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NPIC HANDBOOK ☐

MANAGEMENT INFORMATION SYSTEM PROCEDURES

25X1

AUGUST 1965

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MANAGEMENT INFORMATION SYSTEM PROCEDURES

1. Purpose: The purpose of this Handbook is to set forth detailed procedures and instructions to effectively and efficiently implement NPIC Regulation 7 - 1, titled Management Information System.

2. Data Collection Procedures:

a. Basic Project Information

Projects will be established through the Requirements Branch, Operations Staff (see NPIC Regulation 51 - 1). The Management Information Branch (MIB/MSS) will receive from the Requirements Branch one copy of each new project form. From the project form, Management Information Branch will initiate a project notice (see Appendix A, Form 1). Operations Branch, IPD, will put the data from the project notice into the Management Information data file. This is the first information for each project to be stored. The computer cannot accept any other information for a project until the project notice has been filed. Projects resulting in more than one report will be subdivided to permit the recording of time and product data for each report. Such subdivision must be done by the component having responsibility for the project. This component will henceforth be referred to as the "responsible component," defined in NPIC Notice No. 7 - 1 - 2, dated 4 May 1965, as follows:

"The responsible component is the NPIC division or staff held accountable for the content, quality and timely completion of the end product or service resulting from a project."

When a responsible component divides a project, it will forward a Project Notice to MIB with the project number, suffixes and corresponding titles entered. (See Appendix C for detailed instructions.) MIB will then complete the Project Notice and forward it to IPD. When any component desires to divide a project for any

reason, the subdivision must be accomplished through the responsible component as above.

b. Project Progress and Products Reporting

The work phase notice (see Appendix A, Form 2) will be used to record project progress and products information. One line of the form will be used for each separate project action.

(1) As soon as possible after receipt of the project form from Requirements Branch, OS, the responsible component will fill in the following sections of the work phase notice and send it to MIB: project number, component, date work starts, estimated date of completion, and action code. Since the estimated completion date is for the entire project, the responsible component must consider the contributions of the support components in arriving at the estimate. If it is estimated that the entire project will take no longer than one week, the "initial" work phase notice may be waived and all information will be provided when the project is finished. (See Paragraph 3 below for "finish" procedure.)

(2) Notices of changes in the estimated date of completion will be made by the responsible component by means of an additional work phase notice. This notice will reflect the same information as the original and will have a C (change) in the action code. Change notices will not be made for new estimates which vary from the original by one week or less.

(3) Upon completion of the entire project, the responsible component will fill in another work phase notice indicating the project number, component, actual date completed, and a Z in the action code, and will forward it to MIB.

(4) Cancellations will be handled in a similar manner to the completion of a work

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phase, the only difference being that an X will be used in the action code rather than a Z.

(5) Any component may send a work phase notice to MIB to register a product that it has completed for the project. This work phase notice will contain the following information: project number, component, date completed, the appropriate production information, and a P in the action. (See Appendix B, Part 7 for final product codes and instructions, and Appendix C for procedures for recording multiple reports.)

c. Daily Work Reporting

(1) At the end of each work day, all employees will account for their time on a Time Recording Form (see Appendix A, Form 3). A separate line will be used for each project worked and for each activity change within a project. Hours or portions of hours worked will be recorded in the appropriate column, either regular time (RT) or overtime (OT). Use of less than one-hour increments is a component's option. Leave will be recorded in the place provided.

(2) All NPIC employees will use the time recording form. Most employees work on a small number of specific projects during a week and will ascribe their time to those projects. Some employees, however, such as supervisors and some administrative personnel, have general cognizance of many projects and, therefore, cannot always allot their time to specific projects. For these employees, the first project number in each category has been set aside to record time as unspecified project work. (See Appendix B, Part 1, for explanation of the project numbering system.) These unspecified project numbers will remain the same each fiscal year; only the year numeral will change. The numbers are:

Direct National PI	11000 - Year
Direct National Non-PI	22000 - Year

Direct Departmental PI	30000 - Year
Direct Departmental Non-PI	40000 - Year
Indirect National PI	55000 - Year
Indirect National Non-PI	66000 - Year
Indirect Departmental PI	77000 - Year
Indirect Departmental Non-PI	88000 - Year
General Operations	99000 - Year

An example of how unspecified project time is charged: a supervisor who spent 6 hours of a day supervising a large number of Direct National PI projects would charge that time to 11000-6, activity 711. If he spent the other 2 hours making out fitness reports, a general operation, that time would be charged to 99000-6 again with activity 711.

(3) The Time Recording form is designed for one week's recording. At the end of the week the employee will total the hours in the space provided next to the project activity columns. These totals will be key punched.

(4) The vertical column totals and the time and attendance record information will not be key punched. They are for use in balancing entries and for aiding T and A clerks with their records.

(5) In order to insure timely reporting it is important that the following schedule be adhered to. Each employee will complete his form by COB Friday. Saturday overtime, if any, should be added Monday morning. Sunday work will be recorded on the form for the new week. The Management Information Coordinator for each division or staff will receive the Time Recording Forms and signed Weekly Time Recording Form Collection Sheets (see Appendix A, Form 4) from each of his subordinate components by 0900 Monday. He will assemble and verify them for accuracy, certify the Weekly Time Recording Form Collection Sheets, and forward them to MIB by 1200 hours each Monday. MIB will assemble, check, and send them to

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OB/IPD for key punching no later than 1500. If the forms are used by the component in posting time and attendance records (optional usage), that will be done prior to their delivery to MIB by 1200. OB/IPD will incorporate the cards into the Management Information System and will produce standard summary reports.

(6) Although the form is designed for one week's use, employees will make entries daily. When an employee is absent, he may record the time when he returns. If absent on Monday, however, the Management Information Coordinator will be responsible for completing his time form. A form must be turned in for every employee each week. Before going on TDY, an employee should arrange with his Management Information Coordinator that the TDY time be recorded during his absence. Upon return necessary adjustments can be made through MIB by reflecting the change in the time reporting for the subsequent week.

3. Data Processing Procedures

a. Input

(1) Time Recording Forms for the work week ending Saturday will be key punched and incorporated into the computer files by the following Tuesday.

(2) Project notices will be forwarded for key punching daily as they are ready. The key punching and filing may be done at the discretion

of the Chief, OB/IPD, except that all current project information must be in the computer files before the time recording forms are entered each Tuesday. This is mandatory since the computer will reject any time information for a project whose number has not been registered by a project notice.

(3) Work phase notice information will also be furnished through MIB/MSS to OB/IPD as available and the input will be kept as current as possible.

b. Output

(1) Standard Reports - In order to provide answers to periodically recurring questions in the most economical way, standard reports will be produced at specified intervals. These will be in machine runs which will show, for example: time spent on project by components weekly or monthly; time spent by each activity weekly or monthly; time spent by each component on projects of the various types quarterly; status of all current projects; etc.

(2) Specific Requests - The Management Information System is equally responsive to specific questions whose answers may not be included in standard reports. All information put into computer storage can be retrieved in a great variety of possible combinations, totals, and accumulations. Specific questions can be answered by specific replies and, usually, quite promptly.

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APPENDIX A.

FORMS

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 MANAGEMENT INFORMATION SYSTEM
 PROJECT NOTICE
 WORKING PAPER

11 Classification _____
 12 Date To MIB _____ No _____
 13 Date To IPD _____ No _____

Project No.	Category	Co	Security	Requester	Date Accepted	Deadline	Pri/Wt
1	2	3	4	5	6	7	8

M Tag Title	9	10
-------------------	---	----

1. Project Number Enter correct project number, including suffix, if applicable.

2.thru 8. Category MIB enters appropriate codes to indicate category of project, country of primary coverage, security classification of requirement, requester, date accepted by Requirements Branch/OS, project deadline date, and the code indicating priority and weight.

