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RETURN TO:
Director
Research Studies Institute
Air University
Maxwell AFB, Alabama

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K208-32
July-Dec. 1959

AFPR - LOCKHEED MISSILES & SPACE DIVISION

Sunnyvale, California

HISTORICAL REPORT

1 July - 31 December 1959

CMS 69

0476618

5-14979-5

UNCLASSIFIED

SEMIANNUAL HISTORICAL REPORT

REPORTS CONTROL SYMBOL: AU-D5

1. NAME OF UNIT: AFPRO, Lockheed Missiles & Space Division
2. LOCATION: Box 504- Sunnyvale, Calif.
3. FROM June 1959 THROUGH Dec. 1959

4. NAME AND LOCATION OF NEXT HIGHER HEADQUARTERS
Sacramento Air Materiel Area
McClellan Air Force Base
Sacramento, California

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11 MAY 1987

5. PERSONNEL STRENGTH (Last day of reporting period)

	OFFICERS	AIRMEN	CIVILIAN	TOTAL
AUTHORIZED	2	0	47 Auth 12 01 Auth 59	61
ASSIGNED	2	0	47	49
ATTACHED	0	0	0	0

6. STATEMENT OF MISSION INCLUDING CHANGES (Continue on separate sheet)

1. To accomplish the operational phases of contract administration as outlined in the Armed Services Procurement Regulations and Air Force Procurement Instructions. Insure implementation of the Dept. of Defense Industrial Security Program.

2. During the period covered by this report there were no changes in the mission of this AFPRO.

CMS 69

7. ORGANIZATIONAL CHANGES INCLUDING REASONS FOR CHANGE (Continue on separate sheet)

1. There were no organizational changes in the structure of the AFPRO; however, minor changes occurred within the divisional elements to meet additional requirements imposed by an increased workload.

a. To provide for administration of Satellite Systems Contracts, an Administrative Contracting Officer Coordinator and two Administrative Contracting Officers were assigned with individual responsibilities for three (3) major programs. Manning was approved for a Senior Price Analyst and a Purchase Methods Analyst for improving AMC Contract Pricing and to provide a continuous review of Contractor's purchasing systems and practices. (Part I, paras 1a and b, Annex)

b. ~~Three Engineer positions were added to the staff of the Quality Control and Reliability Division. (Part I, para 2b, Annex)~~

c. A Production Specialist was assigned to assist in handling the increasing workload of facilities' expansions in the Bay Area and at Vandenberg Air Force Base. (Part I, para 3a, Annex) See Continuation sheet

0476618

5-1494-5

AMC FORM SEP 58 268

8. ADMINISTRATIVE PROGRESS AND PROBLEMS (Continue on separate sheet)

1. With the exception of problems involving personnel recruitment, the administrative phases of operation kept abreast of the development and growth of this organization.

2. Foremost among the problems during this period was the difficulty experienced in filling position vacancies both in technical and administrative areas. One vacancy (electronic engineer) existed during the entire period. Many applicants were interviewed but were found to be lacking in experience and background. Stenographic and clerical positions remained vacant because grade levels and pay were not commensurate with those offered by local industry. (Part I, para 2b and 5, Annex)

3. At this time plans were being formulated to restudy grade level structures in an attempt to bring each position description into alignment with requirements; and where indicated to attain higher grade levels.

9. MISSION PROGRESS AND PROBLEMS

1. As of June 1959, 47 contracts were assigned to this AFPR for primary administration with a total value of $348,649,681; and on 31 December 1959, 56 contracts with a slightly higher total face value were assigned. (Part II, par 1a Annex).

2. In November negotiations commenced for definitization on a contract which will ultimately be divided into individual contracts for the Discoverer, Samos, Midas, and the Communication and Control programs. (Part II, Par 1c, Annex)

3. The first Midas Satellite was accepted and shipped to Cape Canaveral for launch; the usual interface existed. Several visits to Cape Canaveral by a representative of this office, and the indoctrination of the AMCTSO assigned to the Midas project proved satisfactory in alleviating the problem. (Part II, par 2a, annex)

4. Seven Discoverer Vehicle sales were completed and four vehicles (V, VI, VII, VIII) were launched from Vandenberg Air Force Base. Although the launches were successful no recoveries were made. The recovery impact area of Discoverer VIII

(see continuation sheet)

9. CONTINUED *(Continue on separate sheet)*

was missed by 200NM, but good detection by monitoring aircraft was achieved. (Part II, par 3a and b, Annex)

10. ADDITIONAL REQUIREMENTS *(Continue on separate sheet)*

1. Although the WS 117L Program encountered no serious production problems through final assembly, shortages of test equipment, critical components and manpower in Modification and Checkout continued to be a problem at year's end. (Part III, par 2a, Annex)

2. As the rate of production for the three basic programs increased, because of lack of sufficient test stand capacity at Santa Cruz it would constitute a serious bottleneck during the ensuing year. (Part III, par 2b, Annex)

3. During November 1959, representatives of AFPR visited Patrick Air Force Base, Hq USAF, and major WS 117L subcontracts and cognizant APD's in the eastern states to discuss mutual problems and develop better methods for exchange of information and correction of program deficiencies. (Part IV, par 1a, Annex)

