

Administrative Memorandum 6A-174

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Division 6 - Lincoln Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

**SUBJECT:** Distribution Procedure for Division 6 Memoranda

**TO:** Division 6 Staff and Secretaries

**FROM:** A. M. Falcione

**DATE:** 31 March 1955

**APPROVED:**   
J. E. Proctor

**ABSTRACT:** Memorandum M-2704 which outlined the distribution procedures for Division 6 Memoranda while the Division was located in Cambridge is now obsolete. The dispersion of Division 6 personnel at Lexington required that new procedures be established to meet the new conditions and increasing organization. This memorandum outlines the current distribution procedures in effect.

Successful progress of any project requires that all interested personnel be informed of all engineering developments. It is very important that proper distribution procedures be established to insure that interested personnel receive the latest available information without delay.

To eliminate hand addressing of Division 6 Memoranda and to insure prompt delivery to interested personnel without delay, distribution must be properly indicated on each Memorandum. The following procedures are established:

1. Memoranda may be addressed to groups:
  - a. Staff Group 60;
  - b. John Doe; Staff, Group 61; and Group 64;
  - c. Any complete unit listed in the Division 6 Organization List.
2. Memoranda may also be addressed to specific named personnel:
  - a. Those listed. On the last page of the memorandum will appear the names for the desired distribution.
  - b. If the distribution is limited to five or six

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people, the Memorandum will be addressed,  
"To: John Doe, Henry Smith, etc.," listing  
the names on the first page.

Uncleared persons must not be listed for distribution of  
classified memoranda.

As an aid to efficient distribution, Group Secretaries should  
inform the Division 6 Document Room of:

1. Personnel room changes;
2. New Staff Members and their Laboratory address;
3. Addresses for all memoranda to be mailed outside  
of the Laboratory.

Signed: \_\_\_\_\_

*AM Falcione*

Alfred M. Falcione

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