

THE SECRETARY OF DEFENSE
WASHINGTON

May 14, 1951

MEMORANDUM FOR THE SECRETARIES OF THE MILITARY DEPARTMENTS THE
JOINT CHIEFS OF STAFF
THE ASSISTANT SECRETARIES OF DEFENSE
CHAIRMEN OF BOARDS, COUNCILS AND COMMITTEES, OSD DIRECTORS OF
OFFICES, OSD

SUBJECT: Armed Services Technical Information Agency

1. The attached directive for the Armed Services Technical Information Agency is effective this date.

2. The Director of the Agency and the members of the Advisory Council shall be appointed forthwith. The Director, with the assistance of the Advisory Council, shall prepare a detailed plan for implementation of this directive, after consultation with representatives of the National Science Foundation, the Research and Development Board, and the military departments. This plan shall be submitted by the Secretary of the Air Force, as managing agent, to the Research and Development Board for policy guidance as specified in the directive.

3. It is intended that the foregoing steps shall be completed in sufficient time so that the Agency may become fully operative as of 1 July 1951.



THE SECRETARY OF DEFENSE

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DIRECTIVE

ARMED SERVICES TECHNICAL INFORMATION AGENCY

Pursuant to the authority vested in the Secretary of Defense by the National Security Act of 1947, as amended, there is hereby established the Armed Services Technical Information Agency (hereinafter called the "Agency") as a joint project under the policy direction of the Research and Development Board and the management control of the Department of the Air Force with the responsibility of providing an integrated program of scientific and technical report services for the Department of Defense and its contractors.

I. Duties

Subject to the authority of the Secretary of Defense and under the policy direction of the Research and Development Board, the Agency shall perform the duties listed below in consonance with the requirements of the various agencies of the Department of Defense:

1. Collect, index, catalogue, and provide storage **for** scientific and technical reports obtained from the following sources: Military Departments; contractors of the Military Departments; non-military domestic sources; and foreign **sources**.
2. Prepare and distribute digests and abstracts of scientific and technical reports for the Department of Defense and its contractors in order to acquaint the Military Departments and contractors with the information which is available.
3. Furnish bibliographical lists as requested.
4. Provide adequate distribution of scientific and technical reports and other documents to the Department of Defense and its contractors on either a loan or retention basis.
5. Furnish similar and related services as required in the interest of efficient and economical dissemination of scientific information and utilization of scientific documents.
6. Coordinate the activities of local technical information services in the Department of Defense with the activities of the Agency.

7. Maintain Department of Defense liaison with the Department of Commerce, and other government agencies which collect and disseminate scientific and technical information.

II. Administration

1. The Secretary of the Air Force, as Managing Agent for the Secretary of Defense shall be responsible for the operations of the agency and shall provide the Director of the Agency with such personnel, facilities and other administrative services as may be required to insure its efficient operation.

2. The Secretary of the Air Force with the concurrence of the Chairman of the Research and Development Board, and the other military secretaries, and with the approval of the Secretary of Defense, shall appoint a Director of the Agency. The Director of the Agency, if a military **officer** shall be appointed for a term of four years and shall be eligible for **one** re-appointment to the extent approved in accordance with applicable law.

3. The Secretary of the **Air** Force shall provide for an Advisory Council to assist the Director in the operations of the Agency. The Advisory Council will consist of one member from each service to be appointed by the Secretary thereof. Members of the Advisory Council will serve as direct liaison between the Agency and their respective Military Departments.

4. The Director of the Agency shall, subject to the approval of the Secretary of the Air Force as Managing Agent, provide for the internal organization of the Agency and shall establish its rules of procedure. The staff of the Agency shall be responsible to and shall function under the supervision of the Director.

5. The Assistant Secretary of Defense (Comptroller) shall arrange with the three Military Departments for financial support of the Agency.

III. Relationships

1. The Agency shall coordinate its efforts with **all agencies** within and outside of the Department of **Defense** which have a mutual interest or responsibility with respect to any of its programs.

2. The Director and the staff of the **Agency** are authorized and **expected** to communicate directly and expeditiously with other agencies of the Department of Defense and appropriate sub-divisions thereof, concerning any matter within its jurisdiction and in which there exists a mutual interest or responsibility.

3. Services of the Agency shall be available to all Department of Defense agencies and their contractors.

4. All agencies of the Department of Defense shall cooperate fully in assisting the Agency in the performance of its missions.

5. Each service will designate properly qualified personnel at appropriate echelons for liaison purposes.

A handwritten signature in black ink, appearing to read "W. H. ...". The signature is stylized with a large loop at the beginning and a horizontal line across the middle.

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