

31 March 1982

Intelligence

SCIENTIFIC AND TECHNICAL SCHEDULED INTELLIGENCE PRODUCTION ADMINISTRATION

This regulation establishes policy and assigns responsibilities for the administration of scheduled production within the Foreign Technology Division (FTD). It applies to all elements involved in planning, programming, scheduling and producing scientific and technical (S&T) intelligence. This regulation is applicable to Headquarters, Foreign Technology Division, Wright-Patterson Air Force Base, Ohio.

This regulation is affected by the Privacy Act of 1974. The system of records required by this regulation is authorized by 10 USC 8012 and E09397. Each form required by this regulation contains a Privacy Act statement or a separate Privacy Act statement.

1. Terms Explained:

a. [REDACTED] and expresses the Department of Defense (DoD) requirements for S&T intelligence production.

b. FTD Annual Production Schedule. This schedule is prepared based on DoD S&T intelligence production schedule for a given fiscal year.

c. Production Milestones. Steps in progressive order for each product contained in the FTD production schedule. There is a standard set of milestones and pathtimes programmed for each product type. They are monitored and reported from task initiation through product dissemination.

d. Job Control Numbers (JCN). Alphanumeric designator assigned to specific products and certain other workloads for recording workhour and other resource expenditures.

e. FTD Form 14, FTD Tasking Job Order. Form 14 is used to identify, manage, and control production in FTD and for tracking resources after management approval for expenditure of resources.

Supersedes FTDR 200-18, 29 Mar 79. (See signature page for summary of changes.)

No. of printed pages: 9

OPR: XOFP (Mr Wilson)

Approved by: Col Broomall

Editor: MSgt Hendrix

Distribution: [] X:

HQ AFSC/IN.... .1

f. Short Title. A multi-digit alphanumeric identifier assigned to each tasking S&T intelligence product other than electrically-transmitted documents, memorandum reports, and contributions. Short titles consist of up to six groups of letters or digits. This numbering system provides pertinent information about a document and serves as a unclassified identifier.

2. Policy:

a. S&T scheduled intelligence production requirements levied on FTDR from external sources or generated within FTDR are processed through the Production Programs Branch (XOFP).

NOTE: Detailed information and procedures associated with the preparation and production of S&T products are addressed in the FTDR Product Managers Guide (FTDR-MGA-A-408-80). This guide outlines the sequence of events, required administrative actions and implements guidance pertaining to S&T intelligence production. It is a guide for all production analytical elements of FTDR involved in the preparation of scheduled and unscheduled S&T intelligence products.

b. FTDR elements receiving scheduled production tasking directly from external sources will forward them to XOFP or insure that XOFP has the request for processing. This policy does not apply to administrative actions.

c. Formal interface between XOFP and FTDR elements will normally be at directorate or staff office level unless otherwise arranged or directed.

3. Responsibilities:

a. XOFP will:

(1) As the FTDR focal point for development of the annual and future production schedules, receive tasking and changes for scheduled production and integrate new or changed tasking into current operating or future schedules. Copies of new or changed tasking are forwarded to the appropriate directorate.

(2)

(3) Receive, transmit to directorates, and assist in interpreting higher headquarters guidance in connection with the annual scheduled production program. Document and transmit FTDR guidance and procedures affecting scheduled production.

(4) Assist in resolving current and future scheduling, priorities, and related problems between directorates and the Technical Publications and Reprographics Division (PT). Prepare, arrange for publication, and distribute approved FTDR production schedules and changes.

(5) Consolidate FTDR annual production schedules and comments. Prepare FTDR annual schedules (and changes) and transmit them in letters and coordinate them

with directorates and Command Section for release by the Directorate of Plans and Operations (XO). Interface with higher headquarters in connection with the development of the production schedule.

(6) Provide guidance on production milestones and pathtimes and provide FTD Form 86, Scheduled Production Milestones, for directorate use in submission of data base inputs covering start and completion of milestone actions.

(7) Assign JCNs to products to include Prime, Contributing, and Departmental, and certain projects for monitoring. Assign short titles to products and maintain the FTD short title register.

(8) Support directorates by accepting partially completed FTD Form 14a, Tasking Job Order Continuation (Atch 1) and FTD Form 86 (Atch 2).

(9) Enter appropriate data into the scheduled production data base and assure its maintenance, currency, and accuracy. Maintain the FTD central product folder files.

(10) Obtain and integrate data required to satisfy command level and externally levied administrative reporting requirements related to scheduled production. Provide general assistance and support in connection with scheduled production administration to include interpretation of guidance contained in FTD and higher headquarters publications concerning production administration.

(11) Obtain XO signature and date on product rescheduling actions prepared by directorates.

b. Directorates will:

(1) Develop production plan for the forthcoming fiscal year(s).

(2) Provide rationale for each change, addition to, or deletion from the DIA proposed schedule.

(3) Use standard milestones and pathtimes whenever possible, in developing product schedules.

(4) Use JCNs assigned to products by XOFP.

