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USCIB: 4/55

24

5 June 1953

~~TOP SECRET - SECURITY INFORMATION~~MEMORANDUM FOR THE MEMBERS OF USCIB:

**Subject:** Proposed Terms of Reference for the USCIB Security Committee.

**Reference:** USCIB 4/51 dated 20 May 1953.

1. The USCIB Executive Committee (USCIBEC) at its First Meeting on 27 May 1953 considered the Proposed Terms of Reference for the USCIB Security Committee (USCIB 4/51) and approved the draft, subject to certain changes. These changes have been incorporated in the enclosure.

2. Notification of this action of the USCIBEC is forwarded to USCIB members for information. Absence of objection by any member within seven working days from the date of this notification will constitute USCIB approval, and the subject paper will be promulgated as a USCIB Directive.

*R. L. Taylor*  
for  
RUFUS L. TAYLOR  
Captain, U. S. Navy  
Executive Secretary, USCIB

Enclosure  
Prop. USCIB Directive Re  
Terms of Ref. for SECCOM.

USCIB: 4/55

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~~TOP SECRET - SECURITY INFORMATION~~

PROPOSED USCIB DIRECTIVE NUMBER \_\_\_\_ (CIBD # \_\_\_\_)  
ORGANIZATION, MISSION, AND FUNCTIONS OF THE USCIB  
SECURITY COMMITTEE (USCIBSECCOM)

PURPOSE

1. To assist the United States Communications Intelligence Board (USCIB) and the USCIB Executive Committee in the discharge of their prescribed duties and responsibilities, there is hereby established the United States Communications Intelligence Board Security Committee (USCIBSECCOM), whose terms of reference are set forth herein.

COMPOSITION AND ORGANIZATION

2. The Security Committee shall be composed of one representative from each of the member departments and agencies of USCIB, to be designated by the incumbent USCIB member. An alternate member, with plenary power, shall also be designated to act in the absence of the regular representative.

3. A permanent non-voting Chairman of the Security Committee shall be provided by the Executive Secretary, USCIB, from among the technical personnel assigned to the Executive Secretariat.

4. The Chairman shall be responsible for the efficient functioning of the Security Committee, and shall perform such administrative duties as may be required. To this end he shall prepare and distribute agenda for meetings, papers in support of agenda items, resumés of decisions, minutes and vote sheet actions.

Enclosure with USCIB 4/55 dated 5 JUN 50 1953.

5. Secretarial services for the Security Committee shall be provided by the Executive Secretary, USCIB, from among the clerical personnel assigned to the Executive Secretariat.

FUNCTIONS

6. The Security Committee shall serve as a standing group for USCIB and USCIBEC in matters of common interest involving the security of communications intelligence for which USCIB is responsible, and shall consider and make recommendations on all such matters. Such recommendations will be forwarded to the Executive Committee for action unless specifically directed otherwise by the Board.

7. The Security Committee shall also consider and make recommendations to the Executive Committee on matters concerning security standards and practices in the field of communications intelligence upon request of the Executive Secretary in his capacity as USCIB Security Officer.

PROCEDURES

8. The Security Committee shall meet regularly at the call of the Chairman. A special meeting may be called if, in the opinion of the Chairman or any member of the committee, circumstances warrant such action.

9. An agenda shall be promulgated by the Chairman in advance of each regular meeting. Any member of the Security Committee may place an item on the agenda by notifying the Chairman in writing, or by introducing the item at a meeting with the concurrence of all members.

Items may also be placed on the agenda by the Chairman.

10. The Security Committee shall forward its conclusions and recommendations to the Executive Secretary for appropriate action. When the Committee fails to reach a unanimous agreement on any matter, a report of that fact, together with a brief of the majority and minority opinions, shall be forwarded by the Chairman to the Executive Secretary for appropriate action.