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MOL PROGRAM OFFICE

INSTRUCTION NO. 2

FEB 25 1967

MOL EXECUTIVE COUNCIL MANAGEMENT MEETINGS

APPROVED



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Director, MOL Program

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MOL PROGRAM INSTRUCTION NO. 2  
MOL EXECUTIVE COUNCIL MANAGEMENT MEETINGS

I. PURPOSE

This Instruction establishes policy and procedures for the preparation and conduct of MOL Executive Council Management Meetings. (MECMM).

II. SCOPE

This instruction is directive upon all staff offices of SAF-SL.

III. THE MOL EXECUTIVE COUNCIL

The MOL Executive Council will include representation from both the Air Force and Industry. The Air Force members are:

Director, MOL Program  
Vice Director, MOL Program  
Commander, Space Systems Division  
Director, Special Projects  
Deputy Director, MOL Program

Each of the following MOL contractors will be invited to designate a top-level executive as Council representative:

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Douglas Aircraft Company  
General Electric Company  
McDonnell Aircraft Corporation  
Martin Company  
Eastman Kodak Company  
Aerojet-General Corporation  
United Technology Center  
AC Electronics Division, General  
Motors Corporation

IV. OBJECTIVE

The objective of the MOL Executive Council Management Meeting is to provide a forum for discussion of major problem areas, both current and potential, which have not been resolved by normal management procedures, and for the periodic exchange of views between top-level Government and Contractor management.

V. POLICY

1. The MECMM is a management device intended for use by the Director, MOL Program, as he deems necessary and appropriate. Attendance, location, and subject matter for each MECMM may therefore vary, as a result of changing requirements and urgent developments, from the nominal situation herein described.

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2. The MECMM will normally be chaired by the Director, MOL Program.

3. Attendance at MECMMs will be limited to the top-level executives who comprise the MOL Executive Council, and such others as the Director, MOL Program may elect to invite. An invitation will be extended to the Assistant Secretary of the Air Force (R&D).

4. MECMMs will normally be scheduled on a quarterly basis, with location rotating between Washington, Los Angeles and Contractors' plants.

5. The MECMM agenda will ordinarily include a brief review of program status to provide a frame of reference. Industry participants will be invited to suggest agenda items appropriate for executive level discussion.

#### VI. PROCEDURES

1. The MOL Program Office will prepare letters to industry participants explaining the purpose of the Executive Council and inviting their participation in the MECMM program.

2. Approximately six weeks prior to a scheduled MECMM, the MOL Program Office will contact the Council members, advising each of the location and date for the meeting. Members will be invited at this time to suggest agenda items.

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3. Approximately three weeks prior to each scheduled MECMM, the MOL Program Office will prepare and forward to each Council member the formal meeting agenda, roster of attendees, and such other information as may be appropriate.

4. No formal minutes of MECMM proceedings will be published.

5. Security arrangements will be monitored by the MOL Program Office.

VII. EFFECTIVE DATE

This instruction is effective immediately.

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MOL EXECUTIVE COUNCIL

INDUSTRY MEMBERS

Douglas Aircraft Company: C. R. Able  
General Electric Company: H. W. Paige  
McDonnell Aircraft Corporation: W. F. Burke  
Martin Company: J. D. Rauth  
Eastman Kodak Company: H. H. Wagershauser  
Aerojet-General Corporation: R. B. Young  
United Technology Center: B. R. Adelman  
AC Electronics Division, GMC: B. P. Blasingame

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