

Technical Writers, Inc.
1234 Center Lane, Suite 301
Austin, TX 78758

February 28, 1990

John Jackson, Marketing V. P.
Colt Manufacturing
456 Altimont Road
Vicksburg, TN 66780

SUBJ: Proposal to Write the Operation and Maintenance Handbook for Purchasers of the M-16A2 Rifle

Dear Mr. Jackson:

The following proposal outlines the details discussed in our prior conversation on the proposal. It also gives information deadlines, our bid, the graphics, and a tentative outline of the handbook. This report also includes our sources for information on the rifle. Thank you for your time and you may contact me during business hours at the following number: 512-259-3930.

Sincerely,

Elena Stokes, Vice President
Technical Writers, Inc.

Attached: proposal

PROPOSAL: HANDBOOK FOR THE M-16A2 RIFLE

The following is a proposal to develop a handbook that will cover the operation and maintenance of the M-16A2 rifle. This proposal contains information on the contents of the proposed manual, the audience level we are assuming, our schedule to complete this project, our costs and charges, and our qualifications to produce a high-quality finished handbook.

Audience and Purpose

The handbook will be written primarily to purchasers but may also be used by gunsmiths, gun enthusiasts, the military, gun clubs, and anyone else wishing to train people in operation and maintenance of this rifle. No technical knowledge about firearms on the readers' part will be assumed. It will assume that readers have *never* used any firearm previously. Also, we will develop the handbook at the standard 8th-grade reading level.

Description of the Handbook

This handbook should enable any person with a high school diploma to operate and perform preventive maintenance on the M-16A2. This handbook will contain graphics; technical background; firing techniques; and information on how to clean, disassemble, and reassemble the rifle. We project the length of the handbook to be 98 pages in standard 8-inch by 5-inch format.

Graphics. The graphics used in this report will consist of tables, drawings, and pictures. The tables will show the reader technical characteristics such as bullet size, chamber pressure, muzzle velocity, types of ammunition, and information on the sighting of the weapon for different distances such as 200 m, 300 m, and 500 m. Also, many pictures or drawings will be used to illustrate the various stages of disassembly, assembly and cleaning of the rifle.

Technical Background. The handbook will give technical background on the rifle in the form of all the information involving the firing of the weapon, such as muzzle velocity, maximum effective range for different size target and other technical information that is of value to an owner, operator, or collector. This handbook will have information on how to clean and do preventive maintenance on the weapon but will not contain any information on major maintenance such as bent barrels, bent sights, and worn-out firing pins. For all major repairs, the owner will be directed to take the rifle to an authorized dealer.

Handbook outline. The instruction in the handbook will focus mainly on disassembly, reassembly, and cleaning instructions. These instructions will be in detail so as to give a first time gun buyer enough instructions to clean the rifle properly. Following is a working outline describing how the handbook will be produced and laid out. This outline will include enough detail to explain the major sections and any minor sections that may not be obvious.

- I. *Introduction:* will contain information on the history of the rifle and its manufacturer. It also will have illustrations of rifle parts.
 - A. *Technical characteristics:* will contain information on the technical characteristics of the rifle and this information will be backed up with charts.

- B. *Ammunition:* will contain information on different types of ammunition that can be used with this weapon and their technical characteristics.
- II. *Operation*
 - A. *Loading:* procedure to load the weapon and safety warnings will be included.
 - B. *Firing:* will include what to do in a case of a misfire or jamming. Safety warnings and how to adjust sights will also be included.
- III. *Maintenance*
 - A. *Cleaning the weapon:* will include disassembly and assembly.
 - 1. disassembly
 - 2. cleaning
 - 3. assembly
- IV. *Proper Storage:* how to store rifle for long periods
- V. *Repairs and Warranty:* where to get a rifle repaired whether or not warranty is in effect.

Qualifications

Technical writers, Inc. (TWI) qualifications for this handbook are as follows:

- The corporation has eighty years combined experience among six partners.
- TWI has won ten other contracts for weapons handbooks from Colt Manufacturing.
- Experienced typesetters and artists who can do drawings and charts.
- Five of six partners are experienced with this weapon through military experience.

Detailed resumes of our staff are available upon request.

Costs

We calculate the cost to develop this 98-page manual by assuming 4 hours of writing time per page at \$50.00 per hour. Editing, graphics, and supervision we calculate at 1 hour per 10 pages at \$25.00 per hour:

Writing (4 hrs/pg @ \$50.00/hr)	18,800
Editing, graphics, supervision (1 hr/10pgs @ \$25.00/hr)	245
TOTAL	\$19,045

Our company will write, edit, and correct any errors found in the initial draft or in later drafts. This includes correcting technical errors or improving comprehension as requested by your technical staff and developers.

Information Sources

The bibliography will consist of many military pamphlets. The partners of our corporation have written to friends, who are still in the military, for the latest information and pamphlets. Following are some books we have found to use for research:

1. Ezell, Edward Clinton. *The Great Rifle Controversy*. Harrisburg: Halsted Press, 1984.
2. Ezell, Edward Clinton. *Small Arms Today*. Harrisburg: Halsted Press, 1984.
3. Ferber, Steve, ed. *All About Rifle Hunting and Shooting in America*. New York: Winchester Press, 1977.
4. O'Neill, Richard, ed. *An Illustrated Guide to U. S. Army*. New York: Arco, 1984.

More books will be obtained for this research.

Project Checkpoint Dates

The time schedule for this project will be as follows:

- March 5** Proposal returned, begin work.
- March 12** Outline section on Introduction completed. Sent to Mr. Jackson for review.
- March 19** Outline section on Operation completed. Sent to Mr. Jackson for review. Correct problems in introduction section.
- March 26** Outline section on Maintenance completed. Sent to Mr. Jackson for review. Correct problems in other sections.
- April 12** Meeting with Mr. Jackson to review possible corrections.
- April 9** Completed copy sent to Mr. Jackson.
- April 16** Meeting with Mr. Jackson for final review.
- April 23** First order sent to Mr. Jackson.

These dates are not set, but are tentative around Mr. Cook's and Mr. Jackson's schedules.