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1. Statement of Functions - Dissemination Branch

a. Dissemination Branch:

- (1) Formulates coordinated policies and procedures pertaining to the dissemination of intelligence information and intelligence required for the national security.
- (2) Receives and reviews all intelligence information and finished intelligence received in CIG or prepared by the component offices of the CIG.
- (3) In accordance with requirements and controls established by the Requirements Branch, assures the adequate and timely dissemination of available intelligence information and intelligence.
- (4) Prepares drafts of dissemination orders and prepares distribution and mailing lists for the use of the Office of the Executive for ~~Personnel and Administration~~. *Admin & Mgt.*
- (5) Maintains a Reading Center where Branch Personnel, assisted by Reading Panel personnel from the Office of Reports and Estimates and other appropriate agencies, screens and determines required immediate internal or external distribution of ~~incoming~~ *incoming* intelligence materials. In connection with this responsibility refers ~~incoming~~ *incoming* intelligence information produced by component offices of CIG to the Office of Reports and Estimates for specific evaluation and decision as to urgency and scope of distribution.
- (6) Coordinates with the Office of Reports and Estimates to assure regular review of distribution ~~of~~ *of* intelligence material.
- Admin & Mgt.* (7) In coordination with the Office of the Executive for ~~Personnel and Administration~~, maintains records and control of production, distribution and disposition or destruction of stocks on hand of CIG materials published or reproduced for dissemination
- (8) Supplies the Requirements Branch, with data ~~and statistics~~ *and statistics* pertaining to dissemination required by that Branch in the performance of its duties.

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b. Distribution Division:

(1) Receives and reviews all intelligence material received in CIG or prepared by the component offices of the CIG.

(2) Maintains a Reading Center where Branch Personnel, assisted by Reading Panel personnel from the Office of Reports and Estimates and other appropriate agencies, screens and determines required immediate internal or external distribution of incoming ~~top secret~~ intelligence materials. In connection with this responsibility refers ~~top secret~~ intelligence information produced by component offices of CIG to the Office of Reports and Estimates for specific evaluation and decision as to urgency and scope of distribution.

(3) Coordinates with the Office of Reports and Estimates to assure regular review of distribution ~~top secret~~ of intelligence materials.

c. Dissemination Policy Division:

(1) Formulates coordinated policies and procedures pertaining to the dissemination of intelligence information and intelligence required for the national security.

(2) In accordance with requirements and controls established by the Requirements Branch, assures the adequate and timely dissemination of available intelligence information and intelligence.

(3) Prepares drafts of dissemination orders and prepares distribution and mailing lists for the use of the Executive for Personnel and Administration.

(4) In coordination with the office of the Executive for Personnel and Administration, maintains records and control of production, distribution and disposition or destruction of stocks on hand of CIG materials published or reproduced for dissemination.

(5) Supplies the Requirements Branch with data pertaining to dissemination required by that Branch in the performance of its duties.

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