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Memorandum L-116

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Division 6 - Lincoln Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

SUBJECT: GROUP LEADERS' MEETING, August 17, 1953

To: Group Leaders

From: David R. Brown

Date: August 18, 1953

Present: R. E. Everett, D. R. Brown, S. H. Dodd, R. A. Nelson,
J. C. Proctor, N. H. Taylor, P. Youtz

CLASSIFICATION "CHANGED TO":
Auth: DDJ 237
By: RRE
Date: 3-15-60

- Agenda:
1. Air Conditioning for WWI
 2. Microfilm Copies of WWI Drawings
 3. Purchasing at IBM
 4. Personnel Estimate for Fiscal 1954
 5. FSQ-7 Installation in Lexington
 6. Space in Lexington
 7. Travel Authorization

1. Air Conditioning for WWI

R. E. Garrett has recommended two changes for the WWI air-conditioning system. The penthouse on the roof of the Barta Building functions as a plenum chamber; the walls of the penthouse are now buckling and leaking. The heat leakage into the penthouse is as large as that generated by WWI. Garrett recommends that the penthouse be repaired, wall insulation added, and an enclosed plenum chamber be constructed inside the penthouse. The second change recommended by Garrett is less urgent than the first. He recommends that the cooling coils be set to a lower temperature and a reheat added to dehumidify the air. This would reduce the number of arc-overs in the computer room.

The penthouse should be repaired and insulated, the new plenum chamber constructed, and the humidity control of the present system investigated. The soundness of the proposed dehumidification scheme is questioned.

2. Microfilm Copies of WWI Drawings

WWI drawings are kept in the Whittemore Building and a set of prints is kept in the Barta Building. Periodically microfilm copies of WWI drawings are made to be stored in Lexington. The last copies were made six months ago.

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The practice of making microfilm copies of WWI drawings will be discontinued except that we will continue to make microfilm copies of the WWI log.

MTC drawings are kept in the Whittemore Building and a set of duplicate prints is kept in the Barta Building.

3. Purchasing at IBM

IBM has asked if our purchasing department can assist them in purchasing for FSQ-7.

Our purchasing department is fully occupied and probably would be unable to assist IBM.

4. Personnel Estimate for Fiscal 1954

The revised personnel estimate of Division 6 for fiscal 1954 is being submitted to the Lincoln Laboratory. A table summarizing the total personnel for each group is shown below.

Group No.	May 1953	1954 Average	June 1954
60	205	209	196
61	65	79	87
62	73	82	90
63	34	42	42
64	55	57	59
65	32	20	16
	<u>464</u>	<u>489</u>	<u>490</u>

5. FSQ-7 Installation in Lexington

The Group 62 personnel estimate calls for an average of 16 hourly personnel. The estimate does not include technicians for FSQ-7 installation in Lexington.

Lincoln Laboratory will probably do much of the installation. The work may be shared among IBM, Division 7, and Division 6. Considerable planning will be required and cannot be delayed. Taylor will immediately ask Francis Brothers for a proposal on an air-condition system for the basement of Building A.

H. Wainwright may be able to spend some time on installation problem in Lexington.

6. Space in Lexington

The amount of space we have in Lexington now appears to be barely adequate for our personnel.

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V. Travel Authorization

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Lincoln Laboratory Administrative Bulletin 52 on travel authorization should be changed slightly for Division 6. Division 6 personnel will continue to request authorization on form DL-71-1.

Signed

David R. Brown

David R. Brown
Secretary

DRB/djd

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