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DEPARTMENT OF THE AIR FORCE
WASHINGTON

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OFFICE OF THE UNDER SECRETARY

5 February 1964

MEMORANDUM FOR: "C" Project Officer
"G" Project Officer
██████████ Project Officer

SUBJECT: Project Briefings

From time to time there is a requirement to brief newly assigned or indoctrinated individuals on your project's operations and capabilities and your general responsibilities in management of the project. In order to have readily available an easily understandable series of briefings, I am asking each project officer to prepare, in draft form, an outline of a briefing and suggested graphic aids to support such a briefing.

I do not propose that the briefing cover the technical portions in any significant detail. Detailed technical briefings on camera configurations, recovery techniques, film emulsions, booster capabilities, etc., can, if required, be arranged with SAFSS-6.

Some of the items I recommend you cover are:

- a. Functional chart showing where project fits in NRO, SAFSS and SAFSS-4 structure.
- b. Brief history of project.
- c. Project operational functions to include relationships with supporting SAFSS divisions and outside agencies.
- d. Brief description of how system works.

You are not limited to only the above areas. Your outline should include any additional items you feel are necessary to adequately cover your project peculiarities. Outlines should be flexible in application so as to permit rapid tailoring or same briefings to fit individual needs of recipients.

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Deputy for Operations
NRO Staff

File in SOP File.

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Internal

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