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Security Information

CONFIDENTIAL

JAN 22 1953

MEMORANDUM FOR: Chief, General Services

SUBJECT : Publication Control.

REFERENCE : Memo dtd 2 Jan 53 to DD/A fr C/GS, same sub-
ject.

1. The establishment of the function of Publication Con-
trol and Review in the General Services Office is approved.

2. Establishment of the positions of Publications Officer
and Secretary-Stenographer are approved within the total table
of organization of ☐ for General Services; grades of the po-
sitions are to be subject to Classification action.

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15/
L. K. WHITE
Assistant Deputy Director
(Administration)

cc: ✓ AD/P (w/orig of ref.)
C/O&M(w/cc of ref.)
AD/IC(w/cc of ref.)

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2 January 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Publication Control

1. PROBLEM.--The review of existing CIA publications and the establishment of standards of format, size, content, and method of reproduction or printing.

2. FACTS BEARING ON THE PROBLEM.--

a. By memorandum of 18 December 1951 (see Appendix A) the DDCI placed certain responsibility on the AD/IC which deals primarily with the substantive phases and not the administrative factors involved in publications.

b. The Office of General Services is a support activity. It has no authority to review or make determination with respect to CIA publications, but is constantly faced with the problem of increase in size and numbers of publications.

c. Appendix B is a listing of known CIA publications together with other pertinent data.

d. CIA Regulation [] issued 7 April 1952 places the responsibility of dissemination upon the AD/OCD.

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e. The Printing and Reproduction Division of the Office of General Services for the period 1 November 1951 to 31 October 1952 produced 97,228,424 impressions, 2,620,772 prints in all processes. During the same period 26,748,550 impressions were printed by GPO State Service Office. The total cost of these operations for the period was \$1,673,279.

3. DISCUSSION.--Discussions with the AD/OIC have resulted in an agreement that through the joint efforts of his office and the Office of General Services substantial savings can be accomplished through the review of existing publications with the objective of changing the method of reproduction and by reductions in dissemination wherever possible and feasible. It is intended that these cooperative efforts would be in conjunction with other DD/I activities and the Office of General Services would establish a similar arrangement with activities under the DD/P. After review of existing publications appropriate procedures will be established for review prior to publication of new Agency studies.

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Deputy Director (Administration)

2 January 1953

4. CONCLUSION.--It is desirable to review existing CIA publications for the purpose of determining the economies which may be effected.


5. ACTION RECOMMENDED.--It is recommended that in order to effect a publications review from the administrative standpoint in cooperation with OIC from the substantive standpoint the Chief, General Services be authorized to establish the positions of Publications Officer, GS-15, and Secretary-Stenographer, GS-6. These positions are to be established without increase in personnel ceilings at this time.



Chief, General Services.

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APPENDICES: Appendix A - Memo dtd 18 December 1951, subject: Examination of Intelligence Publications.
Appendix B - List of known CIA Publications.

CONCUR:


Assistant Director for Intelligence Coordination


Chief, Organization and Methods Service


Date


Date

ACTION BY APPROVING AUTHORITY:

Date

Approved (disapproved), exceptions, if any.

WALTER REID WOLF
Deputy Director
(Administration)

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