

PREFACE

3/30
7/1/24SCOPE - continued

(c) Repetition of 4, 5, 6, 7, circularization, education, publication and resurvey after each review.

These seven service steps are listed in natural sequence. This sequence may be changed advisedly as dictated by individual circumstances or where some of the steps have been previously accomplished by the Division or have already been done by agencies without the Division.

PREREQUISITES

AMERICAN ENGINEERING STANDARDS COMMITTEE

The American Engineering Standards Committee had its beginning on January 17, 1917, at a meeting of a special committee appointed jointly by the American Society of Civil Engineers, the American Institute of Mining Engineers, the American Society of Mechanical Engineers, American Institute of Electrical Engineers and the American Society for Testing Materials for the formulation of some method of cooperation to prevent duplication in standardization work and the promulgation of conflicting standards. As the result of this and subsequent meetings, the American Engineering Standards Committee was organized, made up of representatives of the five societies mentioned. The first meeting was held on October 18, 1918. In August, 1919, representatives of other national societies were added to the committee.

The American Engineering Standards Committee, abbreviated AESC for reference, essays to serve as a national clearing house for engineering and industrial standardization and to act as the official channel of cooperation in international standardization.

The AESC is primarily concerned with national and international standardization.

Close cooperative relations exist between the AESC and the Division of Simplified Practice to avoid duplication or conflict of effort.

U. S. CHAMBER OF COMMERCE - FABRICATED PRODUCTION DEPARTMENT

The United States Chamber of Commerce cooperation with the Division of Simplified Practice is in developing interest in simplification among manufacturers of a commodity. They are invited to take part in all general conferences.

End

TELLING THE STORY
PREFACE4/30
7/1/24EXHIBITS

- A - Bulletins and simplified practice literature for distribution.
1. Simplified Practice - What it means and what it offers.
 2. Card - Seven Service Steps.
 3. List of Simplification Recommendations proposed, approved and accepted.

DEFINITION

"Telling the Story" is the presentation of the advantages of simplified practice, and the service rendered by the Department of Commerce in assisting the adoption of simplified practice within an industry.

LIMITATIONS

"Telling the Story" may be either by the written or spoken word. These instructions apply to the procedure in the case of the spoken word - talks, addresses, lectures, illustrated or otherwise.

SCOPE

While "Telling the Story" is listed as the initial step and is the initiating introduction to the other service steps, it must be designed

1. To stimulate interest
2. Preliminary to obtaining a request
3. To sell proposals and may be given
 1. Ahead of any indicated interest
 2. After indicated general interest
 3. After indicated personal interest.

PREREQUISITES

The procedure given in these instructions for "Telling the Story" is divided into three parts under the headings:
Telling the Story - To Stimulate Interest
Telling the Story - Preliminary to Obtaining a Request
Telling the Story - To Sell Proposals

End

*Because of the limitations of space, the instructions quoted here include only "Telling the Story—To Stimulate Interest."