9. M Tag MIB enters appropriate alphabetic designator for mission-oriented projects only.

10. Title MIB, or the appropriate component in the case of project subdivisions, enters the title of the project.

11. Classification Enter the appropriate security classification as the content of the filled in notice demands.

12.& 13. Date to MIB and Date to IPD For components' optional use.

9

10

Example of Project Notice as executed by MIB.

11 11253 5 A B A U R 20 C 2 3 0 1 2 0 2 5 2 0 0 3 5 1 0 4
 SVERDLINSK SAM SITES

12

Project Notice subdividing same project as executed by Responsible Component.

13 11253 A 5
 SVERDLINSK SAM SITE A

14 11253 B 5
 SVERDLINSK SAM SITE B

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WORK PHASE NOTICE

14 COMPONENT

15

Date to MIB

No.

Project Number	Work Phase Begin Date	Estimated Completion Date	Actual Completion Date	Reports (incl. cables & memos.)						Other Products		Action Code
				Number	Yr	Pages		Illus.	Targets	Copies	Type	
1	2	3	4	5	6	7	8	9	10	11	12	13
<p>1. Project Number - Enter correct project number including suffix, if applicable.</p> <p>2. Work Phase Began Date - Responsible component enters date (da-mo-yr) work on project begins and places <u>S</u> in Action Code column.</p> <p>3. Estimated Date of Completion - In addition to Work Phase Begin Date, responsible component enters date entire project scheduled for completion.</p> <p>4. Actual Completion Date - Component producing product enters date product completed and <u>P</u> in Action Code column. Responsible component enters date <u>entire</u> project completed and <u>Z</u> in Action Code column.</p> <p>(For detailed explanation of columns 5 thru 12 refer to Appendix B, Part 7)</p> <p>5. Report (incl. cable & memo) Number - Enter proper identifying number.</p> <p>6. Pages - Enter number of pages in final product (PD will make this entry for formal reports).</p> <p>7. Shaded column - Leave blank; for MIB use only.</p> <p>8. Illustrations - PD enters total number of illustrations in final product.</p> <p>9. Targets - PD enters number of targets covered in Immediate Exploitation reports.</p> <p>10. Copies - PSD enters total number of copies of reports produced.</p> <p>11. Type - Enter code for type of Other Products and <u>P</u> in Action Code column.</p> <p>12. Quantity - Enter total number of type of Other Products produced.</p> <p>13. Action Code - Enter proper code to indicate project status (S-start or Z-completed) or type of information being reported (C-change; X-cancel; P-product).</p> <p>14. Component - Component originating notice enters numerical component code (refer to Appendix B, Part 6).</p> <p>15. Date to MIB & No. - For components' optional use.</p>												

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Sample entries for an immediate exploitation

Project Number	Work Phase Begin Date	Estimated Completion Date	Actual Completion Date	Reports (incl. cables & memos.)						Other Products		Action Code			
				Number	Yr	Pages		Illus.	Targets	Copies	Type		Quantity		
Start notice by responsible component															
11205	5	07025	08045									S			
PD products notice															
11205	5		28075	R	1	2	3	4	5	50	10	132	RC	1	P
11205	5		28075										RF	10	P
PSD products notice															
11205	5		08045								60	AV	4000		P
11205	5		08045										AU	100	P
Completed notice by responsible component															
11205	5		08045												Z

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MANAGEMENT INFORMATION SYSTEM
TIME RECORDING FORM

2. badge no 1 0 5 2 3. grade 1 1 4. component 1 3 0 5. week ending da-mo-yr 0 5 0 2 6 5

1. Name	Enter full last name; skip one space; enter as much of first name as space permits; and if first name complete, skip one space and enter middle initial.	column, each place of which must be filled in, includes space for tenths of hours; if no number is to be entered in a space, place a 0. For example, five hours would be entered 050, five and one-half hours would be entered 055, twelve hours would be entered 120, and twelve and one-half hours entered 125.
2. Badge Number	Enter <input type="text"/> badge number; new employees not having NPIC badge leave blank.	
3. Grade	Enter GS grade or military code.	
4. Component	Enter numerical component code - refer to Appendix B, Part 6, NPIC Handbook <input type="text"/>	9. OT (Overtime)
5. Week Ending	Enter day, month, and year of Saturday ending work week.	Enter overtime totals in the same manner as total regular time.
6. Project Number	Always determine project number is correct and then record: 6a. five-digit number. 6b. suffix, if applicable; enter single-character suffix in the left column. 6c. single-digit year indicator; use last digit of year.	10. Mon. thru Fri. RT
7. Activity	Enter activity code - refer to Appendix B, Part 8, NPIC Handbook <input type="text"/> Use a separate line for each activity performed against a single project.	11. Sun. thru Sat. OT
8. RT (Regular Time)	Enter total regular time worked at each activity for each project. The three-place	12. Leave Only (99999)
		13. Total Time
		14 & 15. Overtime Clock Hours & Leave Clock Hours
		Enter correct activity code(s) for type of leave taken and enter hours in RT column. This line provided for checking weekly time entries. RT should total 400 (forty) hours, and correct number of OT hours should be indicated.
		These daily "From" and "To" spaces are provided for components' optional use to assist T&A clerks in filling out Time and Attendance records.

12. **Leave Only**
(99999)

13. Total Time

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(When Filled In)

Form 4.

WEEKLY TIME RECORDING FORM COLLECTION SHEET

1. Attached are the weekly time sheets for component 800.
2. For the week ending 050265.
3. The current total number of persons assigned to this component is 6. A sheet is enclosed for each person.
4. These time sheets have been verified for correct personnel, component, project, activity and time data.

John Smith
Component Coordinator

5. Reviewed by

Joe Doe
Division or Staff
Management Information Coordinator

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(When Filled In)

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APPENDIX B.

CODES AND DEFINITIONS

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1. PROJECT NUMBERING SYSTEM

The project number consists of five digits from one of the blocks shown below, which indicate the project type, followed by one or two letter suffixes as needed and a numeral indicating the fiscal year (e.g. 55276AA5). If suffixes are not needed their positions will be left blank.

<u>PROJECT TYPE*</u>	<u>NUMBER BLOCK</u>	<u>CONDITIONS FOR USE</u>
Direct National PI	11000 - 19999	1. Generated by requirement 2. National in scope 3. Involves PI
Direct National Non-PI	22000 - 29999	1. Generated by requirement 2. National in scope 3. Involves <u>no</u> PI
Direct Departmental PI (Support)		
CIA	30000 - 32999	1. Generated by requirement
DIA	33000 - 34999	2. Departmental in scope
NSA	35000 - 35999	3. Involves PI
Army	36000 - 36999	
All Other	37000 - 37999	
Direct Departmental Non-PI		
CIA	40000 - 42999	1. Generated by requirement
DIA	43000 - 44999	2. Departmental in scope
NSA	45000 - 45999	3. Involves <u>no</u> PI
Army	46000 - 46999	
All Other	47000 - 49999	
Indirect National PI	55000 - 59999	1. Generated by internal need (No requirement) 2. National in scope 3. Involves PI or is primarily in support of PI s
Indirect National Non-PI	66000 - 69999	1. Generated by internal need (No requirement) 2. National in scope 3. Involves <u>no</u> PI and is <u>not</u> primarily in support of PI s
Indirect Departmental PI Support	77000 - 79999	1. Generated by internal need (No requirement) 2. Departmental in scope 3. Involves PI

*See NPIC regulation 51 - 1 for definitions of these project types.

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6. BF - Detailed Exploitation Electronics or Commo--comprises electronics and communications installations except missile-associated installations; e.g., radar and communications sites; space program tracking stations; VLF sites; etc.

7. BG - Detailed Exploitation Industry--comprises industrial facilities and activities except those included under codes BA, BC, and BE; e.g., mining; heavy equipment plants; steel plants; aircraft fabrication; railroad equipment production; chemicals production; oil refineries; aircraft engine production; shipyards; agricultural products plants; ammunition and explosives manufacturing, etc.

