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OFFICE OF THE VICE PRESIDENT

WASHINGTON

4 September 1985

MEMORANDUM FOR THE STAFF

FROM: J. L. Holloway, III

J. L. Holloway TH

SUBJECT: Tasks

Phase I of the Task Force's work, research and analysis will be organized into six discrete tasks. These are listed below in general order of accomplishment:

- Task A. Terrorism defined. The purpose of this task is to construct a definition of terrorism which will serve as the basis for establishing the scope of the Task Force's work. This will be an empirical definition for the specific purpose of determining the nature and scope of the national program. The Working Group will prepare an initial draft definition or set of definitions. This draft will then be circulated to the Senior Review Group for comments from within the various agencies. From these comments, the definitions will be refined in an iterative process, until a definition acceptable to the Task Force has been derived.
- Task B. Existing Program. Official documents will be reviewed and responsible officials throughout the cognizant agencies will be interviewed to establish the total scope and content of the existing program at the national level for combatting terrorism. The end product of this task will be a summary of the current national program for combatting terrorism in outline form by program elements, showing the agencies responsible for the accomplishment of the various functions.
- Task C. Survey of Congressional Positions. This task will review the published reports of Congressional hearings on terrorism and related subjects to identify Congressional concerns, attitudes, and positions. Because this material is voluminous, assistance may be requested from the Congressional staffs to assist in the screening and consolidation of this material. From this survey, issues will be identified and reviewed.
- Task D. Survey of Media Opinion. The purpose of this project is to review media statements and editorials to identify and extract the principal concerns and issues as perceived in the media regarding the terrorism problem. From this survey, issues will be identified and reviewed.

- Task E. Survey of Published Literature. This will be a review of published books and pamphlets on the subject of terrorism and its related phenomena to identify the issues for combatting terrorism proposed therein.
- Task F. Consultations. The function of this task is to investigate and utilize the knowledge and experience of acknowledged experts in the field of terrorism who are not currently active in government positions responsible for the formulation of policy or the implementation of actions in connection with combatting terrorism. In the conduct of this task, a list will be developed of individuals who are acknowledged as authorities or experts in the field of terrorism. From this list, consultations with these authorities by members of the Task Force Working Group will be scheduled to elicit views and recommendations. From each consultation, a report will be prepared by a designated staff Working Group member. From these reports, issues will be extracted.

OFFICE OF THE VICE PRESIDENT

WASHINGTON

August 8, 1985

STAFF MEMORANDUM

SUBJECT: Staff Working Group Assignments

The following is an initial assignment of task coordination and collateral responsibilities to the Staff Working Group members.

ADM Holloway - Executive Director
AMB Peck - Deputy Director
LCDR Coy - Executive Assistant
Lt Col Earl - Task A: Terrorism Defined
Collateral: Security
Mr. Hutchings - Task B: Current Program
COL Cole - Task C: Survey of Congressional Views
Collateral: Congressional Liaison
Lt Col Daly - Task D: Survey of Media Opinion
Collateral: Public Affairs
CAPT Doink - Task E: Survey of Published Material
CAPT McMunn - Task F: Consultations

NSDD 179 AREAS OF RESPONSIBILITY

<u>Area</u>	<u>Assignment</u>
National Priorities	Ed Peck
Funding and Personnel	Bob Earl
Organization	Burt Hutchings
Intelligence	Dave McMunn
Laws/Law Enforcement Programs	Dave Cole
Public Awareness/Support	Pat Daly
International Cooperation/ Coordination	Lou Boink
Responsibilities/Accountabilities	All Hands

OFFICE OF THE VICE PRESIDENT

WASHINGTON

4 September 1985

MEMORANDUM FOR THE STAFF

FROM: J. L. Holloway, III *J L Holloway III*

SUBJECT: Procedures for Consultations

A list of persons shall be prepared from within the government, retired from public service and from the civilian sector who are acknowledged and recognized to be authorities in the field of terrorism or who have had experience in government operations in dealing with terrorism. These individuals will be invited to provide their views, observations and opinions to the Task Force. These interviews or consultations may be accomplished in several different formats:

- (a) Seminar: Where it may be useful to use a seminar technique, three or four individuals will be invited to participate in a round-table discussion. Several members of the Working Staff will be present in order for the questioning to cover a wide range of topics. One member of the Working Staff will be designated as action officer to take notes and prepare the consultation report. In a session with the Vice President presiding, the Executive Director and an action officer from the Working Staff will be present to take notes and to prepare the report of the session.
- (b) Staff discussion: Individuals may be invited to the Task Force headquarters to meet with members of the Working Staff to present their views. Several members of the Working Staff will be present to conduct the discussion, with one designated as an action officer to prepare the report.
- (c) Office calls: In certain cases it may be most convenient to call on the consultant in his own office. In these cases the action officer, who will conduct the discussion and be responsible for the report, may or may not be accompanied by one or more of his colleagues from the Working Staff.

