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J. W. [unclear]

Memorandum 6L-237

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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 9, 1956
To: Group Leaders and Associate Group Leaders
From: C. W. Farr
Date: January 11, 1956

Present: R. R. Everett, S. H. Dodd, J. P. Jacobs, N. H. Taylor,
J. A. Arnov, H. D. Benington, D. R. Brown, R. S. Fallows,
C. W. Farr, B. E. Morriss, Jr., J. A. O'Brien, W. N. Papiam,
J. C. Proctor, E. S. Rich, P. Youtz, C. A. Zrakat

- Agenda: 1. Laboratory Conference Rooms
2. Division 6 Organization
3. Barta Building Activities
4. Space

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JAY W. [unclear]

1. Laboratory Conference Rooms

Brown outlined the problem arising from the overload on conference rooms. The problem is typified by Brown's experience when Division 6 conference room was occupied, and his conference had consequently been scheduled in the conference room of another division; at the last minute the other division needed its conference room and accordingly "bumped" Brown's conference.

Proctor stated that the Space Committee would study this problem.

2. Division 6 Organization

Dodd stated that a summary of the Division 6 reorganization, including general allocation of responsibilities and a Divisional organization chart, is in preparation to be released as soon as possible, hopefully January ninth. A more detailed write-up is needed from the Group Leaders by the end of the week, carrying the detail down as far as individual Section responsibility, showing organization within Groups, and reviewing the organization for overlaps and voids.

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Proctor requested a list of Lincoln employees arranged by Groups to be submitted January ninth by 3:00 p.m. for inclusion in the Group Organization List prepared by the Lincoln Personnel Office.

Taylor requested Group Leaders to discuss proposed promotions to positions of Section Heads in Group Leaders' Meeting before actually making such promotions. The purpose is to find the best staff member for each promotion and to facilitate promotions between Groups. Everett pointed out the need also for facilitating level transfers between Groups in the Division.

3. Barta Building Activities

Rich introduced the question of tying in the G. E. data link, which would impose a load on Barta Building staff. Rich favored tackling the job and estimated a month of intensive work; he said Holmes has developed a work plan.

Jacobs favored the work, pointing out the advantage of avoiding simultaneous use of Collins and G. E. data link equipment.

Suggestions for transfer of Barta personnel to Lincoln for this program were discarded in the interest of avoiding cuts in the size of Barta Building staff. Proctor pointed out that since June 1955, Barta personnel have been cut from ninety to approximately seventy-one. Dodd suggested rotation of Barta staff by continuing to move experienced personnel from Barta to Lincoln, one at a time, replacing with less experienced personnel.

Everett recommended that Barta staff be maintained at approximately present size and that we let Group 22 establish the priority of work to be done at Barta within this manpower limit; if Group 22 wishes to promote a heavier load, negotiation will be necessary. Everett requested Rich to explain these ground rules to Division 2.

4. Space

Papian questioned the amount of space perennially uninhabitable due to remodeling and changing of partitions.

Proctor advised that the Space Committee is starting a restudy and will investigate this question.



C. W. Farr, Secretary

CWF:EH

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