

COMBINED MEDIA PROCESSING CENTER-QATAR

STANDING OPERATING PROCEDURES

CURRENT AS OF

February 4, 2005



DEPARTMENT OF DEFENSE
COMBINED MEDIA PROCESSING CENTER – QATAR
CAMP AS SAYLIYAH, QATAR

CMPC-Q-HQ

4 February 2006

MEMORANDUM FOR All Personnel, Combined Media Processing Center-Qatar

SUBJECT: CMPC-Q J3 Standard Operating Procedures

1. **PURPOSE:** This memorandum sets forth policy to define the duties and responsibilities for the standard operating procedures directed in carrying out the mission of CMPC-Q.
2. **APPLICABILITY:** This policy applies to DoD civilians, contractors, and military personnel who are assigned to the CMPC-Q.
3. **RESPONSIBILITY:** All personnel assigned to CMPC-Q are required to know and adhere to the policies and procedures described in the pages of this document. This SOP should be considered a dynamic document, in that updates will be made periodically to reflect changing procedures and policies within CMPC-Q. Input into how better to perform the mission of CMPC-Q should be made through the chain of command.
4. The POC for this document is the J3, DSN 432-5058 or Senior Watch Officer, DSN: 432-5060.
5. A copy of this policy will be permanently posted on the CMPC-Q Translan homepage.

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TABLE OF CONTENTS

INTRODUCTION	10
1.1 PURPOSE.....	10
1.2 BACKGROUND	10
1.3 UPDATING THIS SOP	10
SECTION 2	10
2.1 Reception.....	10
2.2 Initial Analysis and Prioritization	11
2.2.1 Initial Document Processing	11
2.2.2 Initial Digital Media Processing.....	11
2.2.3 Initial Analog Media Processing.....	11
2.3 Triage.....	12
2.4 Entry into DOCEX Suite	12
2.5 Translation Teams	12
2.6 Reporting and Disseminating	13
2.6.1 National <u>HARMONY</u>.....	13
2.6.2 Watch Reports.....	13
2.6.3 Files of Interest.....	13
2.6.4 Intelligence Information Reports.....	13
2.6.5 Full and Partial Translations.....	14
2.6.6 Special Projects	14
2.6.7 Re-triage of previous exploited material.....	13
Figure 1 CMPC-Q Exploitation Process Overview	15
SECTION 3	15
3.1 Warehouse Operations.....	15
3.1.1 Process Incoming Completed Batches.....	15
3.1.1.1 Receive the Incoming batch	16
3.1.1.2 Transfer the Batch Material into Boxes	16
3.1.1.3 Number the Boxes	16
3.1.1.4 Prepare Completed Batches.....	16
3.2.1 Process Incoming Uncompleted Batches.....	17
3.2.1.1 Receive the Incoming Batch.....	17
3.2.1. 2 Transfer the Batch Material into Boxes	17
3.2.1.3 Number the Boxes	17
3.2.1.4 Prepare the Batch for Processing	17
3.2.2 Processing Batches	18
3.2.2.1 Conduct Pre-Triage (Batch Sampling).....	18
3.2.2.2 Select Batch for Processing	18
3.2.2.3 Stage Batches for Exploitation.....	18
3.2.2.4 Continuous Flow.....	18
3.2.2.5 Move Pallet to Scanning.....	18
3.2.2.6 Box Check.....	19
3.2.2.7 Media	19
3.2.3 Store Completed Batches	19

