

Administrative Memorandum A-77-2

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Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

SUBJECT: VISITORS

To: All Staff Members

From: Jay J. Forrester

Date: July 15, 1953

Abstract: Visitors to the Laboratory who are not necessary to laboratory business should have their visits approved by Proctor. Grouping of visits will be arranged when possible. All requests by such visitors for literature should be directed to Proctor.

When visitors wish to come to the Laboratory primarily for their own benefit, as distinguished from those coming as a necessary part of normal laboratory business, arrangements for the visits should be handled in the following manner. Visits which are necessary to the conduct of laboratory business do not require this procedure.

When a staff member receives a request to arrange for a visit, he should transmit the request to Proctor with as much information as possible about the company, the individual representing it, and the importance and usefulness of the visit. It is desirable for prospective visitors to write long enough in advance so that arrangements can be made; and they should state who will come, what possible dates they may come, and what they wish to discuss and see. In exceptional cases where there is not time for this procedure, the information may be telephoned to Proctor. A staff member should notify Proctor if a phone call is to be expected so that advance planning can be done.

Proctor will attempt to group visitors with similar interests for joint visits at specific times. He will check with the engineers involved and will notify the visitors. Any necessary security clearance arrangements must still be made by the visitors in the usual way.

After a visit, staff members are to submit a report to Proctor covering the material described in Administrative Memorandum A-119-1 (mistakenly numbered A-199-1), Security, dated 2 February 1953.

No Laboratory reports, drawings, etc. should be given out except as described below. Most of our reports of special interest may be obtained from ASTIA (Armed Services Technical Information Agency) at the Library of Congress, and people should be encouraged to use this service. If this is felt to be unsatisfactory, requests for documents may be referred to Proctor, who will decide if they can be sent directly or if

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the request must go through official Air Force channels. Where dissemination of information is essential to the Laboratory's work, however, reports, drawings, etc. may be distributed with the approval of the Group Leader concerned. Such distribution should be in accordance with procedures established by the library, print room, or purchasing office.

It is emphasized that the procedure described above is not intended to hinder the transaction of the Laboratory's business, but rather that it should help our staff to minimize the inevitable loss of time devoted to visitors here primarily for their own benefit.



Jay W. Forrester

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