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.26 February 1974

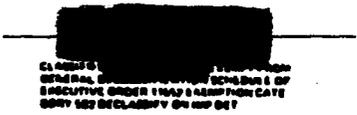
MEMORANDUM FOR RECORD

SUBJECT: Visits of Mr. Jim Holt (OMB)

Mr. Jim Holt has replaced Mr. Charlie Sorrels in the Office of Management and Budget and has been assigned the responsibility of following NRP affairs. From time to time he will be contacting members of the Staff for information and requesting contacts with other members of the NRO. As with Mr. Sorrels, I request that we provide Mr. Holt with our fullest cooperation. However, in order that Mr. Holt's requests are not disruptive to our normal operations and to be of maximum assistance in providing the information that he desires while assuring that this information is not misinterpreted, there are guidelines which should be followed.

The following provides the terms of reference for arranging visits by Mr. Holt to the NRP Program Offices, contractors, launch bases, etc.

1. The sole point of contact for arranging visits will be the NRO Staff. Visit notifications and security clearances will be passed only by the Staff.
2. It will be the general practice on visits to Program Offices that Mr. Holt will be accompanied by a member of the NRO Staff. On visits to contractors and other facilities he should be accompanied by a member of the NRO Staff and/or a representative from the Program Office.
3. Mr. Holt will provide the NRO Staff a written (may be handwritten) list of those topics and questions he wishes to obtain information on. This list will be reviewed by the Staff and the Program Office prior to the visit and may be adjusted as appropriate.
4. There will be no funding information discussed during any of the visits. The sole source of funding information will be the NRO Comptroller.



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5. In the event Mr. Holt requests written information or copies of information presented to him during briefings from NRO Program Offices or contractors, such information will be provided to the NRO Staff and forwarded to Mr. Holt by the Staff. When possible, a verbal report on briefing and discussion information given to Mr. Holt will be provided to the Staff. If a memo for the record is written on his visit we should request a copy.

These items, although not explicitly discussed with Mr. Holt, have been discussed in general and we will assure that he understands the terms of reference pertaining to visits as contained in this memo.

[REDACTED]

John E. Kulpa, Jr.
Brigadier General, USAF
Director, NRO Staff

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