

28 February 1978

MEMORANDUM FOR:

[Redacted]

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FROM:

Chief, Printing and Photography Division, OL

[Redacted]

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Chief, Information Systems Analysis Staff

SUBJECT:

Summary of Task Force to Study Recommendation for the Consolidation of Micrographics - with Revised Recommendations

REFERENCE:

ISAS/P&PD Study dtd 30 Sep 77, Subject: Consolidation of Agency Micrographics Activities

1. Information Systems Analysis Staff (ISAS) and Printing and Photography Division (P&PD) have developed an updated proposal for consolidation of the Agency's micrographics production. This proposal, like the referenced study, is concerned only with the production of micrographics products to meet the needs of the Agency. The intent is to have a centrally controlled production facility receive documents, or data in the case of COM, from the various components, and return that information in microform in a timely fashion as specified by the component. This revised proposal is necessary because the information furnished by the various micrographics production components at recent meetings on consolidation, differ considerably from the statistics furnished by these same components to Microfilm Programs Branch (MPB), ISAS in January 1977.

2. The changes from the original position are as follows:

a. Eliminate any further consideration of consolidating Office of Finance and Office of Security micrographics facilities into P&PD at this time. This action does not affect the overall savings, as no savings from these two components were indicated in the earlier proposal. However, these offices should continue to receive their film processing and duplication support from P&PD.

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b. Change the location of the proposed Headquarters facility from the GA-06 location to the space already being considered for ADSTAR production. Increase the size of this facility from 2,000 square feet to 2,900 square feet. These 2,900 square feet do not include approximately 1,200 square feet for the OCR maintenance staff. This space was not considered as part of the original study, therefore it does not affect the updated proposal.

c. OCR indicated that at the present time they have only 13 positions dedicated to micrographics. They did not include 3 part time positions which are funded for, nor did they include a systems position which is on their staffing complement. Adding the systems position, and 3 part time positions gives OCR a total of 14 full time and 3 part time positions vs. the 20 full time and 3 part time positions they originally reported. This affects the overall savings of consolidation (see attachment A). OCR also indicates that they need one position for clerical and courier support. Although it is felt that additional courier support is not necessary, this position remains in OCR in the updated proposal.

d. DDO's statistics changed in the areas of space and personnel. They state that they have 1 less full time employee and 3 less part time employees than previously indicated. The amount of floor space that DDO is using is 472 square feet larger than previously indicated. Because of security and compartmentation reasons, it is felt that DDO would be better served if the 13 part time positions, and 2 of the full time positions, remained in the DDO to support the file preparation activities of the 201 Project and the information retrieval of the Walnut/Doric-W Project. All micrographics production would be done by the consolidated facility. There would be 1,900 square feet of floor space remaining in the DDO.

e. NPIC has already reduced, by 1, the total positions involved in micrographics production. They feel they must retain 540 square feet to support their micrographics retrieval efforts. NPIC also feels they would need to keep 3 of their 6 positions for clerical, T.S. Control, and courier duties. Considering the volume of work produced by NPIC, and the fact that there are already

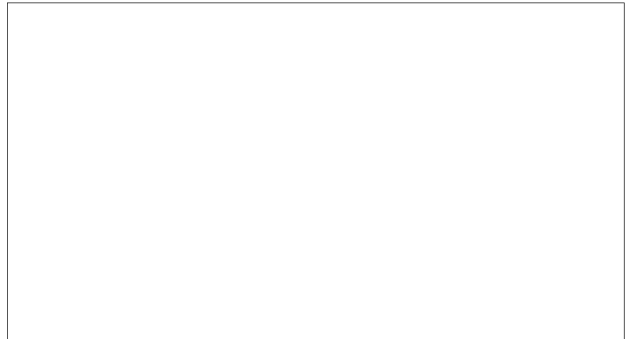
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procedures for handling codeword material by other components and P&PD, and there is already adequate courier service, it is felt that only 1 position is necessary for this function. This 1 position, plus the 540 square feet NPIC indicates it requires, remains in that component.

f. OD&E indicates that only 120 square feet of floor space would be saved by their component. This is 240 square feet less than previously indicated by OD&E. This difference is reflected in the updated proposal.

3. Even with the revisions to the original proposal there are still significant savings that could be realized by consolidation of micrographics activities. This proposal shows savings of 9 full time and 2 part time positions plus 4,058 square feet of floor space. Total savings in annual operating cost including personnel, space, equipment and supplies would be \$244,120.20.



Atts.

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