

THE UNDER SECRETARY OF STATE
WASHINGTON

NSC UNDER SECRETARIES COMMITTEE

February 7, 1969

CONFIDENTIAL

NSC-U/DM 1

TO: The Deputy Secretary of Defense
The Assistant to the President for
National Security Affairs
The Director of Central Intelligence
The Chairman of the Joint Chiefs of Staff

SUBJECT: The Organization and Functioning of the
NSC Under Secretaries Committee

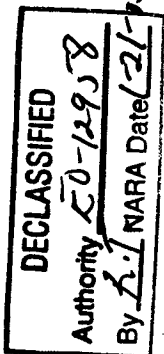
NSDM No. 2 of January 20 established the NSC Under Secretaries Committee under my chairmanship. In order to have time reserved on our calendars for meetings of the Committee, I wish to confirm that we will hold 4:00 p.m. Thursday each week. It is understood that the Committee will probably not meet each week and I will attempt to get word to you on meetings as far in advance as possible. I think it important, however, to hold this time so that operational problems can be scheduled for consideration by the Committee on fairly short notice.

I have discussed with Henry Kissinger the problem of assuring closest coordination of all phases of NSC activity. In order to make our procedures as consistent with the NSC and Review Group operations as possible, my staff will use the following designations on documents:

- NSC-U/DM (Under Secretaries Committee Decision Memorandum)
- NSC-U/SM (Under Secretaries Committee Study Memorandum)

In addition, the Committee will use two auxiliary series:

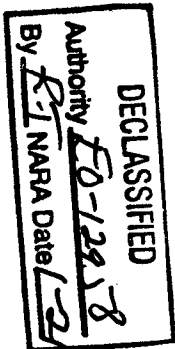
- NSC-U/N (Under Secretaries Committee Administrative Notices)
- NSC-U/M (Under Secretaries Committee Minutes)



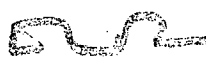
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I hope in the next few days to be able to indicate several subjects and the date for consideration of these subjects in the Under Secretaries Committee. I also hope that you will feel free to suggest to me matters that you wish brought before this Committee. I would then discuss these suggestions with Henry Kissinger in order to assure appropriate coordination with other parts of the NSC structure.



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Elliot L. Richardson
Chairman

Information Copies to:

The Acting Administrator for AID
The Director of USIA
The Director of the Office of Emergency Preparedness
The Under Secretary of Treasury

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