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SAFSS

Maj Tazbell/vdw/25 Mar 64

1964 MAR 25 16 11

MEMORANDUM FOR THE DIRECTOR, ~~(S)~~NRO STAFF

SUBJECT: USIB Agenda

In compliance with paragraph 6. a.(7) of your memorandum of 9 March 1964, Subject: Responsibilities of the Staff, the following procedure has been established for handling of the USIB Agenda. SS-2 will send one copy to the ~~(S)~~ DDNRO and two copies to SS-4. SS-4 will then prepare a briefing memo, attach the USIB Agenda and any other necessary documents, and forward to you no later than the day preceding the USIB meeting. The second copy of the agenda received by SS-4 will be retained in the SS-4 USIB file. SS-2 has agreed to expedite delivery of the briefing memo and agenda to you and it is recommended that in your absence procedures be established to pass this directly to Dr. McMillan's office.

The above procedures have been coordinated with SS-2.

[Redacted]

Deputy for Satellite Operations  
~~(S)~~NRO Staff

cc: Mr. Kiefer  
Col Strand

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*Approved by Gen Martin*

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