

UNCLASSIFIED INTERNAL USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
 Printing and Dissemination of FBIS Publications

FROM: AC/PSD/OL	EXTENSION 	NO. 50X1
		DATE 1 December 1967

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Director of Logistics		6 Dec		50X1 3 to 1 pls check the requested everytime - haven't you already authorize most or all of this?
2. 1. ED/OL	5-12-67	5-12-67	S/M/1	
3. 2. DD/L		6 Dec 67		
4. C/PSD		12 Dec		
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1 DEC 1967

MEMORANDUM FOR: Director of Logistics

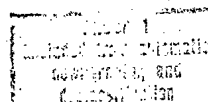
SUBJECT : Printing and Dissemination of FBIS Publications

1. At a meeting on 6 November 1967 with the Assistant Deputy Director for Intelligence and officials of the Office of Basic and Geographic Intelligence and Central Reference Service for the purpose of discussing the problems of production of certain DDI publications it was decided that the Foreign Broadcast Information Service would develop specific information as to the increases required in their publications. This information to be furnished to Printing Services Division for a determination as to what will be required to handle the increased requirements. This information was developed and submitted to the ADDI in a memorandum dated 8 November 1967. A copy of this memorandum was submitted to PSD on 13 November 1967 and is attached.

2. A review of the FBIS requirements indicates (a) an increase in the total pages to be produced, (b) a shifting and realignment of books published on the day and/or the night shift, and (c) a need for increased speed in the printing and dissemination of the Supplements and the PAD Trends and Surveys. As was pointed out in the meeting on 6 November 1967, these increased requirements greatly exceed the productive capacity of the PSD force assigned to this work.

3. Present FBIS requirements are the printing and dissemination of six daily books and periodic supplements by the PSD night shift of eight personnel. Concurrently there are produced four FPD dailies and two semiweeklies and other incidental monthly publications on the PSD day shift. At the present time the amount of material produced by PSD averages 106 signatures of 4 pages each (424) on the night shift and approximately 145 pages (printed in single sheets) daily on the day shift. By mutual agreement FBIS and PSD have regulated the number of pages to be produced in the daily publications in an attempt to stay within the productive capability of the night force producing this work. When FBIS is required to publish additional books or supplements it usually is done by sacrificing material that normally would have gone into the dailies in order to stay within the established limitations. FBIS has reluctantly accepted these agreements. In March 1967 the agreement of 340 pages per day was increased by 35 by direction of the DDS and more recently an additional 10 pages were included in an enlarged Latin America daily. It will be noted that these limitations are frequently exceeded, usually requiring overtime. The number of pages printed heretofore on the day shift has averaged 145.

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4. Due to the reorganization combining the Foreign Documents Division and the Foreign Broadcast Information Service ~~in the Central Intelligence Agency~~, the FPD publications printed on the day shift are to be discontinued and their substantive content included in the present FBIS daily publications as soon as the PSD night shift can handle this additional workload. This additional material and the requested increase in FBIS pages will exceed the page capacity of the binding machine and the increased workload will exceed the capability of the eight persons on the night shift. As a solution FBIS is agreeable to staying within the 96-page limitation of the binding machine by splitting books, thus increasing the number of books to be produced, and PSD will realign production schedules between the day shift and the night shift and request the additional personnel required to handle the additional workload.

a. The following shows the shifts on which the publications are now printed:

Night Shift

White
Latin America
Asia & Pacific
Communist China
USSR & EE
ME/A&WE
Supplements

Day Shift (Former FPD Publications)

Foreign Press Digest Far East
Foreign Press Digest EE
Foreign Press Digest Soviet Union
Foreign Press Digest Latin America
Semiweeklies:
Foreign Press Digest Near East
Foreign Press Digest Africa

b. In order to increase production time, particularly on the binding machine, PSD proposes to print the White Book and all supplements on a special day shift established for this purpose. The work would be printed as follows:

Night Shift

Latin America
Asia & Pacific
Communist China
USSR
East Europe
ME/A&WE

Day Shift

White
Communist China White
Supplements (one-day service)

c. As PSD interprets FBIS requirements, the workload in terms of number of pages is as follows:

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SUBJECT: Printing and Dissemination of FBIS Publications

Present Requirements (Production)

Average number of pages of FBIS daily publications (night shift):

Dailies: 106 signatures @ 4 pages each	424
Supplements: 10 per month @ 65 pages each	35
Total -	459

Average number of pages of FPD publications produced daily (day shift):

Dailies and Semiweeklies	145
Total -	145
Total number of pages	<u>604</u>

Proposed Requirements (Production)Night Shift

FBIS Dailies	424
Increase due to including FPD material in FBIS publications	145
Total -	569

Day Shift

White	96
Communist China White	65
Supplements	35
Total -	196
Total number of pages	<u>765</u>

It should be noted that under the proposed publication requirements, no book is limited in size due to mechanical capability except the White Book. It is axiomatic that the books will increase in size if at all possible. Nor does the increased number of pages reflect the total work impact on the Printing Services Division. Ancillary tasks such as maintaining additional address lists, graphotype and addressograph operations, preparation of mailing envelopes, and envelope stuffing and packaging operations are all increased.

5. Although the increased requirements are substantial, sufficient equipment is available for the additional workload. Four additional press operators, however, will be required for the night shift and three press operators and one Information Control Clerk will be needed for the day shift.

