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Folder Title or File Symbol (Include dates, volume #s and folder #s, as appropriate)	Form of Document	Document Number if applicable	Document Description: Correspondents, Title, or Page Number(s), as appropriate (Please be as specific as possible.)	Document Date	Number of Pages
<i>National Reconstructions & Space Admin</i>	<i>Flow chart</i>		<i>NASA June 2, 1966 Organizational Chart</i>	<i>01/02/66</i>	<i>1</i>

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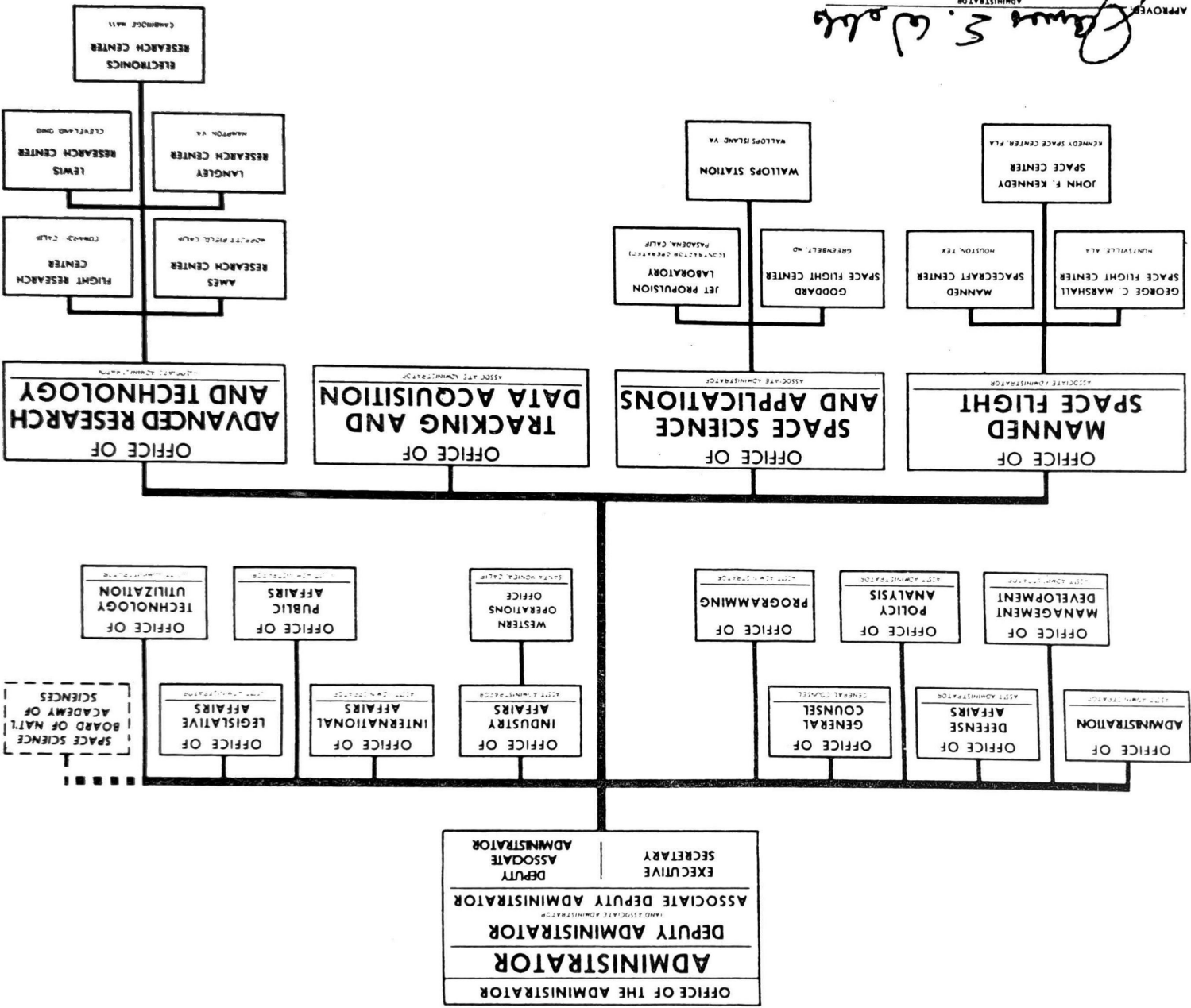
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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION



