

BASIC RESPONSIBILITIES

FOR

PROJECT _____

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CENTRAL MANAGER (DIA)

- o Manage and coordinate all project activities to insure they are compatible with project goals as defined in memorandums of agreement.
- o Review and prioritize all operational tasks received from the IC *NOW* Coordinating Group.
- o Initiate QRT tasks as required.
- o Review, approve and prioritize all applied and basic research tasks.
- o Review and approve all external assistance projects.
- o Review and approve all new participants in the project.
- o Respond to recommendations from the various staff committees (Science Review Panel, Human Use Committee, Security Guidelines, etc.)
- o Chair frequent project review meetings with representatives from participating organizations.
- o Prepare project review briefings and reports for staff elements and consumers.
- o Seek funding via GDIP and R/D channels for various project objectives.

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HQ DA/SGRD

- o Provide management interface with the Central Manager as defined in the Memo of Agreement between DIA/DT and SGRD.
- o Specific functions include:
 - Develop basic research projects in accordance with over-all project objectives.
 - Assist in identifying research facilities/contractors for performing basic research tasks.
 - Assist in establishing Human use and other project committees.
 - Provide funds for basic research.
 - Provide chairman for the Basic Research Team
 - ? - Provide vice chairman for the Operational and Application Research Team.
 - Participate in project review briefings and in technical report preparation.
- o - SGRD will also provide a contract office technical representative (COTR) who will:
 - Be responsible for technical management of the SGRD research package.
 - Review and evaluate all proposed subcontractor and project consultants and recommend options to the SGRD and the Central Manager.
 - Assist the DIA on-site project representative in achieving agreed-upon mixes of applied and research investigations.
 - Schedule periodic contractor reviews, and provide frequent research summaries to the Program Central Manager and to SGRD.
 - Establish working agreements with DIA's on-site project representative regarding management assistance that he can provide for the SGRD COTR.
 - Provide interface and coordination between the research and the applied efforts where common resources are required.
 - Provide assistance in resolving Human Use requirements, in identifying security guidelines, and for other over-all program requirements.

PROJECT TECHNICAL ADVISOR (DIA)

- o Chairman of Operational and Applied Research Team. ?
- o Vice chairman of Basic Research Team.
- ME o Provide technical guidance to the Central Manager for all aspects of operational and applied research tasks.
- o Assist in technical aspects of basic research projects.
- o Perform frequent technical review of all project activities.
- o Provide working level interface between basic and applied research efforts.
- ME o Serve as technical consultant to operational activities.
- o Recommend to the Central Manager potential applied and basic research tasks. (Basic research options will be developed jointly with SGRD).
- o Perform various technical support functions:
 - Develop evaluation methodologies .
 - Establish experimental protocols .

PROTOTYPE OPERATIONAL GROUP (DIA)

- o Perform operational tasks as provided by the Central Manager.
- o Develop a data base on various real-time operational tasks and on simulated operational tasks to evaluate operational utility.
- o Maintain records suitable for detailed evaluation of results.
- o Recommend appropriate DBM systems for data base storage and utilization. ?
- o Assist in performing joint applied and basic research projects as approved by the Central Manager,
- o Recommends to the Technical Advisor and to the Central Manager all applied research needs (e.g., training methods, new application development, screening/selection procedures, and others).
- o Recommend basic research areas that may relate to improving or understanding application limitations. TO TA & CM
- o Provide representative for the Applied and the Basic Research Teams. ?
- o Assist the Central Manager in identifying proper mix of personnel skills required.

ON-SITE PROJECT REPRESENTATIVE (DIA)

- o A project representative will be provided by DIA for on-site assignment to the major contractor facility.
- o For tasks bearing directly on applied investigations, he will:
 - Perform frequent interface with the Central Manager, SGRD, the project Technical Advisor, and others as required for project review and reporting, resolving conflicts or for other project issues.
 - Prepare interim project summary reports that address management issues, key technical findings, or various projects issues that need resolution.
 - Adjust work priorities in response to QRT's or due to other unforeseen issues.
 - Advise the Central Manager on mix of contractor personnel required for task accomplishment.
 - In cooperation with the contractor's principal project scientist, he will establish methodologies that ensure applied investigations are based on sound scientific principles and that they adhere to strict control protocols. Occasionally, he may assist in various project activities in order to examine investigative proceedings and to become familiar with project details. *Does this mean he collects.*
 - Coordinate all actions with the SGRD/COTR to insure that no conflicts occur with the research tasks.
- o For tasks relating to research pursued by SGRD, he will:
 - Provide assistance in routine contract administrative matters for both the major contractor and for the various sub-contractors. (Specific responsibilities to be determine by mutual agreement with DIA, the SGRD/COTR and the contractor's principal scientist).
 - Provide recommendations to the SGRD/COTR regarding contractor and consultant personnel mix.
 - Provide recommendation at any time to the SGRD/COTR and the Central Manager regarding program or task adjustments in schedule, funding allocation, or in the resolution of unforeseen problems.
 - Maintain detailed on-site project records (both applied and research) for ready access by the Central Manager or SGRD.

