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DEPARTMENT OF THE AIR FORCE
WASHINGTON

(24)

OFFICE OF THE UNDER SECRETARY

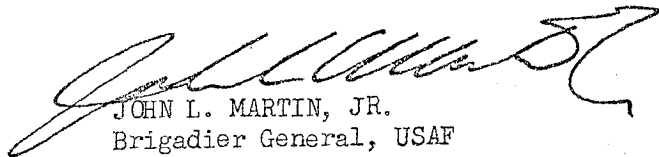
27 MAY 1964

MEMORANDUM FOR ~~(S)~~NRO STAFF

SUBJECT: Responsibilities of the ~~(S)~~NRO Communications Staff Officer and
~~(S)~~NRO Executive Officer

Reference is made to my memorandum of 9 March 1964, "Responsibilities of the Staff." This memorandum supplements the reference, and the attachment replaces paragraph 4, "Responsibilities of the Executive Officer (SS-2)," and paragraphs 6e(4) and 6e(5), "Responsibilities of the Deputy for Satellite Operations (SS-4)."

The responsibilities of the (S)NRO Executive Officer encompass those of the ~~(S)~~NRO Communications Staff Officer (Captain Jones). Captain Jones will continue to be assigned overtly to DCS/Operations, Hq AFCS, and covertly/functionally to the Executive Office, ~~(S)~~NRO Staff.



JOHN L. MARTIN, JR.
Brigadier General, USAF
Director
~~(S)~~NRO Staff

Attachment (1)

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Page 1 of 1 Pages.
Control No. Dep. 22253-64

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4. Responsibilities of the Executive Officer (SS-2).

a. Office Management. Assists the Director, ~~(S)~~NRO Staff, in overall office management. Evaluates policies and procedures; recommends management improvements to the Director and implements, as directed.

b. Manpower and Personnel Services. Advises and acts for the Director ~~(S)~~NRO Staff, on staff manpower requirements and personnel matters. In performing these duties, coordinates closely with Administrative Services (SAFAA) and the Air Force Military Personnel Directorate (AFFMP) to: establish and man authorized manpower spaces; provide personnel services for all military and civilian members of the staff; and develop and be knowledgeable of personnel policies and procedures.

(1) Takes key manpower and manning actions for the Director of Special Projects (SAFSP).

(2) Handles SAFSP/AFSC personnel control rosters.

c. Communications Services.

(1) Insures that the Director, ~~(S)~~NRO Staff, is advised of all matters having a significant impact on ~~(S)~~NRO communications.

(2) Provides the principal ~~(S)~~NRO Staff action on all communications matters referred to the ~~(S)~~DNRO for consideration or action.

(3) Plans and programs communications services to meet ~~(S)~~NRO requirements, as required and directed. In carrying out these duties coordinates closely with Hq USAF, Hq AFCS, and major air Commands to arrange: leasing or procurement of circuits and equipment; and provision of manpower authorizations and properly cleared/trained personnel to operate and maintain ~~(S)~~NRO communications facilities.

(4) Supervises communications security for USAF-operated ~~(S)~~NRO communications facilities, developing a high level of security consciousness, knowledge, and discipline at each communications center.

(5) Interprets ~~(S)~~NRO communications security policy and criteria for detailed application to operating procedures.

(6) Establishes regular inspections of Air Force operated ~~(S)~~NRO communications facilities to insure operating procedures are in accordance with security policy. Reports results of these inspections to the Director, ~~(S)~~NRO Staff.

(7) Provides semi-annual briefings for the Director, ~~(S)~~NRO Staff, on the overall status of, and plans for, the ~~(S)~~NRO communications network.

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- (8) Supervises and operates the special communications center utilized by the ~~(S)~~NRO Staff and Program Director D.

d. Administrative Services. Provides administrative services for the ~~(S)~~NRO Staff, including:

- (1) Preparation of presentation aids.
- (2) Control, handling (processing for distribution and accountability of all incoming and outgoing correspondence (including messages-WHIG only).
- (3) Records storage.
- (4) Posting of destruction certificates for classified material destroyed by all elements of the ~~(S)~~NRO Staff (excluding [REDACTED] messages).
- (5) Establishes and maintain ~~(S)~~NRO and ~~(S)~~NRO Staff policy directives and administrative procedures, consistent with direction of the Director, ~~(S)~~NRO Staff.

6. Responsibilities of the Deputy for Satellite Operations (SS-4)

e. Other Responsibilities.

- (4) Is responsible for the destruction of SS-4 classified material.
- (5) Is responsible for the administrative control and accountability of incoming and outgoing [REDACTED] messages.
- (6) Is responsible for publication and control of operations Reports Control Manuals.
- (7) Provides adequate floor space for the special ~~(S)~~NRO communications center.

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