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6. In order for the Printing Services Division to handle the increased FBIS requirements eight additional slots will be needed and immediate recruitment will be necessary. Meanwhile FBIS's objective of publishing more USSR and EE material can be accomplished by creating two books in place of one and doing the additional work on overtime on a regular daily basis until the additional personnel is available.

7. Immediate study will be made of the problems of plate delivery, paper, and the possibility of GPO production of Broadcast Stations of the World by the Linotron.

8. As an alternative to meeting the complete requirements of FBIS immediately, a progressively phased approach might be suggested.

a. Four additional slots would be required to meet the minimum, 4 or first phase, requirements of FBIS. The proposal is:

Night Shift

Day Shift

Six FBIS Dailies - 496 pages

White - 80 pages

b. The second phase for FBIS requirements would be to increase the total page allocation to a full 96 pages for each of the six dailies on any day. This would be an increase of approximately 85 pages per day. One additional slot would be required to accomplish this requirement.

c. The third phase requirement would be to provide one day service for supplements on the day shift using regular side stitching format. This would necessitate an additional slot.

d. The fourth phase requirement would be to print a Communist China "White" Book on the day shift. This would be an increase of approximately 65 pages daily of about 150-200 copies each. This requirement plus assuring a maximum number of pages in the regular White daily report would be accomplished with an increase of two additional slots.

If the phased approach is deemed more appropriate it should be in sequence as stated above which is according to priorities of FBIS.

9. It is suggested that this be discussed with the ADDI and if satisfactory with him, a request be made to the DDS for the additional personnel ceiling and overtime authorization mentioned in paragraphs 5, 6, and 8 above.

[Redacted Signature]

Acting Chief

Printing Services Division

Att

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Attachment

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8 November 1967

MEMORANDUM FOR: Assistant Deputy Director for Intelligence

SUBJECT: PSD Support

1. Pursuant to your instructions, we have defined in specific terms the scope of the printing problems we face, and we have suggested solutions and alternatives where possible. These are indicated in the attachment. We are now discussing these points with PSD to determine which solutions are feasible, what alternatives PSD might propose, and the cost the various courses entail. We are giving this matter very high priority, since progress toward completing the integration of FDD and FBIS is affected by some of these printing decisions.

2. When our talks are completed, a range of alternatives and our recommendations should be available for you to consider.

3. We strongly support your view that henceforth budgetary provision for the printing and distribution of FBIS reports should be a part of the monitoring program, so that when FBIS collection or dissemination increase, corresponding resources for publication will be provided. At present, with separate budgeting, there is obviously inadequate correlation between the collecting and printing effort.

ROGER G. SEELY
Director
Foreign Broadcast Information Service

Attachment



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I. SERVICE FOR THE INTELLIGENCE COMMUNITY

Problem

FBIS Solution

FBIS Remarks

Consolidate 10 FBIS daily reports and 2 semi-weekly reports.

Eliminate four dailies and 2 semi-weeklies. Incorporate material into FBIS Daily Reports.

Approximately 145 pages of material daily would be shifted from the day printing operation to the night time operation. FBIS can time the consolidation of all reports so it occurs simultaneously, enabling PSD to move a bloc of manpower to the evening shift; or consecutively, permitting a phased PSD approach, whichever PSD prefers.

The stitching machine can only handle 96 pages, artificially restricting content of some reports.

Split the USSR & EE Daily Report into two reports.

This should be done immediately. We have more Soviet and East European material than one book can accommodate.

Lift the present 370-page limit on nightshift volume (within reason) to enable FBIS to be more responsive to events.

Print White Book during the daytime, and not count it against the present combined (370 + 145 pages) total.

This in effect will give FBIS a reserve capacity of 70-90 pages when events -- say, a party congress, a Middle East crisis, and a cultural revolution -- provide a surfeit of useful material.

Provide one-day printing service for Supplements.

FBIS will arrange for these to arrive in PSD early in the morning for dayshift processing and distribution in same afternoon.

This will also reduce demands on the PSD nightshift. For example, we printed 10 supplements in the past month.

Avoid the present early deadline for one Daily Report.

Arrange special courier pickup of all material at 1530 to insure arrival of material at PSD by 1600.

Will enable FBIS to get more current material in the one Daily Report which an early deadline now precludes.

*show FDB
4/15/75
12
the page with number
145, 100 pages
may not 017
document prepared by
015, and to do this*

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Problem

FBIS Solution

FBIS Remarks

Improve the readability of FBIS Daily Reports.

Conversion to more substantial and opaque paper stock which would run more efficiently through the presses and collator and result in higher quality and better readability.

Create a separate set of masters for the White Reports, possibly using the ITEK system.

Provide same-day service for PAD Trends and Surveys.

Reports should be given priority in PSD at request of DDI.

This is vital if the value of these reports is not to be seriously undermined. Such service used to be standard.

Overcome inordinate delay in printing Broadcasting Stations of the World.

Explore possibility of GPO using Linotron process to print the report.

*Don't think
worth the cost*

STAT

II. SERVICE FOR THE ACADEMIC COMMUNITY

To make more FBIS material available to the academic world.

Print 150 more Communist China Daily Reports, under white covers, with a few mats containing OOU material being deleted. A simple method will be worked out by FBIS and PSD. These 150 extra copies could be run off on dayshift to avoid strain on nightshift.

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II. SERVICE FOR THE ACADEMIC COMMUNITY

Problem

FBIS Solution

FBIS Remarks

Insure that normal White Book contains full 96 pages of worthwhile material daily.

held by B.M.P. for news

Often less than a full book is published because the total book is included in our total page allotment, and we prefer to give the space to our colored books.