

DO NOT REMOVE FROM THE FILE EMCO REPORTS

Traffic control, lighting in the Community Center area, wage surveys, and the recent rent increase were among the subjects discussed at the Employee-Management Council meeting held on March 12.

Preliminary Meeting
Report on Safe Driving Council: Regarding the restrictions on Halsey Street past Burroughs High School during school hours, the last vehicle count did not warrant closing traffic; a second attempt to obtain a vehicle count is underway.

Traffic citations issued in January show an increase from 96 to 142. There is also an increase in excessive speed and unsafe passing on China Lake Boulevard, of which the Highway Patrol is aware.

Report on Referral Items: Status on lighting parking areas at east end of Community Building. Installation of lights for the parking area has been delayed since the first shipment of the necessary material arrived in a damaged condition. The material has been reordered, and the project completion date is estimated as the end of April depending on material delivery and available manpower.

Bicycle Racks at Michelson Laboratory: The request was referred back to the department representative with a suggestion that it be forwarded through channels to the Building Engineer.

New Tile for Normacs: All available manpower is engaged in replacing faulty tile in the 210 apartments. Normac tenants are not allowed to lay either Navy or privately purchased tile. However, the Normacs are next in line for replacement of old tile when the present project is completed.

General Meeting
Rumor Clinic: Rumor is that 10 to 15 employees at the SNORT Track have received RIF notices. No RIF notices have been issued at SNORT. There is considerable speculation about RIF, however, because of a new test track at Holloman Air Development Center, which may mean a reduced workload at SNORT. As the SNORT workload decreases, workload in other divisions of the department may have a compensating increase.

Rumor that control and supervision of private child-care centers in the China Lake housing area is to be transferred to Kern County. Because of recent complaints, the Station invited Kern County health and welfare officials to the Station to discuss health regulations and standards for child-care centers. The Station has no wish to eliminate services needed by employees, nor does it wish to "promote" the Station nursery. Station management is interested to secure compliance with civil law from both the Station nursery and private child-care centers. The Community Manager carries out Station responsibility in this regard.

Old Business: Correction of erroneous impression in Report of Wage Survey. A joint Navy Department-Bureau of Labor Statistics Wage Survey, with complete disregard for current rates of pay, is conducted on even-numbered years. Data collectors make job-site surveys. On odd-numbered years, the Navy Department makes a "spot check" survey by telephone, using Bureau of Labor Statistics figures. The point is that a wage-survey is conducted every year, which in recent experience has resulted in increased rates of pay every year.

Final Report on Bank Facility Survey. The initial responses recorded from 1272 employees show that 65.6 per cent rejected the proposition of discontinuing facilities on the Station, 23.1 per cent favored the proposition, and 11.3 were indifferent. The Bank of America is willing to continue on Station. The Station has no intention of removing the bank.

New Business: Distribution of rent increase by housing types. Captain C. K. Phillips, representing management, made a full-dress presentation on the regulatory necessity for the rental survey, and the orderly sequence of operations leading to the change in rentals.

The basic directive was issued in 1952 by the Bureau of the Budget, and is binding on all Federal agen-

cies which furnish Government-owned housing to civilian employees. After being incorporated into regulations by the Defense Department, the basic directive was supplemented by the Bureau of Yards and Docks Navy Housing Manual issued in 1954.

These directives require all Station Commanders to review and adjust utilities rates once a year, and to review and adjust shelter rents once every three years. In addition, the directives lay down specific ground rules to be followed by Housing Rental Boards acting for the Commander.

Ground rules specify that utilities rates must meet the "best local rate," or the actual cost to the Government, whichever is higher. Adjustment of rates for faulty facilities, such as the steam heating system on the Station, cannot be made. With respect to shelter rents, the ground rules (a) exclude such intangible considerations as geographical isolation, (b) require that shelter rentals be based on comparable housing units in the nearest metropolitan area, and (c) stipulate that rental rates cannot in any way be used as a housing subsidy or additional pay.

A work-sheet for adjusting the shelter rental was processed for each type of housing. At the meeting, a three-bedroom Hawthorne was compared with its counterpart "comparable unit" at 1933 North Harper, Los Angeles, on a blackboard. Where the three-bedroom Hawthorne proved superior you will rate a plus factor and where the Los Angeles unit proved superior you will see a minus factor.

