

SUBJECT: Organization of Requirements Branch, OCD - Review of

1. In order to provide explicit authority for certain functions which are considered appropriate for the Requirements Branch and for the purpose of assigning functions to Divisions within the Branch in such a manner as to accomplish the Branch's mission most effectively, certain changes in the functional chart are deemed desirable. The salient features of the recommended changes (Tab A) are as follows:

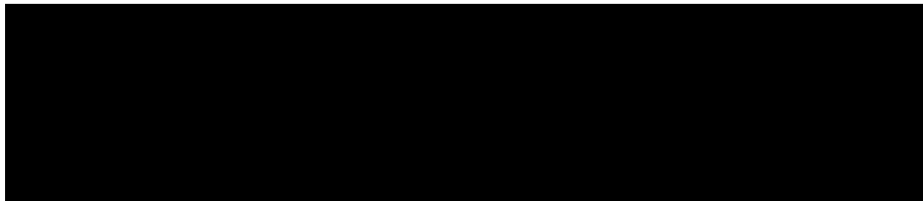
a. Transfer of all internal control of Requirement Directives from Office of Chief to Control Division.

b. Clarification of interrelated functions of Control Division and Security Branch, OCD.

c. Rearrangement along sounder functional lines of responsibilities assigned to Survey and Control Divisions.

d. Specific assignment to Control Division of functions which are being performed by that Division and are logically its responsibility but which heretofore have not been written into its statement of functions.

2. The recommended changes in overall Requirements Branch T/O (TabB) are as follows:



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The expansion is deemed necessary in view of:

a. Additional work-load caused by CIG acquiring the Washington Document Center and [redacted], and anticipated additional increase by reason of CIG acquiring [redacted] Military Document Section and Special Documents Section.

b. The need for personnel to develop and maintain the master requirements and dissemination guide and cross index.

c. The increase in work-load due to the necessity of applying special administrative and policy controls over CIG dissemination.

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