APPROVED: *James E. Webb*
 EFFECTIVE: JANUARY 2, 1966
 ADMINISTRATION

LYNDON B. JOHNSON LIBRARY AND MUSEUM

REQUEST FOR REPRODUCTION OF DOCUMENTS

Name GRANT CAMERON Today's Date 04/17/03

Reading Room Request? ☐ Off-Site Researcher ☐ (Coordinating Archivist Initials _____)

Collection Office of Emergency Planning Box Number 1

Folder Title or File Symbol (Include dates, volume #s and folder #s, as appropriate)	Form of Document	Document Number if applicable	Document Description: Correspondents, Title, or Page Number(s), as appropriate (Please be as specific as possible.)	Document Date	Number of Pages
OEP Orders (1)	report		Organization & Functions Manual. ^{pages (xi)}	May 1964	1
"	manual		OEP Order 1100.8A (copy brochure)	08/01/67	1
OEP Orders (2)			of page - page titled (In alphabetical Order Emergency Operations Office)		
OEP Orders (2)	manual		OEP Order 1810.6a page 8	01/16/68	1
OEP Orders 9400.2 (2)			OEP Order 9400.2	12/2/63	2
OEP Readiness Orders			OEP Order 9110.1B page 1		1

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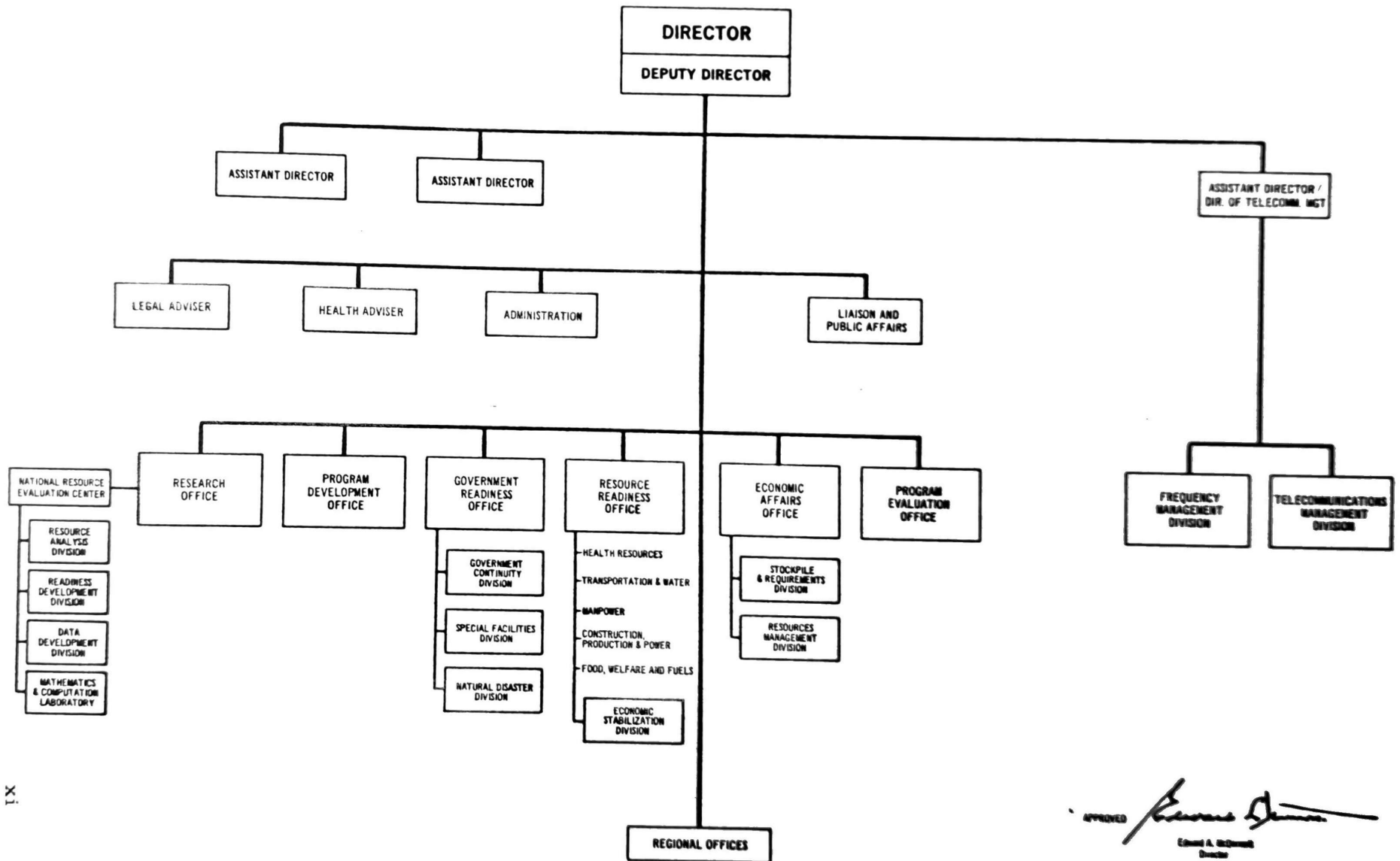
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EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF EMERGENCY PLANNING



