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Approved For Release 2000/08/31 : CIA-RDP79-00639A000100010032-7

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AUG 8 1958

MEMORANDUM FOR: General Counsel  
 Comptroller  
 Director of Communications  
 Director of Logistics  
 Director of Personnel  
 Director of Security  
 Director of Training  
 Chief, Audit Staff  
 Chief, Commercial Staff  
 Chief, Management Staff  
 Chief, Medical Staff

SUBJECT: Book Dispatch

1. The procedures for processing and disseminating [redacted] information or instructions within the Agency regulatory system are well established and understood. Occasionally, however, it is neces-

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[redacted] system at a later date. In these instances the book dispatch may be suitable. Book dispatches must be kept to a minimum both in number and length, and must not be used to transmit material which should be incorporated in the regulatory system.

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2. SSA-DD/S has been charged with signing and releasing book dispatches for DD/P on behalf of support offices and staffs. This authority carries with it responsibility for review for release as a book dispatch, and determination of necessary coordination.

3. SSA-DD/S can best perform these functions and be of greatest assistance to the support office or staff requesting release of a book dispatch if the subject matter to be covered is presented in memorandum form. SSA-DD/S will prepare the book dispatch, effect necessary coordination, sign and release it. Coordination will include the requesting office or staff when a question of content arises.

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[redacted] Special Support Assistant/DDS

cc: DD/S  
Chief, I&R

DSSA-DD/S:AMW/ms (7 Aug. 58)

Distribution:

- 1 - Each Addressee
- 1 - SSA-DD/S Subject ✓
- 1 - SSA-DD/S Chrono cys as stated above

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