

~~CONFIDENTIAL~~CONCEPT FOR ASSIGNING  
REPRODUCTION PRIORITIES

A workable system for assigning reproduction priorities to intelligence products has two aspects: (1) ability to distinguish between production efforts on the basis of urgency of need (because of the level at which the request was levied, the timeliness of the information being reported, or its perishability); and (2) ability to justify a given level of graphics (to improve the communication of substantive information from analyst to reader or to increase the product's eye-appeal).

We shall establish five categories (I, II, III, IV, V) to govern relative urgency of reproduction, and five (A, B, C, D, E) indicating authority to resort to a given level of use of graphics. These two indicators, each with its own message, will be used in concert (I-B, III-C).

To the extent possible, production series (e.g. NIEs) will be assigned to categories in advance. This in an effort to minimize the need to deal with products on an individual basis, though we will always have unanticipated situations or some which will rate treatment as exceptions.

Rough definitions of these categories might be something along the following lines:

| <u>Category</u> | <u>Assigned Degree of Urgency</u> |
|-----------------|-----------------------------------|
| I               | Crash                             |
| II              | Urgent                            |
| III             | Routine (programmed)              |
| IV              | Routine (ad hoc)                  |
| V               | As can                            |

  

| <u>Category</u> | <u>Authorized Level of Graphics</u>           |
|-----------------|---|
| A               | Anything goes                                 |
| B               | Extensive graphics, including some eye-appeal |
| C               | Moderate, multi-color, substantive only       |
| D               | Single color, substantive only                |
| E               | No graphics                                   |

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Thus a special report for the President might carry a I-A priority, indicating that it is to receive top handling in getting it through PSD, as well as the propriety of inclusion therein of any graphics thought to be desirable. On the other hand, a given reports series might be rated III-E, indicating that it should receive routine treatment, but that no resources were to be expended upon graphics.

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