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MOL PROGRAM OFFICE  
INSTRUCTION NO. 5  
MOL PROGRAM OFFICE ORGANIZATION

APPROVED



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General, USAF  
Director, MOL Program

PROGRAM INSTRUCTION NO. 5

MOL PROGRAM OFFICE ORGANIZATION AND FUNCTIONS

I. PURPOSE

This Instruction realigns the organization and functional structure of the MOL Program Office. The functions and responsibilities of its organizational elements are shown in Figure I and are described below.

II. ORGANIZATIONAL CONCEPT

The MOL Program Office functions as the operating staff for the Director, MOL to assist and/or act for him in all matters relating to the Program. Personnel assigned to the MOL Program Office are drawn primarily from AFSC resources, but may also include personnel from the Army, Navy, SAC, other SAF staff offices, and NASA. These officers, and a civilian professional, in addition to their functional responsibilities with respect to the MOL Program, are also responsible for insuring that the interests of the Agencies from which they are assigned are considered in the concepts, design, development and advanced planning activities of the approved MOL Program, and for providing information to their parent organizations which may influence their plans, programs, or studies.

III. FUNCTIONS

A. Director, MOL

The Director, MOL is responsible to the Secretary of the Air Force for the development, acquisition, test, and operation of the MOL System. Through his Program Office he handles Hq USAF and

other Washington area staffing of the program and provides program information to the Office of the Secretary of Defense, the Office of the Secretary of the Air Force, and other government agencies concerned with matters relating to the MOL Program.

B. Vice Director, MOL

The Vice Director, MOL, is the principal assistant and advisor to the Director, MOL. He manages the day to day activities of the Program Office and coordinates the activities of all other elements under the supervision and command of the Director, MOL. He acts with the full authority of the Director, MOL, except in those responsibilities specifically reserved by the Director.

C. Technical Advisor

The Technical Advisor assists the Director and Vice Director with the technical and scientific aspects of the program. He provides independent appraisals of the engineering progress of the Program, formulates and recommends technical solutions to engineering problems, and assesses the technical feasibility of advanced concepts. He coordinates technical aspects of the program with NASA and other government agencies, and conducts special studies and evaluations as requested by the Director or Vice Director.

D. Assistant Director, MOL (Procurement)

The Deputy Chief of Staff, Procurement and Production Headquarters, Air Force Systems Command has been assigned additional duties as Assistant Director, MOL (Procurement). In this capacity,

he (1) exercises the procurement authorities delegated to him by the SAF; (2) redelegates to subordinate echelons such procurement authorities as are redelegable, with appropriate controls and limitations; and (3) manually approves individual contractual actions involving over \$5 million. In addition, as DCS/P&P, Hq AFSC, he directs and coordinates Air Force Systems Command procurement support to the MOL Program.

E. Assistant for Bioastronautics

The Assistant for Bioastronautics advises the Director, MOL on the medical and bioastronautics aspects of the MOL Program. He insures the development of a timely and complete bioastronautics and medical program. He provides, where appropriate, coordination and integration of the MOL bioastronautics and medical program with other government agencies and non-government institutions.

F. Executive Officer

Provides administrative services, practices, and procedures for the MOL Program Office. He is responsible for internal security and logistical support and is the focal point for personnel and manpower matters. He is the designated Top Secret Control Officer, and is responsible for the use, maintenance and security of the MOL Control Room, and the preparation and storage of graphics and audio-visual materials.

G. Operations Division

1. Responsibility

Responsible to the Director and Vice Director, MOL, for the staff functions which have a primary connection with mission operations, mission planning, training and safety.

2. Functions

a. Performs staff surveillance of activities relating to concepts, procedures, software and the conduct of MOL launch, orbital and recovery operations.

b. Evaluates functional interfaces for all aspects of launch, orbital and recovery operations.

c. Performs staff surveillance of activities relating to operational support from other agencies such as DDMS, the SCF and National Ranges.

d. Administers the selection of MOL astronauts and provides the recorder on the Selection Board.

e. Performs staff functions relating to all aspects of launch, orbital and recovery safety.

