

NRS provides baby layettes

What's more appropriate for a Navy baby than a "Junior Seabag?"

The China Lake Auxiliary of the Navy Relief Society will provide a starter layette in the form of a Junior Seabag to service families in pay grades E-4 and below. Service families in grade E-5 and above are also provided a layette on the basis of need.

Baby items are either purchased new or are handcrafted by NRS volunteers. Layettes include a bunting, teether, lap pads, receiving blankets, sweater sets, sacques, gowns, baby book, thermometer, crib sheets, undershirts, crib blanket and sleeper set.

Prospective parents should visit the Navy Relief Society Office, 1811 Lauritsen Road, during the final six weeks of pregnancy. The NRS volunteer will give the couple some tips about expenses involved in providing for the needs of the new baby, and give the layette to the couple during this visit. Couples are encouraged to make an appointment for their visit; they can do this by telephoning 446-4746 Mondays, Wednesdays or Fridays between 11 a.m. and 2 p.m.



Junior Seabag

Community Organizations aided by VX-5 Wives Club

Air Test and Evaluation Squadron Five's Wives Club celebrated the holiday season in the best of all manners — by sharing the fruits of their labors with others.

Those benefitting were Recreational Services Department's Child Care Center, the Women's Center in Ridgecrest, and the Indian Wells Valley Association for Retarded Citizens.

At a check presentation, Eva Burns and Sherry Owen, president and secretary-treasurer of the VX-5 Wives Group respectively, said the organization is "Striving to do more for others rather than for ourselves."

Mrs. Burns added that the organizations receiving the checks all provide services to benefit or potentially benefit everyone in

the community.

Polly Ferraro, head of the Child Care Center, said the money she received will go toward purchase of crib sheets and books. She commented on how commendable the VX-5 Wives Club was for reaching outside NWC to include community organizations.

Trish Coombs-Henry said that the check for the Women's Center will be used for expenses for shelter care — a need that is apt to grow during the holiday season.

Bill Plumb, representing the IWWASRC, said that their share of the funds would be used to provide a communication device for someone living in their residential facility. This device will assist a woman to speak.

VX-5 wives raised the money through a series of events such as a "burger burn" last summer. (Mrs. Burns added that they hadn't realized just how hot cooking over a grill on a runway in summer could be. "More than just the burgers got burned that day," she said.)

The next event scheduled by VX-5 wives is a Christmas party for the squadron's children, which will be held tomorrow at Hangar One.

Youth Center party planned

Young people between 7 and 12 years of age are invited to take part in a New Year's Eve party at the Youth Center. The party will begin at 8 p.m. on Tuesday, Dec. 31, and will last until 8 a.m. on Wednesday, Jan. 1. Participants will need to bring a sleeping bag because they will be asked to rest between 1 and 6 a.m.

Cost for the party will be \$7.50 per person. The price covers skating, bingo, a football tournament, as well as party favors, snacks and prizes for games.

Registration for the party is at the Information, Ticket and Tour Office, located at the corner of Blandly Avenue and Lauritsen Road.

NEX News

Any Navy Exchange customers who may have bought a Lighted Tree Top Angel (Lucia), product code G5215, are asked to return these to the NEX immediately for refund or exchange.

Preliminary examination by the manufacturer indicates that an incorrect bulb was used, which may cause overheating. The angels could cause a fire if they come in contact with flammable materials, such as wrapping paper or dried Christmas trees.



EARLY CHRISTMAS — Santa Claus, in the form of the VX-5 Wives Club, provided checks to three community organizations to help with their work. Making the presentation was Eva Burns (l.), president of the Wives Club. Check recipients were (l. to r.) Polly Ferraro, Children's Center; Bill Plumb, Indian Wells Valley Association for Retarded Citizens; and Trish Coombs-Henry, Women's Center.

Toys for Tots campaign on

Marines from the Center's Marine Corps Liaison Office may not have white, bushy beards or drive a sleigh, but they are serving as Santa's helpers to ensure all local children will have a visit from St. Nick.

The annual Marine Corps Toys for Tots campaign is being conducted through next Wednesday. Anyone who would like to contribute one or more new or used toys (in good condition) for distribution to needy Inyokern, Randsburg and Ridgecrest children can telephone one of the four Marine personnel involved to arrange for pickup of the toy.

During working hours, they can be reached at the Marine Corps Liaison Office, NWC ext. 3716, 3717, or 3273. The men (and their home phones) are Major Jim Fortune, 446-7207; Capt. Jim Ledbetter, 446-6918; MSgt. John Roloff, 446-2803; and SSgt. Robert Turpin, 446-5825.

Holiday baskets set

Community coordination for holiday baskets for needy families is being handled by the Salvation Army. Anyone who wishes to propose a family name (or who wishes to help) should telephone 377-5319 and leave a message on the code-a-phone and a Salvation Army worker will return the call.

Movies

FRIDAY, MONDAY	"THE EMERALD FOREST"	DEC. 13, 16
	Starring Powers Boothe and Charley Boorman (Adventure/Drama, Rated R, 115 min.)	
SATURDAY, SUNDAY	"RED SONJA"	DEC. 14, 15
	Starring Arnold Schwarzenegger and Brigitte Nielsen (Fantasy, Rated PG-13, 89 min.)	
WEDNESDAY	"GRACE GUILLEY"	DEC. 18
	Starring Katherine Hepburn and Nick Nolte (Comedy, Rated PG, 86 min.)	
FRIDAY, MONDAY	"NATIONAL LAMPOON'S EUROPEAN VACATION"	DEC. 20, 23
	Starring Chevy Chase and Beverly D'Angelo (Comedy, Rated PG-13, 94 min.)	
MONDAY	"JUNGLE BOOK"	DEC. 23
	Musical. Voices by Phil Harris and Sebastian Cabot (Animation, Rated G, 78 min.)	
WEDNESDAY	NO MOVIE	DEC. 25
THURSDAY	"PETE'S DRAGON"	DEC. 26
	Voices by Helen Reddy and Micky Rooney (Animation, Rated G, 103 min.)	
FRIDAY, SATURDAY, MONDAY	"GHOSTBUSTERS"	DEC. 27, 28, 30
	Starring Bill Murray and Dan Aykroyd (Comedy, Rated PG, 105 min.)	
SUNDAY	"SUMMER RENTAL"	DEC. 29
	Starring John Candy and Richard Crenna (Comedy, Rated PG, 87 min.)	
MONDAY	Sesame Street presents "FOLLOW THAT BIRD"	DEC. 30
	Musical. Starring Jim Henson's Sesame Street muppets (Animation, Rated G, 90 min.)	

Starting Times: Matinee / 2 pm Evening / 7 pm

(G) ALL AGES ADMITTED
General Audiences
(PG) ALL AGES ADMITTED
Parental Guidance Suggested
(R) RESTRICTED
Under 17 Requires Accompanying Parent or Adult Guardian

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1985 — No. 20035

FROM: _____ PLACE STAMP HERE

TO: _____

NWC Rocketeer

Naval Weapons Center, China Lake, California 93555-6001 Vol. XL, No. 50 / December 13, 1985

VA-22 conducts a successful HARM 'strike'

For the second time this year, a fleet-configured A-7E has made a highly successful High Speed Anti-Radiation Missile (HARM) firing at China Lake.

Eight fleet firings are planned for this fiscal year, with four of them planned for China Lake.

Planning for a fleet firing at China Lake begins when the fleet squadron involved contacts Air Test and Evaluation Squadron Five (VX-5) with a proposed firing date and test scenario requirements. VX-5 coordinates the test with NWC's Range and Electronic Warfare Departments to ensure the test is adequately supported and a schedule is established.

After this, test plans are written, six-

degree-of-freedom simulations of the planned test are conducted, safety footprints generated, planning meetings held with the squadron and more. Also, targets are set up and tested and a telemetry/command destruct section is made ready for the test.

A few days prior to the planned fleet firing, a fleet inventory HARM is transported to China Lake, its warhead removed and replaced by the telemetry section. This missile is tested and then moved to the airfield for storage.

The day before the test, a full scale dress rehearsal is held involving all who will take part in the test. This is to ensure all hands understand the test fully and all range

safety requirements are satisfied.

Data generated from the test rehearsal are analyzed, a pre-firing briefing is conducted and command destruct components are installed in the missile.

Squadron load crews prepare the aircraft and load the HARM on the day of the firing. The "strike" is planned and carried out by squadron personnel, while China Lake personnel man their positions to support the strike.

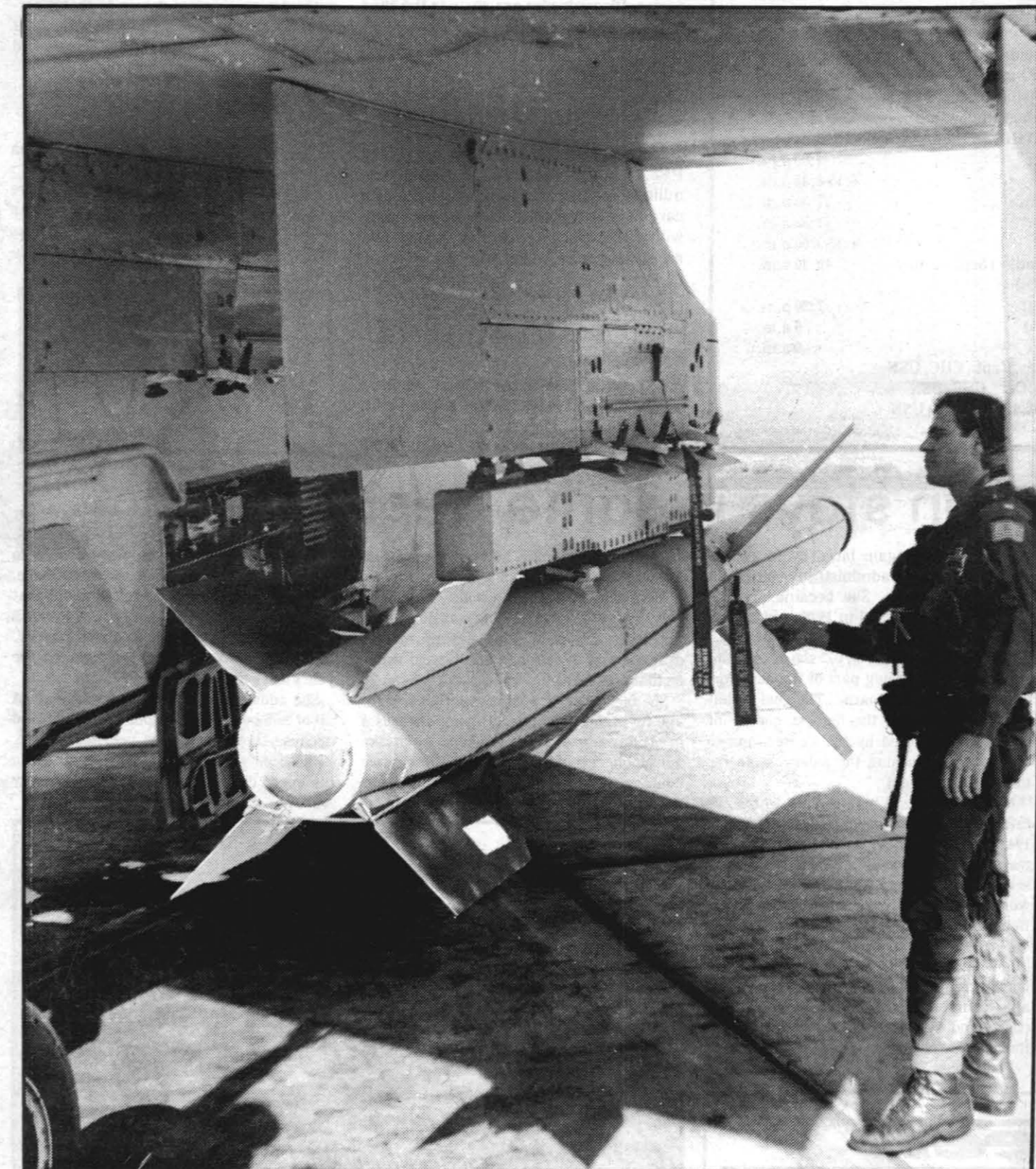
On Dec. 6, VA-22 from NAS Lemoore conducted a "strike" on China Lake's G-Range against a tactically representative surface-to-air missile (SAM) radar site.