Each interview will be briefed in a report by the designated action officer from the Working Staff. This report will show the time and place of the interview and those present. It should also include a brief statement of the experience and qualifications of the person interviewed. This may be in the form of an appended

biography. The final paragraph of the report will summarize any particular observations, comments, suggestions, or recommendations made by the interviewee that are considered worthy of further investigation by the Task Force. As a minimum, the following opinions should be elicited:

- (a) What should be done, that is not being currently done in combatting terrorism.
- (b) What is being done that could be improved upon.
- (c) What one or two specific areas should be concentrated on and emphasized to improve our effectiveness in combatting terrorism.



OFFICE OF THE VICE PRESIDENT
WASHINGTON

SEP 9 1985

MEMORANDUM FOR THE STAFF

FROM: J. L. Holloway, III *J L Holloway*
SUBJECT: Task Force Planning Schedule and Milestones

July

- 16 - Admiral J. L. Holloway III, USN (Ret.) appointed Executive Director of Vice President's Task Force on Combatting Terrorism.
 - Commence organizational phase
- 25 - Meeting of Task Force for discussion and approval of proposed Task Force organization.
 - Commence staffing and arrangements for facilities and support.

August

- 8 - Meeting of Task Force Working Group in Task Force Headquarters
 - Commence Phase I: Research and Analysis
 - Tasks assigned
 - Collateral responsibilities assigned
- 9 - Meeting of Task Force Chairman (V.P.) and Executive Director
 - Discussion and approval of Phase I planning
- 13 - Meeting with Special Assistant to Vice President for Public Relations to formulate Task Force public affairs policy
- 21 - Meeting with Liaison Group
 - Establish contact
 - Brief on organization and Phase I
 - Discuss terrorism definition
- 22 - Executive Director meeting with Task Force Chairman (Vice President) for discussion and approval of Phase I schedule matters.
 - Staff task assignments
 - Congressional liaison plan

- Consultation schedule
 - Field trips
 - Overseas visits
- 23 - Meeting with Research and Analysis Group consultants to brief on progress, assign tasks and establish schedule
- 26 - Commence consultations with external authorities and experts

September

- 4 - Meeting with Research and Analysis Group to discuss Phase I progress
- 5 - Task Force Chairman meets with Staff Working Group to receive briefings from individual members on assigned tasks, overseas visits, and Task Force progress to date
- 11 - Initial meeting of Senior Review Group with Staff Working Group for briefing on organization and discussion of Phase I progress.
- 16 - Meeting of Task Force Chairman (VP) with Congressional Terrorism Group for round table discussions
- 18 - Meeting of Task Force Principals for briefing of progress to date and discussion of any issues requiring resolution
- 19 - Commence program of visits of Staff Working Group to foreign capitals for international discussions.

October

- 3 - Working Staff meeting on Issue Papers
- 9 - Draft Issue Papers to Executive Director
- 11 - Complete schedule of overseas visits .
- 15 - *Issue papers to senior review group.*
- 18 - Complete program of consultations
- 25 - Commence Phase II: Evaluation of Issues
- 30 - Meeting of Senior Review Group and Staff Working Group
- Working Group task progress to date
 - Discuss unresolved issue papers

November

- 12 - Meeting of Task Force principals
 - Briefing on Phase II
 - Report on progress to date
- 18 - Complete Phases I and II
 - Commence Phase III: Program Formulation
- 22 - Meeting of Liaison Group with Staff Working Group to circulate and discuss first draft of report.
- 27 - Meeting of Senior Review Group with Staff Working Group to discuss first draft
 - Identify differences
 - Offer alternative proposals
 - Consider alternatives

December

- 2 - Staff Working Group produce second draft based on consensus of Senior Review Group positions
 - Circulate to Liaison Group
- 5 - Meeting of Senior Review Group to address and resolve areas of disagreement in second draft
- 6 - Staff Working Group produce draft 3
 - Circulate to Liaison Group
- 10 - Staff Working Group meets with Liaison Group to resolve outstanding differences
- 11 - Staff Working Group produces draft 4
 - Circulate draft 4 to Liaison Group and SRG
 - Staff Working Group produce semi-final draft, noting areas of disagreement with recommended Executive Director's options
 - Circulate semi-final draft to VP, Task Force principals, SRG and Liaison Group

- 12 - Executive Director brief and discuss semi-final draft with Task Force Chairman (VP)
- 16 - Meeting of Task Force principals to discuss semi-final draft and resolve remaining issues
- 19 - Final draft submitted to Task Force Chairman (VP) for signature, forwarding to President
- 20 - Report signed and forwarded to President.

