

Administrative Memorandum A-110

Page 1 of 1


Electronic Computer Division  
Servomechanisms Laboratory  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

SUBJECT: DIVISION ORGANIZATION  
To: All Personnel  
From: Jay W. Forrester  
Date: June 30, 1950

After seven years of valuable service to our laboratory, H. K. Boyd is leaving to accept the position of Executive Officer at the Instrumentation Laboratory of M.I.T.

Fahnestock will take over the direction of our Administration and Services Organization, reporting to me. Operation of Drafting and Print Room, Publications, and Purchasing and Material Control sections will be unchanged. Fahnestock will be assisted by Proctor and Osborne. Proctor will supervise Non-staff Personnel in place of Boyd, as well as Staff Personnel and Building Operation. Osborne will supervise Accounting and Payroll, Library, Shops and Production Control. As in the past, Proctor and Osborne will work closely together and have cognizance of each other's primary responsibilities.

A new Administration and Service Organization chart will soon be available.

  
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Jay W. Forrester

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