

Administrative Memorandum A-143

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Subject: BARTA BUILDING GUARD INSTRUCTION

To: George Edwardson

From: J. C. Proctor

Date: April 1, 1953

Reference: DIC Security Memorandum January 2, 1951  
A-114 Military Security  
A-199-1 Security  
M-708 Barta Building Security Alarm System

I. Off Hours Admission to Building

- A. Both the Off-Hours Register and the Visitors' Register should be kept at the Guard's desk between 5:15 p.m. and 7:30 a.m. All Laboratory employees entering and leaving during those hours must sign the Off-Hours registration book, except those employees who have entered the building before the closing hour need not sign the Off-Hour register until after 6:00 p.m.
- B. Visitors must be authorized by one of the Authorized Personnel listed below. This may be done in advance by use of the "Visitors' Off-Hours Pass" (Sample 1). All visitors must be accompanied by a cleared member of the Laboratory, unless the visitor himself has been cleared and has the proper badge. All visitors must sign the "Visitor's Register". When a visitor has an "Off-Hours Pass" the guard should see that the register is properly filled in and write "Pass" and the authorizing person's initials in the appropriate column.
- C. The following people may authorize off hours visitors:

Laboratory Personnel

Adams, Charles W.  
Brown, David R.  
Dodd, Stephen H.  
Everett, Robert R.  
Fahnestock, Harris  
Falcione, Alfred M.  
Forrester, Jay W.  
Horn, R. J.  
Morley, Howell  
Mercer, Harold F.  
Nelson, Robert A.  
Osborne, Richard A.  
Proctor, John C.  
Rathbone, Robert R.

Laboratory Personnel (con't.)

Taylor, Norman H.  
Ulman, Joseph N., Jr.  
Watt, Chauncy W.  
Wieser, C. Robert  
Youtz, Patrick

Other MIT Personnel

Brown, Gordon S.  
Hill, Albert G.  
Hubbard, Malcolm M.  
Sage, N. McL.  
Valley, George E., Jr.

II. Personnel Identification

- |   |  |
|---|--|
| A. Regular Employees with Secret Clearance                  | Green Digital Computer Lab. Badge and Identification Card with Picture.        |
| B. New and Regular Employees not yet cleared through secret | Yellow Digital Computer lab. Badge and Identification Card after a short time. |
| C. Temporary Employees                                      | Digital Computer Lab. Badge, Red or Green                                      |
| D. Uncleared Visitors                                       | Red Digital Computer Lab. Visitors Badge or red temporary Badge.               |
| E. Cleared Visitors   | Green Digital Computer Lab. Visitors Badge or Green Temporary Badge.           |
| F. Project Lincoln Personnel                                | White Project Lincoln Badge (considered same as Green Badge).                  |
| G. Special Institute Personnel                              | Green Digital Computer Lab. Visitors Badge. Special DIC Identification Cards.  |

EVERYONE MUST WEAR HIS BADGE IN PLAIN VIEW AT ALL TIMES

III. Restricted Areas

- A. Uncleared persons are not to be admitted to Room 222 or 224 at any time nor are they to be admitted to Room 261 when the red light outside the door is turned on. (See Administrative Memo A-114, Military Security).

IV. Admittance to Stockroom

- A. The doors to the stockroom must be kept locked at all times from 5 p.m. until they are unlocked by the Stockroom Personnel in the morning.
- B. Lab Personnel may be admitted to the stockroom after hours if necessary. The guard should remain with the person until he leaves and make sure all doors are securely locked. In addition a record of all people admitted to the stockroom should be entered in the "Guard Report" and the "Guard Report Book".
- C. Any tools or other numbered equipment taken out should be signed out by the individual borrowing them on the sheet provided on the desk next to the main stockroom door.
- D. The Whirlwind operating group has a key to the stockroom. They are authorized to take out stock but the guard should check when any of these people have been in the room to see that everything is in order.

E. The following people also have keys to the stockroom:

1. J. W. Forrester - Laboratory Director
2. R. R. Everett - Associate Laboratory Director
3. H. Fahnestock - Executive Officer
4. J. C. Proctor - Personnel & Security Officer
5. R. A. Osborne - Assistant Personnel & Security Officer
6. W. Wiercinski - Maintenance Foreman
7. H. F. Mercer - Building Maintenance Supervisor

If any of the above enter the stockroom make sure all doors are locked when they leave.

V. Pass Out Slips

- A. Pass Out Slips (Sample 2) are available at the reception desk and are to be filled out and left at the desk for parcels or equipment removed from the building via the front door except lunch boxes and brief cases. Parcels may be left at the desk to avoid the necessity of filling out a slip. Slips covering Laboratory Equipment must have the prior approval of any of the authorized persons listed above. Equipment identified by number must, in addition, be approved by the stockroom.

