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To: Group 6345 and Programmers
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SUBJECT: NOTES ON TAPE ROOM OPERATING PROCEDURE

Performance Requests

Before a request is submitted it must be approved by one of the following: a staff member, the tape room supervisor, Joe Thompson, or an operator.

Once a request has been entered in the operators' book it must NOT be modified without first consulting the operator on duty.

All forms of output, i.e., magnetic tape, direct printer, scope and camera, and fp tapes, must be indicated on the performance request. Also, the number of feet, lines, or frames to be used should be specified.

Stops must be indicated on the request.

Tapes must be marked fc, fb, fp, or std. on the performance request.

Tapes

When tapes are taken from the files by a programmer he must put a green card in the box to indicate he has the tape.

Tapes should NOT be taken from the operators' box whether it be in the tape room or the computer room without first consulting the operator on duty. This will avoid wasting machine time due to the

last-minute disappearance of needed tapes.

fp Tapes

All requests for fp post-mortems must be written on the performance request.

fp tapes should be written as follows (see Memorandum M-2633, p. 15):

```
fp Tape title      Name,
Medium if other than delayed
Number system if not decimal
first register     mode     last register,
Terminated by two slashes (no carriage return)
```

Example:

```
fp 100-0-000 SMITH,
100 gd 400||
```

When an fp tape is requested a PAPM will be given automatically.

Performance Requests for Tapes with Multiple Start At's

If it is desired to run an fc tape which contains more than one "START AT", it is necessary for the programmer to specify on his performance request whether he desires all of the sections of the tape to be converted as a group or to be converted separately. To have the sections converted as a group, the programmer should write a bracket after the tape number; e.g.,

```
fc 100-0-0} RI RS (All sections read-in)
```

Writing fc 100-0-0 RI RS will cause only the first section to be read in. To read in each section independently, the programmer should write an RI for each section desired; e.g., if there are three sections, then write

```
fc 100-0-0 RI RI RI RS
```