

Confidential

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ETHYL CORPORATION

Inter-Office



TO: Mr. C. E. Daviet Baton Rouge

FROM: V. O. Mitchell Baton Rouge

SUBJECT: Barnard & Burk Manpower Requirements July 22, 1959

This will confirm our third quarter 1959 manpower estimates given you in my absence by Mr. R. B. Hollaway. Based on a thorough review of the expected workload, requirements will be as follows (exclusive of Problem 4000):

Civil

In this category, we have one checker who also handles all drafting requirements. This condition has existed for the past four quarters, and it is felt that no additional men are needed for the coming quarter.

Electrical

Two draftsmen are now being used in this field. Additional drafting is provided by one Ethyl man assigned to the Electrical Design group. The second Barnard & Burk man was brought in on July 14, 1959 to enable us to complete certain drawings required by our Instrument Laboratory. This is expected to be a short-term assignment and the man will be terminated at its completion. No other changes are required.

Mechanical Development

One draftsman is assigned full time in this activity and no change is recommended at this time.

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Mechanical

The second quarter forecast provided for five draftsmen and one checker in this group. During the month of May it became necessary to step one of these draftsmen (J. B. Ruffin) up to the position of Design Engineer in the Mechanical group to replace E. R. Hunt who was moved to the Instrument group. Therefore, the group is now composed of four draftsmen and one checker with additional drafting service available in the form of an Ethyl man (H. J. Truxillo) assigned to the Mechanical Design group.

The attached work forecast sheet indicates a rather heavy load during the month of August with an over-all average requirement of eleven men for the three-month period. Previous experience has proved that cancellation and various forms of delay will reduce this figure somewhat. With this in mind, it is recommended that two men be added to this group immediately.

Modelmaking

One man is assigned full time in this field and his expected workload will carry through the third quarter. No change is recommended at this time.

Miscellaneous

In addition to the above manpower, one Design Engineer and a Group Leader are being utilized. Please note that an Ethyl Mechanical Design Engineer, if available, could replace the B&B Design Engineer, thereby allowing us to fill one of the two vacancies in mechanical drafting by reassignment of this existing man. No other changes are required in this category.

The above proposals, if accepted, will result in our use of a fourteen-man Barnard & Burk force to handle normal project and nonproject effort during the first portion of the third quarter. This figure would drop to thirteen as soon as the one short-term electrical assignment is completed.

Problem 4000 manpower is now at the level of twelve men, assigned as follows:

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- 1 - Project Engineer
- 1 - Mechanical Engineer
- 1 - Electrical Engineer
- 1 - Instrument Engineer
- 1 - Electrical Draftsman
- 2 - Structural Draftsmen
- 5 - Mechanical Draftsmen

This group is at maximum strength now and no additions will be required. Terminations are scheduled to begin between the first and fifteenth of August and will continue through the third quarter as the project nears completion. There is no firm schedule on these terminations at this time.



V. O. Mitchell

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