

March 2, 1959

MEMO TO: R. M. Ebersohn
F. J. Callender
L. R. Burchill

FROM: D. S. Heeschen

SUBJECT: Visitor Plans

Enclosed are tentative tables showing types of visitor appointments, and financial support. These I think are consistent both with Brookhaven's policy and with the NRCO wage and title classification document of April 18, 1958. I would appreciate comments, criticisms, etc. In particular, who gets what fringe benefits -- retirement, insurance, etc.?

You will recall that I was to write a sample form letter to visitors, setting forth formal arrangements, etc. I never did this, partly because when I tried I discovered that each letter must necessarily be different. The visitor program has caught up with me now, so I sent out several letters, without first checking with you on proper form and content. Copies of these letters are enclosed. Any mistakes or omissions in these can be rectified, and I would like your comments and suggestions for a guide for future letters of agreement. I will as a matter of course send copies of all such letters to FJC and RME.

Enc.