Comparison Work Sheet
1. Monthly charge to tenant in Los Angeles \$75
2. Adjustment to reduce the shelter rent -2
(a) Range and Refrigerator +8
(b) Garage -5
(c) Water service -2
(d) Utilities -1
3. Adjustment for extra facilities and services +2
(a) Size—large living areas..... +6 (799 square feet as compared to 600 square feet in this case)
(b) Superior construction, condition and appearance -8
(c) Extra facilities -2
Kitchen shelves cabinets -2
Extra shower or tub -2
Closets +1
Wood flooring +1
(d) Superior heating -1
(e) Care of lawns and gardener service -1
(f) Superior landscaping -5
4. Adjustment for unusual transportation -26
Resulting shelter rent \$37 plus utilities

On July 15, 1957, COMNOTS established a Station Housing Rental Board to review and adjust shelter rentals. The membership was Captain C. K. Phillips, Code 25, chairman; Commander G. T. Boland, Code 8504, and T. C. Mico, Code F309. Persons living in rental houses are ineligible for membership on the board.

The Board physically inspected every type of housing on the base, and obtained the services of an independent, professional Los Angeles appraiser to supply data in comparable private housing.

After receiving the detailed report on "comparable private housing units" from the real estate appraiser, the Board proceeded with a step by step adjustment to bring the Navy housing to a truly comparable basis. The Commanding Officer is the final approving authority on the Board's recommendation, but copies of the Board's report must be circulated for review by the 11th Naval District, BUORD and BUDOCKS to ascertain that all Bureau of the Budget directives have been complied with.

Closely comparing the Station unit and the chosen Los Angeles unit, the Board determined which unit had the better heating system, superior landscaping, and superior construction, condition and appearance. It was noted that the Station furnished stoves and refrigerators while Los Angeles landlords usually did not. The Board made adjustments when one or more garages were furnished, adjustments for fireplaces, and for extra baths. They returned to the Station units, measured the square feet of floor space, the square inches of closet space, and made adjustments for differences in living area, and closet space.

After assigning a definite value to each difference in the counter-part units, the Board considered one other major adjustment. At the Board's request, Central Staff mailed hundreds of questionnaires to Station tenants, seeking information on the expenses of traveling to secure materials, goods and services not available in the local commuting area. Central Staff's statistical study of the data furnished showed the average monthly expenditure for such transportation to be



THRIFTY \$300—Mary Lou Gott (center) general chairman of WACOM Thrift Shop, presents a \$300 check to Cdr. J. J. S. Daniels, vice-president of the Desert Area Family Service. Witnessing the gift presentation are Thrift Shop monthly sales managers. (l. to r.) Rosella Beveridge; Betty Fenstermacher; Beverly Anderson; Helen Mulrone; Daniels; Mary Lou Gott; Lois Knudson; Billie Hise, WACOM president; Bobbi Miller; Marylee Grasley; and Gean Romero, treasurer. Not present is co-chairman Loretta May.

WACOM Thrift Shop Donates \$300 Check to Family Service

A check for the sum of \$300 was presented to the Desert Area Family Service by the Thrift Shop of the Women's Auxiliary of the Commissioned Officers' Mess (WACOM) this week.

At a brief ceremony held in the Thrift Shop on Monday Mary Lou Gott, Thrift Shop general chairman, presented the \$300 WACOM check to Cdr. J. J. S. Daniels, vice president of the Desert Area Family Service.

Present for the occasion were: Rosella Beveridge, VX-5; Betty Fenstermacher, Navy Wives; Beverly Anderson; Helen Mulrone, Marine Wives; Lois Knudson, Billie Hise, WACOM president; Bobbi Miller, Marylee Grasley, and Gean Romero, Thrift Shop treasurer. Those identified with activities have served those activities as monthly chairmen while those not identified with an activity have served as monthly chairmen for WACOM.

It is through the efforts of these women and their assistants to contribute their free time to the operation of the Thrift Shop that funds are gained to be donated to charitable causes.