8. BH - Detailed Exploitation Basic Services--comprises roads, power plants, dams, railroad lines (except missile transloading points), etc.

9. BK - Detailed Exploitation Port or Harbor--comprises overall exploitation of a port or harbor which is at least partially non-military.

10. BM - Detailed Exploitation Research & Development--comprises all research and development activities and installations except those included under codes BA, BC, and BE.

11. BN - Detailed Exploitation Storage--comprises storage sites and facilities except those included under codes BA, BB, BD, and BE.

12. BP - Detailed Exploitation Urban Complex--comprises PI studies of significant installations within an entire urban complex.

13. BR - Detailed Exploitation Miscellaneous--comprises area studies and identifiable sites; installations, and activities that cannot be categorized elsewhere under "detailed exploitations."

14. BS - Detailed Exploitation Unidentified Activity--comprises sites, installations, or areas at which the type of activity is not identifiable.

tifiable.

C. Other Specific Projects

1. CA - Graphic PI Project--a project requiring the services of a photographic interpreter in which the final product will be a graphic(s); e.g., briefing boards.

2. CC - Periodic Formatted Publications--a project requiring the services of a photographic interpreter in which the final product will be publications, issued at regular intervals, with unusual or special formats and which cannot be categorized as standard "immediate" or "detailed" exploitations; e.g., Vietnam hamlet study.

3. CE - Briefing or Other Presentations--a briefing or other formal presentation and all related support; e.g., regular "working group" briefings; county fairs, etc.

4. CG - Miscellaneous PI Project--a project which requires the services of a photographic interpreter but which cannot be categorized as an "immediate" or "detailed" exploitation, a graphic PI project, or a periodic formatted publications project.

5. DA - Photogrammetric Study - non-production-type projects primarily requiring photogrammetric analysis, such as error analysis studies, preparation of camera system technical manuals, development of math models, etc.

6. DC - Mission Analysis - TAB projects entitled Photogrammetric Analysis Mission _____.

7. DE - Mission Technical Services - TSB projects entitled Technical Services Mission _____.

8. DG - Technical Support - projects requiring a wide variety on non-routine work, such as technical briefing boards, preparation of special-purpose maps, providing statistics, camera calibration, etc.

9. DK - Evaluation Study - mission

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evaluations (PERs) and evaluations of training and test missions.

10. DM - Mission Performance Evaluation Support - projects in response to outside requests for mission performance studies and data, such as PET support.

11. EA - Graphics Preparation (Non-PI) --a project requiring graphic work but not requiring the service of a photographic interpreter.

12. EC - Edit--a project requiring only editorial support.

13. EE - Miscellaneous Publication Project--a project requiring production of a publication in which the services of a photographic interpreter are not requested and which is not a formal NPIC technical report produced under TID chairmanship.

14. FA - Photo Lab--a project requesting only PSD Photographic Laboratory Branch support.

15. FC - Reproduction & Printing --a project requesting only PSD Reproduction and Printing Branch support.

16. FE - Information Control (Film File & Courier)--a project requesting only PSD Information Control Branch support.

17. FG - Miscellaneous Production Services Project--a project requesting only PSD work and which cannot be categorized as FA, FC, or FE.

18. GA - Computer Programming and Systems Analysis--a project requiring computer programming by a professional programmer or the services of a professional systems analyst.

19. GE - Computer Service--a project requesting computer outputs from IPD.

20. GG - Minicard Service-- a project requesting minicard outputs.

21. GK - Miscellaneous Data Service-- a project requesting some form of automatic data handling or processing which cannot be

categorized in GA, GC, GE, or GG.

22. HA - Reference System Design--a project requesting design or innovation of a system for coding, classifying, storing, and/or retrieving reference material other than computer programming (GA) or systems analysis (GC) work.

23. HC - Update Reference Materials--a project requesting the updating of all types of reference materials, except for automatic, periodic, programmed ADP operations.

24. HE - Research (ADP)--a collateral support project requesting machine or computer stored data furnished by ADP methods.

25. HG - Collateral Research--a project requesting collateral research and support and not answerable by ADP methods.

26. HK - Miscellaneous Collateral Support Project--a project requesting collateral support which cannot be categorized in HA, HC, HE, or HG.

27. KA - Equipment Development -- a project involving research and/or development work on hardware or equipment.

28. KC - Recon System Project--a project involving identification and evaluation of an image-forming collection system.

29. KE - Planning Study--a project requesting a specific planning study by P&DS which cannot be categorized in KA, KC, or KF.

30. KF - Laboratory Research--a project involving basic laboratory investigation.

31. KK - Miscellaneous Planning & Development Project--a project requesting planning and/or development work, usually by P&DS, which cannot be categorized in KA, KC, KE, or KF.

32. KG - Staff Study--a project requesting a formal staff study by any NPIC component.

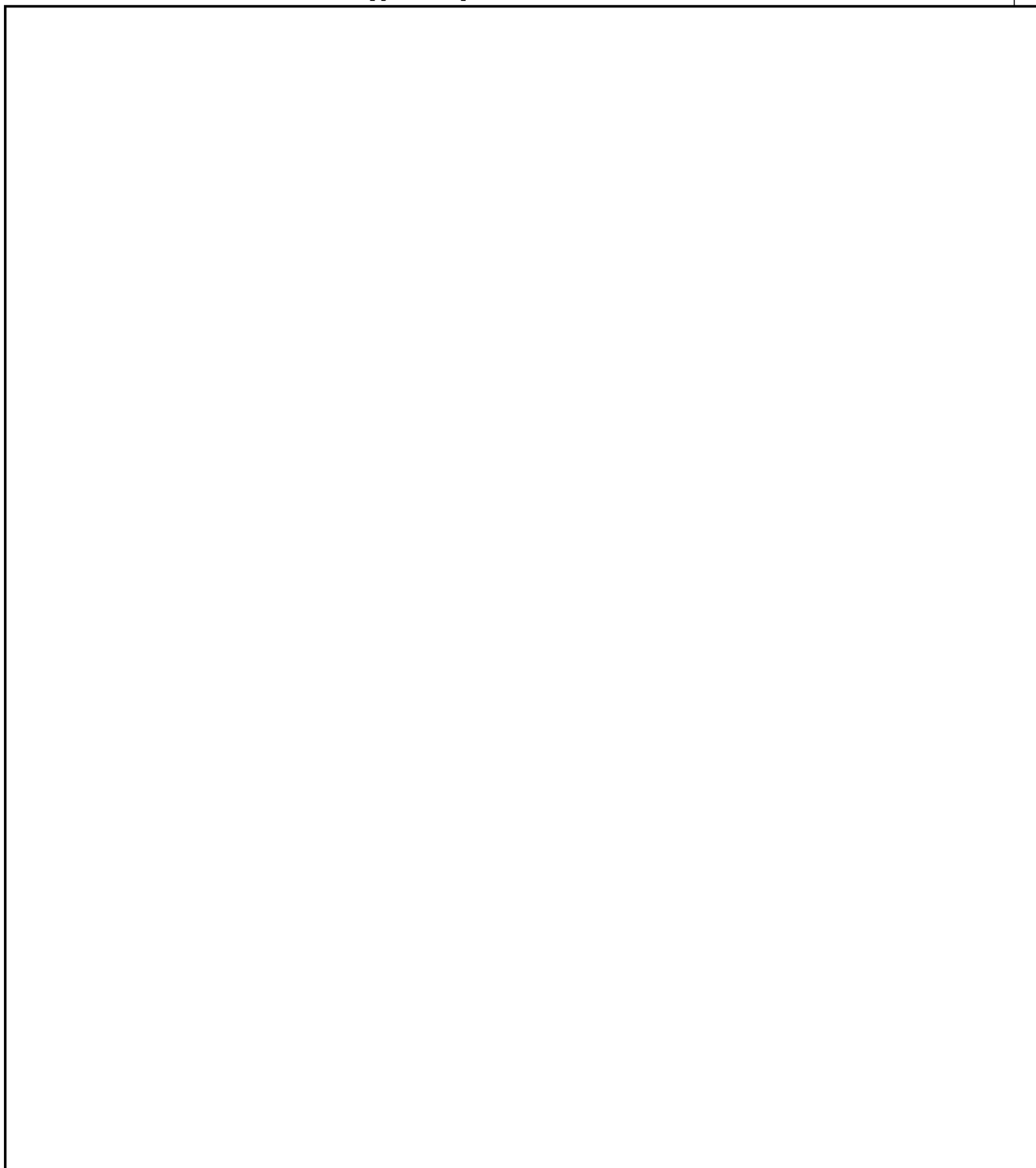
33. LA - Training Course, Internal NPIC.

