

29 Apr 53

RDB 106/40

MEMORANDUM FOR THE SECRETARY OF THE ARMY  
SECRETARY OF THE NAVY  
SECRETARY OF THE AIR FORCE

SUBJECT: Procedure on Requests for Approval of Research and  
Development to be Performed by Other Government Agencies

1. Reference is made to the inclosed copy of memorandum from the Secretary of Defense dated 4 April 1953, subject, "Research and Development Performed by Other Government Agencies", which requires specific approval of the Secretary or Deputy Secretary of Defense before funds are obligated for research and development work with any government agency outside the Department of Defense.

2. To assist the Chairman, Research and Development Board, and the Assistant Secretary of Defense (Comptroller) in considering proposals, preliminary to making recommendations to the Secretary of Defense, it is requested that each proposal submitted for approval contain where appropriate the following information:

- a. Government agency involved, the amount to be obligated and the period of time for which the work will be financed. Indicate whether the amount covers a single job or if the amount is an increment of the funding of a continuing or long-range program. If the latter is the case identify briefly the total amounts involved for the current fiscal year and the probable duration of the arrangement.
- b. Title and project number of project or projects for which funds are to be obligated.
- c. Brief statement of the requirement and the work to be performed either as a single job or as a continuing program. Indicate whether the program is new or is one which has been in progress in previous fiscal years.
- d. Brief statement of (1) the reasons for selecting the subject government agency, (2) why Department of Defense facilities are not being used, and (3) why direct contracting with non-governmental agencies is not being used. Where applicable indicate why

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work is performed on a reimbursable basis rather than on a non-reimbursable basis if the desired work is closely allied with the assigned responsibilities of the subject government agency.

- e. The approximate extent to which the work will be performed by the government agency and the approximate extent to which it will be subcontracted.

3. Proposals submitted in accordance with these instructions should be in quadruplicate.

/s/Walter G. Whitman  
WALTER G. WHITMAN  
Chairman

1 Inclosure

cy Sec. Def. Memo 4 Apr. 53

Copies furnished:

Director, National Security Agency  
Chief, Armed Forces Special Weapons Project  
Director, Physical Security Equipment Agency  
Director, Armed Services Technical Information Agency