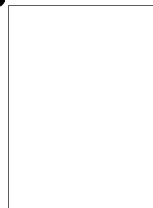


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DEC 30 1946



MEMORANDUM TO: Executive for Personnel and Administration

SUBJECT: Reproduction Priorities

1. In response to your memorandum dated 25 November 1946, subject as above, this Office has prepared, and attached hereto, its estimated requirements for reproduction services through 30 June 1947. These requirements are contained in two lists as follows:

a. Inclosure No. 1 includes requirements pertinent to the production of ORE reports and estimates which, unless otherwise indicated by the Assistant Director for Reports and Estimates, should be accomplished as a matter of standing operating procedure on a Class A priority basis.

b. Inclosure No. 2 includes requirements pertinent to the internal functioning of ORE, not directly related to the publication of reports and estimates, which normally may be accomplished on a routine basis.

2. The procedures outlined in paragraph 2 of your memorandum are satisfactory for the category of requirements stated in paragraph 1b above, but are not deemed satisfactory for that described in paragraph 1a above, in the following respects:

a. Conflicts between ORE Class A priorities should be decided by the Assistant Director for Reports and Estimates.

b. Conflicts between ORE Class A priorities and those of other offices within CIG should be resolved in favor of ORE.

c. ORE Class A priorities should not require further approval in each case by the Executive for Personnel and Administration.

ORE

Distribution:

Asst. Director, R&E (2)

OCD ✓

Intelligence Staff

Planning Staff

J. ELMER HUGGLE
Assistant Director
Reports and Estimates

Inclosures - 2

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Enclosure No. 1

TABULATION OF ORE REPORTS REQUIRING REPRODUCTION

	Method of Reproduction	No. of Pages Per Issue	No. of Issues Per Month	No. of Copies Per Issue	Breakage (Waste)	Total No. Pages Per Month	Total Requirements Through 6/30/47
*Daily Summary	Ditto	2 1/2	27	35	991	2,953	17,718
*Weekly Summary	Ditto	15	4 1/2	35	991	2,953	17,718
*Special Evaluations	Ditto	3 1/2	5	35	153	765	4,590
*ORE Reports	Multilith	10	4	35	None	2,200	13,200
Covers	Printed						
Daily Summary		1	27	35	-	675	1,133
Weekly Summary		1	4 1/2	35	-	113	
Special Evaluations		1	5	35	-	125	
ORE Reports		1	4	35	-	220	
Illustrations to ORE Reports	Lithograph or Photograph	1	4	35	-	220	1,300

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* Reproduction of text by ORE; ditto stock requires printing of classification stamp top and bottom of ditto stock for Daily and Weekly Summary.

Envelopes and receipt forms requirements will be furnished by OOR.

CONFIDENTIAL**Enclosure No. 2****TABULATION OF CRE REQUIREMENTS FOR
REPRODUCTION EXCLUSIVE OF REPORTS**

	Sheets Per Month	Total Sheets Through 6/30/47
1. Mimeograph		
a. Routing Slips (6x10)	10,416	62,500
b. Forms (lettersize)	1,042	6,250
c. Stencils (letter & legal sizes)	20,833	125,000
Totals	<u>32,291</u>	<u>193,750</u>
2. Photostat		
Maps, Documents and Other Data	200	1,200
3. Offset Printing		
a. Parcelal Forms (lettersize)	200	1,200
b. Log Sheets (lettersize)	600	3,600
c. Recording Cards (3"x5")	8,000	48,000
d. Other Forms (lettersize)	1,000	6,000
Totals	<u>9,800</u>	<u>58,800</u>
4. Microfilm	100	2,400
5. Lithographs	300	1,800

* Note: This item represents requirements of the Washington Document Center for illustrations to translated reports. Washington Document Center has its own facilities for mimeographing text. This requirement should be transferred to Office of Operations under which Washington Document Center will function.

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