Preparation of Statistics from Monthly Report:  Use Run no. 3 and corrected copies of run number 1 for extraction of information.	STAT
11.	Preparation of Production Chart; deliver 3 copies to O/Dir, 2 copies to CCS.	STAT 50X1
12.	Preparation of Report select cards from sort made by Machine Records Section for run no. 6. Deliver to for	STAT STAT
	review. Return to Machine R cords Section for run. Assemble run with Code explanation and cover letter and forward to	STAT
13.	Preparation of Priorities Listing: receive cards sorted by priority number on the 10th of each month. Assemble projects within	STAT
	each priority in order of precedence. Review with When approved return cards to Machine Records Section for run (8 copies). Distribute by the 15th as follows:	STAT
	1.copy each sent to: O/Director Chief, MSD Chief, GID Chief, TISD Chief, CCS Chief, PS	
	2 copies to Chief, DMD (1 copy for Photo Lab control Unit)	