


MOL PROGRAM OFFICE

INSTRUCTION No. 1

27 OCTOBER 1966

MOL MANAGEMENT MEETING

APPROVED


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I. PURPOSE

This instruction establishes general procedures for preparing for and conducting, monthly management meetings on the MOL Program. It is applicable to all staff offices of SAF-SL.

II. GENERAL

The monthly management meeting will provide the opportunity to personally discuss with the Director, MOL, program progress and problems. Emphasis will be placed on identifying actual and anticipated management and technical problems, and formulating corrective action to minimize or eliminate their impact on program schedules and objectives.

III. OBJECTIVES

The objectives of the MOL Management Meeting are:

A. To survey the general status of progress and problems relating to the MOL Program.

B. To identify the causes and effects of MOL problems, and to formulate solutions or best courses of action to minimize their impact on program objectives.

C. To interchange management information, techniques and experience between staff agencies of the MOL Program.

IV. DATE AND PLACE

The meeting will normally be scheduled for one day on the first Monday of each month. The Director, Vice Director or Deputy Director can request a meeting at any other time he deems appropriate. As a rule, the meetings will alternate between Washington and Los Angeles. When circumstances dictate, this schedule can be altered. The Vice Director and Deputy Director, respectively, will host the Washington and Los Angeles meetings.

V. AGENDA

The outline suggested in attachment 1 will serve as a framework for each meeting. The subject matter, with appropriate time allocations for presentation, may vary considerably from one meeting to the next as a result of changing status and shifting emphasis. All meetings, however, will include a presentation, by the Deputy Director, of a summary of the latest program status and previous months' activities. The host SAF-SL office will be responsible for developing an appropriate agenda, and for its publication and dissemination at least five working days prior to the scheduled meeting.

VI. ATTENDANCE

Attendance of the Director and/or Vice Director, and Deputy Director is essential to the purpose of the meeting. Normally SAF-SL Division Chiefs and Chiefs of major offices will attend. Attendance of Aerospace Corporation personnel will be at the discretion and invitation of the Deputy Director, MOL. Attendance of persons from organizations outside the SAF-SL/Aerospace staffs will require the concurrence of the Vice Director. An approved list of attendees will be published by the host SAF-SL office prior to each session.

VII. CONFERENCE MINUTES AND PRECEEDINGS

No formal minutes of meeting proceedings will be published. However, the host Director will be responsible for summarizing and recording, at the conclusion of each meeting, significant program decision and action items. The Vice Director will keep the Director, MOL informed on the status of action items by maintaining a meeting action notebook for the Director. Staff action offices of the Vice Director and Deputy Director will advise the Vice Director of progress on their action items no later than one week prior to the next meeting.

VIII. SECURITY

The host SAF-SL office will be responsible for over all administration of the meeting including the operation and security of the conference facility and access control.

IX. EFFECTIVE DATE

This instruction is effective immediately.

AGENDA OUTLINE

Since the monthly meeting emphasizes the isolation and recommended solution of problems, the "exception" principal will be used as a guide in determining items to be included on the agenda. This should not exclude the presentation of important program status and progress information. Formal presentations will be held to the minimum necessary to concisely summarize the status of the program or problem being presented. "Information only" subjects should be included only when normal staff action or reports will not provide coverage.

I. WEST COAST MEETING

A. Deputy Director's Personal Report. The Deputy Director will present a report of the problems confronting him which are of major significance and which will be elaborated on in the current meeting. It will enable the Deputy Director to emphasize the areas that are of concern to him in the implementation of the program.

B. Performance. A technical review of the MOL system with emphasis on trends or problems affecting mission objectives. It could include such items as: current and projected weight breakdown of the major segments, requirements, life support systems, structures, reliability, test results, major ECP's approved and pending, etc.

C. Schedules. Major milestones achieved since the last meeting; a summary, by system segments, of important milestones scheduled for next 30 to 60 days; site activation and production schedules. Anticipated "get well" dates will be shown for identified problems or slippages.

D. Costs. Status of contract funds, commitments, obligations and expenditures to date, and forecasted requirements, by quarters, for the current fiscal year. A listing showing major CCN's which increase or decrease contract costs by \$0.5 million or more will be provided.

E. Personnel Resources Status. A manpower and personnel report of the systems office, the Aerospace Corporation and associate contractors, showing strengths and trends and loss or gain of key personnel.

F. Summary. The host Director will summarize all program decisions and actions resulting from discussions of the above items.

II. EAST COAST MEETING

A. Vice Director's Personal Report. Will be similar in content and scope to that in IA above except that the Vice Director will emphasize program considerations, and requests and approvals as affected by SAF/DoD management considerations.

B. Intelligence. A brief but current report on the foreign technology and intelligence situation.

C. Requests and Approvals. Current status of requests and approvals at the SAF and DoD level, to include requests and releases of funds.

D. Policy and Guidance. A discussion of latest direction, policy and guidance received from congressional sources, PSAC, DoD, and SAF which pertain to MOL Program management objectives, schedules, or costs.

E. Advanced Plans. A presentation of new mission concepts and ideas, and current or projected advanced studies.

F. Related Activities. A discussion of actions by other agencies, i.e., NASA, AEC, Navy, etc., which may bear on SAF-SL activities.

G. Summary. Same as IF above.