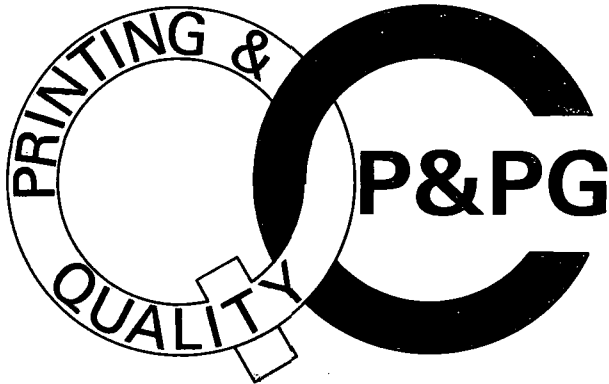


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Newsletter

PRODUCT OF A QUALITY CIRCLE SUGGESTION
FOR THE BENEFIT OF ALL EMPLOYEES OF THE
PRINTING & PHOTOGRAPHY DIVISION

Office of Logistics

Vol. 6 No. 2 June 1988



Who are these people?

Prepress Composition So Close, and Really Not So Far Away!

By (b)(3)
(b)(6)

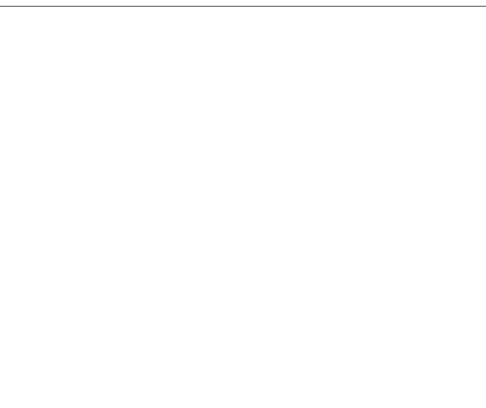
It all started back in May 1987. One by one, compositors started to disappear from P&PG. Was it a hungry typesetter?? NO! Only part of a master plan to provide composition and system management support to the Foreign Broadcast Information Service in their new home at the Reston Corporate Center.

And now, almost one year later, the Prepress Composition Section

(PPCS) has grown to people, a group that includes supervisor, system managers, and compositors. The system managers maintain an Atex network comprising six CPUs, 12 disk drives, and more than one hundred editorial terminals. Their responsibilities span three shifts and seven days a week. Maximizing system performance is their major concern, and

each shift is filled with perfecting procedures and keeping up with maintenance requirements. Ensuring that messages successfully transmit through proper channels once they reach the Atex system is also an important concern. These messages are unclassified and originate from field bureaus, various wire services, and independent contractors who translate foreign material.

Managing the Atex system is only half of PPCS's responsibility. The Xyvision side of the house also demands lots of love and attention. All compositors in have combined efforts to maintain the nodes and share system-related activities such as backup procedures, hardware installation, and software upgrades, in addition to producing an average of 650 pages per day.



With outstretched arms, you ask? In

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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(b)(1) a sense, that's what happens. The
(b)(3) sixth node in P&PG actually does reach out to touch the five nodes in [] via a fiber-optic link, to retrieve completed books. Thanks to our P&PG connection and the Prepress staff on the P&PG end of the link (thanks again for all your support), the new procedures have worked great!

You may wonder, "Are we permanently assigned to this project?" The answer would have to be . . . no. We'll all slowly but surely make our way back home and others will fill the FBIS positions. So for now, until we do return to P&PG, [] is where you'll find us, doing anything but restin'!

P.S. If you are interested in visiting the [] facility, tours are available. For further information, please contact [] Deputy Chief of Prepress, who will coordinate tours with [] PPCS.

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Management Development Program for Printing Managers

By []

So, who is this guy who's in his third job already in the Division in less than two years. What's the problem? Can't he hold down a job?

Our Division Chief, [] got me in the massive co-op trade of 1986 with that well-known school—CMSU.

