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16 November 1948

UNITED STATES COMMUNICATIONS INTELLIGENCE BOARD

DIRECTIVE NO. 1

ORGANIZATIONAL BULLETIN

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Pursuant to the provisions of the National Security Council Intelligence Directive No. 9, the United States Communications Intelligence Board (USCIB) approves and hereby establishes the following organizational arrangements and operating procedures for the conduct of its business. This directive supersedes USCIB Organizational Bulletin No. II.

1. The following departments and agency will be represented on USCIB:

1. Department of State.
2. Department of the Army.
3. Department of the Navy.
4. Department of the Air Force.
5. Central Intelligence Agency.

2. The membership of USCIB will consist of not more than two regular representatives designated by appropriate authority in each of the foregoing departments and agency

3. USCIB will act only with the unanimous concurrence of all of its members, except that the Chairman shall be elected by majority vote. In the event of its failure to reach unanimity, USCIB will refer the matter to higher authority as prescribed in paragraph 4 of NSCID #9. The Board will perform such functions as may be required to accomplish its objective, but it will place particular emphasis upon the following:

- (a) Formulating national Communications Intelligence policy and objectives.
- (b) Allocating among the member departments and agency specific responsibility for the conduct of Communications Intelligence tasks in order to insure a comprehensive coordinated program and to eliminate unnecessary duplication of

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effort. (Tasks in those fields of responsibility or interest that are severally and specifically assigned to the member departments and agency by law or by competent authority, shall be recognized as the primary responsibility of the cognizant department or agency).

- (c) Prescribing basic security standards and dissemination policies to protect all Communications Intelligence activities and sources.
- (d) Exercising supervision over the establishment and maintenance of all liaison with foreign and non-member domestic agencies in the field of Communications Intelligence.
- (e) Assessing the national Communications Intelligence requirements, and establishing general policies concerning emphasis and priorities of effort accordingly.
- (f) Coordinating Communications Intelligence research and development in conformity with pertinent Research and Development Board policies.

4. Any member of USCIB may place an item on the agenda by notifying the Secretariat in writing or by introducing it at a meeting with the concurrence of those present. USCIB papers not supplied to Board members at least 48 hours in advance of a meeting will not be considered for decision at the meeting except by the unanimous consent of representatives present. The USCIB agenda shall include a continuing inventory of all pending items and no item is to be dropped therefrom except by specific approval of the Board.

5. USCIB may make decisions and issue directives or communications pertaining thereto, without a formal meeting. Such directives or communications issued in the name of USCIB will need to be signed only by the Chairman thereof but shall require the prior concurrence of all members of USCIB.

6. The following rules shall govern the Chairmanship of USCIB:

- (a) The term of office of the Chairman shall not exceed one year.
- (b) The same department or agency will not furnish the Chairman twice in succession.

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- (c) If a particular Chairman is unable to continue in office for his prescribed term, a new Chairman will be elected to serve a full term
- (d) If the Chairman is unable to attend a meeting or otherwise must be absent from USCIB affairs, he will designate another regular member to serve as Acting Chairman in his absence.

7. A regularly scheduled meeting of USCIB will be held on the second Friday of each month unless cancelled or postponed by unanimous consent of members, in which event the Secretariat, as directed by the Chairman, will notify members of the new meeting date at least 48 hours in advance. Interim meetings may be requested by any member and will be called by the Chairman if a majority of the members concurs. Prompt notice of the holding of such meeting will be given to members by the Secretariat.

8. Each department or agency represented on USCIB will be represented at each meeting by at least one member or alternate with necessary power to act.

9. A record of the discussions and decisions of USCIB will be prepared in the form of Minutes by the Secretariat. The Minutes will be prepared in tentative form and furnished to Board members for comment. Upon receipt of such comment, the final Minutes will be prepared as corrected and a record of such corrections will be included with the final Minutes. USCIB will supplement the individual approval of minutes and/or actions taken outside of regular meetings by formally approving such minutes and/or actions at the time of the next succeeding meeting. Final Minutes of USCIB meetings will be disseminated to USCIB members.

