

Mr. Friedman

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USCIB: 4/62

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29 June 1953

~~TOP SECRET - SECURITY INFORMATION~~

MEMORANDUM FOR THE MEMBERS OF USCIB:

Subject: Revised USCIB Directives.

1. Forwarded herewith for information and guidance are copies of USCIB Directives, Numbers 1, 2, and 3, which have been approved by USCIB as a further delineation of the structure, mission and functions of USCIB as set forth in National Security Council Intelligence Directive (NSCID) Number 9, 29 December 1952. These directives supersede the existing USCIB Directives Numbers 1, 2, and 3 (Revised 1950).

2. The remaining USCIB Directives (Numbers 4 through 9) will continue in effect.

H. D. Jones

H. D. JONES
Deputy Executive Secretary, USCIB

Enclosures - 3

1. USCIB Directive No. 1
(17 April 1953.)
2. USCIB Directive No. 2
(17 April 1953.)
3. USCIB Directive No. 3
(17 April 1953.)

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USCIB DIRECTIVE NUMBER 1 (CIBD #1)

(Approved by USCIB on 17 April 1953)

ORGANIZATION, MISSION, AND FUNCTIONS

- OF THE

UNITED STATES COMMUNICATIONS INTELLIGENCE BOARD (USCIB)

PURPOSE

1. The organizational arrangements and operating procedures set forth herein are established as those of the United States Communications Intelligence Board (USCIB) in the discharge of its duties and responsibilities, as prescribed in National Security Council Intelligence Directive Number 9, revised, 29 December 1952 (NSCID No. 9).

FUNCTIONS AND AUTHORITY

2. The functions, authority, and composition of USCIB shall be as prescribed in NSCID No. 9.
3. The USCIB organizational structure shall consist of:
 - a. The Board.
 - b. An Executive Committee.
 - c. An Executive Secretariat.
 - d. Standing and ad hoc committees as necessary.
4. Terms of reference for the subordinate elements listed above will be established in succeeding directives.

PROCEDURES

5. USCIB shall meet as provided in NSCID No. 9.
6. Each department and agency having membership on USCIB shall be represented at each meeting by its member or an alternate. The Executive Secretary, or an alternate, shall attend each meeting.
7. The voting procedure to be employed by USCIB is prescribed in NSCID No. 9. Voting may be accomplished by vote sheet when appropriate.
8. Any member of USCIB may place an item on the agenda by notifying the Executive Secretary in writing, or by introducing it at a meeting with the concurrence of all members. Items may also be placed on the agenda by the Executive Secretary.
9. No item which has not been in the hands of the members a minimum of two working days prior to the meeting shall be considered without the unanimous consent of the members.
10. USCIB shall consider all matters upon which the Executive Committee has been unable to reach decision, or which otherwise require consideration by the Board.
11. USCIB members will be notified promptly, by the Executive Secretary, of decision within the Executive Committee upon any matter considered by it. Absence of objection by any member within seven working days after notification of the Executive Committee action will constitute USCIB approval.

MINUTES

REF ID: A67510
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12. A record of the discussions and decisions of USCIB will be prepared in the form of minutes by the Executive Secretary, for approval by USCIB at a subsequent meeting.

IMPLEMENTATION OF DECISIONS

13. Each formal USCIB decision will include a statement as to the particular departments, agencies, or individuals who are responsible for implementing all or any specified parts of the decision.

14. USCIB shall review its organizational structure annually to insure that optimum effectiveness and efficiency are maintained.

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Approved - 17 April 1953

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USCIB DIRECTIVE NUMBER 2 (CIBD #2)

(Approved by USCIB on 17 April 1953)

ORGANIZATION, MISSION, AND FUNCTIONS

OF THE

USCIB EXECUTIVE COMMITTEE (USCIBEC)

PURPOSE

1. To assist the United States Communications Intelligence Board (USCIB) in the discharge of its duties and responsibilities, as prescribed in National Security Council Intelligence Directive Number 9, revised, 29 December 1952 (NSCID No. 9), there is hereby established the United States Communications Intelligence Board Executive Committee (USCIBEC), whose terms of reference are set forth herein.

FUNCTIONS AND AUTHORITY

2./ The Executive Committee shall serve as a standing group for, and under the direction of, USCIB and, within the limitations contained in the following paragraphs, shall have authority within the sphere of USCIB responsibility to consider, and to determine and direct implementation of decisions upon all matters, exclusive of those involving major policy and those on which the Board itself shall decide to act. It shall also study and make recommendations on matters involving major policy. The Executive Committee, subject to review by USCIB, shall determine whether or not a matter involves major policy.

3. The Executive Committee shall:
 - a. Coordinate arrangements for the preparation of statements of intelligence requirements, and priorities thereof;
 - b. Present approved requirements to the Director, NSA, for fulfillment by him in accordance with his responsibilities under NSCID No. 9; and
 - c. Identify conflicts among requirements arising from limitations in available collection and production facilities, and resolve these conflicts or, failing to do so, submit them to USCIB for resolution.

ORGANIZATION

4. The Executive Committee shall be composed of one authoritative representative from each of the member departments and agencies of USCIB, to be designated by the incumbent USCIB member. The Executive Secretary, USCIB, shall act as Chairman of the Executive Committee without vote.

5. As Chairman, The Executive Secretary, USCIB, shall be responsible for the functioning of the Executive Committee, and he shall provide the secretarial assistance required. Such assistance shall include the preparation and distribution of agenda, papers to be considered, minutes, resumes of decisions, and vote sheet actions; and the performance of such other administrative functions as are required by the Executive Committee.

