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**NATIONAL RECONNAISSANCE OFFICE**

14675 Lee Road  
Chantilly, VA 20151-1715

31 August 2012

Mr. John Greenewald  
[REDACTED]

Dear Mr. Greenewald:

This is in response to your e-mail dated 22 June 2009, received in the Information Management Services Center of the National Reconnaissance Office (NRO) on 23 June 2009. Pursuant to the Freedom of Information Act (FOIA), you are requesting "all Memorandums of Understanding (MOUs) and Comity Agreements at the NRO since the date of...[NRO Case #F03-0033]... in 2003."

Your request is being processed in accordance with the FOIA, 5 U.S.C. § 552, as amended, and the NRO Operational File Exemption, 50 U.S.C. § 432a. A thorough search of our records and databases located 269 pages responsive to your request. At this time, as a second interim release, ten additional pages are being released to you in full.

One hundred thirty-nine pages have been reviewed and treated for NRO equities, and referred to other agencies for their review, treatment and direct response to you. The remaining pages are still in coordination with other agencies for reviews for their equities and return to the NRO for our final release determination. We will provide additional release determinations regarding these pages as soon as they become available.

As we were unable to provide a response to you within the 20 days stipulated by the FOIA, you have the right to consider this as a denial and may appeal to the NRO Appeal Review Panel. It would seem more reasonable, however, to have us continue processing your request and complete our response as soon as additional remaining documents can be processed. You may appeal any denial of records at that time. Unless we hear from you otherwise, we will assume that you agree, and will proceed on this basis.

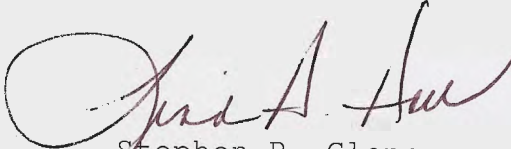
The FOIA authorizes federal agencies to assess fees for record services. Based upon the information provided, you have

been placed in the "educational/scientific/media" category of requesters, which means you are responsible for duplication fees (.15 per page) exceeding 100 pages. Additional information about fees can be found on our website at [www.nro.gov](http://www.nro.gov). Assessable fees for processing your request are \$24.35 for duplication of 169 pages beyond the 100 pages provided at no cost, computed at a rate of \$0.15 per page. As this amount is less than our minimum billing threshold of \$25.00, fees incurred in the NRO's processing of your request are being waived.

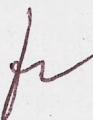
You have the right to appeal this determination by addressing your appeal to the NRO Appeal Authority, 14675 Lee Road, Chantilly, VA 20151-1715 within 60 days of the date of our final release to you. Should you decide to do this, please explain the basis of your appeal.

If you have any questions, please call the Requester Service Center at (703) 227-9326 and reference case number F09-0095.

Sincerely,



Stephen R. Glenn  
Acting Chief, Information  
Access and Release Team



Enclosures:

- 1) Case ID #10 - 2006-04001
- 2) Case ID #59 - Archiving of ODNI Documents

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2006-04001

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE NATIONAL RECONNAISSANCE OFFICE,  
ADVANCED SYSTEMS & TECHNOLOGY DIRECTORATE  
AND THE NAVAL POSTGRADUATE SCHOOL  
AND THE AIR FORCE INSTITUTE OF TECHNOLOGY  
ON  
SPONSORED RESEARCH**

**A. (U) PURPOSE:** The purpose of this Memorandum of Agreement (MOA) is to document a formal agreement between the National Reconnaissance Office (NRO) Advanced Systems & Technology Directorate (AS&T), the Naval Postgraduate School (NPS), and the Air Force Institute of Technology (AFIT) on research sponsored by AS&T.

**B. (U) BACKGROUND:** The NRO AS&T Directorate was established to accelerate the process of identifying promising technologies and to push revolutionary concepts from the developmental stage into flight demonstration. In past years, AS&T has funded research at NPS and AFIT to promote the exchange of innovative research ideas for the development of a long-term technology base, expose graduate students to the Research and Development needs of the NRO, and to concentrate research efforts on reconnaissance technology needs. In August 2005 the Director, AS&T expressed a desire to encourage collaborative AFIT/NPS research projects and to align the NPS/AFIT research proposal process for yearly and multi-year AS&T Outreach Office funding. This MOA outlines details regarding the proposal process, funding issues and follow-up activities.

**C. (U) RESPONSIBILITIES:** The guidelines for funding independent or collaborative research projects at NPS and AFIT by the NRO AS&T are outlined in the following responsibilities and procedures.

