Tab

REQUIREMENTS BRANCH

In close coordination with the Interdepartmental Coordinating and Planning Staff and the Office of Reports and Estimates.

- 1. Conducts surveys to ascertain what intelligence information and intelligence are desired by the Federal agencies concerned with national security; furnishes the Office of Reports and Estimates information to assist that Office in determining what intelligence should be produced to meet requirements; and recommends other appropriate action.
- Receives, and coordinates and processing all agency 2. Maintains Haison group for receiving and processing all agency requirements for intelligence information and intelligence,

Ascertains, from the adequacy of information and intelligence material seing furnished that Office and defines, for the use of the Collection Branch, the requirements to be met in procuring intelligence and intelligence gence information.)

- on the adequacy of CIG intelligence information and intelligence disseminated and extent of utilization thereof by the recipients.
- 65. In accordance with overall CIG security policies controls the classification and declassification procedures, and other requisite security control measures relative to the collection and dissemination by CIG of intelligence information and intelligence.
- The Conducts studies of special problems affecting OCD overall operations and formulates plans to resolve these problems; recommends policies, and procedures and special controls (other than security controls) of CIG operation dissemination and, in accordance with approved policies, supervises imposition of controls.
- Surveys the interdepartmental dissemination of intelligence by all Government agencies, and makes appropriate recommendations to insure adequacy and eliminate undesirable duplication.
- Defines, for the use of the Dissemination Branch, requirements for the dissemination of intelligence information and intelligence based on the ascertained requirements of Federal agencies and of ORE.

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SURVEY DIVISION

- 1. Conducts surveys to ascertain and maintain on a current basis, what intelligence information and intelligence and desired by those Federal agencies concerned with the national security.
- Peceives and coordinates all Maintains lisison group for receiving and processing all agency requirements for intelligence information and intelligence. Material.
- 3. Conducts special surveys to ascertain the requirements of Federal agencies for special services or new services contemplated by CIG.
- 4. Furnishes ORE information to assist that office in determining what intelligence should be produced to meet requirements.
- 5. Ascertains from OHE what intelligence will be produced by appropriate research agencies to meet the reported needs of Federal agencies and the adequany of information and intelligence being furnished that office.
- Se. Reviews all requests for intelligence er intelligence information to insure correctness of specification, appropriateness of request with respect be administrative or nurchase items, and to insure a proper deadline date. Contacts requesters in connection with the above mentioned items when necessary.
- 67. Defines, for the use of the Collection Branch, the requirements to be met in procuring intelligence and intelligence information.

 Y Collection action material.
- 8. Performs checks, investigations and surveys, and renders reports on concerning the status of pending requests as called for by requesters.
- 9. Conducts necessary investigations and renders reports periodically on the adequacy and timeliness of CIG intelligence information and intelligence disseminated and extent of utilization thereof and reaction thereto by recipients.

 10. Surveys the interdepartmental dissemination of intelligence by all the content of t
- disseminated and extent of utilization of intelligence by and the surveys the interdepartmental dissemination of intelligence by and Government agencies and makes appropriate recommendations to insure adequacy of aliminate undesirable duplication.

 Dissemination Branch in dissemi-
- Coordinates with ORE in matters pertaining to needs of Federal agencies for oral and graphic presentation of CIG intelligence.
- 13. Checks-dissemination-directives-for-senfermity-with-requirements-end controls. (This function transferred to Control Division.)

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CONTROL DIVISION

- 1. a. Conducts studies and recommends policies, or procedures and special controls (other than security controls) over CIG dissemination which are deemed necessary in connection with OCD functions.
- B. In accordance with established policies on mostal controls

 (other than security controls) over CIG dissemination, supervises the

 operation of such controls, as are appropriate in individual circumstances.
 - 2. In accordance with prescribed overall CIG security policies:
 - a. -Establishes classification-procedure and, when necessary, examines and assigns Serves in an advisory capacity in determining and assigning appropriate security classification to items of CIG intelligence material.
 - b. Reviews disseminated items of CIG intelligence and downgrades or declassifies them as conditions permit and notifies recipients of action taken.
 - c. Upon request of offices within CIG, reviews items of intelligence which originate outside CIG for purpose of recommending to originator, is cases where such action is deemed apprepriate, that items be downgraded or declassified.
 - d. In cooperation with participating agencies, arranges for uniform security control procedures for the handling of disseminated CIG intelligence information and intelligence.

 Material
 - e. Ascerteins-from-the-Office-of-Security-the-adequacy-of-security controls-in-the-non-participating-Federal agencies and, from a security-stand-peinty-their-eligibility-to-receive-CIC-intelligence-information-and-intelligence. Implements established CIG security policies relating to restrictions on the disclosure of information to non-participating Federal agencies.
 - f. Prescribes and supervises security controls within the Office of Collection and Dissemination to provide for:

(1) Security control of all intelligence information and intelligence during processing by the Office of Collection and Dissemination, including transmitting processes.

(2) Sefeguarding intelligence information and intelligence received from sensitive sources.

3. Conducts studies of special problems affecting OCD overall operations and formulates plans to resolve these problems along sound administrative and functional lines.

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- 4. Establishes and maintains administrative controls over requests for intelligence information and intelligence, including:
 - a. Checking to detect and eliminate duplications.
- b. Maintaining suspense file on Requirement Directives to assure compliance with specified deadlines. whenever more than
- 5. Checks dissemination directives for conformity with requirements and controls. (This function transferred from Survey Division.)