

NOV 08 1993

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Subsequent to the fatal shooting of Officer Tina Ricca at the Westfields compound on 6 November 1993, a meeting was held at 1500 hours in [REDACTED] with representatives from Management Services and Operations, General Counsel, External Relations, NRO Security Staff, [REDACTED] CI Staff, CISCO, and Vance International. [REDACTED]

[REDACTED] presided.

[REDACTED] began the meeting with a moment of silence for Officer Ricca. The purpose or the objectives of the meeting were then outlined and were as follows:

1. Reconstruct the events of the previous evening;
2. Draft internal and external statements to prevent/lessen "Rumor Mill";
3. Identify collective actions of Government and Contractors to be taken over the next 3-5 days;

In an attempt to reconstruct the events of 6 November 1993, the following individuals recounted their previously documented experiences:

- Officer [REDACTED] - Vance Security Officer
- Mr. [REDACTED] - Facility Duty Officer
- Mr. [REDACTED] - CISCO Operations Manager

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[REDACTED]

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Mr. [REDACTED] - CISCO Community Relations Manager
Mr. [REDACTED] - Vice President, Vance International

Following the accounts of events, attention turned toward the second and third objectives of the meeting; internal and external statements and identification of collective actions. Action items resulting from discussion of these objectives are provided below.

ACTION ITEMS

1. Issuance of initial internal (NRO-wide) notice regarding incident - MS&O/SS
2. Issuance of initial external notice by Rockwell for Westfields contractors - MS&O/SS and Rockwell
3. Creation of consistent Vance and CISCO external statements for press and outside inquiries - CISCO and Vance
4. Subsequent internal messages addressing the incident - [REDACTED]
5. Notify [REDACTED]

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6. Obtain counseling services for CISCO, Vance, and NRO employees - D/MS&O and Vance

7. Assign Vance Officer to cover [REDACTED] facility on the day shift during the week - Vance

8. Schedule meeting in [REDACTED] Auditorium for Vance employees - CISCO and Vance

9. [REDACTED]

[REDACTED] - CISCO and MS&O/SS

10. Conduct 100% badge check at Westfields Construction Site on 8 November - Vance

11. Notify all government workers at the Westfields Site to report to another facility on 8 November - [REDACTED]

12. [REDACTED]

[REDACTED] CISCO

13. Check equipment used by Vance Officers - Vance

14. [REDACTED]

[REDACTED] - CISCO

15. [REDACTED]

[REDACTED] - Vance

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16. [REDACTED]

17. Upon return of the site from FCPD, conduct site check to determine extent of damage and missing items - D/MS&O, [REDACTED] and CISCO

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