The Thrift Shop is operated under the auspices of the Women's Auxiliary of the Commissioned Officers' Mess for the purpose of providing at a nominal price used clothing, toys, furniture, and other miscellaneous items to people living both on and off the Station. It is a non-profit organization and all of the net proceeds are used for charitable purposes.

Proceeds so far this year from the Thrift Shop have enabled WACOM to contribute \$300 to the Desert Area Family Service, \$300 to Navy Relief, \$100 to United Fund, \$50 to the Station Library for the purchase of children's books, and \$25 to Burroughs High School which was used as prize money for the recent Science Fair.

The Thrift Shop is located on Lauritsen Road between Blandy Avenue and King Avenue. Its entrance faces the NOTS Enlisted Personnel Barracks No. 1. It is open from 7-9 p.m. on Tuesdays and Thursdays.

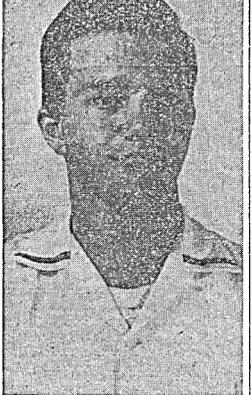
The Thrift Shop general chairman Mary Lou Gott urges every housewife who is in the throes of spring housecleaning to sort out those items that can be used again and take them to the Thrift Shop. Anything usable will be accepted. If it is not possible to deliver the items to the Thrift Shop arrangements may be made to pick them up by calling Ext. 7704 or 7377.

Persons calling for such service should bear in mind that those who will make the "pick ups" are doing so on their free time.

Enrollments Being Taken For Physical Education

Additional enrollments are being accepted for Wednesday night classes in Physical Education—Body Mechanics and Posture which are held in the Station gym from 7 to 9. The class was formerly classified as Physical Education for Overweight Adults.

Registrations are taken in the Burroughs School office from 6:30 to 7:30 p.m. Mondays through Thursdays.



Gordon LaCombe

representations of wave motions through the use of sine functions. He later hopes to run tests on reflectivity.

Plans for the program of scientific research and study for high school students of superior aptitude were discussed last December, and the program was put into effect the last of January when nine students were selected to study in Michelson Laboratory two hours after school every day. Supervising the students are some of the Station's top scientists. It is hoped that the program may be increased next year to include more students.

Gordon spoke for the entire group of students when he emphasized the advanced learning he is receiving. "I suppose most of the high school students couldn't handle any more science and math than they get now, but some of us who want and need more, are really benefiting from study at the Lab," Gordon stated. "Because of the practical application of our studies, the learning experience is more meaningful and creates an urge to get more out of classwork."

ROCKETEER



HIGHWAY 395 DEDICATION—Acting as representatives of the Station, Captain F. A. Chenault, Station Executive Officer and the Rev. John L. Reid Jr., NOTS Community Church pastor, (fifth and sixth from left) observe Paul Hubbard, Ridgecrest publisher, cut the ribbon which marked the formal opening of the newly-realigned section of U.S. Highway 395 at Inyokern last Friday. Independent Photo

Navy's Operation Dollar Stretch in Effect; Individuals Urged to Give Economy Ideas

Operation Dollar Stretch is now getting into high gear throughout the Navy, according to Secretary of the Navy Thomas S. Gates Jr.

The reason for this six-month campaign to cut down unessential operating costs is to provide money for new, important military requirements and at the same time maintaining the Navy at maximum fighting strength.

The plan of action for Operation Dollar Stretch is to generate and put into effect as many economy ideas as possible.

How You Can Help
Here's what you, as an individual, can do to help:

First, look around you on the job. Is there any way in which something can be done better, faster or cheaper? If there is, talk it over with your supervisor and see if he will adopt it. Then turn in a Benny Sugg.

Second, look at your own work performance. Can you save money, time or material by some change in procedure? If so, and if your supervisor approves, do it.

When the Secretary of the Navy sent his speedletter of 8 Jan 1958 launching Operation Dollar Stretch, he pointed out that by using a speedletter instead of the communications network he saved several thousand dollars.

