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10/22-0050-04

9 January 1964

MEMORANDUM FOR: Members, Research and Development Review Board

SUBJECT: Inventory of Research and Development Projects

1. At its meeting on 13 December 1963 the members expressed the need for more comprehensive information on R&D projects within the Agency in order to:

- a) provide reference data for background analysis and study required for basic judgments which Board members must make;
- b) satisfy the needs of those engaged in budget and fiscal work, planning, project appraisal, etc.--in general, presentations and arguments before the Bureau of the Budget, Congressional Committees, and similar groups; and
- c) provide technical descriptions with some uniformity so professional engineers and scientists throughout the Agency will have a reference source for determining the types and scopes of research and development efforts underway or planned within an area of interest to them.

2. The above requirement necessitates certain ground rules for the collection of information and for categorizing it. SA/ST, Plans and Programs Staff has reduced these to a reporting format of the least complexity. (See attachment) It is not expected that all projects will provide data for all blanks on the form, but we will receive at least a vocabulary as the reporter can tolerate. Without this, we cannot obtain the objectives of classifying the information by substantive field, objective or end usage. The instructions which accompany the format explain in some detail the vocabulary desired--should there be further questions regarding this, SA/ST, Plans and Programs will be available for assistance.

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Inventory of Research and Development Projects

A date of 20 January was set for the reporting of this information at the meeting. As most of the information desired is already available in similar format this deadline appears reasonable and we can assure to it if Plans and Programs has your rough information by 15 January.

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Chief, Plans and Programs
Deputy Director
(Science and Technology)

Attachments:
As stated

Attendance Distribution:

- 1 - Col. Miller, Chairman
 - 1 - [Redacted]
 - 1 - [Redacted]
 - 1 - [Redacted]
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