(5) Provide XOFP with:

(a) Accepted FTD Forms 14, with completed original copy of FTD Forms 14a (Atch 1) and FTD Form 86 with production milestones completed through coordination (Atch 2). NOTE: Those FTD Forms 14 which are rejected will be returned to XOFP with reasons indicated in block 25 of the form.

(b) Three copies of FTD Form 88, FTD FY ___ Production Schedule (Atch 3) compiled to reflect each product in intelligence management information

system (IMIS) code order for each division, plus two copies with a single total line entry for each IMIS code for the directorate. (This form is used in support of annual production schedule development.)

(c) Applicable milestone event cards as milestones are met.

(6) Request products from XOFP using FTD Form 87, Short Title Request (Atch 4).

(7) Prepare letters of acceptance or rejection [redacted]. The letter will be prepared for the Commander's signature and coordinated through XOFP who will obtain the signature and return it to OPR for dispatch.

(8) Prepare rescheduled action requests to higher headquarters for XO signature on products that cannot meet the scheduled publication quarter as contained in the approved FTD production schedule. Coordinate the reschedule request with XOFP before any form of commitment to higher headquarters is made.

4. Processing and Review Procedures for External Coordination of Draft Products (New/Reissue, Page Change, Validation Letter, and C3 Special Reports.

a. XOFP will:

(1) Develop and make available to directorates preprinted formatted letters of transmittal of draft products.

(2) Review and coordinate letters of transmittal. Determine and assign product review dates for entry for the letter, and obtain XOF's signature on draft product and date the letters of transmittal.

(3) Provide [redacted] advance information on expected transmittal dates.

(4) Track and provide expediting action on products during the external coordination cycle.

(5) Receive product approvals and comments [redacted] transmit copies to directorate. Inform the Document Services Branch (NIIS) and PT [redacted]

b. Directorates will:

(1) Prepare letters of transmittal for XOFP signature. Dispatch letters of transmittal, after signature, [redacted] with copies of the draft products (for external coordination). A recommendation for classification and downgrading will be forwarded as an attachment to the transmittal letter.

(2) Deliver copy of draft to PT for pre-taping concurrent with 4b(1).

(3) Request (addressed to NIIS) distribution list through XOFP with the following accompanying documents:

- (a) Recommended distribution list, one copy.
 - (b) Form 447, S&T Intelligence Product Record, five copies for collateral products
 - (c) Signed FTD Form 9, Product Control Sheet, one copy.
- (5) Provide XOFP with a copy of product approval or comments if received . This is necessary to adequately administer product schedule and for completion of central product files.

5. Forms Cited:

a. Forms Prescribed:

FTD 14
FTD 14a
FTD 86
FTD 87
FTD 88

b. Forms Implemented:

FTD 9
DIA 424
DIA 424-1
DIA 447



DAVID S. WATROUS, Colonel, USAF
Commander

WAYNE R. KLEIN, Major, USAF
Chief, Administration Division

- 4 Atch
1. FTD Form 14a, Tasking Job Order Continuation
 2. FTD Form 86, Scheduled Production Milestones
 3. FTD Form 88, FTD FY___ Production Schedules
 4. FTD Form 87, Short Title Request

SUMMARY OF CHANGES

This revision incorporates revised form: FTD Form 14a. It updates and clarifies policies relating to S&T intelligence.

TASKING JOB ORDER CONTINUATION

JCN

Four empty boxes for JCN entry.

FREQUENCY # 94-

Empty box for frequency entry.

YR/QTR ROQT (P) # 31-

Four empty boxes for YR/QTR ROQT (P) entry.

YR/QTR ROQT (D) # 42-

Four empty boxes for YR/QTR ROQT (D) entry.

DIA PRIORITY # 32-

Empty box for DIA PRIORITY entry.

REVIEW GROUP # 39-

Empty box for REVIEW GROUP entry.

TYPE PRODUCT # 16-

- S - STUDY / TREND STUDY
- H - HANDBOOK
- E - EXECUTIVE SUMMARY
- C - CONTRIBUTION
- R - REPORT
- D - DEPARTMENTAL
- Z - SPECIAL PURPOSE
- B - TECHNICAL SYSTEM REPORT
- A - ACTIVITY REPORT
- F - THREAT PROJECTION
- G - GUIDE
- V - SIMVAL REPORT
- I - IDIP
- X - FMER

TYPE UPDATE # 33-

- N - NEW
- C - CLEAN UP REISSUE
- P - PAGE CHANGE
- O - ONE TIME PRODUCT
- R - PAGE CHANGE REISSUE (Rarely used)
- X - CONTRIBUTION

TYPE PRINTING # 24-

Empty box for TYPE PRINTING entry.

- A - FULL TYPING, EDITING AND ILLUSTRATION SUPPORT FROM PTS (All DIA prime products and some Departmentals).

Empty box for TYPE PRINTING entry.

- C - REPRODUCTION ONLY, CAMERA READY FOR PRINTING ILLUSTRATION SUPPORT FROM PT.

BINDING CODE # 81-

Empty box for BINDING CODE entry.

