



**GYRATIONS SET FOR TOMORROW NIGHT** — These Polynesian "hippies" will swing into action tomorrow night about 9 o'clock at the CPO Club's annual luau. A bevy of South Sea Islanders will entertain following a sumptuous feast of pit-prepared pig with all the trimmings. Lucky johnny-come-latelies may still be able to pick up a reservation by calling the club on NWC ext. 3633.



#### Commissioned Officers' Mess

September is a big month for the Commissioned Officers' Mess with two major events slated for the enjoyment of its members.

The club's once-a-year Luau is scheduled for Friday, Sept. 15. This highly-popular, crowd-pleaser will be followed on Sept. 29 with another fun-packed "Membership Night."

Luau tickets are now on sale at \$10 per person, and entitle club patrons to the fabulous Hawaiian feast, the spectacular Polynesian floor show and dancing for everyone — a solid six hours of entertainment and fun!

Aside from New Year's Eve, the Luau is the biggest event of the year for COM members. Tickets are being sold Monday through Friday from 9:30 a.m. until 4:30 p.m. at the club on a first-come-first-served basis.

Each ticket is a reservation for a seat and table with no refunds permitted. Ticket sales will end at 4:30 p.m. on Sept. 14. A sell-out is expected and members are urged to buy tickets early.

At the "Membership Night" festivities, the Club will feature a return of the ever-popular "Sounds of Country," direct from its Las Vegas engagement.

#### Enlisted Mess

No features other than the regular Friday night "Surf and Turf" dining room special is being offered this weekend by the Enlisted Mess.

However, next Friday, Sept. 1, the club will present the first NWC performance of the local "Thin Ice" music group.

"Thin Ice" is well known to those who attend the bi-weekly Teen Dances at Ridgcrest's Joshua Hall.

The group plays rock, disco and oldie melodies. A \$1 cover charge will entitle patrons to enjoy the music of "Thin Ice" from 9 p.m. until 1:30 a.m.

### Square dance class registration open

Couples who would like to try their hands (or feet) at square dancing can sign up for the Fall square dance class to begin Wednesday, Sept. 6, at 7:30 p.m. at Pierce School.

Registration will be open during the first three class sessions on Sept. 6, 13, and 20.

Anyone seeking further information may telephone John and Doris Haygood, class chairmen, at their home telephone, 446-4111.

### NEX Fall Fashion Show slated; call made for models

The Navy Exchange is sponsoring a Fall fashion show in the Community Center Cactus Room on Sept. 13 starting at 7:30 p.m.

Featured will be a complete line of fall and winter wear for men, women and children which will represent a sample of the fashion line available at the Naval Weapons Center Exchange.

Also, in conjunction with the show will be an hors d'oeuvre buffet with champagne. All Exchange patrons are cordially invited. An admission price of \$2 per person for the show and buffet will be asked and tickets for the event will be sold at the Exchange main store, annex and personalized Services Center.

Ltjg. R. J. Boyd, Navy Exchange Officer, said that models of all ages, both men and women, are needed for the show. Anyone interested in modeling for the show may contact Ltjg. Boyd by telephoning 446-2600.

### Weather . . .

(Continued from Page 1)

#### West Coast.

The high clouds and moderate winds of the past few days have resulted from troughs of low pressure generated by this low pressure area.

Chief Finger said that there is nothing on the weather charts at this time to indicate a return of summer weather and that temperatures should remain below normal in the weeks ahead.



**YOUTHFUL ANGLERS** — The NWC Youth Center wound up its summer activities last week with a fishing trip to Lone Pine Creek. The eight youngsters made a good catch and, in the left photo, (left to right) Ed Seffle, Roger Warnock and Neil Ebersberger display theirs. In the right photo, youth activities director Carol Hape awards a creel to Shawn Smith, whose name was drawn from among those of the 31 other youths who went on four trips scheduled by the Youth Center.

## Opening day for school to be Sept. 5; registration now on

Schools within the Sierra Sands School District will re-open on Tuesday, Sept. 5. Information about registration was released this week by school officials for the benefit both of students new to the district and those who will be returning to classes for the new school year.

Registration for new students in kindergarten through sixth grade is now in progress at neighborhood schools from 9 a.m. until noon and 1 to 4 p.m. daily. Students new to the Rand area may register at the Rand School from 9 a.m. until noon.

Kindergarten children must be five years of age on or before Dec. 1, 1978, to be eligible for attendance. To register, proof of age is required. Such proof may be established by a legal birth certificate, a duly attested baptismal certificate, a passport or a legally executed affidavit by a parent or guardian.

Registration for seventh and eighth grade students who are new to the district has been under way at both James Monroe and Murray junior high schools since last Tuesday.

Students who attended the sixth grade in district schools last Spring need not register unless they did not select their elective courses before summer vacation.

Students who did not select their elective courses should contact the appropriate junior high school registrar as soon as possible.

Summer registration of all incoming Burroughs freshman who have previously attended Sierra Sands Schools has been completed. All high school students new to the Sierra Sands District will register Aug. 29, 30 and Sept. 1 with continuing students in grades 10 through 12 to be registered on Aug. 31.

Specific registration information for high school students has been sent through the mail. Students who do not receive this material should telephone Burroughs High School at 375-4476.

#### Mesquite Registration

Mesquite High School registration will begin on Aug. 28 at the school's office located on the Murray School campus.

Students 16 years of age or older may register without parents or guardians; however, students who are younger may register only with a parent or guardian and are required to have an appointment with the principal first, unless they have previously attended Mesquite.

Students new to the district are required to present evidence of grade placement either by a report card or by transfer slip.

Those entering a California school for the first time must present evidence of polio, measles and DPT immunizations or a written statement by their parents or guardians requesting exemption for reasons of personal belief or medical

necessity. A doctor's statement must attest to medical necessity.

Students who have not had polio immunization by the time of registration have a two-week period of time after school starts to show evidence that treatment has begun. A period of 120 days is allowed to complete the immunizations.

Children who have neither been ill with rubeola measles nor been vaccinated also have two weeks to show evidence of this immunization. Students who have not had DPT or only partial DPT immunization must have started the immunizations within two weeks of the beginning of school and must receive the follow-up immunizations within 30 days of the minimum time required.

All children entering first grade are required to have a physical examination. Dependents of active duty or retired military personnel may telephone the Naval Regional Medical Clinic, NWC ext. 2911, to make an appointment for the examination. Other parents may contact their physicians or telephone the Kern County Health Nurse at 375-1306 for further details.

Parents whose children participated in the summer school program but did not attend local schools during the last school year are reminded that enrollment in the summer program does not constitute enrollment for school attendance during the regular school year.



(G) ALL AGES ADMITTED  
(PG) PARENTAL GUIDANCE SUGGESTED  
(R) RESTRICTED  
Under 17 requires accompanying Parent or Adult Guardian

Regular starting time—7:30 p.m.

#### FRIDAY Aug. 25

"The Amsterdam Kill" (90 min.) Many heroin dealers are violently killed in Amsterdam. The murders are investigated by government agents, Bradford Dillman and Leslie Nielsen, and Robert Mitchum, a rehabilitated addict and former narcotics agent. (Action drama, rated R)

#### SATURDAY Aug. 26

"Nature's Way" (87 min.) Wildlife photographer Eric Whyte and his dog, "Sundance," take part in an exciting and comical adventure in a small town nestled in the beautiful Appalachian mountains of North Carolina. (Drama, rated G)

#### MONDAY Aug. 28

"The Other Side of the Mountain" (99 min.) Champion skier Marilyn Hassett, paralyzed from the shoulders down in an accident, is proclaimed Woman of the Year. She and her mother teach Indian children and rent their house from trucker Timothy Bottoms whose gentleness gets a response from Hassett. (Drama, rated PG)

#### WEDNESDAY Aug. 30

1:30 Matinee  
"Star Trek" two episodes from the popular TV series entitled "Deadly Years" and "A Piece of the Action."

"Silver Bears" (113 min.) Syndicate head Martin Balsam sends Michael Caine to Switzerland to set up a bank account in which to deposit mob funds. Caine meets penniless Italian count Louis Jordan and wealthy Persian David Warner. The three scheme to smuggle Iranian silver with the mob's bank account financing the project. (Drama, rated PG)

Program subject to change without notice. For further information call NWC ext. 3097 or ext. 2411.

