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Memorandum 6L-324

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

Subject: Group Leaders Meeting - 21 October 1957

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: 28 October 1957

Present: R. R. Everett, J. F. Jacobs, C. L. Corderman,
N. L. Daggett, A. M. Falcione, 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, P. Youtz,
and C. R. Zraket.

Agenda: 1. Administrative and Security Procedures and Notes
2. Group 64 Promotion
3. Staff Evaluation

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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. Administrative and Security
Procedures and Notes

Farr read memorandum from Nelson dated 7 October and outlined Division VI plan to maintain 15 sets of procedures in the Division as follows:

Proposal approved.

1. Division Headquarters
2. Group 60
3. Group 61
4. Group 62
5. Group 63
6. Group 64
7. Group 65
8. Group 66
9. Group 67
10. Group 68
11. Group 63 (B Basement)
12. Group 64 (Barta Building)
13. Group 60 (Syracuse)
14. Group 60 (Field Station)
15. (unassigned)

2. Group 64 Promotion

Rich announced the impending resignation of Cahill on 15 November to join IBM. Rich proposed the promotion of Grandy to Section Leader - Test Analysis, the promotion of Buzzard to Section Leader - Test Planning, and the promotion of Reed to Section Leader - Operator Intergration.

Promotions approved.

3. Staff Evaluation

A staff evaluation was made utilizing the procedure proposed in memorandum from Farr to Everett 8 October 1957. The "first pass" was completed in approximately 5 hours.

SIGNED

C. W. Farr

CWF/lcc