34. LB - Training Course, CIA (OTR).

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- 35. LC - Training Course, External. ject established by an in-house component re-
- 36. LD - Training Course, On-Site Tours. questing general support from other in-house
- 37. MA - General NPIC Support--a pro- components.



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CIA

Army

A230 Tech & Scientific Div.
(Formerly SPAD)
A410 Army Map Service
A419 AMS/DE SPA
A500 Chief Signal Officer

CIA

C100 Director of CIA
C101 Office of DDCI & As-
sistants
C102 Exec. Dir. & Comp-
troller
C200 DDI
C201 Asst DDI & Assistants
C202 Collection & Guidance
Staff
C210 CIA/PID
C220 OCR
C240 ONE
C270 OO
C280 OBI
C2A0 ORR
C2B0 EIC/S/RR
C2C0 ORR/ST/FM
C2D0 ORR/ST/P
C2E0 CH/E/RR
C2F0 ORR/ST/A
C2G0 ORR/ST/CS
C2H0 ORR/ST/PR
C2J0 ORR/D/A
C2K0 ORR/D/I
C2L0 ORR/D/MS
C2M0 ORR/D/R
C2N0 CH/M/RR
C2P0 ORR/ST/PS
C2R0 ORR/D/F
C2S0 ORR/D/P

Defense

C2T0 CH/G/RR
C2U0 ORR/D/GC
C2V0 ORR/D/GG
C2W0 ORR/D/GL

C300 DDP
C360 DDP/WH/SA/Intell
C3C0 DDP/FE
C370 DDP/SOD
C340 DDP/FI
C3E0 DDP/SR
C3D0 DDP/NE
C3G0 DDP/WH
C3A0 DDP/AF
C3B0 DDP/EE
C380 DDP/SCO
C390 DDP/TSD
C400 DDS
C490 OTR
C500 DD/S&T
C510 Chief of Staffs
C520 Office of Elint
C530 ORD
C540 OSA
C550 OCS
C5A0 OSI
C5B0 OSI/IPS
C5C0 OSI/GSD
C5D0 OSI/DSD
C5E0 OSI/BMSD
C5F0 OSI/LSD
C5G0 OSI/NED
C570 FMSAC (Added 27 Aug
64)

DIA

D100 Secretary of Defense
D101 SAFSS - Pentagon
D110 Director Def. Res. &
Eng.
D600 ACDA
K000 Unspecified
K100 Office of Director

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	K101	Asst Chief of Staff - Admin		F500	TAC
	K110	DIA-XX - OSA		FH00	USAFE
	K114	DIA-XX-4		FK21	67th Recon. Tech.Sqdn.
	K310	ADP		F610	FTD
	K400	DIAP		F620	Ballistics System Br.
	K410	DIAAP-1		F630	Rome ADC
	K411	Prod. Center PI Div.	NPIC	P000	Unspecified
	K412	Prod. Center NPIC Detach.	AEC	Q500	Div. of Intell. (Dir.)
	K420	DIAAP-2		S100	Bureau of Intell. & Research
	K430	DIAAP-3	State		
	K440	Scientific & Tech.			
	K500	DIAAQ		U100	USIB (General)
	K510	DIAAQ-1	USIB	U200	COMOR
	K520	DIAAQ-2		U210	COMOR/DTWG
	K600	ISIC		U600	GMAIC
NSA	E100	Dir. NSA - Chief & Staff		U610	GMAIC/DWG
	E500	Air Force Security Service		U620	GMAIC/PWG
				U630	GMAIC/DMWG
				U640	GMAIC/Space Working Group
Navy	N000	Navy Unspecified		UA10	SIC
	NF00	U.S. Marines		UA20	SIC/Electronics
	N273	Navy Spec. Projects		U900	JAEIC
	N260	ONI OP922 -- (Foreign Intelligence)		V000	NASA Unspecified
Air Force	F100	Unspecified		JK60	
	F200	AFNIE		JK61	Comustdc
	FL0	Strategic Air Comd.		JMA	Strac
	F400	ACIC St. Louis		JMAI	18th Airborne Group
	F420	ACIC Det. 1			

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6. COMPONENT CODES

For use with Time Recording Form and Work Phase Notice

<u>Dir or Asst</u>	<u>Div or Staff</u>	<u>Component Branch</u>	<u>Section or Staff</u>	<u>Code</u>
PAG				100
	GMD			110
		GB		120
		MB		130
		IB		150
	STD			200
		OMB		210
		AEB		230
		DMB		240
	IPD			300
		SYB		310
		PRB		320
			Sys Program Sec	321
			Recon Program Sec	322
			ISR Program Sec	323
			Data Prcs Program Sec	325
		OPB		330
			Computer Prcs Sec	333
			Doc Stge & Ret Sec	335
			Data Input Sec	337
			Prod Control Sec	338
	PD			400
	PD/PCO			401
		EB		410
			Gen Rpt Sec	411
			ABC/Ind Sec	412
			Msle/Elec Sec	413
		GAB		420
			Graph Anal Sec	421
			Pres Sec	422
			Prod Sec	423
	PSD			500
		RPB		510
		PLB		520

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<u>Div or</u> <u>Asst</u>	<u>Div or</u> <u>Staff</u>	<u>Component</u> <u>Branch</u>	<u>Section or</u> <u>Staff</u>	<u>Code</u>
		ICB		530
	CSD			600
		RSCHB		610
			Target Brief Staff	611
			Sov Bloc Sec	612
			Non-bloc Sec	613
		REFB		620
			Info Sec	621
			Map Sec	622
			Photo Sec	623
			Rpts Anal Sec	624
			Joint Ref Staff	625
	TID			700
		TAB		720
		TSB		730
O/DIR				800
ADMIN				820
	MSS			823
		MIB		825
		B&FAB		827
	SS			830
		PB		832
		TB		834
		LB		836
		SB		838
OPS				850
		RB		852
		SB		854
P&DS				870
		DB		875
		PB		880
		EDLB		885
	IAD			900
	Prod Staff			901
	Ops Support Staff			902
		ABCB		910
			Wpns/CBR Sec	911
			Rsch & Prod Sec	912

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<u>Dir or Asst</u>	<u>Div or Staff</u>	<u>Component</u>		<u>Code</u>
		<u>Branch</u>	<u>Section or Staff</u>	
		MEB		920
			Def Sys Sec	921
			Electronics Sec	922
			Offensive Sys Sec	923
		GMB		930
			WH Sec	931
			FE Sec	932
			Special Proj Sec	933
		IB		940
			Chem Sec	941
			Basic Ind Sec	942
			Trans & Pwr	943
		OSB		950
			Log Support Sec	951
			Prod Sec	952

