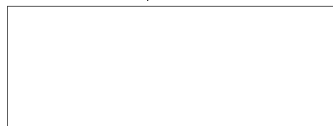


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25X1

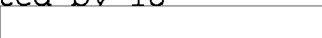


PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
06 January 1987 - 12 January 1988

I. Status of Tasks Assigned by Senior Management:


None.

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

A. Press work on the Personal History Statement (PHS) for Agency recruitment was completed by the Office of Logistics, Printing and Photography Division (OL/P&PD) on Tuesday 6 January. Due to labor intensive binding requirements, the first 10,000 copies of the PHS are scheduled to be disseminated by 18 January, the remaining 40,000 copies are scheduled to be completed by 16 February. ~~P&PD anticipates meeting this deadline.~~ 

YES

25X1

B. A memorandum from the Office of Logistics, Printing and Photography Division (OL/P&PD) to the Comptroller requesting alternate methods of funding for the Agency Copier Management Program is being revised before it is forwarded to the Comptroller. The recent cut in funds for acquisition and upgrade of copiers from the FY-88 budget has resulted in a freeze on copiers that will remain in effect until a response is received from the Comptroller. 

NO  
customer  
sent

25X1

C. Representatives from ~~from~~ the Office of Logistics, Printing and Photography Division (OL/P&PD) attended a meeting with the Directorate of Intelligence Information Systems Advisory Group (DI/ISAG) this past week. The main item of interest was discussion on the Office of Current Production and Analytical Support (CPAS) policy of taking Microsoft Word Documents only through SCRIPT and not accepting the disc directly from the customer. If CPAS accepts the disks directly, then P&PD would be required to convert these disks to a format acceptable to the Electronic Text Editing and Composition System (ETECS) through the Shaftstall data conversion system which will increase publication processing time. P&PD

NO

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25X1 supports the CPAS position, and the ISAG elected to continue this policy for the time being. [redacted]

NO  
25X1  
25X1  
D. The workload in the Office of Logistics, Printing and Photography Division (OL/P&PD) on the 13-volume Congressional Budget Justification Books (CBBJ) remains moderate. Representatives from P&PD met with officials from the National Security Agency to discuss processing the electronic text for their Volume II. If all goes as planned with the electronic data base, Volume II of the CBBJ will require less manual formatting than in the past. [redacted]

NO  
25X1  
E. The Office of Logistics, Printing and Photography Division (OL/P&PD) is designing a brochure for the the Deputy Director of Administration (DDA) describing the Civil War display that was installed recently in the auditorium tunnel area. The final proposal will be turned over to the Facilities Management Division (FMD) on 11 January for DDA approval. [redacted]

25X1  
25X1  
25X1  
F. The Printing and Photography Division (P&PD) received three large projects from Office of Logistics (OL) components on Wednesday, 6 January for priority turn-around. The first, a series of 10 slides and color prints of floor plans and occupant statistics for the ongoing upgrade [redacted] due on 13 January at 0830. The second request, [redacted] will take 8 hours of design time to produce 6 text slides for delivery on 15 January. These will be pouched overseas for the upcoming Logistics Conference. The Office of Logistics, Facilities Management Division (OL/FMD) has asked for a series of 16 text slides with a deadline of 14 January for a Director of Logistics briefing. All deadlines will be met. [redacted]

### III. Upcoming Events:

None.

### IV. Management Activities and Concerns:

None.

C O N F I D E N T I A L