

Final List - December 1946

SUPERVISION RECEIVED: The work is supervised by the Assistant to the Chief, Graphic and Reproduction Section, Dorothy D. Comstock, SP-7. Instructions as to the priority of work and the solving of unusual problems are given orally. Since the files are used by all members of the staff, they maintain a constant check on the accuracy of the keying, logging and filing. An error of any type would cause delay in production and errors in keying could cause errors in the printed copy. The setting up of new files is completed on my own initiative and is approved and reviewed by the constant use of the members of the staff. When the work-load of the section is heavy and dead lines have to be met, complete supervision is not exercised and, therefore the work must be always complete and accurate.

File Clerk

I maintain all files of the Graphic and Reproduction Section. This involves:

1. The keying of all incoming graphic material submitted by the Office of Naval Intelligence, Military Intelligence Division, State Department, Army Map Service, etc. This material consists of aerial photography, map originals, color proofs and line-cut originals. All work is logged, sorted according to JANIS chapters, assigned specific key numbers and delivered to the chapter editors or filed for future reference.

30%

2. Keying and logging in the reproduction copy (typed manuscript pages), preparing it for shipment to the printing establishments, logging out all reproduction material (illustrations and text) to the printer, and preparing the necessary receipts. When this material is returned, the blue prints are marked with key numbers corresponding to keyed originals and caption lists and receipts are checked and returned to the printer. The checked blue prints are then logged out with the editorial and proofing reproduction order and new receipts prepared.

20%

3. The preparation for shipment and logging out of the originals of all color inserts which require separate reproduction in the various reproduction departments of other government agencies, i.e., Army Map Service, State Department, etc. This involves making out necessary receipts and wrapping the classified material according to security regulations.

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4. The logging out of all graphic material that is sent to the Board on Geographical Names for checking. Here, there is the responsibility of checking on the progress of the work while it is at the Board on Geographical Names, and, upon its completion, of informing the editor that it is ready

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Instructions on File**

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CLASS. CHANGED TO: TS S C
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DATE: 18 JUL 1980 REVIEWER: 018645

for ordering.

10%

5. The returning of all originals to the contributors. This comprises keeping records of originals to be returned, filing these, obtaining necessary receipts and wrapping them for courier service.

In order to have a thorough understanding of this work, it is necessary to be familiar with all types of graphic and text material handled in this office. The graphic material consists of aerial photographs, aerial mosaics, acetate overlays, film positives, blue line chip boards, half tones, line cuts, etc., and I must distinguish between these and handle them accordingly. The text material is comprised of original copy, marked copy, unjustified proof, justified proof, final copy and blue prints and here again I must recognize each. Also I must be able to sort material according to JANIS chapters which requires an overall knowledge of the publication and chapter content.

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Other duties include:

1. Doing apprentice work in the Cartography Unit, assisting in the lay-out and drafting of tables and charts requiring the use of the more simple drafting instruments.

2. Assisting in the proof reading of simple manuscript when the work load of the Production Unit is heavy.

3. Other duties as assigned by the Board.

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