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21 October 1966

**MEMORANDUM FOR: Acting Deputy Director for Science
and Technology**

1. Regarding the DDCI briefings, it occurred to me that as part of the Office briefings Adm. Taylor might well use a half hours' description of the various R&D business practices currently extant in the Directorate, how these practices came to be, and the steps that have been taken recently to simplify these procedures and provide more common practices. The DD/S&T adoption of OEL's ADP system, the Handbook, etc., can be cited as examples.

2. Adm. Taylor may be involved in contracts rather frequently and may also get into the study of Agency procurement practices, so this sort of background might provide very helpful orientation to him.

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