

~~SECRET~~ [REDACTED]

NO. [REDACTED] Copy [REDACTED]



18 July 1966

TO:

[REDACTED]
F. Madden

[REDACTED]
J. Baker

payload info
copy [REDACTED]
PSAPO M.P.A.F. MEETING
Program

FROM: [REDACTED]

SUBJECT: DOCUMENTATION AND REPRESENTATION AT MEETINGS

Recently, undoubtedly caused by the accelerated activity in the Corona J-3 Payload Development, there have been delays in promulgating the action items and the minutes of the many meetings now occurring. In addition, some attendees apparently do not have the authority to commit their parent organization to action items agreed upon. To provide a formal means of documenting action resulting from meetings and to prevent unnecessary effort on the part of any contractor or office, it is requested that the following procedures be implemented:

- A. In all meetings (Design Reviews, Interface, Scheduling, etc.) in which the PSAPO is an active participant, the minutes of the meeting shall be prepared by the host Associate Contractor. Any action items conceived during the meeting shall be extracted from the minutes and transmitted immediately to the attendees for expeditious initiation. Copies of action items reproduced on site and given to attendees prior to their departure from the host premises and an immediate TWX to the attendees' address is a suggested means for handling action items. Minutes of the meeting should be promulgated generally within two working days of the meeting.
- B. Attendees or a delegated attendee from each associate shall have the authority to commit for his management on technical matters which create an agreed upon action item to any or all associates involved. The action items from any of these duly sanctioned meetings, at which the PSAPO is represented, shall constitute direction from the PSAPO except in the case of FSDS N.Y. whose direction must come from [REDACTED]. Any actions involving FSDS must be forwarded to [REDACTED] for review, concurrence and approval prior to directions to FSDS with the exception of items agreed upon during a meeting in which [REDACTED] is represented.

Declassified and Released by the NRC
In Accordance with E. O. 12958

on NOV 26 1997

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cc: [REDACTED]

In Accordance with E. O. 12958

on NOV 26 1997

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NO. [REDACTED] Copy [REDACTED]