

7 March 1988

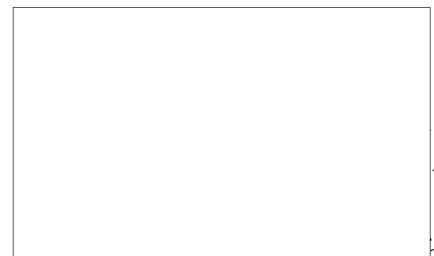
MEMORANDUM FOR: Executive Director
VIA: Deputy Director for Administration
Comptroller
FROM: John M. Ray
Director of Logistics
SUBJECT: Funding for the Agency Copier Management Program

1. Attached is a copy of a staff study prepared by the Printing and Photography Division (P&PD), OL, detailing the funding history of the Agency Copier Management Program (CMP). This study indicates that the annual budget growth for CMP has not kept pace with the growth rate of Agency copier requirements, resulting in a backlog of legitimate copier requests that cannot be satisfied without an adjustment to the FY-1988 CMP budget base. The study also contains a recommendation for the establishment of an annual program, beginning in FY 1988, to replace copiers after five years' service, which is in accordance with industry guidelines for the useful life expectancy of copiers.

25X1 2. The data presented in this study and the concerns raised are
25X1 valid. As of 1 March 1988, the FY-1988 CMP budget of [redacted]
25X1 is 96 percent obligated, leaving [redacted] to satisfy an
existing backlog of [redacted] copier requests. This amount is
clearly inadequate. It must be noted that we are less than six
months into the current fiscal year, and additional requests will be
forthcoming. A correction to the CMP budget must be made
immediately, or it will cease to be an effective vehicle for
management and acquisition of copiers for the Agency.

25X1 3. It is recommended that the FY 1988 base budget for Copier
Management be increased by [redacted] in order to satisfy existing
copier requests, projected copier requests for the remainder of
FY 1988, and initiate a copier replacement program. This funding
should be obtained by assessing each directorate an amount to fund
for both its existing and projected requests for FY 1988 and an
additional amount to establish a replacement program proportional to
that directorate's current CMP budget utilization. The total amount
25X1 required from each directorate is as follows: [redacted]
25X1 [redacted] These
funds, totaling [redacted] should be transferred to the CMP base
budget, FAN 1144.

All Portions Secret



SECRET

25X1
25X1

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4. It is hoped that this additional funding can be accomplished in a timely manner, as CMP is currently unable to fill any new requests.

[Redacted Signature]

John M. Ray

Attachment

CONCUR:

[Redacted Signature] Deputy Director for Administration

5/18/88
Date

* [Redacted Signature] Comptroller

5/4/88
Date

APPROVED:

[Redacted Signature] Executive Director

4 MAY 1988
Date

* Concur [Redacted Signature] ^{TO BEGIN} for copier replacement program with funds to be provided by the Office of the Comptroller. Augmentation of the current program must be funded by Directorate allotment adjustments made by the Office of the Comptroller.

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