

DIVISION 6 - LINCOLN LABORATORY
 MASSACHUSETTS INSTITUTE OF TECHNOLOGY
 DEXINGTON 73, MASSACHUSETTS

Compilation of A Series Memoranda in Division 6 Document Room C-129

<u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>
A-1	Cancelled		
A-2	Cancelled		
A-3	Electronics Staff	3/5/46	J. W. Forrester
A-4	Development Schedules	3/6/46	J. W. Forrester
A-5	Cancelled		
A-6	Cancelled		
A-7	Progress Reports	3/15/46	J. W. Forrester
A-8	New Offices	3/1 /46	J. W. Forrester
A-9	Reports, Schedules and Meetings	3/18/46	H. R. Boyd
A-10	6345 Stockroom	3/30/46	H. R. Boyd
A-11	Electronic Equipment being Moved from Building 32	3/21/46	H. R. Boyd
A-12	Instrument Changes	3/27/46	J. W. Forrester
A-13	Pulse Transformers	3/27/46	J. W. Forrester
A-14	Telephone Calls	5/16/46	J. W. Forrester

<u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>
A-15	Care and Use of Machine Tools	7/2/46	H. R. Boyd
A-16	Electronics Group	7/15/46	J. W. Forrester
A-17	High Voltage Power Supplies	10/4/46	J. W. Forrester
A-17-1	" " " "	3/23/51	J. W. Forrester
A-18	Machine Parts, Procurement of	10/31/46	J. W. Forrester
A-19	Photography	11/5/46	J. W. Forrester
A-20	Machine Design	12/4/46	J. W. Forrester
A-21	Technicians Assignment Changes	12/6/46	H. R. Boyd
A-22	Professor Bryant's Memo on Report Writing	4/4/47	J. W. Forrester
A-23	Engineering Notes by H. Fahnestock	6/26/47	H. Fahnestock
A-24	Elevator Service	10/3/47	H. R. Boyd
A-25	Moving to Barta Building	9/8/47	H. R. Boyd
A-26	Parking Facilities	9/16/47	H. R. Boyd
A-27	Abstract Reports	9/16/47	J. N. Ulman
A-28	Standardization of Report Headings	9/18/47	J. N. Ulman
A-29	Publication Series	10/3/47	J. W. Forrester
A-30	Reliability of Standard Parts	10/7/47	J. W. Forrester
A-31	Secretarial and typing Services	10/8/47	H. R. Boyd
A-32	Telephone Service	10/8/47	H. R. Boyd
A-33	Drafting	10/10/47	H. R. Boyd
A-34	Drawing and Print Procedures for DIC Project 6345	10/2/47	C. Watt H. R. Boyd
A-35	Machine Shops	10/16/47	H. R. Boyd
A-36	Parking Facilities	10/16/47	H. R. Boyd
A-37	Computer Terminology	11/10/47	J. N. Ulman

<u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>
A-58	Internal Handling and Mailing of Classified Correspondence and Documents	4/21/48	J. W. Forrester
A-59	Material Control Group - Purpose and Function	5/10/48	H. R. Boyd
A-60	Distribution Records	5/6/48	H. R. Boyd
A-61	Secretarial Procedures	5/21/48	H. R. Boyd
A-62	Non-Staff Work Manual	--	R. A. Osborne
A-63	Thesis Copies, Extra copies for Library	5/21/48	J. W. Forrester
A-64	Extra Thesis Copies	5/25/48	R. R. Everett
A-65	Time Schedules	5/27/48	R. A. Osborne
A-66	Additions to A-34 Procedures	6/9/48	A. M. Falcione
A-67	Non-Staff Organization Chart	6/16/48	H. R. Boyd
A-68	Enforcement of Security & Classification Procedures	6/17/48	H. R. Boyd
A-69	WWI Approved Parts & Specifications	6/23/48	H. Fabenstock H. R. Boyd
A-70	Procedure for DIC Employees Wishing to Register as Special Students	8/4/48	R. A. Nelson H. R. Boyd
A-71	Standards Book, by Standards Committee	9/14/48	
A-72	Off Hours Work	10/14/48	J. W. Forrester
A-73	Benefit Fund Committee	10/15/48	H. R. Boyd
A-74	Terminology	11/9/48	R. R. Everett
A-75	Procurement of Mechanical Parts	11/30/48	H. R. Boyd J. C. Proctor
A-76	Laboratory Hours	12/14/48	H. R. Boyd J. W. Forrester
A-77	Visitors	12/21/48	J. W. Forrester
A-78	Publication Series	12/22/48	J. M. Ullman

