



Lyndon B. Johnson Space Center
Houston, Texas
77058

FEB 11 1994

Reply to Attn of: CB

TO: CB/All Astronauts
CB/All Secretaries

FROM: CB/Chief, Astronaut Office

SUBJECT: Crew Reports

In an effort to evolve towards a "minimal paper" office, CA/Steve Hawley, has asked us to make crew reports available electronically and cut the distribution of paper copies within FCOD. To accomplish this, the following procedure has been established:

1. Crews will prepare their reports as before, submitting a paper copy and transmittal letter for the chief's signature.
2. Paper distribution will still be made to those persons outside FCOD.
3. A signed paper copy will be sent to the Directorate Office and one will be kept by the Astronaut Office.
4. The crew secretary will transmit an electronic copy of the crew report to Lynn Cross.
5. Lynn will place the report on the LAN in the following directory: p:\shared\crewrrpts\. The naming convention to find the report for each flight will be "sts-xx". Lynn will setup each report so that they are read only.
6. Lynn will send an electronic message to all astronauts, CB technical support, and other FCOD office heads that the crew report has been posted.
7. Interested FCOD personnel can read the reports from the LAN file.

If you have any questions, please contact Merri Sanchez.

Robert L. Gibson

cc:
CA/D. C. Leestma
CA3/D. M. Walker
CA4/C. N. Major
CC/R. J. Naughton
CDR Read File