

TAB

DISSEMINATION ORDER FORM

1. Purpose of Dissemination Order form
 - a. Advise Central Records of ORE intelligence studies being sent to it for distribution and storage
 - b. Direct Central Records to disseminate ORE intelligence studies
 - c. Advise ORE of prescribed dissemination
2. Dissemination Order Procedure
 - a. Dissemination Branch
 - (1) Prepares file folder for study
 - (2) Determines dissemination
 - (3) Prepares an original and four tissues of the Dissemination Order
 - (4) Dispatches order and copies with draft of study to the Requirements Branch and the Assistant Director, C & D, in turn
 - b. Requirements Branch
 - (1) Reviews study and Dissemination Order to ascertain compliance with security and special controls
 - (2) Forwards order and copies with draft of study to the Assistant Director, C & D
 - c. Assistant Director, C & D
 - (1) Reviews study and Dissemination Order to ascertain compliance with CIA policy and with special desires of the DCI
 - (2) Signs Dissemination Order
 - (3) Dispatches copies of the Dissemination Order, via his Administrative Assistant, as follows:
 - (a) Original and white copy to Central Records
 - (b) Buff tissue to ORE
 - (c) Green tissue to Dissemination Branch for study folder
 - (d) Salmon tissue to OGD Headquarters Files.

(4) Returns draft of study to Dissemination Branch for file in study folder

d. Central Records

- (1) Receives copies of ORE study and stores in Central Records
- (2) Prepares control folder for study
- (3) Distributes copies of study in accordance with Dissemination Order
- (4) Indicates date distribution is accomplished on original and one white copy of the Dissemination Order
- (5) Files original copy of Order in study folder
- (6) Returns indorsed copy (white) of Dissemination Order to OCD.