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DEPARTMENT OF THE AIR FORCE
WASHINGTON

23 DEC 1964

OFFICE OF THE UNDER SECRETARY

MEMORANDUM FOR THE INTERDEPARTMENTAL CONTINGENCY
PLANNING COMMITTEE

SUBJECT: Functions of the ICPC Secretariat and the ICPC
Contingency Working/Action Group (CW/AG)

At the 14 August 1964 meeting of the Interdepartmental Contingency Planning Committee, it was agreed to establish an ICPC Secretariat and an ICPC Contingency Working/Action Group (reference Item #2 of Committee Minutes, BYE-23100-64). Attached for the consideration of committee members are the proposed functions of the Secretariat and the CW/AG.

The Secretariat will be furnished from the (S) NRO Staff; the CW-AG will be comprised of representatives from the DOD ((S) NRO and DIA), the CIA, and the Department of State. The Group may from time to time enlist such other temporary representation or assistance as situations require.

Mr. Louis F. Mazza (OX 52136, home: WH 2-3560), and Lt Colonel Richard S. Quiggins (OX 52594, home: 273-6381) will be the primary and alternate (S) NRO Staff representatives to the CW/AG. The CIA, DIA and Department of State are requested to make their selections at the earliest opportunity. The functions of the CW/AG suggest that its representation be comprised of individuals who are concerned on a day-to-day basis with matters related to operational security.

~~(S)~~ NRO Program Offices will continue to have the primary responsibility for preparing contingency plans and taking such contingency actions as may be required in the event of incident. It will be the function of the Secretariat and the CW/AG to assist as needed and to insure on behalf of the (S) D/NRO that such plans and actions represent a considered overall U. S. Government approach to the problem.

Committee members may indicate their approval of this proposal and identify representatives to the CW/AG to Mr. Louis F. Mazza of this office, Code 11, Ext. 52136.

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1 Atch:
Proposed Functions

Stewart
JAMES T. STEWART
Brigadier General, USAF
Director, (S) NRO Staff

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FUNCTIONS OF THE ICPC SECRETARIAT

1. Respond to the needs of the Chairman, ICPC, the ICPC members, and responsible Program Offices in effecting coordinations necessary to obtain committee consideration and approval of all contingency plans.
2. Insure, on behalf of the Chairman, ICPC, that contingency plans have been prepared, considered, and approved by the ICPC for all overhead reconnaissance operations.
3. Insure periodic review of all contingency plans to assess their adequacy in light of current circumstances.
4. Prepare agenda and minutes covering all meetings of the ICPC; maintain for the Chairman a complete dossier of all correspondence relating to committee consideration and approval of contingency plans; handle other items of general committee business.
5. Insure that the Chairman, committee members, and responsible Program Offices are kept fully informed on matters relating to the business of the committee.
6. Perform such other tasks relating to contingency planning as the Chairman may direct.

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FUNCTIONS OF THE ICPC
CONTINGENCY WORKING/ACTION GROUP (CW/AG)

1. In the event of a contingency incident, the Contingency Group will monitor closely all actions taken to insure that the contingency plan is adequate to the particular event.
2. In the event the contingency plan is not fully adequate to the particular event, will advise (S) DNRO immediately, in addition to recommending what further action is required.
3. Will be responsive to the (S) DNRO in the event of a contingency incident and, where necessary action requires interdepartmental coordination or cooperation, will be the organization to take such action.
4. Will maintain a complete dossier for the (S) DNRO with respect to all contingency incidents.
5. With the assistance of the ICPC Secretariat, will insure that the Chairman, ICPC members, responsible Program Offices and other appropriate U. S. Government officials are kept informed regarding contingency incidents.
6. At the conclusion of a contingency incident, will review the existing contingency plan in light of the experience gained and will recommend to the ICPC such changes as are appropriate.
7. At the direction of the ICPC, the (S) DNRO, or responsible Program Offices, will assist in the actual preparation of contingency plans.

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