11. LIST OF SUPPORTING DOCUMENTS *(Continue on separate sheet)*

A. GENERAL ORDERS – none
B. ORGANIZATION CHARTS
C. MISSION DIRECTIVES
D. VITAL STATISTICS – none
E. ROSTER OF KEY PERSONNEL *(Include position and date assigned)*

PREPARED BY	APPROVED BY
John T. Gross [signature]	[signature], Major USAF Deputy AFPR

AF-WP-O-SEP 58 8,200

Paragraph 7 Organizational Changes Including Reasons For Change (Continued)

d. This AFPR was assigned Office of Administration for Prime Contract placed with Philco in support of Communication and Control function for WS 117-L, and spaces were allotted for the staffing of a sub-office at the Philco plant to administer the contract. (Part II, par 1h, Annex)

SEMI-ANNUAL HISTORICAL REPORT

AFPRO, Sunnyvale, California

1 July 1959 - 31 December 1959

I Administrative Progress and Problems:

1. (RSC)

a. Contract Division was reorganized to provide staffing for administration of Satellite Systems Contracts; an Administrative Contracting Officer Coordinator and two Administrative Contracting Officers with individual responsibility for the three major programs.

b. Manning was approved for Senior Price Analyst and a Purchase Methods Analyst. Applicants selected for the positions reported for duty late in December. The Senior Price Analyst was assigned the responsibility of direct supervision and review of all pricing with the aim of improving AMC Contract Pricing. The Purchase Methods Analyst assumed the primary duty of continuous review of Contractor's purchasing systems and practices.

c. A Procurement Trainee Program was established in conjunction with SMAMA and San Francisco APD. Trainee was assigned to this AFPRO and a schedule developed for 12 months training period at AFPR level with the ultimate aim of qualifying trainee for ACO position.

2. (RSQ)

a. Several problems occurred which required concerted efforts to resolve. These efforts involved travel and meetings with high level APD's and AF test base personnel in connection with the Weapons System Manager concepts of procurement under this type of program. Considerable progress has been made in this area, and a sound and broad understanding of the various concepts with the affected activities has been established and accepted.

~~b. Three (3) engineers' positions have been allocated to the Division, viz, one mechanical and two electronic. One (1) vacancy (electronic engineer) has existed during the period. Every effort has been made to fill this vacancy without success. Many applicants were interviewed but were lacking in the necessary experience and background to qualify them for the position. This is also true of electronic inspectors' positions, one of which is presently vacant.~~ These positions established prior to 1 July 1959 -

c. Three (3) W/B positions were converted to GS at Sunnyvale and one (1) at Van Nuys.

3. (RSP)

a. An additional position, Production Specialist (General/Facilities) was assigned this Division to assist in handling the increasing workload of facilities' expansions in the Bay Area and at Vandenberg Air Force Base.

Annex

b. Cross training in all areas was implemented, and Standard Operating procedures (i.e., ECP Procedure etc.,) were developed.

c. The problem of forecasting workload and manpower requirements at the Van Nuys facility became increasingly difficult, due to the phasing out of the prime contracts and the increasing use of this facility for manufacturing "overload" by the Sunnyvale plant.

4. (RSL)

a. The primary problem this reporting period, has been the lack of complete understanding between LMSD, BMC and AFPRO relative to the requirement for WDT Exhibit 57-7 on existing letter contracts. When the last negotiations were held, with regards to this exhibit, the Air Force, i.e., BMD, BMC, AFPR and LSM felt that the requirement for 57-7 had been considered and that LMSD would continue to perform maintenance analysis as they had on the -97 contract. However, this has not been the case, as the Contractor has not performed this function since November 1959. The redirected effort on the individual programs' appears to be worded properly to provide a solution to this problem.

5. (RSE)

a. During this period this office attempted to obtain grade structures for the clerical positions within RSE compensative with the responsibilities of the positions. A desk audit was conducted by SMAMA and a new Position Description was written for the GS-3 positions.

The Position Description for the Industrial Security Specialist was re-written identical with the same position at RBE.

b. The GS-3 (IA) Position Description was poorly written and no progress was made during this period. SMAMA also refused to evaluate the Position Description of the Industrial Security Specialist and the position remains a GS-9 at RSE and a GS-10 at RBE. No progress.

6. (RSV)

a. In the period of 1 July 59 to 31 December 59, steps were taken to more closely align staffing of the sub-office to Contractor's programmed workload. As a result the Contract Specialist (PA), GS-11, was transferred to another AFPR and this position was abolished, with duties being absorbed by other personnel.

II. Mission Progress and Problems:

1. (RSC)

a. As of 30 June 1959, 47 contracts were assigned to this AFPR for primary administration with a total face value of $348,649,681. On 31 December 1959, 56 contracts were assigned having a total face value of $399,600,825.

b. The first WS 117L contract, AF 04-(647)-97 was 99% completed in December 1959.

c. Negotiations commenced in November for definitization of the follow-on contract, AF 04-(647)-347. This contract will then be divided into four individual contracts for the Discoverer, Samos, Midas and the Communication and Control programs.

d. Negotiations with Contractor on overhead rates resulted in a decrease of overhead rate from $5.05 in early 1959 to $4.35 in November 1959. (Exhibit A)

e. Costly use of subcontracted engineering services was eliminated. (Exhibit B)

f. Discussions of the Military Audit and Contract Administration Board resulted in revision of the Contractor's policy to limit the expenditure for hiring of consultants.