3.2.4 Manage Document Accountability	20
3.2.4.1 Check out of single document	20
3.2.4.2 Checkout of multiple documents	20
3.2.4.3 Permanent Checkout (Hand Receipt).....	21
3.2.4.4 Lost Boxes or <u>HARMONY</u> Numbers	21
3.2.4.5 Warehouse Database <u>HARMONY</u> Number Inventory	21
3.3 TRIAGE OPERATIONS.....	22
3.3.1 Supervise Triage Operations	22
3.3.1.1 Conduct Timely Handover with Prior and Subsequent Shifts	22
3.3.1.2 Maintain Accountability of Personnel.....	22
3.3.1.3 Manage Triage/Doc-Prep Training	22
3.3.1.4 Coordinate <u>HARMONY</u> Numbers for Triage Linguists	22
3.3.1.5 Manage and Prepare Triage Material and Supplies.....	24
3.3.1.6 Manage Triage Workflow	24
3.3.1.7 Supervise Proper Handling of “No Intelligence Value” Material	24
3.3.1.8 Enter Document Information in Warehouse Database.....	25
Figure 2: Box Summary Information.....	25
Figure 3 <u>HARMONY</u> Number Entries	26
Figure 4: NIV Check Box	26
3.3.1.9 Check Specific Limiting Criteria-Related Material out to CI-Qatar	26
Figure 5 SLCCheck Box	27
3.3.1.10 Deliver Priority Files to Scanning.....	27
3.3.1.11 Misplaced Files	27
3.3.1.12 Maintain a Clean Work Area	27
3.3.2 Perform Document Triage.....	28
3.3.2.1 Assess the Contents of Each Box.....	28
3.3.2.2 Discard Trash	28
3.3.2.3 Discard Items of No Intelligence Value	28
3.3.2.4 ID Cards	29
3.3.2.5 Summarize the Folder’s Contents	29
3.3.2.6 Prioritize and Mark Each Folder Appropriately.....	29
3.3.2.7 Recognize and Handle Specific Limiting Criteria.....	29
3.3.2.8 Apply <u>HARMONY</u> Number Labels to the Folders.....	30
3.3.2.9 Place Folders in the Appropriate Location	30
3.3.3 Perform Media Triage	30
3.3.4 Perform Document Preparation	30
3.3.4.1 Prepare Files for Document Preparation	30
3.3.4.2 Document Preparation.....	31
3.3.4.3 Move Documents to the Next Stage	31
3.3.4.4 Doc-Prep Crew Clean-Up and Tracking Sheets.....	31
3.3.4.5 Doc-Prep Supervisor / Assistant Supervisor Clean-Up.....	31
3.3.4.6 Doc-Prep Supervisor / Assistant Supervisor End of Shift Report.....	32
3.4 SCANNING OPERATIONS.....	32
3.4.1 Supervise Scanning Operations	32
3.4.1.1 Conduct Timely Handover with Prior and Subsequent Shifts	32
3.4.1.2 Maintain Accountability of Personnel.....	32

3.4.1.3 Manage Scanning Workflow.....	32
3.4.1.4 Enter Box Information into the Workflow Database.....	33
Figure 6 Scanned Check Box.....	33
3.4.1.5 Manage Scanner Operator Training	33
3.4.1.6 Perform Quality Control of Scanning	33
3.4.1.7 Manage Scanner Maintenance and Service.....	34
3.5.1 Scan Regular Files.....	34
3.5.1.1 Process Priority Files First.....	34
3.5.1.2 Prepare Files for Scanning.....	34
3.5.1.3 Enter the Administrative Data in DOCEX Suite	34
3.5.1.4 Scan the Folder and its Contents	35
3.5.1.5 Perform a Quality Review of the Scanned Images	35
3.5.1.6 Forward the Batch.....	36
3.5.1.7 Delete Any Open Sessions	36
3.6.1 Scan Large Files	36
3.6.2 Taking Digital Pictures	36
3.6.3 End of Shift Reports.....	36
3.7 TRANSLATION and FULL TRANSLATION / MEDIA TEAM OPERATIONS	37
3.7.1 Supervise Translation Team Operations.....	37
3.7.1.1 Ensure a Smooth Transition to Shift Operations.....	37
3.7.1.2 Maintain Accountability of Personnel	37
3.7.1.3 Manage Personnel	37
3.7.1.4 Manage Team Training.....	38
3.7.1.5 Manage DOCEX Suite Workflow.....	38
3.7.1.6 Monitor Production Quality	38
3.7.1.7 Assign and Monitor Translation Assignments	38
3.7.1.8 Set and Communicate Production Goals.....	39
3.7.1.9 Maintain a Clean Work Area	39
3.7.2 Conduct Document Screening	39
3.7.2.1 Open DOCEX Suite Record and Associated Files	39
3.7.2.2 Create a Summary of the Document or Media File	39
3.7.2.3 Inserting Explanatory Comments into the Summary	41
3.7.2.4 Transfer the Summary to the Comments Field.....	42
3.7.2.5 Enter Lists of Names into the Names Template	42
3.7.2.6 Complete the Fields in the Document Screening Form.....	42
3.7.2.7 Save and Forward the Record	43
3.7.3 Create a Full or Partial Translation	43
3.7.3.1 Open DOCEX Suite Record and Associated Files	43
3.7.3.2 Create a Header Block in MS Word.....	43
3.7.3.3 Translate the Document.....	44
3.7.3.4 Audio and Video Translation.....	44
3.7.3.5 Set Aside and Review	45
3.7.4 Perform Quality Control Review.....	45
3.7.4.1 Perform Quality Control Review of a DOCEX Suite Record.....	45
3.7.4.2 Perform Quality Control Review of a Full or Partial Translation	46