7. REPORTS AND OTHER PRODUCTS AND PROCESSING

REPORTS AND OTHER PRODUCTS AND PROCESSING SECTIONS OF WORK PHASE NOTICE

Reports (incl. cables & memos.)																		Other Products																												
Number									Yr	Pages			Illus.			Targets			Copies			Type		Quantity																						
SPACES																		1	2	3	4	5	6	7	8	9	1	2	3	4	1	2	3	4												
MAJOR COLUMNS																		1									2				3			4			5			6			7		8	

Instructions

1. Major columns 1 through 6 will be used to record the requisite data for Reports, Cables, or Memos, as follows:

a. Major Column 1 - Record the prefix for formal reports beginning with the first space. NPIC report prefixes are: TCS (PI codeword publications); SC (publications containing only COMINT material); R (publications not containing codeword material). The departmental prefix is PIR. The prefix will be followed by the publication number, the last

digit of which will be placed in space 8, next to the year space. It is possible then that there will be blank space(s) between the alphabetic prefix and the report number. The year will be indicated by placing its last digit in the year space, space 9. Cables and memos will be recorded in the same manner as above except that the designator or appropriate symbol will be placed beginning in space 2, not in the first space. In the case of reports produced as a service for other organizations, the report number will be recorded as completely as space allows in the same manner that Cables or Memos

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are recorded; i.e., beginning with the second space.

b. Major Column 2 - The appropriate component will record (beginning in the first space) the number of pages in formal reports.

c. Major Column 3 - This shaded, 3-space column will be left blank; it is for MIB use only.

d. Major Columns 4, 5, 6 - The appropriate component will record (beginning in the first space) the number of illustrations, targets, and copies in formal reports.

e. Major Columns 7 and 8 - "Other Products and Processing" -- The appropriate component(s) will record (beginning in the first space) the type of "Other Product" or "Processing" according to the codes listed below. The code is divided into two sections; i.e., "Product Codes" and "Processing Codes." The two-letter product codes, signified by the initial letters "A" through "R," pertain to tangible products produced, created, or otherwise originated by a component. The two-letter processing codes, signified by the initial letters "S" through "Z," pertain to information, data, items, or materials processed, manipulated, inventoried, or otherwise handled by a component. Note that the Processing Codes bear the caveat "ONLY FOR USE BY" and indicate a specific component; under no circumstances can these codes be employed by a component other than that indicated.

2. Codes

<u>Product Codes</u>	<u>Primarily for use by:</u>		
AQ - Processing (Raw Film)	PSD	AU - Photographic Reproduction	PSD
AR - Copy Cans	PSD	AV - Printing Impression	PSD
AS - Enlargement	PSD	AX - Pre-release of information	PAG
AT - Contact	PSD	BA - Proof Listing	IPD
		BB - Final Listing	IPD
		BC - Mat Listing	IPD
		BD - Magnetic Tape	IPD
		BE - Card Deck	IPD
		BF - Paper Tape	IPD
		BG - Minicard Chip	IPD
		BH - Minicard Photo Reproduction	IPD
		BI - Minicard Strip Film	IPD
		BJ - Minicard Listing	IPD
		BK - Job Format	IPD
		BL - Plots	IPD
		BM - Minicard Paper Tape	IPD
		DA - Briefing Board	PD
		DB - Model	PD
		DC - Cover	PD
		DD - Line Drawing	PD
		DE - Perspective Drawing	PD
		DF - Photographic Representation	PD
		DG - Mosaic	PD
		DI - Miscellaneous Graphic	PD
		DK - Vugraph	PD
		DL - Slide	PD
		DN - Headline/Varitype	PD
		DO - Sign	PD
		DP - Form	PD
		EA - Accession List	CSD
		EB - Target Brief Transmittal	CSD
		EE - Minicard Transmittal	CSD
		EF - Report/Target Brief Listing Transmittal	CSD
		EG - Briefing Note	CSD
		EH - Bibliography	CSD
		EI - Collateral Support Handbook	CSD
		EN - Language Translation	CSD
		HA - Photographic Enlargement	PID
		HB - Annotated Photographic Enlargement	PID
		HC - Print	PID

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UA - RD Report	CSD	UE - Target Overlay, WAC (MCI)	CSD
UB - COMOR Target Packet (KH-4)	CSD	UF - Briefing Board Packet	CSD
UC - COMOR Target Packet (KH-7)	CSD	UG - Contingency Map Packet (PRE- Flap)	CSD
UD - COMOR Target Overlay (Pre- OAK, OAK)	CSD	UH - Intelligence Report (PI)	CSD

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8. ACTIVITY CODES

Activity	Code	Definition
Photo Interpretation	100	Photo analysis leading to immediate, detailed, or special reports
Project Coordinator	110	Assigned coordination of immediate projects. Coordination with the support divisions on detailed projects.
Graphic Collection	111	Collection of graphics for briefing purposes, primarily to be utilized in immediate readouts.
Collateral Evaluation	112	Initial collection of collateral materials (including photos, reports, and maps) and reviewing this material.
Report Writing	130	Preparation of report manuscript.
Target Evaluation	140	Examination of targets for confirmation, negation, and identification on mensuration.
Report Evaluation	150	Confirmation or negation of reports through interpretation.
Intelligence Maintenance	160	Production, collection, updating, or assembling materials by PIs in support of a branch mission (e.g., keys, installation photos, and mosaics).
Inf. Control Assistance	161	
Writing Support	201	Consultations and coordination of material preparatory to writing a manuscript
Editing	202	Revision and preparation of a manuscript for publication.
Editorial Review	203	Review of printing forms for consistency and form.
Editorial Support	204	Collection of materials and information in preparation for editing.
Editorial Typing	205	Manuscript typing.
Graphical Analysis	250	Preliminary preparation of graphical material for publication.
Publication Illus	251	Final preparation of illustrations to be included in reports.
Non-Publication Illus	252	Final preparation of illustrations to be included in products other than reports.
Composition	253	Preparation of printing forms for illustrative and textual material.
Publication Typing	254	Setting textual material in type.
Proofreading	255	Reading and indicating corrections to be made on printing forms.
Mosaicing	256	Preparation of mosaics.
Model Building	257	Construction of models.
Graphic Review	258	Review of graphical materials for consistency and form.
Visual Aids Preparation	259	Assembly and preparation of materials for visual aids.

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Activity	Code	Definition
Research (General)	300	All research activity not elsewhere covered. Analysis and synthesis of information obtained from various sources, including background for target brief program.
Targ. Brief Rsch & Writ	301	Target Brief Program Generation, Updating & Purging of Target Briefs. (Background research is 300).
Targ. Brief Revision	302	PI Support (Detailed) includes research and support directly related to detailed-projects/reports.
Mission Packet Prep & Targ	303	Work done by both Research and Reference Branches in plotting targets and tracks prior to the beginning of immediate reports, and creation of packets and film chip files.
PI Support (Team Mbr)	304	PI Support (1st Phase) includes support as a member of list phase immediate report (OAK) team only.
Briefing Materials	305	Research, writing, and proofing of briefing boards and notes (not exclusively OAK).
PI Support (2nd Phase)	306	Includes direct support as a member of 2nd phase immediate reports (MCI) team only.
Verification of Info	307	Includes any and all research and cross checking necessary for project backup, and proofing of MCI's, OAK's, IPIR's, reports, etc. (not Briefing Material - see 305).
Research Material (Compilation & Maintenance)	308	Compilation and/or Maintenance of Special Research Material (e.g., Listings, Support Handbooks, Weekly Material Resumes).
Research Paper	309	Includes research for and compilation of any formal staff and/or research paper.
Reference (General)	310	General assistance to customers, specific and background information as requested.
Reference (Selection)	311	Selection of bibliographies, publications and other reference material for additions to the NPIC collection. Also, purging of the collection.
Reference Processing	312	Includes routing of reference material and all necessary record keeping for material of all classifications.
Reference Cataloging	314	Cataloging, classification, and catalog maintenance, as well as the preparation and typing of catalog cards, and labeling of books.
Reference Indexing	315	Indexing reference material (e.g., documents, maps, photography, and graphic aids), and preparation of the all-source listing.
Reference Coding	316	Coding of new accessions in depth for filing into automatic systems.