OFFICE OF THE VICE PRESIDENT

WASHINGTON

4 September 1985

MEMORANDUM FOR THE STAFF

FROM: J. L. Holloway, III *J L Holloway*

SUBJECT: Administrative Functions

Certain administrative functions must be taken care of in the Task Force's management, administration and daily operations. There will be assigned as collateral responsibilities to the members of the Staff Working Group.

- a. Administration. There will be assigned an Executive Assistant to the Director. His functions will include, but not be limited to the following: General liaison with the Vice President's staff in administrative and support matters, official transportation, parking, arrangements for office space, leasing of office equipment and furniture, providing office consumables and arranging for office services such as production and duplicating.

On a day-to-day basis the Executive Assistant will be responsible for managing the operational routine of the Task Force by supervising the proper receipt and routing of correspondence and the correctness in format of outgoing correspondence. He will monitor the progress of the Task Force's work to ensure that established procedures are properly followed, and that the various tasks are kept on schedule. He will be responsible for preparing daily and weekly schedules of the Task Force's activities.

- b. Public Affairs. This will be assigned as a collateral responsibility to one member of the Staff Working Group. He will serve as a single point of contact for all public affairs affecting the Task Group Staff. The Public Affairs Officer will establish and maintain liaison with the Vice President's Assistant for Public Affairs, as well as any other persons or offices recommended by his staff.
- c. Security. With the large amount of highly classified material that the Working Group will be handling, physical and documentary security is very important. Although the security of classified material is the individual responsibility of every member of the Working Group, the Task Force Security Officer will be the single point of contact within the Task Force for all security matters. In this capacity he will establish and maintain contact with

appropriate offices on the Vice President's staff and in the security force responsible for the building. The Security Officer will prepare and monitor security procedures to be used in the day-to-day operations of the Working Group and the Task Force, including the receipt and custody of classified material, issuance and custody of building keys, daily security checks, and observance of established security measures.

- d. Congressional Liaison. There will be substantial contact with the Congress in the course of the Task Force's work. It is not envisioned that the Congressional committees or individual members of Congress will participate directly in the deliberations of the Task Force, but Congressional views will be sought, Congressional actions on terrorism studies, individual queries of members responded to, and a general liaison in both directions maintained. The responsibilities of the Working Staff Congressional Liaison Officer is to serve as the single point of contact on Congressional matters. The actual liaison with the members of Congress will be conducted by the Vice President and the Executive Director. However, in routine administrative dealings with the Congressional staffs, the Congressional Liaison Officer will have the day to day responsibility. This does not mean that other members of the Working Staff cannot on their own make contact with Congressional sources in the pursuit of a specific project. But in so doing, these members must keep the Director and the Liaison Officer informed. The Congressional Liaison Officer should establish and maintain contact with the appropriate office on the Vice President's staff.

✓
Does not need to
be sent.

THE WHITE HOUSE
WASHINGTON

September 9, 1985

MEMORANDUM FOR CRAIG L. FULLER
CHIEF OF STAFF
OFFICE OF THE VICE PRESIDENT

FROM: FRED F. FIELDING
COUNSEL TO THE PRESIDENT

SUBJECT: Vice President's Task Force on Terrorism

Don Regan has asked me to serve as a representative of the President's senior staff on the Vice President's Task Force. As I understand it, the membership of the Task Force is sufficiently flexible to permit such an addition although I obviously have some catching-up to do. Please let me know your thoughts on this.

As you know
~~In a similar vein,~~ this office attempts to keep track of all high-profile advisory committees in order to avoid problems in operations or appearance down the road. After reviewing the NSDD setting up the Task Force, I have concluded that there is a risk that it could inadvertently trigger the requirements of the Federal Advisory Committee Act, 5 U.S.C. App. 2, ("FACA"), if membership expands to include an individual who is not a full-time officer or employee of the United States Government. If such an addition is or has been made, then the burdensome requirements of the Act can be avoided only if there is a formal arrangement under which the work product of the Task Force will be shared with the Central Intelligence Agency.

