

PL-KCP. 37 J.F.G.

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Memorandum 6L-298

PLBZ-55
Copy No. 2 of 18
Page 1 of 4

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 - 4 March 1957
To: Group Leaders and Associate Group Leaders
From: C. W. Farr
Date: 13 March 1957
Present: R. R. Everett, N. H. Taylor, J. A. Arnow,
W. J. Canty, N. L. Daggett, S. H. Dodd,
R. S. Fallows, C. W. Farr, B. E. Morriss,
J. A. O'Brien, W. N. Papian, J. C. Proctor,
E. S. Rich, (F. P. Hazel and K. Olsen -
Computer Conference Report only)
Agenda:
1. WJCC
2. Ceiling
3. Documents
4. Bell Data Service

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Memorandum 6L-298

Page 2

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ACTION1. WJCC

Hazel reported on the WJCC Press Conference and Olsen reported on the WJCC Technical Sessions.

2. Ceiling

Everett reported the following figures. Division 6 Budget for fiscal 1958 was prepared on the basis of 277 staff including 10 Weapons Integration personnel; the Division 6 Ceiling has now been cut to 214. Everett tabulated the following information, arriving at the "permissible increase" column after discussion of individual groups.

<u>Group</u>	<u>Staff (month ago)</u>	<u>Requisitions outstanding</u>	<u>Permissible Increase</u>
60	24	0	0
61	17	1	0
62	22	4	0
63	36	9	5
64	39	16	8
65	5	0	0
66	18	0	0
67	41	3	1
Total	202	33	14

Group 60 needs an additional technical writer -- (Everett agreed to continue search) -- decision was reached not to recruit additional mechanical engineers.

Group 61 is understaffed to undertake any major weapons integration or simulation task.

Group 62 was authorized by Everett to replace staff lost during the past three weeks; this group can be augmented

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Memorandum 6L-298

Page 3

UNCLASSIFIED

ACTION

2. Ceiling (Continued):

also by a half dozen engineers loaned by IBM -- Staff Associates are not counted against the ceiling.

Group 63 has received three acceptances from existing offers; three additional offers are outstanding.

Group 64 is now falling behind in analysis and data reduction -- expects help from IBM loaned personnel and from Group 22 -- expects to be able to handle work load after October 1 but has made no provision for operational experts assigned to field sites (Lincoln is committed to furnishing 5 for McGuire, with probable implication of 5 each also for the next 2 sites.)

Group 65 -- not represented.

Group 66 -- Morriss said that staff personnel on field assignment react unfavorably to remaining after completion of program checkout.

Group 67 -- needs a staff person to run the computer operations office.

General discussion pointed out that Systems Office recruiting will need to be from within Lincoln and RAND to obtain personnel with capability -- Everett pointed out that an average staff turnover of 3 per month requires making offers at the rate of approximately 6 per month to maintain the number -- we cannot stop our efforts to recruit good new people.

Everett summarized that the staff ceiling will not prevent meeting commitments although it will curtail advanced development and will necessitate leaning on IBM and others for loans of personnel -- important decisions will be made with less data -- this involves taking bigger chances but we do not expect to fail to meet commitments.

Everett and Proctor will review requisitions.

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Memorandum 6L-298

Page 4

ACTION

3. Documents

Proctor said he had discussed with Fitzpatrick and Falcione a proposal to stop all routine distribution of documents -- instead an accessions list would be distributed and recipients would be expected to request documents needed. Discussion highlighted the fact that more material is being reproduced than can be read -- no ready solution, for distribution to interested persons only, was discovered.

Two suggestions were referred to Proctor. Everett asked Proctor to consider:

1. Establishment of a minimum number of subject categories (preferably not over 12) and a general distribution list established for each category.

2. Appointment of an individual (such as Ferguson in Document Room) to study the problem and apply library techniques in an attempt to improve the balance between reproduction load and reading needs and capabilities.

4. Bell Data Service

Canty reported approximately 6 months required to install Bell Data Service from ESS to McGuire with a service rental cost of about \$1,000 a month -- Lincoln Data Service to McGuire would require approximately 1 month for installation.

SIGNED: _____

C. W. Farr
C. W. Farr

CWF:emt

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