

ADM-10-7  
DD/S&T 5040-66

12 October 1966

MEMORANDUM FOR: Director of Computer Services  
Director of ELINT  
Director of Research and Development  
Director of Scientific Intelligence  
Director of Special Activities  
Director of Special Projects  
Director of Foreign Missile and Space  
Analysis Center  
Chief, Systems Analysis Staff  
Executive Officer, Directorate of  
Science and Technology

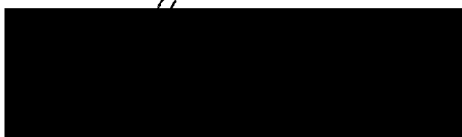
SUBJECT : Project Officers' Handbook

1. Sections 1.4, "Contract Supervision", and 1.5, "Administration" have been completed in draft form, and your comments and suggestions are solicited. Major subsections of each of these paragraphs have been circulated previously and are not included. These are paragraph 1.4.2.2 "Design Review", and paragraph 1.5.1 "Automatic Data Processing of Contract Information".

2. The initial draft of Section 1.2 will be distributed shortly and will complete circulation of the Project Officers' Handbook drafts by invitation for comment. A complete draft of the Handbook incorporating all previous recommendations and suggestions will be circulated for final comment and recommendations as soon as the comments on Sections 1.2, 1.4, and 1.5 are incorporated.

3. Please return the enclosed sections marked up to indicate your comments or recommendations by close of business 18 October.

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Special Assistant to the  
ADD/S&T

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