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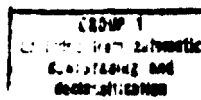
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**MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Support  
Deputy Director for Science and Technology**

**SUBJECT: Study of Publications Requirements and  
Capabilities**

1. A special study of the Agency's publications requirements and capabilities has recently been completed by an inter-directorate group chaired by the DD/I. A copy of the study was sent to each of you for comment.
2. The study group noted with concern the upturn in printing requirements over the past several years and reported that unless specific steps are taken, requirements imposed on the Printing Services Division (PSD) in particular will exceed the present capability of PSD. The group recommended a number of steps which they believe will relieve the situation, such as tightening controls on printing requirements, increasing printing capacity through automated composing, validation of printing needs, and further consolidation of resources to make more effective use of high capacity equipment. A complete list of the recommendations is attached.
3. I share the concern of the study group over the increasing volume of printing and stress the need to hold down costs. I fully endorse the recommendations of the study group, except as noted below, and will look to each Deputy Director to take specific action to ensure that only essential printing is being done and, specifically, to implement the recommendations of the Publication Requirements Study Group. You should be prepared to report progress and savings during the Agency's program review next spring.

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4. One of the recommendations of the study (recommendation A of Attachment) pertains to the designation of a senior official in each directorate to set policy for printing requirements, to determine intra-directorate priorities, to validate distribution lists, etc. While I want to endorse the need for senior level attention to this activity, I would like to leave to each of you the choice of appropriate means of accomplishing the desired review and control.

5. As for recommendation D (review of NIS Program by the DD/I), this recommendation has been incorporated in the terms of reference of a broader study which I will ask the DD/I to conduct in the near future.

6. With regard to the recommendation (G of Attachment) concerning cable requirements, I endorse this recommendation and request that each directorate undertake a review of the cable requirements of its components and be prepared to report progress and savings during the program review next spring.

7. Finally, I am concerned that printing capabilities may have come into existence over time to handle functions which may be handled more efficiently and economically by PSD. Therefore, I encourage each of you to review your printing/reproduction facilities, to revalidate the printing requirements, and to assess the cost/benefits of maintaining these facilities rather than use those available in PSD.

8. I have asked O/PPB to review during the next year the cumulative effect of actions taken to hold down the printing workload and to recommend, if necessary, any further steps that should be taken.



L. K. White

Executive Director-Comptroller

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Attachment:  
As Stated

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