

CERES Software Bulletin 96-03

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Updated Software Bulletin Procedures

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1.0 Purpose of This Document

The purpose of this document is to update the CERES Software Bulletin submittal, approval, and distribution procedures previously described in CERES Software Bulletin 95-01 (see the CERES DMS Software Bulletins homepage (<http://asd-www.larc.nasa.gov/ceres/bulletins.html>)).

2.0 Purpose of CERES Software Bulletins

The intent of the software bulletins is to disseminate information pertinent to the CERES project to the Data Management Team, the Science Team, and other interested parties. All team members are encouraged to contribute relevant CERES information for distribution through these bulletins.

3.0 Procedures

CERES Software Bulletins may be written and submitted by any member of the CERES team. The procedure for doing so is to draft the bulletin, have it reviewed for technical content by your peers, and send it via e-mail to the Software Bulletin Manager (Ms. Tammy Ayers). The draft can be in FrameMaker form, or it can be in text form with no carriage returns. The Software Bulletin Manager will assign the bulletin number, format the title information (title, date, and author(s)) and the footers, and check the spelling in the document. The bulletin is then distributed to the Data Management Office (DMO) by the Software Bulletin Manager. After the Head of the DMO (Mr. Jim Kibler) or a designated member of his staff has reviewed and approved the bulletin, the Software Bulletin Manager will distribute it as an e-mail attachment, in FrameMaker 5.0 View-Only format, to the addressees listed in Section 4.0. A postscript version of the bulletin will be posted on the CERES DMS Software Bulletins homepage (<http://asd-www.larc.nasa.gov/ceres/bulletins.html>). These procedures are shown in Figure 1.

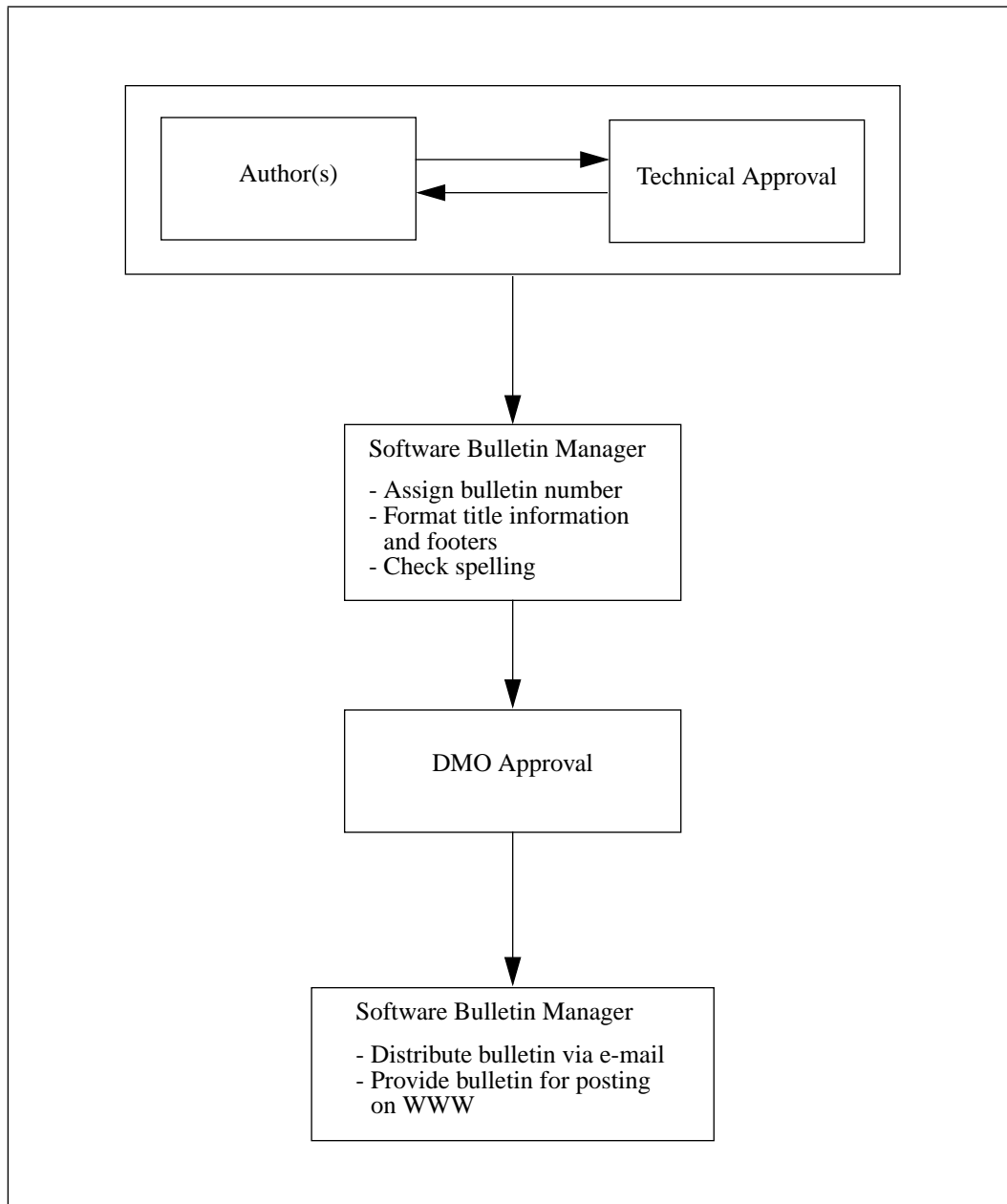


Figure 1. Software Bulletin Submittal, Approval, and Distribution Procedures

4.0 Distribution List

These bulletins will be distributed to the CERES team members listed below. Please forward additions, deletions, or corrections to the list to the Software Bulletin Manager.

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