AQ1 Jon Gratton, AO2 Vernard Mello and

AQ3 Paul Montz prepared the VA-22 A-7E and loaded the HARM aboard.

Lt. Dan Canin piloted the HARM launch aircraft and was accompanied by Cdr. Rich Burns, VA-22 executive officer, on the strike in another A-7E and by an EA-6B from Whidbey Island, Wash., manned by Lts. Rolando King, Jr., Michael Collins, David Hill and Denis Shea. The HARM was launched and effectively "killed" the SAM radar site.

Following the firing, Capt. Larry Kaufman, the NAVAIR Defense Suppression Program Manager (PMA-242) expressed a "well done" to VA-22 and to VX-5 and China Lake support team.



HARM FIRING — Lt. Don Canin of VA-22 does a pre-flight check of a HARM taken from the fleet inventory prior to the second fleet firing of the HARM weapon at

China Lake. The firing, like the first of this year, was termed "highly successful" by HARM Program Office officials. — Photo by Steve Boster

TD award goes to Bobby D. Connor

The outstanding work that he has performed for the Center, Burrell Hays, NWC Technical Director, told Bobby D. Connor, was the basis for the Technical Director's Award presented to Connor last week.

"Your work," Hays continued, "has accomplished a great deal for both the taxpayer and for the Fleet."

Capt. K. A. Dickerson, NWC Commander, who attended the presentation

along with Connor's co-workers and supervisors, added that "We need more people like you."

Connor, an electronics engineer in the (Continued on Page 3)

Looking back at 1985

With 1985 coming to a close, the Rocketeer is taking a quick look back at some of the year's significant happenings at China Lake and the Naval Weapons Center.

It was a year when generous employees set a new record of giving to the Combined Federal Campaign. It was a year that saw a new Engineering Laboratory open and brought a new commanding officer, Capt. A. M. Phillips to Air Test and Evaluation Squadron Five (VX-5).

The following is a month-by-month brief look at 1985 in review.

JANUARY — Michelson Laboratory Awards went to Bill Lamb, Tom Seufert, Jim Bowen, Karen Altieri, Ralph Beyer and Jim Kneppshield while Harold V. Parsons won the Kit Skaar Award. More than 600 persons took part in the annual Project Community Pride Day cleanup of the Center and parts of Ridgecrest.

FEBRUARY — Wild horses were rounded up from NWC ranges with use of helicopters, thanks to a one-year exemption from the "Wild Horse Annie Act." Radm. Stephen Hostettler praised NWC support for a Tomahawk C-1 cruise missile flight test. VX-5's AZ3 Cynthia Langford was China Lake's representative in the High Desert Military Person of the Year competition.

MARCH — Five China Lakers: George F. Linstead, Cdr. B.C. Boatright, Arnold A. Moline, Barbara VonNordheim and Lois Herrington were nominated for Distinguished Public Service Awards. A03 Bruce Mahaney was named Bluejacket of the Year for NWC, while A01 John Cribb won the award for VX-5.

APRIL — Director of Navy Laboratories, Gary Morton, presided at ribbon cutting ceremonies for the new Engineering Laboratory, a 60,000 square foot facility. Capt. A.M. Phillips relieved Capt. R.P. Flower as commanding officer of VX-5. The disestablishment of Naval Material Command was announced by the Secretary of the Navy.

MAY — A hot new Tiger rocket motor made its debut at SNORT. Eighteen members of the Canadian Forces Support Detachment opened their new building in support of their nation's purchase of CF-18s. The first QF-4 full scale aerial target underwent technical evaluation at the Pacific Missile Test Center.

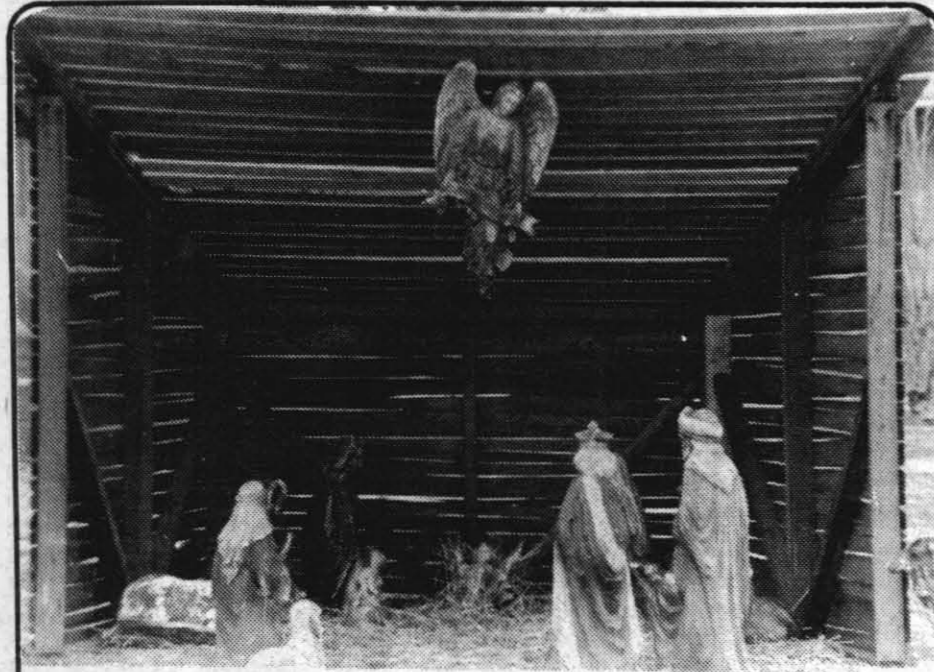
JUNE — The William B. McLean Award was presented to Ronald Vetter and the L.T.E. Thompson Awards went to Sterling Haaland, Cdr. B.C. Boatright and Daniel Goss. ABCM Larry Duysen succeeded (Continued on Page 6)



Weather Report

	Max	Min	Peak Gust	Precip.
Fri.	67	32	8 knots	
Sat.	64	31	28 knots	
Sun.	59	37	26 knots	
Mon.	59	33	24 knots	
Tues.	43	27	15 knots	0.12 in.
Wed.	46	32	32 knots	
Thurs.	51	19	8 knots	

All measurements are made at Armitage Airfield.



Divine Services

PROTESTANT	
SUNDAY WORSHIP SERVICE	10:30 a.m.
SUNDAY SCHOOL (Annexes 1, 2, 4, and the East Wing)	9 a.m.
BIBLE STUDY (East Wing)	
Tuesday 7:30 p.m.	(Nursery provided) Sept. through June
Wednesday 11:30 a.m.	Sept. through June
Thursday 7:00 p.m.	Officer's Christian Fellowship Christian Military Fellowship
ROMAN CATHOLIC	
SUNDAY MASS	9:00 a.m.
CONFESSIONS (Sunday)	8:15-8:45 a.m.
COMMUNION SERVICE (Monday)	11:35 a.m.
DAILY MASS (Tuesday through Friday)	11:35 a.m.
CONFESSIONS (Friday)	4:30-5:00 p.m.
RELIGIOUS EDUCATION CLASSES (Sunday) Sept. to May	10:30 a.m.
JEWISH	
WEEKLY SERVICES (Friday, East Wing)	7:30 p.m.
ADULT EDUCATION (Saturday, Annex 4)	9 a.m.
RELIGIOUS SCHOOL (Sunday, Annex 95)	9 a.m.
Chaplain J. Milton Collins, Capt., CHC, USN	
Chaplain A. J. Smith, Cdr., CHC, USN	
Chaplain Jason E. Knott, LCDr., CHC, USN	
Phone, NWC ext. 3506, 3507	

New disabled placards must be displayed in cars

As of October 1 disabled persons must display the new parking placard issued by the California Department of Motor Vehicles. These placards entitle disabled motorists to park in specially designated spaces, metered spaces at no cost, and to exceed posted parking time limits.

The new placard will cost \$6 and will expire June 30, 1987. A special ID card will be issued along with the placard to the disabled motorist to assist law enforcers in guarding against abuses of the privilege.

It is against the law to lend a placard to someone not entitled to its use or to forge, possess or sell a counterfeit placard. It is also illegal and punishable to fraudulently display a forged, counterfeit or false card. Punishment can be a fine or imprisonment or both.

To qualify for a permanent placard, a person must have lost, or lost the use of, one or more extremities or be unable to move about without the aid of a mechanical device. Placards also are given to the blind or those who suffer from lung disease, cardiovascular disease or have a diagnosed disease or disorder that substantially im-

pairs or interferes with mobility.