U.S. Government Printing Office: 1978—No. 140

From: \_\_\_\_\_

PLACE STAMP HERE

To: \_\_\_\_\_



Naval Weapons Center  
China Lake  
California

August 25, 1978

Vol. XXXIII, No. 34

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## Energy conservation stressed at Weapons Center seminar

Burning a mountain of coal the size of Michelson Laboratory would produce the same amount of energy that NWC must save each year to meet the conservation efforts mandated by the Office of the Chief of Naval Operations, Dr. C. E. Stine, head of NWC's Energy Conservation Office, said at an Energy Seminar held last Tuesday.

This represents the equivalent of 12,837,410 kilowatt hours of electricity. The seminar dealt with the state of the Center's conservation efforts. Capt. R. B. Wilson, Public Works Officer, emphasized the range of efforts on-going not only to save energy but to find alternate sources of energy in order to meet the OPNAV mandate.

R. D. Fulmer, head of the Ordnance Systems Department's Energy Program Management Office, described photovoltaic power and other options being examined for both local and Navy-wide usage.

Sources of energy such as geothermal, solar and wind, as well as on-going research into the conversion of trash to gasoline were discussed by Dr. Steve Lee, head of the Applied Research and Analysis Branch of the Ordnance Systems Department. All of these energy sources may eventually lead to the Center's energy self sufficiency.

Charles Rogers of the Geothermal Utilization Division in the Public Works Department discussed in depth the state of geothermal technology and its particular application to the Coso area.

He was followed by Tilly Barling of the Natural Resources Office of the Public Works Department, who described the interagency relationships involved with the investigation and development of the Coso site.

For instance, Mrs. Barling noted, the paperwork regarding impact statements for the Coso area now totals more than 75 pounds in weight. All of paperwork has had to be produced in less than four years, and

the pile is not yet complete. More than 30 different local, state and federal agencies require statements or reports.

Dr. Stine summarized the state of the Center's current and potential energy usage, including financial impacts. He stated that currently about \$6,200,000 is spent by NWC annually for fuel oil, natural gas, propane and electricity.

This totals about three percent of the Center's budget. Escalation figures on unit costs of energy, which were provided by the Office of the Chief of Naval Operations, indicate that the same sources and quantity of energy will total \$11,830,000 by 1983, Dr. Stine said.

The bottom line, he added, is that all Centerites must actively take part in conservation efforts.



**SEMINAR OPENER** — Capt. R. B. Wilson, Public Works Officer, opens the seminar on energy conservation held Tuesday at NWC. —Photo by Ron Allen

## Technical Director's Award won by Systems Development physicist

A highlight of Monday morning's Commander's meeting held in the Management Center of Michelson Laboratory was the presentation of the NWC Technical Director's Award to Dr. Bruce T. Lucas.

Dr. Lucas received this special Superior Achievement Award for his work in the automatic classification of ships at sea in adverse weather and at long stand-off ranges.

The award, which consists of an engraved paperweight, a letter of commendation and \$200, was presented to Dr. Lucas by Dr. E. B. Royce, head of the Research Department. Dr. Royce represented Technical Director R. M. Hillyer, who was not at the Center.

Dr. Lucas works in the Electronics Branch of the Laser Infrared Systems Division of the Systems Development Department. This group was tasked to develop systems for the automatic classification of ship and land targets and radar emitters using various sensors.

He made his first significant contribution by designing the software for the Night Attack aim-point correlator which has been flight tested successfully.

In 1971 he was the principal investigator for applying pattern recognition techniques to automatic target cueing and target classification.

Hardware and software was developed to follow his methods and successfully demonstrated that, by these methods, TV and infrared imagery could be separated into those that contain man-made objects, such as military targets, and those containing only natural terrain.

Next, a system was developed for automatic classification of ships into warships and commercial ships.

Subsequently, Dr. Lucas has developed methods for not only classifying ships at sea

in adverse weather at significant stand-off ranges using a high-resolution-only radar, but even classifying the types of ships to determine whether they are warships or commercial vessels.

The most significant result of his development is a system which requires the collection of radar signature of only those ships which are of major military interest.

Dr. Lucas' accomplishments are based on his comprehensive mathematical background and a sound judgment for the application of theoretical approaches to military problems.

Because of his contribution, NWC is accepted as the lead laboratory for automatic classification of ships at sea in adverse weather and at long stand-off ranges.

Dr. Lucas received his Ph.D. degree in physics from Purdue University. He began his Navy career at the Corona Laboratories in 1967, and moved to China Lake in 1970.

A bachelor, he lives on the Center. His favorite off-duty activity is hiking.

## 9-year-old commended for saving house from fire

The 9-year-old daughter of a China Lake sailor received letters of commendation from RADM. William L. Harris, NWC Commander, and Fire Chief R. E. Rightmer last week for saving her family's quarters from serious fire damage.

Deputy Fire Chief L. O. O'Laughlin presented the awards to Melodie Derricks, daughter of Yeoman Third Class Walter Derricks of Air Test and Evaluation Squadron Five.

In his letter, RADM. Harris cited Miss Derricks' courage and resourcefulness when she discovered a fire in the kitchen of her home at 38A Sellars Circle.

"I would like to personally commend you for the outstanding manner in which you

handled a very dangerous situation" the admiral wrote. "Your quick action was responsible for protecting your younger sister and preventing serious damage to your home."

"We are very proud of you," he concluded.

Shortly after noon on June 27, Miss Derricks discovered the fire in a pan of cooking oil that had been left unattended on the stove. She was alone in the house with her 4-year-old sister.

Miss Derricks immediately took her sister to a neighbor's house, then returned to her home. The fire was threatening to

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## E-8, E-7 promotions top list of August rate advancements

Senior Chief Aviation Boatwain's Mate Robert Clarke and Chief Aviation Electronics Technician Philip Dittmeier top the list of 15 China Lake petty officers advanced in rate this month.

ABHS Clark is an explosive ordnance disposal technician assigned to the Naval Weapons Center's EOD detachment. ATC Dittmeier is supervisor of the Aircraft Department's calibration lab.

Of the 13 other enlisted men promoted, seven advanced to first class petty officer, five to second class and one to third class. Chief Clarke enlisted in the Navy in 1965.

## 'If summer's over, can winter be far behind?'

Summer is over and at least 30 days earlier than normal, according to Chief Aerographer's Mate Chelmar Finger of the Naval Weather Service Environmental Detachment.

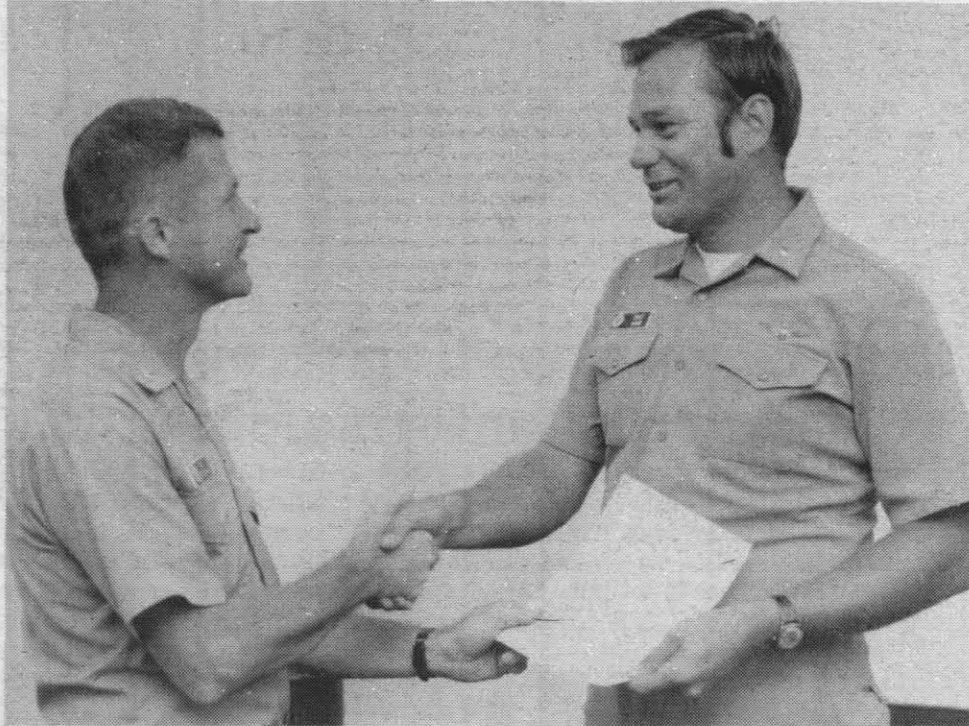
Temperatures for the past week have been hovering in the lower 90s, about 10 degrees below normal for this time of the year. By Wednesday, the cooling trend had resulted in a maximum afternoon reading of only 91 degrees.