g. Division personnel participated as team members in survey of LMSD procurement system during period 22 July to 10 November 1959.

h. This AFPR was assigned Office of Administration for Prime Contract placed with Philco in support of Communication and Control function for WS 117L. Deviation from normal geographical administration was made to provide close coordination between Philco, Lockheed and BMC since this contract is an integral part of the WS 117L program. Spaces were allotted for the staffing of a sub-office at the Philco Plant to administer the contract. (Exhibit C)

2. (RSQ)

a. The first MIDAS satellite was accepted and shipped to Cape Canaveral for launch; the usual interface problems existed. The Chief of this Division made several visits to the Cape to coordinate these matters and to clarify certain secondary assignment inspection requirements. Mr. Claude Butts, AFQCR of the AMCTSO assigned to the MIDAS project, made two visits to this facility for the purpose of indoctrination. Progress has been made in alleviating all problems to our mutual satisfaction.

b. The overall Quality Control Mission has progressed satisfactorily. The complete revision of AMCM 74-1, dated 1 September 1959, was received by this activity for implementation and progress has been made in this field. The minimum Local Surveillance Procedures required to establish the requirements of the Manual have been issued. Full implementation should be realized during the ensuing period.

c. A Cross-Training Program on the WS 117L was developed and conducted from 9 thru 13 November for AFQC personnel assigned to major subcontractors and AF test bases; in attendance were the following:

SMAMA-LSM	Vandenberg AFB	Los Angeles APD
Gene VanDevort	E.W. Cashmore, Msle Inspector E.I. McPhail, Msle Inspector	Walter S. Moore, AFQCR-Aerojet

San Francisco APD
H.E. Gardner, Chief, QC
Fred W. Blocking, Chief, Electronics Br.
Clifford O. Harris, AFQC Inspector, Philco

Rochester APD
James A. Clifford, Inspector
John R. Manzolati, Engineer

AFPR-Bell Acft
Michael Cullinan, Chief, QC Div.
Clifford R. Warg, Aero P.P. Engineer

AFPR-Douglas Acft.
Joseph Cook, Aero P.P. Engineer

The Contractor's engineering personnel from each sub-system group, in addition to engineering personnel attached to the Division, lectured on the pertinent sub-system assigned as their responsibility. Judging from comments received and subsequent results, a better understanding of the overall program exists.

3. (RSP)

a. During the period 1 July 1959 through 31 December 1959, seven (7) each Discoverer Vehicles were sales completed, and four (4) each Discoverer Vehicles were launched from Vandenberg Air Force Base.

b. Vehicle No. 1029 (Discoverer V) was launched successfully on 13 August 1959 and achieved the predicted polar orbit, but recovery of the payload capsule was not successful. Vehicle No. 1028 (Discoverer VI) was launched on 19 August 1959 with the same basic results. Vehicle No. 1051 (Discoverer VII) was successfully launched on 7 November 1959, but recovery of the payload was not effected due to tumbling of the vehicle and non-initiation of the ejection sequence as a result of the failure of the 400 cycle power system used by the attitude control system and the D-timer. Vehicle No. 1050 (Discoverer VIII) was launched on 20 November 1959 but the satellite engine was not cut off by the integrator at the desired velocity which resulted in a terminal velocity 800 FPS greater than desired, producing an apogee of 918 NM in lieu of the predicted 380 NM. The recovery impact area was missed by 200 NM, but good detection by monitoring aircraft was achieved. No recovery was made.

c. The first Midas Vehicle No. 1008 (MIDAS I) was sales completed and delivered via MATS to the AMR on 3 December 1959, to meet a scheduled launch date of 26 February 1960.

4. (RSL)

a. Considerable progress has been made in the area of repair of repairables, both Contractor, Vendor and Subcontractor furnished equipment. This is also true of Government furnished property area in that LSM has now started furnishing support to some of the GPO-TIA equipment. The Contractor is in process of furnishing a complete listing of GFP plus scheduled maintenance time by quarter; this will enable the LSM to provide more support to some of the GFP.

b. It now appears that WDT Exhibit 58-10, Reliability Program for Ballistic Missile and Space Systems, is working smoothly. The LSM has worked out the coding and EDP problems, and the punched data cards are going from the Contractor to the LSM each week. No further problems are anticipated.

c. Some progress has been noted in the number of Practice Procedures written by the Logistics Department. However, they are still delinquent in this area and every effort is being exerted to force the Contractor to define in detail the exact procedures the Logistic Department should follow plus the functional tie-ins of the other departments.

d. The addition of Philco as an associate contractor has, to date, had no impact on this office from a manpower standpoint; however, with the addition of Logistic exhibits to their letter contract, some manpower will have to be expended at Philco.

e. The transceiver network was placed in operation on 30 March 1960. It is being utilized for the transmission of requisitions, follow-ups and status information. No problems are anticipated.

5. (RSE)

a. The LMSD Security program was evaluated from Unsatisfactory to Satisfactory during this period. The Industrial Security Manager was replaced, possibly due to inadequate management. The LMSD Security program was improved as deficiencies were brought to their attention. Lack of adequate classification guidance to the LMSD employee was a major security problem causing both over and under classification. LMSD during this period grew in employees, area occupied and number of classified contracts of extreme sensitivity to the National Defense. This office also assumed security cognizance of NASA contract and the number of facilities under our cognizance increased from 6 to 8. This office received an average of 431 requests per month for clearance and granted an average of 409 per month to LMSD.