APPROVED *[Signature]*
Edward A. McInerney
Director
February 2, 1968

(In Alphabetical Order)

EMERGENCY OPERATIONS OFFICE

Office of the Director

Duffy, Gladys C.
Phillips, Robert Y., Director, Emergency Operations Office

Government Readiness Division

Buckmaster, Mary K.
Capet, Gertrude B.
Carbone, Donald J.
Carney, Francis X.
Cox, Edward J.
Dover, Arthur J.
Hagan, Thomas W.
McKay, Emerald
Mankin, Dorothy H.
O'Neill, John J., Chief of Division
Parlett, June E.

Disaster Assistance Division

Anderson, Floyd B.
Beal, Charles H.
Burke, Phyllis A.
Dennis, Mary M.
Dokken, James P.
Casey, Thomas R.
Grace, George M., Chief of Division
Iseman, Frank E.
Lloyd, Linda L.
Toohy, James G.
Sherwin, Wayne F.
Wolcott, Franklin M.

Special Facilities Division

Ashby, Claude A.
Ball, Mary B.
Brown, Nina S.
Bourassa, Joseph L., Chief of Division
Campbell, Garland L.
Collins, W. Lee
DuPlantis, Rose C.
Foltz, Janet B.
Gallagher, Bernard T.
Hafer, James S.
Powell, Barbara L.
Slack, Corinne H.
Smith, Robert C.
Smith, Steve A.
Venable, Madeline M.

Attachment 1
OEP Order 1810.6A
January 16, 1968

<u>Records Categories</u>	<u>File Station</u>	<u>File Supervisor</u>
23. Records relating to Emergency Operating Facilities at all levels of government; support activities (JEEP and JATS); Vital Records Protection Program; continuity of leadership (succession to command and delegation of authority); emergency measures (response to warning and care of dependents); continuity legislation; emergency communications; censorship; Emergency Information; Emergency Broadcast System; Executive Order assignments to departments and agencies; the Digest of Federal Executive Branch Nonmilitary Emergency Measures and Federal Emergency Plans.	Emergency Operations Office, Government Readiness Division	Gladys Duffy
Records relating to the National Defense Executive Reserve, Inter-agency Committee for the NDER and National Defense Executive Reserve Conferences.		Mary K. Buckmaster
Records relating to all phases of Natural Disaster Program other than fiscal and audit.	Disaster Assistance Division	Mary M. Dennis
24. Records relating to the activities of the Office of the Director of Telecommunications Management; Federal-State Telecommunications Advisory Committee.	Office of the Director of Telecommunications Management	Helen Tallman
Administrative records relating to telecommunications.	Office of the Executive Assistant	Shirley Morosko
Records relating to telecommunication policy, research and engineering; Interdepartment Radio Advisory Committee; Frequency Assignment Sub-Committee; Military Assignment Group; Frequency Lists (United States and Canada).	Frequency Management Directorate	Mina Ford
Records relating to Frequency Management Advisory Council.		Isabell Rush

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF EMERGENCY PLANNING
Washington, D. C. 20504

OEP ORDER 9400.2

TO: Executive Staff, Staff, and Division Chiefs

SUBJECT: Assignment of Internal Emergency Readiness Planning Responsibilities within the National Office

1. Purpose. This Order assigns responsibilities for internal emergency readiness planning within the National Office.

2. Background. As is the case with all departments and agencies, OEP must develop necessary preparedness plans and programs to carry out its own emergency responsibilities. These plans should place the maximum practical reliance on resources existing within OEP. Our objective is to develop a state of readiness that will assure the most effective and efficient response to an emergency.

