

ODP-81-1267
22 September 1981

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

[REDACTED]
Acting Director of Data Processing

SUBJECT: Prioritization of CORE (Cost Reduction and Efficiency) Working Group Submissions into New Categories

1. The DDA CORE Working Group has reexamined all previous office submissions in Categories II through V for the purpose of recategorizing as follows:

Category I - Most Likely to Achieve - Immediate Dollar or Position Savings

Category II - Less Likely to Achieve - Immediate Dollar or Position Savings Possible

Category III - Dollar or Position Savings Not Accurately Identifiable at this Time (Also Cost Avoidance, Increased Responsiveness, Reliability, etc.)

2. Attached are our submissions. Each item shows the estimated savings and is cross-referenced to the category in which it originally appeared in our previous reports to you.

3. Our guidance in preparing this material was that each office be prepared to implement any of the items selected by the Agency CORE Group.

25X1

Attachment: A/S

cc: Members of CORE Working Group

OL 1 3581

25X1

SECRET

SECRET**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Prioritization of CORE Working Group Submissions

FROM:

D/ODP/DDA

2-D-00 HQS. [REDACTED]

EXTENSION

NO.

ODP 81-1267

DATE

22 SEP 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Mr. [REDACTED]

2G20B, [REDACTED]

2.

3.

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FORM 1-79 **610** USE PREVIOUS EDITIONS**SECRET**

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

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CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Communications

- | | | | |
|----|---|--|------|
| 1. | Acceleration of Secure Voice Program
(Category II A/B) | \$1,400K | |
| 2. | Shift from External TEMPEST Testing to
Internal Testing (Category IIB) | \$220K annually
(but need 4
positions) | |
| 3. | Eliminate Handwritten Corrections
(Category IV) | \$30K (and
<div data-bbox="1203 909 1476 955" style="border: 1px solid black; width: 168px; height: 22px;"></div>) | 25X1 |

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Information Services

- | | | | |
|----|---|--|------|
| 1. | Control of Top Secret Collateral Material
(Category IIC) | \$22K | 25X1 |
| 2. | Elimination of Systematic Classification
Review (Category V) | \$265K (and
<div style="border: 1px solid black; height: 15px; width: 150px; margin-top: 2px;"></div> | |
| 3. | Elimination of Freedom of Information
Act (Category V) | \$1,075K (and
<div style="border: 1px solid black; height: 15px; width: 150px; margin-top: 2px;"></div> | |

25X1

SECRET

~~SECRET~~CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Logistics

- | | | | |
|----|--|---|--------------|
| 1. | New Printing Equipment (Category IIA) | \$248K (and positions) | |
| 2. | Increase Competitive Procurement (Category III) | \$3,000K (but need <input type="checkbox"/> positions) | 25X1 |
| 3. | Close the EDR (Category IV) | \$73K <input type="checkbox"/> positions) | 25X1 |
| 4. | Standardization of Agencywide Equipment (Category V) | \$3,000K (but need <input type="checkbox"/> positions) | 25X1 |
| 5. | Consolidation of Micrographics (Category V) | \$245K <input type="checkbox"/> <input type="checkbox"/> positions) | 25X1
25X1 |
| 6. | Genographics in P&PD (Category V) | \$66K | |
| 7. | Consolidation of Copier Management (Category V) | \$250K (but add <input type="checkbox"/> OL pro- vided positions) | 25X1 |

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SECRET

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Medical Services

1. Implement Field PATB-II Testing \$100K annually
(Category IIC)

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CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Security

- | | | |
|----|---|--------|
| 1. | "Blue Blazer" Protective Force
(Category III) | \$135K |
| 2. | Discontinue Communications Link
(Category III) | \$15K |
| 3. | Up-Front Polygraph
(Category III) | \$75K |

SECRET

SECRETCATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Training and Education

1. Elimination of Off-Campus Program (Category IV) \$53K
2. Elimination of Disseminating Information on External Training (Category IV) \$31K [] 25X1 positions)
3. Improve TV Production Facilities at the [] (Category IIC) \$142K annually

25X1

SECRET

CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

SECRET

SECRET

CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

Office of Data Processing

- | | | |
|----|--|----------------|
| 1. | Component Budgeting of Terminals
(Category III) | Unknown |
| 2. | Reduction in Cost of Output Products
(Category III) | \$53K annually |

SECRET

SECRETCATEGORY IILESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLEOffice of Finance

25X1

- | | | |
|----|--|--------------------------------------|
| 1. | | \$104K (and
[redacted] 25X1 |
| | and Self-Mailers for Statements (Category III) | |
| 2. | Centralize Travel Accounting
(Category V) | \$34K [redacted] 25X1
positions) |
| 3. | Consolidation of all Financial Management
in the Office of Finance (Category V) | \$209K [redacted] 25X1
positions) |
| 4. | Centralization of Budgeting and Management
for Personal Services Costs (Category V) | \$162K [redacted]
positions) |

SECRET

SECRETCATEGORY II**LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE**Office of Logistics