10. In order that USCIB may be fully effective, it is essential that its decisions be implemented as promptly as possible. To this end, each formal decision recorded in the minutes of a USCIB meeting or otherwise will include a statement as to the particular agencies or individuals under the cognizance of USCIB that are responsible for implementing all or any specified parts of the Decision. Such responsible agencies or individuals will, one week prior to each regular meeting of USCIB submit to the Secretariat an informal report as to the progress in implementing appropriate decisions. A monthly summary of these reports will be presented by the Secretariat at each meeting of USCIB, which summary will appear as a separate section of the Agenda for such meetings. Items will be carried in this section of the agenda until considered completed by the Board, at whose direction fully-implemented items will be dropped from such section. Subject to the foregoing, the Secretariat will be responsible for following up the implementation of USCIB decisions as may be necessary.

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11. To assist USCIB, there shall be an official designated as the Coordinator of Joint Operations, who shall be appointed by USCIB from among the heads of the Military COMINT operating agencies in succession and to serve for a period of one year. His duties and responsibilities shall be defined by USCIB. At no time will the Coordinator of Joint Operations and the Chairman, USCIB be members of the same Department or Agency.

12. USCIB shall also establish such standing committees as may be required to assist it in the discharge of its assigned responsibilities. The following standing Committees of USCIB have been established for the discharge of the responsibilities assigned below and for otherwise serving USCIB:

- (a) Intelligence. Formulation of the USCIB intelligence requirements, and coordination of other intelligence matters under cognizance of USCIB.
- (b) Security. Formulation of interdepartmental security and dissemination policies, and coordination of other security matters under cognizance of USCIB.
- (c) Collateral Information. Coordination of the acquisition, compilation, and exchange of all background material which may be of value to the production of Communications Intelligence.

13. The standing Committees of USCIB shall function primarily to assist the Board with the coordination of intelligence requirements of member agencies, the conduct of special studies, and the preparation of required plans. The Committees may, however, be called upon at any time to assist the Coordinator of Joint Operations in coordination of the operating agencies on a working level. Membership in each standing Committee will be held at the minimum necessary for conducting business. Standing Committee decisions will require unanimous consent but minority reports may be submitted by dissenting members as hereinafter provided.

14. Standing committees will (a) establish their own methods of procedure in carrying out their duties, (b) initiate studies and projects for the improvement of coordination as appropriate, and (c) make and implement decisions on specific matters insofar as the members of the committees have authority to do so for their respective organizations.

15. Committee members will be appointed by their respective Board members and the Secretariat will be notified of all changes in committee membership.

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16. The Chairmen of the standing committees will be appointed by USCIB on an equitable basis from representatives of member Departments and Agencies and will normally hold office for one year. If any Chairman is unable to attend a meeting of his Committee or otherwise must be absent from committee affairs, he will designate another member of the Committee to serve as Acting Chairman in his absence.

17. Standing committees will hold meetings at least monthly, or oftener if required. Each department or agency represented on the respective standing committees will be represented at each meeting by at least one member, or alternate, with necessary power to act.

18. The responsibility for expeditious action on matters referred to a standing committee, as well as the responsibility for the form, completeness and accuracy of its reports, rests upon the chairman of the committee. It is his duty to secure a unanimous decision if possible. If no such decision can be reached in matters referred by USCIB or the Coordinator of Joint Operations to the Committee, USCIB or the Coordinator of Joint Operations, as appropriate, shall be informed that the Committee has been unable to reach a decision. Minority reports and recommendations may be appended to the report and recommendations of a standing committee by members not in complete agreement with the committee's findings, and the form and handling of such minority reports and recommendations shall be governed by the regulations applicable to the committee reports and recommendations.

19. Ad Hoc working committees may be designed by USCIB to assist in completing specific tasks. The Chairman of the Ad Hoc committee will be appointed by USCIB and will select the time and place of its meetings and will notify the members thereof.

20. The Secretariat of USCIB will consist of suitably qualified representatives supplied on an equitable basis by the Armed Services. Facilities of the Secretariat will also be provided equally by the Services. There will be one Secretary and one or more Assistant Secretaries and the office of the Secretary will rotate with the Chairmanship, USCIB. To insure necessary continuity it is desirable that members of the Secretariat be assigned for a period of not less than one year and that not more than one Secretary be relieved at any one time. Under direction of USCIB, the Secretariat will:

