

Memorandum 6L-232

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

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

SUBJECT: GROUP LEADERS' MEETING - December 19, 1955

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: December 27, 1955

Present: J. W. Forrester, R. R. Everett, J. A. Arnow, D. R. Brown,  
S. E. Dodd, C. W. Farr, D. R. Israel, J. F. Jacobs,  
B. E. Morriss, Jr., J. A. O'Brien, W. N. Papian, E. S. Rich  
W. H. Taylor

- Agenda:
1. XD-1 Time Allocation
  2. Shakedown Planning
  3. Program Slowdown
  4. Extended Work Week
  5. Conveir Visit
  6. Laboratory Personnel Limits
  7. Service Groups
  8. Division 6 Parties
  9. LPO Approval

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DEC 28 1955  
J. W. FORRESTER

1. XD-1 Time Allocation

O'Brien called attention to the fact that 169 hours of XD-1 time were requested last week, but only 144 hours are available on a six-day week. O'Brien trimmed twenty-five hours from the requests. No opposition was expressed to his method of handling the load.

2. Shakedown Planning

Rich and Everett discussed the new responsibilities for coordinating ESS test plans with Divisions 2 and 3 which have been assigned to Rich. Committee 236 met last week, discussed organization and purposes and assigned to Rich and Wells the job of submitting summary reports stating their needs (including manpower) to accomplish their assigned tasks.

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During the discussion O'Brien stated that he and Watt will spend as much time as possible at the XD-1 console this week to obtain a first-hand, detailed familiarity with what is going on at the computer at this stage of the testing program.

3. Program Slowdown

Morriss inquired about the significance of information picked up in New York relating to a telegram from Headquarters USAF concerning a relaxation of the time schedules for McGuire and subsequent subsectors.

Everett commented on preliminary information from the Lincoln Director's Office and advised that according to ADG, the question of a schedule revision is not settled.

4. Extended Work Week

Arnow made a statement concerning the need for overtime worked in Group 61 and posed the problem of overtime compensation since Rand Corporation, intermingled with Group 61 people, will make an overtime salary allowance to Rand personnel asked to work overtime.

After an extended discussion, Jacobs was asked to write a short, forceful proposal for working Group 61 extra hours; the proposal would cover all Group 61 personnel, would include a termination date for the overtime, would be specific as to hours worked, and would state the justification of the overtime effort in terms of its effect on the ESS schedule.

5. Convair Visit

Taylor reported on a recent meeting with Jack Weiland, in charge of missile development at Convair. Convair is preparing a report which leans heavily toward the FGQ-7 type computer and display system for missiles. Taylor has worked with Weiland on the report and toned down some of the language which leaned too heavily in the direction of Lincoln participation in the missile program.

6. Laboratory Personnel Limit

Forrester said Holloway proposed a personnel limit of 509 staff members in Division 6; this number is supposed to be a few above the present level; this number does not count as Division 6 staff the persons working on DIC subcontract, and is probably defined in the number of people Lincoln pays through DDL. An allowance of five per cent above 509 is permissible for outstanding offers. The present count of Division 6 staff will be firmed on Proctor's return; it may be that administrative assistants and card room personnel are not included. The number of 509 is eighteen higher than the Personnel Office count of Division 6 staff in November.

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Present requests for additional personnel total approximately one hundred people above this limit. Since we are now essentially at this limit, personnel will be recruited on a replacement basis only. Group quotas within Division 6 will remain status quo at present.

Forrester requested that group leaders and associate group leaders review each individual staff member with respect to his growth prospects at Lincoln. We need to work out a method by which individuals with less promise are encouraged to look elsewhere for positions in order that personnel replacement may continually upgrade the caliber of Lincoln personnel. Since a man's effectiveness to the Laboratory is likely to be lost if we suggest that he look around for other positions, this subject requires careful handling. We recognize that there are a few jobs for Lincoln staff members or people who have "leveled out." This also needs careful study at the group leader level.

Forrester warned that we may need more rather than less recruiting effort in the days ahead in order to be sure that each staff member hired from now on measures up to these new standards.

Forrester will ask Proctor to put together the data on our present staff members concerning years of employment at MIT, etc., to assist in the individual review; the June salary review needs to be started early with these problems in mind.

Everett pointed out that the Staff Associate plan is now before DDL for approval; he reviewed the highlights of the plan, pointing out that it leads to an MA degree in five terms and is financially more favorable to the student than the Research Assistantship plan. Forrester pointed out that the Staff Associate plan is aimed at a higher standard than research assistantship and that we must preserve this relationship. Everett pointed out that the plan is to be open to present employees, not just to new recruits.

#### 7. Service Groups

There was general discussion of examples of malfunctioning of various service groups, including the Personnel Office and the Shipping Room.

Forrester urged those present to submit brief memoranda of the shortcomings of Laboratory service groups, pointing out that the steps toward correction must start with legitimate, factual criticism. Particularly in the case of personnel problems, he pointed out that Division 6's will be continually represented on Committee B and recommended that Division 6 criticism be addressed to himself or to Everett for action by the Committee.

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8. Division 6 Parties

Forrester reviewed the facts concerning the decreasing participation of Division 6 staff members in "Division 6 parties" and spoke of plans early in January to establish a social affairs committee with representatives of both staff and nonstaff groups to consider problems such as the Benefit Fund apportionment--group versus divisional parties--kind of social events which are to bear the Division 6 label.

9. LPO Approval

Everett reported discussion with Wieser and Colonel Labontagne at which Everett agreed in principle to the LPO requests that Division 6 submit specifications and results of subsystem tests on the ESS to LPO for approval; LFO indicates that material submitted for approval will be returned within forty-eight to seventy-two hours. Details remain to be worked out concerning exactly what and when material is to be submitted and the method of handling.

*C. W. Farr*

C. W. Farr, Secretary

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