

File

Memorandum 6L-288

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

Subject: Group Leaders' Meeting - 10 December 1956
To: Group Leaders and Associate Group Leaders
From: C. W. Farr
Date: 14 December 1956
Present: R. R. Everett, N. H. Taylor, J. A. Arnow,
H. D. Benington, D. R. Brown, C. L. Corderman,
N. L. Daggett, S. H. Dodd, C. W. Farr,
R. S. Fallows, D. R. Israel, K. E. McVicar,
B. E. Morriss, W. N. Papiian, J. C. Proctor,
E. S. Rich

Agenda: 8-20-G Space
12-3-B Holiday Schedule
12-3-D IBM, SAGE Advance Development
12-3-H Long Range Program
12-10-A Quarterly Progress Reports
12-10-B Committee A
12-10-C Technicians
12-10-D Lincoln Staff Away from Lincoln
12-10-E Recruiting
12-10-F Division 6 Services

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8-20-G Space

Proctor discussed plans for the 4620th Wing to occupy half of RAND Building #3.

12-3-B Holiday Schedule

Everett announced that the Monday before Christmas will be a holiday and the Monday before New Year's will not be a holiday; RAND will work on the same schedule.

12-3-D IBM, SAGE Advance Development

Papian reviewed the problem presented at the previous meeting -- he recommended the appointment of a staff member with a good technical background, but particularly with administrative ability and with the capacity to deal with IBM management in their ECPX program -- actually this program is a major resource in the overall SAGE improvement program and requires a high level of Lincoln-IBM liaison -- liaison to date is limited to one or two discussion meetings per year and technical consultation with Best of Group 63 -- IBM will welcome a closer relation with Lincoln in this program -- need assign a capable Lincoln staff member to this problem under Dodd's supervision -- responsibility might later be assimilated into a SAGE Systems Office -- Everett indicated concept of a SAGE Systems Office to give attention to SAGE overall design problems (overall problems as differentiated from specific design tasks such as program design, weapons integration, FST-2 design, and other component parts of the system).

Dodd will present a proposal at the next meeting.

12-3-H Long Range Program

Jacobs was unable to attend the meeting.

Jacobs will report at the next meeting.

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12-10-A Quarterly Progress Reports

Dodd reviewed a problem which arose last week concerning QPR preparation.

General discussion produced the following picture -- the QPR currently in preparation is for the period ending May 31, 1956 -- Hazel's office has found it impractical to have more than one QPR in preparation at one time due to confusion of time periods -- some groups are in favor of continuance of the present scheme of QPR preparation in which the editorial office drafts a report for final editing by the Group Leader -- other groups prefer to write their own QPR section -- alternative methods discussed included the Division 3 system (preliminary issue as an M-note) and preparation of a forecast report for the coming quarter -- this forecast to be reviewed after the fact and edited to become a QPR.

Everett requested Farr to discuss with Hazel, considering what other divisions are doing, considering the Group 3 aspects of the problem, differences to be recognized in working with the various groups of Division 6 and finally how to make the QPR more informative -- Everett requested a schedule for preparation of QPR's now past due and recommendations for a subcommittee, if necessary, to iron out the problem.

12-10-B Committee A

Papian reviewed the Committee A responsibility under a reorganized Personnel Office in which Emily Simmons is responsible for staff personnel and Davis is responsible for non-staff personnel -- Papian is now chairman of Committee A.

12-10-C Technicians

Canty reported that a number of technicians have received attractive offers from other concerns in the area -- discussion followed and AVCO, RCA, and Microwave Associates were reported actively recruiting technicians in the area.

Group Leaders were urged to report promptly to Davis all information relating to competitive bidding for technician services in order that our wage policy may be intelligently administered.

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12-10-D Lincoln Staff Away from Lincoln

Morriss raised question concerning ground rules for premium pay for staff members transferred from Kingston to McGuire.

Everett, Taylor, and Proctor interpreted the intent of the policy.

Morriss was referred to Taylor (Committee B representative - Division 6) and to Fitzpatrick for any necessary further clarification.

12-10-E Recruiting

Everett reported numerous requests for summer work during a recent college recruiting trip -- Brown reported that a University of Oregon summer worker had assisted materially in arranging recruiting interviews in Oregon recently -- Everett pointed out that summer workers are not subject to quota restrictions -- decision is at Group Leader level concerning number of summer workers that can be assimilated -- Proctor reported that Personnel Office is reviewing last year's summer employees with Group Leaders with the object of making offers promptly for next summer.

Everett requested Group Leaders to advise Proctor summer employee requirements by groups.

December 17 agenda.

12-10-F Division 6 Services

Everett inquired concerning Division 6 services performance -- several Group Leaders spoke favorably of Document and Drafting Room service -- Proctor reported present load 52 hours per week on duplicating machines -- he forecasted need for an additional machine requiring additional space. Proctor and Morriss discussed RAND plans for getting duplicating services outside rather than providing their own machines.

Everett asked Proctor to report feasibility of running machines a second shift -- also a breakdown of present duplicating load.

C. W. Farr

C. W. Farr, Secretary

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