VI. Classified Material

A. Disposal

1. The wastebaskets marked "Burn" should be collected as soon after 5 p.m. as possible and the material burned in the incinerator in the Boiler Room before 12 midnight.
2. At present "burn" baskets are located in the following areas:  
  
Rooms 006, 108, 202, 206, 208, 210, 216, 218, 222, 224, 252  
  
If additional baskets are added, you will be notified.

B. Left on Desks

1. Any material classified confidential and above found left on desks or elsewhere should be picked up and put in manila envelopes. One copy of the attached form (Sample 3) should be left where the material was found. A second copy should be addressed to Mr. Brock and left in the out mail basket at the reception desk. The envelopes should be locked in the reception desk for transfer to Mr. Brock.

C. In Files

1. All files with bars and padlocks should be checked to see that the locks have snapped shut. The dials on safes and padlocks should be twirled to make sure they are locked.

2. If a file or safe that is supposed to be locked is found open, it should be shut and locked. One copy of the attached form (Sample 4) should be put in the rear of the drawer, and a second copy addressed to Mr. Brock left in the in mail basket on his desk in Room 202.

VII. After Hour Telephone Hookup

A. The telephone operator will close the switchboard at 5:20 p.m. and it will be put into operation again at 8:00 a.m. except Saturday, Sunday and Holidays.

B. When the switchboard is closed down the following phones will be usable:

1. Outside Lines

Basement

EL 4-3313	Room 014	Ext. 21
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First Floor

El 4-3311	Reception Desk	Ext. 1
El 4-3314	Room 108	Ext. 73
El 4-3312	Room 115	Ext. 26
El 4-4600	Room 110	Ext. 10

Second Floor

El 4-4283	Room 214	Ext. 44
El 4-1662	Room 261	Ext. 47

2. Institute Lines

Basement

634	Room 006	Ext. 43
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First Floor

631	Room 105	Ext. 2
632	Room 108	Ext. 74
635	Room 110	Ext. 12

Second Floor

633	Room 261	Ext. 61
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C. When only one guard is on duty, the desk microphone should be placed on the counter and left in the open position. The Reception Desk phone (Ext. 1) and the phone from Room 105 (Ext. 2) should be placed next to the microphone so that the guard can hear both phones ring from anywhere in the building and return to the Reception Room to answer incoming calls.

VIII. Checking in

- A. Twenty-five minutes after the hour, every hour, from 6:25 p.m. to 7:25 a.m. the Guard Center at the Hood Building should be called on either Extensions 2370, 2441, 2442, or KI 7-6928. On weekends and holidays the guard center should be called at 25 minutes past the hour around the clock. If a call is not received at the Guard Center within five minutes of the scheduled time, they will try to make telephone contact with the Barta Building. If no contact is made the guard foreman will come to the Barta Building at once.

IX. Hourly Rounds

- A. About one-half hour after checking in at the Guard Center a round of the building should be made, "punching in" at each of the ten stations noted on the attached building drawings. The order in which the stations are punched should be varied. The first round should be made at 6:00 p.m. and the last at 7:00 a.m., except Saturdays, Sunday, and holidays, when the rounds should be made twenty-four hours around the clock. From 15 to 20 minutes should be allowed for each round. Every room should be looked into whether it has a key station in it or not.
- B. The Detex clock will be kept in the upper right hand drawer of the reception desk.

The Guard Foreman will change the record dials, retain them for a period of one week and then forward them to Mr. Brock at the Barta Building.

- C. The guards will wear revolvers with holsters at all times during their tour of duty. When not in use the revolvers will be kept in the upper drawer of the guard's file cabinet in room 105.
- D. The following keys will be carried by the guards on duty and should be carried at all times:
1. Corbin Lock Master
  2. Padlock Master
  3. Inside Front Door
  4. Reception Desk

X. Guard Reports

- A. Daily Guard Reports (Sample 5) for each tour of duty during the night from 4:00 p.m. until 8:00 a.m. and for Saturdays, Sundays, and holidays will be made out by each guard.
- B. A full report of all accidents and any unusual happenings must be made, giving the exact time and all circumstances concerning each occurrence. This should be turned over to the Guard Foreman.



- C. In addition to the above, the guard should make a note of any accidents or unusual happenings in the "Guard Report Book" at the reception desk.

XI. Time Allowance

- A. Guards reporting for duty are not marked lated until 8 minutes after the hour. From that time until 22 minutes after the hour you will lose 15 minutes pay. Additional lateness is figured in increments of 15 minute periods.
- B. Guards will not leave their stations uncovered for any reason and will not punch out until individually relieved by the new shift taking over.