- A - 3 HOLE PUNCH AND STAPLE

Empty box for BINDING CODE entry.

- X - SPIRAL RING BINDER (Rarely used)

Empty box for BINDING CODE entry.

- S - STAPLE ONLY (No holes punched)

Empty box for BINDING CODE entry.

- L - LETTER

EST DRAFT PGS # 82-

Four empty boxes for EST DRAFT PGS entry.

EST NO. ILLUS # 83-

Four empty boxes for EST NO. ILLUS entry.

EST NO. COPIES # 84-

Four empty boxes for EST NO. COPIES entry.

EST CLASSIFICATION OF PRODUCT # 85-

Long empty box for EST CLASSIFICATION OF PRODUCT entry.

SHORT TITLE # 96-

ASSIGNED BY PRODUCTION PROGRAMS BRANCH

- PAGE COUNT FOR SCHEDULING IS OBTAINED BY ADDING NUMBER OF ILLUSTRATIONS AND NUMBER OF DRAFT PAGES (Text). PAGES WHICH CONTAIN BOTH AN ILLUSTRATION AND TEXT WILL BE COUNTED TWICE, ONCE FOR EACH CATEGORY.

SCHEDULED PRODUCTION MILESTONES

DATE
790302

JCN TASK NO. DIVISION PROGRAMMER
 J B C 9 1 0 0 0 - 0 1 - 0 1 L JONES

- TYPE OF SCHEDULE**
- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> STANDARD | <input type="checkbox"/> DEPARTMENTAL | <input checked="" type="checkbox"/> INITIAL SCHEDULE | <input type="checkbox"/> CHANGE OF TYPE |
| <input type="checkbox"/> UNSCHD PG CHG | <input type="checkbox"/> INITIATIVE | <input type="checkbox"/> RESCHEDULE | <input type="checkbox"/> _____ |
| <input type="checkbox"/> VALIDATION | <input type="checkbox"/> FMER | <input type="checkbox"/> CORRECTION | |
| <input type="checkbox"/> CONTRIBUTION | <input type="checkbox"/> SPECIAL REPORT | <input type="checkbox"/> ADJUSTMENT | |

JCN				ACTY SYMBOL	MILESTONE TITLE	EXPECTED IN						EXPECTED OUT						
1	2	3	4			17	18	19	20	21	22	53	54	55	56	57	58	
J	B	C	9	A	A	SUBTASKING OUT / CONTRIBUTIONS DUE IN	7	8	0	9	2	6	7	8	1	2	2	2
				A	1	INITIAL REVIEW & DRAFT PREPARATION	7	8	1	2	2	6	7	9	0	2	0	7
				A		DRAFT TYPING	7	9	0	2	0	8	7	9	0	2	2	3
				A	2	TECHNICAL EDITING	7	9	0	2	2	6	7	9	0	3		
				B		LATERAL / BRANCH COORDINATION	7	9	0	3	0	8	7	9	0	3	2	2
				D		DIVISION COORDINATION	7	9	0	3	2	3	7	9	0	3	3	0
				E		DIRECTORATE / CHIEF-SCIENTIST COORDINATION	7	9	0	4	0	2	7	9	0	4	0	9
				F	1	PREPARE FOR EXTERNAL COORDINATION	7	9	0	4	1	0	7	9	0	4	2	4
				H		USAF / DIA COORDINATION	7	9	0	4	2	5	7	9	0	5	2	4
				H	2	AF / DIA REVIEW AT FTD	7	9	0	5	2	5	7	9	0	6	0	2
				H	1	REWORK	7	9	0	6	0	5	7	9	0	6	1	2
				K		PRODUCE TEXT	7	9	0	6	1	3	7	9	0	7	2	6
				L		PRINTING / REPRODUCTION	7	9	0	7	2	7	7	9	0	8	1	0
				N		EXTERNAL DISSEMINATION	7	9	0	8	1	3	7	9	0	8	1	6
				C	Z	JOB COMPLETION AND CLOSE OUT	7	9	0	8	1	6	7	9	0	8	1	6
				A	J	PRODUCE ILLUSTRATIONS / YG	7	9	0	4	2	5	7	9	0	6	1	2
				M		INTERNAL PREP OF DISSEM LIST	7	9	0	4	2	5	7	9	0	5	0	2
				M	1	EXTERNAL PREP OF DISSEM LIST	7	9	0	5	0	2	7	9	0	6	1	2

FTDR 200-18 Attachment 2 31 March 1982

DATE 2 Mar 79

SHORT TITLE REQUEST

DIA TASK NO. PT -1000-01-01L

JCN JBC9

LONG TITLE [REDACTED]

TYPE OF UPDATE Clean-Up

PRODUCT TYPE Study

PRODUCT CLASSIFICATION SECRET

OPR OFFICE SYMBOL SDBS

OPR MONITOR Doakes

PHONE NO. 573

SHORT TITLE ASSIGNED SDT-1000S-567-79

DATE ASSIGNED 790302 BY JK

DATE OPR INFORMED 790302

DIVISION PROGRAMMER Jones