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Executive Branch  
66-3714

14 SEP 1966

MEMORANDUM FOR: Deputy Director for Science & Technology

SUBJECT : DCI Briefings on Program Management

1. The Director has asked that a system of periodic progress reports be initiated on program management in the Agency. For the Science and Technology Directorate, these reports will update your contribution to the Program Memoranda on Research, Development and Engineering, Information Processing and Exploitation, Collection, and Production of Intelligence. The reports will be presented orally, using appropriate graphic material, and planned so that each session does not exceed two hours. The participation of your Planning Officers in developing these briefings is important since the presentation will constitute interim reports on the status of the programs you have incorporated in the Agency's planning, programming, and budgeting system and on future program plans. The first report for the Science and Technology Directorate is tentatively scheduled for mid-December 1966.

2. Progress reports should be organized to report on:

Objectives

Summary of major new program objectives for FY 1967/68

Accomplishments

Significant accomplishments in FY 1966 and FY 1967

Status of Programs

- a. Distribution of resources to major program targets (e.g., funds and manpower against Communist China)
- b. Current and anticipated funding problems (e.g., programs requiring additional funds not provided for in budget)

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- c. Significant program or project changes (e.g., termination of programs or projects)
- d. New program proposals and expected costs (those not included in budgets)
- e. Proposed reprogramming actions (significant transfers of funds between programs and projects, particularly as related to c. and d. above)

Status of Personnel

- a. Serious understaffing and shortage of skills
- b. Proposed reprogramming (transfers) of personnel
- c. Status of training

Organization Matters

Proposed organization changes -- creation of new units, merging of existing units, etc., including proprietary organizations.

Special Subjects

Individual treatment of operational or management matters of special significance.

3. I would like special treatment given to the current status and plans for the DD/S&T computing program with emphasis on the OCS program. You may prefer to schedule a separate briefing for this topic to permit adequate treatment of the subject.

4. You should have your Planning Officer contact  Chief, Program Analysis Branch, O/PPB, and work out the details and scheduling of the presentations.

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7/8/ L. K. White

L. K. White

Executive Director-Comptroller

O/PPB/PAB/GRK:jgh (13 Sept 66)

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