Chief Finger said that the area's highest temperatures usually occur the second half of August, and the hot weather normally runs into September.

However, a deep low pressure area in the Gulf of Alaska is much further south than normal for this time of the year, and it has been driving cold, Alaskan air across the

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**NAVY OFFICER RECEIVES BENEFICIAL SUGGESTION AWARD**—Capt. S. I. Stocking (at left), head of the NWC Aircraft Department, congratulates LCdr. Dale E. Haan as he presents him with a \$75 initial payment for a Beneficial Suggestion regarding the installation of a fuel dump system in the UH-1N "Huey" helicopter. The UH-1N is the only military rescue helicopter that is not currently equipped with a fuel jettisoning system. Thanks to LCdr. Haan's ingenuity, a simple, inexpensive and safe engineering change will allow a "Huey" rescue helicopter to safely dump fuel from its auxiliary fuel bag when it would be helpful to do so during high altitude, mountainous terrain rescues. This suggestion has been forwarded to COMNAVAIRPAC for further evaluation and possible adoption throughout the Department of Defense. The Beneficial Suggestion award was accompanied by a letter of appreciation from Rear Admiral William L. Harris, NWC Commander.

—Photo by Sam Wyatt

## Cost-of-living annuity increase will start on Oct. 1 civil service retirement checks

The Civil Service Commission has announced that a cost-of-living annuity increase of 4.9 percent will become effective on Sept. 1.

This increase will be reflected on Oct. 1 annuity checks.

The amount is based on a comparison of the Consumer Price Index (CPI) published for December 1977 with the June 1978 CPI and is the actual percentage increase for this period.

The last (COL) increase was 2.4 percent in March 1978. The next annuity increase will become effective on March 1, 1979. The amount of that increase will be determined by a comparing the CPI published for December 1978 with the CPI published for June 1978.

If the December 1978 CPI reflects an increase over the June 1978 CPI, then the March 1979 annuity will be raised accordingly. If there is no change in the CPI or a percentage drop, there will be no change in the amounts of annuities.

The law guarantees that an annuity starting after the effective date of a COL increase shall be no less than it would have been if started on the day before the effective date of that increase and had been added to the annuity.

For employees who retire before Aug. 31 comparisons will be made between the amount of earned annuity through the date of retirement, plus the 4.99 percent increase effective on Sept. 1 and the annuity based on service and the high-three average pay

through Feb. 28, plus the 2.4 percent COL and the 4.9 percent COL increase.

The annuity will automatically become the higher of the two comparisons. Employees will be assumed as having met the age and service requirements for retirement on Feb. 28, even if they were not actually eligible to retire at that time.

For employees who retire on or after Sept. 1, 1978, and before March 1, 1979, their earned annuity as of the effective date of their retirement will be compared with the annuity based on their service and average high-three pay that existed Aug. 31, plus the 4.9 percent increase of Sept. 1, and will be the larger amount.

Employees who are interested in obtaining further information about retirement should contact the Personnel Management Advisor for their department to arrange for retirement counseling.

## BPA, MPA program advisors due Sept. 1

Two advisors from Cal-State College at Bakersfield will be at the Training Center on Friday, Sept. 1, to counsel anyone either interested in or enrolled in the Bachelor's Program in Business Administration or the Master's Program in Public Administration.

Those wishing an appointment should call the Training Center at NWC ext. 2359.

## Promotional opportunities

Unless otherwise specified in the ad, applications for positions listed in this column will be accepted from current NWC employees and should be filed with the person named in the ad. All others desiring employment with the Naval Weapons Center may contact the Employment-Wage and Classification Division, Code 452, Ext. 2047. Ads will run for one week and will close at 4:30 p.m. on the Friday following their appearance in this column, unless a later date is specified in the ad. Employees whose work history has not been brought up to date within the last six months are encouraged to file a Form 171 or 172 in their personnel jacket. Information concerning the Merit Promotion Program and the evaluation methods used in these promotional opportunities may be obtained from your Personnel Management Advisor (Code 096 or 097). Advertising positions in the Promotional Opportunities column does not preclude the use of alternate recruiting sources in filling these positions. As part of the rating process, a supervisory appraisal will be sent to the current supervisor and the most recent previous supervisor of those applicants rated as basically qualified. The Naval Weapons Center is an equal opportunity employer and selection shall be made without discrimination for any nonmerit reason. The minimum qualifications and requirements for GS positions are defined in CSC Handbook X-118, while those for all WG, WL and WS positions are defined in CSC Handbook X-118C.

**Secretary, GS-318-5, PD No. 7839092, Code 39B** — This position is that of secretary to the associate head for anti-air systems and the associate head for anti-surface systems in the Weapons Department, Code 39. The associate head provides administrative supervision for 8-10 Program Offices besides serving as associate department heads. The incumbent supports the associate department heads by maintaining their calendars, making appointments, scheduling meetings and conferences, receiving visitors and screening telephone calls and all incoming mail. He/she types special reports, memorandums, official letters, makes all necessary travel arrangements, and maintains the files. The incumbent is also responsible for coordinating the secretarial and clerical support provided to the program offices. **Job Relevant Criteria:** Ability to work effectively with a minimum of supervision, ability to work tactfully but effectively with all levels of Government and contractor personnel, ability to type with speed and accuracy and ability to work and provide guidelines under a high degree of stress. Status eligibles will be accepted.

**Clerk-Typist GS-322-4 or Communications Clerk GS-394-4, PD No. 7821004N PD No. 7358009N, Code 2123** — This position is located in the Telephone Branch, Communications Division, Military Administration Department. If filled as clerk-typist, it is a training position for army and navy clerks. Incumbent maintains all assigned telephone/radio/circuit records, reviews and verifies radio contracts, updates and corrects cable books and operates PABX switchboard and IBM-056 equipment. **Job Relevant Criteria:** Clerk Typist GS322-4—Ability to type rapidly and accurately, knowledge of Mag II typewriter operation and ability to file. Communications Clerk GS-394-4—Knowledge of telephone procedures, equipment identification and terminology; ability to read computer printouts; ability to operate PABX switchboard; ability to type.

File application for above with Tina Rockdale, Bldg. 34, Rm. 206, Ph. 2676.

**Clerk-Typist, GS-322-3/4, PD No. 7639078, Code 39405** — This position is located in the Optical Signatures Program Office and Naval Project Office, Electro-Optics Division, Weapons Department. The primary responsibility of the incumbent will be to provide the necessary clerical and secretarial services required for the efficient operation of the two project offices (a total of three people). Incumbent types and assembles official correspondence, memoranda and reports; receives and directs visitors; maintains all assigned files; processes time cards and travel orders. **Job Relevant Criteria:** Familiarity with project, division and department procedures; ability to use tact, good judgement and courtesy in personal and telephone contacts; knowledge of NWC correspondence and report

## Minorities benefit

### because of EEO class action suit

A federal court has ordered distribution of approximately \$370,000 to all Black, Hispanic, and Filipino individuals who between March 24, 1972, and Sept. 28, 1977, applied for and were rated highly qualified for, but did not receive positions at or promotions to: WG-10, 11 or 12; WE-10, 11 or 12; all levels WD; of GS-7, 8, 9 or 10 at Naval Air Station, Alameda, and Naval Air Rework Facility, Alameda, Calif.