XII. Disclosure of Information

The guards will not give out any information regarding the Digital Computer Laboratory or any of the personnel employed by the project, except telephone numbers if they happen to be on the list at the reception desk.

XIII. Special Duties

From time to time it is likely that some member of the Staff will request the guard to turn off some piece of equipment at a specific time. In such cases the guard will be given written instructions and be shown the equipment if he has not done the job before. The guard will sign his name and the time on the instruction sheet when he had performed the task.

XIV. Fire Instructions

- A. Should the sprinkler alarm sound due to either (1) a fire or an accident causing a head to go off or (2) a sudden change in water pressure, the alarm will also sound at ADT headquarters and they will notify the fire department.
- B. Firemen on arrival will be admitted to the guarded area without the formalities of signing, issuing of badges, etc. Only firemen will be permitted to enter the building. There are many hangers-on who go to fires: sparks, reporters, and others with all sorts of badges who may attempt to gain admission to the building.
- C. If there is no fire, the sprinkler may be shut off by closing the main valve in the Boiler Room.
- D. A representative of ADT will arrive to reset the alarm.
- E. During such an emergency guards should place themselves in positions so that they have as much control as possible of all persons not connected with the project and that no one is permitted to remove documents or other classified material from the guarded area.

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- F. Since none of the documents in the possession of the Project are irreplaceable no risks shall be taken to rescue or salvage them. It is preferable to have all documents remain in the locked fire-resisting safes, rather than risk loss of personnel or risk the unauthorized acquisition of classified documents.
- G. In case a fire is discovered which has not caused the alarm to go off, do the following:
1. Notify Fire Department
  2. Clear personnel from immediate area
  3. Fight fire if small, taking care not to use soda and acid extinguisher on an electrical fire.

IV. Other Emergency Instructions

- A. Heavy rain sometimes floods the sewers, causing flooding in the basement. This first appears in the sink in Room 040. When this occurs, the large gate valve in the main sewer line in Room 040 should be closed. This closes the drain from all basement plumbing. Rooms 014, 018, and 022 should be checked to be sure all water valves and faucets are closed, and an "Out of Order" sign should be put on the door of 018. In addition, a valve in a small drain line in Room 024 should be closed, and the large electric switch controlling the air-conditioning compressor in Room 040 should be opened.

XVI. General

All emergencies must be reported immediately to the Guard Foreman. Any unforeseen occurrence, or condition, calling for immediate action, naturally should not wait for instruction from the Foreman unless he is immediately available. The effectiveness of a security guard depends on his being able in an emergency, to do the proper thing without hesitation or error.

  
John C. Proctor  
Security Officer

DL 351-1  
DL 65  
DL 149-1  
DL 401  
DL 402

B-30385-8  
B-30386-8  
B-30387-7

Sample Number 1

Visitors Off-Hour Pass

Name: \_\_\_\_\_

Representing: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized by: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

In: \_\_\_\_\_ Out: \_\_\_\_\_

Guard: \_\_\_\_\_

DL 351-1



Sample Number 2

PASS OUT SLIP

Signature \_\_\_\_\_ Date \_\_\_\_\_

Personal Property (Description) \_\_\_\_\_

Lab Material or Equipment (Description) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment No. \_\_\_\_\_

Equipment No. \_\_\_\_\_

Equipment No. \_\_\_\_\_

Stockroom Approval \_\_\_\_\_

Authorized by

1. ALL LAB EQUIPMENT MUST BE  
RETURNED WITHIN 3 DAYS

2. ALL LAB EQUIPMENT MUST BE  
CHECKED IN AND OUT OF THE  
STOCKROOM

Form DL-65

Sample Number 3

CLASSIFIED DOCUMENT PICKUP

The classified document which was found unattended  
on your desk \_\_\_\_\_  
(Date) (Time)  
may be obtained upon application to L. T. Brock.

J. C. Proctor  
Security Officer

By \_\_\_\_\_

DL 149-1

Sample Number 4

OPEN FILE NOTICE

This file was found unlocked at

\_\_\_\_\_  
(time)

\_\_\_\_\_  
(guard)

Form No. DL 401

APPROVED FOR PUBLIC RELEASE. CASE 06-1104.

Sample 5

GUARD REPORT

Date \_\_\_\_\_

To be submitted for each 8-hour tour of duty

Relieved \_\_\_\_\_ Time \_\_\_\_\_ Received revolver  
Relieved by \_\_\_\_\_ Time \_\_\_\_\_ fully loaded and  
in good condition

Signature \_\_\_\_\_

Exact time of telephone calls to Guard Center

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Punched clock at

--	--	--	--	--	--	--	--

State below all unusual happenings during your tour of duty

Signature \_\_\_\_\_