Way To Cut Overhead
Dollar Stretcher No. 1, the first of a number of bulletins pointing out how commands can save money, listed the following ways to cut overhead:

- Use "imprest" funds for minor and sundry purchases.
- Curtail rewarehousing.
- Pool stenographic and typing work wherever feasible.
- Use coach class travel when it makes sense after considering all factors, i.e., itinerary, cost, commitments, convenience and the like.
- Economize on meetings.
- Accept pen and ink changes on correspondence.

Elks Announce Winners In Youth Leadership Contest

Local winners in the Youth Leadership Contest sponsored by the Elks' National Foundation was announced this week by the local Ridgecrest Lodge No. 1913.

Winners in the boys' division were: Jay Carty, first place; and Charles Thorne, second place. Judy Wilson placed first in the girls' division, and Lorrie Furman placed second.

Judy Wilson and Jay Carty are seniors at Burroughs High School, and Lorrie Furman and Charles Thorne are freshmen.

Awards will be presented to the first and second place winners at a dinner dance in the Ridgecrest Elks Lodge on Youth Activities Day, May 1.

Service Families Benefit

Fair Rental Proposal Signed by President Dwight D. Eisenhower

Washington (AFPS)—Service families living in government housing found to be inadequate will be charged a fair rental value and will be paid the difference between this value and their quarters allowance.

Such payments, according to the Defense Department, will be retroactive to Jan. 1, 1958.

A DOD directive establishing the conditions and standards by which military housing will be judged adequate or inadequate has been approved by President Eisenhower as provided by Public Law 241, passed in the first session of the 85th Congress.

Expected to save more than 30,000 military families and bachelor officers \$10 to \$15 million annually for the next two years, rentals for sub-standard quarters will be determined by the services on the basis of the new directive now being published.

In the U.S. and U.S. territories, rentals will be comparable to rates charged for private dwellings with similar living facilities; in foreign countries, the rates will compare to local rents or those of like stateside communities, whichever is lower.

The fair rental value, in no case, will exceed the occupant's quarters allowance.

Under the law, housing units declared inadequate will be altered or improved to meet prevailing living standards, converted to other uses, or torn down by July 1, 1960.

The President is to give approval to another paper—an Executive order—which will delegate to the Bureau of Budget the authority to administer the program.

The new directive, when published, will allow the assignment of NOTS government trailers to enlisted personnel on a rental basis. Implementary instructions are expected within the next 60 days.

Deadline Nears for Art Festival Entries

Art exhibits by amateur and professional artists in both youth and adult categories must be submitted to the Burroughs School library not later than Friday, March 28, to compete in the tenth annual Kern County Art Festival, March 29-30, in the Community Center.

The Community Center will be closed all day and evening Friday, in preparation for the event. Entries will be limited to three per person and all pictures must be matted before the judging Friday.

(Continued on Page 2)



FRENCH MILITARY VISITORS—Major General Jean A. Crepin, Inspector General of Fabrications & Programs of the French Armed Forces, and five French military experts, visited the Station recently to observe testing facilities and methods of military equipment production. Shown in conference, seated (l. to r.) are: Maj. Gen. Crepin, Dr. Wm. B. McLean, Dr. W. F. Cartwright, Lt. Col. D. P. Colombani, Col. Pierre Schnerb, standing (l. to r.) are: Lt. Col. Andre Vialatte, Lt. Col. H. C. Crim Jr., USAF, Lt. Col. Collet Billon, Cdr. Andre DeLassus, Lt. Col. E. V. Conking, USAF, W. E. Vore, and Lt. Col. Alonzo Mercier.

ROCKETEER

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CAPTAIN W. W. HOLLISTER, UNITED STATES NAVY Commander

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National Library Week

This week the citizens of the country are being advised to "Wake Up and Read!" The purpose of National Library Week, which is being celebrated for the first time this year, is to emphasize the values of reading—reading for education—for pleasure—to help with the day's work—to be a better informed citizen.

The residents of the Station are fortunate to have the services of three libraries available to them.

The Station Library, open to all employees of the Station and their dependents, is located in Bennington Plaza, next to the Post Office. It has a collection of 18,000 books and subscribes to 86 magazines and 16 newspapers.

The Overseas Club The monthly meeting of NOTS Overseas Club will be held next Monday, March 24, at 7 p.m. in the Community Center.