(U) NRO/AS&T will conduct and/or provide:

**1. (U) Funding:** AS&T agrees to fund AFIT and NPS research projects as an extension of the AS&T Outreach Office activities on a reimbursable basis. The AS&T Outreach Office will provide funds on a yearly cycle or basis. Related indirect costs as negotiated for research focused on NRO-relevant interests will be reimbursable. Research efforts may be single year or multi-year; however,

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2006-04001

SUBJECT: (U) MEMORANDUM OF AGREEMENT BETWEEN THE NRO/AS&T DIRECTORATE AND NPS AND AFIT ON SPONSORED RESEARCH

multi-year efforts will be subject to yearly NRO budget reviews and funding approvals. Multi-year efforts that result in transitioning a product to the next appropriate phase of the system life cycle are encouraged.

(U) Nothing in this agreement prohibits AFIT or NPS from accepting research funds from other NRO Directorates or other government offices or agencies. However, the AS&T Outreach manager desires to be informed on submissions of white papers and proposals for future funding to preclude internal miscommunication on disparate research activities.

2. (U) **Transition Plan:** AS&T will assist with developing a transition plan to address what becomes of each project upon completion. AS&T, NPS and AFIT will collaboratively develop a transition plan for each project to determine final status upon completion and agree on all points. The transition plan will be incorporated into the theses/dissertations and/or final reports developed by the schools principal researchers.

(U) NPS and AFIT will conduct and/or provide:

1. (U) **Research:** NPS and AFIT will conduct research investigations according to proposals submitted and selected for funding on a yearly cycle as outlined in **Section D. Implementation.** Proposals may be for classified or unclassified research.

a. (U) **Collaboration:** AS&T highly encourages joint AFIT/NPS proposals but collaboration is not a requirement. AFIT and NPS faculty are encouraged to identify opportunities for collaboration that focus on complementary capabilities where leverage opportunities exist and there is a common interest among the faculty of both schools. Collaborative projects should utilize the facility resources and test beds of both schools. They may be single or multi-year efforts.

b. (U) **Administration:** Once proposals are approved and funded by AS&T, the respective research departments at AFIT and NPS will administer the funds in accordance with this agreement. The principal researchers will

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2006-04001

SUBJECT: (U) MEMORANDUM OF AGREEMENT BETWEEN THE NRO/AS&T DIRECTORATE AND NPS AND AFIT ON SPONSORED RESEARCH

be responsible for managing their projects in accordance with their respective school's procedures.

**2. (U) Facilities:** NPS and AFIT will provide facilities, laboratories, testbeds etc. necessary to conduct the proposed research and testing activities according to their submitted proposals.

**3. (U) Reporting and Documentation:** NPS and AFIT will provide reporting to document findings, results, and accomplishments of conducted research. Copies of theses, dissertation reports, final project reports, project briefings and/or interim progress reports/briefings as mutually agreed upon with AS&T will be developed for funded research projects.

**4. (U) Transition Plan:** AS&T will assist with developing a transition plan to address what becomes of each project upon completion. AS&T, NPS and AFIT will collaboratively develop a transition plan for each project to determine final status upon completion and agree on all points. The transition plan will be incorporated into the theses/dissertations and final reports developed by the schools principal researchers.

**D. (U) IMPLEMENTATION:** AS&T Outreach, NPS and AFIT will adhere to the following process for submission, selection and funding of proposals. The process is considered to begin in the July-August months.

1. (U) In July/August each year, AS&T solicits research interests from within AS&T and other NRO directorates. These topics will generally be at the Technology Readiness Level (TRL) 1-3 and specifically related to current and future NRO programs.

2. (U) By 15 September, AS&T Outreach coordinates the presentation of these research interests to NPS and AFIT faculty via the NRO Space Systems Technology Chair at NPS and the NRO Visiting Professor at AFIT (the NRO liaisons). NPS and AFIT are encouraged to utilize the classified web resources on the DII and ISI programs as a benchmark of NRO interests to assist the schools with developing their research proposal topics.

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2006-04001

SUBJECT: (U) MEMORANDUM OF AGREEMENT BETWEEN THE NRO/AS&T  
DIRECTORATE AND NPS AND AFIT ON SPONSORED RESEARCH

3. (U) In October, after reviewing the research interests provided by AS&T Outreach, NPS and AFIT faculty are encouraged to submit single-page white papers/summaries on research topics they feel may be of additional interest to the NRO. The NRO liaisons will coordinate with AS&T Outreach to identify an appropriate NRO technical point of contact to AFIT and NPS for each topic of sufficient interest for the development of a full proposal. The NRO liaisons will facilitate the NRO call for research proposals by ensuring dissemination of topic and timeline information to appropriate faculty.

4. (U) In the November/December timeframe, but no later than 31 December, interested faculty members submit proposals to AS&T Outreach following each school's normal process for submission of research proposals. If it is a joint AFIT/NPS proposal, the principal researcher will submit the proposal through his/her school, and copy the other school. Joint proposals should include a letter of commitment from an authorized representative of the collaborating institution.