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Activity	Code	Definition
Reference Document Retrieval	317	Identification and retrieval of all types of publications and documents, either manually or by automatic systems.
Reference Info & Doc Retrieval	318	Retrieval of information only--not hard copies of existing documents or books.
Reference Info Procurement	319	All reference searches and closely related activities involving the exploitation of sources outside NPIC.
Translations	320	Translations of collateral material in support of any activity.
System Design	400	The study of NPIC operations toward the development of computer applications and the design of implementing methods.
System Design Modif	401	Modification of existing computer systems.
Macro logic	410	The translation of the large segments of a computer program into block diagrams.
Micro logic	411	The translation of the small segments of a computer program into block diagrams.
Coding	412	The translation of block diagrams into a symbolic or compiler language.
Desk Checking	413	A detailed review of the program steps and a dry run through a test case.
Testing	414	The creation of a set of test data and the application of these data to the program to test all branches and all major paths.
Documentation	415	The preparation of a description of the program, the user's instructions, and the operating instructions.
Computer Operations (1401)	420	Operating the 1401 and associated equipment.
Computer Maintenance (1401)	421	Maintenance of the 1401 and associated equipment.
Computer Update	422	Updating stored information in the computers.
Computer Operations (490)	425	Operating the 490 and associated equipment.
Computer Maintenance (490)	426	Maintenance of the 490 and associated equipment.
Computer Operations (1004)	427	Operating the 1004 and associated equipment.
Computer Maintenance (1004)	428	Maintenance of the 1004 and associated equipment.
EAM Operations	430	Operating the IBM 407 and other punch card equipment.
EAM Maintenance	431	Maintaining the IBM 407 and other punch card equipment.
EAM Programming	432	Preparing circuitry for punch card outputs from the 407 and associated equipment.
Data Input	440	All methods of entering new data into computer files.
Key Punch	441	Operating key punch machines.
Verifying	442	Operating verifiers.
Minicard Input	451	Copying information for minicard storage.
Minicard Output	452	Preparing minicard reproductions for customers.

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Activity	Code	Definition
Dot Reading	453	Processing binary time clock data on photography.
Information Process R&D	454	Internal IPD work toward developing or improving facilities for data processing.
Minicard File Maintenance	455	Update and maintain files.
Minicard Quality Control	456	Check and verify quality of input and output materials.
Minicard General Lab Work	457	Mixing, replenishing chemicals, cleaning equipment, etc.
Attitude Analysis	500	Determination of camera attitude in total, including scribing horizons; measuring horizons; curve plotting and adjustment; time analysis and correction; stellar/index/pan correlation; and preparing pitch, roll and yaw listing and graphs for dissemination.
Camera System Analysis	501	Study and analysis of camera system (not including evaluation or system performance activities) including familiarization with new systems; appraisal of proposed systems and modifications to existing systems; trips taken to view hardware and gather technical data on camera systems; preparing statements of Center requirements regarding camera systems; preparation of technical publications on camera systems; and development of titling, grids, etc. for camera system products.
Coverage Data	502	Compiling and preparing data related to photographic coverage (not including detailed plots) including preliminary tracks and plots; WAC coverage lists; coverage briefing boards; coverage statistics for mission; MCP; MCPS; and statistics other than for a specific mission.
Detailed Photo Plots	503	Preparing detailed, frame by frame, plots of photographic inputs.
Frame Ephemeris	504	Preparation of the frame ephemeris, including: technical editing; correcting data; and preparing for publication.
Mensuration for PI Proj	505	All work expended in providing measurements, including: PI consultation; preparation of sketches; selection of photography; instrument use; preparing and completing plots; analysis; and documentation.
Mission Data	506	Compilation and preparation of data pertaining to a mission, including: camera on-off positions; dates of photography; camera technical data; altitude correction graph; distribution of S/I calibration data; and scale values for PI.
Ephemeris	507	Preparation of the ephemeris, including: technical editing; correcting data; and preparing for publication.

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Activity	Code	Definition
Edit and Title Photo	508	All work related to the break-down, titling, and preparation of photography for reproduction, both at the processing site and NPIC, including all work at the processing site except that related to evaluation and percentage of clouds; breakdown of film into working spool sizes; correlating index frame to pan frame; editing of the photography; and titling the photography.
Photo Eval/Sys Perf	509	All evaluation of test and operational photography, including: cable 42 prepared at processing site; GT cables; subjective evaluations; preparation of PER; writing evaluation reports; special evaluations; such as determination of mensuration quality or limits; hosting visitors who come to review mission results and evaluate system performance; and PET support other than attitude determination and analysis.
Photogrammetric Analysis	510	The accomplishment of photogrammetric analysis, usually in answer to special requests. Not to be used as part of mission or PI measurement work.
Photo Mosaic Index	511	All work devoted to preparing a photo mosaic and producing a product therefrom, including: actually laying a mosaic; matching and cutting a mosaic to fit a map and map detail; labeling mosaics; and editing mosaics.
Weather Analysis	512	All work related to weather readout and statistics, including: examining photography to determine percent of cloud cover; computing and compiling weather statistics; preparing weather data for input to the computer; and preparing weather reports.
Photo Lab Operations	600	Lab work not otherwise specified.
Printing	601	Exposing photographic sensitive materials by contact or enlarging methods.
Camera	602	Exposing photographic sensitive films thru camera operation.
Color	603	All work involved in copying, printing, and/or processing color material.
Chem Mix System	604	All work in the tank farm and the preparation of solutions for processing photographic film and paper.
Production Control	605	Logging jobs in and out, preparing negs and/or original art work for return to originator or files, and maintaining production records.
Quality Control	606	The testing and analysis of sensitized photographic materials, solutions, and equipment to insure adherence

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Activity	Code	Definition
		to standards and techniques necessary to obtain desired results.
Processing (Developing)	607	Work accomplished in developing imagery on exposed photographic materials.
Finishing (Dry & Sort)	608	Work involving drying and sorting photographic products.
Visual Aid Assembly	609	Work involved in mounting, copy numbering, and classifying all copies of visual aids.
Repro & Printing	610	Reproduction work not otherwise specified.
Negative Layout	611	Work involved in preparing negative for making offset plates.
Plate Making	612	Work involved in exposing and developing offset plates.
Ozolid	614	Work involved in making ozolid reproductions.
Photostat	615	Work involved in making photostat reproductions.
Binding	616	Work involved in cutting paper and assembling and binding publications.
Press Run	617	Work involved in the operation of printing presses.
Film Files and Couriers	620	File and courier work not otherwise specified.
Film File and Control	621	Work accomplished in connection with providing loan service in the film, report and plot files.
Courier Activity-NPIC	622	All courier and messenger service provided
Courier Activity-Community	623	All courier service exclusive of that provided internally
Rec Mgt & Vital Rec	624	Survey and management of records and vital materials.
Daily Make-ready	630	Make-ready and preventative maintenance of equipment on a daily basis.
Clean Area Hskp	631	In-house maintenance of clean room areas.
Admin	700	Administrative work not otherwise specified.
Management	710	Work performed by Director, Ex. Dir., Assts., Div. Chiefs, and their Deputies.
Supervision	711	Supervisory activity by Branch, Section, and Unit Chiefs and their deputies.
Management Support	712	Work performed by special assts. and staff functions directly under management personnel.
Prod & Quality Control	713	A specific function under management support.
Management Information	714	Collection, data processing, analysis and reporting for the Management Information System and maintenance of project status and other statistical data.
Budget & Fin. Anal	715	Work performed by B&FAB/MSS or under their direction.
Records Mgmt	716	Records and file consolidation and reduction and other activities associated with records management program.
Clerical	720	Clerical work not otherwise specified.