The court order results from a settlement of a class action lawsuit which alleged that NAS Alameda, NARF Alameda and the U.S. Civil Service Commission discriminated against minority employees and applicants for employment. The settlement is in the form of a consent decree entered by the U.S. District Court.

Those certified eligible to benefit from the consent decree may receive a portion of the settlement, which depends on the position applied for, the date the highly qualified rating was received and the total number of eligible claims filed.

Anyone wishing to claim a share of the fund must file a claim form with the Clerk of the District Court no later than Sept. 18.

Claim forms, exclusion forms, and copies of the court decree may be obtained from Industrial Relations Department, Naval Air Station, Bldg. 1, Room 217, Alameda, CA 94501.

## Drop in mortality will lower insurance rates

Monthly premiums for Servicemen's Group Life Insurance (SGLI) have been reduced due in large part to a lowering mortality rate among service members.

The new rates are retroactive to July and will be reflected in the July leave and earnings statements.

formats: ability to type rapidly and accurately.

File application for the above with Leah Reusche, Bldg. 34, Rm. 206, Ph. 2723.

**Clerk-Typist, GS-322-3/4, PD No. 7724014N, Code 2410** — This position is located in the Police & Security Division, Safety and Security Department. The incumbent types narrative and form reports, along with general correspondence; helps maintain complete files and maintains the time cards for all police personnel. **Job Relevant Criteria:** Ability to type accurately and efficiently; knowledge of the rules of grammar, punctuation, and spelling; ability to work independently; knowledge of Navy correspondence policies and procedures; experience collecting and typing statistical material.

**Supervisory Police Officer, GS-083-7, PD No. 7184012N, Code 2413** — This position is that of Supervisory Police Officer located in the Patrol Branch, Police and Security Operations Division, Safety and Security Department. As patrol sergeant, incumbent is the first-line supervisor responsible for one of three watches (day, night, and dawn) and will primarily perform duties in the field, supervising the actions and performance of the patrolmen and will insure that all investigations handled by patrol units are properly conducted. Incumbent will, while on patrol, act as a patrol unit and will be alert to law violators and evidence of the occurrence of a crime or conditions which would adversely affect the welfare of the community. **Job Relevant Criteria:** Knowledge of all aspects of police work, particularly patrol procedures and criminal investigations; knowledge of state and federal criminal law; experience as a supervisor or in a supervisory capacity; ability to communicate with others effectively; ability to prepare clear and concise reports.

**Electronic Engineer, GS-7, 9, 11, PD No. 7835124N, Code 3546, (2 vacancies)** — This position is located in the Electronic Warfare Analysis Branch, Microwave Development Division, Electronic Warfare Department. The incumbent performs laboratory test and evaluation of electronic warfare systems and analysis of U.S. Navy active countermeasures systems against threat systems to predict systems effectiveness. **Job Relevant Criteria:** Must have experience in use of laboratory test equipment; knowledge of operational naval airborne EW systems and a working knowledge of the use of intelligence publications; ability to communicate effectively, both orally and in writing.

**Electronic Engineer, GS-855-12, PD No. 7535067, Code 3546, (2 vacancies)** — This position is located in the Electronic Warfare Analysis Branch, Microwave Development Division, Electronic Warfare Department. The incumbent performs electronic warfare modeling and analysis of interaction between foreign threat systems and U.S. electronic warfare systems; investigates electronic warfare equipment requirements and operational employment. **Job Relevant Criteria:** Must have had progressively responsible experience in the field of military electronic systems; substantial familiarity with procedures involved in obtaining and analyzing unprocessed data; ability to communicate effectively orally and in writing.

**Electronics Engineer, GS-855-9, 11, 12, PD No. 7835125, 7835126, 7835044E, Code 3551** — This position is

(Continued on Page 7)



## DIVINE SERVICES

**PROTESTANT**  
Sunday Worship Service 1015  
Sunday School—All Ages 0900  
Sunday School Classes are held in Chapel Annexes 1, 2, 4, (Dorms 5, 6, 8) located opposite the former Center Restaurant.  
Communion Service first Sunday of the Month.

**ECUMENICAL**  
Wednesday Noon Bible Study 1130  
Thursday Men's Prayer Breakfast 0630

**ROMAN CATHOLIC**  
MASS  
1700 fulfills Sunday obligation  
Saturday 0830 1130  
Sunday 0815 1245  
Daily except Saturday, 1135, Blessed Sacrament Chapel

**CONFESSIONS**  
Daily 1115 to 1130  
Saturday 1615 to 1645  
Sunday 0800 to 0825

**RELIGIOUS EDUCATION CLASSES**  
Sunday First thru 6th grades 1015  
Sunday Pre-school & kindergarten 1115  
Sunday seventh & eighth (Junior High) 1900  
Above classes are held in the Chapel Annexes across from the former Center Restaurant.  
Sunday evening Ninth thru 12th grades  
As announced "In Home" Discussion Groups Youth Rallies

Contact Chaplain's Office for specifics.

**JEWISH SERVICES**  
EAST WING—ALL FAITH CHAPEL  
Sabbath Services every Friday 1930

**UNITARIANS**  
CHAPEL ANNEX 95  
Services—(Sept. May) 1930

## Advancements

(Continued from Page 1)

Chief Dittmeier, who reported to China Lake last April, is a veteran of 16 years' naval service. Before his assignment here he served in the carrier USS Enterprise for three years.

Personnel promoted to first class petty officer and attached to Air Test and Evaluation Squadron Five are AMSI Steven Coppola, DP1 Michael Jennings, AT1 William Just and AT1 William Henderson.

New NWC first class petty officers are AMSI Robert Howell, AD1 Roger McEntee and AS1 Fernando Raqueno.

Those from both NWC and VX-5 advanced to PO2 and PO3 are:

ETN2 John Coulombe, ABE2 Louis Galvez, AMH2 Laureano Rafael, AE2 Roger Wingerberg, AE2 Terry Burmester and PR3 Gary Nance.

## Slow pitch . . .

(Continued from Page 6)

League competition at the Marine Corps Supply Depot.

Although flush with success and with three local tournament titles under their belt, they dropped two in a row at Barstow and failed to make the MDISL finals.

They lost to Nellis Air Force Base, 10-11, in a tight one, then dropped their second elimination bout in the 10-team, double elimination series to Edwards Air Force Base, 9-2.

Last year, Homestead finished second in the annual MDISL slow pitch tourney.

This is the first year that the local team has played under new MDISL rules which require at least half the team to be made up of active duty military members, instead of the requirement that only "some" of the squad be on active military duty.

## 9-year-old . . .

(Continued from Page 1)

spread to cabinets above the stove.

Miss Derricks removed the burning pan from the stove with a pot holder and extinguished the fire. She went back to the neighbor's house and called the Fire Division.

Chief Rightmeyer wrote that his letter of commendation was prompted by Miss Derricks' quick and resourceful actions, which he called an act of heroism and bravery on her part that not only insured the safety of her sister but prevented possible loss of the quarters and valuables as well.

Miss Derricks and her mother recently left for Kentucky where they will stay with Mrs. Derricks' parents pending YN3 Derricks' reassignment.



**SHOEMOBILE SERVICE** — Centerites inspect safety shoes displayed by a shoemobile near the Safety Equipment Issue Room recently. Left to right are: Guy Puckett and Ira Maupin of Code 2633; Virgil Kreie, Code 2673; Betty Dyson, a shoemobile representative; Ward Rentz, Code 3275; and Phil Hosmer, Code 26442. The service will be provided on a regular basis.

—Photo by Ron Allen

## Mobile service sells shoes here

Several personnel of the Naval Weapons Center were on hand to get protective footwear from the mobile safety shoe van when it made its first stops at the Center. The Employee Services Board working with the Safety Office made arrangements to provide this convenient safety shoe service.

The Shoemobile was located adjacent to Safety Issue at the corner of Nimitz and Hussey and will be there again each Monday following civilian paydays from 7:30 a.m. to 1 p.m.

Those who came for safety shoes found a variety available in all sizes for both men and women in dress shoes, boots and durable, workshoe styles. Regular safety

shoes were featured to provide toe protection.