5. (U) Prior to 31 January, NPS and AFIT principal researchers/students present the status of the previous fiscal year projects to seniors from the NRO Tech Enterprise and the appropriate funding sponsor. These presentations will be given at NRO Headquarters. Also in January, AS&T constitutes a proposal review/selection team to prepare for item 6 in February.

6. (U) In the February timeframe, after the presentations on the previous fiscal year projects, the AS&T Outreach Manager convenes a board of seniors from the NRO Tech Enterprise to evaluate proposals and determine which proposals go forward for funding. Proposals will be ranked in order of importance to the AS&T mission and, then, by overall NRO mission. AS&T notifies NPS and AFIT on project selections and their approved funding for the next year.

7. (U) In February, AS&T funds those proposals that are responsive to AS&T's research interests and within the AS&T budget limits set by D/AS&T. AS&T may disseminate the remaining proposals to other directorates for potential

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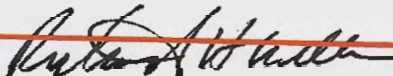
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SUBJECT: (U) MEMORANDUM OF AGREEMENT BETWEEN THE NRO/AS&T  
DIRECTORATE AND NPS AND AFIT ON SPONSORED RESEARCH

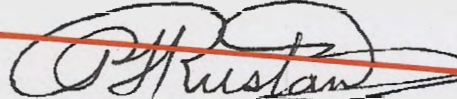
sponsorship. In addition, the principal researchers will provide a final report to the appropriate funding sponsor for each of the prior fiscal year's projects by 28 February.

8. (U) From March of the current year through February of the following year the principal researchers conduct research and oversee expenditures in accordance with their respective school's procedures and the approved project budget.

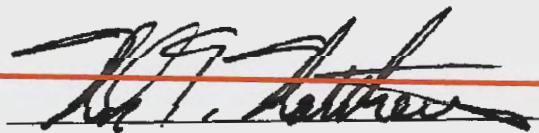
This MOA takes effect upon signature of the Director of AS&T, President of the Naval Postgraduate School, and the Commandant of the Air Force Institute of Technology. The MOA will be reviewed every two years to determine its continued applicability. Any of the signatories may terminate the MOA by written notification to other parties. The MOA will terminate after such written notification.

~~~~  
RDML Richard H. Wells, USN  
President, Naval Postgraduate  
School

19 May 2006  
Date

~~~~  
Pete L. Rustan  
Director, Advanced Systems and  
Technology Directorate

19 June 2006  
Date

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Brig Gen Mark T. Matthews  
Commandant, Air Force  
Institute of Technology

17 Apr 06  
Date



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The Director of National Intelligence (DNI)  
And  
The National Reconnaissance Office (NRO)

Memorandum of Understanding  
On  
Archiving of Office the Director of National Intelligence (ODNI)  
Records and Documents (U//FOUO)

1. (U) Purpose

(U) The purpose of this Memorandum of Understanding (MOU) is to provide for the storage of ODNI records and documents at the National Reconnaissance Office Records Center, Virginia. Under the terms of this agreement, the records will be transferred from current ODNI care, custody and control to the NRO Records Center for storage purposes only.

2. (U) Scope

(U) This MOU covers ODNI records and documents currently in existence and any new records that are acquired or created over the period of this agreement.

3. (U) Background

~~(U//FOUO)~~ The ODNI has the responsibility to maintain and archive ODNI records; however, ODNI does not have a records center. The ODNI is seeking a National Archives approved archival and records storage facility to store records until sometime in the future when ODNI may make other arrangements. The initial transfer of materials for storage will not exceed more than 1000 boxes, and will occur over several months.

4. (U) Authorization

(U) The ODNI IMO authorizes the use of the Job Code (Accession Number) and Box ID numbers as designated by the NRO for these shipments in lieu of an ODNI assigned number.

5. (U) Responsibilities

(U) The responsibilities for transportation, storage, and retrieval of these documents and records are as follows:

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### 5.1 (U) Shipment Process Overview

(U//~~FOUO~~) ODNI IMO Staff will prepare and manage all records and documents for shipment to the NRO Records Center. The ODNI IMO Staff will assign control numbers to records and boxes in each shipment. ODNI IMO Staff is responsible for maintaining a thorough database of the archived records. In the database, the ODNI IMO Staff will cross reference existing unique ODNI record identification numbers with the newly assigned Job Code (Accession), Box, and Space Location numbers, as described below:

- Job Code Number: DNI-07-0001. (Organization-Year-shipment number in accession)
- Box Number: Box 1 of xx (total number of boxes per shipment)
- Space Location Number: Shelf location at NRO Records Center for each box (will be provided by the NRO Records Center)

(U) ODNI Staff will use standard 15 by 12 by 10 inch records center boxes for shipment and storage of materials. ODNI Staff will pack the materials with appropriate classification markings and seal them inside the standard storage boxes. As requested by the NRO Records Center staff, the outside of the box will be labeled with only the Job Code, Box Number, and Space Location Number.