At that time, [] was out in Warrensburg, Missouri, recruiting students in the Graphic Arts Program for the newly established co-op program. I was already into my senior year, well past the prospective co-op point. My next hope was to interview for possible full-time employment, but there didn't seem much hope as the Gramm-Rudman-Hollings Act began to take hold in the government.

The end of my schooling was quickly approaching, and I was at the point where I had to decide if I would have to move home to Cuba, Missouri (population 2,245; one stoplight). The future didn't look good. The week before graduation in May 1986, I was offered a job by a printer in Kansas City that printed boxes for frozen foods and also was contacted by

the Agency. I had passed all the requirements and could come on board.

Ten days after graduation, I packed up everything I owned, moved to the Washington area, and began work.

Since I was hired as an apprentice, I spent the next six months on a rotation through the plant, working about a month in each production area. About a week before I was to be assigned into my apprenticeship, [] Division Chief at that time, asked if I was interested in leaving the apprenticeship for a position on the Plans, Programs and Systems Staff. Despite the uncertainties of the position, I decided it would be an interesting and challenging job.

After just over a year on the Staff, I was notified I would be entering the Management Development Program for Printing Managers.

According to the Office of Logistics Training Catalog, the Printing and Photography Group (OL/P&PG) Management Development Program is designed to develop management skills of eligible P&PG employees for

the purpose of creating a cadre of future managers in P&PG and OL.

The program is 16 months in duration and includes rotational on-the-job-training tours in each of the production branches (Prepress, Press, Bindery), the Office of the Production Manager, and Plans, Programs and Systems Staff.

In English, this means I again get to rotate through the plant, this time focusing more on the work of the supervisors and branch chiefs.

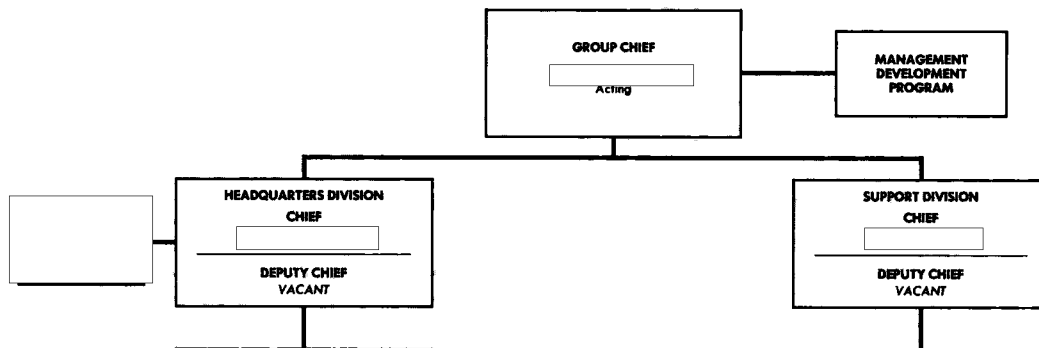
In addition to the on-the-job work, I'll be attending a number of internal Agency management-skills courses, as well as a four-month rotation in another OL component.

So, what does all this mean? Well, you'll see me "observing" a lot and asking many questions. Don't fear, I'm not there to check up on anyone or report back my findings. I'll be there to see how we do the job in P&PG, ask you about your work and problems that keep coming up, and basically get a better understanding of the work and problems of each section.

I'll be seeing you around.

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(b)(6)**PRINTING AND PHOTOGRAPHY GROUP**By (b)(3)
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This chart was prepared to help you understand how the new Printing and Photography Group is organized and how it will function. Included below are encapsulated descriptions of those managerial positions for which responsibilities have changed under the new organization. If additional information is desired, please contact

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Group Chief. Approximately 60 percent of his time is occupied at the Office of Logistics level. Management of the Printing and Photography Group, which includes the Headquarters and Support Divisions, occupies the remaining 40 percent of his time. There will not be a deputy.

Chief/Deputy, Headquarters Division. Their responsibilities involve management of the Headquarters Division. They work in cooperation with the Chief, Support Division, in support of the Group's goals and objectives.