Other special types featured were non-conductive, slip resistant and those designed to give special metatarsal arch protection.

## Applications sought for Minneapolis management course

Applications are now being accepted for a seven-day management development program to be held in three segments in Minneapolis. It is designed for those with two or more years of experience in management who have at least three subordinates able to give feedback on leadership styles, competence and organizational climate.

The program integrates rather than repeats what the participants have learned in other supervisory development courses.

The first phase of the program will be held on Sept. 28 and 29; the second is scheduled for Oct. 31, Nov. 1 and 2; the final phase will be held on Dec. 13 and 14. It is necessary for participants to attend all three phases.

Those interested in participating or in further information should telephone Lynn Lacey at NWC ext. 2574 as soon as possible.

Paul Homer, Alex Bellen and Lyl Viers, who have been recent participants in the program, may also be contacted for additional information.

## Training Center slates special managers' class

A course designed to acquaint managers with the elements of reliability and maintainability will be offered on Tuesday, Sept. 19, from 8 a.m. until 4 p.m. at the Training Center. Instructor for the course is John Brammer.

Reliability and maintainability program elements will be discussed, and help in tailoring these elements to a particular contract with regard to program phase, cost and schedule will be provided.

Those desiring to register should submit a training request and authorization form through department channels so that it will reach Code 094 by Sept. 8.

## WW II bomb group seeks 'shipmates'

The 303rd Bomb Group Association is looking for all World War II airmen, both aircrew and support, who served with or were attached to the 303rd Bomb Group (H), 8th Air Force, at Molesworth, England, between 1942 and 1945.

Those eligible or interested may get more information by writing to the 303rd Bomb Group Association, P.O. Box 8531, Pembroke Pines Branch, Hollywood, Fla., 33024.

## Systems Acquisition Program Management course well underway

A program leading to a certificate in Systems Acquisition Program Management is well underway at NWC. The first group of 20 students has now completed one year of the two year course, and a second group of 21 students has been selected by the Technical Planning Board to begin the program.

The courses taught are also open to other interested Center personnel. They will be accepted on a space-available basis.

The program was developed specifically to help train potential program managers for NWC and to provide other personnel with an understanding of management problems and tools as well as an appreciation of procedures and practices. The two year program includes about 250 hours of training.

Courses are taught by NWC personnel, faculty members from the Naval Postgraduate School and by contractors with skills in the area of interest.

Short classes scheduled for the 1978-79 period include reliability and maintainability, Mark III, quality assurance, integrated logistics support, operational software and systems safety.

Other classes to be scheduled include data management and documentation, cost analysis, systems analysis and managerial accounting.

Longer 40-hour courses planned for this Fall and Winter include such classes as basic project management, systems management, systems engineering, contract management and managerial accounting.

## Promotional Opportunities...

(Continued from Page 2)

that of an electronics engineer in the EW Projects Office, Countermeasures Division of the Electronic Warfare Department. The physical location is at the Electronic Warfare Threat Simulation (EWTS) facility in the Randsburg Wash Test Area. The incumbent serves as a project engineer for specific flight tests and is responsible for the design and development of testing techniques and procedures; initiates plans and detailed specifications and provides cost estimates for the EWTS customer; monitors data reduction activities and performs mathematical analyses of the reduced data; interfaces with representatives of various companies and military activities. **Job Relevant Criteria:** Knowledge of electronic warfare and related fields; knowledge of ground-based radar systems; knowledge of data analysis and reduction; ability to communicate effectively, both orally and in writing; ability to work effectively with people of widely differing personalities.

File applications for the above with Charlotte Siewkowski, Bldg. 34, Rm. 208, Ph. 3118.

**Electrician Helper, WG-805-5, JD 144N, Code 24421** — This position is in the Maintenance-Utilities Division of the Public Works Department. The incumbent assists journeymen in measuring, cutting, threading, bending, assembling and installing conduit for connecting various panels, outlets and boxes; helps install electrical conduit used in wiring buildings; makes simple splices and solders cables; helps rewind armatures, fields and coils; may replace defective wiring and make connections to new electrical installations. All work is done under direct supervision of a journeyman or using detailed instructions. **Job Relevant Criteria:** Reliability and dependability; shop aptitude and interest; ability to follow instructions in shop; dexterity and safety; ability to work as a member of a team.

File applications for above with Marge Stanton, Bldg. 34, Rm. 210, Ph. 2032.

**Clerk (Typing), GS-301-4, PD No. 7725002N, Code 2513** — This position is located in the Administrative Branch, Planning and Administrative Division, Supply Department. The incumbent maintains personnel records for the Supply Department; prepares requests for personnel actions, position description cover sheets and related personnel documents; prepares training requests and notifies department personnel when they are accepted for courses; serves as secretary to department Beneficial Suggestion Committee. **Job Relevant Criteria:** Knowledge of personnel regulations and forms; knowledge of training procedures and forms; knowledge of incentive awards program procedures and forms; ability to deal tactfully with people; ability to type.

File applications for the above with Ginger Hamaty, Bldg. 34, Rm. 212, Ph. 2371.

**Secretary (Stenography), GS-318-4, PD No. 7832066, Code 31** — (Temporary promotion, not to exceed one year, with possibility of becoming permanent. Competition is open to full-time permanent; part-time; or WAE). Incumbent serves as secretary to the head, Ordnance Systems Department; supervises the operation of the department mail room and custody control point of classified documents; provides office services; assures that the secretaries within the department receive proper training and direction in the performance of their duties; maintains close liaison with administrative and budget personnel. **Job Relevant Criteria:** Ability to perform secretarial functions; knowledge of NWC organization and policies; ability to type, to take dictation accurately and to deal tactfully and efficiently with both the public and all levels of NWC employees; demonstrated ability to communicate effectively and correctly in writing.

File applications for above with Mary Morrison, Bldg. 34, Rm. 210, Ph. 2393.

## The Rocketeer

Official Weekly Publication  
Naval Weapons Center  
China Lake, California

Rear Admiral William L. Harris  
NWC Commander

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Technical Director

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Head,  
Technical Information Department

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Editor

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Associate Editor

Ron Allen  
Staff Photographer



### DEADLINES

News Stories Tuesday, 4:30 p.m.  
Photographs Tuesday, 11:30 a.m.

The Rocketeer receives Armed Forces Press Service material. All are official U. S. Navy photos unless otherwise identified. Printed weekly with appropriated funds by a commercial firm in compliance with NPP-R P-35, revised January 1974. Office at Nimitz and Lauritsen. Information published in the Rocketeer does not necessarily reflect the official views of the Department of Defense. Information in The Rocketeer is authorized for public release by the Office of the Commander, Code 003.

Phones 3354, 3355, 3347





Rec. roundup

## Plans for winter softball season to be discussed

Plans for this winter's softball season will be discussed at a meeting scheduled for 5 p.m. on Aug. 31 at the Center gym.

League play will begin on Sept. 11, and team rosters are due on Sept. 7.

Signups will be made at the Aug. 31 meeting, and all persons wishing to play must be present.

### Youth Softball Tourney

A team named Junk won a two-day, seven-game softball tournament held by the Youth Center last week.

Junk took the championship game with a score of 10-9, defeating the Angels, a team sponsored by the All Faith Chapel's Protestant Congregation.

In the series' first game last Friday, the Latter Day Saints church-sponsored team was beaten by the Angels, 10-9. That same day, the Youth Center-sponsored Wild Bunch lost to Junk 6-7.

In Saturday's elimination games, the LDS squad beat the Wild Bunch 19-8, Junk defeated the Angels 15-10, the Angels swamped the Wild Bunch 7-4 and Junk downed the Angels 13-10.