Temporary placards are issued to those who have a disability expected to last for less than a year. A physician's certification is required with the application in addition to the \$6 fee.

To apply for the placard, holders of Disabled Person or Disabled Veteran license plates just need to enter their license plate number on the placard application form. All others, including holders of previously issued placards, must establish eligibility for the new placard.

Those who apply in person at the DMV office can self-certify as to loss of one or both hands, one or both feet, or one or both legs.

To apply by mail, a licensed physician or chiropractor may certify disability based on loss of limbs or limb function. A physician's certificate is required to verify that a disabled person is unable to move about without a mechanical device or that a person suffers from a disease or disorder that impairs mobility. A licensed ophthalmologist must certify blindness.

CHAMPUS filing deadline nears

The year-end filing deadline for CHAMPUS claims is almost here. This means military families, and civilian providers of care have only until Dec. 31 to file claims with CHAMPUS for civilian health care received or provided in 1984.

If military families received care in the current year, 1985, they have until the end of 1986 to file for cost-sharing of those medical bills.

Remember: for families who received care in 1984 and haven't filed a claim with CHAMPUS yet, the claim must be in the hands of the claims processor for the state

in which care was received no later than Dec. 31.

Military members who don't know where to send the claim should contact the Health Benefits Advisor at the Naval Weapons Center, or their nearest military installation.

NWC HOTLINE
Integrity, efficiency program
Call: NWC ext. 3636 (24 hrs.)
or call the Inspector General at:
(800)522-3451 (toll free)
288-6743 (Autovon)
(202)433-6743 (commercial)

Deanna Johnson stays in same department

"Word processors are a lot easier to handle than the typewriter-and-carbon-paper methods of correspondence used when she first came to work in the Aviation Ordnance Department (now the Electronic Warfare Department)" says Deanna Johnson, department secretary.

"But the correspondence level wasn't nearly as high then either," she adds, with a laugh. "Now it's so simple that even engineers are writing their own memos and sending them on the network to their secretaries to format." (She notes that one of the real advantages of word processors is that not only is there less paper to shuffle, but, equally, secretaries no longer have to decipher handwriting.)

The majority of her working life has been spent in the same department, Mrs. Johnson says. She was hired by Louise Mitchell, then personnel clerk for Code 35, on graduation from Burroughs High School in 1955.

Three years later, Mrs. Johnson took time off to have a family. When the youngest of her four sons was starting first

grade, she was again hired by Mrs. Mitchell (who was the administrative officer in Code 352 by then). She became division secretary for Code 352 in 1976, and moved to her current job in 1983.

"I like being a secretary," she says, "and I especially like being part of the new Corporate Secretaries Board." The goal of that group is to ensure the highest quality of secretaries is hired by the Center, and to then work on raising the salary scale for the secretarial field.

Mrs. Johnson was born in Taft, where her father was commissioner of streets until 1943. "He wanted to do his share for the war effort," she says, "and was not able to serve in the Armed Forces, so he went to work at the Naval Shipyard in Long Beach."

When the shipyard reduced its work force following the end of World War II, he was transferred to China Lake. "We were not able to find a place to live here then, so he commuted weekends until he found a house for rent."

This house, she recalls, was in Rands-

burg, had no running hot water, and had an outhouse rather than a bathroom. "We did have a shower," she notes, "but with only cold water, our bathing was done in all but mid summer in a big tub my mother dragged into the kitchen and heated water on the stove to fill."

She feels that "I was at exactly the right age for Randsburg then. I thought it was a great adventure. Each weekend we'd take our lunch, ride off on our bikes as far as we could on the dirt roads and then hike further to go exploring."

After about a year, they were able to move to the Normac duplexes on the base. "My mother was really excited about that because it meant no more having to wash my baby sister's diapers on a washboard," Mrs. Johnson says. "I've enjoyed all the years since then that I've lived here."

She adds she feels equally positive about all of her bosses in the jobs that she's held because they've all been very supportive. "I've been so fortunate. They've all given me every chance to grow and improve my skills."



DOESN'T MOVE MUCH — Deanna Johnson, department secretary for the Electronic Warfare Department, has worked in that department ever since she came to work for Civil Service. — Photo by PH2 Rick Moore

NWC Rocketeer

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Official Weekly Publication
Naval Weapons Center / China Lake, California 93555-6001
(619) 939-3354 or 939-3355

Deadlines: News Stories-Tuesday, 4:30 pm / Photographs-11:30 am

The Rocketeer receives American 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 NAVSO P-35 revised May 1979. Office at Nimitz and Lauritsen. Information published in the Rocketeer does not necessarily reflect the official view of the Department of Defense. Information in the Rocketeer is authorized for public release by the Naval Weapons Center Public Affairs Officer, Code 003.



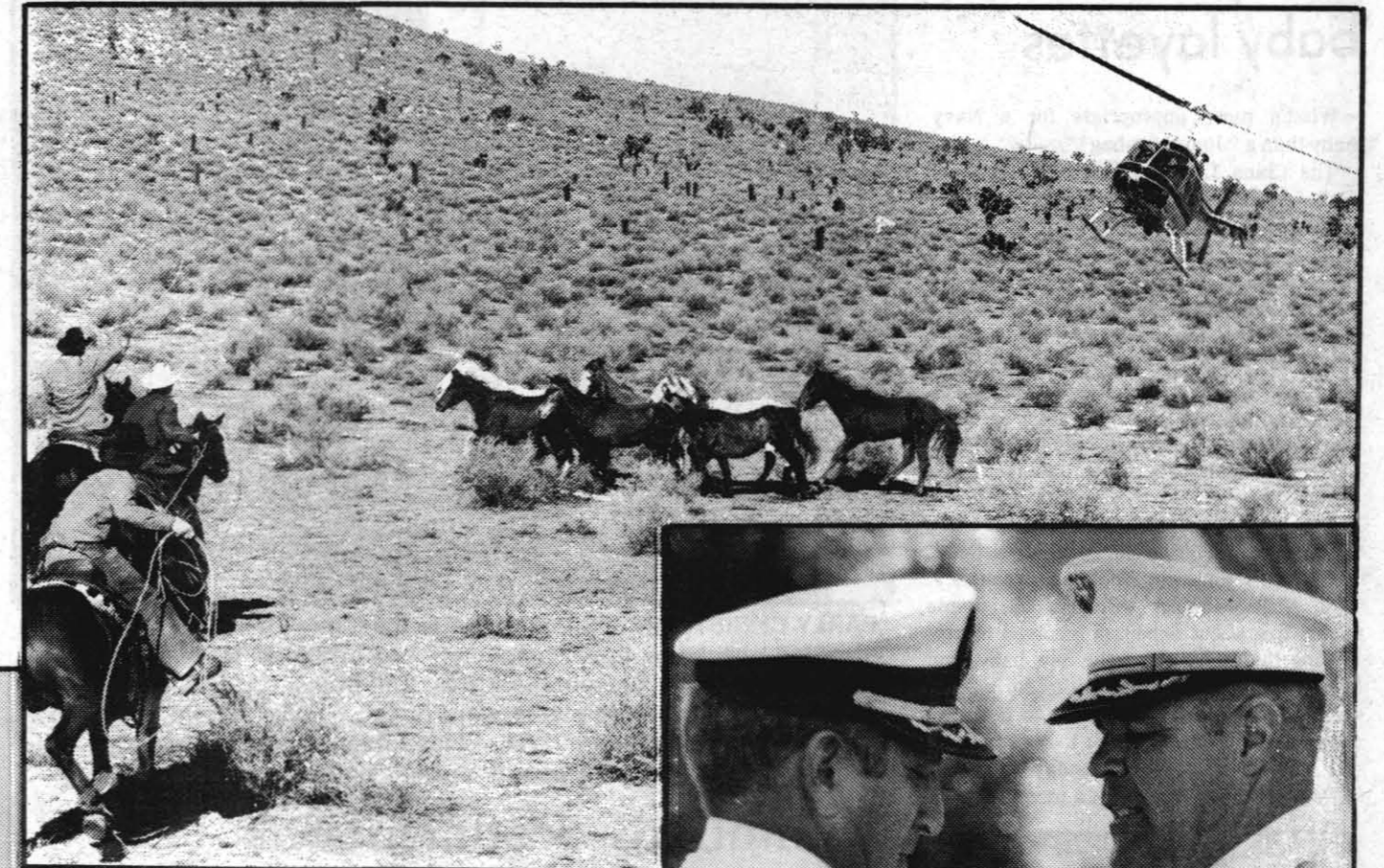
1985...

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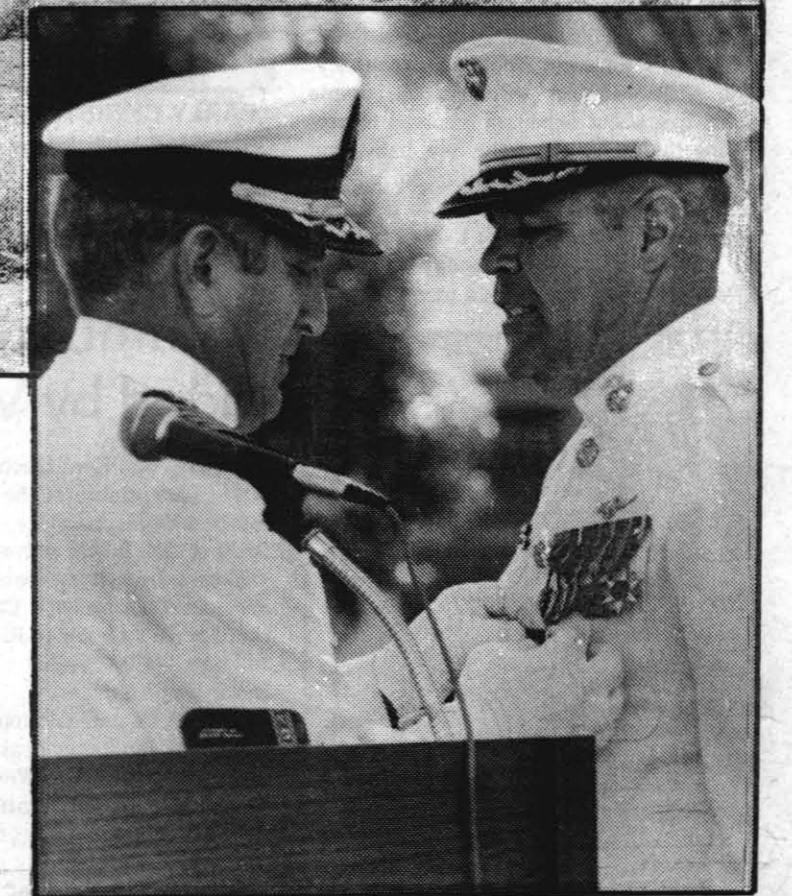
was saluted for completing six years of safe flying without a Class A aircraft accident, involving more than 24,000 hours of flight time. NWC celebrates the U.S. Navy's 210th Birthday with displays of aircraft and tours through Michelson Laboratory. Gary Morton, DNL, talks about changes since the disestablishment of NAVMAT.

