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Memorandum 6L-313

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

Subject: Group Leaders' Meeting - 15 July 1957  
To: Group Leaders and Associate Group Leaders  
From: C. W. Farr  
Date: 26 July 1957

Present: R. R. Everett, 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, C. A. Zrakat

Agenda: 1. Recruiting  
2. Committees A and B  
3. Military Aircraft  
4. Component Evaluation  
5. EJCC

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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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ACTION

1. Recruiting

Israel discussed procedure for recruiting of personnel completing military service -- a member of Group 61 has some specific candidates in mind.

Israel suggested that the Personnel Office routinely remind the supervisors, say six months after a new staff member reports for duty, putting out the possibility that the new staff member may be a source of staff referrals.

Israel again questioned the need for candidates to be interviewed by supervisors in Groups 61, 64 and 67 -- he feels that a single interview at the "Division Level" would suffice. Proctor has discussed this question with the Personnel Office which believes that candidates desire to talk with supervisors of several groups and are helped rather than confused by this multiple exposure to the work of the Division -- Zraket indicated that his conversations with candidates naturally take on a divisional tone rather than merely a discussion of Group 67 jobs.

2. Personnel Committees A and B

Papian reviewed the responsibility of Personnel Committee A for non-staff -- Papian is retiring chairman -- he suggested Gurley of Group 63 as Division 6 representative.

Everett outlined procedure indicating coordination with Personnel Office and desirability of a Group 61 representative visiting the Philadelphia area as a Lincoln Personnel Office representative.

Everett suggested that Proctor arrange an automatic reminder to supervisors, say six months after reporting to Lincoln, and that Proctor advise Personnel Office that Division 6 is seeking staff referrals for the Laboratory in this manner.

Everett observed that discussion indicated that we should continue interviewing candidates on the present basis.

Appointment of Gurley as Division 6 representative on Personnel Committee was approved.

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ACTION2. Personnel Committees A and B (Continued)

Everett reviewed responsibility in organization of Personnel Committee B which is concerned with and is relating to staff people. Everett is now chairman -- no regular meetings are scheduled for a six-month period -- dissolution of the committee is contemplated unless problems arise during the next six months indicating the need for continuance. Discussion followed concerning Pension Plan, Site Pay, Vacations, Non-technical Personnel and Security.

3. Military Aircraft

Proctor overhauled the current list of Division 6 staff personnel to receive blanket authorization for transportation in military airplanes controlled by CRC.

4. Component Evaluation

Proctor announced the impending resignation of Biagiotti and discussed the optimum divisional utilization of services of the Component Evaluation Section headed by Hodgdon.

Everett requested Proctor to discuss with O'Brien and Papien and present a proposal.

5. EJCC

Farr reviewed status of communications with Prof. Goode and Dr. Cohen of EJCC concerning Lincoln papers to be presented at the EJCC.

CWF/ad

SIGNED: CWF/ad  
C. W. Farr