Chief/Deputy, Support Division. Their responsibilities encompass the support elements of the Group. They work in cooperation with the Chief, Headquarters Division, in support of the Group's goals and objectives. Other responsibilities include the budget, Co-op Program, logistical and maintenance support, and training.

Production Manager, Headquarters Division. He is responsible for overseeing the production elements of the Group.

Chief,
He directs the Planning Services Staff. His objectives include enhancing customer relations and developing enhancements for the

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Customer Support Center

By

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The Printing and Photography Group is setting up a Customer Support Center this summer. It will be located in the area of Headquarters Building. Before this office can become functional, the area must be modified, including moving a back wall in the B&RC area. B&RC office space and mailing areas will be relocated toward the B&RC area in the rear. Extensive renovation plans will create two offices and two work stations in the front of the present B&RC area. These new offices and work stations will house the Assistant Production Manager, a Publications Design Specialist, and one/two Printing Production Planners.

The purpose of this office is to serve our customers better by providing a focal point where they can consult a supervisor of Composing, a supervisor

of Design and Presentation, and a job planner to assist them with any and all of their job requirements. When a customer's job is planned at this location, there will be a concerted effort to coordinate all elements of the job, right through the planning stage, before it is sent to the Main Plant for printing. The Customer Service Staff will write up the customer's job for printing, schedule the job in the MIS system, and then send it by gray box to the Main Plant. If the job has enough lead time, it can be dropped off at the new Center for sending via gray box to the Main Planning Office, where it will be put on the planning holding shelves for later planning by the Main Plant

planners. This will save many of our customers the long walk to the P&P Building.

Another advantage is that this office will serve as a focal point for customer queries as to where their job is in the printing cycle or advice on how they can best prepare their job—be it composing, design work, or printing.

This office will also have the responsibility of overseeing the work flow of B&RC, ETECS, and printing jobs. This will assure that the customer's job is produced in the most satisfactory and expeditious manner possible. (b)(3)

We in the Printing and Photography Group believe that this will enhance the service that we provide to our customers in the Agency as well as promote better relations between the printer, the photographer, and the customer.

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Employee of the Quarter

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is not the type of person who will sit idly by just because his particular job may be finished. Instead takes the initiative to see what other things need to be done. This is the very reason that he was selected Employee of the Quarter. Not only did he fulfill his tasks in the Bindery, he also helped out in Supply. He familiarized himself with stock numbers and procedures and often took supply runs

came to the Agency in 1984 where he began working. A friend told him about the printing shop and he then expressed a desire to come to P&PD. He joined us in December 1985.

Originally from Parkersburg, West Virginia, now resides in the

(b)(6)
 When he's not working, enjoys fishing and tinkering with old cars. Congratulations

THE PREPRESS OF THE FUTURE

Now Showing at P&PG

By

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They talked about "it" 20 years ago. Some said "it" wouldn't be here in our lifetime; others were silent. Boom!!!! [explosion] It's here folks!

In late 1986 the Printing and Photography Division began researching an interim direct-to-plate system to replace conventional methods of the Prepress and Plate sections. The goal: to keep pace with the daily increasing demands of production and prepare for the future. After extensive research was completed, representatives from our division visited local printing facilities that were using the Rachwal projection system, a system designed to support and enhance prepress automation.

The management of the Prepress Branch was soon to be convinced that this system had a definite place in our everchanging production environment. Then came the task of selling this technology to our colleagues in the division. After several

song-and-tap-dance routines were performed, a group of four representatives made preparations in January 1987 to visit Rachwal Systems, Inc., of Ashland, Massachusetts. The group consisted of the Deputy Division Chief (DDC) and representatives from the Prepress Branch and System Staff. Prior to departure, the DDC expressed concern over weather conditions, thinking that perhaps the possibility of being caught in a snowstorm was in our favor! But as persistent and as excited as we were, we convinced our DDC that there was "no problem." Shortly after our arrival (day two) weather conditions became slightly different than we had expected; it snowed 13 inches!! We no doubt scored some real points with our beloved leader (hello