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Activity	Code	Definition
Typing	721	Unspecified typing.
Secretary/Steno	722	Unspecified secretarial work.
Filing	723	Unspecified filing.
Control of Incoming & Outgoing Material	724	Logging, classifying, routing, etc.
File Maintenance	725	Purging and re-arranging file order.
Security Administration	730	Work performed by the Security Branch/SS or under their direction.
Escort Duty/Cleaning Maint.	731	Escorting GSA cleaning crews in their routine and special cleaning activities for the building.
Escort Duty/Technical Maint.	732	Escorting GSA technical maintenance personnel in the performance of their work throughout the building. This would also include escorting commercial vendors' representatives on specific projects.
NSO Inspection & Patrol	733	
NSO Office Duties	734	
Security Control	735	Obtaining clearances; conduct of security briefings; visit or control; badges.
Security Investigations	736	Investigation of security violations.
Security Support	737	Counseling NPIC employees with official and/or personal security problems; conduct of staff studies regarding security matters; liaison with agency and non-agency components on special security problems.
Liaison	740	Performing liaison work with people outside NPIC.
Operational Liaison	741	Liaison carried on by OPS Staff with collection systems organizations.
Headquarters Liaison	742	PID liaison at Langley.
Internal Liaison	743	Apprizing key NPIC personnel of external intelligence collection activities directly pertinent to functional areas of staff concern.
Logistics Administration	750	Management and supervision of the Branch, i.e., counseling, work review, report writing, training, and general administrative supervision.
Equipment Test & Eval	751	Testing and evaluating equipment before and after purchase or reconditioning.
Equipment Maintenance	752	Caring for equipment.
Equipment Arrangement	753	Getting together and setting up the equipment needed for an assigned task.
Acquisition of Supplies, Equipment and Services	754	Acquiring supplies and equipment for the Center such as requisitioning, liaison with other Agency components and staffs, etc.

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Activity	Code	Definition
Property Accountability	755	Maintenance of stock record cards, memorandum receipt records, inventorying, initiating reports of survey, reports of inventory adjustment, property turn-in documents, and warehouse activities.
Building Services	756	Building maintenance and alterations, planning and liaison with other Agency components, maintenance of records, and other type duties pertaining to inhouse building services, including parking functions.
Supply Services	757	Management of the Building Supply Office, planning and implementing the movement of furniture and equipment, disposal of classified trash, and other sundry services provided by the Supply Section personnel. This would also include the receiving and issuing of supplies and equipment.
Contract Administration	758	Review of all contractual documents, maintenance of contract files, liaison with inhouse technical monitors and Agency components. The maintenance of the monthly Contract Status Report would also fall under this category.
Personnel	760	Work performed by Personnel Branch/SS or under their direction.
Recruitment	761	Advertising positions; reviewing resumes and folders; interviewing applicants; and related correspondence.
Fitness Report Preparation	762	The drafting, evaluating and personal consultation performed by supervisors in the preparation of fitness reports; and Personnel Branch/SS administration of fitness report procedures.
Career Service Boards/Panels	763	Participation in career service boards/panels, preparation for such panels and actions resulting from them.
Salary & Wage Activities	764	Assist as required in position audits and general classification survey.
Counseling & Services	765	Counseling activities including discussions on all requested reassignments, personal problems, disciplinary cases, etc. Advice and assistance with regard to insurance programs, credit union, retirement, etc.
Travel Processing	766	Control of travel requests, processing of travel orders, including reservations, etc. Control of \$3000.00 travel fund, which includes auditing, preparation and final action on travel functions.
System Identification	770	Gathering by P&DS of basic information on image-forming collection systems.

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Activity	Code	Definition
System Evaluation	771	Evaluation by P&DS of the effect on NPIC of new image-forming collection systems.
System Coordination	772	Dissemination of information within NPIC by P&DS on image-forming collection systems.
Plans and Studies Prep	773	Work involved in the preparation of plans and studies by P&DS.
Technical Research	775	Basic developmental research by P&DS not leading directly to a contractual action.
Pre-contract Investigation	776	Work performed by P&DS leading to a specific contractual action.
Contract Monitoring	777	Work performed by P&DS following the letting of a contract.
Special Investigation	778	Work performed by P&DS on specific projects not involving contractual actions.
Engr & Sci Devel Support	780	P&DS laboratory work performed in support of developmental projects.
Engr & Sci Basic Investigation	781	Basic P&DS laboratory investigation.
Engr & Sci External Support	782	P&DS laboratory work done in support of non-staff requirements.
Engr & Sci Lab Prod & Ser	783	Production and services performed by P&DS laboratory.
Engr & Sci Misc.	784	Miscellaneous work performed by P&DS laboratory.
Operations Support	790	OS assistance to collection systems organizations.
Cable Preparation and Dispatch	791	Composing, coordinating and processing out-going cables, to include reproduction and attachment of special headers.
Prep of Oper. Records	792	Mission acquisition data preparation.
Cable Control & Dissem	793	All aspects of subject to include the recording, review, distribution determination, action assignment, reproduction, and archiving.
Requirements Administration	795	Review, refining, reproduction, and distribution of incoming requirements.
Rqmts Records Prep.	796	Duplicating, controlling, disseminating and filing requirement forms.
Commo Transmission	797	Transmission of communications.
Consultation	800	Conducting business discussion not otherwise specified.
Committee Meeting	801	Attendance at committee meetings.
Professional Society Conv	802	Attendance at professional society conventions.
Prepar. for Consultation	803	Preparation for meetings or other consultation.
Staff Meetings	804	Attendance at Staff Meetings--includes Branch, Division, and Center staff meetings.
Briefing Presentation	810	Conducting briefings not otherwise specified.
Briefing Attendance	811	Attending briefing.
Prep for Briefing	812	Work performed in preparation for briefing presentations.

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Activity	Code	Definition
Tours	813	Conducting and support to internal tours except as integral part of briefing.
Training Administration	820	This would include items not directly related to any specific training program but activities required in the conduct and functioning of the Training Branch such as preparing T&A's, DODCI, briefing room activities, front office requirements, equipment operation, and so forth, and generally all other actions not easily categorized in the above.
Internal Training	821	The administrative and planning work including liaison with OTR and NPIC offices, in-house developed courses which are particularly repetitive in nature (PI, Geography of China, Secretarial Refresher, etc.)
External Training	822	The administrative and planning work including liaison with OTR and NPIC offices, local schools, institutions and so forth.
Training Atten. (OJT)	823	Taking on the job training.
Prep. for Training	824	Work performed in preparation for giving training courses.
Training Presentation	825	Conducting training or instruction courses.
On-Site Training Trips	826	The administrative and planning work including liaison with NPIC offices, Agency offices, outside Agency, and so forth.
Training Here (CIA)	827	Taking courses within CIA other than NPIC.
Training Development	828	The administrative and advanced planning work in developing and creating new and different type training programs other than those presently existing, including contractual development, liaison with NPIC and Agency offices, and so forth.
Training Aids Support	829	Support of briefing room, operating teleprompter, movie projector, display panels; equipment support to training classes.
Travel	830	Time spent in travel.
TDY	831	All regular time spent during temporary duty assignment <u>except</u> that spent on an assigned project, in which case the actual work activity involved will be used.
Annual Leave	841	As described in leave regulations.
Sick Leave	842	As described in leave regulations.
Military Leave	843	As described in leave regulations.
Administrative Leave	844	As described in leave regulations.
LWOP	845	As described in leave regulations.

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APPENDIX C.