<u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>
A-79	Guard, Receptionist & Operator's Schedule	1/3/49	J. C. Proctor
A-80	Standards Group Reorganization	1/7/49	H. B. Morley
A-81	Production Control	1/7/49	J. W. Forrester
A-82	Property Accounting Procedures	1/25/49	R. M. Fairbrother
A-83	Drafting Standards SL.1, WMI Components Standards S7.0 to S7.29 and WMI General Standard S7.5	3/17/49	C. W. Watt
A-84	Precaution in Handling Beryllium	4/15/49	J. C. Proctor
A-85	Library Organization	4/28/49	V. Andry
A-86	Production Engineering	5/3/49	H. Falmestock
A-87	Staff Vacations	5/10/49	J. C. Proctor
A-88	Procurement Office Reference Files	6/7/49	H. B. Morley
A-89	Time Cards	6/20/49	R. A. Osborne
A-90	Thesis & Seminar Information	6/23/49	H. R. Boyd
A-91	Security Officer	6/29/49	J. W. Forrester
A-92	Clearance	6/30/49	J. Proctor
A-93	Time Schedule Posting	8/2/49	R. A. Osborne
A-94	Internal Handling of Classified Documents (Suppl. to A-58)	8/3/49	J. C. Proctor
A-95	Changes in Material Control Group	8/25/49	H. R. Boyd
A-96	New Hours and Time Cards	9/30/49	H. R. Boyd
A-97	Harvard Symposium Attendance	9/1/49	H. R. Boyd
A-98	Library Changes	9/30/49	H. R. Boyd
A-99	Fire Drills	10/18/49	J. C. Proctor
A-100	Radio Use	11/2/49	H. R. Boyd

<u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>
A-101	Travel	11/4/49	J. W. Forrester
A-102	Distribution of Internal Memorandums	11/25/49	H. Fahnestock
A-103	Laboratory Inspections	12/5/49	J. C. Proctor
A-104	Abstracts of Reports	12/22/49	J. W. Forrester
A-105	Sarta Building Safety Committee	1/17/50	H. R. Boyd
A-106	Library Operation	2/9/50	H. R. Boyd
A-107	Classification of Present Work	4/27/50	J. C. Proctor
A-108	Power Shut-Down, May 19-21	5/16/50	H. R. Boyd
A-109	Slides: Procedure for Procuring and Handling	6/1/50	R. A. Osborne
A-110	Division Organization	6/30/50	J. W. Forrester
A-111	Staff Organization	12/11/50	H. Fahnestock
A-112	Distribution of Classified Docu- ments	1/17/51	H. Fahnestock
A-113	Staff Organization	1/26/51	H. Fahnestock
A-115	Non-Staff Work Manual (Superceded A-62)	3/9/51	R. A. Osborne
A-114	Military Security	2/21/51	J. C. Proctor
A-116	Travel	3/22/51	R. A. Osborne
A-117	New Funds Under Contract AF 19(122- 458, DIC 6889)	5/7/51	H. Fahnestock
A-118	Elevator Service(Supercedes A-24)	3/22/51	R. A. Osborne
A-119	Security	5/24/51	J. C. Proctor
A-120	Building Maintenance Work	5/23/51	J. C. Proctor
A-121	Assigned Stock and Construction Requisitions	6/22/51	H. B. Morley
A-122	Laboratory Contracts Accounts and Bi-Weekly Reports	7/1/51	H. Fahnestock
A-123	Staff Titles	8/21/51	J. W. Forrester

<u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>
A-124	Change in Laboratory Name	9/20/51	J. W. Forrester
A-125	Personnel Notice	11/16/51	J. C. Proctor
A-126	Staff Seminars	11/16/51	J. W. Forrester
A-127	Staff Seminar, Friday, November 30	11/19/51	R. Rathbone
A-128	Office Procedures	12/1/51	R. A. Osborne
A-129	Toll Calls	2/15/52	J. C. Proctor
A-130	Cancelled	3/5/52	
A-131	Accounting Procedures - DIC 6889	3/26/52	H. Fahnestock
A-132	Barta Building Guard Instructions	4/1/52	J. C. Proctor
A-133	Construction of Equipment in the Digital Computer Laboratory	4/17/52	C. W. Watt
A-134	Production Control	5/22/52	H. Fahnestock
A-135	Mail Delivery	6/12/52	J. C. Proctor
A-136	Reporting of Sick Leave	7/10/52	R. A. Osborne
A-137	Time Cards	7/29/52	R. A. Osborne
A-138	Whittemore Building Guard Instructions	8/1/52	L. Brock
A-139	Telephone Systems in Barta and Whittemore Buildings	9/11/52	H. Fahnestock
A-140	Salvage	9/15/52	H. B. Morley
A-141	Mail Delivery	9/15/52	H. B. Morley
A-142	DIC Staff Checks and Check Stubs	11/17/52	H. Morley
A-143	Barta Building Guard Instructions	3/18/53	J. C. Proctor
A-144	Whittemore Bldg. Guard Instruction	3/11/53	J. C. Proctor
A-145	Time Cards	4/14/53	R. Osborne
A-146	Badges	5/20/53	J. C. Proctor
A-147	Division 6 Move to Lexington	5/26/53	H. Wadwright

