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

Subject: Group Leaders' Meeting - 9 September 1957

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: 17 September 1957

Present: R. R. Everett, J. F. Jacobs, D. L. Brown, W. J. Canty,
C. L. Corderman, N. L. Daggett, A. M. Falcione,
R. S. Fallows, C. W. Farr, J. B. Goodenough, D. R. Israel,
H. J. Kirshner, K. E. McVicar, J. A. O'Brien,
W. N. Papian, J. C. Proctor, E. S. Rich, and P. Youtz.

Agenda: 1. Ceiling
2. Air Traffic Control
3. IBM 610
4. Cleanup
5. Promotion
6. Group 66
7. Manned Interceptors and Weapons Direction
8. TEC
9. Barta Building

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ACTION1. Ceiling

Everett summarized the current laboratory situation with respect to personnel ceilings; a recent easing of the national demand has apparently affected (increased) the rate of acceptances of Lincoln offers. Division 6 is near its ceiling and the Laboratory is over its ceiling on the basis of personnel on hand. Certain budget uncertainties, due to be resolved by mid-September, accentuate the emphasis on personnel ceilings.

Recent Steering Committee action has set up the following ground rules for staff ceilings:

OH / OA / OO / R = 110% ceiling
 OH ≤ 105%
 OH (yearly average) ≤ 100%

Present Status - Division 6:
 208 / 17 / 3 / 7 = 235. There is a set of rules for determining personnel "on hand;" Staff Associates and summer employees are not counted, personnel on 6 months leave of absence are counted.

Everett asked Proctor to investigate whether personnel on one year leave of absence are counted in the "on hand" category.

Everett defined "essay type" requisitions; each Group Leader is requested to submit a requisition describing qualifications of an outstanding staff member of the type of which Lincoln could not afford to turn down regardless of ceiling.

Everett submitted the following tabulation:

Group	Offers Accepted	ACTION	
		Requisitions (actual)	Requisitions (suggested)
60	-	2	1
61	5	-	1
62	2	5	1
63	2	1	-
64	2	4	2
65	-	-	-
66	-	-	-
67	6	8	1
68	-	2	1
		<u>22</u>	<u>7</u>

Goodenough pointed out the need for recognizing graduation in February of Staff Associates.

Everett requested Proctor to review requisitions with Group Leaders to reduce the number to formula, also to obtain essay-type requisitions from Group Leaders.

Everett pointed out that resignations do not provide slots for new requisitions; a requisition slot becomes available only upon termination. The requisition slot does not automatically go to the Group in which the termination occurred.

Proctor reviewed the non-staff situation indicating 364 present actual and 359 ceiling. Group 60 Card Room has requisitions in for 2 clerk-typists and Group 63 has requisitions in for 1 office worker and 2 technicians. Everett said our non-staff count includes Lowell Inventory personnel at McGuire; this allocation has been debated. Falcione pointed out that 5 non-staff personnel in the Barta Building tape room will be added in mid-September. Proctor pointed out that the offer to the Administrative Assistant for Group 64 has been withheld pending the ceiling question.

Everett asked Proctor to arrange for the offer to be made without further delay.

2. Air Traffic Control

Everett read the letter from General Quesada to Dr. Overhage.

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3. IBM 610

Everett said IBM representatives had discussed with him the new IBM 610 computer (\$50,000 class; rental, approximately \$1,100 per month). This computer is intended for small engineering groups; a brochure is available in Everett's office.

4. Cleanup

Falcione announced the establishment of a Laboratory-wide cleanup campaign the week of 1 October. Particular attention will be given to the evaluation of materials stored in the warehouse. Everett requested Falcione to act as Division representative and to call for help from the Division 6 Groups as needed. Brown pointed out that the TEC could help with the evaluation of equipment in storage.

5. Promotion

O'Brien announced the promotion of G. F. Sandy to Section Leader of the Power and Circuit Support Section in place of Gano.

6. Group 66

Jacobs discussed the evolutionary process which Group 66 is undergoing in disengaging from RAND.

7. Manned Interceptors and Weapons Direction

Jacobs outlined the need in Group 61 for help on the part of staff personnel acquainted with

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the intercept equations and the WD room consoles. Jacobs asked Krishner and Brown to discuss with Israel possible loan of staff personnel during the critical period.

Brown discussed critical situation in Group 68 in detailing the weapons direction study by 1 November 1957. Everett and Jacobs agreed that it is probably necessary to do the work with Lincoln people since time will not permit negotiating for more outside help.

Jacobs indicated need to arrive at a point of action by the middle of the current week.

8. TEC

Brown discussed the vacancy in the TEC of the chairmanship by resignation of Olson; he proposed Best as chairman with Hodgdon continuing in the role of executive secretary. This suggestion was unanimously approved.

9. Barta Building

Falcione announced that Verzuh moves the S&EC group out of the Barta Building on September 10 completing the exodus by September 15.

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C. W. Farr

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1. Personnel, etc.

Everett reviewed the current situation with respect to personnel ceilings and budget. Division VI is currently over the non-staff ceiling and expects to reach the staff ceiling in October. A ruling concerning the budget is expected this week.

2. Promotion Group 64

Rich proposed the promotion of Gates to Section Leader at WWI since Holmes can no longer provide supervisory guidance.

After thorough discussion the promotion was approved.

3. Russian Language

Farr presented a letter from Kessler concerning a course in Scientific Russian. The course starts 23 September. Everett encouraged Group Leaders to seek interested staff members and advise Farr in time for enrollment.

4. Future SAGE System

Fallows discussed communication from IBM, Poughkeepsie, summarizing advance development work. Copies were distributed to interested Group Leaders. Everett requested Fallows to set up a meeting in two weeks to discuss the program with IBM (preceded by a preparatory meeting among Division VI personnel).

5. Combat Center

Jacobs announced a meeting 24 September with Western Electric and BTL to discuss combat center

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test philosophy - the burden of work in this meeting is expected to be carried by BTL.

6. Recruiting

Farr called attention to the fact that Radiation Incorporated is visiting Lincoln 18 September under auspices of Lincoln Purchasing Office to discuss their digital to analog equipment and other products. According to Daggett's experience this concern is sometimes unconventional in its recruiting tactics. It was suggested that Best, as new chairman of TEC attend their presentation.

SIGNED



C. W. Farr

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