

WDEE

DEC 7 1956

SUBJECT: Distribution of Reports for US 117L

TO: Ramo-Wooldridge Corporation
Attn: Mr. F. A. Ford

1. The purpose of this letter is to formalize the report handling procedure in order to effect a minimum transmittal time. EDD DOI 11-7 will be adhered to. *Neely*

2. Official reports, memoranda and/or information generated within and/or for the Ramo-Wooldridge Corporation US 117L Group will be distributed on a W/D/R-W "A Priori" distribution list. It shall be required that prior to any reproduction of US 117L information as defined herein, coordination will be effected with WDSIT and WDR. It is further requested that the "A Priori" distribution list become part of the document reproduced. All reproduced copies of US 117L information will be submitted to WDSIT. Those documents as specified in the distribution list for R-W will be sent to R-W by WDSIT "en bloc." Distribution of the remaining documents will be made by WDSIT as approved by WDR. This procedure does not apply to R-W internal notes or memoranda, unless accompanied by an official letter of transmittal signed by someone who can certify that the information represents the Corporation's views.

3. Inclosure 1 includes the distribution required by WDR. A standard distribution list for appropriate personnel within R-W who will receive all such reports, should be supplied to WDSIT through WDR for approval.

4. Reports, memoranda, and/or information from other Air Force contractors, but deemed applicable and of use to US 117L by R-W shall be handled in the following manner:

a. Send a request to WDSIT requesting that a given report (defined in sufficient detail in the request) be sent to Lockheed Aircraft Corporation, Missile Systems Division.

b. WDSIT will get the required number of copies of the document and prepare for distribution to Lockheed.

c. WDSIT will coordinate with WDR for approval prior to transmission.

5. Three (3) copies of documents referred to in paragraph 4 will be sent to Lockheed Aircraft Corporation, Missile Systems Division, Attn: Mr. Robert Salter, P.O. Box 504, Sunnyvale, California

1 Incl:
Distribution List
of R-W Reports
required by WDR

SIGNED

FREDERIC C. E. OCMR
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Assistant for WS 117L
Technical Operations