<u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>
A-148	Transition System Planning and Control Office	7/14/53	J. C. Proctor
A-149	Computation Notebooks	8/3/53	J. C. Proctor
A-150	Reminder of Proper Badge Display	9/24/53	J. C. Proctor
A-151	Lining up at time Clocks	10/19/53	R. Osborne
A-152	Over Loading of Whittemore Bld. Telephone System	10/29/53	J. C. Proctor
A-153	Security Precaution Talks, Reports	10/30/53	J. W. Forrester
A-154	Classified Material Logbooks	11/6/53	J. C. Proctor
A-155	Ditto Procedures	1/12/54	A. Falcione
A-156	A-Editing of Series Reports	1/14/54	J. Bennett
A-157	Library and Document Room Services	2/6/54	D. Helwig
A-158	Changing Work Schedule to All Personal	3/8/54	J. C. Proctor
A-159	Preparing a typed Manuscript	3/10/54	J. Bennett
A-160	Bus Service to Lexington	4/14/54	J. Proctor
A-161	Loss of Personal Property	5/3/54	J. Proctor
A-162	Barta Building Purchasing	5/22/52	H. Proctor
A-163	Division 6 Document Room	7/6/54	D. B. Helwig
A-164	Cancelled		
A-165	Barta Parking	8/13/54	L. T. Brock
A-166	Courses for Staff Members	8/30/54	J. C. Proctor
A-167	Salvage	9/1/54	L. T. Brock
A-168	Visitors to Building F	1/27/55	J. C. Proctor
A-169	Lincoln Travel Procedure	1/31/55	J. Bennett
A-170	Air Travel Between Bedford and Poughkeepsie,	2/21/55	J. C. Proctor
A-171	Division 6 Official Documents	3/10/55	J. Bennett

<u>No.</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>
A-172	Division 6 DR Reports	3/1/55	A. Falcione
A-173	Revised Schedule for IBM Airlines	3/17/55	H. Paine
A-174	Distribution Procedure for Division 6 Memoranda	3/31/55	A. Falcione
A-175	Transportation of Equipment on the IBM Airplan	4/25/55	J. C. Proctor
A-176	Mail to IBM	4/25/55	J. C. Proctor
A-177	Group 66 Organization	5-25-55	R. R. Evertt
A-178			
A-179	Oppointments to Associate Group- Leader	7/7/55	J. Forrester
A-180	Oppointment to Associate Group- Leader	7/7/55	J. Forrester
A-181	Personal	8/1/55	J. W. Forrester
A-182	Personal	8/8/55	J. C. Proctor
A-183	Appointment to Associate Group Leader	8/9/55	J. W. Forrester
A-184	Report Editor	10/18/55	J. C. Proctor
A-185	New Procedure for M-Note distribution and abstracting	10/24/55	F. P. Hazel
A-186	MTC Non-Staff Adminstration	10/27/55	W. A. Hosier J. A. O'Brien

<u>No.6A</u>	<u>Title</u>	<u>Date</u>	<u>Author</u>	<u>Cls.</u>
A-187	MTC Non Staff Administration	10-27-55	W. Hosier J. A. O'Brien	U
A-188	Reorganization of Division 6	1-9-56	J. Forrester	U
A-189	Appointment of J. J. Cahill, Jr. as Section Leader in Group 61		D. Israel	U
A-190	Acting Group Leader for Group 63	1-8-56	R. Everett	U
A-191	Appointment to Associate Group Leader	6-29-56	R. Everett	U
A-192	Reassignment of Responsibility Within Division VI	7-18-56	R. Everett	U
A-193	Section Leader Appointment	7-16-56	J. A. O'Brien	U
A-194	Requisitioning Purchase at Barta Building	7-19-56	H. Morley	U
A-195	Section Leader Appointment	7-23-56	B. Morris	U
A-196	Division VI Production Coordina- tion Offices	7-31-56	B. Morriss	U
A-197	Discontinuance of Equipment Pro- gram Services Committee (EPSCOM)	7-31-56	B. Morriss	U