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57-4220

DEC 10 1957

MEMORANDUM FOR: Deputy Director, Support

SUBJECT : Justification of Overtime Printing Services

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1. Messrs. [redacted] of Printing Services Division and [redacted] of RQM/OIS have worked out a suggested solution to an urgent operational support need of this office. This calls for the reproduction of perishable material available on or about the close of business on Friday of each week so that it will be available for dispatch to the field at the opening of business Saturday. The material is a re-edited part of the Current Intelligence Weekly Summary and the copy would be prepared by cutting and pasting for photo-offset reproduction as now used for our Press Comment.

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2. Mr. [redacted] states that this work could most economically and efficiently be done by a regular Friday evening overtime schedule, starting immediately after the normal close of business. Mr. [redacted] states that the copy could normally be delivered to the Printing Services installation in K Building by that time. Mr. [redacted] also states, however, that he would require authorization for such overtime, since there is considerable administrative difficulty in policing total overtime.

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3. Please accept this assurance from me that the work as proposed is essential to our operations, and is justified by our need for the resulting product.

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[redacted] Chief of Operations, DD/P

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