6. (RSV)

a. Contract AF33(600)-38505

(1) Fabrication of the 15 booster airframes required by Negotiated Contract AF33(600)-38505 dated 20 Apr 59 has been completed. Final delivery was made on 4 November 1959.

(2) As of 30 June 59, eleven (11) of the required 24 flights had been accomplished. During this reporting period, nine (9) more flights were accomplished (Flight #115 thru #123). After the 19th flight (Flight #122) conducted 23 October 1959, difficulties were encountered as a result of booster failures. Flight scheduling was held in abeyance until all rockets that were supplied by Aerojet General, the designated subcontractor, could be examined for possible malfunctions. Representatives of the Lockheed Missiles & Space Division met with Aerojet personnel to discuss possible fixes. Following the conferences among AF, LMSD and Aerojet personnel, it was decided that Thiokol Chemical Corporation would replace Aerojet General as the supplier of rockets for the remaining flights under this program.

(3) Flight #123 flown during this reporting period on 10 December 1959, constituted the 20th flight under the 1959 flight program and was the last flight with Aerojet rockets.

(4) No difficulties were encountered in this reporting period relative to the Contractor's submission of those reports required under contract Item No. 5; or the delivery schedules as set forth in Appendix A of subject contract.

(5) As of this reporting period ending 31 December 1959, the overall X-7A program was 93.6% complete.

b. Contract AF33(600)-34961

(1) Disposition of all government property under this contract has been accomplished and a request for a final property audit has been submitted.

c. Convair Contract AF33(600)-37532, P.O. 291 (ALBM)

(1) With the publication of the Final Engineering Report (LMSD/912820 dated 29 December 1959) covering ALBM Vehicle S/N 0206-4, all of the substantive requirements of P.O. 291 were met. LMSD, the subcontractor, is preparing Termination Inventory Schedules adequate for disposal purposes of all residual property remaining under this P.O. and negotiating final invoicing and overhead adjustments in accordance with the terms of the P.O.

d. Contracts AF04(645)-7, AF33(600)-27591, -29268 and -28692

(1) All substantive requirements of subject contracts have been satisfied. Contractor is still in the process of effecting government property disposition and negotiating in the final invoicing and overhead adjustments.

e. Contract AF33(600-28587 (Facility)

(1) Periodic Tool Utilization Surveys were conducted at the Van Nuys facility under subject contract during this reporting period and resulted in the declaration of idle, excess and/or obsolete machine tools for disposition. Purpose of surveys is to assure that Contractor's inventory contains only those items which will produce the maximum return for the Air Force investment.

f. Master Bailment Agreement AF33(600)-65

(1) Bailment Agreements AF33(600)-2277, -2380 and -2708. Disposition of all government property under these bailment agreements has been accomplished and a request for a final property audit has been submitted.

(2) Bailment Agreement AF33(600)-2850. Action was taken during this reporting period to obtain Administrative Amendments covering those items desired for retention from subject Bailment Agreement by transfer to Bailment Agreement AF33(600)-3338. The remaining items on AF33(600)-2850 were processed through AMC Plant Clearance screening. Upon disposition of property, necessary amendments will be requested which will complete action under this Bailment Agreement. Request for final property audit will then be submitted.

(3) Bailment Agreement AF33(600)-3338. A newly executed Bailment Agreement AF33(600)-3338 was received from Hq AMC extending the period of loan on the bailed aircraft and citing the appropriate prime contract usage under AF33(600)-38505.

III. Additional Requirements:

1 (RSQ)

a. The Quality Control Program of the Contractor has shown decided improvement, particularly at test bases to which well qualified managers have been assigned.

b. The vendor QC organization has expanded considerably, with a number of residents established at major subcontractors.

c. The Calibration Program is very well established at the Bay Area facilities, with full use of the secondary standard laboratory established in the Navy Building adjacent to LMSD.

2 (RSP)

a. Although the WS 117L program encountered no serious production problems through final assembly, shortages of test equipment, critical components and manpower in Modification and Check-Out continued to be a problem at year's end.

b. As the rate of production for the three basic programs increased, it became apparent that during calendar year 1960, lack of sufficient test stand capacity at Santa Cruz Test Base would constitute a serious bottleneck in the immediate future.

3 (RSV)

a. X-7A Proposal. A firm CPFF Price Proposal for a 5-flight program was forwarded to BOMARC, WSPO on 8 December 1959 by the contractor. WSPO indicated that the contractor proposed program would be re-evaluated sometime in January 1960 in order to determine the status of a program for future flights.