The Technical Library, located on the second floor of Michelson Laboratory, serves primarily the employees of the Station. It has a collection of 50,000 books and bound periodicals.

The School Library is located on the Burroughs High School campus and serves 134 staff members of the China Lake School system and the 2,909 high school and grade school students.

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COMING EVENTS

Photo Society

An illustrated lecture on desert flowers will be given by Edgar Fisher of San Bernardino at the China Lake Photo Society meeting tonight at 8 o'clock in the Photo Hut.

A field trip to Calico is being planned for March 29 and 30. For further information call LeRoy Marquardt, Ext. 72848.

Little League Tryouts

Tryouts for boys 10 years old and younger for Little League baseball will be held tomorrow morning at 9 at Little League Diamond No. 1, corner of Richmond and Forrester.

Over 50 prospective Little Leaguers in the 11 and 12-year-old bracket turned up for tryouts last Saturday.

China Lake Bowmen

China Lake Bowmen will hold their regular monthly shoot next Sunday, March 23. Registrations will start at 9 a.m. at the archery range off the China Lake Pilot Plant road.

Overseas Club

The monthly meeting of NOTS Overseas Club will be held next Monday, March 24, at 7 p.m. in the Community Center. The itinerary for the tour, which begins May 28, will be discussed.

A 26-minute color and sound film of Holland will be shown.

American Ordnance Ass'n. Luncheon

Dr. J. H. Wiegand of the Aerojet General Corporation will address the China Lake Chapter of the American Ordnance Association at a luncheon meeting to be held at the Commissioned Officers Club on Thursday, March 27.

His subject will be "Reliability of Large Solid Propellant Rocket Motors." Dr. Wiegand was formerly Associate Head of the Rocket Department at NOTS.

Luncheon reservations for members and their guests may be made by calling Ext. 9281 or 9297. Confidential clearance is required.

AAUW Program...

(Continued from Page 1)

tion had been given to the academically gifted pupil. Now the question is being raised in educational literature as to what should be done for the gifted child segment of the school population and how it should be accomplished.

China Lake schools have been concerned about the problem for a number of years, according to Mr. Pierce. The seventh and eighth grade program for the gifted child is now in its sixth year of operation.

The high school honors program was organized two years ago. Elementary school principals are now considering what should be done in the kindergarten to sixth grade schools with the hope that a program can be initiated during the 1958-59 school year.

All parents of children now included in the honors program in the 7th and 8th grades and in Burroughs High School are specifically urged to attend this discussion, as well as members of the community who are interested in current educational developments.

Navy Exchange Meal Service Hours Change

In order to provide better service to patrons of the Station Restaurant and the Community Center Coffee Shop, new business hours will go into effect tomorrow, March 22.

Station Restaurant Open Monday through Friday—5:30 a.m. to 1 p.m. Closed Saturdays, Sundays and Holidays.

Community Center Coffee Shop Open Monday through Friday—1 p.m. to 11 p.m. Open Saturdays, Sundays and Holidays—7 a.m. to 11 p.m.

The new schedule moves the breakfast service on weekends from the Station Restaurant to the Coffee Shop.



'ERIN GO BRATH'—Local dancers in Irish costumes go through their dances which must have made many an Irish heart long for the old sod at the Adult dance held in the Community Center last Friday night.

Coordinator-Consultant Function In Local School District Described

(This is the second in a series of articles on special services offered in the China Lake Elementary School District.)

Supervision, when first utilized in our nation's schools was primarily a process of inspection, and the person employed was called a supervisor. Today, that title has changed several times from supervisor to consultant, to director of curriculum, to coordinator-consultant, and embraces a much broader concept of responsibilities and duties.

Wanda Shomate, coordinator-consultant for the Kern County Office of Education at China Lake, is concerned with studying and improving the conditions that surround the total learning and growth pattern of the pupil. Everything in our China Lake school system today is designed for this ultimate purpose.

In order to achieve the aims of present day supervision, the duties include planning with and observing teachers, giving guidance in classroom organization and procedures, illustrating and discussing recommended teaching techniques, methods, and the utilization of varied teaching materials.