H. Technology and Plans Division

1. Responsibility

Responsible to the Director/Vice Director for staff services in the general functional areas of engineering surveillance and advanced planning for all MOL hardware and technology.

2. Functions

a. Maintains staff surveillance of system and end item specifications, system segment development, subsystem development and qualification, development of AGE, interface requirements, and system integration.

b. Provides technical consultation to other Program Office Divisions on engineering matters.

c. Reviews, on a continuing basis, the technical status of the approved MOL Program and performs staff analyses of any technical areas judged to be critical to achievement of program schedule or performance objectives.

d. Monitors major subcontractor selections.

e. Recommends general requirements for MOL facilities, monitors facilities design and construction progress.

f. Acts as Program Office focal point for justification and acquisition of military construction funds.

g. Provides for a continuing survey of space technology and of the scientific and engineering fields which may significantly affect the MOL Program. Suggests potentially profitable avenues of studies and investigations.

h. Monitors development of training devices and acquisition of training facilities.

i. Reviews, evaluates, recommends and coordinates proposed experiments, ideas, and suggestions applicable to the MOL Program.

I. Program and Policies Division

1. Responsibility

Responsible to the Director/Vice Director, MOL for staff services in the general functional areas of policy management, program documentation, schedules, finances, procurement, public information, legislative liaison, and security.

2. Functions

a. Formulates policy and develops position papers to be used for Congressional inquiries and testimony, and to respond to requirements of high level government agencies, the PSAC, etc.

b. Performs staff surveillance of program policy and procedures for financial management, and recommends changes where appropriate.

c. Prepares financial instruments necessary to accomplish OSD funds release, apportionment of funds to operating locations, reprogramming, and other fiscal operations.

d. Maintains MOL Control Room information displays to provide management-level schedule, funding, procurement, and development status for internal use and for OSAF and OSD review. Prepares and maintains MOL documentation and recurring status reports as necessary.

e. Monitors the development and implementation of MOL procurement policies and procedures, and maintains staff surveillance of the status of contractual actions, identifies potential procurement problems, and recommends solutions.

f. Provides staff service to the Director/Vice Director in the areas of MOL Configuration Management, Data Management, Cost Reduction, and Value Engineering programs.

g. Is the Program Office focal point for MOL industrial and DOD priorities.

h. Provides the secretariat function for meetings of the MOL Policy Committee, the Program Review Council, the MOL Executive Council, and the Internal Management Group.

i. Is responsible for all matters relating to the acquisition, development, preparation, coordination and dissemination of public and internal information materials pertaining to the MOL Program.

j. Serves the Director, MOL by insuring the proper implementation of security practices.

k. Is the point of contact and authority for all MOL security policies and plans.

l. Provides industrial security guidance to all MOL Field Activities.