(U) The ODNI IMO Staff will give the NRO Records Center staff 24 hours notice of an incoming shipment. The couriers will call NRO Records Center personnel just prior to their arrival at the NRO Records Center loading dock. Deliveries of shipments will be made between the hours of 1000 to 1500, Monday through Friday, unless otherwise prearranged with NRO Records Center staff.

### 5.2 (U) Receipts of Materials by NRO Records Center

(U) ODNI IMO Staff will prepare a courier receipt, a manifest and delivery data for each shipment of boxes. The manifest will contain the Job Code, Box, and Space Location Numbers. The description of items will be kept to the lowest classification level possible.

### 5.3 (U) Acknowledgement of Receipt by NRO Records Center

(U) The manifest will be signed by NRO Records Center staff and returned to the ODNI IMO staff. The NRO will maintain a copy of the manifest for records storage control and retrieval.

### 5.4 (U) Retrieval of Archived Records

(U//~~FOUO~~) The ODNI may be required to retrieve archived records from the NRO Records Center. When this becomes necessary, ODNI IMO Staff will not ask NRO

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Records Center staff to open the box and retrieve a particular document. ODNI IMO Staff will authorize the retrieval of only an entire box that contains the required record(s) or document(s).

ODNI IMO Staff will provide the Job Code, Box Number, and Space Location Number for the specific record that is to be retrieved. The NRO Records Center prepares the box for shipment to ODNI. NRO Records Center staff will verify that the requestor is authorized to ask for retrieval using a list of persons authorized to request retrieval which ODNI IMO will provide to the NRO Records Center staff.

The Records Center staff will retrieve the entire box and wrap the box in accordance with ODNI's instructions (Appendix A) for pick-up. ODNI IMO Staff will inform the NRO as to whether the package will be hand-carried by authorized ODNI personnel or picked up by official designated courier.

#### 5.5 (U) Timeline for Retrieval

(U) ODNI IMO Staff will attempt to provide 48-hour notice to the NRO Records Center staff of a retrieval requirement. Under normal circumstances, NRO staff will have the retrieved box ready for a courier within 48 hours of receiving a request. Crisis situations requiring a more immediate response will be handled on a case-by-case basis. ODNI IMO Staff will be provided with contact information for the NRO Chief/Information Management Team and the NRO Records Center lead for use if a crisis situation occurs during non-duty hours.

#### 6. (U) Funding Issues

~~(U//FOUO)~~ NRO agrees to provide storage service to ODNI free of charge for the first three years. The three-year period will begin when the currently designated materials for transfer (up to 1000 boxes) have completed transfer to the NRO Records Center. The level of effort expended by NRO and any related funding or space issues may be reevaluated at the end of the three-year period. The level of effort for the maintenance is assumed to be minimal due to infrequent need to retrieve the stored documents from the Records Center.

#### 7. (U) Other Roles and Responsibilities

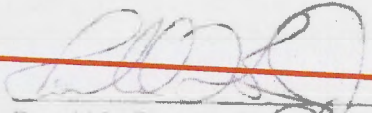
(U) Official designated couriers from the ODNI will be used for this effort.

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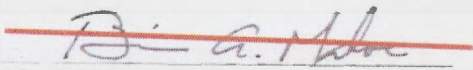
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8. (U) Amending or Terminating

(U) This document will be considered in force once signed by all parties. Either party to this MOU may request the renegotiation of all or part of this agreement. Both parties must approve changes to this agreement in writing.

  
\_\_\_\_\_  
Ronald L. Burgess, Jr.  
Lieutenant General, USA

3/10/03  
Date

  
\_\_\_\_\_  
Brian A. Malone  
Director, Management Services and Operations  
National Reconnaissance Office

3/14/08  
Date

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APPENDIX A

Wrapping Instructions for Boxes Returned to ODNI

The following are ODNI's guidelines for wrapping the package for shipment:

(U) A manifest should be completed and attached to the storage box. The manifest should include the requestor's name, delivery location for the box and a point of contact with telephone numbers for the person to receive delivery. The storage box must be single wrapped in opaque paper. This outer wrapper must be marked with the indicator name, in large capital lettering, in the upper right hand corner of the package. The center of the package should state the destination as:

ODNI

(U) Specifies TBD and provided with request.

(U) A completed courier receipt (Form 2600) should be attached to the outer wrap. The bottom left hand corner should have the following information:

Property of the United States Government  
Do Not Open  
If found call: (703) 482-6161 (collect)  
Washington, D.C.

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