

FROM: J.G. Reilly

SUBJ: Proposing Staff Notes

This is the first of a set of internal memoranda for distribution to the General Management Staff. The purpose of this form of communication is to provide a) preliminary documentation which is in two ways a form for circulation (OC memo) distribution; b.) preliminary documentation of specifications which may be revised after general staff discussion; and c.) a medium for proposals which are worked out privately by members of the staff. The following general principles should be observed:

1. Notes will be dictated and dictated by the staff.
2. Since they are unofficial documents, approval is not so crucial an issue as with OC memos. However, some review is indicated for clarity and general reasonableness; for the time being I will review all notes in this light.
3. A limited number of copies (and the masters) will be kept on file.
4. It should be made very clear, in description of program specifications, which aspects are actual (implemented at time of writing) and which are proposed.
5. Some preliminary discussion of proposals (with other members of the staff) should precede the publication of a Note on the subject.
6. Staff members are encouraged to encourage other staff members to publish Notes.