3.7.5 Perform Administrative Review	46
3.7.5.1 Perform Administrative Review of a DOCEX Suite Record	46
3.7.5.2 Perform Administrative Review of a Full or Partial Translation	47
3.8 WATCH OPERATIONS	47
3.8.1 Manage and Evaluate Operations	48
3.8.1.1 Monitor Production Quality	48
3.8.1.2 Monitor Production Levels	48
3.8.1.3 Set and Communicate Production Goals.....	48
3.8.1.4 Attend and Conduct Meetings	49
3.8.1.5 Assign and Move Personnel	49
3.8.1.6 Recommend Termination of Personnel	49
3.8.2 Manage Shift Leadership	50
3.8.2.1 Mentor and Counsel Team Leaders	50
3.8.2.2 Conduct Cross-Training at all Levels.....	50
3.8.3 Manage Special Projects and Translation Assignments	50
3.8.3.1 Translations (DOCEX Suite)	50
3.8.3.2 Translations (DHA).....	51
3.8.3 Special Projects	51
SECTION 4.....	52
MEDIA EXPLOITATION PROCEDURES.....	52
4.1 Media Lab Exploitation Procedures.....	52
4.1.1 Media Lab Supervisor/Shift Team Leads	52
4.1.3 Manage Section Training.....	52
4.1.4 Perform Quality Sampling of Media Processes.....	52
4.1.5 Maintain a Clean Work Area	53
4.1.6 Manage Objectionable Material.....	53
4.1.7 Handle Objectionable Material	53
4.1.7.1 Media Content Awareness Briefing	53
4.1.7.2 Media Exploitation Consent Form	53
4.1.7.3 Control Access to Objectionable Material.....	53
4.1.7.4 Monitor Personnel.....	54
4.1.8 Receive and Process Media	54
4.1.9 Coordinate with SAC-Qatar to Prioritize Exploitation	54
4.1.10 Process Unreadable Analog Media Formats	55
Figure 7. Analog Flow Process.	56
4.2 Audio Media Process.....	56
4.2.1 Checkout Batch from the Warehouse	56
4.2.2 Media personnel will triage, screen and gist media files of a selected box.....	56
4.2.3 Digitize audio.....	57
4.2.4 Upload digitized audio files to be worked on the Trans LAN.....	57
4.2.5 Import files to J2 or Trans LAN DOCEX Suite.....	58
4.2.6 Mark NIV Files in Warehouse Database and Delete NIV Files.....	58
4.3 Image Media Process	58
4.3.1 Checkout Batch from the Warehouse	58
4.3.2 Digitize Image Media	59
4.3.3 Upload Digitized Image Child <u>HARMONY</u> Numbers to the Trans LAN.....	59