#### IV. EFFECTIVE DATE

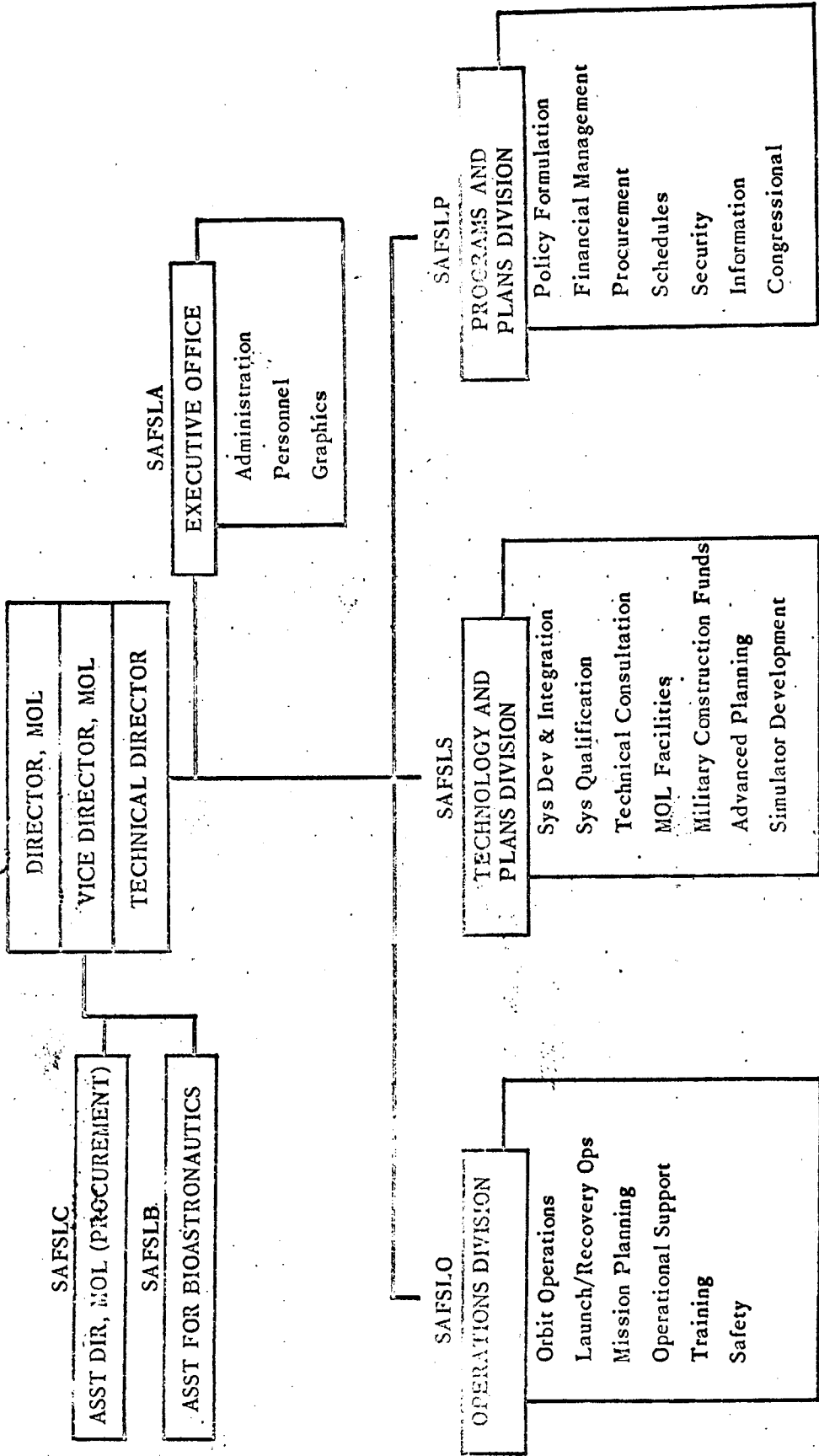
For internal administrative and operating purposes, the organizational structure herein defined is effective immediately. Formal personnel and manpower actions necessary to the definitive establishment of the organization will be concluded without delay.



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SAFSL



SAFSLC

ASST DIR, MOL (PROCUREMENT)

SAFSLB

ASST FOR BIOASTRONAUTICS

SAFSLA

EXECUTIVE OFFICE

Administration  
Personnel  
Graphics

SAFSLO

OPERATIONS DIVISION

Orbit Operations  
Launch/Recovery Ops  
Mission Planning  
Operational Support  
Training  
Safety

SAFSLS

TECHNOLOGY AND  
PLANS DIVISION

Sys Dev & Integration  
Sys Qualification  
Technical Consultation  
MOL Facilities  
Military Construction Funds  
Advanced Planning  
Simulator Development

SAFSLP

PROGRAMS AND  
PLANS DIVISION

Policy Formulation  
Financial Management  
Procurement  
Schedules  
Security  
Information  
Congressional