NOVEMBER — Donald A. Hicks, Under Secretary of Defense for Research and Engineering and John Lehman, Secretary

FEBRUARY — Wild horses on Center ranges were round up with help from a helicopter and wranglers as part of the continued effort to clear horses from Center lands.



NOVEMBER — Volunteers from Travis Air Force Base's Air Museum used C-5A Galaxy aircraft to move a disassembled B-29 from NWC to Travis.



JULY — When Col. John Tyler retired from the U.S. Marine Corps he was honored with a ceremony at NWC. Capt. K.A. Dickerson, NWC Commander, took part in ceremonies honoring the 30-year veteran.



AUGUST — High Speed Sled (HSS) tests continued at the Supersonic Naval Ordnance Research Track with peak speeds hitting 2,900 feet per second.

of the Navy, made a brief visit to China Lake for a series of briefings. Air Museums from Travis and Ellsworth Air Force Bases dismantle and haul away two aging B-29 Superfortress bombers. Cdr. Ron Miller and Maj. Tom White successfully ejected from a crippled TA-4 Skyhawk.

DECEMBER — The final Combined Federal Campaign figures show a new record of more than \$200,000 donated by China Lake's military and civilian employees. Weapons Power Systems Branch of the Ordnance Systems Department, dedicates a new test facility. Capt. Dickerson, NWC Commander, got the first tickets to the Center's annual All-Hands Christmas Party.

JUNE — Nwc's Ordnance Systems Department opened a new 50-gallon propellant mixer used by the Propellant Branch. Ed Varnhagen took part in the first test mix using the new machine.



APRIL — Gary Morton (right) Director of Navy Laboratories joined the Skipper in a ribbon-cutting ceremony marking dedication of NWC's new Engineering Laboratory.

1985 reviewed in pictures...

(Continued from Page 1)

TMCM J.W. McAllester as NWC's Command Master Chief.

JULY — Inventors recognized at presentation of the Center's first Invention Awards included Ruth Tedrick, William Black, G.E. Cooksey, Peter Bouclin, Roland Baker, Rodney Zagala, William Woodworth, Herbert Richter, John Pearson, John Prescott, Jack Crawford and George Lewis. Col. John Tyler retired as deputy laboratory director. China Lake's EOD Detachment wins the coveted Battle E.

AUGUST — Celebrating the first anniversary of the Great Flood of 1984, Mich Lab Muckers held a reunion at Solar Park. For the third straight year, NWC won the Vice Admiral Albert Parker Niblack Award for its command history.

SEPTEMBER — Work on the Skipper 2 program brought Meritorious Civilian Service Awards to Dwight Weathersbee and Ralph Bernard. Navy Parachutists from the Aerosystems Department continued their unique test functions at NWC.

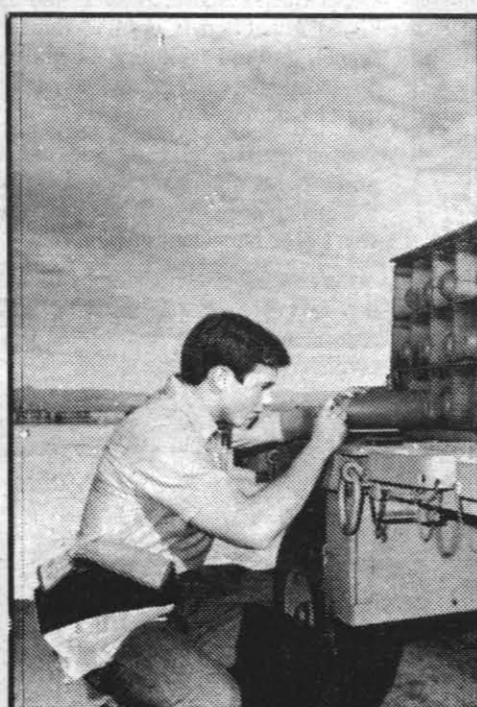
OCTOBER — The Naval Weapons Center (Continued on Page 7)



SEPTEMBER — That first step out of the Center's Buffalo is a long one as PR3 Ken Klapak and PR1 Bill Leuallen discovered.



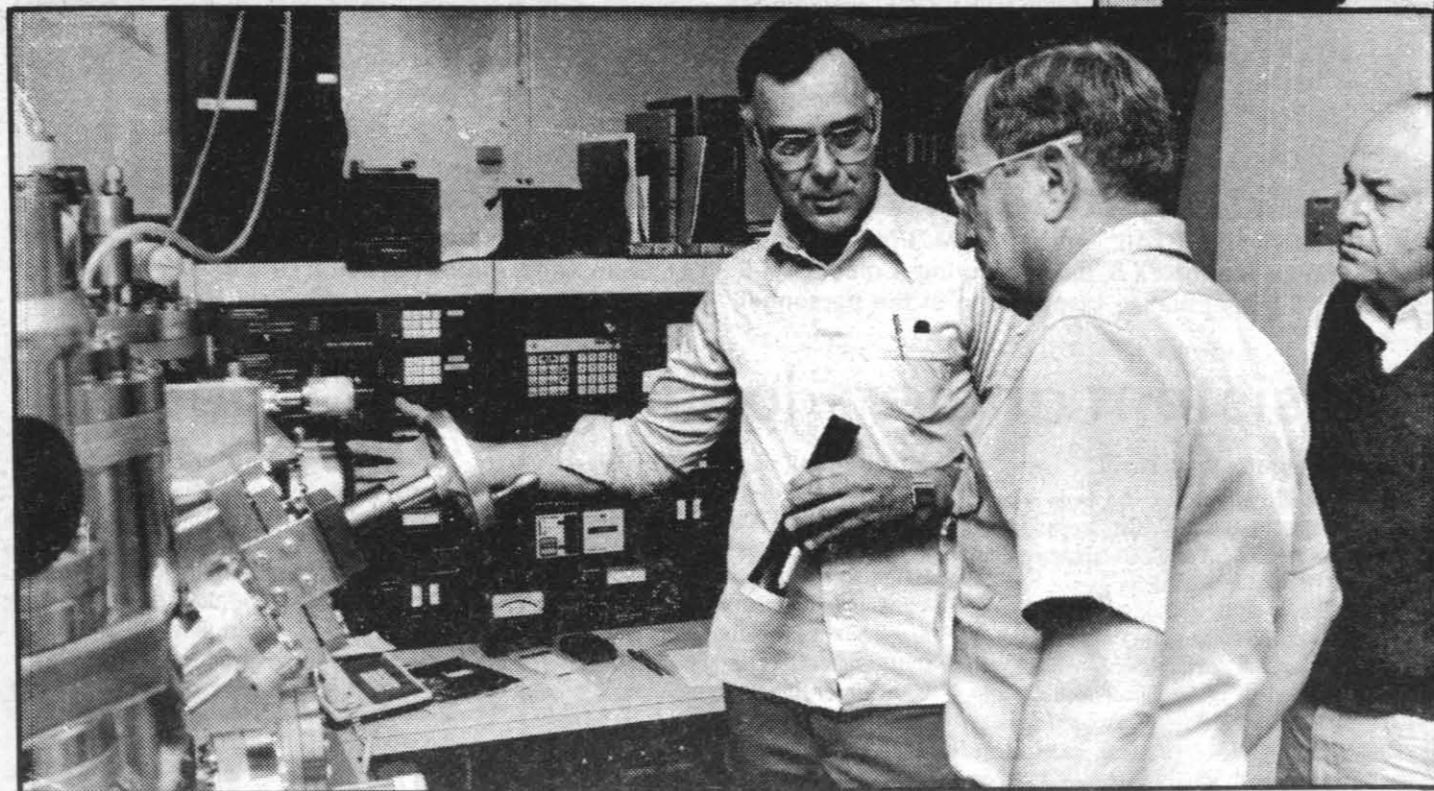
OCTOBER — NWC celebrated the Navy's 210th Birthday with aircraft displays, Michelson Lab tours and the first Ridgecrest/China Lake Trike Race. Capt. K.A. Dickerson and Capt. P.D. Stephenson were among the competitors.



JANUARY — AO3 Bruce Mahaney went on to become NWC's Blue-jacket of the Year after earning Sailor of the Quarter honors.



MARCH — Seabees and the Naval Civil Engineer Corps celebrated birthdays with the annual Seabee Ball. Capt. H.H. Harrell, EOC Carl Nyholm and UT2 Lu-ellen hays, Seabee of the Year, did cake cutting honors.



MAY — Capt. Dickerson and Burrell Hays got a quick explanation from Al Green of the work that won him a Technical Director's Award.



The Skipper Sez...

QUESTION

Sir, I'm a civilian and I'm concerned about security, an NWC employee awareness of it. The fellow in charge knows what I mean. My work here requires me to travel frequently, and I recently returned from yet another trip. The timing of my airline connections often requires me to wait an hour or more by the Desert Sun gate at LAX for the trip back to Inyokern, and this trip was no exception. While seated there, catching up on some reading, I noticed several other people come in as a group. They were evidently waiting for a flight as well. They sat down on the other side of the room, and in a few minutes they started a spirited conversation about their work at NWC, including talk about the hardware involved. There were plenty of people in the room talking and moving around, but this conversation became competitive enough to ride over everything else. I heard more about missiles and their components than I really needed and wanted to know. A gentleman seated next to me caught my glance and settled a gesture to these people, and looked very concerned. As it turned out, he worked at Vandenberg Air Force Base. I realize that pride in one's job can be a good thing, but trying to impress others with one's stories and work achievements here at NWC, even if all the details aren't classified per se, is something else all together. I'm disturbed and angered about some people's inability to stop talking about shop no matter where they are. Surely they could find something else to do like reading a good book, or magazine, discussing vacations, their kids, attractive members of the opposite sex, etc. At any rate, I think the people at NWC need to remember the need and meaning for security and its responsibilities in that area. Thank you sir, for letting me voice my concerns.