IV. Miscellaneous:

1 (RSP)

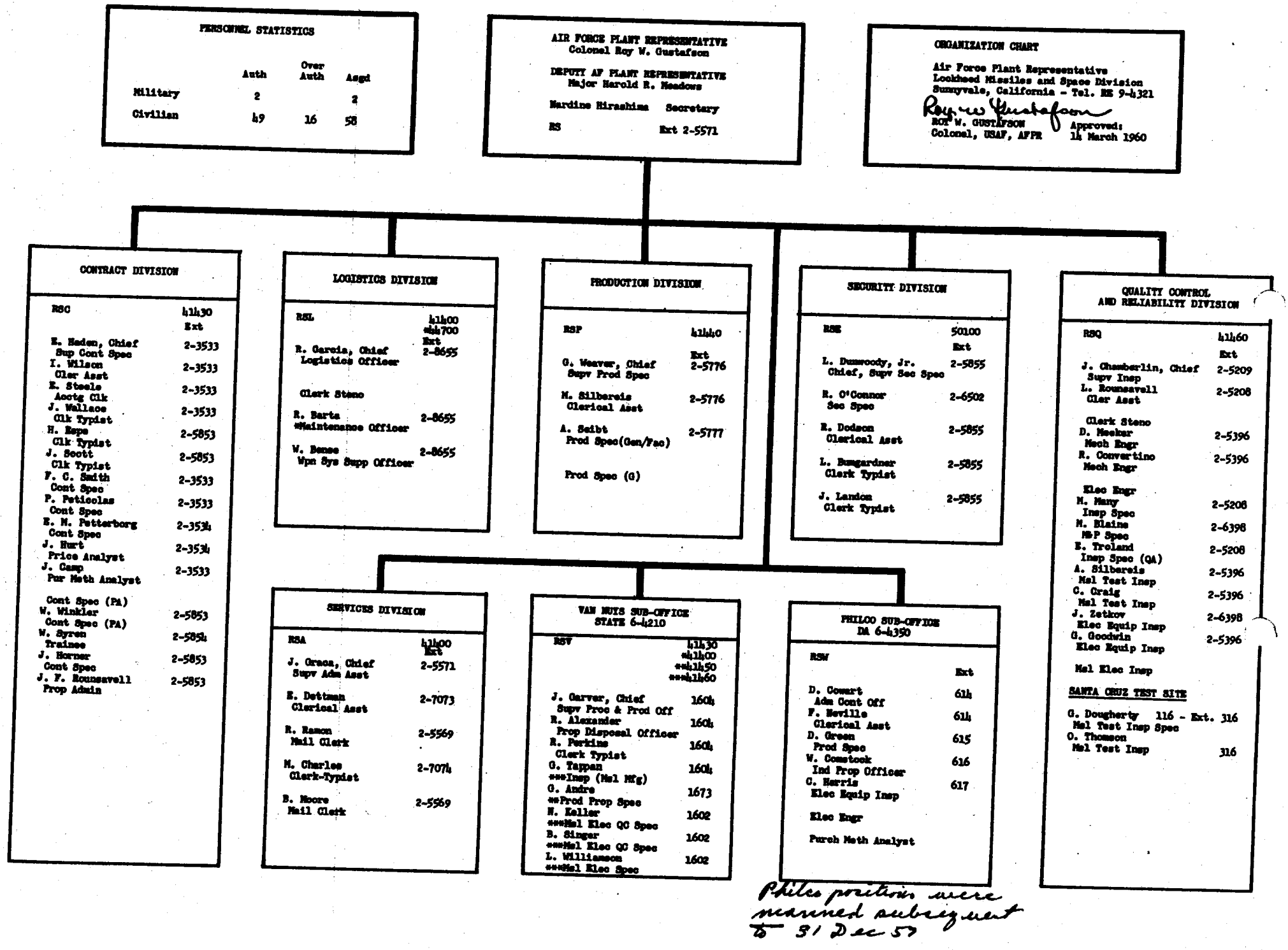
a. During November 1959, the AFPR, Production, Contracts and Quality Control Chiefs visited Patrick AFB, Hq USAF, the major WS 117L subcontracts and the cognizant APDs in the eastern states for the purpose of discussing mutual problems and developing better methods for the exchange of information and the correction of program deficiencies.

b. The Production Division had difficulty due to the limited manpower available to it. This situation was complicated by the requirement to participate

in lengthy logistic courses which further depleted our manpower resources. The manpower build-up programmed for BMC during 1960, gave further indication that the workload for this Division will expand beyond our present limited capabilities.

2. (RSV)

a. A recommendation for a Sustained Superior Performance Rating for Mr. Gilbert W. Andre, Production and Property Specialist, GS-9, for the period May - November 1959 was prepared and submitted through the coordinated effort of the Production and Contract Divisions and the Van Nuys Sub-Office.


PERSONNEL STATISTICS
Auth
Over Auth
Asgd
Military
2
2
Civilian
49
16
58
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ROY W. GUSTAFSON
Colonel, USAF, AFPR
Approved:
14 March 1960
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M. Blaine M&P Spec 2-6398
E. Troland Insp Spec (QA) 2-5208
A. Silbereis Mal Test Insp 2-5396
C. Craig Mal Test Insp 2-5396
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STATE 6-4210
RSV 41430
*41400
**41450
***41460
J. Garver, Chief Supv Proc & Prod Off 1604
R. Alexander Prop Disposal Officer 1604
R. Perkins Clerk Typist 1604
G. Tappan ***Insp (Mal Mfg) 1604
G. Andre **Prod Prop Spec 1673
N. Keller ***Mal Elec QC Spec 1602
B. Singer ***Mal Elec QC Spec 1602
L. Williamson ***Mal Elec Spec 1602
PHILCO SUB-OFFICE
DA 6-4350
RSW
Ext
D. Cowart Adm Cont Off 614
F. Neville Clerical Asst 614
D. Green Prod Spec 615
W. Comstock Ind Prop Officer 616
C. Harris Elec Equip Insp 617
Elec Engr
Purch Meth Analyst
Philco positions were manned subsequent to 31 Dec 59

