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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER 

4. REPRODUCTION

A. Authorization to Request Reproduction Services

In order to implement effectively the reproduction program for the Agency, each Office head will appoint an individual or individuals, GS-7 or above, to be responsible to him for the authorization of reproduction services. The names of these authorized persons must be submitted in writing to the Chief, Administrative Services, who will also be informed in writing of any subsequent changes in the persons so designated.

B. Process - Copies


The heavy demands upon CIA reproduction facilities make it essential that the persons authorized to sign requests familiarize themselves with each type of reproduction service available, the time required for each, and the relative cost, so that the most efficient and economical process will be selected and the number of copies to be reproduced kept to a minimum.

C. Submission of Requests for Reproduction Work

All requests for reproduction work, when properly signed, will be submitted to the Chief, Reproduction Division, Administrative Services Office, for processing.

D. Requests for Reproduction Equipment

Requests for all types of reproduction equipment will be submitted thru the Chief, Reproduction Division, Administrative Services Office, and the Advisor for Management, with statement of justification.

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