ANSWER

I share your concern. Pawal Monet, a Polish intelligence agent, once stated that Americans talk too much. He further indicated that his successes were attributed to his ability to collect bits and pieces of information to complete a puzzle. With the explosion of technology and "sensitivity" of many of our programs, we need to exercise extreme caution in what we discuss, where we discuss it, and the environment in which those discussions take place. Naval Weapons Center is an integral part in our current and future Navy. The old adage of "loose lips sink ships" should be updated to reflect current times — our ships are bigger, more expensive, and, more importantly, are manned for a high tech defensive effort designed to meet the current day threat. I implore, "think" before you speak; do not try to impress others with our efforts at NWC. Should you overhear conversations which you believe to be sensitive in nature, you should make note of the circumstances (time, date, descriptions of those involved, etc.) and contact our local NIS office or Code 24 as soon as possible. NIS or Security will pursue this issue.

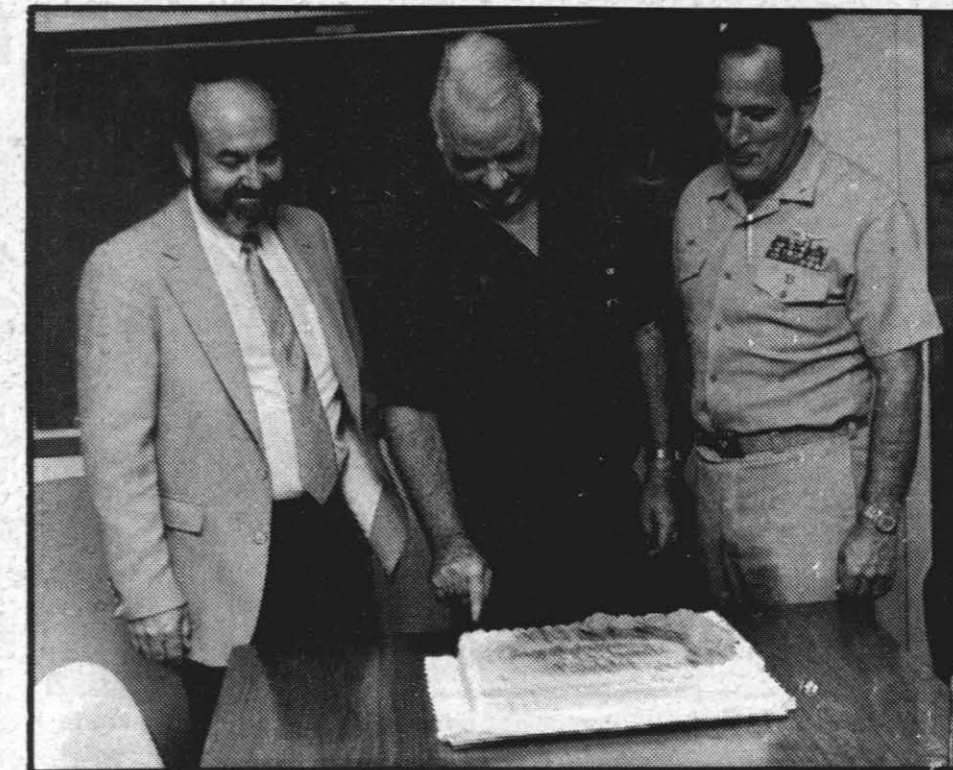
QUESTION

While walking around Mich Lab today I counted 13 identical posters on various bulletin boards, doors, etc., advertising a free Christian Science lecture entitled, "Are You Giving Top Priority to God?" My question is, given the philosophy of separation of church and state, is it proper to post church advertising on government buildings? If this is allowable, what's to prevent the government bulletin boards from looking like Friday evening's Daily Independent Religion page? With an ad for meetings, speakers, and activities for each religious organization? I'm a government civilian, and I'm just interested in your response. Thank you.

ANSWER

No, it is not proper and such advertising should not be posted on government bulletin boards. As you know, when people believe in a particular cause they want to share it with everyone. I personally give priority to God but that is a personal matter. The posters have been removed.

All China Laker, including military personnel, civilian employees, and their dependents are invited to submit questions to this column. Such queries must be in good taste and pertain to matters of interest to a large segment of the China Lake community. Answers to these questions are directly from Capt. K. A. Dickerson. Please call NWC ext. 2727 with your question and state whether you are a military member, civilian employee or dependent. No other identification is necessary. Since only three or four questions can be answered in the Rocketeer each week, anyone who would like to ensure getting an answer to a question may leave name and address for a direct contact, but this is not required otherwise. There is no intent that this column be used to subvert normal, established chain-of-command channels.



CAUSE FOR CELEBRATION — Bobby Connor cuts a cake presented to him by his co-workers to celebrate his receiving the Technical Director's Award. Watching (and waiting for their pieces of cake) are Burrell Hays, NWC Technical Director, and Capt. K. A. Dickerson, the Center's Skipper. — Photo by Steve Boster

TD award...

(Continued from Page 1)

Electronic Warfare Analysis Branch of the Electronic Warfare Department, expressed his thanks for the award. He noted that "I enjoy working here, but what I've done has been strictly a team effort. I certainly owe some of this to all of you present because you helped me get the award by accomplishing the needed work."

In the letter of nomination written by Terry Wilson, head of the EW Analysis Branch, Connor's contributions towards understanding of the role of electronic warfare and its importance to Navy mission success and survivability are commended.

The letter points out that "He has performed studies/analyses which have had major impacts on the direction of programs and design of Navy electronic equipment. His knowledge and expertise in the area of

electronic warfare appears to have no bounds. His studies and analyses have ranged from ECCM fuzze studies to anti-ARM countermeasures."

His most recent accomplishments have been in support of a Washington Program Office (PMA-253), according to the nomination, and he is currently in the process of determining the performance requirements for the next generation missile warning system to be placed on Navy attack aircraft. The requirements determined by his study will be imposed on the development contractor.

Connor came to work in July 1974 following his retirement from a career as a military officer. His contribution to NWC and the Navy over the past 11 years was the basis for the nomination for his award.

United Kingdom team visits

Members of a United Kingdom team planning an 18-month stay at China Lake in connection with development of their Air-Launched Anti-Radiation Missile (ALARM) visited the Naval Weapons Center this fall for a quick orientation.

Les Caffee, chief contact for the team at the Naval Weapons Center said the project will be headed by Steve Calvard, Program Manager for ALARM Testing at China Lake, representing the United Kingdom Ministry of Defense.

Plans for testing include a series of captive flights over Echo Range followed by several telemetered firings of ALARM on G

Range by a Royal Air Force Tornado, a twin-engined supersonic aircraft. The United Kingdom team is expected to arrive for their 18-month stay early next year.

For their fall visit, Calvard, accompanied by John Maberly, who was retiring as program manager, was introduced to NWC and the China Lake facilities the team will use during the project.

Also visiting NWC and receiving briefings on China Lake from NWC personnel were Mervyn Boucher, America's Test Manager at NWC for British Aerospace Corp. and Wing Cdr. Ron Nailer, Air Armament Officer for the British Embassy. Also, Ron Beach, Ministry of Defense Project Finance Officer was part of the team making the visit to NWC.

NWC Party slated tonight

Close of business today is the cut-off time for buying tickets for the All-Hands Christmas Party to be held starting at 6 o'clock tonight at the Enlisted Mess. Tickets will not be available at the door.

Tickets are \$7 a person for enlisted personnel and their guests and \$10 each for officers and civilians and their guests. Tickets include dinner, dancing and door prizes, with dinner at 7 o'clock and dancing following at 9 p.m.

Tickets can be purchased by contacting either LCdr. Karl Klingler of Master Chief Pierczynski at Aviation Safety, Hangar 3, NWC ext. 5339; Lt. Jack Ceckler, Code 612, Quality Assurance, Hangar 3, NWC ext. 5144; Chief Daniels, Code 612, Line Division, NWC ext. 5354; Rita Glover, Code 611, Operations, Hangar 3, NWC ext. 5464; and Ens. Marty Vanderkamp, Code 21, NWC ext. 2601.



Holiday greetings

With the approach of the holidays and the end of another year, we are again reminded of the blessings of living in this free country, blessings of which all of you can be justly proud. The contributions that each of you — both military and civilian — have made help protect and defend that freedom.

We are completing a most successful year due primarily to the hard work and dedication of the military and civilian employees of the Naval Weapons Center. We face a most promising future.

We join in wishing each of you and those dear to you to have a joyous holiday season and that the year ahead will be happy, healthy and productive for you and your families.

Capt K. A. Dickerson
Commander, Naval Weapons Center

Burrell W. Hays
Technical Director

Last '85 issue for Rocketeer

Today's issue of the Rocketeer is the 50th issue of the year — which means that it's the last issue for 1985. Those who wish to report newsworthy events, however, will find some staff member in the office each day until the next issue appears on Friday, January 3, 1986.

Since Wednesday, January 1, will be a holiday, the deadline for submissions to the paper for that issue will be Monday, December 30 rather than the normal Tuesday deadline.

The Rocketeer staff wishes the happiest of holidays to everyone — and hopes all will drive safely so that they'll continue to read the paper next year.



DEMONSTRATION — Bill Prasolwicz rides a simulator to demonstrate how effective seat belts can be in a car crash, as Wallace Martin describes what is happening. All Californians will need to buckle up for safety since a mandatory seat belt law becomes effective on January 1, 1986. — Photo by Alan Ball

Fire prevention tips offered

The Fire Division's firefighters wish to send everyone their best wishes for a joyous Christmas and Happy New Year!

Many holiday celebrations will be taking place on and off Center in the next few weeks. The following information is provided as a guide to keep your home safe during this holiday period:

Christmas trees, living or cut, are safe in the home if they are watered regularly and the needles are not allowed to dry out. Ensure that your tree is not located too close to the fireplace or heater.

Do not block the doorway to the room with the tree.

Remember that lights are not to be used on metal trees unless the tree is manufactured with lights built into it.

Before placing lights on trees, inspect them very carefully for worn out or frayed wiring. If you are in doubt about light wiring, do not hesitate to buy new UL listed Christmas tree lights.

If your tree requires watering, make sure you fix the Christmas tree light cords so that they won't hang in the water.

Do not overload extension cords. Large trees may require many strings of lights. A single extension for all of the light strings would be asking for a fire.

Turn your Christmas tree lights off when no one is in the room, you leave the house, or retire for the night.

If you have a fireplace, be sure you have a good fireplace screen in place.