CHANGE

AFPR OI 205-7A

AFPR OFFICE INSTRUCTION)
NR 205-7A)

AIR FORCE PLANT REPRESENTATIVE
LOCKHEED MISSILES & SPACE DIVISION
SUNNYVALE, CALIFORNIA
27 OCTOBER 1959

SECURITY

Daily Security Inspection of AFPRO

AFPR OI 205-7, 22 July 1959, is changed as follows:

3. PROCEDURES.

c. (5) Production Division 1 week
(6) Logistics Division 1 week

d. Division Chiefs will instruct their safe custodians and alternate custodians that all classified material will be properly stored and all safes locked not later than 1620 hours daily. In event checker is not available when AFPRO personnel are working after hours or on holidays the IM&SD Guard Captain, Building 104, extension 28361, will be requested to act as an alternate checker after the closing of a safe containing classified material.

DISTRIBUTION: C

ROY W. GUSTAFSON
Colonel, USAF
Air Force Plant Representative

AFPR OFFICE INSTRUCTION)
NR 205-7)

AIR FORCE PLANT REPRESENTATIVE
LOCKHEED MISSILES & SPACE DIVISION
SUNNYVALE, CALIFORNIA
22 July 1959

SECURITY

Daily Security Inspection of AFPRO

1. WHAT THIS INSTRUCTION DOES. Implements the provisions of AFR 205-1 by prescribing responsibility within the AFPRO for daily security inspections of the entire AFPR office.

2. TO WHOM THIS INSTRUCTION APPLIES. To all employees of the AFPRO.

3. PROCEDURES. Each Division Chief will appoint a security checker and an alternate security checker during the periods indicated below who will be responsible for the following:

a. At the close of each work shift, regardless of whether or not a safe has been opened, the security checker or his alternate will:

(1) Inspect the entire AFPRO prior to his departure to insure that classified material has been properly stored, that all safes are locked and that all exterior AFPR office doors, the mail room and library doors are locked. Tops of desks and cabinets will be checked for classified material.

(2) Report any irregularities or instances of noncompliance to the Chief of the Division concerned.

b. In event the checker or his alternate is not available, the Division Chief will assume the responsibility of checking the entire office.

c. The responsibility for each Division will be in accordance with the following schedule which will commence with the week beginning 27 July 1959:

(1)	Contract Division	2 weeks
(2)	Quality Control Division	2 weeks
(3)	Security Division	1 week
(4)	Services Division	1 week
(5)	Production Division	3 days
(6)	Logistics Division	2 days

The Division Chiefs will furnish the Security Division a listing of checkers and alternates prior to the time listed above.

d. Division Chiefs will instruct their safe custodians and alternate custodians that all classified material will be properly stored and all safes locked not later than 1620 hours daily.

e. If a violation is discovered after the departure of the responsible custodian, a report of violation will be furnished to the AFPR.

ROY W. GUSTAFSON
Colonel, USAF
Air Force Plant Representative

DISTRIBUTION: C

CORRECTED COPY
(AFPROI Number)

SMRSP

AFPR OFFICE INSTRUCTION)
NR 84-1)

AIR FORCE PLANT REPRESENTATIVE
LOCKHEED MISSILES & SPACE DIVISION
SUNNYVALE, CALIFORNIA
22 JULY 1959

PRODUCTION

ECP Control Procedures

1. WHAT THIS INSTRUCTION DOES. Establishes a procedure for the processing, filing and control of Engineering Change Proposals.

2. TO WHOM THIS INSTRUCTION APPLIES. Personnel of the Production, Contract, Quality Control and Logistics Divisions.

3. RESPONSIBILITIES:

a. The Production Division will:

(1) Receive all Engineering Change Proposals, and correspondence relating thereto, for review and evaluation.

(2) Coordinate all Engineering Change Proposals with the Contract, Quality Control and Logistics Divisions to obtain their comments and recommendations as applicable.

(3) Forward formal Engineering Change Proposals, with consolidated AFPRO comments and recommendations, to BMC for approval within five (5) working days following the receipt of the ECP.

(4) Maintain a complete ECP file containing all proposals and correspondence relative to Engineering Changes and actions resulting therefrom.

b. The Contract, Quality Control and Logistics Divisions will:

(1) Review all Engineering Change Proposals and submit on Disposition Form, any comments and/or recommendations deemed pertinent, to the Production Division within two (2) working days following the receipt of the ECP.

