

PRINTING SERVICES DIVISION  
SUMMARY OF ANTI-INFLATION & COST REDUCTION MEASURES\*

Anti-inflation Measures

Paper savings through the use of scrap paper for scratch pads. ✓

Reduction in paper costs through the reuse of shipping cartons and envelopes. ✓

Paper cost reduction through greater use of two-sided printing. ✓

Reduction in paper costs through the use of less expensive cover stock for publications. ✓

Reduction in water usage and water heating costs through the use of automatically controlled cut off valves on laboratory processing equipment. ✓

Salvage and reclamation of leftover press inks. ✓

Problems and/or Suggested Improvements

A program to convert scrap paper into scratch pads is now in effect. Pads of various sizes are supplied by PSD and stocked in BSB at Headquarters. BSB/LSD/OL would normally buy scratch pads at a cost of \$3.60 per dozen. Based on this, \$1,024 worth of pads have been supplied at no cost and the paper that is used was previously thrown away.

Already in effect. Quantitative measurements have not been attempted.

This procedure is routinely recommended to PSD customers for all possible applications. Exceptions usually require justification. Base line measurements were never established.

Suggestion being reviewed.

This suggestion is currently being reviewed for use by PSD laboratories but should have Agency-wide application. Substantial savings are anticipated, and will be measured at a later date.

An effort is underway to test procedures for reclaiming quantities of press inks which are traditionally flushed down the drain with solvents or dumped in the trash. In addition to potential cost reductions, a step toward pollution abatement may result.

\*Many items listed fit both categories.

Anti-inflation Measures

Paper conservation and reduction in the cost of computer printout through the use of COM (Computer Output Microfilm)

Reduction in paper utilization, press, bindery, dissemination, and document storage costs through the use of micropublishing.

Reduction of the number of unscheduled trips to the depot for stock replenishment.

Cost Reduction Measures

Savings in printing ink costs through the purchase of larger containers.

Reduce number of copies and distribution of all employee notices.

Problems and/or Suggested Improvements

Combined efforts by OL/PSD and ISAS/MPB to publicize this microform have resulted in a steady increase in its utilization with resultant reduction in paper usage (one million pages per month on one project alone), storage requirements, and increased handling efficiency. PSD has provided assistance in instructional seminars, pilot testing, and consultation, and has also increased its production capability in this area.

OL/PSD with DDI/CRS has developed and implemented a procedure for the production of all Agency finished intelligence publications in microfiche. Requests for microfiche in lieu of hard copy publications are now beginning to accumulate. This, in turn, will cause a reduction in the original press runs. In addition, CRS plans to eliminate the stocking of large quantities of supplemental copies of the publications [ ] and to supply microfiche for retrospective requests.

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A check list for maintaining a more current inventory of supply items in the PSD warehouse than the card system permits, and an advance supply requirements notification procedure are now in use. This will eliminate the need for unscheduled trips to the depot for stock replenishment. No dollar value has been assigned to the savings that result.

The negotiations with the vendor to explore this plan have been started.

Feasibility of decentralized reading files and/or bulletin boards being investigated.

Cost Reduction Measures

Reduction in paper costs through improved procedures for inventory control, substitution options, and greater coordination between job planners, supply branch, and printers.

Agency-wide reduction in the supply and operating costs of office copiers.

Agency-wide reduction in the cost of computer printing (hard copy).

Agency-wide reduction in file storage space requirements through the increased utilization of source document microforms.

Problems and/or Suggested Improvements

Preliminary actions of this project have reduced the overstocking of paper supplies and the excessive storage space requirements as well as a substantial reduction in paper contracts.

A continuing joint effort by OL/PSD and ISAS/RAB to insure proper selection, operation and management of office copiers, is being maintained. A careful review of new requests and ongoing operations, as well as a user consultant service, is provided by the Systems Staff, PSD. This service takes on added importance at the present time, since the volume of copying in the Agency is dropping and major pieces of copying equipment such as the Xerox 3600 must be promptly downgraded to avoid excessive rental costs. In the past six months 17 major pieces of equipment have been retired or downgraded.

The newly acquired Xerox 1200 produces computer printout directly from magnetic tape with a 40% reduction in paper utilization at a speed two to three times greater than the conventional computer printer and with improved quality. It is now in a pilot test program jointly conducted by PSD and OJCS, and has gained wide acceptance. It is expected that a major part of the 37 million pages now produced annually on the line printers will be converted to the Xerox 1200 system and that a major savings in paper and operating costs will result.

Joint OL/PSD and ISAS/MPB efforts in promoting the use of microforms through seminars, pilot programs, testing, and user instruction, have helped to increase awareness and utilization of microforms, with corresponding savings in file storage (continued . . .)

Cost Reduction Measures

Reduction of procurement costs and lead times.

Problems and/or Suggested Improvements

space. PSD has also improved its production capabilities with new higher speed equipment to meet the increased needs.

It has been suggested that PSD's imprest fund be increased to allow local purchase of appropriate materials rather than obtaining these items through Supply Division and General Procurement Branch, Procurement Division. This will allow shorter procurement lead time, and permit cost savings by eliminating Supply and Procurement Divisions from these purchases.

A review of the suggested methods for cost reduction in paragraph 3 of the multiple addressee memorandum dated 4 November 1974 from the DD/A, subject: reduction of daily operating costs, indicated the following status:

Use speed letters for intra-office correspondence.

In use.

Encourage and accept pen and ink changes for minor errors on correspondence.

In use.

Limit attachments on multi-addressee correspondence to only those who need the attachment.

In use.

Identify and take steps to stop receipt of excess copies of correspondence and reports.

Being reviewed.

Substitute cross reference log sheets in subject files in lieu of creating and filing extra copies of correspondence and reports.

Minimum application.

Cost Reduction Measures

Require more quantitative comments about cost consciousness on fitness reports to emphasize management concern.

Arrange for periodic briefings at staff meetings by members of ISAS and the Office of Logistics on high-cost supplies and services and alternatives available.

Problems and/or Suggested Improvements

Being reviewed.

PSD provides speakers for many briefings of this type for ISAS.

*APB*  
13 Dec. 74

Anti-inflation measures

PSD

Paper cost avoidance by  
using roll paper  
instead of cut sheet.

PSD has recently  
acquired press  
equipment for  
printing of the  
 which STAT  
permits the use of  
roll paper. This,  
in turn, makes  
possible a 25%  
cost avoidance  
which, upon completion,  
the changeover  
will represent  
approximately  
\$72,900 annually.

PD ✓  
PSD ✓  
SS ✓  
PPTS ✓  
RMS  
LSD ✓  
RECD ✓  
SD ✓

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