Never burn Christmas present wrappings or dry tree limbs in the fireplace. These items should go to the dump.

Put hollyberries and mistletoe where children can't reach them; they are poisonous if ingested.

Put candles up high and away from objects that will burn. Instruct children not to play with the candles.

Make sure candles are dead-out before leaving a room, the house or retiring for the night.

Test your smoke detector and make sure it is operating properly.

Last but not least, have a Merry Christmas and Happy New Year.

— NWC Fire Division

Unvented kerosene heaters unsafe

As the weather gets colder and energy costs increase, many individuals are seeking alternative sources of heat. One tempting source is the unvented kerosene space heater. These heaters, stated Leon M. Hebertson, Kern County Director of Public Health Services, are designed for use in work shops, garages, warehouses and other well ventilated areas. They are not intended for heating of tight, winterized homes.

Before investing in a portable kerosene space heater, individuals should be aware that California law prohibits the sale of these unvented heaters for use inside the home. The use of unvented heaters produces carbon monoxide, an odorless,

tasteless and invisible gas. Carbon monoxide poisoning at first resembles symptoms of the flu, with headache, dizziness and nausea. At the first sign of these symptoms, the space heater should be turned off and ventilation should be provided by opening doors or windows. Persons exposed to carbon monoxide poisoning should immediately seek medical care.

Heavy exposure to carbon monoxide, even for one night, can cause shortness of breath, unconsciousness and death. Low-level prolonged exposure can cause brain damage and may be responsible for mental retardation in children and premature senility in older adults. It is especially dan-

gerous for people with respiratory or cardiovascular diseases. Portable kerosene heaters require a special type of kerosene which is expensive and sometimes hard to find. Use of poor quality kerosene or alternative fuels such as gasoline is extremely dangerous. A kerosene space heater should always be used according to the manufacturer's instructions.

Holiday hours

Although the Navy Relief Society office is open each Monday, Wednesday and Friday from 11 a.m. until 2 p.m., it will be closed on two Wednesdays over the holidays. The office will not be open on Christmas Day or on January 1, 1986.

The Navy Relief Society office is located at 1811 Lauritsen Road (next to the Thrift Shop). Volunteers can be reached by telephoning 446-4746 during office hours.

Anyone who needs to reach a Navy Relief Society volunteer with an emergency other than during normal office hours should telephone the quarterdeck, NWC ext. 2303.

Lights allowed

Although outdoor holiday lights are permitted in Center housing, the Housing Office asks that they be used sparingly. Residents are asked to turn off their outside lights before going to bed — or not later than midnight.

Non-electric window decorations and lawn static displays are strongly encouraged to save energy.



A series of minor traffic accidents kept police busy early last week. This included a hit-and-run fender bender in the parking lot of the old dispensary when someone backed into the victim's vehicle and departed without making a report, another backing incident at the Public Works metal shop, and a vehicle that was damaged by falling roofing paper at the Range Control Center. In another accident a transport trailer being moved through the CLPP gate struck one of the posts, resulting in minor damage.

+++
The driver of a vehicle westbound on the Randsburg Wash Road lost control of the vehicle. In the resulting accident, the vehicle was undamaged, but the driver suffered an injured left leg.

+++
Tracks found in Randsburg Wash from Goler Wash to the Ballarat Gate indicated trespass had occurred. The trespasser was not yet apprehended.

+++
A contractor working in Michelson Laboratory reported that he had left some tools unattended briefly; these were missing on his return. Value of the wandering tools is estimated at \$170.

+++
Minor vandalism was reported in a restroom in Michelson Laboratory. A toilet paper dispenser was torn from the wall and a urinal damaged.

+++
An unsecured bicycle was taken from the bike rack at Murray School. The bike's value is about \$50.

+++
Ten fire extinguishers were stolen from Warehouse 15. No estimated value was given.

+++
Pierce School was burglarized. Missing are two VCRs and a cassette player, with a total value of about \$750.

+++
At the Code 26 Christmas party someone removed \$100 from the jacket pocket of a man who had left his jacket on a chair.

+++
A boy from Ridgecrest injured himself on his bicycle aboard the Center. After China Lake Police provided some first aid care, they called the boy's mother, who picked up both boy and bike and took them home.

+++
In a case of minor vandalism, a lock at the Youth Center was damaged.

Kids can get letters from Santa

Santa will write children of all ages who send him a letter via the Youth Activities Branch of the Recreational Services Department. Letters should be accompanied by a self-addressed, stamped envelope because Santa is having trouble buying stamps at the north pole.

Letters can be brought to the Information, Ticket and Tour Office (located at the corner of Blandy Avenue and Lauritsen Road) Mondays through Fridays between 9 a.m. and 5 p.m. up to Dec. 20, or can be mailed to: Santa Claus, Commander Code 2227, China Lake, CA 93555.

Construction underway

"Please be patient," says Dan Butler, Michelson Laboratory Coordinator. "We're trying to get the construction work done as quickly as possible, but there will be brief periods of inconvenience."

The construction underway is essential to reduce the possibility of another flood like the one that occurred in August 1984. Berms and conduits are being put in; this

will necessitate closing some roads or intersections for periods of up to an hour. Those driving near the laboratory or using Mich Lab parking lots are advised to be alert to barricades or to flagmen between now and mid to late January.

Butler says that the exact date of completion will depend on weather since rain or snow would delay the work.



ROA offering 100 scholarships for 1986-87

Reserve Officers Association members, the ROA Ladies Clubs and their children or grandchildren are eligible to compete for 100 scholarships to be awarded for the 1986-87 school year.

Ten fellowships will be for \$500 each for graduate students while the other 90 scholarships are for undergraduate students and are worth \$500 each.

Termed the Henry J. Reilly Memorial Scholarship Program, the awards honor the first ROA president.

This is the fifth year scholarships will be offered to undergraduate students and the second year for graduate studies. The program began with just 25 scholarships and is

up to 100 again this coming year. Undergraduate applicants must be a member of ROA or ROAL, their children or grandchildren and must be attending or have been accepted for full time

undergraduate studies at an accredited college or university. Only ROA members are eligible for graduate awards. Because of minimal tuition fees, attendance at community colleges will not be considered.

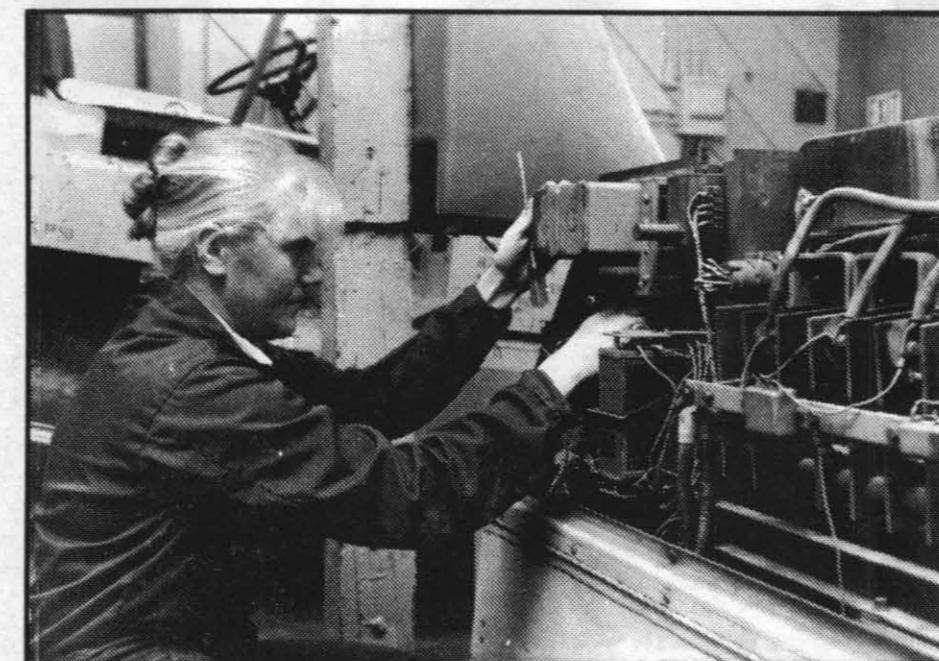
Last year there were 408 applicants submitted. All applications are screened by a six-member committee who also select winners of awards.

Applications for the 1986-87 academic year can be obtained by writing to ROA Scholarships, 1 Constitution Ave., N.E., Washington, D.C. 20002 or by calling 202-479-2200. Completed applications must be received no later than April 1, 1986.

Washington-based ROA was founded in 1922 at the suggestions of General of the Arms John J. Pershing. The 23,000 strong organization includes officers of all ranks of services, reserve and regular.



Military News



ANOTHER HITCH — ASE2 Kathy Reid recently re-enlisted in the Navy for a second hitch. A veteran of more than six years service, Petty Officer Reid will have been at the Naval Weapons Center for three years come next month. The Oklahoma native works in the Ground Support Equipment Section of the Aircraft Department's Aircraft Intermediate Maintenance Branch. — Photo by PH2 Rick Moore

NWC team has hoop win

Varsity basketball action continues for the Naval Weapons Center squad this weekend. Tomorrow the men's team hosts George AFB in a 2 p.m. clash at NWC's gym. Sunday, Edwards AFB's cagers will visit the Center to face NWC's hoop squad, also at 2 p.m. in the gym.

Last week, the women's team hosted Norton AFB and suffered a 90-55 loss despite a 39-point performance from Janet Parda. Jean Bormett added 11 points in the loss for NWC.

Cold shooting and a much taller Norton lineup led to the loss by Center cagers.

Racquetball tournament

Naval Weapons Center personnel can take part in a racquetball tournament next month. Sponsored by Recreational Services Department's Sports Branch, the January 24-26 competition is open to military personnel, retired military members and dependents of each group. All participants must be at least 17 years of age.

For more information call the Sports Branch at NWC ext. 2334.

Open division play includes all eligible participants while novice players can enter the novice open class while a special division will be for women only.

Players have to register by Jan. 22. Entry fees are \$3 for military and their dependents and \$5 for person for DOD civilians and their dependents.

Gym rehab work
Holiday season at the Naval Weapons Center Gym will bring rehabilitation work to a close.

Work on the heating and cooling system at racquetball courts should be underway soon and the racquetball court will be refinished. The refinishing project, along with a similar job on the basketball court floor, is expected to be completed by January 10, just in time for NWC's Winter Youth Basketball Program to get underway.