PROCEDURES

6. The Executive Committee shall meet monthly, or oftener, as required.

7. The Executive Committee may reach a decision either by vote taken in meeting or by means of a vote sheet procedure. In all matters except those involving major policy, unanimity within the Executive Committee will, in the absence of objection of a USCIB member upon notification of the decision, render further consideration by USCIB unnecessary. The Executive Secretary will give prompt notification to USCIB members of Executive Committee decisions and recommendations. Matters involving major policy, after consideration by the Executive Committee, and those matters upon which the Executive Committee is unable, within a period covering two consecutive regular meetings, to agree unanimously, will automatically be referred by the Executive Secretary to USCIB for consideration. In such a case, the Executive Secretary will inform USCIB of the views and recommendations expressed by the Executive Committee members, and will schedule the matter for consideration at the next meeting of USCIB.

8. Any member of the Executive Committee may place an item on the agenda by notifying the Executive Secretary, USCIB, in writing; or by introducing it at a meeting, with the concurrence of all members.

9. Items may be placed on the agenda also by USCIB, by the Executive Secretary, and by the Chairmen of standing committees. A member submitting an item for consideration will make every effort to forward it

to the Executive Secretary well in advance of the meeting date to permit sufficient time for pre-meeting consideration by all members. No item which has not been in the hands of the members a minimum of two working days prior to the meeting shall be considered without the unanimous consent of the members.

COMMITTEE STRUCTURE

10. The Executive Committee shall establish such standing and ad hoc committees as it deems necessary.

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Approved - 17 April 1953

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USCIB DIRECTIVE NUMBER 3 (CIBD #3)

(Approved by USCIB on 17 April 1953)

ORGANIZATION, MISSION, AND FUNCTIONS

OF THE

USCIB EXECUTIVE SECRETARIAT (USCIBES)

AUTHORITY

1. In accordance with provisions of paragraph 1c of National Security Council Intelligence Directive Number 9, revised, 29 December 1952 (NSCID No. 9), there is hereby established the United States Communications Intelligence Board Executive Secretariat (USCIBES), headed by an Executive Secretary, to fulfill the mission and functions herein assigned.

COMPOSITION AND ORGANIZATION

2. The USCIB Executive Secretary shall be appointed by the Chairman, USCIB, with the approval of the majority of the Board. He shall be either military (active or reactivated status) normally of not less than colonel rank (or equivalent) or civilian of approximately equal level, and shall be assigned to the Office of the Executive Secretary, National Security Council. He shall be responsible to the Board.

3. The USCIB Executive Secretary shall make recommendations to the Board as to the size and composition of his staff which shall include:

- a. Technical personnel, who shall be contributed by member departments and agencies.
- b. Administrative and clerical personnel, who shall be paid, provided office space, and given logistic support by the Board Chairman in his capacity as Director of Central Intelligence.

FUNCTIONS AND DUTIES OF THE EXECUTIVE SECRETARY

4. The USCIB Executive Secretary, assisted by the Executive Secretariat, shall provide continuity of the executive, technical, and administrative affairs of USCIB and perform such functions as are assigned to him herein or otherwise by the Board. His principal duties shall be to:

- a. Attend USCIB meetings.
- b. Act as non-voting Chairman of USCIB Executive Committee.
- c. Provide secretarial services to USCIB, the USCIB Executive Committee and such standing and ad hoc committees as may be appointed within the USCIB organization.
- d. Codify, publish, and maintain the official file of Board decisions, directives, and policies.
- e. Advise and assist the USCIB member departments and agencies, as appropriate, in the interpretation and in the implementation of established USCIB policies and programs.

- f. Maintain liaison with the member departments and agencies for the purpose of keeping the Board informed on policies and activities in order to enable the Board, among other things, to carry out the provisions of paragraphs 1d and 1e of NSCID No. 9, revised
 - g. Coordinate the implementation of decisions on behalf of USCIB.
 - h. Perform such other functions as the Chairman, USCIB, may designate.
5. He shall perform the following additional specific duties:
- a. Security - He shall serve as USCIB security officer:
 - (1) He shall keep national, international, and agency COMINT security regulations under continuous review and, for this purpose, he shall investigate and study the standards and practices of such departments and agencies in utilizing and protecting COMINT information. Nothing herein shall be construed as authority to make physical inspections, without consent, within a department or agency.
 - (2) He shall maintain a record of the identity of all indoctrinated persons outside the member departments and agencies. He shall also maintain a record of the numbers of indoctrinated persons within each member department and agency.

(3) He shall arrange assistance in the investigation and clearance of persons for COMINT whenever desired by member departments and agencies.

(4) He shall keep informed of, and provide advice and assistance concerning, COMINT security matters of common concern to USCIB members, and agencies under their jurisdiction.

b. Domestic Liaison - He shall conduct directly, or coordinate among the participating departments and agencies their handling of, such liaison with non-member domestic agencies and authorities as is required of the Executive Secretary by the Board or requested by any of its members in matters relating directly to COMINT activities.

c. Liaison with the U.K. and British Commonwealth Countries - He shall keep generally informed of the conduct of liaison on COMINT matters with foreign governmental communications intelligence agencies in accordance with the provisions of NSCID No. 9. Subject to the provisions of NSCID No. 5, he will conduct liaison with foreign COMINT Boards and foreign non-COMINT agencies as necessary. He shall keep the Director, NSA, advised of any actions that may bear upon the latter's responsibilities in this respect. Insofar as possible, liaison channels maintained and operated by the Director, NSA, will be used for these foreign liaison matters.

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- d. Arrangements with Third Parties - He shall keep informed of the policy aspects of COMINT agreements with third parties and shall exercise such coordination in this regard as is required by the Board.

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