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27 March 1962

MEMORANDUM FOR: RMD/DD/P

ATTENTION :

Mr.

25X1

SUBJECT : Dissemination of DD/I and Other Informational Material to the CS

REFERENCE : a. RMD/DD/P Memorandum dated February 1962, same subject
b. My memorandum to RMD/DD/P, dated 5 March 1962, same subject

1. We have discussed the dissemination requirements for the CS with Mr. and have observed the dissemination operation under RID/AN. In our opinion such dissemination with the modification proposed in your draft CSN would save distribution time as well as overall manpower.
2. We estimate the number of additional T/O positions needed by the Document Division to perform the dissemination in question as follows:
 - a. For dissemination to the Area Divisions, one address for each and based on the areas indicated in the heading of the reports - 2 T/O disseminator positions.
 - b. For standard distribution of recurring publications to the CS for those publications handled now by DD/OCR - 1 T/O clerical position.
3. Your proposal provided that RID continue to disseminate these documents to the staffs. However if the receiving points are the same as those being used by the Cable Secretariat for other agency cables, we estimate that we can assume this task with two more T/O disseminator positions.
4. If the transfer of these dissemination functions and the related 5 T/O positions are approved, it is recommended that representatives of RID/AN and the Document Division be assigned the job of drawing up a detailed plan to assure an orderly transfer.

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Chief, Document Division
Central Reference

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