

File

Memorandum 6L-311

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

SUBJECT: Group Leaders' Meeting - 1 July 1957

TO: Group Leaders and Associate Group Leaders

FROM: C. W. Farr

DATE: 12 July 1957

PRESENT: R. R. Everett, D. R. Brown, W. J. Canty, N. L. Daggett,
R. S. Fallows, C. W. Farr, J. B. Goodenough, D. R. Israel,
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. ECCM Symposium
2. Salary Review
3. Overtime
4. Security

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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)-45B.

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ACTION

1. ECCM Symposium

Israel indicated interest in the ECCM Symposium for which RAFD is host in October, 1957. Everett summarized the ECM and ECCM situation.

Everett agreed that we should attend the Symposium but present no paper.

As discussion developed, Everett also informally explained the formation of the Air Force ADSMO group and discussed the latest developments in the "third contractor" situation.

2. Salary Review

Everett requested review of results of the out-of-season salary review.

Brown reported his experiences in individual interviews and indicated the need at Lincoln for supervisors to discuss performance with individual staff members.

Israel reported use of the technique recommended by MacGregor in the Harvard Business Review article -- he felt that it was useful in special cases -- not generally.

Zraket commented on the special case of discussions with staff members with limited horizons.

Rich reported favorably.

3. Overtime

Papian questioned policy on overtime -- Everett indicated policy to keep at minimum -- O'Brien reported the bottleneck of Division I mentioning painters and movers -- Everett explained the procedure for Group Leader preparation of justification statements for overtime.

Israel requested review of Lincoln services at the July 8 Group Leader meeting.

4. Security

Farr reported that the Security Office will distribute to Group Leaders and Associate Group Leaders copies of the SAGE Classification Guide excerpted from the minutes of the Phasing Group meeting in New York -- additional copies for staff members may be obtained upon request from the Security Office.

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