### Ladies Night at Gym

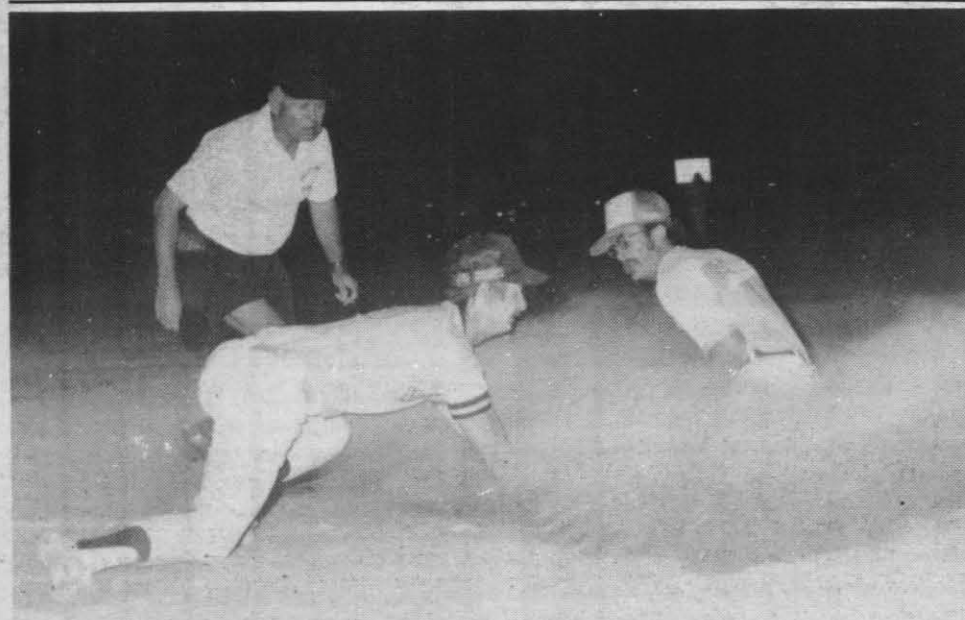
Monday night from 6:30 until 9 is ladies' night at the NWC gym, with sauna, steamroom, racketball courts, weight room and swimming pool only open for the fairer sex.

A ladies exercise class, costing 50 cents a session is scheduled from 7 to 8 p.m. each Monday also. Instructor for the course is Kelly Moulton.

## COM, CPO Club swimming pools to close Sept. 5

Swimming pools at the Commissioned Officer's Mess and the Chief Petty Officers' Mess will close Sept. 5. Present plans call for the Special Services indoor pool and the Minville pool to remain open to COM and CPO Club pool tag holders beyond Sept. 5.

This extension of privileges to all tag holders depends upon participation, and a firm schedule for pool operations will be announced by Sept. 1.



**TOUGH ONE TO CALL** — Umpire Frank Carson could have used radar to call this dusty play when Rich Lasell of the Zephyrs made it safe to third and dodged Homestead shortstop Jerry Crow's tag. Crow was covering third in last week's game on Thursday night at Schoeffel Field during the China Lake intramural slow pitch championship playoffs.

—Photo by Ron Allen



**COMING HOME** — Tim Cornelius jumps from home plate into the open arms of Mike Bass after slamming a 275-foot home run to bring in both China Lake Navy team players in the 11th Naval District's fast pitch championship tourney. China Lake defeated Naval Air Station, Point Mugu, 6-5, at San Diego.

## Homestead goes all the way to score 1.000 in local slow pitch competition

Homestead emerged last week as China Lake's undisputed slow pitch softball champions when they defeated the Zephyrs 15-5 in the final game of the annual men's intramural slow pitch tournament.

The tournament was held Aug. 15, 16 and 17 and pitted the top teams in the local National and American Divisions against each other.

The Zephyrs, who garnered the American Division title, was the only squad from that

## Track Club runners make good showing in Tehachapi race

Thirteen Over-the Hill Track Club members who participated in the Tehachapi Mountain Festival's 10-kilometer race last weekend won seven honors in the meet, including four first place awards.

Top runner was Jerry Mumford who won in the 26-to-36-year-old class and took first place in women's competition with a 46:31.

The other 12 Ridgecrest entrants were men. Five picked up awards in their age groups. They were: Frank Freyne, first place in the 35-39 group; Scotty Broyles, first place, over 50 years; Mark Pohl, third in the 11-to-16 year category; Dave Rugg, third, and John Anderson, fourth, in the 40-49 age group.

The OTHC has scheduled a Rattlesnake Festival and three-person, 10 mile relay for next Thursday evening, Aug. 21, at Kern Regional Park in Ridgecrest.

The race starts at 6 p.m., and entry fees are \$1.50 per person for open teams and \$3 per family for family teams in the two categories of competition.

division to play in the three-day tourney. The National Division sent three teams into the local "world series." Homestead, the division leaders; Shackletts, runners-up in American Division competition; and Pizza Villa.

Homestead took three in a row to capture the tournament, defeating Shackletts, 8-7, on Tuesday night and the Zephyrs, 10-9, in the Wednesday tilt.

The Zephyrs won a berth in the final, play-off game against Homestead by defeating Shackletts 15-14 in an earlier elimination face-off.

In the championship game played Thursday night, Homestead had posted three runs by the third inning, when the Zephyrs registered their first tally.

Scoring at least one run each inning, Homestead increased its lead to 12-2 by the sixth, when the Zephyrs nailed three more, making it 12-5. Homestead held their opponents to the five runs and went on to increase their lead by three more points.

Rod Lewis, 3-for-3, and Rich Lasell, 3-for-4, led the Zephyrs in hitting, but Homestead's Mike Machowsky out-paced members of both teams in batting with a 4-for-4.

Homestead's emergence as champs came as no surprise after they captured the National Division title with 18 wins and one loss and then nabbed the annual slow pitch intermural invitational tourney.

After donning the China Lake crown, the Homesteaders traveled to Barstow last Friday for Mojave Desert Inter-Service

(Continued on Page 7)



**SLOW PITCH CHAMPS** — Homestead, the 1978 China Lake slow pitch softball champions, pose for a team photograph. They are, left to right, in the front row: utility man Mike Totsi, center fielder Jerry Mathers, third and second baseman Sam Goode, short stop and second baseman Jerry Crow and pitcher Art Donaldson. Standing in the back row are from left to right: Ernie Paiz, coach; Bill Sizemore, center and left fielder; Kelvin McSwain, right fielder; Glen Polk, shortstop and third baseman; Doug Nelson, catcher and pitcher; Dave Long, outfielder and first baseman; Jimmy Ayers, third and first baseman; and Mike Machowsky, shortstop and second baseman.

—Photo by Ron Allen

## Fast pitch squad shows in Naval District tourney

The China Lake Navy fast pitch softball team advanced to the semi-finals in the 11th Naval District championship tournament last week at San Diego and finished third in the district-wide series.

The local squad won their second game, defeating Naval Air Station, Point Mugu, 6-5, after dropping their first to the tournament runners-up from Miramar Naval Air Station.

Following the victory over Point Mugu, China Lake Navy lost to the tourney champs from Naval Air Station, North Island, 2-0, closing the door to a berth in the finals.

In the final game of the week-long tournament, NAS North Island defeated NAS Miramar, 4-3. In their semi-final playoff, the squad from Miramar also lost to North Island, 2-1.

After their loss in the first game to NAS Miramar, the China Lake Navy team was on the verge of elimination, but came back to score in the first inning of their tilt with Point Mugu when Tim Cornelius singled, then stole second and was brought in on a hit off the bat of Tony Herrera.

In the top of the third and with Mugu leading 3-3, Mike Bass got on with a single and Cornelius ripped a 275-foot homer to follow Bass in, bringing the score to two and tying up the game.

But Point Mugu came back in the bottom of the third to move ahead 5-3; however, in the next inning's play Gary Pecteau led off with a single for pinch-runner Chuck Pike, who stole second and then got home on a one-bagger hit by Brad Domine.

Domine stole second and went to third on a bad throw. A sacrifice grounder to second by Andy Price scored Domine and brought the game back to a tie with the score 5-5.

There were no runs scored by either team in the fifth and sixth innings. In the top of the seventh, however, Roger Wingerberg singled, then stole second and moved to third on a sacrifice by Bass. Another sacrifice grounder by Herrera brought in the winning run.

In the local team's third tourney tilt, they lost a hard-fought battle to NAS North Island's superior pitching, despite outstanding defensive play throughout the game.

China Lake Navy team manager Andy Price singled out second baseman Brad Domine, pitcher Tony Herrera and catcher Tim Cornelius, but said:

"The whole squad pulled us through the season and the tournament in Long Beach that pushed us into the finals. It was an outstanding team effort all the way."



