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OFFICE OF THE PRESIDENT

CABLES: UNIVASSOC

December 30, 1960

Dr. Otto Struve, Director
National Radio Astronomy Observatory
P. O. Box #2
Green Bank, West Virginia

Dear Otto:

The following is the list of items I mentioned in our telephone conversation yesterday which we might try to cover on January 17 and 18, when Lee Haworth will be at Green Bank, and on January 18 when some of the AUI Trustees will be there. The Trustees will want an opportunity to talk privately about future policy and top personnel aspects; they should be brought up to date, in more detail than will be possible at the subsequent Board meeting, about the 140-foot telescope; they should be briefed on the 300-foot telescope project. If Harold Weaver comes, he might want to look around the site a little, because he has not been there recently; otherwise, I think we would not take the Trustees on a site tour, but would use the available time to cover as many as possible of the other items, in order of interest and importance to them.

- I. Tour of site - Little Big Horn, proposed site for 300-foot telescope; 140-foot telescope; 85-foot telescope; 12-foot and Reber telescopes; Works Area; Laboratory; Residence Hall and Cafeteria.
- II. Meeting with technical staff - discussions of recent, current, and planned research programs.
- III. Meeting with Departmental Chairmen
 1. Personnel
 - 1.1 Recruitment or other actions to be reported to Trustees
 - 1.2 Plans for permanent staff
 - 1.3 Summer 1961
 2. Organization and Functions
 - 2.1 Departmental staff
 - 2.2 Division of functions and responsibilities
 - 2.3 Special activities attached to Director's Office - Visiting Committee, Special Consultants, international symposia, etc.

3. Facilities - administration, operation, maintenance
 - 3.1 Building and housing
 - 3.2 Food and other special services
 - 3.3 Utilities, including electric power and communications
 - 3.4 Vehicles, machines, shops
 - 3.5 Business machines, printing and copying devices

4. Facilities - technical
 - 4.1 Library
 - 4.2 Photography - dark room, equipment
 - 4.3 Computers - present and on order
 - 4.4 Telescopes - present and planned
 - 4.5 Receivers - present and planned, including component development such as RF feeds
 - 4.6 Other electronic equipment - DAPTIS, data handling
 - 4.7 Electronic Shop - shielded room; interference protection; standards

5. Scientific Programs - general goals and objectives
 - 5.1 Permanent staff activities and plans
 - 5.2 Visitors
 - 5.3 Cooperative (Stanford and Argentina)
 - 5.4 Site protection
 - 5.5 Research equipment design, development and construction

6. Budget and Finances; general administrative problems
 - 6.1 Internal budget preparation procedure
 - 6.2 Major capital items not now budgeted - site; site improvement, buildings and housing; equipment; instruments
 - 6.3 Financial Plan - internal apportionments, procedures, and controls
 - 6.4 Contracts, procurement, audits

We will keep you advised when we know more definitely who among the Trustees' NRAO Committee will come.

Sincerely,

RME

Richard M. Emberson
Acting Deputy Director
National Radio Astronomy Observatory

cc: Dr. Struve (3)
Dr. Haworth
Mr. Burchill
Mr. Dunbar