

~~CONFIDENTIAL~~

6 November 1967

MEMORANDUM FOR THE RECORD

1. On this date the Director of Logistics and Chief, Printing Services Division met with the Assistant Deputy Director for Intelligence to discuss the problems he raised in his memorandum to the Director of Logistics dated 6 October 1967.

2. There were in attendance at this meeting - Office of Basic & Geographic Intelligence, Messrs. James Brammell, [redacted] Foreign Broadcast Information Service, Messrs. Roger Seely, [redacted] and Office of Current Intelligence, [redacted]

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3. The spread sheet which [redacted] had prepared on the problems and DDI recommendations on the various publications mentioned in Proctor's memorandum was handed out and discussed. Some background on the long standing problems of the NIS was given. Proctor stated that he was more concerned in getting rid of large backlogs when they accumulated in order to reduce throughput time than seeking to provide additional personnel to reduce throughput time. After a considerable amount of discussion on this, and particularly with respect to the use of overtime to reduce backlogs, Proctor stated that he would attempt to have enough funds to allow 2,000 hours of overtime to be worked. This money would be made available for reimbursement to PSD following the regular method for having these funds transferred.

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4. Proctor stated that he was planning to institute in DDI a study similar to the Featherstone Committee of four years ago. He wants to make sure that only material which is doing its job is printed and disseminated. It is planned to conduct a thorough study along these lines periodically or about every two years. He suggested that there should be a similar study conducted for other Directorates on printing and that OL may want to initiate this.

5. In discussing the FBIS problems, which consisted mainly of insufficient productive capacity to permit them to split up books as they would like to, [redacted] explained we had long ago gone far beyond the point where we could expect more work to be produced by the eight persons on the FBIS publications. It was stated that the method of producing these publications, insofar as printing and binding are concerned, is considered to be absolutely the best possible way of doing this. The 96-page limitation of the Normanco Collator was discussed and it was agreed by all that no attempt should be made to change from this machine to more complicated and cumbersome methods of printing. Everyone was pretty much agreed that the only solution to the

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FBIS problem was a suitable increase in the personnel assigned to this work. Proctor and the FBIS officials are willing to have the White Book produced by the day shift following the production of the other material by the night shift. While this could be done it would still require the additional personnel mentioned. There was some discussion of the FDD work which FBIS is preparing to eliminate by inclusion of some of this material in the FBIS daily publications.

6. It was decided that FBIS would develop a statement as to the increases they want and this would be furnished to PSD for a determination as to what will be required to do this work. FBIS is to work up several alternate plans and the amount of FDD work to be eliminated is to be shown so that PSD will know how much workload will be converted from day shift to the FBIS daily publications.

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11-9-67 Orig to per his request this date.

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