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(S) NATIONAL RECONNAISSANCE OFFICE  
WASHINGTON, D.C.

THE NRO STAFF

1966  
4 NOV 1966

MEMORANDUM FOR THE NRO STAFF

SUBJECT: Responsibilities of the Staff

1. PURPOSE

This memorandum outlines the major functions and responsibilities of the NRO Staff. Its purpose is twofold:

1. To achieve understanding, cooperation, and effectiveness within the Staff by defining the major responsibilities of each Staff element.
2. To encourage a cooperative, effective relationship with elements outside the Staff by stating single points of contact for major staff functions.

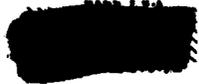
2. GENERAL MISSION

1. The NRO Staff is charged with providing staff support to the DNRO/DDNRO in the implementation of the National Reconnaissance Program. The Staff provides such information, assistance, and services regarding the conduct of the NRP as the DNRO/DDNRO may require. To this end, the Staff has full access to information on all programs, projects, studies, and activities within the NRP.
2. The NRO Staff also assists the various NRP participants in fulfilling their assigned responsibilities. This responsibility includes assistance in securing non-NRP resources from DOD elements, the coordination of NRO plans and activities with non-covert DOD programs, liaison with various Government agencies, etc.
3. With the exception of the role of the Satellite Operations Center in translating USIB requirements into operational direction and the scheduling of film processing and production, the Staff exercises no line or management responsibilities.

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4. The NRO Staff has no contracting authority nor does it exercise technical direction over contractors. Any contracts let on behalf of the DND or NRO Staff are negotiated, administered, and technically directed for them by one of the NRP Program Directors.

3. MANNING CONCEPT

1. The NRO Staff is a national entity composed of personnel from the participating departments and agencies in the National Reconnaissance Program. Manpower space authorizations for the Staff are provided by the department or agency from which the individual is assigned.

2. Personnel assigned to the Staff are responsible to the Director, NRO Staff, and responsive to his direction. Evaluation reports on Staff personnel are written by the Director, NRO Staff, or his designee. These reports become part of the permanent file in the parent organization from which the individual is assigned.

3. In manning the NRO Staff, an attempt will be made to maintain a reasonable balance of professional personnel drawn from all of the NRP participants. Occupants of specific positions will be selected from the NRP participants on the basis of the particular skills needed, the capability of the various NRP participants to provide these skills, and the balance of representation of the NRP participants on the Staff.

4. The normal tour of duty for personnel assigned to the NRO Staff is three years.



4. ORGANIZATION & MANPOWER

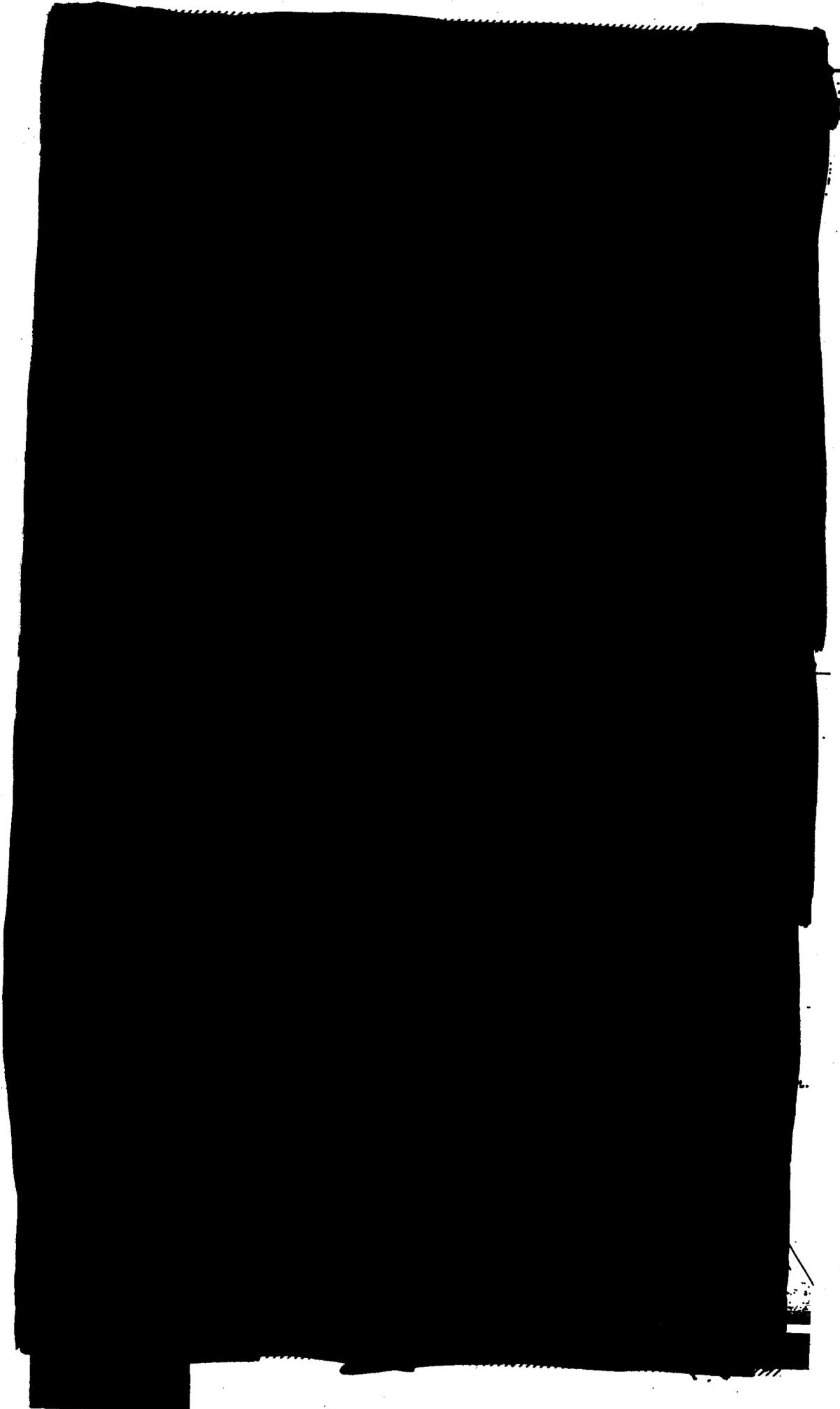
1. The NRO Staff will be organized and manpower generally authorized and allocated as set forth in Atch 1.

