

File Copy

Memorandum 6L-342

Page 1 of 4

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

Subject: Group Leaders' Meeting - 7 April 1958

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: 8 April 1958

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

- Agenda:
1. Group 61 Organization
 2. Staff Hiring
 3. Non-Staff Ceiling
 4. FY '58 Budget
 5. PGEM
 6. Editorial Committee
 7. Staff Review
 8. Radford Seminars
 9. ADTC

1. This document has been prepared for internal use only. It has not been reviewed by Office of Security Review, Department of Defense, and therefore, is not intended for public release. Further dissemination or reproduction in whole or in part of the material within this document shall not be made without the express written approval of Lincoln Laboratory (Publications Office).

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.

ACTION

1. Group 61 Organization

McVicar reviewed Group 61 organization, outlining a proposed arrangement intended to combine the advantages of project and functional organization.

2. Staff Hiring

Everett summarized the ground rules for hiring 20 additional staff personnel designated for assignment to ADSID Reserve -- he pointed out that this is specifically not a ceiling increase and that necessary non-staff personnel may also be hired on a similar non-ceiling basis -- ADSID Reserve hirings are not supposed to affect the normal continuing recruiting program for Division VI staff people -- details of this dual recruiting program remain to be worked out.

Everett and Jacobs will talk with Group Leaders concerning allocation of the 20 staff people among the Division VI groups.

3. Non-Staff Ceiling

Everett reported the Steering Committee decision concerning non-staff ceilings for the several divisions -- Division VI non-staff ceiling remains unchanged (slots corresponding to 3 MTC operators transferred to Division II will not be forfeited).

4. FY '58 Budget

Everett requested Proctor to review with Group Leaders the FY '58 Budget estimates prepared some weeks ago, taking note of expenditures in the meantime.

ACTION

5. PGEM

Farr called attention to the IRE, PGEM Meeting 10 April, a panel discussion on management training programs -- he urged attendance by Lincoln staff persons in supervisory positions.

6. Editorial Committee

Jacobs discussed the Lincoln Editorial Committee program to organize preparation of a Lincoln series of books to be published by McGraw-Hill -- a list of suggested topics had been circulated by Farr to Group Leaders and Associate Group Leaders for additions, and volunteers or nominations of authors.

Farr was requested to assemble Group Leader comments for Jacobs prior to the 7 April meeting of the Editorial Committee.

7. Staff Review

Everett reported Steering Committee authorization to review staff who were ineligible for the 1 January 1958 review -- review is to take place 6 months after reporting to Lincoln -- the Personnel Office will advise the Division Offices of the expiration of six months employment -- a policy letter is in preparation.

8. Radford Seminars

Jacobs summarized the objective of the new seminar series which will present, in condensed form, the technical presentation made to the JSAC Working Group -- this time for the benefit of Group Leaders and Associate Group Leaders -- the whole purpose is to inform Lincoln supervisors concerning the programs underway at Lincoln.

Memorandum 6L-342

Page 4

9. ADTC

ACTION

Everett announced that Don Temme has been hired by Division VI, on completion of Air Force duty, and assigned to ADTC.

SIGNED

C. W. Farr

C. W. Farr

CWF/lcc