Subject: Group Leaders Meeting - 21 October 1957

To: Group Leaders and Associate Group Leaders

From: C. W. Parr

Date: 28 October 1957


Agenda:
1. Administrative and Security Procedures and Notes
2. Group 64 Promotion
3. Staff Evaluation
Memorandum 6L-324

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1. Administrative and Security
   Procedures and Notes

   Proposal approved.

   Action

   Farr read memorandum from
   Nelson dated 7 October and out-
   lined Division VI plan to main-
   tain 15 sets of procedures in
   the Division as follows:

   1. Division Headquarters
   2. Group 60
   3. Group 61
   4. Group 62
   5. Group 63
   6. Group 64
   7. Group 65
   8. Group 66
   9. Group 67
   10. Group 68
   11. Group 63 (B Basement)
   12. Group 64 (Barta Building)
   13. Group 60 (Syracuse)
   14. Group 60 (Field Station)
   15. (unassigned)

2. Group 64 Promotion

   Rich announced the impend-
   ing resignation of Cahill on
   15 November to join IBM. Rich
   proposed the promotion of Grandy
   to Section Leader - Test Analysis,
   the promotion of Buzzard to Sec-
   tion Leader - Test Planning, and
   the promotion of Reed to Section
   Leader - Operator Integration.

   Promotions approved.

3. Staff Evaluation

   A staff evaluation was made
   utilizing the procedure proposed
   in memorandum from Farr to Everett
   8 October 1957. The "first pass"
   was completed in approximately
   5 hours.

   Signed

   CWF/icc