

TEAM OPERATIONS

1. Preparation
 - a. City by city sweep of Federal agencies, press clips and census material.
 - b. Tentative witness list.
2. Briefing by Research and Analysis Staff
3. Arrangements and appointments made
4. Team in city in three sub-teams of two each.
 - a. One sub-team official sector, one in riot area, and one in private sector.
 - b. Control center in local hotel for contact and cross check.
 - c. Evening comparison of notes and dictation of interviews.
5. Team Return
 - a. Complete dictation of interviews.
 - b. Contract typing of interview transcripts.
 - c. Taped group debriefing by Research and Analysis staff and preparation of Team Evaluation Report.
 - d. Review of interview transcripts.
6. Scenario preparation
 - a. Compile draft Scenario in four sections
 1. Background section
 2. Chronology of Violence
 3. Aftermath

4. Team Evaluation Report
7. Evaluation and Review
 - a. Team leader and members review the Scenario and Analysis.
 - b. Submit draft scenario to Research and Analysis Staff for Analysis of individual research areas.
8. Revisit city if further information required.
9. Amend Scenario to include additional information.