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14 December 1970

MEMORANDUM FOR: Special Assistant, OBGI

FROM:

[Redacted]

SUBJECT: Establishment of a Management Improvement Program

In response to your request of 1 December 1970 the following is [Redacted] contribution to Sections I and II of the Management Improvement Program:

Section I - Management Effectiveness Goals

1. A program to eliminate the second copy of black and white maps from [Redacted] reference collection has been implemented and will over the next Fiscal Year provide a savings in several specific areas including procurement and reproduction costs, cataloging time, filing time and the elimination of the need to obtain additional map filing cases.

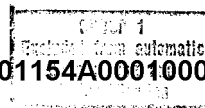
2. As computer storage of map bibliographic data increases, greater emphasis will be placed on the computer production of specialized listings of maps which will facilitate both customer and reference access to bibliographic data.

Section II - Cost-Reduction Goals

1. Provide computer produced collection support data for the foreign collection program. By the end of Fiscal Year 1971 the Map Bibliographic Data System should contain data on map related publications as well as maps. The capability to produce listings in support of procurement should reduce Desk Officer semi-professional time by approximately 20% or one man year. Savings will result in the redirection of professional time to more comprehensive and intensive activity which will be reflected in better service to map users.

2. The steps taken in late 1970 with regard to reduction in the supplemental distribution stocks of CIA produced maps held in the Archives and Records Center represent a more effective management of [Redacted] map stocks. Although devised and implemented prior to Fiscal Year 1971, the actions taken will nevertheless have an effect in Fiscal Year 1971 and

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definitely represent an increase in efficiency and cost reduction. It is anticipated that the 50 percent reduction goal of the Executive Director-Comptroller will have been reached, and although the savings will not directly benefit the DDI, they obviously represent considerable savings of storage space to the DDS.

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