

OXC-10566/66

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9 June 1966

Dear Colin and Al,

You are authorized to expend funds in the amount of approximately \$1,000 for the purpose of training field tech reps who have been designated by the customer.

This activity shall be charged to the field support (T&M) portion of Contract FH-2510. Please identify this expenditure by Task Order B-101 on your accounts. In reviewing the charges to the T&M portion of Contract FH-2515, I have noted that the authorizing task order has not been included in the account number. Please take steps to correct this situation since I have no other method of identifying charges.

As a guideline in the training of the reps, these individuals selected are supposed to be competent electronic technicians or engineers. Therefore, I prefer to consider your activities with them to be of a familiarization nature, rather than a formal training program. Please have drawings, schematics, specs, test results, etc., available for their perusal and retention as required. I would like to suggest that the preparation of certain portions of the final report be initiated at this time since it will be of value in training; and dead time, now occurring, appears to be an opportune time to start such an effort.

Yours truly,

SIGNED

Clay