2. In fulfillment of the NRO Staff mission, the elements of the NRO Staff perform the general functions set forth in Atch 2.



Maj General, USAF  
Director, NRO Staff





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**FUNCTIONS AND RESPONSIBILITIES OF  
NRO STAFF ELEMENTS**

**DIRECTOR, NRO STAFF:**

Responsible to the DNRO/DDNRO for all activities of the NRO Staff.

**EXECUTIVE OFFICER:**

Responsible for the establishment of administrative practices and procedures and the provision of administrative services to the NRO Staff. Responsible for NRO Staff manpower and personnel actions. Assists the Director, SAFSP, in the acquisition and/or control of necessary USAF manpower resources.

**ASSISTANT FOR SECURITY:**

Principal NRO Staff officer responsible for insuring that the security policies established by the DCI for the protection of sources and methods are properly implemented. Formulates for DNRO approval practices and procedures consistent with that policy. He is the principal NRO Staff member on all matters involving the investigative and security facilities of the DOD, Military Departments, CIA, and NRO Program Directors as required. He provides Secretariat services for the Inter-Agency Contingency Planning Committee and serves as the NRO Staff member of the ICPC Working Group.

**ASSISTANT FOR FILM PROCESSING AND PRODUCTION:**

Responsible staff element for film procurement, processing, and production as well as the research and development associated therewith. Handles scheduling of film procurement and processing. Serves as the staff representative to the CCB.

Atch #2

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ASSISTANT FOR AIRCRAFT OPERATIONS:

Responsible for maintaining current knowledge of the status and capabilities of all aircraft and drone systems and closely-associated support resources (tanker aircraft; airbase facilities, etc). Assists the NRP Program Directors, as required, in obtaining DOD (principally, Air Force) support for NRP aircraft and drone operations. He monitors and assists, as necessary, the close coordination of NRP aircraft and drone programs (principally, CIA) and the DOD (principally, the JRC of the JCS). Advises the DNRO, as appropriate, in all of these areas.

DEPUTY FOR SATELLITE OPERATIONS:

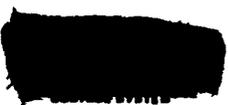
Responsible for operating and directing (as Chief) the activities of the NRO Satellite Operations Center (SOC). Maintains current knowledge of the status and capabilities of all operational satellite systems



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DEPUTY FOR RESEARCH & DEVELOPMENT:

Principal NRO Staff technical advisor to the DNRO/DDNRO on all NRP research and development matters.

Responsible for monitoring all research, technology, study, and development programs conducted by NRP Program Directors and recommends changes, as appropriate, to the LNRO. Maintains knowledge of appropriate R&D projects outside the NRP which might have application to technical requirements of the NRP. Maintains knowledge and status of system procurement and production for the NRP, assisted by the Deputies for Satellite Operations and Plans, Policy, and Resources, as appropriate.

DEPUTY FOR PLANS, POLICY, AND PROGRAMMING:

Responsible for all general planning and policy matters of concern to the NRO (except for security policy established by the DCI for the protection of sources and methods). Focal point for all Congressional and Executive Department liaison on matters of concern to the NRO (this responsibility does not impinge upon any normal liaison which Program Directors have in carrying out their NRP responsibilities; however, is expected to be aware of all such activities).

Responsible for all public information matters of concern to the NRO (consistent with security policy established by the DCI).

In conjunction with the NRO Comptroller, responsible for insuring that the total NRP program is presented to the DNRO in a format responsive to his desires and those of higher review and/or approval authority.

Monitors the preparation, collation and distribution of status and progress reports on the NRP by the Program Directors and compiles such other reports as may be directed by the DNRO. Additionally, is responsible for preparing for DNRO signature the monthly NRP Overflight Forecast to the 303 Committee.

Plans and programs DOD communications services to meet NRO requirements, as required and directed. In carrying out these duties, coordinates closely with Hq USAF, Hq AFCS, major USAF commands, and other Departments, as appropriate, to arrange leasing or procurement of circuits and equipment, and the provision of manpower authorizations and properly trained/cleared personnel to operate and maintain NRO Communications facilities. Assists CIA, as required, in the coordination with DOD and other Government agencies regarding the installation and utilization of CIA communications services and facilities which are employed solely or primarily for NRP matters.

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