DETAILED PROCEDURES

FOR RECORDING MULTIPLE REPORTS

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1. Computer Program Limitations:

The tape record for storing end product data for projects allows only one report to be entered for each project. Adding suffixes to a project number, however, has the effect of making a new project. A separate report can be recorded for each suffix. Therefore, if more than one report will result from a project, the following procedures must be used:

When a component wishes to divide a project into several reports, it will contact the responsible component and request permission to do so. The responsible component, if it agrees, will prepare a separate project notice line for each of the newly designated subdivisions (reports), as described on Page 1 of the Handbook. Suffixes for the first 26 subdivisions will comprise a single letter; additional

subdivision suffixes will comprise two letters. Single and double suffixes will be used in alphabetic order; therefore, suffixes will be applied as follows: A through Z; then, AA through AZ; then BA through BZ; etc., through YZ.

Requests for work to be done by other components on the project will thereafter bear the appropriate suffixes. Similarly, all personnel working on the project will charge their time to the appropriate sub-project by indicating the correct suffix on their time recording forms. In cases where it is not feasible for an employee to distinguish which subdivision of a project he is working on, he will charge his time to the basic project number without concern for suffixes.

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APPENDIX D.

MANAGEMENT INFORMATION SYSTEM

CALENDAR

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JANUARY 5 WKS							FEBRUARY 4 WKS							MARCH 4 WKS							APRIL 5 WKS						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
27	28	29	30	31	1	2	9	1	2	3	4	5	6	28	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	28	8	9	10	11	12	13	28	29	30	31	1	2	3
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	28	29	30	31	25	26	27	28	29	30	...
寒	寒	寒
MAY 4 WKS							JUNE 4 WKS							JULY 5 WKS							AUGUST 4 WKS						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7
9	10	11	12	13	14	15	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
16	17	18	19	20	21	22	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
23	24	25	26	27	28	29	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
寒	寒	25	26	27	28	29	30	31	寒
SEPTEMBER 4 WKS							OCTOBER 5 WKS							NOVEMBER 4 WKS							DECEMBER 4 WKS						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
寒	寒	寒	寒

MANAGEMENT INFORMATION SYSTEM

Monthly reporting periods in which each month is equivalent to a 4 or 5 week period, yet is as nearly equivalent to the calendar month as possible.

January, April, July and October will always be 5 week months. All the rest will be 4 week months except December of 1966 which will be 5 weeks.

Every quarter will be 13 weeks except the last quarter of 1966 which will have 14 weeks.

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1966

JANUARY 5 WKS							FEBRUARY 4 WKS							MARCH 4 WKS							APRIL 5 WKS							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
26	27	28	29	30	1	2	30	31	1	2	3	4	5	27	28	1	2	3	4	5	27	28	29	30	31	1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31	23	24	25	26	27	28	29	24	25	26	27	28	29	30	
30	31	
MAY 4 WKS							JUNE 4 WKS							JULY 5 WKS							AUGUST 4 WKS							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	
..	31	
SEPTEMBER 4 WKS							OCTOBER 5 WKS							NOVEMBER 4 WKS							DECEMBER 5 WKS							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
26	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5	26	29	30	1	2	3	4	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	9	10	11	12	13	14	15															
18	19	20	21	22	23	24	16	17	18	19	20	21	22	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
25	26	27	28	29	30	31	23	24	25	26	27	28	29	25	26	27	28	29	30	31	22	23	24	25	26	27	28	29

1967

JANUARY 5 WKS							FEBRUARY 4 WKS							MARCH 4 WKS							APRIL 5 WKS						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7																					
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29				26	27	28	29				30	1	2	3	4	5	6
...
MAY 4 WKS							JUNE 4 WKS							JULY 5 WKS							AUGUST 4 WKS						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	1	2	3	25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	31
...	30	31	1	2	3	4	5
SEPTEMBER 4 WKS							OCTOBER 9 WKS							NOVEMBER 4 WKS							DECEMBER 4 WKS						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	7														
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	31	1	2	26	27	28	29	30	31

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APPENDIX E.

SUPPLEMENTAL REQUESTER CODES

CIA/ORR BRANCHES

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<u>CIA</u>	<u>Present Code</u>	<u>Office & Division</u>	<u>Branches</u>
	C 2J0	ORR/D/A	
	C 2J1		FE
	C 2J2		ES
	C 2J3		USSR
	C 2J4		MM
	C 2K0	ORR/D/I	
	C 2K1		A
	C 2K2		EWG
	C 2K3		IS
	C 2K4		LA
	C 2K5		NEA
	C 2K6		PO
	C 2K7		TF
	C 2L0	ORR/D/MS	
	C 2L1		COM
	C 2L2		CST
	C 2L3		EE
	C 2L4		M
	C 2L5		TR
	C 2M0	ORR/D/R	
	C 2M1		MM
	C 2M2		CH
	C 2M3		EP
	C 2M4		AG
	C 2M5		FU
	C 2R0	ORR/D/F	
	C 2R1		AS
	C 2R2		DM
	C 2R3		NS
	C 2R4		GF
	C 2R5		SM
	C 2S0	ORR/D/P	
	C 2S1		STB
	C 2S2		ME
	C 2S3		FW
	C 2S4		SS

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<u>Present Code</u>	<u>Office & Division</u>	<u>Branches</u>
C 2U0	ORR/D/GC	
C 2U1		C
C 2U2		X
C 2U3		S
C 2U4		A
C 2U5		F
C 2U6		W
C 2V0	ORR/D/GG	
C 2V1		E
C 2V2		F
C 2V3		S
C 2V4		H
C 2V5		N
C 2V6		X
C 2W0	ORR/D/GL	
C 2W1		C
C 2W2		P
C 2W3		R
C 2W4		S
C 5B0	OSI/IPS	
C 5B1		ISB
C 5C0	OSI/GSD	
C 5C1		PSB
C 5C2		CWB
C 5C3		SRB
C 5C4		ESB
C 5C5		AGB
C 5C6		ST/PPB
C 5D0	OSI/DSD	
C 5D1		ABMB
C 5D2		ACMB
C 5D3		ADB
C 5D4		NB
C 5E0	OSI/BMSD	
C 5E1		BMSB

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<u>Present Code</u>	<u>Office & Division</u>	<u>Branches</u>
C 5E2		SSB
C 5E3		TSB
C 5E4		NSWB
C 5F0	OSI/LSD	
C 5F1		MBWB
C 5F2		BSB
C 5F3		CSB
C 5G0	OSI/NED	
C 5G2		SNBM
C 5G3		SWTB

In addition the following additions, changes and corrections are needed.

<u>Present Code</u>	<u>Office & Division</u>	<u>Branches</u>
C 250	OCI	
C 251	OCI/MIL	
C 252		S&T
C 253		SB
C 254		TB
C 255	OCI/CA	
C 256		WLA
C 257		AA
C 258		SSB
C 490	OTR	
C 491		IS
C 540	OSA	
C 541		ID

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The Project Type Codes for OAK (AA), IPIR (AB), and MI (AE), listed under Project Category Codes, page 10, will not be used to code projects initiated under the new exploitation system. The codes for the First and Second Phases of the new exploitation system are:

- NA - Phase 1
- NB - Part 1, Phase 1
- NC - Part 2, Phase 1
- ND - Pre-mission Preparation, Phase 1
- PA - Phase 2
- PB - MI, Phase 2
- PC - Order of Battle, Phase 2
- PC - New Targets and Changes, Phase 2
- PD - Order of Battle, Phase 2
- QA - BPIR* Missile, Phase 2
- QB - BPIR Air Installation, Phase 2
- QC - BPIR Nuclear Energy, Phase 2
- QD - BPIR Mil Install/Activity, Phase 2
- QE - BPIR CBR Warfare, Phase 2
- QF - BPIR Electronics or Commo, Phase 2
- QG - BPIR Industry, Phase 2
- QH - BPIR Basic Service, Phase 2
- QM - BPIR Res & Dev, Phase 2
- QN - BPIR Storage, Phase 2
- QP - BPIR Urban Complex, Phase 2
- QR - BPIR Miscellaneous, Phase 2
- QS - BPIR U/I Activity, Phase 2

*(Brief Photo Interpretation Report).

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