While a concern for the relationship of the Task Force and FACA is my primary concern at this point, there are some additional steps that can be undertaken to avoid ethical mishaps. Regular review of the business and financial dealings of Task Force members is already required by statute, but the staff of the Counsel's office is available to render advice to Task Force members and operations staff in order to avoid collision with the ethics laws. In addition, the unique funding arrangement under which Task Force expenses are provided for from the unanticipated uses fund requires careful accounting procedures as well as close oversight by you. Again, we are ready to lend assistance in this area.

Finally, various administrative details such as providing for security checks and passes to the OEOB may best be addressed via a Task Force staff member working closely with this office as well as with the Office of Administration.

I welcome your comments on all these issues.

*As this points,
I will punch
attest*

THE WHITE HOUSE

WASHINGTON

September 3, 1985

MEMORANDUM FOR FRED F. FIELDING
RICHARD A. HAUSER

FROM: HUGH HEWITT 7/15/85

SUBJECT: Vice President's Task Force on Terrorism

*Suggest John Z
+ note in memo that
DTR has requested
that I be WH
rep on Task
Force.*

I met with Arnie Intrater on August 22, 1985, to review the NSDD which set up the Vice President's Task Force on Terrorism ("Task Force") and to anticipate some of the operational problems that the Task Force may give rise to.

Our first concern was the Federal Advisory Committee Act ("FACA"). FACA excludes from its reach:

"any committee which is composed wholly of full-time officers or employees of the Federal Government"
5 U.S.C. App. 2, § 3(2), or

"any advisory committee established or utilized by --
(1) the Central Intelligence Agency; or
(2) the Federal Reserve System"
5 U.S.C. App. 2, § 4(b)

It is our understanding that the Task Force as currently comprised qualifies under the first exemption, and may qualify under the second as well, although the NSDD makes no provision for such utilization at this time.

We also reviewed various administrative questions. A memorandum from the President to Craig Fuller, which I have not seen, authorizes payment of Task Force expenses from the "unanticipated use fund," but we are uncertain how disbursements are currently being handled.

We are also aware that Craig Coy, a White House Fellow, is acting as an assistant to Admiral Holloway, and may be handling administrative details of the Task Force's work. Finally, Larry Garrett has done some work on various conflicts questions that have arisen.

We anticipate a need to sit down with Boyden Gray and Coy to collect additional information and to alert them to the potential for triggering FACA. We would like to request from them a steady flow on information regarding the composition of the Task Force, the administrative details of its operation, and the availability of the Task Force's work product. An alternative to an informal

meeting would be a memorandum from either of you requesting the same information in written form that could be followed by a meeting to fill in any gaps. Please advise me of your preference.

cc: Arnold Intrater

THE WHITE HOUSE

WASHINGTON

September 9, 1985

MEMORANDUM FOR CRAIG L. FULLER
CHIEF OF STAFF
OFFICE OF THE VICE PRESIDENT

FROM: FRED F. FIELDING
COUNSEL TO THE PRESIDENT

SUBJECT: Vice President's Task Force on Terrorism

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In a similar vein, this office attempts to keep track of all high-profile advisory committees in order to avoid problems in operations or appearance down the road. After reviewing the NSDD setting up the Task Force, I have concluded that there is a risk that it could inadvertently trigger the requirements of the Federal Advisory Committee Act, 5 U.S.C. App. 2, ("FACA"), if membership expands to include an individual who is not a full-time officer or employee of the United States Government. If such an addition is or has been made, then the burdensome requirements of the Act can be avoided only if there is a formal arrangement under which the work product of the Task Force will be shared with the Central Intelligence Agency.

While a concern for the relationship of the Task Force and FACA is my primary concern at this point, there are some additional steps that can be undertaken to avoid ethical mishaps. Regular review of the business and financial dealings of Task Force members is already required by statute, but the staff of the Counsel's office is available to render advice to Task Force members and operations staff in order to avoid collision with the ethics laws. In addition, the unique funding arrangement under which Task Force expenses are provided for from the unanticipated uses fund requires careful accounting procedures as well as close oversight by you. Again, we are ready to lend assistance in this area.

Finally, various administrative details such as providing for security checks and passes to the OEOB may best be addressed via a Task Force staff member working closely with this office as well as with the Office of Administration.

I welcome your comments on all these issues.

FFF/HH;jmk
cc: ✓FFielding
HHewitt
subject
chron.

THE WHITEHOUSE

WASHINGTON

September 9, 1985

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