

FROM: J.G. Neilwig

SUBJ: Developing Staff Notes

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

1. Notes will be dictated and distributed by the staff.
2. Since they are unofficial documents, copies should not be crucial on issues 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.