

18 APR 1977 O3/A Registry  
File Accounting

MEMORANDUM FOR: Director of Central Intelligence

FROM: John F. Blake  
Deputy Director for Administration

SUBJECT: Forms and Paper Management

1. Action: None. For your information.

2. Background: This responds to your request for information on the Agency program for reducing the number of forms and amount of paper being used.

An annual summary report is prepared which provides information on the extent to which the Agency is making progress on "Fighting Inflation and Reducing Daily Operating Costs". (Attached is a copy of the FY 1976 report and an Agency Notice which received wide distribution.) The report provides only a summary of significant cost savings in all areas and in 1976 only the Office of Current Intelligence (OCI) is included for paper related savings through their estimated savings of \$121,000 for modifying the schedule of current intelligence publications. Importantly the report does not include the many individual efforts made by offices toward reducing costs. I am therefore attaching a list of items extracted from components' submissions related to forms and paper management. This is not all inclusive but does reflect the extent to which the Agency is committed to forms and paper management. (Incidentally, there is in each major component of the Agency--with the exception of the O/DCI--a Records Management Officer who among other duties bears responsibility for overseeing the efficient use of forms and paper.)

The first list provides general measures to effect cost savings in the area of paper and forms management. The second list provides specific information and in most cases gives dollar amounts of savings.

[Redacted Signature Box]

John F. Blake

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Attachments

EO/DD [Redacted] smf

Distribution.

- Orig - addressee w/atts
- 1 - DDCI
- 1 - ER
- ✓ 1 - DDA Subj w/atts
- 1 - DDA Chrono

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GENERAL MEASURES ON FORMS AND PAPER MANAGEMENT

Forms:

1. Within the DDA, which has a centralized responsibility for forms management, there is one officer assigned full time to review proposed new forms. This effort reduces the number of new forms created by encouraging requesters to use existing Agency forms or standard forms.
2. There is a standing requirement within Agency components to consolidate forms wherever possible to eliminate duplications and similarities.

Paper:

1. Recycling of envelopes through the use of address stickers.
2. Double side copying for those offices which have a Xerox 4000
3. Reduction of paper reports through dissemination in microform.
4. Use of the reverse side of outdated forms, cards, reports, etc. for drafts and notepaper.
5. Re-use of file folders following clean-up campaigns held once a year.
6. Reduction and control of copy machines.
7. Implementation of procedures to retain bad copies to use as proof in receiving credit from Xerox Corp.

SPECIFIC MEASURES ON FORMS AND PAPER MANAGEMENT

Forms:

During 1976, 79 Agency forms and two other government agency forms were removed from inventory. Nine of the 79 were combined with other forms for a \$360 savings in printing costs. Nineteen little used forms were removed from inventory with a printing savings of \$1,300. The elimination of the remaining forms reflected printing savings of \$5,300 and processing savings of \$212,000. Total savings, \$218,960.

It is worth noting that in 1975 specific attention was given the forms program. An objective was established toward reducing the form inventory by five percent. This objective was doubled with an actual inventory reduction of ten percent. A total of 421 forms were eliminated bringing about a cost avoidance of \$63,150 in printing costs. Processing costs associated with this reduction were estimated at \$1,236,000.

Paper:

DDS&T: Savings of \$293,560 for its records management program which includes activities in paper reduction and use of microforms.

DDI : Savings of \$1,244 (\$112 p/mo.) through the reduction of 7,400 copies of documents. The installation of a control device--an auditoron--on their Xerox 3600 has made the savings possible.

Savings of \$2,500 through the reduction in the number of DDO raw intelligence reports printed (OO & FIR series reports).

Savings of \$4,800 through ordering microfiche copies of reports from the Defense Documentation Center & the National Technical Information Service.

Savings (unknown) through reduced reproduction costs resulting from document loans, use of microforms and requesters' review of documents prior to reproduction.

Savings (unknown) through the use of the back of old computer runs to type drafts and run first copy of certain programs.

Savings (unknown) through the use of a reduction in the size of paper used to print the publication Directory of USSR Foreign Trade Organizations & Officials.

Savings (unknown) through the installation of a computer terminal which eliminated the need for certain reports.

