

SECRET

NPIC/D-350/70

25 NOV 1970

MEMORANDUM FOR: Director of Logistics
THROUGH : DDI Planning Officer
SUBJECT : Magnetic Typing Equipment

1. Forwarded for your procurement action is the attached requisition for magnetic typing equipment. This action culminates a long effort on our part to determine the best way in which to increase the speed and accuracy with which we prepare and publish reports and, at the same time, to enable us to produce the greater numbers of reports which we expect to be producing as a result of improved collection capabilities.

2. Several separate but related studies designed to identify how to improve and expand our production capabilities have been conducted over the past year. The first study, done by the [redacted] concentrated on procedural aspects of report production and recommended certain equipment approaches. The second consisted of an internal review by NPIC operating components associated with the creation of reports and the production of reports.

3. Not entirely satisfied with the analyses and solutions proposed in those earlier studies, I initiated a third study, which was conducted in-house. The findings associated with this latter effort are outlined in the attached report entitled Magnetic Typing Equipment Study, which primarily reviewed the benefits that could be achieved through the rental of IBM magnetic typing equipment. Lastly, I invited the Chief, Printing Services Division, OL, to conduct a review of our reports production situation.

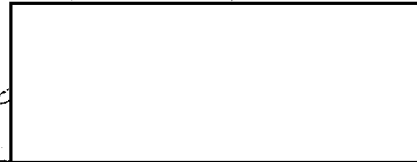
DECLASS REVIEW by NGA

SECRET

SECRET

SUBJECT: Magnetic Typing Equipment

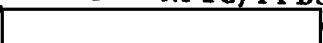
4. On the basis of information provided by these studies and reviews, I have concluded that the magnetic typing "system" (composers and typewriters) is the most practical and efficient way to improve our reports production capabilities. This equipment complement will accommodate a larger and faster reports production work load without increases in other resources. We plan to monitor our progress and effectiveness in using this equipment through a specific data collection program to be initiated when the equipment goes "on line."



Executive Director
NPIC

Attachment:
as stated

Distribution:
Original & 1 - Addressee
2 - NPIC/ODir
1 - NPIC/PPBS/PPD
1 - NPIC/PPBS

NPIC/PPBS/  20 Nov 70

25X1

SECRET