One phrase a manager never wants to hear is "I told you so!" At any rate, during our visit the fact was soon recognized that this system held monumental possibilities in terms of

Congratulations

—girl

—girl

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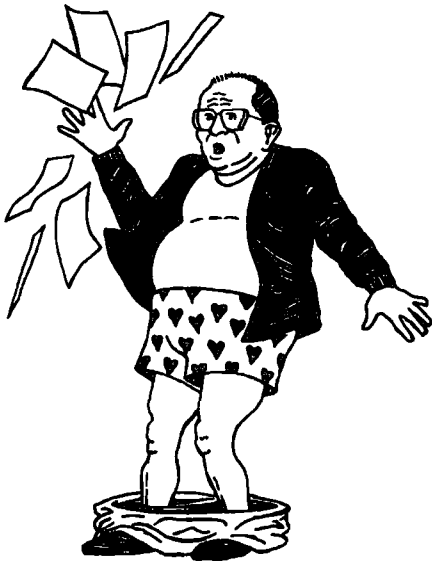
enhancing prepress and being an asset until a direct-to-plate system was fully developed. Explored during this expedition were the Rachwal projection system and an Autologic micro-film recording unit (MRU) that would output electronic text and line graphics on 70mm film. After the 70mm film is processed and developed, which takes approximately eight minutes, it then is loaded into the projection plate system. The projection plate system is preprogrammed for impositioning and capable of handling virtually all publications and forms consisting of line type. Plate exposure time for 16 pages is approximately 10 minutes,

and as low as five minutes during mass production. Each roll of film holds 480 8½-by-11 pages. In 1987 the decision was made for a lease-to-purchase agreement to acquire the Rachwal plate projection system. Less than one year later an agreement was made to purchase the system. Again in 1988 yet another agreement was reached to purchase two of the newest models of the Rachwal system, along with the Autologic MRU.

Much has been accomplished this year, such as renovation to install these units, and training on the new Rachwal system has just been completed.

Although the benefits of this system have not yet had full impact, expectations of film savings alone are nothing short of tremendous. And when the dust finally settles and the system is fully implemented, turn-around time for a typical job is expected to increase dramatically. Superior quality printed material will be permitted to take a more streamlined approach to production, while typical publications, forms, and a variety of other printed material will take a high-speed avenue toward completion. The division is very excited about the addition of our new systems and can clearly see that "the future" is not on the distant horizon, but in fact at our very doorstep.

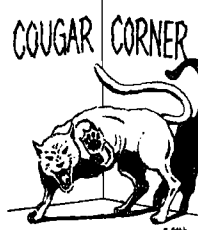
A Blast from the Past



"I told you not to goose him!" What a sight! And you told me he didn't have a heart.

As we dust off the spikes and pull out the bats from under the crawl space, here we go again with another softball season.

One thing the Cougars don't want to see is being the bridesmaids of the A League for the third straight year. Last year, the Cougars opened the season by winning their first 13 games before the roof fell in, then lost 5 out of 7 games. So this year Coach



By [redacted]

[redacted] went out and recruited some key players and hopefully the gaps will be filled.

So far this season the Cougars have responded in a positive manner with impressive double-header victories over the Pigeons and the Rowdies. It might come down to the final game against the Snakes to determine the A League championship but the Blazers and Bulldogs will be teams to reckon with.

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1988 Cougars Schedule

Monday	6 June	Ravens	Langley Fork I
Thursday	9 June	Buzzards	Langley Fork II
Thursday	23 June	Bulldogs	Langley Fork II
Tuesday	28 June	Blazers	Langley Fork II
Thursday	14 July	Idiots Savant	Langley Fork I
Monday	18 July	Beavers	Langley High School
Monday	1 August	Snakes	Langley Fork I

Note: All games are doubleheaders and start at 5:45.

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**Printing and Photography
Division Welcomes
Its Newest Employees**

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