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Memorandum 61-215

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Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
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SUBJECT: GROUP LEADERS' MEETING - August 8, 1955

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: August 11, 1955

Present: J. W. Forrester, D. R. Brown, S. H. Dodd, C. W. Farr, D. R. Israel,
J. F. Jacobs, B. E. Morriss, Jr., J. C. Proctor, H. H. Taylor,
C. R. Wieser, F. Youtz

- Agenda:
1. Promotions in Group 63
 2. Basement space
 3. Philco contract
 4. Responsibilities of various groups at Lincoln
 5. Document inventories
 6. Memoranda for special attention of J. W. Forrester
 7. Personnel requirements Group 61
 8. Division of responsibility between Rand and Group 61 - 1956
 9. Space at Murphy Hospital

1. Promotions in Group 63

D. R. Brown discussed the need for additional management effort in Group 63 and his proposed solution of problem by promoting W. H. Papien to Associate Group Leader and J. L. Mitchell to Section Leader.

1A. J. C. Proctor interpolated the announcement that A. R. Smith has been appointed Chief of the General Engineering Section of Group 60.

2. Basement Space

D. R. Brown inquired concerning the status of the assignment of basement space to Group 63. J. C. Proctor advised that this allocation had been approved by the Space Committee but not yet by the Director's Office. A problem exists in the relocation of Division 2 dark room space.

3. Philco Contract

J. C. Proctor suggested that D. R. Brown call J. M. West concerning the status of the Philco contract.

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4. Responsibilities of various groups at Lincoln Lab

Discussion of delineation of Lincoln responsibility among Groups included a preliminary announcement of the organization changes in Divisions 2 and 6. J. W. Forrester requested J. F. Jacobs to prepare a statement of the types of information for which we depend on other divisions. He also asked S. H. Dodd to talk with the several groups and pool together the information on scope of work. Forrester observed that W. Ogden should be able to relinquish some of his recruiting activities now that the Personnel Office has added E. V. Wood to its staff.

5. Document Inventories

J. W. Forrester reminded Group Leaders of the necessity for the inventory of classified documents.

6. Memoranda for special attention of J. W. Forrester

J. W. Forrester requested that memoranda for his special attention be so marked to avoid inadvertent delay in the volume of incoming mail.

7. Personnel requirements - Group 61

In discussing this item, D. R. Israel combined it with the following item concerning Rand Corporation. He summarized Group 61 requirements saying that the way is apparently clear to meet our needs with available Group 61 and Rand personnel for August and September 1955 and our needs starting January 1956; meanwhile, it appears that we are twenty to thirty persons undermanned in the last quarter of 1955. This does not count any of the people we expect to hire; the situation is now being reviewed.

The trained Rand people here now numbers five at Lincoln with the expectation of ten in September and sixty-nine by September 1956.

Group 61 now has sixty-six and expects about eighty-eight by the end of the year. (This number includes about twenty-people in Walter Wells' section who will be transferred with their jobs to Division 2.) J. F. Jacobs observed that the Group 61 programming effort will be approximately fifty per cent dependent on Rand Corporation next year, and Rand has no contractual commitment to furnish such assistance. J. W. Forrester suggested that a memorandum be prepared for the signature of Forrester or Holloway summarizing this situation for WE-AIES and the JPO.

H. H. Taylor observed that Rand Corporation is committed to furnish equipment test programs for SAGE System "after the third subsector" whereas, actually Lincoln and Rand need to work cooperatively in the preparation of these programs for the first three subsectors.

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9. Space at Murphy Hospital

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B. E. Morris, Jr. reported on telephone call from WE-ADBS August 5 advising him that the Army and Air Force had agreed generally to the assignment of 50,000 square feet of floor space at Murphy Hospital for Air Force use. A ten-day to two-week period will be required for obtaining written commitments; meanwhile, WE-ADBS requested that all concerned stay away from Murphy Hospital. The question of services (guards, stenographers, drafting and reproduction facilities) remains to be solved.

J. W. Forrester summarized the Lincoln position; space currently occupied by contractors at Lincoln will remain available to those contractors but, will not be augmented; headquarters offices will presumably be moved to Murphy and Lincoln space will be used for "buffer storage" for transient visitors. He asked Morris to avoid any commitments concerning space without the authorization of the Director's Office and requested that any temporary allocations of Lincoln space to contractors be confined to Building F.

Signed

C. W. Farr
 C. W. Farr
 Secretary

CWF:rv

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