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DIVISION 6 - LINCOLN LABORATORY
MASSACHUSETTS INSTITUTE OF TECHNOLOGY
LEXINGTON 73, MASSACHUSETTS

Subject: Group Leaders' Meeting - 8 October 1956

To: Group Leaders and Associate Group Leaders

From: C. W. Farr

Date: 8 October 1956

Present: N. H. Taylor, J. A. Arnow, D. R. Brown, W. J. Canty,
N. L. Daggett, S. H. Dodd, R. S. Fallows, C. W. Farr,
D. R. Israel, J. F. Jacobs, K. E. McVicar, B. E. Morriss,
W. N. Papian, J. C. Proctor, E. S. Rich, C. A. Zraket

Agenda: 8-20-G Space
10-1-A Salary Review
10-8-A Open House
10-8-B Weapons Integration
10-8-C Security
10-8-D Clean-up

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8-20-G SpaceACTION

Proctor reported Attridge's section will move to the Field Station October 10. Group 61 headquarters expected ready some time next week. Basement Bldg. F painting completed this week. Telephones installed probably this week.

Weekly agenda.

10-1-A Salary Review

Taylor indicated figures not yet available from the Director's Office but urged early preparation of ladders. Proctor urged the preparation of justification of individual cases. Discussion indicated the need for reproductions of the Personnel Office cards. Question was also raised concerning access to salary information.

Proctor will request Personnel Office to furnish reproductions of record cards promptly. Access to salary information at the Group level must be controlled by the Group Leader.

October 15 agenda.

10-8-A Open House

Taylor reviewed the proposal for an Open House at Lincoln for families of Lincoln personnel. Richmond is head of committee. Farr is Division 6 representative. Open House is proposed for a Saturday or Sunday in November or December. Could total 4,000 to 5,000 people. Reactions range from printed programs, guided tours, and cafeteria refreshments at one extreme to complete informality at the opposite extreme.

Taylor will discuss in Steering Committee meeting.

Unanimous approval was voted at a meeting for some sort of Open House for families. The program should require a minimum of man hours of preparation time and no drain on computer time. There should be a program indicating location and identity of areas open for visitors such as Bldg. F; the group favored no "pitchmen" but recognized the need for staff members stationed at certain positions to answer questions when asked. Movies "Making Electrons Count" and "SAGE" should be shown. It was understood that employees would be responsible for guiding their own families.

10-8-B Weapons Integration

Taylor reviewed the current high level discussions of Weapons Integration and

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related problems at Lincoln. It is expected that considerable clarification of the problem can be expected from a meeting this week when General Power, General Putt, and General Partridge, visit the Laboratory; Dr. Killian and Admiral Cochrane will join the Director's Office in this discussion.

10-8-C Security

Proctor reviewed the security problem related to the new RAND buildings as set forth in the 5 October issue of the Lincoln Laboratory Bulletin.

Proctor will prepare and submit to Security Office an initial list of Lincoln personnel occupying space in the RAND buildings; keeping these lists up to date will be the responsibility of individual groups. Proctor will prepare a list of Div. 6 personnel requiring visitor access to the RAND buildings; list will include all Group Leaders, Assoc. Group Leaders, and Section Leaders in Div. 6 and all personnel in Groups 61, 62, 64, and 67.

10-8-D Clean-up

Proctor announced an Institute wide clean-up scheduled for an early date.

None required.



C. W. Farr, Secretary

CWF:EH