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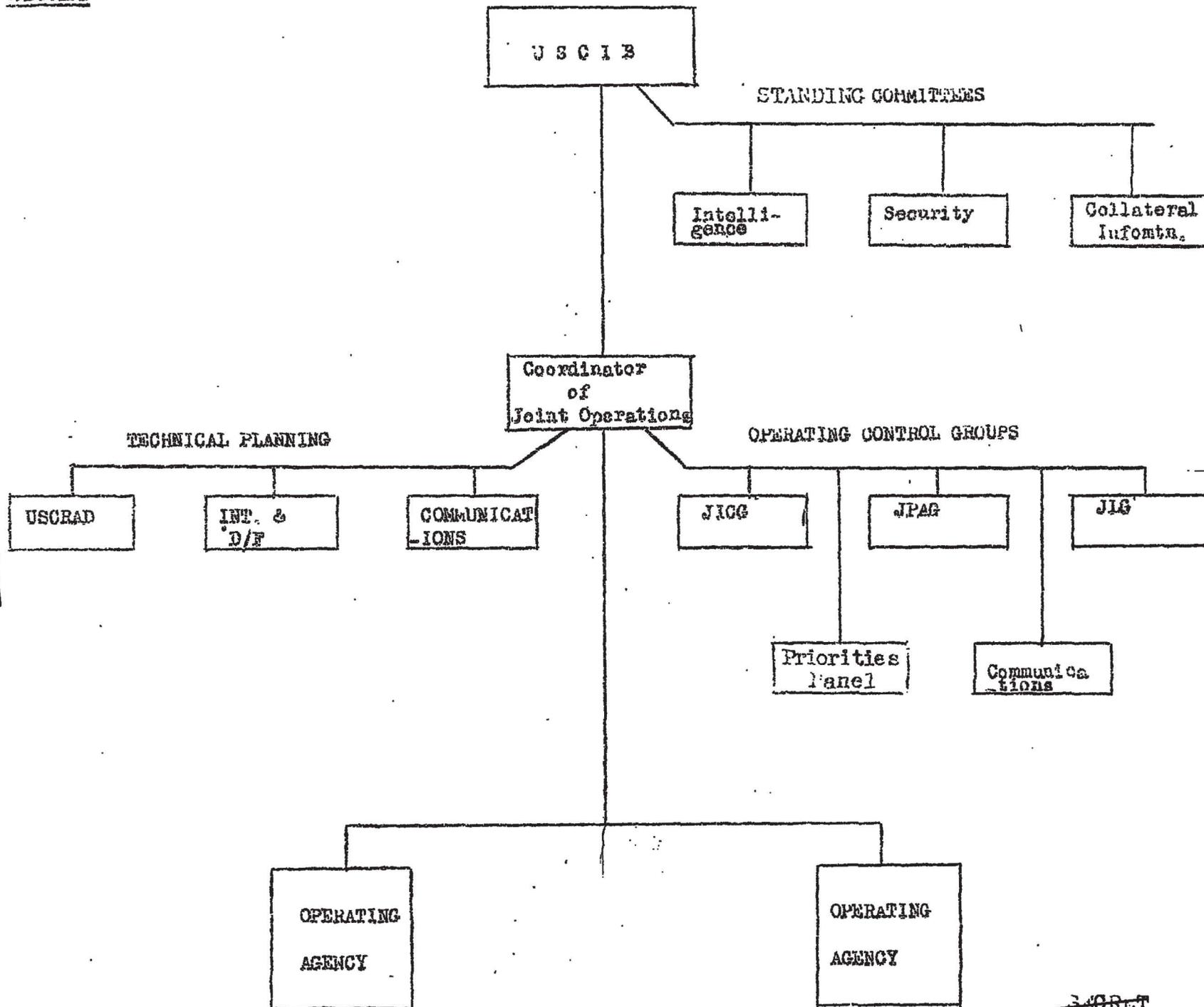
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- a) Prepare agenda, keep the minutes, and record the decisions of the meetings of USCIB.
- b) Provide each member of USCIB with all necessary materials incident to matters requiring consideration.
- c) Maintain adequate records concerning the decisions and activities of USCIB, the Coordinator of Joint Operations, and the committees.
- d) Coordinate the exchange of correspondence (1) between USCIB, the Coordinator of Joint Operations and the committees, and (2) with other organizations as the situation requires.
- e) Render reports directly to USCIB and the Coordinator of Joint Operations when committee action appears unnecessary.
- f) Provide secretarial assistance to the Coordinator of Joint Operations and to committees as required.
- g) Provide USCIB members with monthly inventories of tasks completed by USCIB, the Coordinator of Joint Operations, the committees, and the Secretariat.
- h) Follow up the implementation of USCIB decisions by ascertaining the status of required action, and by making periodic reports to USCIB as directed by the Board and/or the Coordinator of Joint Operations, as required by paragraph 10 above.

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Functional Chart of USCIB, AS REVISED

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