

Trends and Highlights Report Procedure

as of May 1975

*This program was discontinued
as of January 1976.* [REDACTED]

25X1A

1. There are four folders prepared each month. One contains all the original documentation and the other three are copies. These folders are retained by PPG after reviewed by Directorates until time to put together new T & H report.
2. Remove and save the divider sheets from all the folders. They can be reused.
3. A copy of the last report is sent to registry. It should contain all the original inputs and the pink routing slips showing who signed off after reviewing. It should also contain the grand summary of all the T & H reports that was signed by DD/P&M.
4. Check inputs and ensure all contributing components have submitted report.
 - - SRD
 - - A&TD
 - - SSC
 - - ISSG - under P&M
 - - PPG
 - - PSI - single entry from PSI
 - - PSD
 - - TSD - under PTOS
5. Prepare a very brief "grand summary" of all reports from the three Directorates. This is for D/Security and signed by DD/P&M. Have Chief, PPG concur on this item before it goes to DD/P&M for signature.
6. Make three sets of copies from the original submissions. This is best done by the xerox 3600 in GE-31. Use different color paper for each Directorate. (It supposedly gives some life to the package and makes it easier to review).
7. Make four folders, one from the original submissions and three from the copies. The top page of the folders will be the "grand summary."
8. Routing slips are attached to the folders containing the copies. These routing slips are not identical because they route them through the three Directorates. If secretary is not sure of addressees on the individual routing slips, use last month's routing slips.

9. Submit three folders to DD/P&M. He signs one "grand summary;" his secretary signature stamps the other two and they are sent forth.

10. Retain the folder containing originals in PPG. The three other folders will work themselves back to you for retention until the next T & H is due.

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INTERNAL
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CONFIDENTIAL

SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Office of Security Monthly Report of Trends and Highlights for June 1977

FROM: [REDACTED] EXTENSION 5861 NO. _____
Deputy Director of Security (P&M) DATE _____

TO: (Officer designation, room number, and building) DATE RECEIVED FORWARDED OFFICER'S INITIALS COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/PTOS				
2. C/OPS/PTOS				
3. DC/PhySD				
4. C/PhySD				
5. DC/TSD				
6. C/TSD				
7.				
8. C/PPG				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

25X1A

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of
Trends and Highlights for August 1977

FROM:

Policy and Plans Group
4E-70

EXTENSION

NO.

5311

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/PPG

26 SEP 1977

J.D.

2.

ADD/P&M

26 SEP 1977

3.

ADD/S

4.

AD/S

5.

DC/SRD

6.

C/SRD

7.

C/IRG

8.

C/ISSG

9.

C/SSC

10.

C/CIB

11.

C/A&TD

12.

C/PB

13.

14.

C/PPG

15.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of
Trends and Highlights for August 1977

FROM:

Deputy Director of Security (P&M)
4E-60

EXTENSION

NO.

DATE

5861

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DD/PSI

2.

DC/CD

3.

C/CD

4.

DC/SSD

5.

C/SSD

6.

POC/PSI

7.

8.

9.

C/PPG

10.

11.

12.

13.

14.

15.