(2) Forward copies of all CCN actions, approvals, disapprovals, and all other data relative to ECPs to the Production Division for coordination and filing.

for ROY W. GUSTAFSON
Colonel, USAF
Air Force Plant Representative

DISTRIBUTION: A and D

*SMRSC

AFPR OFFICE INSTRUCTION)
NR 70-3)

AIR FORCE PLANT REPRESENTATIVE
LOCKHEED MISSILES & SPACE DIVISION
SUNNYVALE, CALIFORNIA
13 OCTOBER 1959

PROCUREMENT AND CONTRACTING

Subcontract Procurement Review Committee

1. WHAT THIS INSTRUCTION DOES: Establishes and defines the functions of the Subcontract Procurement Review Committee.

2. TO WHOM THIS INSTRUCTION APPLIES: Contract, Production, Quality Control and Logistics Division personnel.

3. POLICY: Contracting Officers have the responsibility of reviewing and approving certain types of subcontract procurement in accordance with the terms and conditions of the prime contract. In order to insure that the best decision is made concerning large subcontract procurements, it is deemed necessary that certain personnel of the AFPR staff participate, as members of the Procurement Review Committee, in reviewing and recommending to the Contracting Officers approval or disapproval of all subcontract procurements $500,000.00 or over and on all amendments of $100,000.00 or over to any subcontract.

4. PROCEDURES:

a. A committee to review the procurement shall be composed of (1) Chief of Price Analysis as the chairman, (2) an ACO (other than the ACO assigned to the prime contract), (3) ACO assigned to the prime contract and (4) the Price Analyst directly assigned to the subcontract analysis function. A recorder (non-voting) will be in attendance. The committee will meet upon call of the chairman and will critically review the submission of the Contractor, inquire into all phases of the procurement with particular emphasis on selection of subcontractor, price analysis, and negotiation memorandum of the prime contractor.

b. A written memorandum of the committee's action and recommendation to the ACO will be maintained on each procurement in the subcontract file to which it pertains.

c. The Contract Division will inform QC, Production, and Logistics Division by memorandum as soon as new procurements or significant amendments thereto are received and the file will be available for inspection in the Contract Division.

ROY W. GUSTAFSON
Colonel, USAF
Air Force Plant Representative

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*This Office Instruction supersedes AFPR OI Nr 70-3, 27 Feb 1959

AFPR OFFICE INSTRUCTION)
40-11)

AIR FORCE PLANT REPRESENTATIVE
LOCKHEED MISSILES & SPACE DIVISION
SUNNYVALE, CALIFORNIA
17 JUNE 1959

CIVILIAN PERSONNEL

Time and Attendance Reporting

1. WHAT THIS INSTRUCTION DOES: Provides uniform procedure for the recording of time and attendance of civilian personnel.

2. TO WHOM THIS INSTRUCTION APPLIES: To all supervisors and alternates responsible for timekeeping functions and certification of attendance reports.

3. RESPONSIBILITY: Certification of an attendance report is authorization for the expenditure of government funds. This responsibility will be at supervisory level where there is personal knowledge of the facts to be certified. Certification of attendance reports will be coupled with the authority to approve or disapprove leave requests.

4. GENERAL:

a. The supervisor responsible for certifying attendance reports may assign to a subordinate the details of checking daily attendance and posting to DD Form 594-1, Organizational Time and Attendance Report.

b. Division Chiefs will designate in writing to the Chief, Services Division, (using DD Form 96) the names of supervisors and alternates responsible for certifying attendance reports and the names of subordinates and alternates who will perform the details of checking and posting to the DD Forms 594-1.

c. Attendance and absence will be entered daily for each work shift. Verification of attendance will be accomplished by personal observation or by telephone contact.

d. Presence in a work status for a regularly scheduled eight hour day will be indicated by posting actual time in and time out. Any block for which a full day of attendance is not indicated requires posting of the actual hours of work, number of hours leave taken and the type of leave to be charged.

e. Each attendance report, when certified for regular and overtime work by the properly designated person, will be forwarded together with the completed time cards, to the Chief, Services Division, as expeditiously as possible upon completion of a pay period.

DISTRIBUTION: A

ROY W. GUSTAFSON
Colonel, USAF
Air Force Plant Representative

SMRSA

AFPR OFFICE INSTRUCTION)
NR 40-4)

AIR FORCE PLANT REPRESENTATIVE
LOCKHEED MISSILES SYSTEMS DIVISION
SUNNYVALE, CALIFORNIA
9 SEPTEMBER 1958

CIVILIAN PERSONNEL

Normal Duty Hours

1. WHAT THIS INSTRUCTION DOES. Establishes a normal tour of duty.

2. TO WHOM THIS INSTRUCTION APPLIES. All personnel assigned to the AFPRO and field activities.

3. POLICY:

a. The normal tour of duty will be eight hours per day, five days per week from 0800 hours to 1630 hours, Monday through Friday. This includes a lunch period of thirty minutes which will be arranged at the discretion of the Division Chiefs.

b. Rest periods will be granted to all personnel, but will be considered as privileges and treated as such in accordance with SMAMAR 40-9. Rest periods will be ten minutes between the beginning of the shift and the lunch period and ten minutes between the lunch period and the end of the shift. Rest periods may not be granted immediately after coming to work, immediately prior to leaving work, or as an extension to the lunch period.

4. RESPONSIBILITIES:

a. Chiefs of Divisions will insure that lunch periods and rest periods are staggered to the extent that personnel will be available at all times to cover operations.

b. In the event priority work prevents lunch from being taken at established times, Division Chiefs will insure that personnel working through the lunch period will be relieved at a later time.

5. EXCEPTIONS TO NORMAL TOUR:

a. Exceptions to normal tour of duty may be authorized by the AFPR when absolutely necessary, as in Quality Control, where it may be necessary to cover swing shift operations in order to assist the Contractor.

b. Report of employees involved in other than normal tour of duty (excluding overtime) must be submitted, in writing to Chief, Services Division in advance of these changes.

