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Memorandum 6L-240

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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 - January 30, 1956

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: February 1, 1956

Present: J. W. Forrester, J. A. Arnov, H. D. Benington, D. R. Brown,  
W. J. Centy, C. L. Corderman, S. H. Dodd, C. W. Farr,  
D. R. Israel, J. F. Jacobs, K. E. McVicar, B. E. Morris, Jr.,  
J. A. O'Brien, W. N. Papiian, J. C. Proctor, E. S. Rich,  
W. H. Taylor, P. Youts, C. A. Zrakat

- Agenda:
1. Group 61 Replacement
  2. Leaves of Absence
  3. Display Test, Group 38
  4. SAGE System Meetings
  5. Personnel Requisitions
  6. Space
  7. Murphy Facilities
  8. Charter Plane Service
  9. Rand Symposium

1. Group 61 Replacement

Israel discussed the possible need of a replacement in Group 61 for Heineck, who is considering resignation. Jacobs agreed to talk with Heineck early this week.

2. Leaves of Absence

Israel cited requests for leave of absence. One is for a trip to Europe; another is for summer leave for a person afflicted with asthma. Israel is working with Rand on an arrangement for the asthma victim.

Forrester reviewed the working policy which has developed. If a staff member is asked, for example by a military group, to take a

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temporary assignment, then leave of absence is granted; on the other hand, leaves of absence are not granted to staff members desiring temporary separation from the Laboratory involving work elsewhere, for instance, in a research fellowship capacity--security and patent rights problems arise in the latter case; in between the above extremes comes the case of vacation without pay which is usually granted in cases where no other working affiliation is involved--the threshold time period for which such leave would be granted has not been defined.

3. Display Test, Group 38

Corderman discussed the blue light display testing program as developed at a meeting with Everett and Frick.

Decision was reached that the ready room is not needed this month for lighting tests. At present, occupants need not be moved.

Certain questions concerning blue lighting responsibility need to be resolved, and Dodd will monitor the efforts of Corderman and Morriss to present a proposal to Taylor and Jacobs concerning the allocation of this responsibility.

4. SAGE System Meetings

Morriss raised the question of the value of SAGE System Meetings.

Forrester asked Group Leaders to be sure to invite those staff members whose duties make attendance worth while.

Taylor pointed out the need for Section Leader meetings prior to the SAGE System Meeting.

Forrester requested more attention be given by participants to the collecting of problems during the week for Monday discussion; problems should be developed prior to the meeting by preliminary discussion rather than brought up for a detailed analysis in the large group.

Various members spoke of the SAGE System Meeting as a major source of information exchange within Division 6.

5. Personnel Requisitions

Proctor announced Division 6 official count as 498 members.

Personnel requisitions were presented for approval as follows:

- a. A girl is needed for Flexowriter tape preparation at Barta Building by Group 64 for NTC; previously, this work had been done part time

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by a card-room operator no longer available due to work load. Requisition approved.

- b. In line with the program of standing requisitions for people of unusual capability, three cases were discussed.

Negotiations for transfer of Frankovich from Barta Building to work with Wes Clark are underway. Requisition approved.

Cohler, a promising electrical engineer, is scheduled to finish Air Force duty next summer and is starting to negotiate for employment. Requisition approved.

Group 63 has submitted a requisition for a physicist for assignment to Goodenough. This requisition triggered arrangements for each Group Leader to submit to Proctor, by February 2, a proposed list of replacements. Proctor will combine the lists and develop a slate of perhaps of ten personnel requisitions for discussion at the February 6 Group Leaders' Meeting. Group lists will be aimed at approximately five per cent of the present group staff. The purpose of the replacement requisitions will be to combine the program of replacement recruiting with a long-range staff upgrading effort.

6. Space

Proctor reviewed plans for the location of offices in line with Divisional reorganization. The moves related to Division Headquarters, BTL, Dodd's group, and Brown's group will take place within the next ten days. The remaining moves involve approximately one hundred people with approximately sixty 9 by 18 modules available. This would result in less than 50 square feet per person and points out the need for transfer of some group to Murphy.

Forrester asked Proctor to work out a solution with Jacobs and Taylor.

7. Murphy Facilities

Forrester's question concerning the adequacy of Murphy facilities for Division 6 personnel brought out discussion of the shortage of telephones until the scheduled cutover date, March 10. Forrester requested Taylor and Jacobs to bring him necessary facts for Forrester to telephone J. M. Moore to request an acceleration of the schedule.

8. Charter Plane Service

Farr requested a current report on the adequacy of charter plane service. It was pointed out that IEN planes are carrying much

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of Lincoln traffic; indications are that an investigation is underway for establishing the terms of a continuing charter service contract.

9. RAND Symposium

Israel announced that an operations analysis symposium is being held in Santa Monica on February 27 and will be attended by Israel and Attridge.

*C. W. Farr*

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