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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~~ within the established limit^{ations}. FBIS has reluctantly accepted these agreements. In March 1967 the agreement of 340 pages per day was increased by 35 by direction of the DDB and more recently an additional 10 pages were included in an enlarged Latin American 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.

4. Due to the reorganization combining the Foreign Documents Division and the Foreign Broadcast Information Service in the Central Reference Service, the FDD 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.

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

Night Shift

1. Voice
2. Latin America
3. Far East
4. Communist China
5. USSR & EE
6. Western Europe
7. Supplements

Day Shift (Former FDD Publications)

1. Foreign Press Digest Far East
2. Foreign Press Digest EE
3. Foreign Press Digest Soviet Union
4. Foreign Press Digest Latin America
5. Semi Weeklies
 - a. Foreign Press Digest Near East
 - b. Foreign Press Digest Africa

In order to increase production time, particularly on the binding machine, PSD proposes to print the Voice (or White Book) and all supplements on a special day shift established for this purpose.

The work would be printed as follows:

Night Shift

1. Latin America
2. Far East
3. Communist China
4. USSR
5. Eastern European
6. Western European

Day Shift

1. Voice
2. Communist China Voice
3. Supplements (one-day service)

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

Present Requirements (Production)

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

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

Average number of pages of FDD publications produced daily on day shift,
(Dailies and Semi Weeklies) 145

Total 145

Total number of pages 604

Proposed Requirements (Production)

Night Shift:

a. FBIS Dailies 424

b. Increase due to including

FDD material in FBIS publications 145

Total 569

Day Shift:

a. Voice 96

b. Communist China Voice 65

c. Supplements 35

Total 196

Total number of pages 765

It should be noted that under the proposed publication requirement, no book is limited in size due to mechanical capability except the Voice 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.

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.

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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.

6. In order for the Printing Services Division to handle the increased FBIS requirements¹⁵ the 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. 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 and 6 above.

RWP