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C. L. Corderman
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Memorandum 6L-244

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

CLASSIFICATION CHANGED TO:
Auth: DD-254
By: R.R.E.
Date: 3-15-60

Subject: Group Leaders' Meeting - February 13, 1956

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Present: J. W. Forrester, W. J. Canty, C. L. Corderman,
R. S. Fallows, C. W. Farr, D. R. Israel, J. F. Jacobs,
K. E. McVicar, B. E. Morriss, Jr., J. A. O'Brien,
W. N. Papian, J. C. Proctor, E. S. Rich, P. Youtz

- Agenda:
1. IRE Trips
 2. Additional Technician, Group 62
 3. Group 61 Manpower
 4. Classified Material
 5. Replacement for Heineck

1. IRE Trips

O'Brien questioned procedure for approval of requests to attend the IRE Meeting in New York. All staff members of one section had applied for approval. Discussion brought out the permissibility of persons attending at their own expense if Laboratory expense is not justifiable; Group Leaders will approve or disapprove applications on the basis of reasonableness with regard also to proper priority.

2. Additional Technician, Group 62

O'Brien requested approval of authorization to transfer a technician from Group 65 to Group 62 for ESS test work. The request was tabled after discussion pending further investigation of the problem by O'Brien and Proctor.

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Discussion brought out numerous facts. Turnover of technicians in Division 6 is slow, but technicians have some interchangeability among Divisions. The present head count in Division 6 is 499. The formula for the Division 6 ceiling is 509 plus 5 per cent; this number is arrived at by adding outstanding offers to the current head count.

3. Group 61 Manpower

Fallows spoke of the need for building the weapons integration pool up to 25 - 30 people by the end of the year.

Forrester pointed out that Division 6 is committed to 10 Lincoln staff members assigned to weapons integration; the present number actually assigned is 4; this group should be augmented as rapidly as necessary but transfers may involve the approval of Dodd and Taylor, who will not be simultaneously available for several weeks. Forrester emphasized that the non-Lincoln weapons integration people should make their own arrangements with regard to space and services (presumably at Murphy); Lincoln is responsible for providing weapons integration leadership for this group.

4. Classified Material

Israel commented on the security problems of properly handling classified transmittal letters on which the "unclassified when detached" caption is prominently displayed.

Canty pointed out the need for individual responsibility for locking up classified documents at the end of each day.

Proctor agreed to investigate pre-printing paper with the "unclassified when detached" caption.

5. Replacement for Heineck

Israel announced need for a replacement for Heineck, who is leaving the Laboratory; the position involves full Lincoln responsibility for the standby computer program and for supervision of Lincoln and IBM staff people assigned to this work; the position is at Section Leader level and involves time in residence at Kingston and McGuire. Israel requested Group Leaders to present names of possible candidates.

CWF

C. W. Farr, Secretary

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