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14 June 1963

MEMORANDUM FOR: [REDACTED]

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SUBJECT : National Reconnaissance Office
Security Information

1. The National Reconnaissance Office is established by special agreement between the DCI and the Deputy Secretary of Defense by order dated 2 May 1962 and as republished under a new governing agreement dated 13 March 1963. These agreements established the National Reconnaissance Program within the Government, and the National Reconnaissance Office as the operating organization under the direction of the Director/NRO. At the present time Dr. Brockway McMillan is the Director, National Reconnaissance Office.

2. Pursuant to the establishment of the NRO, as a covert type organization within the Department of Defense, the title NRO is classified SECRET and the existence of a National Reconnaissance Program within the U.S. Government is classified TOP SECRET. Dr. McMillan utilizes his position as Under Secretary of the Air Force (SAFUS) as cover for his position as DNRO. The NRO itself operates out of the office of the Secretary of the Air Force Space Systems (SAFSS) which thus acts as a cover for the day to day activities of this organization.

3. It is essential that all appropriate personnel within your respective jurisdictions be fully aware of the covert nature of the NRO and that you conduct a general briefing of such personnel directed toward the need to continuously protect the security of this activity. These briefings should highlight that all overt references to the organization, to Dr. McMillan, and to his Staff be made only in respect to their overt titles. The transmittal of documents, memoranda, and other materials must utilize approved special control channels and must meet the required procedures for wrapping, enveloping, classification, etc. Under no circumstance should uncovered correspondence or outer envelopes used for transmittal be addressed to the NRO as an organization, or to Dr. McMillan in his position as DNRO.

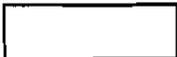
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Excluded from automatic
downgrading and
declassification

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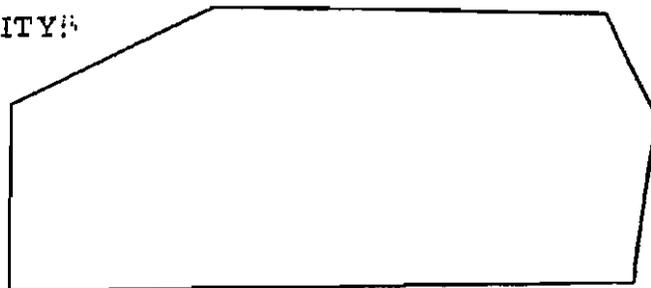
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4.  should take immediate action to ensure that personnel with a "must know" for NRO activities be reminded of the security requirements inherent in this sensitive organization. All registry officers connected with the handling, couriering, and transmittal of these special materials will be specifically included in this briefing.

5. For purposes of this directive and for the record, all are reminded that the proper address for materials destined for Dr. McMillan or any member of his Staff is SAFSS, 4C1000, Pentagon. This Center controls, distributes, and affords security safeguards for all classified NRO material within the Pentagon Complex. In extreme emergency situations, but in those rare instances only, materials may be sent directly to Dr. McMillan's office. The same packaging and controls should be utilized, however, the addressee on the outer wrapping will be Colonel John S. Straud, Executive Officer, SAFUS, Room 4E886, Pentagon. The inner wrapping would, of course, identify the desired recipient.

FOR THE DIRECTOR OF SECURITY:

STRAND



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