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October 31, 1952

Dr. John H. Curtiss
National Bureau of Standards
Washington 25, D. C.

Dear John:

Shortly before or after receipt of this letter you will probably receive a request that you designate some member of your staff as executive secretary for a 1953 version of SCAMP. I have agreed to serve as technical chairman responsible for the professional aspect of the work and with the same sort of collaborative effort as last year for the recruitment of personnel.

I am writing now to see whether you have any suggestions or advice based on last year's experience. I am sending copies of this letter to Cahn, Hestenes and Tompkins. Part of my present purpose is to make sure that procedures are set in motion to provide us with space for our group. My present opinion is that our space requirements would be approximately the same as last year. However, any modifying opinions from Tompkins should be taken into account. It is my understanding that the executive secretary (this term seems to have been preferred to administrative chairman by the sponsoring agency) will take care of such things as supplies and equipment, physical arrangements and so on. It is also my hope that some secretarial assistance may be provided in the form of someone who can take dictation. We are unlikely to get such a person from Washington although we would, of course, expect to have a SCAMP librarian in charge of the files.

I expect to visit Washington November 10, 11 and 12 and also during the Thanksgiving vacation.

Yours sincerely,

S. S. Cairns
Head of the Department

CC-A. S. Cahn
M. Hestenes
C. B. Tompkins
W. F. Friedman

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