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Memorandum 6L-343

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

Subject: Group Leaders' Meeting - 21 April 1958

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: 23 April 1958

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

Agenda: 1. Staff Review
2. Office Time
3. Magnetic Tape Data Plotter
4. MTC

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2. The research reported in this document was supported jointly by the Department of the Army, the Department of the Navy, and the Department of the Air Force under Air Force Contract No. AF 19 (122)-458.

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1. Staff Review

Proctor presented results of the review of staff personnel ineligible for 1 January review.

The review will be discussed with the Personnel Office -- any changes will be presented to Group Leaders prior to submitting final figures.

2. Office Time

Proctor announced an MIT wide administrative procedure change effective 1 May providing time records for mid-month payroll personnel -- a positive record of working hours, vacation, or sick leave status is required for each working day -- time records will be signed by the person preparing the record and by the Group Leader. Proctor explained that a motivating cause for this procedure is the need for records in connection with sick leave pay in income tax returns. Everett summarized the Steering Committee discussion of the item -- he assured Group Leaders that the system is not intended to place an additional administrative burden on Group Leaders.

Everett requested Proctor to monitor the installation of the system within the Division.

3. Magnetic Tape Data Plotter

Zraket proposed the procurement of a magnetic tape data plotter from Electronic Associates -- estimated cost \$72,000 -- suitable for 704 or XD-1 tape input -- plotting speed 600 points per minute -- suggested location, either in the card room or elsewhere in Group 60. The Group Leaders suggest discussion with Wolf, Best, and the Test Equipment Committee.

General interest expressed in the usefulness of such equipment -- Everett indicated budgetary procedure for procurement.

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4. MTC

Daggett observed that MTC shutdown occurred a month ago and a decision is needed concerning date and procedure for dismantling -- 1 June was suggested.

Everett asked Daggett to make a specific proposal for dismantling procedure.

SIGNED

C. W. Farr

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CWF/lcc