

(CLASSIFICATION)

63-9398

OFFICE OF THE DIRECTOR

Action Memorandum No. A-312

Date 20 DEC 1963

A
C
T
I
O
N

M
E
M
O
R
A
N
D
U
M

TO : Deputy Director (Intelligence)

SUBJECT : Printing

REFERENCE:

1. Attached is a copy of the report of the ad hoc CIA Printing Committee pertaining to the printing burdens imposed by your Directorate upon the Printing Services Division. Their recommendations for actions to reduce this workload are approved and steps to implement these recommendations should be taken immediately. Since under current Agency policy you are responsible for the production of intelligence by OSI as well as that of the Intelligence Directorate, the implementation of these recommendations should be applied to them and coordinated, as necessary, with the DD/S&T.

2. The Assistant Deputy Director (Intelligence) for Management or another equally senior and appropriate officer on your immediate staff should be assigned the responsibility for personally approving the printing of all publications involving complex combinations of color, type, graphics and other devices utilized primarily for enhancing eye appeal and "saleability." These practices must be eliminated in any instance where they do not contribute significantly to the substantive quality and utility of the published material.

3. In addition, procedures within your Directorate should provide for the approval at the DD/I level of all deadlines which to be met would require the use of overtime or significant rescheduling of requisitions on hand by Printing Services Division.

4. Should the implementation of the recommendations of the Printing Committee fail to result in a significant reduction in the printing burdens presently falling upon the Agency's printing facilities, the only alternative will be the reallocation of manpower resources to

SUSPENSE DATE:

(CLASSIFICATION)

BEST COPY

AVAILABLE

83 MA 80 11 / S 26

Printing Services Division in proportion to the workload imposed by the components of the Agency. In the case of the Intelligence Directorate, this could mean as much as 80% of a current requirement for [redacted]

50X1

[redacted] Resolution of this situation in such a manner should be unnecessary if senior officials understand the seriousness of the problem and personally participate in its resolution.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

OBBAM/JMC/PHH/bef/20 Dec 63

Distribution:

- Orig. & 1 - Addressee
- 1 - DD/S
- 1 - DDCI
- 1 - Exec. Dir-Compt
- 1 - Exec. Registry
- 1 - OBBAM
- 1 - dd/r+t

DEC 50 5 53 PM '63

~~SECRET~~