3. Responsibilities. In the planning and development of the OEP internal emergency readiness program, the following responsibilities are assigned:

a. The Civil Affairs Office is responsible for developing the basic concepts and guidelines governing the role and broad functions of OEP in anticipation of and during an emergency.

b. The Government Readiness Office is assigned responsibility for coordinating OEP's internal emergency readiness efforts and is specifically responsible for:

(1) Developing implementing policies governing the internal OEP readiness program.

(2) Developing the organizational and functional structure to enable OEP to execute its responsibilities during emergencies.

(3) Determining the staffing requirements (including use of Executive Reservists) necessary to carry out the emergency functions.

(4) Developing the operating procedures enabling OEP to respond to warning including the automatic responses (DEFCON).

(5) Developing a relocation and prelocation program for OEP and directing the planning and use of such emergency operating facilities as are developed.

(6) Assuring that OEP has an adequate emergency communications capability.

(7) Developing the necessary lines and geographical locations for succession to OEP command.

(8) Determining the most appropriate assignment of interim emergency functions to assure an effective transition to full mobilization.

(9) Preparing and prepositioning, as necessary, action documents necessary to implement the emergency organization.

c. Administration is responsible for:

(1) Developing procedures for:

(a) Personnel administration.

(b) Fiscal and audit activities.

(c) Procurement.

(d) Services.

(e) Budget and fund control.

(2) Developing and directing the self-protection plan for OEP occupied buildings.

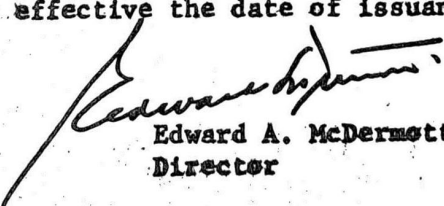
(3) Preparing plans for the transportation of personnel to relocation facilities.

(4) Development of an internal personnel alerting system.

(5) Administering the program for the preservation of essential OEP records.

(6) Developing training plans to increase the capability of OEP's Executive Reservists and OEP personnel for emergency assignments.

4. Effective Date. This Order is effective the date of issuance.


Edward A. McDermott
Director

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Emergency Planning
Washington, D. C. 20504

OEP ORDER 9110.1B

TO: All Personnel, OEP

SUBJECT: OEP Succession

1. Purpose. This Order establishes succession procedures for the Office of Emergency Planning.
2. Cancellation. OEP Order 9110.1A, dated February 20, 1964, is hereby superseded.
3. Emergency Succession to Office of Director.

a. In the absence or incapacity of the Director, during an emergency, he will be automatically succeeded, in the order indicated, by the incumbents who have been appointed by the President or the Director to the positions listed below and who are available at any operable point of command:

Deputy Director
*Assistant Director
*Assistant Director
Director, Program Evaluation Office
Director, Economic Affairs Office
Director, Government Readiness Office
Director, Resource Readiness Office
Director, Analysis and Research Office
Director, Program Development Office
Chief, Special Facilities Division
Regional Director, Region 5 (Denton, Texas)

*In order of appointment. The Assistant Director/Director, Telecommunications Management, will in an emergency carry out his responsibilities as Director, Telecommunications Management.

b. The Director or his successor will move to and operate from that point which in his judgment will best serve as OEP National Office during the emergency. No such designee may succeed the Director unless that successor is available at an operable point of command--that is, any place at which he can receive information and from which he can issue directions necessary to execute the emergency responsibilities of the Director. If the operability of any other point of command is, in his judgment, sufficiently superior, then the Director or his successor will move to that place or yield direction to a successor who is there.