

SECRET

INSPECTOR GENERAL'S SURVEY
OF
PRINTING SERVICES DIVISION

September 1966

Officers:
Captain

[Redacted box]

25X1

Typist:

[Redacted box]

25X1

Distribution:

rec'd 2/15/68 to PPB 2/19/68

copy 1

2

3

4

5

ExecDir/Dir

DDS

DDS

IG

IG

*Destroyed
7-18-67*

2

DDI (copies of portions
of interest/
action)

MORI/CDF Pages 2 thru 7

SECRET

SECRET

66-4063/3

14 NOV 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Inspector General's Survey of Printing Services
Division - September 1966

REFERENCE : Memo dtd 23 Sept 66 to DD/S fr Ex. Dir.-Compt.,
same subject

- 1. This memorandum is for your information only.
- 2. As requested by referent memorandum, we are submitting herewith our comments on the IG's Survey of Printing Services Division:
 - a. Recommendation No. 3

"It is recommended that:

"The Chief, Printing Services Division, initiate with those originating Agency publications and reports an active and continuing program to improve format, layout, and graphics through exploitation of the capabilities of PSD's Graphics and Visual Aids Staff as well as outside specialists where indicated."

Comment

The Chief, Printing Services Division, is aware of the need to improve the format of Agency publications and has for some time conducted a program seeking to improve this format. Where economical and feasible, typeset format has been substituted for typed material; an improved offset format has been substituted for the mimeograph format of [redacted]

[redacted] National Intelligence Survey format has been reviewed and improved; and many other

25X1

25X1

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

revisions in the Agency printed publications have been made. When the Graphics and Visual Aids Staff was transferred to Printing Services Division, the Chief, Printing Services Division, immediately began using this staff, where possible, to assist in format work, and these efforts will be continued. We believe that sufficient in-house capabilities exist so that the need for retaining outside specialists should be at a minimum.

b. Recommendation No. 4

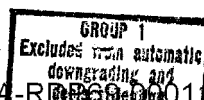
"It is recommended that:

"The Chief, Printing Services Division, request the assistance of the Director of Training in devising training techniques applicable to the printing trade with a view toward substantially reducing the time an employee spends as an apprentice."

Comment

We do not concur in this recommendation. There seems to have been a misunderstanding on the part of the Inspector General survey team of the training required and conducted by Printing Services Division. The report refers to a seven-year apprenticeship and doubts "that it is really necessary for a new employee of reasonable intelligence and decent motivation to spend seven years learning to become a journeyman printer." All apprenticeships have been for a period of five years and this time can be reduced by exceptional performance on the part of the apprentice. PSD, in cooperation with the Office of Personnel, has worked out a program whereby exceptional performance can reduce the period of apprenticeship by as much as one year. These apprenticeship programs are formalized, some involve correspondence school study, and performance is periodically evaluated and reported. The PSD program is consistent with that in effect at the Government Printing Office. To change it would introduce numerous problems.

The technological upheaval now taking place in the graphic arts industry is rapidly changing printing from a craft industry to a technology. In line with this, PSD has reduced the number of apprentices in its formal apprentice program and is concentrating

SECRET

SECRET

on on-the-job and formal training in the new techniques required. Eighteen PSD employees are enlisted in formal external training programs, and the Division is continuing a vigorous on-the-job training program involving the new techniques. We feel that the training program now conducted by PSD is adequate and in step with conditions existing in the graphic arts industry.

c. Recommendation No. 5

"It is recommended that:

"The Director of Logistics take such measures as are necessary to ensure that requests for exceptions to the Agency's optional retirement policy are processed to the Agency Retirement Board in time to permit decisions on extensions to be reached at least six months before the employees would otherwise be due to retire."

Comment

We concur in this recommendation. Steps will be taken immediately to comply with the provisions thereof.

d. Recommendation No. 6

"It is recommended that:

"The Director of Logistics:

"a. Review with the Director of Security "watch list" data maintained internally by Printing Services Division on employees whose job performance or off-the-job department is of continuing concern and devise a means for keeping the Director of Security informed of new information that is developed.

"b. Request the Director of Security to review his procedures for establishing priorities in the security reinvestigation program and consider the feasibility of scheduling PSD employees for reinvestigation in advance of the present cycle."

Comment

We concur with part "a" of the recommendation. The Office

SECRET

GROUP 1
Excludes from automatic
downgrading and
declassification

SECRET

of Security has run special checks on many of the individuals on the PSD "watch list," and arrangements with PSD will be continued so that the Director of Security is kept advised of new information which might be of reasonable concern.

