

File

Memorandum 6L-293

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

Subject: Group Leaders' Meeting - 28 January 1957
To: Group Leaders and Associate Group Leaders
From: C. W. Farr
Date: 31 January 1957
Present: R. R. Everett, N. H. Taylor, J. A. Arnow,
D. R. Brown, W. J. Canty, N. L. Daggett,
R. S. Fallows, C. W. Farr, D. R. Israel,
J. F. Jacobs, K. E. McVicar, B. E. Morriss,
J. A. O'Brien, W. N. Papian, J. C. Proctor,
E. S. Rich, and C. A. Zraket

Agenda: 1. Two-Sides Printing
2. Resignation
3. Ceiling
4. Tuition
5. BOMARC

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ACTION

4. Tuition

Farr reviewed the announcement of legal opinion which has ruled that tuition allowances granted to Lincoln employees will be subject to personal income tax.

5. BOMARC

Israel arranged meeting for 11:00, January 29 to review the draft of 23 proposed points of a BOMARC employment plan being prepared for ADC presentation February 18 (this is to be followed by 5 other documents which will comprise a first pass at op. and math. specs.). Taylor requested that the meeting be confined to Division 6 at this juncture and that the proposal remain a "draft" up to and including the February 18 presentation; a copy of the draft has been sent to Col. Lee for review.

SIGNED: C. W. Farr

C. W. Farr

CWF:ent

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ACTION

1. Two-Sides Printing

Proctor announced the plan of Division 6 Document Room to discontinue the printing of documents on only one side of the paper. The use of both sides will have several advantages including the reduction of storage files and a reduction of the number of pieces to be handled in collating documents.

After discussion of pros and cons, it was left to the discretion of Proctor who will also initiate necessary instructions to secretaries.

2. Resignations

Proctor announced the resignation of Lloyd Sanford who has accepted a job with Glen L. Martin in Denver. Discussion ensued concerning handling of the work load.

Everett will discuss with Vitale.

5. Ceiling

Everett reviewed the Division ceiling situation. Present ceiling 591 is to be cut to 571 (minus 3½%) in a move to bring Lincoln personnel ceiling into focus with budget. Present Division 6 staff and non-staff total is 541 in Personnel Office records and 562 in Group 60 records (Proctor is studying the difference which probably lies in the counting of certain site personnel, staff associates, etc.). Everett reviewed the history of Division 6 ceilings during the past year; ceiling of 509 a year ago was raised by about 30 and subsequently raised again by about 50 for the manning of Group 64. A year ago we had about 490 total and we have hired more staff than non-staff in the meantime. Personnel hired for site assignments should not be charged against Division 6 ceiling.

Everett requested a review of existing requisitions for each group and a comparison of revised requisitions with the Division total and Division ceiling.

Everett asked Farr to check the Division 6 turnover during the period from July 1 to January 1 and to review this and other existing turnover statistics at the February 4 Group Leaders Meeting.