The supervisor must conduct orientation and in-service meetings and bring in special speakers or consultants to augment the offerings at these meetings. The supervisor also promotes stimulating activities such as a science fair or music festival. Provision is made for grade level meetings that are specifically aimed toward the individual grade level problems.

The supervisor works with substitute teachers with the aim of orienting them to the system and providing in-service growth. Evaluating, selecting, and ordering basic materials such as text books, work books and library books, keeping in mind that they must fit the framework of the curriculum are part of the duties.

Another important responsibility is attending educational meetings in order to bring back to our school system successful ideas, techniques, and methods for the betterment of our schools.

Scholarship Offered In Home Economics Field

Graduate home economists of the China Lake-Ridgecrest area are working in cooperation with the Burroughs High School home economics department and the Home Ec Club to investigate possibilities of offering a scholarship to a Burroughs graduate for college study in the home economics field.

Martha Harrod and Lucretia Becker, home economics instructors at Burroughs, are contacting home economists who would be interested in furthering education in this field. Persons interested in details of the scholarship may contact Martha Harrod, 108-D Lauritsen, Ext. 75294.

Intramural Bowling American League Standings

Table with columns: Team, Won, Lost. Includes MCGMTU No. 2, VX-5 No. 1, Commissary, Shorty's Beggars, GMU-25 No. 2, etc.

Commissary Store Closes for Inventory

The Commissary Store will close for inventory at noon next Tuesday, March 25, and will remain closed until 10 a.m. next Thursday, March 27.

The fire-detection system on a jet fighter "sees" a 2,000-mile-an-hour bullet before it strikes and smothers a fire or explosion before it happens.

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High Score—Radcliff, R.L., 233.

What's Doing IN RECREATION

By Jean Cone, Recreation Director

All the "luck of the Irish" to the Desert Dancers for their fine exhibition at last Friday's St. Patrick Dance. Specially bright shamrocks to Phil Marsh, the M.C., and Johnnie Bales for her many hours of work on costumes.

Las Vegas Tour Reservations are being taken for the Las Vegas tour on April 11-13. The cost of this three-day, two-night tour will be \$33. This price will include bus transportation, food, shows, and reservations at the Thunderbird Hotel.

Tennis Clinic A tennis clinic will be conducted for children over nine years of age and any adult interested in tennis. Registration will be from 9-10 a.m. Saturday, March 22nd, at the Station tennis courts.

To spark the clinic, Darlene Hard, one of America's top seeded players, will be coming to China Lake sometime in April. She will take part in the clinic and exhibit some top notch tennis. For further information on this program call Jerry Whitnack, Ext. 71747 or 73094.

Ping Pong There will be a meeting at the Station Gym Wednesday, March 26, at 7 p.m. for anyone interested in forming a Ping Pong Club. Trophies will be presented at this time to the winners of the last tournament.

Dodgers Games It has just been announced that servicemen will be admitted free to any of the Dodger games in Los Angeles provided they are in uniform. This will be in the general admission and the bleacher sections. Servicemen in uniform will be admitted free on April 18, the opening

Los Angeles Dodgers 1958 Home Schedule April. Table with columns: Date, Team, Time. Lists games from April 18 to April 29.

May. Table with columns: Date, Team, Time. Lists games from May 1 to May 15.

June. Table with columns: Date, Team, Time. Lists games from June 3 to June 15.

July. Table with columns: Date, Team, Time. Lists games from July 3 to July 15.

August. Table with columns: Date, Team, Time. Lists games from August 8 to August 27.

September. Table with columns: Date, Team, Time. Lists games from September 2 to September 27.

The title of admiral comes from the Arabic Amir-al-Bahr — commander of the seas. It was first used during the crusades.

News from Pasadena

402 View RAT Display, Model At Open House

Over four hundred people attended the RAT open house last Sunday sponsored by the Underwater Ordnance Department.

The gate was opened from 2-4:30 p.m. and a steady stream of employees hosting their families and friends filled the Building 7 conference room to view the RAT display and model.

UOD personnel presented talks on the RAT system and a short movie of an actual shipboard firing was shown. Copies of the special RAT issue of the Rocketeer were also distributed to the visitors.

