

1/5/88

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PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
29 December 1987 - 05 January 1988

I. Status of Tasks Assigned by Senior Management:

None.

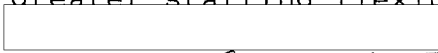
*I include next week to DDA*

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. On 3 January the Office of Logistics, Printing and Photography Division (OL/P&PD) instituted a major change in its workshift assignments. This change has effectively made P&PD a two shift operation while maintaining a small 14 person Flagship Crew to handle overnight priority jobs on the third shift. It is anticipated this realignment of the P&PD workforce will provide greater staffing flexibility and increased overall productivity.

*NO*

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*OL records that*

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*Yes*

*NO*

*NO*

D. The Office of Logistics, Printing and Photography Division (OL/P&PD) has experienced a major malfunction in one of the Computer Output Microfilm recorders which has led to a considerable amount of

down time this week. It is estimated that P&PD's microfilm production capability has been reduced by 50 percent. The problem has been determined to involve several components within this system. Several parts brought in to repair this system were found to be defective causing more delays while new parts were shipped in overnight. As soon as repairs are made, overtime will be used to eliminate the backlog.

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III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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