Sports

Jones leads

With a 161-79 record, Jones Mobile retains leadership of the Premier Bowling League while Buggy Bath keglers are next at 132-108.

Ernie Lanterman rolled a triple 200 series for a 625 total. He came in with games of 212-211 and 202. Top game of the day belonged to Jeff Mattick with a 221.

Team honors went to Elks Lodge bowlers with an 805 high game and a 2,252 series.

Tourney win

With a 25-5 record, the team of Lynn and Keith Becker, Floyd Richards and Art Sherman won the NWC Intramural Racquetball League. They beat Team Holden, second with a 24-6 record, for the title. Third place belongs to Team Heydianff at 19-11 while fourth was Team Tosti at 14-16 and Team Benites was fifth with an 11-19 record.

Few quail found

Quite a few quail can still be found in the Paiutes and other nearby mountains, especially by those who have successfully hunted the birds in other years and know where to look.



ATTENTION TO DETAIL — Capt. A.M. Phillips, Commanding Officer of VX-5, pauses during a recent VX-5 command inspection to inspect one of the personnel

attached to the squadron. Looking on from the right is Lt. Sean Kelly, Aircraft Division Officer. The inspection took place at Hangar 1. — Photo by PH2 Greg Hogan

Persistent anglers landing fish at Isabella

The Kern River Valley has been windy, rainy, and cold the past two weeks. And, only a few persistent anglers have been out catching fish at Lake Isabella.

The lake is still rising, and boating is becoming dangerous with the dead trees barely under the surface. The wind starts blowing early most afternoons, and fishermen are working hard to catch a few.

In the past few weeks numbers of large trout were caught, and two bass over seven pounds were taken. Shore fishermen are

catching trout one pound and bigger along the north side of the Main Dam, north side of the Auxiliary Dam, below Pioneer Campground, and along the bank below Wofford Heights.

Fishing for trout is best in the morning and evening. Floating baits work best, and most anglers are using a nightcrawler shot with air or the marshmallow/red salmon egg combination.

Lake fishermen are using six or eight pound test line, and a number 10 bait hook. Anglers trolling are catching large trout in

the areas from French Gulch to the Main Dam, along the Auxiliary Dam, around Stine Point, and between Camp Nine and Wofford Heights in the north channel.

Most anglers are trolling at a medium speed with their line down about 20 feet, and are using leadcore line with a 10 or 12 lb. leader with a spoon lure or a plastic minnow attached. The Kern River was stocked recently from Riverside Park to KR-3 powerhouse, and fishing is very good.

Bass fishing has been slow, and those caught have been taken while trolling.

NO. 31-258, Electronics Technician, DP-856-3, Code 3142 — This position is located in the Avionics Integration Branch of the Aircraft Weapons Integration Department. The incumbent will provide support for new and ongoing F/A-18 aircraft radio integration projects, evaluate designs, develop engineering test plans, evaluate test results, propose design improvements, validate proper equipment operation, maintain records, prepare test reports, monitor and assist the flow of project materials, supplies and equipment, assist with the pricing/ordering of lab equipment and assist with laboratory test of relevant equipment. **Knowledge:** of state-of-the-art radio design, and signal processing, knowledge of digital/analog electronics and laboratory equipment, knowledge of electronic equipment specifications including schematics, layouts, interface design with all levels. **Ability:** to communicate effectively both orally and in writing. Promotion potential to DP-3.

No. 33-053, Interdisciplinary (Electronics Engineer/Physicist), DP-855/1310-2/3, Code 3331 — This position is located in the Surface Targets Fuze Branch, Fuze Systems Division, Fuze and Sensors Department. The incumbent will be responsible for the design, fabrication and testing of an active optical sensor system for a specific application. This is an advanced development effort. Experience in the design and development of laser and other E-O sensors is desired. **Knowledge:** of electro-optical devices, electronic circuit design, analog and/or digital; knowledge of and experience in using laboratory test equipment. **Ability:** to communicate in writing. Promotion potential to DP-3, but not guaranteed. Status eligibles may apply.

No. 33-055, Engineering Technician, DT-802-2/3, Code 3383 — This position is located in the Engineering Branch, Survivability/Lethality Division of the Fuze and Sensors Department. The incumbent will be in charge of a small laboratory facility for the manufacture and testing of composite materials but will also provide support on all Branch Programs. **Knowledge:** of aircraft and aircraft systems, jet engine propulsion, composite materials, and basic fabrication and machine processes. **Abilities:** to read engineering drawings; to interface and communicate effectively with personnel in government and private industry. Promotion potential to DT-3, but not guaranteed.

No. 33-056, Electronics Technician, DT-856-1/2, Code 3385 — This position is located in the Design and Fabrication Branch. The incumbent will assist and/or provide direct technical support in the fabrication,

rework, and modification of electronic and mechanical components. Additional assignments will be to construct and package a wide range of allied electronic devices as well as preparing engineering drawings for documentation packages. **Knowledge:** of electronic components. **Abilities:** to read schematics and engineering drawings; to be certified as an operator under US-6536 soldering specification; to work with small hand tools. **Skill:** in oral and written communications. Promotion potential to DT-3, but not guaranteed.

No. 36-349, Supervisory, General Engineer, DP-801-3, Code 3651 — The incumbent will act as Associate Branch Head to the Data Acquisition and Control Branch. **Elements:** **Knowledge:** of DOD/NAVPNCEN policies, standards, procedures/instructions on Data/Configuration Management; Personnel policies and procedures; ITAs; contracts and Contract Data Requirements List (CDRLs); acquisition cycles; engineering documentation and control thereof. **Ability:** to communicate effectively orally; to communicate in writing; to establish and implement the most complex Data/Configuration Management programs; to review contracts/statements of work and determine applicability of Data/Configuration management requirements; to prepare budgets and determine personnel allocations. Willingness to support EEO/Affirmative Action programs and policies. Previous applicants need not apply. Promotion potential DP-3.

No. 36-355, Clerk-Typist, GS-322-3/4, Code 362 — Incumbent will assist Division Secretary and serve as back-up clerical support to Division and branches. **Elements:** **Knowledge:** of NWC Instructions and procedures for preparing timecards, travel orders, vouchers, and purchase requests; correct grammar, punctuation, spelling, and proper correspondence format; filing systems and files management. **Ability:** to perform receptionist and telephone duties; review, control, screen, and distribute mail; type letters, memoranda, reports, and forms from rough drafts or notes; review correspondence for correct grammar, punctuation, spelling, and proper format; operate automatic typewriter (requires a qualified typist); some word processing/computer experience desirable. Status eligibles may apply.

No. 39-122, Supervisory Interdisciplinary (Physicist, Electronics, Mechanical, Aerospace, General Engineering), DP-1310/855/830/861/801, 3/4, Code 3941 — This position is Head of Sensors and Platforms Branch of Electro-Optics Division,

Weapons Department. The incumbent supervises/manages a large design and fabrication group through section heads. The branch is deeply involved with the innovative design of state of the art missile seekers for electro-optical and R. F. applications, such as Sidewinder product improvement and low cost gimballed ARM seeker. The branch head must insure effective working relationships with other related groups; review and direct design, test and development of missile seekers; and sustain the modernization of the branch facilities. **KSAs:** knowledge of branch supervision and management in design and development environment. Technical familiarity with missile seekers on guidance system; knowledge of NAVWPNCEN and personnel policies. Willingness to support NWC's EEO policies and procedures. Minimal travel, promotion potential to DP-4.

No. 39-127, Engineering Technician, DT-802-2/3, PAC No. to be assigned — This position is located in the Sensors and Platforms Branch, Electro-Optics Division, of the Weapons Department, Code 3941. Specifically, the position is located in the Code 3941 White Room. The work in this section for most part deals with the assembly and test of electro-optical

seekers. A large amount of the work evolves around advanced state-of-the-art seeker assemblies. **Job Relevant Criteria:** The ability to work and interface with other technicians, senior engineering personnel, and managers at the project office level. Experience demonstrating a strong mechanical background is required. Experience as a machinist/model maker via an accredited apprentice program or trade school will be consideration for relevant criteria. Experience in the electro-optics gyro/optical gyro/seeker is desirable but not a requirement. Promotion potential to DT-3.

No. 625-072, Computer Specialist, DS-334-1/2, Code 62551 — This position is located in the Advanced Systems Branch, Data Systems Division, Range Department. Incumbent will assist S&E's in the writing of software modules for various range electronic systems, and will function as a VAX 11/780 operator assisting the system manager with back-ups, maintenance, etc.. VAX operator experience desirable. **Abilities:** To program in PASCAL, FORTRAN, LSI & PDP-11 Assembly; to provide maintenance on VAX 11/780; to operate VAX 11/780 computer. Potential to the DS-2 level. Status eligibles may apply.

Reassignment opportunities

This column is used to fill positions through reassignment only. For this reason, the Reassignment Opportunity Announcements are separate from the Promotion Opportunities column in the Rocketeer. Applications will be accepted until the date stated in the announcement. Employees whose work history has not been brought up to date are encouraged to file an SF-171 or 172. All applicants must meet minimum qualification requirements established by the Office of Personnel Management. Information concerning the recruitment and placement program and the evaluation methods used in these reassignment opportunities may be obtained from Personnel Management Advisors (Code 096 or 097). Applications should be filed with the person whose name is listed in the announcement. The Naval Weapons Center is an Equal Opportunity Employer.

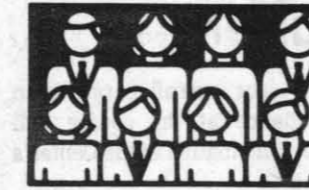
No. 12-012, Interdisciplinary (Operations Research Analyst, Mathematician, Physicist, Aerospace/Electronics Engineer), DP-1515/1520/1310/861/855-2/3, Code 12 — This position is the Foreign Material Coordinator. The FME Coordinator is responsible for: (a) Maintaining knowledge of and coordinating NWC involvement in FME projects; (b) ensuring continuing dialog with Navy, Air Force, Army, DIA, and other agencies concerned with FME; (c) initiating and/or identifying new FME opportunities and bringing them to the attention of command, the Laboratory Director, and appropriate department heads or their technical personnel; (d) coordinating NWC responses to exploitation requirements requests from the intelligence community; (e) developing, in conjunction with the technical departments, the Center position/plan in regard to technical participation in specific FME opportunities. This responsibility includes the authority to coordinate departmental support while keeping the laboratory director informed; (f) ensuring adequate reporting of Center FME projects and developing the reporting procedures for each project with the performing department; (g) representing the Center at FME meeting where required; (h) supporting the STILO as required. Frequent travel is required. Incumbent must meet all security standards required to qualify for access to sensitive compartmented information (this is an absolute requirement). Submit a current SF-171 to J. Latimer, Code 121, NWC extension 1503.

