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Memorandum 6L-335

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

Subject: Group Leaders' Meeting - 3 February 1958

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: 7 February 1958

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

Agenda: 1. Jury Duty
2. Employment Study
3. Security
4. Personnel
5. Briefing
6. Administrative Procedures
7. ACM Papers
8. Budget

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1. Jury Duty

Rich presented a problem concerning Buzzard's call to jury duty.

Everett requested Proctor to work with Mercer; a six month deferment would help if obtainable.

2. Employment Study

McVicar summarized the status of employment study for the B Missile.

A study group with representatives from the 4620th ADW, Boeing, SDC, Divisions II, IV, and VI have been meeting two days a week making oral presentations of the eight sections of a background document.

The last of these meetings will be 4 February. Work will be continued in a second pass at the background document and in the preparation, in a smaller group, of a system description.

Study to date indicates that the proposed 3 March meeting would be too early for adequate preparation due to the number of fundamental specifications under reconsideration -- accordingly postponement of the meeting will be suggested.

3. Security

Falcione pointed out that the recently released security instructions concerning ESS departs somewhat from the existing practice in classification.

Everett requested Falcione to locate the proper AF authority and iron out the problems with Division VI Group Leaders concerned.

4. Personnel

Everett discussed the staff personnel ceiling, tabulating on the board present status and 1 July forecasted position using figures supplied by Proctor.

It was pointed out that Staff Associates represent our most fruitful source of new personnel. Papien observed that Staff Associates at present usually have a pronounced

Everett tentatively concluded that Division VI should hire fifteen staff people prior to 1 July, properly balancing factors such as age, experience, and discipline. This problem was placed on the 10 February agenda.

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orientation toward equipment and that we need to encourage Staff Associates in system research to provide potential recruits for Groups 61, 67, 68, etc.

A progress report was made concerning the location of staff personnel laid off.

Jacobs will discuss with Melahn any releases necessary for offers reported pending from SDC.

5. Briefing

Farr read the announcement of the ECM briefing 19 February.

Group Leaders were requested to furnish Farr with names of personnel to attend.

6. Administrative Procedures

Farr called attention of Group Leaders to Administrative Procedure A-2 placed in effect 8 February; particular attention was called to the fact that the Security Office will void existing lists and needs letters from Group Leaders designating persons authorized to sign property passes. Discussion indicated that Section Leaders and Administrative Assistants in Group Headquarters Offices should be delegated.

Proctor requested copies of the Group Leaders' letters to the Security Office.

7. ACM Papers

Farr read the announcement from ACM inviting papers for the annual meeting June 11-13, 1958 at the University of Illinois, Urbana -- the closing date is 3 March 1958.

8. Budget

Everett reviewed FY '58 budget status.

Everett requested Group Leaders to review the status of FY '58 allocated funds with Proctor this week.

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Farr announced that his work in drafting the detailed FY '59 budget proposal has reached the point where he will need individual assistance from Group Leaders for adequate discription of work programs, status, and objectives.

SIGNED

C. W. Farr

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CWF/lcc