**NAVAL RESERVISTS PRACTICE SKILLS** — During a recent period of two weeks of active duty for training, ETRSN Russell Haas (at left) and AD1 Ron Metevier, both members of Naval Weapons Center Support Unit 0176, are shown working on an F-86 jet aircraft engine at the Pacific Missile Test Center, Point Mugu.

## Center employees don Navy clothes to train as sailors on weekends, leaves

Many Naval Weapons Center employees not only work for the Navy as civilian employees; but two weeks each year and on weekends, they are full-time sailors, as well.

These employees are the members of ready Naval Reserve units. The most recent to complete two weeks of active training duty are members of China Lake Detachment 217 of Reserve Mobile Construction Battalion 17.

Equipment Operator First Class Carl Nyholm, USNR-R, was in charge of the 15-man contingent of local Seabees that last month received classroom instruction and practical, on-site operations training at the Naval Construction Battalion Center, Port Hueneme, Calif.

Twenty-six Naval Reservists — all members of Naval Weapons Center Support Unit 0176 — earlier this year spent two weeks of active duty for training at the Pacific Missile Test Center at Pt. Mugu.

Naval Reserve Unit 0176 is led by Capt. Gary Bailey, USNR-R, who is the associate head of the NWC Aircraft Department's Base Operations Division.

Half of the reserve Seabees attended school while the remaining half were assigned to projects, the Master-at-Arms staff and the Public Affairs Office at Port Hueneme during last month's cruise.

One major project during the two weeks of active training duty involved construction of a YMCA parking lot at



**MOVIN' OUT** — Reservist Billy Thornton, an Equipment Operator Constructionman in Seabee Reserve Detachment 217, operates a rough-terrain fork lift during the unit's two-week training cruise at Port Hueneme.

—Photo by EACN Johnnie Lopez

## Navy Exchange gas station switches to full self-service

On Aug. 25, the Navy Exchange Service Station converted to an all self-service operation, featuring only self-service-priced gasoline.

The primary reason for the conversion, according to Ltjg. R. J. Boyd, Navy Exchange Officer, is the greater use by service station patrons of the self-service pumps in comparison to the full-service pumps.

Full-service will still be available, Ltjg.

## Navy-interest laws involve new sea pay, women-at-sea

Two pieces of Navy-interest legislation included in the 1979 authorization bill — sea pay and women at sea — appear about to be enacted by Congress.

Following a House-Senate conference which reported out recently, both proposals remained on track. The two items were approved by the House.

The conference committee agreed on an amendment to Title 10, U.S. Code, which would allow women to be assigned permanent duty on non-combatant ships and temporary duty on combatants.

The House-Senate conference also agreed on a final sea pay proposal. In effect, the new plan provides much more money to sea-going petty officers based on cumulative years of sea duty.

Personnel on active duty on Sept. 30 would still receive sea pay at the old rate for three years, even if they have less than three years of sea duty and are not petty officers.

## Officer Promotions



**CONGRATULATIONS IN ORDER** — Cdr. R. A. Knutson, (left), head of the Military Administration Department, and Rear Admiral William L. Harris, NWC Commander, admire the bars denoting the promotion of Ltjg. Peter L. Whipple to that rank. Ltjg. Whipple has been the Military Personnel Officer for the Center since his arrival at China Lake in April 1977.

—Photo by Ron Allen

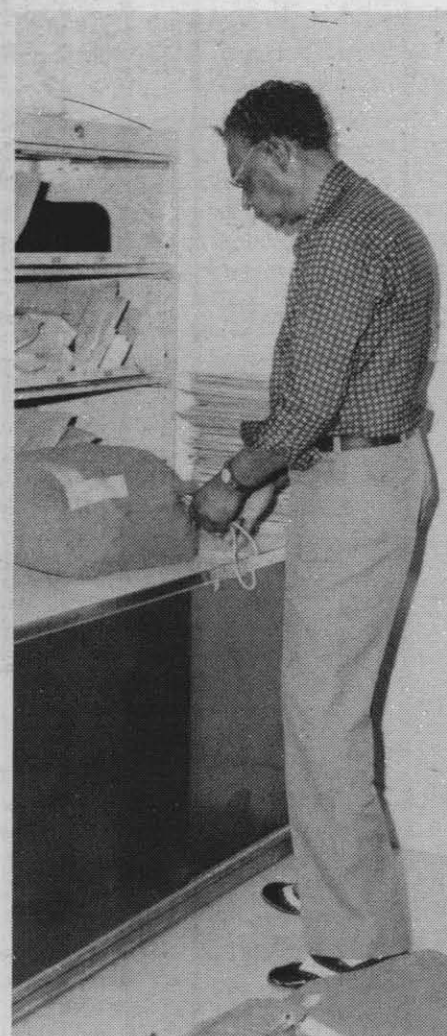


**DOUBLE CONGRATULATIONS** — Two Naval Weapons Center officers receive congratulations from Rear Admiral William L. Harris, NWC Commander, during recent promotion ceremonies in the admiral's office. Wearing the shoulderboards of their new ranks are Lt. D. R. Benedix (at left), the Public Works Department's Planning Officer, and Ltjg. G. A. Pike, Intermediate Aviation Maintenance Officer in the Aircraft Department.

—Photo by Ron Allen



## Mail Room



## Mail Call

In the photograph above, Postal Clerk John Frazier, (left) of the U.S. Post Office and NWC's Wes Wharton unload the mail before it goes to Hugh McLennan (center picture) and others in the Mail, Files and Records branch for sorting. C. B. Knox (lower picture) gives Mary McMillen one of the many classified documents that has to be logged in each day. Sorting the morning mail begins and dispatching the afternoon mail ends each day for the Mail Room.

—Photos by Ron Allen



## Branches divide responsibility of customer service

By Mickey Strang

If each division of the Office of Finance and Management (Code 08) were neatly packaged into an assembly of coordinated functions, the package containing the Management Division (Code 082) headed by Bob Glen would be the lumpiest. A wide range of functions falls under the cognizance of this group.

In the division office itself are the Center's Space Resources Management Program (Code 08201) and the Position Management function (Code 08202).

### Limited work space

The branches in the division include the Records Management Branch (Code 0821); Mail, Files and Records Branch (Code 0822); the Office Systems Manager (Code 0823) and Word Processing Centers I and II (Codes 08231 and 08232); Plans and Programs Branch (Code 0825); and the Management Analysis Branch (Code 0826).

The Center's Space Resources Manager, Oscar Felsen (Code 08201), has an interesting task. Despite the 1,700 square miles comprising NWC, office and laboratory space is limited, and many groups feel the need for more space than currently allocated to them. If six groups apply for space that will become available, five, unfortunately, are going to be disappointed. Not that they don't need the space or aren't able to justify their requests; it's just that another organization was able to document a greater need.

### The very word 'management' conjures up a picture of paperwork, forms, directives and records.

Ralph Disch staffs the Center's position management program. (Dr. R. E. Kistler, as head of the Office of Finance and Management, is officially the Position Management Officer.) Disch's job requires that he review any projected change in organizations or key positions, and he must review all high grade (GS-13 and over) jobs.

High grade positions must be justified to the Office of Civilian Personnel in Washington or the Field Division in San Diego. This justification is normally in terms of how a specific position contributes to the mission area and product lines assigned to the Center by the Naval Material Command.

The very word "management" conjures a picture of paperwork, forms, directives, and records. The Records Management Branch (Code 0821), headed by Theresa "Rose" Gonzales who came to the Center in 1944 as a Wave, exists to try to stem the flood of paperwork and keep it to manageable levels.

This branch edits all new or revised directives for form, content, consistency, and agreement with Navy regulations. In this office also are maintained all the "record" copies of the NWC directives, instructions, and notices that have been issued since the beginning of the Naval Ordnance Test Station (now NWC) in 1943. These include all cancelled items as well as those currently in effect.