Savings of \$100 through the use of obsolete unclassified maps as wrapping paper.

Savings of \$200 through the reduction of the number of copies of memorandums automatically sent to addressees.

Savings of \$3,000 through the reduction of 176 copies per day of the [redacted] disseminated.

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Savings of \$1,700 through the elimination of unnecessary copies of certain [redacted]

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Savings of \$10,000 through converting to standard 3-ply paper on the press machines.

DDA : Savings of \$2,100 through conservation of envelopes and paper by the Cable Secretariat and the Signal Center.

Savings of \$7,000 through changing from 7-copy to fewer copy teletype paper in several comcenters.

Savings of \$1,200 through the elimination of reports on contract employees resulting from implementation of the single personnel ceiling.

Savings of \$275 through the consolidation of transmittal manifests to the field sending insurance forms and notices.

Savings of \$1,400 through the use of less expensive cover stock for publications.

Savings of \$35,000 through the use of roll in lieu of cut-sheet paper in some applications.

Savings of \$4,000 through the use of the Xerox 1200 versus normal computer printing equipment.

Savings of \$1,000 through the production of scratch pads from scrap paper.

OCT 1975

Executive Registry

76-5328

THE AGENCY'S INFLATION FIGHTING  
AND COST REDUCTION PROGRAM  
FISCAL YEAR 1976

1. This notice summarizes results of the Agency's inflation fighting and cost reduction program for Fiscal Year 1976. Savings are reported in the following three categories, and significant items are presented in subsequent paragraphs:

- Category I - Savings achieved in Fiscal Year 1976:  
\$5.9 million
- Category II - Annual Savings anticipated for future fiscal years:  
\$4.9 million
- Category III - One-time Savings achieved in Fiscal Year 1976  
(not reported in categories I or II):  
\$1.1 million

2. Savings in Category I included Community-wide savings of \$2.6 million by COMIREX through transfer of used and surplus imagery exploitation equipment to other Government organizations. Within the Agency, use of the Wide Area Telephone System for operator assisted long distance telephone calls resulted in savings of approximately \$149,000. Reduction of travel by Agency personnel resulted in savings of \$717,000, and improved records management procedures (e.g., use of microfilm and reduction in headquarters file storage) produced savings of \$201,000. The Directorate of Intelligence saved \$146,000 through ADP-related improvements, and the Office of Data Processing achieved \$242,000 in savings through a reduction in costs of automation.

3. Category II savings include \$1 million in annual savings estimated by COMIREX that will accrue to the Intelligence Community through a redelineation of search requirements. ADP improvements account for more than \$480,000 of projected annual savings in future years. The Directorate of Operations expects to save \$245,000 annually in PCS travel through emphasizing three-year tours of duty whenever practical. The Office of Current Intelligence estimates an annual savings of \$121,000 through modifying the schedule of current intelligence publications. The Directorate of Science and Technology estimates a significant reduction of future manpower costs through redefining existing functions and responsibilities. The Office of Logistics' program of acquiring large quantities of surplus electrical, plumbing, and automotive supplies from the Department of Defense and other sources is expected to result in annual cost savings of \$270,000.

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4. Savings in Category III included \$84,000 saved through the moving of a ground control station by Office of Communications staff engineers and technicians rather than by a commercial contractor as originally planned. [redacted] equipment retrieval and renovation overseas resulted in savings of \$8,000. The Office of Logistics' Central Depot recovered \$98,000 through the fabrication of reusable containers. Also included in this category are a number of other items such as reduction in paperwork, Agency-conducted training to avoid unnecessary travel and per diem costs, return of surplus stock to vendors, and cancellation of subscriptions to marginally useful publications.

5. Possibly most significant is the demonstrated awareness of Agency personnel of the importance of reducing daily operating costs. The programmer who improves the operation of a computer program, the analyst who accepts microfilm rather than the more convenient paper form, and the secretary who chooses to reproduce copies in the least expensive manner all play an equally important role in our efforts to fight inflation and reduce costs.

7s/ E. H. Knoche

E. H. Knoche  
Deputy Director of Central Intelligence

Distribution:

Original - DDCI Signature  
✓ - DDA Chrono  
1 - ER

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