

6.0.0 INSTITUTE OPERATIONS (Non-technical)

- 6.32.0 Staff Planning and Organization
 - 6.32.338 "Letter" (2pp)
 - Jul. 25, 1962 - Cozzens to Chase
 - RE: Organizations plans - Gen. Admin. Dept. (Cozzens, Gen. Admin. Dept., AIEE)
 - 6.32.339 "Memo - Staff Planning Meeting" (6pp)
 - Aug. 24, 1962 - N.Y. - Fink
 - RE: Details and actions taken at meeting Aug. 22, 1962.
 - 6.32.340 "Memo - Staff Planning Meeting" (4pp)
 - Aug. 29, 1962 - N.Y. - Fink
 - RE: Details and actions staff meeting Aug. 28, 1962
 - 6.32.341 "Staff Stats." (3pp)
 - Sep 1, 1962 - author?
 - RE: Dept. staff stats.
 - 6.32.342 "Memo - Staff Planning Meeting" (4pp)
 - Sep 6, 1962 - N.Y. - Fink
 - RE: Details and actions taken meeting Sep 5, 1962
 - 6.32.343 "Memo- Staff Planning Meeting" (6pp)
 - Oct. 5, 1962 - N.Y. - Fink
 - RE: Meetings Sep 13, 1962; Sep 19, 1962; Oct. 4, 1962
 - 6.32.344 "Memo - Staff Planning Meeting" (6pp)
 - Nov. 6, 1962 - N.Y. - Fink
 - RE: Meeting Nov. 2, 1962
 - 6.32.345 "Merger Problems - Staff" (3pp)
 - N.D. - Author?
 - RE: Itemized list: business, membership, awards, publications, technical activities; late 1962?
 - 6.32.346 "AIEE Employee Benefits" (1p)
 - N.D. (1961) - Author?
 - RE: Summary of benefits
 - 6.32.347 "Inter-Office Letters" (1p)
 - Dec. 4, 1962 - Bailey to Hibshman
 - RE: Moving Committee - moving from 1 E. 79th St. to 345 E 47th
 - 6.32.348 "Employee Policy and Practices" (9pp)
 - Jan 1963 - IEEE
 - RE: Official Handbook Stating Policies
 - 6.32.349 "Staff Memo" (3pp)
 - Jan 3, 1963 - Fink to IEEE staff
 - RE: IEEE Staff organization
 - 6.32.350 "Headquarters Flow Chart" (1p)
 - N.D. - Hibshman?
 - RE: Chart with personnel and duties.
- 6.33.0 IRE Committee List
 - 6.33.351 "IRE Cmets. List" (13pp)
 - Jun. 1962 - IRE
 - RE: Copy from Proceedings IRE Jun. 1962; Names, addresses, cmt., affiliations.
- 6.34.0 Meetings Schedule - AIEE, IRE and IEEE
 - 6.34.352 "One Year Schedule Meetings" (6pp)
 - N.D.
 - RE: Planned meetings schedule - IRE, AIEE, IEEE; title, dates, locations, with what groups; July 1962 to July 1963
- 6.35.0 Reports of the Secretary IRE
 - 6.35.353 "Report of Secretary - 1960" (4pp)

- June 1961 - IRE
RE: Statistics, graphs, tables clipped from Proc. of IRE (Pratt, Secy. IRE).
- 6.35.353a "Report of Secretary - 1961 - IRE" (3pp)
Jan 31, 1962
RE: Membership figures and graphs; publication figures and graphs; from IRE Proc. June 1962 pp. 1553, 1554, 1556
- 6.36.0 Regions and Sections - Planning
- 6.36.354 "Map of Districts - USA" (1p)
N.D - Organization Manual
- 6.36.355 "Letters and Map" (3pp)
Dec. 29, 1961 - Johnson to Hibshman Jan 3, 1962 - Hibshman to Johnson
RE: Regions in merged society; corrections; map of regions.
- 6.36.356 "Regions and Sections - List" (24pp)
N.D. 1962
RE: Regions broken down by their sections and subsections
- 6.36.357 "Regional Boundaries" (22pp)
Sep 13, 1962
RE: Cover memo Sep 13, 1962 and attachments; cover letter July 24, 1962 - Peterson to Haggerty; Report - recommendation regarding IEEE regions and districts; Cozzens - Peterson, July 11, 1962; maps of regions; 2 man study groups 14 Man Cmt.
- 6.36.358 "Letter" (2pp)
Sep 26, 1962 - Michael to Teare
RE: Dist. 11 - AIEE - organization; (Michael, V.P. Dist. 11; Teare, Pres. AIEE).
- 6.36.359 "Planning Merger at Section Level" (29pp)
Nov. 1, 1962 - 14 Man Cmt.
RE: File of memo, forms, tabulations; cover memo with attachments; checklist form to be returned to 14 Man Cmt.; address list - Regional Directors Elect; AIEE districts list as of Oct. 1962; AIEE sections within IEEE regions list; 14pp weekly summaries Nov. 16, 1962 to Jan 18, 1963; IRE regions as of Oct. 1962 list; IRE sections within IEEE regions list.
- 6.36.360 "Checklist - Merger Plans" (3pp)
Dec. 3, 1962 IRE Pittsburgh Section
RE: Merger plans - form checklist returned from Pittsburgh Section completed