4.3.4 RRE Analysts Perform Triage of Image Files.....	59
4.3.5 Import image files into CI or Translator DOCEX Suite LAN	60
4.3.6 Image Files whose Intel Value is Indeterminate	60
4.4 Videos Media Process.....	60
4.4.1 Checkout Batch from the Warehouse	60
4.4.2 Perform Screening of Video Media as Appropriate	61
4.4.3 Perform Triage of Video Media.....	61
4.4.4 Digitize Video Files of SLC, Priority, or Intel Value	62
4.4.5 Upload Digitized Video on the Trans LAN	62
4.4.6 Import files to J2 or Translator DOCEX Suite LAN.....	62
Figure 8. Digital Media Flow Process.....	63
4.5 Digital Media Process.....	63
4.5.1 Make an Image (Copy) of the Media	63
4.5.2 Analyze the Image	64
4.5.3 Prepare Extracted Files for Triage.....	64
4.5.4 Digital Media Conversion	64
4.5.5 Process audio/Visual Media from the Digital Media Section.....	65
SECTION 5	65
5.1 MANAGE AND EVALUATE OPERATIONS	65
5.1.1 Monitor Production Quality	65
5.1.2 Monitor Production Levels	66
5.1.3 Set and Communicate Production Goals.....	66
5.1.4 Attend and Conduct Meetings	66
5.1.4.1 Conduct Weekly Operations Meetings.....	66
5.1.4.2 Attend CMPC-Q Chief's Staff Meetings	66
5.1.5 Assign and Move Personnel	67
5.1.5.1 Assign New Personnel	67
5.1.5.2 Approve Personnel Changes and Movement	67
5.1.5.3 Personnel Issues.....	67
5.1.6 Monitor Operational Supplies	68
5.1.7 Maintain the SOP.....	68
5.1.8 Manage DOCEX Configuration Changes	68
5.2 MANAGE TRANSLATION ASSIGNMENTS AND SPECIAL PROJECTS..	69
5.2.1 Translation Requests for DOCEX Suite Files	69
5.2.1.1 Receive Translation Requests	69
5.2.1.2 Assign the File for Translation	69
5.2.1.3 Notify RRE upon Completion.....	69
5.2.2 Special Projects	70
5.3 MENTORING AND OPERATIONS LEADERSHIP	70
5.3.1 Mentor and Helping Watch and Media Lab Leadership	70
5.3.2 Ensure Cross-Training of Key Personnel.....	71
5.4 CREATE AND DISSEMINATE OPERATIONAL REPORTS.....	71
5.4.1 CMPC-Q Watch Report	71
5.4.1.1 Create the Report	71
5.4.1.2 Forward the Report to CI.....	72
5.4.1.3 Receive the Report with CI Edit	72