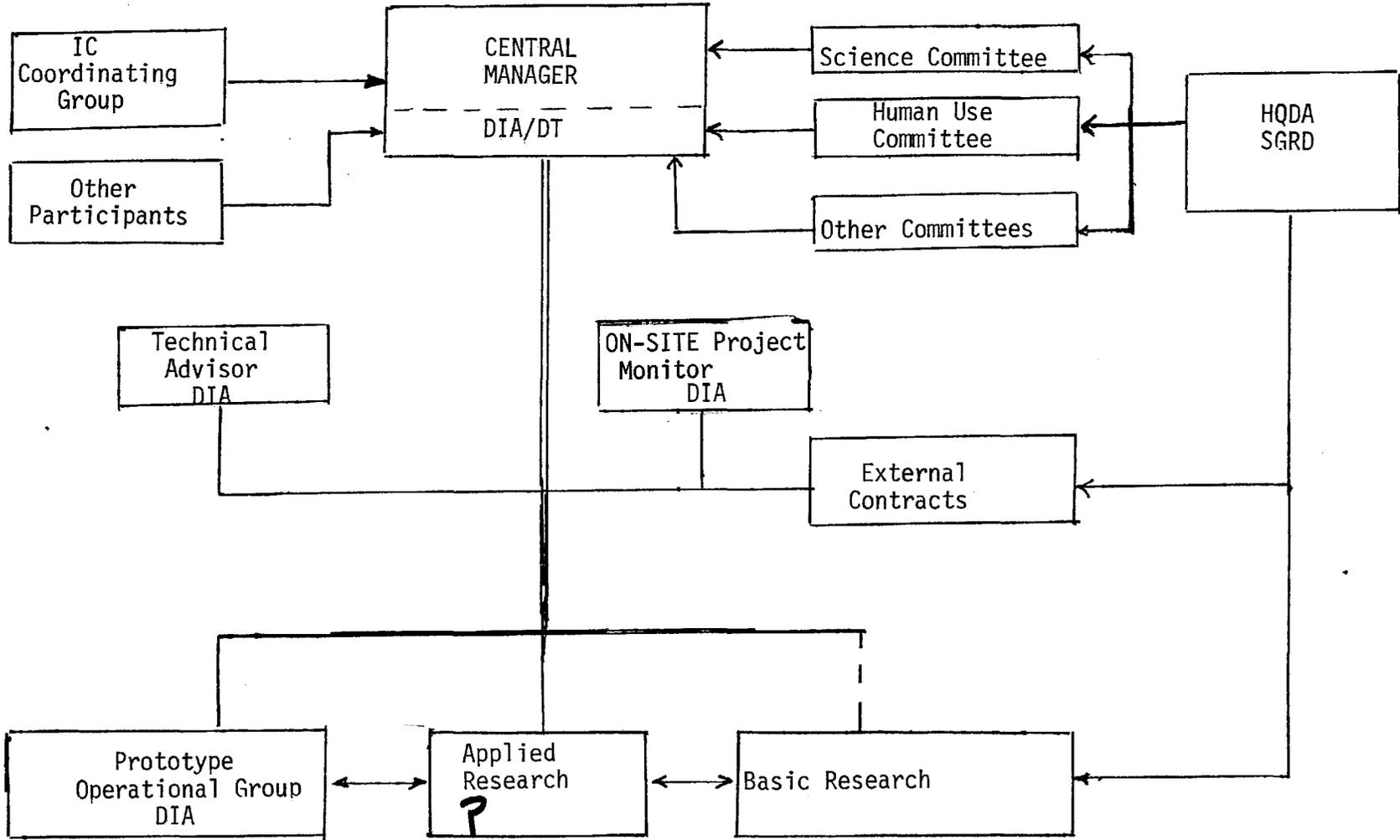
- Provide assistance in any project review briefing, or report preparation as required.
- Provide routine interface with the SGRD/COTR to insure that both the applied and research aspects are compatible and that overall project objectives are being satisfied.

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IC COORDINATING GROUP

- o This is a high-level group composed of representatives from various intelligence organizations and the IC staff.
- o Their main function is to provide a mechanism for formal receipt and processing of operational intelligence tasks from member organizations. *How*
- o The designated panel chairman will transmit requirements to the Central Manager for his immediate review and action. *Timeliness*
- o Results of the tasks undertaken will be transmitted back to the IC Coordinating Group via the Central Manager for review, assessment, and possible utilization.
- o The IC Coordinating Group will prepare evaluation reports when sufficient feedback data becomes available.
- o Group members will maintain over-all records of tasks, degree of utilization, and assessed results.

PURPOSE: (S/NF) The purpose of this document is to define basic responsibilities for various elements of the _____ project. Additional details are contained in Memorandums of Agreement on file in DIA/DT.



PROJECT ORGANIZATION