ESO Sets Date For Easter and Passover Parade

The Employees Service Organization will sponsor an Easter and Passover Parade on Saturday, April 5, 1-3:30 p.m., at Eaton-Blanche Park (at Blanche just west of Kinleola).

There will be entertainment for everyone—an egg hunt, games, a ventriloquist, and Passover and Easter treats.

Bring the children—everything is free. Fun for all. In case of rain, an alternate location has been chosen—Willard School Youth Center.

Sam Elhai is chairman of the event, and he asks that persons interested in assisting at the party contact him, Extension 26.

Pasadena Hoopsters Take 68-61 Loss In Interstation Play

In a hard-fought battle at China Lake on March 7, the Pasadena hoopsters went down to a 68-61 loss to the China Lake All-Star team.

It was nip and tuck all the way. Then with eight minutes of play left, the China Lake team drove to a commanding ten point lead which they held the rest of the way.

Annex Vacancies

Administrative Assistant, GS-9. Incident will serve as assistant to the Head, Public Works Division, Pasadena, and will prepare budget plans, make studies of methods of operations for the division, and will supervise work in the administrative branch, relieving the division head of all detailed administrative duties.

Interested persons contact Dorothy Seaman, Extension 103.

Foothill Paging System Curtailed

Paging of personnel at the Foothill location was discontinued this week. Reason for the curtailment of service is to allow switchboard operators more time in which to handle the increase in telephone traffic in recent months.

A Pasadena Annex Notice published this week gives the following guidelines to employees: Let your office know where you are going when you leave your desk, and what time you expect to return. See that office telephones are manned at all times.

Have the operators "plug" telephone lines during periods in which the office cannot be manned due to leave, etc.

A "line plug" card may be placed over the telephone dial to serve as a reminder to the employee, upon returning to the office, to immediately call the operator to unplug the line. These cards are available in the Communications Office, or by calling Extension 11 or 13.

Pay Legislation To Be Discussed At NFFE Meeting

Federal employee pay legislation will head the list of topics to be discussed at the next meeting of the National Federation of Federal Employees, Local 1101, on Monday, March 24, 8 p.m., at Thompson Laboratory cafeteria, 125 South Grand Avenue, Pasadena.

Also on the agenda will be a discussion of plans for the forthcoming NFFE state convention to be hosted by Local 1101 in Pasadena on April 25-26.

It's an open meeting, everyone invited.



FIRST DONATION—Red Cross fund drive chairman, Lt. C. L. Boyer, makes the first donation to Virginia Moody, a Supply Dept. collector.

Red Cross Fund Drive Underway, Ten Service Programs To Benefit

Ten service programs will benefit from the American Red Cross fund drive being held March 19-April 2 at NOTS Pasadena, with Lt. C. L. Boyer as chairman.

The service programs of the Red Cross are the practical expressions of a great idea—that people want to help one another, that we are all neighbors, with the same basic human problems and needs.

Providing a means—an organization—through which neighbor can help neighbor, your Red Cross has been on the job for more than 75 years, helping you to serve your nation and your community.

You are the Red Cross, because you make its work possible through your voluntary service and your financial support.

The ten Red Cross service programs are: Services to the Armed Forces, to veterans, disaster services, blood services, first aid services, water safety services, nursing services, Junior Red Cross services, community services and international services.

Do your share. When your department collector calls on you, give as generously as you can.

Department collectors are as follows: P25—Kay Goodwin, Elmer Creed, Lurlene Kemp, Virginia Moody, and Jeannette Wanek; P129—Sally Tompkins; P1702—Irene Brown; P18, P2506, P2509—Lynne Jordan; P25—Blanche Reutz; P2630—Marion McCrady; P70 (Foothill)—Walter Rode, Oscar Hougen, and Tom Short; P70 (Long Beach)—Hugh Armstrong; P70 (Morris Dam)—Ralph Ferguson; P7523, P754, P4500—Jack Petroff.

P30—Peggy Higgins; P302—Betty Halminski; P302—Jenny Oshiro; P304—Marie Lascor; P35—Herb Summers; P307—Pat Stang; P308—Marlene Boberic; P3089—J. Vergara; P3094—Nadi Robinson; and P3096—Julia Kinar.

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