- 25X11
- | | | |
|----|---|-------------------------------|
| 1. | Enhance Efficiencies of Operation through Capital Investments (Category IIA) | \$38.5K |
| 2. | Improved Energy Efficiency of Existing Buildings and Equipment (Category IIC) | \$1,200K annually (to GSA) |
| 3. | Take over Headquarters from GSA (Category IIC) | \$2,900K annually (from SLUC) |
| 4. | Control and Limit Year-End Funding (to preclude fund "dumping") (Category III) | \$100K (Comptroller Action) |
| 5. | Remote Information Media Centers (Category III) | Unknown |
| 6. | Increase the Use of Suggestion Awards (Category III) | \$415K |
| 7. | Increase Sea Shipments (Category IV) | \$194K |

SECRET

CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

Office of Security

- | | | |
|----|--|--------|
| 1. | Discontinue Short-Term Employee Program
(Category IV) | \$140K |
| 2. | Additional Guard Force Reductions
(Category IV) | \$110K |

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

1. Automation of Language Laboratory (Category IIC)	Unknown
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Approved For Release 2006/11/03 : CIA-RDP87-01146R000200040005-2

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

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CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Communications

1. Combine Offices of Communications, SIGINT Unknown
Operations, and Development and Engineering
Commo Support Groups (Category V)

~~SECRET~~CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Data Processing

- | | | |
|---|--|-------|
| 1. Increase in Funds and/or Positions
for Software Development (Category IIC) | Unknown | |
| 2. Standardization of Word Processing
(Category V) | \$520K | 25X11 |
| 3. Capital Investments to Improve the
Productivity of the ADP Central Service
User Community (Category IIB) | \$1,670K
(but need <input type="checkbox"/>
positions) | |

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SECRETCATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Finance

- | | | |
|----|--|---|
| 1. | Field Accounting System
(Category IIA) | Unknown |
| 2. | Payroll System
(Category IIC) | \$98K annually |
| 3. | Logistics Integrated Management System -
Vendor Payments (Category IIC) | \$27K annually 25X11 |
| 4. | Absorption of New Pay Cases
(Category III) | \$34K
positions, |
| 5. | Automated Travel Accountings
(Category III) | Unknown |
| 6. | Computer-Aided Instruction
(Category III) | Unknown |

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SECRET

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Information Services

- | | |
|---|--------|
| 1. Online Records Retrieval and Search System
(Category IIC) | \$154K |
| 2. Headquarters Records Review
(Category IIC) | \$207K |
| 3. Abolish the AWP and the EOP in the PAR
(Category III) | \$671K |

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SECRETCATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Logistics

- | | |
|---|-----------------------|
| 1. Logistics Integrated Management System
(LIMS) (Category IIB) | \$1,000 -
\$1,500K |
| 2. OL Property Accounting Systems
(Category IIB) | \$265K annually |
| 3. New Building at Headquarters
(Category IIB) | \$5,300K |
| 4. Utilities Reliability Improvements
(Category IIB) | - 0 - |
| 5. Establishment of Regional Logistics
Support Activity [] (Cat. III) | Unknown |
| 6. Prepare Logistics Support Annexes for
Contracts and Projects with Budgeted
Cost Exceeding \$250,000 (Cat. III) | Unknown |
| 7. Consolidation of Transportation in OL
(Category V) | Unknown |
| 8. Consolidation of Graphics (Category V) | Unknown |
| 9. Consolidation of JPRS (Category V) | Unknown |
| 10. Consolidation, Elimination, or Better
Utilization of [] (Category V) | Unknown |

SECRET

SECRETCATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Medical Services

- | | | |
|----|--|----------------|
| 1. | Acquisition of Two Scan-Tron 5098 Optical Mark Readers (Category IIA) | \$16K annually |
| 2. | Develop Text/Report Writing Software Package (Category IIA) | \$40K annually |
| 3. | Acquire a Dual-Station NBI-3000 Word Processing System (Category IIB) | \$15K annually |
| 4. | Automated CCCR Data Input (Category IIB) | \$60K annually |
| 5. | Consolidation of all Agency Medically and Psychologically Related Tasks (Category V) | Unknown |
| 6. | Transfer the Overseas Medical Benefits Program (Category V) | Unknown |

SECRET

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Security

25X1

- | | | | |
|----|--|--|------|
| 1. | SANCA Reprogramming
(Category III) | \$30K <input type="text"/>
positions) | |
| 2. | Personnel Security Initiatives
(Category III) | \$573K | 25X1 |
| 3. | Eliminate Keypunch Activity
(Category III) | \$20K (<input type="text"/>
positions) | |

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Training and Education

25X1			Unknown
25X1	2.	New [] Training Course Classroom (Category IIC)	Unknown
25X1	3.	Addition to [] Conference Site (Category IIC)	Unknown
	4.	Computer Assisted Language Instruction (Category IIC)	Unknown
25X1	5.	New Classroom Building and Dormitory - [] (Category IIC)	Unknown

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