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516 DOCUMENTATION

In order to promote written communication between all the people working on 516 hardware and software, and to aid in getting ideas down on paper, a distribution system for 516 documents has been set up thru our department secretary, Miss Eileen Mooney.

A 516 document may be any number of 8-1/2 x 11 handwritten or typed sheets. The only format restrictions are that each sheet contain:

1. The 516 document number (Miss Mooney will add this).
2. The author's initials.
3. The date.
4. A descriptive title.
5. A page number.

The purpose of 516 documents is to provide a fast, informal repository and communication channel for 516 information. No piece of 516 information should be considered too small or too temporary to deserve a 516 document. It is expected that most 516 documents will be partially out of date only weeks after they are written.

To insert a 516 document into the repository and communications channel, give it to Miss Eileen Mooney, MH2C-425, ext. 4236. If the handwritten document is all text, she will type it, send copies to everyone on the 516 distribution list, and file the original. If the original contains diagrams, etc., and the handwriting is readable, Xerox copies will be made and distributed. All requests for additional copies or names to be added to the distribution list should be directed to Miss Mooney.