

ADM-10.7
(Proposed Minutes)

DD/S&T-3909/66
28 July 1966

25X1A

MEMORANDUM FOR: Mr. [redacted]
Mr. [redacted]
Mr. [redacted]

SUBJECT: Proposed DD/S&T Instruction

REFERENCE: Minutes of Special Committee Meeting,
Dated 27 July, Attached

25X1A

1. The purpose of this memo is to convey the results of work done as a result of the reference. Attachment 2 contains a draft copy of DD/S&T [redacted] which deals with DD/S&T Form 2416. The instruction is largely self-explanatory but there is some amplifying information which might be useful.

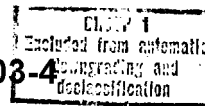
a. The Assistant R&D Coordinator referred to in the proposed instruction is myself. You may recall my memo of 12 July to [redacted] a copy of which was provided you in advance of our committee meeting. The Assistant R&D Coordinator appears to me to be a very valid and vital requirement, if we are to maintain the proper cognizance over request of procurement/contract actions.

25X1A

25X1A

b. The Assistant R&D Coordinator, if I would receive the function, would do certain basic things which are not now accomplished. These would include, but not be limited to, assuring that the "package" contained all the material required in the new DD/S&T [redacted] which is now awaiting signature in [redacted] office. In other words, I would make certain that the approval memo was prepared in accordance with DD/S&T 1591-66, Dated 21 March 1966, that the DD/S&T Form 2416 as outlined in the draft instruction

25X1A



SUBJECT: Proposed DD/S&T Instruction

was properly prepared, that the ADP Form and/or marked up planning sheet was included and that all proposals were attached. With the use of the Form 2416, I would be in a position to then determine the need for the "package" to go directly to the Procurement Management officer, to include the Comptroller if a non-programmed item is involved and to otherwise determine the desirability of a full or partial Staff review.

c. The Assistant R&D Coordinator would also be responsible for maintaining an awareness of where all items were located in the Staff. If I were given this responsibility, I would adopt a system that at least resembled the proposal contained in my 12 July memo. Under this plan we would almost at once develop a focal point to determine where actions were located once they entered the Staff and we would avoid items becoming delayed for many days simply because of pressing work requirements.

2. I recommend approval of this proposed draft instruction and the authority outlined for the Assistant R&D Coordinator.

25X1A



Attachments

Distribution:

- 1 - each addressee
- 2 - DD/S&T Registry
- 1 - file