

14 November 1968

GM Production Procedures

The single-sheet intelligence memorandum (GM) is designed to relate geographic intelligence to a subject of current US policy concern. The urgency of the situation, not the substantive value of the study, sets the priority. GM production requires good communications and flexibility.

General Responsibilities

- Project initiation and overview
- Coordination
- Writing and Compilation
- Layout and drafting
- Editing



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Work Sequence

The following procedures may be telescoped when necessary for RUSH jobs, but responsible individuals must sign off on a checksheet.

First Conference

Participants: Coordinator;  
geographer;



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- Agenda: 1. Report concept, research plan, graphics needs, urgency  
2. Tentative layout plan  
3. Tentative schedule

Work Period I

1. Initiation of research and map compilation
2. Preparation of first draft of text

Second Conference

Participants: Same as first conference, plus editors

1. Status report
2. Final layout plan
3. Refinement of production schedule

Work Period II

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1. Preparation of dummy
  2. Compiler supplied with list of place names used in text
  3. Review of draft text by
  4. Completion of map compilation; drafting initiated.
  5. Editing of text
  6. Coordination with OCI, ONE, State, etc., as necessary;
  7. Editorial checkout of coordinated text with map compilations;
  8. Text to printer; specifications as affirmed by editors
  9. Checking of galley proof by editors
  10. Layout
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Third Conference

Participants: Same as second conference

- Agenda : 1. Check final layout  
2. Cross-check map with printed text  
3. Approve release to

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Dissemination

1. Advance, unfolded copies passed by

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2. Dissemination as approved by

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