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TAB A

PROPOSED DDI INTERIM ACTION  
IN RELIEF OF PSD

I. General

- (a) DDI operating components are to be more diligent in contacting PSD as early as possible in the production planning stage in order to match customer desires with PSD capabilities (both as to techniques used and as to availability of plant capacity).
- (b) We shall seek to establish a practical means of assigning reproduction priorities designed to assist PSD in its scheduling problem.
- (c) ADDI/M will serve as a point in the O/DDI to be contacted to resolve any difficulties between DDI offices and PSD arising from conflicting priorities or other matters (such as use of overtime).

II. NIS

- (a) Stretch out production where necessary but continue giving relative priority to the General Survey.
- (b) Review Chapter 2 costs to ascertain means of reducing them.
- (c) Reduce still further the use of multi-colors where not mandatory for analyst-to-reader communication.
- (d) Stretch out production of Gazetteer.
- (e) Review FY 65 schedule of General Survey to relate with Cartographic Division's capability.

III. OCI

- (a) Use more stringent controls regarding the inclusion of graphics so as to hold within a level 5% less than present level.
- (b) Review publications primarily designed for analyst-to-analyst communication to reduce in number and to shift method of providing copy from mats to typing.

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IV.



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V. ORR

- (a) Reduce (by perhaps 50%) the use of overtime in Cartographic Division (which in turn will reduce number of graphics accepted and hence scheduled for publication).
- (b) Reduce to minimum cartographic proofs furnished to customers, and reduce use of color to minimum level commensurate with efficiency and cartographic effectiveness.
- (c) Reduce supplemental printing of reports on an average of 50%.
- (d) Explore means of reducing production of Travel Folder City Maps.

VI. OCR

- (a) Review handling of <sup>25X1</sup>  Reports and seek further reduction in dependence of FDD on PSD.
- (b) Go operational with DARE in BR as soon as possible (thereby reducing microfilm BR load on Plant 1<sup>s</sup> by about 50% - from 612,000 to 310,000).
- (c) Hold line on copies of BR publications disseminated to the recently reduced level and review possibility of reducing supplemental printing for stock.
- (d) Purchase automatic photo equipment for GR and absorb load commensurate with capacity of this equipment and recent single addition of a lab man in GR.

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- (e) Seek reduction of Xerox load in Plant 4 by having customer offices file NSA teletype copy.

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