

11 June 1957

Dear

The purpose of this letter is to inform you of certain readjustments in duties and responsibilities, and attendant procedural changes, which we have made in our Project Headquarters organization. Let me assure you at the outset, however, that this is not intended to change our basic procurement policies or change any other practices by which we have attempted unusually expeditious and secure development and procurement action, nor are we reverting to the normal procurement machinery of this Agency.

As you know, the Project began with a very small nucleus of Project Headquarters personnel and as the Project gained momentum our Headquarters staff was from time to time expanded to handle the many areas of responsibility which arose. Originally, however, and for the first year or more of the Project, the areas of development and procurement were overriding in importance. I was able to follow personally the development problems and the procurement function was the responsibility of [REDACTED] as the Project Contracting Officer. Eventually, as other aspects of the program (political, operational, etc.) required more and more of my time, [REDACTED] became my personal representative for following development, as well as procurement. In this dual capacity he became the logical channel for the various suppliers to communicate with Project Headquarters on all phases of development and procurement and on the numerous associated problems which impinged on these areas. These areas included many liaison functions having to do with security, materiel movement, payments, administrative and personnel problems in connection with detachments, travel arrangements, FOG problems, etc. This procedure was eminently satisfactory, since it provided for continuity from the inception of the Project and for coordination of all problems bearing on the important areas of development and procurement.

As you are aware, however, the channeling of many types of Project business through [REDACTED] has placed an ever and ever heavier burden on him personally. Moreover, with the phases of major innovations behind us, an increasing proportion of his time has been occupied with straight-forward procurement and administration of procurement and development matters. Accordingly, I have felt it was wise at this time to ask [REDACTED] to delegate certain of these functions to his staff.

Prof. Dir.

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I believe it appropriate also at this time to recognize officially the allocation of responsibilities that as you are aware has long been in effect in our Headquarters whereby areas of Administration and Materiel are the responsibilities of two other senior officers, the Director of Administration and the Director of Materiel. Accordingly, I urge you to work directly with these two men and their staffs on the problems pertaining to those areas.

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With respect to continued work to be handled through [redacted] office (responsible for Development and Procurement), the only change involved there is delegation downward of certain duties to [redacted] staff. This will free [redacted] from the more routine type problems arising in the development and procurement area of the Project and allow him to concentrate, as in the past, on the remaining major areas of R&D, particularly [redacted]

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Delegation of duties in the area of development and procurement involves primarily the separation of technical requirements and associated research and development functions from the straight procurement and administration of procurement functions. Specifically, [redacted] has been assigned the duties of Project Contracting Officer (except for [redacted] and [redacted] has been assigned the duties of Project Development Officer (except for [redacted]). They will have the responsibilities indicated on the attached organization chart and both will report to [redacted] in their respective areas. [redacted] will function as Director of Development and Procurement and will be my personal representative for all phases of [redacted] at Project Headquarters, as well as being responsible for the continuing overall Project development and procurement areas through [redacted]. No change will be made in the signatures used on Project contracts, but [redacted] will now sign these names. In the future, therefore, [redacted] (or his staff) should be the initial contact on Project procurement and contract matters and [redacted] (or his staff) should be the initial contact on Project research, development and technical requirement matters. Correspondence should be similarly designated on the inner envelope. Other divisions in Project Headquarters should be contacted on Project business outside the area of development and procurement.

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Again, let me give you my personal assurance that the basic understandings that you have had with the Project, with myself, [redacted] or with others in authority to make commitments, and which have contributed so substantially to the success of our efforts, will be fully honored and the same basic principles will continue in effect.

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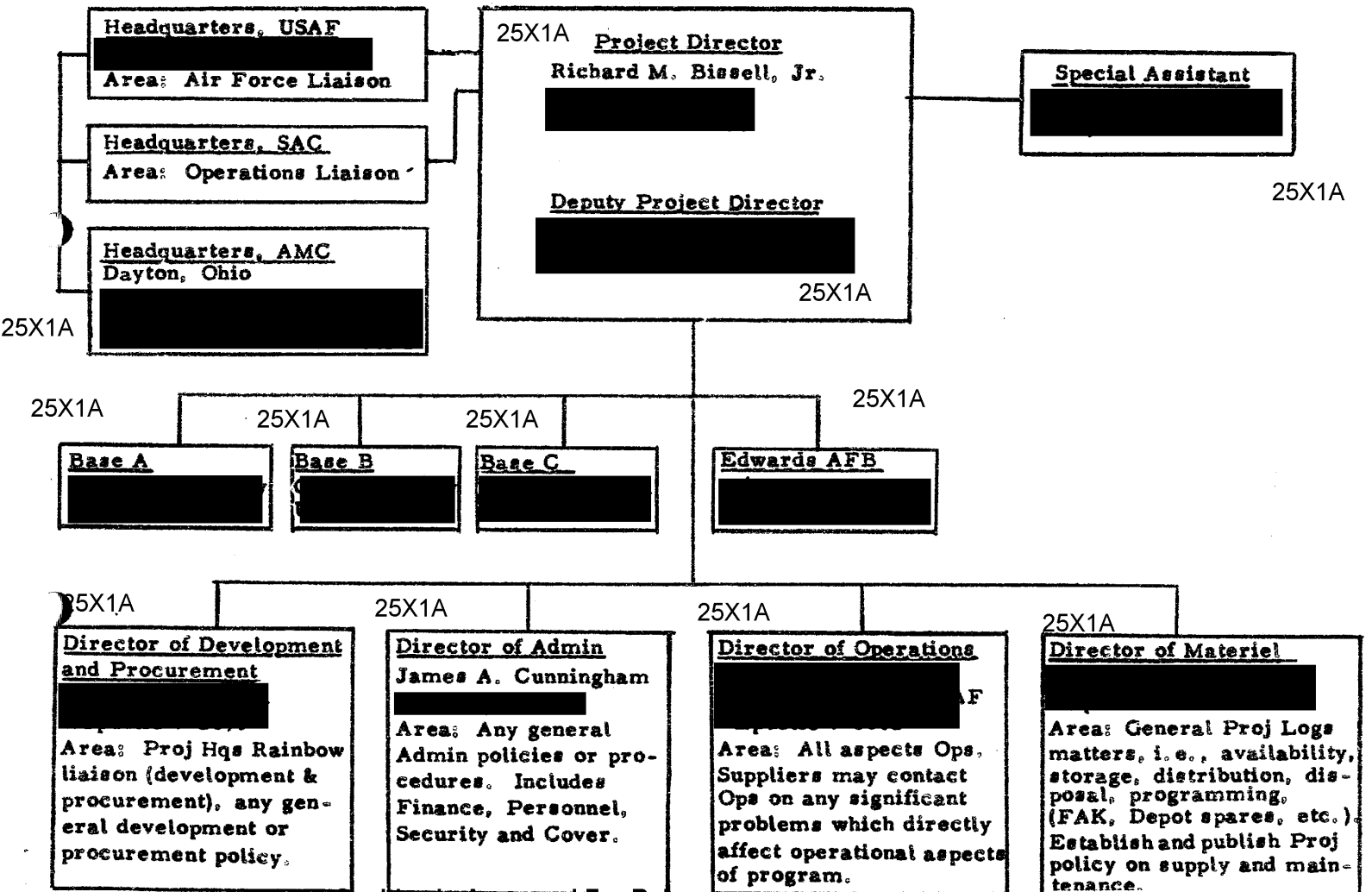
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2 Attachments

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GENERAL ORGANIZATION CHART

CHART I



ORGANIZATION CHART -- DEVELOPMENT & PROCUREMENT DIVISION

CHART II