### Directives increased

In 1977, 182 actions were taken in the directives program — an increase of more than 50 over the preceding two years. The decommissioning of the Naval Air Facility influenced this number by requiring that all NAF directives be converted to NWC directives and instructions or cancelled if no longer needed or duplicated by other

# Management Division keeps paper moving



**PAPERWORK, PAPERWORK** — Theresa "Rose" Gonzales (center), who heads the Records Management Branch, discusses the Naval Weapons Center's paperwork with Eleanor Cohen (left) and Sue Hucek. Aim of the branch is to keep the flood of NWC paperwork at a manageable level. This is accomplished by controlling the number of forms, by making each form more useful, by assisting various organizations throughout the Center to determine what records can be safely stored or destroyed and by providing consultative services on request.

directives.

Organizations thrive on forms because a form is the best way to gather all information that is needed onto a single piece of paper in a standard format so that someone can work with it readily. NWC alone has more than 2,100 legal forms; another 1,000 or so exist at China Lake which are higher authority forms. Last year 1,155 of the NWC forms were initiated, revised, reordered or cancelled in order to effectively deal with the Center's burgeoning paperwork requirements.

An on-going program exists to simplify forms, to make them more useful, and to eliminate the needless ones. Any branch on the Center that feels it needs a form (or wants either to legitimize a bootleg form or update a form already in use) can call NWC ext. 2455 for assistance.

At least two classes a year are taught for Center employees dealing with files management, records disposal, and the use of the Navy filing system. These classes are also taught to small groups if a special request is made. Anyone who has a problem with files or records disposal may call on Code 0821 also for consulting assistance.

### One average Monday . . . 7,179 pieces of mail were sorted for delivery runs immediately.

Perhaps the most visible daily evidence to the Center at large of the activities of Code 08 comes in the form of the guard mail messenger who stops by each branch or division office each morning and afternoon to pick up and deliver mail. Mail is only one of the functions of Mail, File and Records (Code 0822). The mail service includes incoming, outgoing, and on-Center mail.

The size of the job is indicated by a typical Monday of 8 trays of letters (with each tray holding 400 to 500 letters), plus 8 to 12 bags (each containing either 60 lb. or 70 pieces of mail) incoming. One average Monday, for instance, 7,179 pieces of mail were sorted by Michelson Lab guard mail personnel.

The mail that is addressed to an individual or a branch is sorted for delivery runs immediately. The "Commander" mail (that which is not addressed to an individual — unless clearly meant for the Com-

mander!) is opened, read, and routed to the appropriate recipient.

The first sorting of the mail involves the base run, the range run, and a separate routing for the upper and lower decks of Michelson Laboratory. The base run covers between 51 and 52 miles; the range run amounts to 50 miles (with 41 stops). Each run is made twice daily.

### Classified mail checked

Classified mail must be logged. "Secret" material is opened to verify manifests, a cover letter and document number assigned, and then forwarded to the proper department CCPs for distribution. ("Accountability," says C. B. Knox, head of this group, "is essential. We must know where each piece of classified mail is, and must also get all other mail in and out promptly and accurately.")

Along with the mammoth chore of han-



**RECORD CHECKED** — The "record" copy of all Naval Weapons Center directives is maintained by the Records Management Branch headed by Theresa ("Rose") Gonzales.

ling the incoming mail and shipping it to all recipients, Code 0822 also maintains the master control listing of all classified documents on the Center.

Another mammoth record-keeping task assigned to Code 0822 is maintaining a file of 25 copies of every instruction issued on the Center. Copies are available to those who either had not received a copy of a directive or who need an additional copy. Any branch which needs a copy of a directive should first check with the appropriate department office; if the department office does not have a spare copy of the directive, then the branch should call Ext. 3546.

### Outgoing mail ends day

As the day ends, the bags of mail are picked up and taken to the Ridgecrest Post Office to catch the outgoing mail from there, and the office is readied for the next morning's mail arrival of the mail trucks.

The Mail, Files and Records branch has only 13 employees—eight in the mail room and five in the guard mail section.

The NWC Office Systems Manager, who is currently Donnie Goettig (Code 0823), spends much of her time functioning as a consultant to any office that has need for office equipment (typewriters, telecopiers, dictating equipment). It is necessary not only to know about the equipment and what is available, but also what the off-Center requirements regarding the acquisition of such equipment are. For instance, permission from the Office of the Chief of Naval Operations is needed to acquire a magnetic typewriter.

### Word processing is best used in any situation that involves revising already typed material.

Under Mrs. Goettig's cognizance come the two word processing centers, Codes 08231 and 08232. Actually, she notes, even defining the term "word processing" is difficult; there is no standard definition. At NWC it is ordinarily used to define equipment such as memory typewriters that have automatic text editing capability — and the technology in this equipment area changes rapidly.

Word processing is best used in any situation that involves revising already typed material, sending multiple letters with minor changes in each letter, or similar operations. The typewriters actually resemble programmable computers more than ordinary typewriters.

Word Processing Center I, supervised by Mary Gilbert, is located in the Administration Building, and works exclusively for groups that are physically located in that building. This WPC puts in final format all financial reports, speeches, analytical studies, correspondence, and other typewritten material for all codes occupying the headquarters building.

### Technical reports handled

Naomi Amos heads Word Processing Center II which is located in the old cafeteria area on the second deck of Michelson Laboratory. In addition to correspondence and general typing, employees in this group handle many long technical reports which typically go through several review cycles. This sort of text frequently contains scientific and mathematical formulas and the vocabulary that is typical for an R&D activity.

Specialized word processing equipment enables the operators to handle this type of work in a most efficient manner. Code 08232 can assist any group on the Center needing word processing services, in general on a first come-first served basis.

### Plans major issues

The Plans and Programs Branch (Code 0825), which is supervised by John Bodenbun, consists of a small group of

## Word Processing Center



## Customer Service

Above, Newella Hunter shows Maj. E. A. Petersen, USAF, how the IBM OS-6 information processor operates. Below: left, Mary Gilbert tells Kathy Clark how a customer wants his job done; right, Naomi Amos checks transcribing equipment available to users who phone NWC ext. 3881.



multi-disciplined analysts whose work involves major planning issues such as the Five Year Plan, Commanding Officer/Technical Director briefings, contributions to the Director of Navy Laboratories corporate plans and the Center-wide financial analyses and workload reviews.

### Managing in a science and engineering environment calls for different managerial skills.

The five employees of Code 0825 try to determine if the Center's workload is properly balanced, if the money and the people are in the right areas, and provide staff response both to NWC management and to headquarters on management issues and reporting requirements. Much of their time is spent in workload studies, management information studies, and ad hoc planning / financial analysis. To enable them to work efficiently as an organization, they were chosen because of the variety of their disciplines: a general engineer, a management analyst, a computer systems analyst, a budget analyst, and an operations research analyst.

The Management Analysis Branch (Code 0826) also consists of analysts whose backgrounds vary; these analysts usually have degrees either in the social sciences or in business administration. Management analysis (under its old designation of "management engineering") began at China Lake in the 1950s when local scientists and administrators recognized a need for an in-house group that could give a dispassionate evaluation of managerial and

administrative problems.

Managing in a science and engineering environment calls for different managerial skills than those required in other situations, so when studies are done in-house by those who are aware of the local situation and of the unique qualities of an R&D organization, more productive suggestions result. Among ongoing assignments, the branch is responsible for billet analyses and control, cost studies, commercial / industrial or "make or buy" studies under OMB Circular A-76, SHORTSTAMPS, organizational reviews, and administrative systems and procedures studies.

Bob McKenzie, Code 0826 branch head, notes that since usually any study is accomplished by only one or two of the analysts, people tend to think of the analysts as individuals rather than as a group, which he considers a definite advantage. Code 0826 also calls in outside experts from other organizations if expertise is needed for a study that can't be found within the branch. The average study lasts less than three months, and can be as short as one day.

### Alternatives provided

"Really, our studies, all initiated by the customer, consist of trying to develop a base of data in a sensible fashion to provide alternatives to our customers," McKenzie adds. "We try to give a neutral and objective point of view, to be as fair as is humanly possible."

Despite the already wide range of missions assigned to the Management Division, the role of the group is ever-changing. Bob Glen, division head, notes that "with the capabilities represented by Code 082 personnel and the varied functions performed, this is an extremely interesting place to work and to manage."