5.4.1.4 Distribute the Edited Report.....	72
5.4.1.5 Monitor Specific Limiting Criteria Expungement	72
5.4.1.6 Manage Reintroduction of Non-SLC Documents into Workflow	72
5.5 MANAGE OPERATIONAL TRAINING.....	73
5.5.1 General Training.....	73
5.5.2 Specific Training	73
5.5.2.1 RRE.....	73
5.5.2.2 CI-Qatar	73
5.6 PARTICIPATION IN TOURS OF CMPC-Q.....	74
6.2 RESEARCH AND REPORTING ELEMENT-QATAR	74
6.2.1 Supervise RRE Operations	74
6.2.1.2 Manage RRE Workflow.....	75
6.2.2.1 Receive Translation Requests	75
6.2.2.3 Coordinate with Operations.....	75
6.2.3.1 Document Files of Interest	76
6.2.3.3 Intelligence Information Reports (IIRs).....	76
6.2.5 Triage Instructions.....	76
6.2.5.1 Conduct Quality Control of Document Folders	77
6.2.5.2 Trash	77
6.2.5.3 Processing SLC Documents	77
6.2.5.4 Processing DOJ Documents	78
6.2.5.5 Processing SSM Documents	78
6.2.5.6 Processing Priority Documents.....	78
6.2.5.7 Processing Other Documents*	78
6.3 RRE Reporting Element	78
6.3.1 Report Operations.....	79
6.3.1.1 Manage Report Workflow	79
6.3.1.2 Perform Quality Control of Reporting Element Products.....	79
6.3.1.3 Coordinate Training as Necessary	79
6.3.1.4 Maintain a Clean Work Area	79
6.3.2 Process Intelligence Information Reports (IIR).....	79
6.3.2.1 Compose an IIR.....	79
6.3.2.2 Perform Quality Control of an IIR.....	80
6.3.2.3 Send the IIR.....	80
6.3.3 Reporting Files of United Kingdom (UK) CI Interest	81
6.3.3.1 Identify Documents of Potential UK CI Interest.....	81
6.3.3.2 Supervise Assigned Cleared Linguist	81
6.3.3.3 Prepare UK CI Reports.....	82
6.3.3.4 Maintain Accountability of all Reports and Files Signed Over to UK CI Custody.....	83
APPENDIX A CMPC-M LAYOUT.....	84
APPENDIX B WAREHOUSE BOXING AND STORAGE INSTRUCTIONS	85
APPENDIX C WAREHOUSE BARCODE INSTRUCTIONS	89
APPENDIX D TRIAGE GUIDELINES.....	92
APPENDIX E SPECIFIC LIMITING CRITERIA HANDLING PROCEDURES	95
APPENDIX F SCAN LARGE FILES.....	99

APPENDIX G DOCUMENT SCREENING INSTRUCTIONS	101
APPENDIX H MEDIA EXPLOITATION CONSENT FORM	105
APPENDIX I MEDEX COUNSELING AND TREATMENT CONTACT LIST	106
APPENDIX J DIGITAL MEDIA COMPUTER FORENSICS PROCESS	107
APPENDIX K DIGITAL MEDIA CONVERSION INSTALLATION PROCEDURES	112
APPENDIX L DIGITAL MEDIA TRAINING RECORDS	114
APPENDIX M CMPC-Q OPERATIONS WALKING TOUR SPEAKER NOTES ..	120
APPENDIX N INTELLIGENCE INFORMATION REPORT FORMAT.....	126
APPENDIX O RE-TRIAGE STANDARD OPERATING PROCEDURES.....	125
APPENDIX P ORGANIZATIONAL CHART.....	142

SECTION 1

INTRODUCTION

1.1 PURPOSE

The purpose of this document is to provide all personnel assigned to the Combined Media Processing Center-Qatar (CMPC-Q) information pertaining to document exploitation procedures in support of Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF).

1.2 BACKGROUND

CMPC-Q was established at Camp As Sayliyah in Doha, Qatar with approximately 12 personnel in May of 2003. By January 2004, the exploitation project had grown to 400 personnel and had triaged and scanned over 7,000 boxes of documents, containing over 10.5 million pages of captured former Iraqi regime files. As of September 2005 there were approximately 1,000 people working at the CMPC-Q, with over 50,000 boxes (over 114,000,000 pages) exploited.

1.3 UPDATING THIS SOP

The CMPC-Q SOP will be maintained and updated as necessary by the J3 in coordination with CMPC-Q Headquarters. Submit any suggestions for correction or improvement to the J3 for consideration and implementation.

SECTION 2

EXPLOITATION OVERVIEW

2.0 EXPLOITATION OVERVIEW

Personnel at CMPC-Q are engaged in sifting through a wide variety of materials gathered by maneuver units and JDEC Mobile Collection Teams in Iraq. Once it arrives in Qatar, this material follows a meticulous process to ensure efficiency and speed of exploitation. The following paragraphs outline this process in a chronological format.

2.1 Reception

The warehouse staff receives the incoming shipment and sorts the material into boxes. The digital media, analog media, and documents are separated into different boxes and the batch number and information is entered into the warehouse database. The warehouse is managed to U.S. National Archive standards ensuring strict accountability of all

