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DD/S&T 1134-66

4 March 1966

MEMORANDUM FOR: D/Office of Research and Development  
D/Office of ELINT  
D/Office of Computer Services  
D/Office of Scientific Intelligence  
D/Foreign Missile and Space Analysis Center

SUBJECT: Contract Proposals


REFERENCE: Memo from Executive Officer, DD/S&T dated 3 March 66

1. As a result of the experience described in Reference, copy attached, it will be necessary for all future contract proposals going through the contract approval system to contain a section, or sections, which express clearly and in non-technical language the following three things:

- a. The task to be performed.
- b. The need for the task which is to be performed, and
- c. The product to be delivered, i.e. a report, hardware, increase in knowledge, etc. The product must be expressed in clear, non-technical language.


2. Although the foregoing applies particularly to contract proposals going to the 7th floor for approval, it will also apply to those not requiring 7th floor approval. You will note from the attachment that, pending the issuance of a new DD/S&T Instruction on this subject, this Staff has been instructed to return for re-drafting contract proposals which do not respond clearly to this requirement.

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Chief, Plans & Programs Staff  
DD/S&T

Attachment  
a/s

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cc D/OSA  
D/OSP  
Mr. 

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MORI/CDF

GROUP 1  
Excluded from automatic  
downgrading and  
declassification