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25X1

IV. DD/S

DD/S's requirements for PSD services cost [redacted] million in FY 67 and amounted to some 12 million impressions. Forms in the volume of 10 million copies at a cost of \$80,000 were printed by PSD for the Office of Logistics. In addition, some ^{43 18}~~18~~ unclassified million forms were ordered by PSD from the Government Printing Office and ^{Wire} ~~for~~ the Office through the General Procurement Division, ^{22 mil} for the Office of Logistics. Table [redacted] shows the Agency Volume, Cost and Type of Forms Printing, FY 1962 through FY 1967.

from Post Printers

Requests to produce copies of any new forms are channeled through the Records Administration Branch of the Support Services Staff of the DD/S which reviews the request and orders a supply for 12 to 18 months. Reprints of the form are not channeled through the Records Administration Branch, however, but are ordered from Printing Services Division directly by the requester. It is estimated that there are three to five times as many reprints as there are new requests or revisions.

No - RMO as provided by ordering

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Stock forms used in more than one Office are stored in [redacted]. Most of these stock forms are heavy volume items of hundreds of thousands of copies ^{as they receive as usually} per year which are closely controlled by the Office of Logistics. The Records Administration Branch coordinates

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new forms and revisions with the office of primary interest and in the case of revisions, arranges to have old supplies used before the new is issued.

In addition to the 2,700 official forms which exist in the Agency there is an incalculable number of "homemade" or "bootleg" forms which are produced on office copy machines, dittos, and in the Printing Services Division.

~~It is estimated that there are 5 to 10 "bootleg" forms for every one of the official forms.~~ Many of these bootleg efforts are of marginal quality and frequently consume an excess of time whenever they are used.

Major printing jobs done at the Main Plant of PSD for DD/S components included the quarterly Training Bulletin and supplemental training notices for O/TR; the quarterly red and black line phone directories and stock catalogs for the Office of Logistics; recruiting brochures, pamphlets and booklets for the Office of Personnel; the DD/S Support Bulletin (printed three times a year in 1,400 copies); regulations, instructions and handbooks (volume: 1,000 copies) and employee bulletins (12,000 copies) for the Regulations Control Branch.

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