ROY W. GUSTAFSON
Colonel, USAF
Air Force Plant Representative

DISTRIBUTION: A, B, and C

AFPR OFFICE INSTRUCTION)
NR 11-2)

AIR FORCE PLANT REPRESENTATIVE
LOCKHEED MISSILES AND SPACE DIVISION
SUNNYVALE, CALIFORNIA
21 AUGUST 1959

ADMINISTRATIVE PRACTICES

Preparation and Signature of Official Correspondence

1. WHAT THIS INSTRUCTION DOES: This instruction prescribes policy, procedures and authorization for preparing and signing official correspondence (Military and Contractor) originating within the AFPRO.

2. RESPONSIBILITY:

a. Division Chiefs are authorized to release, over their own signature blocks, correspondence concerning normal routine operational matters to counterparts in SMAMA. Authority line (FOR THE AIR FORCE PLANT REPRESENTATIVE) will be used on all correspondence transmitted outside the AFPRO to SMAMA units. Division Chiefs may redelegate this authority to other personnel but such redelagation must be in writing.

Example: FOR THE AF PLANT REPRESENTATIVE:

G. H. WEAVER
Chief, Production Division

b. An Administrative Contracting Officer, or his designated representative, is authorized to sign over his own signature block correspondence pertaining to contract matters falling within the scope of his warrant.

Example: (No command line)

ELMO E. HADEN
Contracting Officer

c. The Industrial Property Administrator, or his designated representative, is authorized to sign over his own signature block correspondence pertaining to property and industrial equipment matters falling within the scope of his warrant or delegation.

Example: (No command line)

J. F. ROUNSAVELL
Industrial Property Administrator

d. Correspondence to higher headquarters or any military organization outside of SMAMA will be prepared with the signature block of the AFPR and the authority line (FOR THE COMMANDER) will be used. Division Chiefs are authorized to sign for the AFPR on routine correspondence. Such authority to other division personnel must be at the discretion of the Division Chief and in writing. Reading and file copies will be initialed over the signature block by the individual signing the correspondence and the filing information block will be completed by the originator.

Example: FOR THE COMMANDER

/s/ R. J. Garcia
for: ROY W. GUSTAFSON
Colonel, USAF
AF Plant Representative

e. Letters to the Contractor will be prepared in AF letter format except the address element will be complete. No command line will be used. The signature block of the AFPR will be used except on letters specified in paragraph 2b and c above. Division Chiefs are authorized to sign for the AFPR on routine correspondence to the Contractor.

Example: (No command line)

/s/ Lyle J. Dunwoody, Jr.
for: ROY W. GUSTAFSON
Colonel, USAF
AF Plant Representative

f. Correspondence from or to the Contractor is routed through the AFPRO. In order to expedite the communication, the AFPR stamp indorsement is placed thereon. If it is necessary to reply to the Contractor, new correspondence will be initiated. The Contractor's communication may be inclosed if desired.

g. All teletypes (classified or unclassified) will be prepared with the signature block of the AFPR. The AFPR, Deputy AFPR, or Chiefs of Divisions have authority to release teletypes by signing over the AFPR's signature block.

h. All other correspondence including teletypes will, in every instance, be prepared for the signature of the AFPR and will be signed by the AFPR or Deputy AFPR. Especially included in this requirement is correspondence pertaining to matters which involve significant changes in procedures or methods of accomplishing the AFPRO mission; correspondence involving interpretation of the policies or views of the AFPR or which has the effect of establishing or changing AFPRO policy. This also includes correspondence pertaining to major irregularities, controversial issues, or which expresses criticism or dissatisfaction with an organization or individual; correspondence relative to matters which affect AFPRO workload; and correspondence pertaining to requests for courtesy assistance in connection with matters which do not fall within the scope of AFPRO responsibility.

i. Correspondence will be thoroughly coordinated to the extent required by the subject matter. Coordination will be indicated on the left hand margin of the FILE copy of the communication. Office symbols will be listed in the sequence the originator desires coordination, with the originator's symbol showing last. Coordination will be indicated by writing the last name or initials and date coordination was effected beside the office symbols. Correspondence will not be signed and forwarded until the necessary coordination has been completed.

for Major USAF
ROY W. GUSTAFSON
Colonel, USAF
AF Plant Representative

DISTRIBUTION: C

ROSTER OF KEY PERSONNEL

As of 31 December 1959

		Date Assigned
Colonel Roy W. Gustafson	AFPR	July 1958
Major Harold R. Meadows	DAFPR	March 1956
Elmo Haden	Chief, Contract Division	June 1959
F. C. Smith	Adm. Contract Officer	July 1958
Joslin A. Garver	" " "	June 1956
J. Fred Rounsavel	Ind Prop Adm.	May 1958
Graydon Weaver	Chief, Production Division	October 1958
Lyle J. Dunwoody Jr.	Chief, Security Division	March 1958
John S. Chamberlin	Chief, Q C & R Division	April 1958
Susan McLachlin	Chief, Services Division	April 1957
David Meeker	Mechanical Engineer	June 1958
Raymond Garcia	Chief, Logistics Division	November 1958