

13 February 1975

Dear W. Greiner:

We are concerned about assessing future needs in several important aspects of policy and operations for the Management and Behavioral Sciences Laboratory so that we can be guided about budgets, policies, and organization.

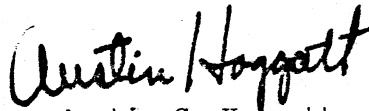
A task-force approach seems best adapted to pooling knowledge and judgments concerning the several problem areas. Attached is a list of subcommittees that we hope will get to work now and be able to provide brief written reports in a few weeks. Each subcommittee has a designated chairman, responsible for convening meetings and guiding the focus of discussion and work, and a rapporteur, responsible for assembling the records and files of the subcommittee and for writing up minutes and memoranda.

You are requested to serve on the following:

1. Software and systems work.
2. Experimenter support.

We ask that each subcommittee report within four weeks. When preliminary reports have come in, we will probably schedule a meeting of all the subcommittees, or their representatives, to thrash out problems of consistency, coordination, and resources among the subcommittee reports.

Thanks very much. If for any reason you cannot accept this request to serve, please let Fred Balderston know promptly.



Austin C. Hoggatt
Chairman
Laboratory Advisory Committee



F. E. Balderston
Chairman
CRMS

Task Force Subcommittees for CRMS Laboratory Functions

1. Engineering and other technical support to the Lab.--range of needs, kinds of personnel implied, alternative levels depending on availability of funds: (a) to maintain existing configuration; (b) to develop new features of system.

Greenberg, Chairman
Hoggatt
Moore
Morrow
Taylor, Rapporteur
Williams

2. Software and systems work--range of needs, alternative levels depending on funds: (a) for maintenance; (b) for extensions.

Grant, Chairman
Gee
Greiner
Hoggatt
McLeod
Moore
Morrow
Reece
Taylor, Rapporteur

3. Experimenter support:
 - a. In immediate Lab. context: programming; experiment setup.
 - b. Other technical help: statistical work; experiment documentation.
 - c. Contact work with potential new experimenters--Berkeley and elsewhere. Documentation assistance for this.

Moore, Chairman
Balderston
Garman
Gill
Greiner
McLeod, Rapporteur
Morrow
Ofshe
Taylor
Williams

4. Instructional exercises--support.

Myers, Chairman
Berg
Garman
Harrison, Rapporteur
Taylor
Watne
Wheeler

5. Lab. administration.

- a. Maintaining the experiment schedule and the schedule of access to services.
- b. Arranging administrative aspects of experiments.
- c. Maintaining arrangements for programming and operations assistance.
- d. Accounting, billing, and other administrative followup.
- e. Documentation and reporting: Lab. activity; experiment reports; other.
- f. Promoting research proposals and funding, and promoting the Lab.

Wheeler, Chairman
Balderston
Garman
Gill
Greenberg
McLeod
Moore
L. Taylor
Williams, Rapporteur