With respect to part "b" of the recommendation, it is not considered feasible or advantageous to alter the Agency-wide reinvestigation program which processes the cases of all Directorates in a similar manner. However, under the responsible supervisor theory, if the supervisor has noted a circumstance which warrants security concern, he has a responsibility to immediately relay such information to the Office of Security. Upon receipt of such information, the Director of Security thoroughly explores specific charges and allegations as the individual case warrants. This may include a reinvestigation.

e. Recommendation No. 7 ✓

"It is recommended that:

"The Director of Logistics:

"a. Direct the Chief, Printing Services Division, to plan for the absorption internally, coincident with the move to the new building, of the bulk of the photographic processing now done under external contract.

"b. Direct that the Office of Logistics Security Staff schedule thorough semi-annual security inspections of contractors with whom PSD must continue contractual arrangements."

Comment

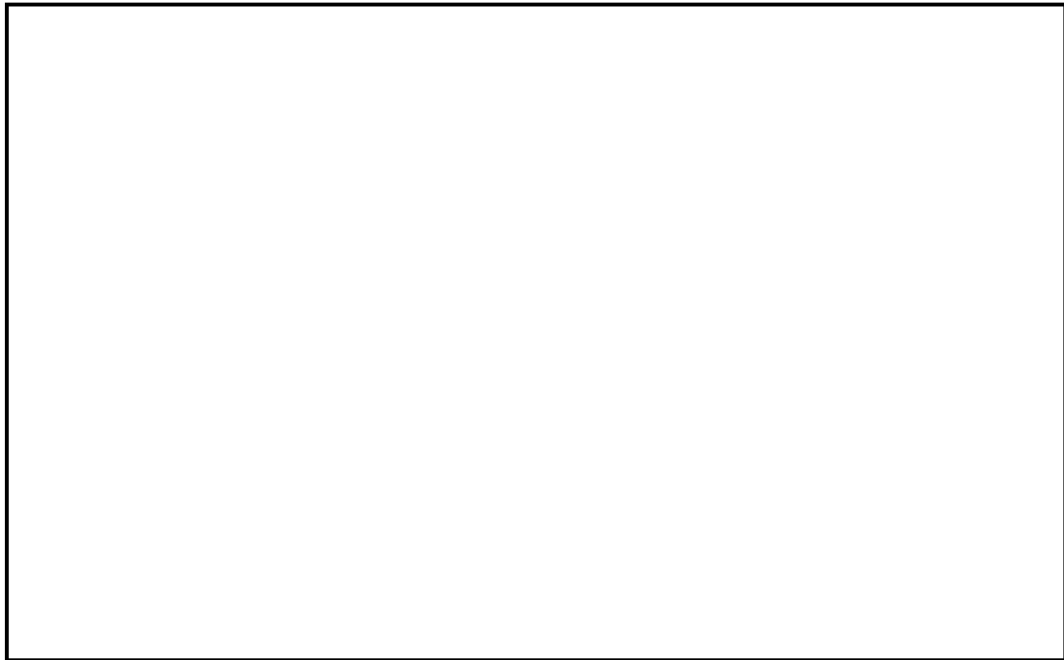
With respect to part "a" of the recommendation, PSD will be able to do more of the photographic processing now done under external contract after occupying the new building. It is considered essential, however, to continue all of the external photographic contracts now in existence. It would cost in excess of \$100,000 to equip the Photography Branch to do the Kodachrome work now sent to Kodak. There is, on the average, less than \$5,000 worth of work produced annually

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

25X1



f. Recommendation No. 8

"It is recommended that:

"The Deputy Director for Support require that the Agency Safety Officer furnish to him by 1 January 1967:

"a. A status report on safety discipline, working conditions, and housekeeping at all six PSD plants.

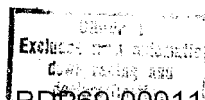
"b. A report on safety planning for the new building.

"c. A program for the continued monitoring of fire and safety discipline and conditions at PSD installations."

Comment

Regarding parts "a" and "c" of the recommendation, the Agency Safety Staff is limited to two men and consequently cannot guarantee a complete status report or a complete program for monitoring of fire and safety discipline of all PSD plants by 1 January 1967. The status report and the program for the continued monitoring of fire and safety discipline will be completed as soon as possible.

SECRET



SECRET

A report on safety planning for the new building (part "b" of the recommendation) will be submitted by 1 January 1967.



25X1

for

R. L. Bannerman
Deputy Director
for Support

Handwritten notes and stamps:
NOV 12 5 31 PM '66
NOV 12 5 31 PM '66
- 6 -

Handwritten notes and stamps:
NOV 12 5 31 PM '66

SECRET

GROUP 1
Exclude from automatic
downgrading and
declassification

Page Denied