

Administrative Memorandum 6A-42-6

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Division 6 - Lincoln Laboratory  
Massachusetts Institute of Technology  
Lexington 73, Massachusetts

SUBJECT: BIWEEKLY REPORTS

To: Laboratory Staff and Secretaries

From: John B. Bennett

Date: 20 January 1955

Approved:   
J. Q. Proctor

Abstract: Biweekly reports to their Group Leaders are to be submitted by all staff members before 3 pm on alternate Fridays. Comments must be concise but convey the scope of the work of the period. Group Leaders, after checking for completeness, classification, sequence, and absence of duplication, will forward reports to Division 6 Publications by 10 am of the Monday following the Friday due date.

Biweekly progress reports on engineering, administration, and services are due (in duplicate) from all staff members on alternate Fridays. The attached outline gives the framework within which these reports will be organized.

Reports are to be in the hands of the appropriate Group Leader by 3 pm on the reporting day. Those persons working with a Group other than their own will forward their reports to the Group Leader concerned. (For instance, a Power Section report on power distribution for WWI would be sent to Group 64.) The Group Leader (or a designated alternate) will:

1. Check individual reports for completeness and proper security classification (to be marked on each report, even if unclassified).
2. Where necessary, consolidate or eliminate to avoid duplication.
3. When applicable, arrange entries in a desired order.
4. Forward, together with his own report, to reach Division 6 Publications no later than 10 am of the Monday following the end of the reporting period.

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Individual reports must be concise and informative and convey the scope of the 2 weeks' work. To avoid duplication, two or more persons engaged in the same work should submit joint reports. Since the Biweekly does not replace R or M series documents, a few sentences covering the following points will usually be sufficient:

1. Nature of present work.
2. Results of greatest interest.
3. Difficulties and delays.
4. Identification of more detailed discussions in the R or M series.

Item 3 is important: other members of Division 6 may be able to provide missing information or materials.

Biweekly Reports will be published as M-series memoranda with an over-all classification of CONFIDENTIAL (although individual entries are to be so classified only when the contents demand it).

  
John B. Bennett

JBB/jb

BIWEEKLY REPORT OUTLINE

I - SYSTEM TEST & PLANNING

- 1.1 Air Defense
  - 1.1.1 General
  - 1.1.2 Cape Cod System Operation
  - 1.1.3 XD-1 Programming
  - 1.1.4 SAGE Planning
  - 1.1.5 SAGE Training
  - 1.1.6 Test Program Planning
  - 1.1.7 Analysis and Simulation
- 1.2 Whirlwind I
  - 1.2.1 Cape Cod System Engineering
  - 1.2.2 WWI System Operation
  - 1.2.3 Terminal Equipment

II - AN/FSQ-7

- 2.1 System Liaison
- 2.2 XD-1, XD-2
  - 2.2.1 Systems
  - 2.2.2 Installation
  - 2.2.3 Testing
- 2.3 Production System
- 2.4 Vacuum Tube Circuits
- 2.5 Display
- 2.6 Vacuum Tubes
  - 2.6.1 Activities of Group 65
  - 2.6.2 Tube Research and Development
    - 2.6.2.1 Receiver Tubes
    - 2.6.2.2 Charactron Tubes
    - 2.6.2.3 Typotron Tubes
    - 2.6.2.4 Miscellaneous Tubes
- 2.7 Memory Test Computer

III - ADVANCE DEVELOPMENT

- 3.1 Magnetic Materials
  - 3.1.1 Chemistry
  - 3.1.2 Physics

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III - ADVANCE DEVELOPMENT (Continued)

- 3.2 New Components and Circuit Techniques
  - 3.2.1 Transistor Circuits
  - 3.2.2 Magnetic-Core Circuits
  - 3.2.3 Memory
  - 3.2.4 Systems
    - 3.2.4.1 Design
    - 3.2.4.2 Planning

IV - CENTRAL SERVICES

- 4.1 Material Requirements & Stock
- 4.2 Engineering Services
  - 4.2.1 Components
  - 4.2.2 Test Equipment
  - 4.2.3 Mechanical Engineering
  - 4.2.4 Power
- 4.3 Drafting
- 4.4 Administration & Personnel
  - 4.4.1 Staff
  - 4.4.2 Non-Staff
- 4.5 Publications