No. 14-006, Interdisciplinary Computer Scientist/Mathematician/Operations Research Analyst/General Engineer, DP-1550/1520/1515/801-1/2/3, and Computer Specialist/Computer Systems Analyst, DS-334-1/2/3, DP-334-3, Code 1414. Two Vacancies — These positions are Associate System Managers supporting Information Systems Group (ISG) computers. Current configuration includes one VAX 11-780 and three 11-750s, running a variety of compilers and DEC-layered producers in a VAXcluster environment. A VAX 8600 and backend database machine will be added later this year. Incumbents are responsible for assisting users of ISG computers, supporting day-to-day operations, and for keeping ISG computers continuously

available. Help install new releases of DEC operating systems, layered products, and third party software. Performs VAX/VMS system management tasks. Helps to support one or more DEC-layered products or third party software. Develop and maintain local utility programs for ISG computer systems. Assists with development of written procedures for operations. Some unscheduled work outside of normal working hours is expected. **Job Elements:** Some knowledge of VAX/VMS operating system and utilities; ability to communicate effectively, both orally and in writing, with technical and managerial personnel at all levels. To Apply: Send an updated SF-171 to Roy E. Boswell, Code 1414, X3169. Note: Persons occupying positions with promotion potential to these advertised levels may also submit a SF-171 directly to Roy E. Boswell.

No. 14-006R, Interdisciplinary Computer Scientist/Mathematician/Operations Research Analyst/General Engineer, DP-1550/1520/1515/801-1/2/3, and Computer Specialist/Computer Systems Analyst, DP-334-3, Code 1414. Two vacancies — These positions are Associate System Managers supporting Information Systems Group (ISG) computers. Current configuration includes one VAX-11780 and three 11-750s, running a variety of compilers and DEC-layered products in a VAXcluster environment. A VAX 8600 and backend database machine will be added later this year. Incumbents are responsible for assisting users of ISG computers, supporting day-to-day operations, and for keeping ISG computers continuously

available. Help install new releases of DEC operating systems, layered products, and third party software. Perform VAX/VMS system management tasks. Help to support one or more DEC-layered products or third party software. Develop and maintain local utility programs for ISG computer systems. Assist with development of written procedures for operations. Some unscheduled work outside of normal working hours is expected. **Job Elements:** Some knowledge of VAX/VMS operating system and utilities; ability to communicate effectively, both orally and in writing, with technical and managerial personnel at all



Personnel News & Notes

No. 42, December 13, 1985

Naval Weapons Center, China Lake, California 93555-6001

Promotional Opportunities

Applications for positions listed in this column will be accepted from current, permanent NWC employees and from eligible employees of attached activities who are permanently assigned to NWC unless otherwise specified in the ad. Alternative recruitment sources may also be used in filling these positions; vacancies are subject to restrictions imposed by the DOD Priority Placement Program. Applicants must meet all legal and regulatory requirements including minimum qualification requirements by the closing date. Applicants will be evaluated on the basis of experience, education, training, performance ratings and awards as indicated in the SF-171 along with any tests, medical examinations, performance evaluations, supplemental qualification statements and/or interview that may be necessary. Career ladder promotions are subject to satisfactory performance and cannot be guaranteed. **APPLICATION PROCEDURES:** Candidates must submit a current SF-171, along with a supplemental qualifications statement (if required), and should submit a copy of their latest Annual Performance Evaluation if relevant to the vacancy. If a supplemental statement is not required, candidates are encouraged to submit additional information which addresses the specific Knowledge/Skills/ Abilities (KSAs) cited in the ad. Write the position title/series/level and announcement number of the SF-171 and all attachments. Be sure that your forms are complete and accurate since you cannot be rated on missing data nor will you be contacted for additional information. Be certain the SF-171 and supplement are dated and have original signatures in ink.

All applications will be retained in the vacancy announcement file; they will not be returned or filed in official personnel folders. Applications and supplements are accepted at the Reception Desk, Room 100, Personnel Department, 505 Blandy. Ads close at 4:30 p.m. on Friday, one week after the announcement, unless otherwise specified. Applications received after 4:30 p.m. on the closing date will not be considered. The Naval Weapons Center is an Equal Opportunity Employer; selections are made without discrimination for any nonmerit reason.

No. 09-068, Employee Development Assistant, GS-203-7, Code 094 — Incumbent is responsible to administer self-study programs in support of all employee development program areas, in conjunction with responsible Employee Development Specialist; administering the Clerical Development Program; and administering the New Employee Orientation Program. Provides guidance, consultation, and staff assistance to management concerning training and development matters. **Elements:** **Ability:** to effectively communicate in writing; to communicate orally; to assess, plan, and implement programs; to gather, analyze, and present data and use it to develop sound recommendations and decisions; to make oral presentations to a group. Promotion potential to GS-7.

No. 12-013, Intelligence Operations Specialist, DS-132-2/3, Code 1213 — This position is in the Foreign Material Coordinator. The FME Coordinator is responsible for: (a) Maintaining knowledge of and coordinating NWC involvement in FME projects; (b) ensuring continuing dialog with Navy, Air Force, Army, DIA, and other agencies concerned with FME; (c) initiating and/or identifying new FME opportunities and bringing them to the attention of Command, the Laboratory Director, and appropriate department heads or their technical personnel; (d) coordinating NWC responses to exploitation requirements requests from the intelligence community; (e) developing, in conjunction with the technical departments, the Center position/plan in regard to technical participation in specific FME opportunities. This responsibility includes the authority to coordinate departmental support while keeping the laboratory director informed; (f) ensuring adequate reporting of Center FME projects and developing the reporting

procedures for each project with the performing department; (g) representing the Center at FME meetings where required; (h) supporting the STILO as required. Frequent travel is required. **Job Relevant Criteria:** Knowledge of the national intelligence community and its products, services, and regulations; understanding of intelligence products (particularly FME) and their uses and value to RDT&E; ability to deal tactfully and effectively with all levels of NWC employees and national intelligence employees; ability to plan, organize and accomplish work independently; ability to write clear and concise tasking statements; ability to give clear and concise oral presentations. Incumbent must meet all security standards required to qualify for access to sensitive compartmented information (this is an absolute requirement). Potential to DP-3.

No. 14-007, Digital Computer Systems Administrator/Computer Specialist/Computer Systems Analyst, DS-334-2/3, DP-334-3, Code 1414 — This position is associate system manager supporting the Information Systems Group's corporate computer systems. Incumbent is responsible for continuing availability and proper operation of the general purpose machines operated by the Computing Operations Branch. Incumbent provides for system maintenance, maintains configuration control, and assists with future planning. Unscheduled work outside the normal workday is expected. Current machines include VAX 11-750s and an 11-780. A new super-mini and backend data base machine will be added this year. **KSAs:** Knowledge of computer operating systems software with specific knowledge of VMS preferred, skills in computer facility operations and procedures (VAX facility preferred), knowledge of data communications

desired. Ability to communicate effectively both orally and in writing, ability to deal effectively with system users at all levels.

No. 22-8524, Recreation Assistant (Gym Manager), PS-0189-05, \$5.19 per hour, Permanent Full-Time plus benefits, Code 2226 — Incumbent serves as the Manager of the Gymnasium facility and recreation equipment issue program. **KSAs:** **Knowledge** — office procedures and routines and inventory control; athletic/recreation programs; equipment required and utilized for camping, boating, and organized sports events. This is not a civil service position.

No. 22-8551, Publicity Clerk, AS-0303-04, \$5.16 per hour plus benefits, Regular Full-Time, Code 2225 — Incumbent will work 6 hours per day on publicity (flyers, posters, etc.) and 2 hours per day as Assistant Operations Clerk for Information, Ticket and Tour Office (selling tickets, running cash register). Will also be responsible for collecting and laying out department information for monthly Roadrunner bulletin. Experience in layout and paste-up required, with knowledge of stencil cutter, mimeograph machines, Kroy lettering machine, sign press, and other print shop equipment. This is not a civil service position.

No. 22-8552, Public Affairs Specialist, UA-1035-05, (\$14,390 per annum), Temporary Full-Time Not-To-Exceed One Year, Code 2225 — Incumbent will be responsible for publicizing the Recreational Services Department's programs by developing the monthly Club & Recreation Bulletin, flyers, news articles and brochures. Will do oral presentations outlining recreational facilities and programs. Manages the Information, Ticket and Tour Office and Base Theater. Supervises employees responsible for Publicity, ITT and Theater operations. **Knowledge:** journalism, public relations, promotional, editing and printing. Professional knowledge of theory and techniques needed to plan, direct, supervise and evaluate personnel programs. This is not a Civil Service position.

No. 24-163, Police Officer, GS-083-3/4/5, Code 2413 — Position is located in the Patrol Branch of the Police Division, Safety and Security Department. Incumbent performs basic law enforcement duties under the direction of a field training officer or a police supervisor. Routine cases, traffic control, traffic citations and investigation of NWC administrative violations may be handled independently. Incumbent must be available to work any one of three shifts. **Job Relevant Criteria:** Knowledge of law enforcement methods and principles. Ability to work under stress situations. Experience conducting investigations. Knowledge of the geographical layout of NWC. Ability to communicate effectively orally. Ability to communicate effectively in writing. Ability to exercise good judgement. Applications will be accepted from reinstatement/status eligibles. A special supplemental is required and may be picked up from the receptionist in the Personnel Department.

No. 28-210, Industrial Property Management Specialist, DA-1103-2/3, Code 2682 — Incumbent provides technical support in the administration of contract provisions relating to control of Government property in the possession of contractors. **Job Elements:** Ability to communicate well both orally and in writing; ability to deal effectively with a variety of people, including contractors; mathematical aptitude. Promotion potential DA-3. Status eligibles may apply.

No. 31-254, Interdisciplinary (Physicist/Mathematician/Electronics/Mechanical/General/Aerospace Engineer), DP-1310/1520/855/830/801/861-3, Code 3112 — This position is located in the A-6 Weapons System Support Facility (WSSF) of the Avionics Facility Division. The incumbent will utilize analytical and math-

ematical skills to develop computer simulations of the A-6F avionics subsystems. Incumbent will be responsible for using the simulation models to assist in the evaluation of the A-6F operational flight programs during full scale development of the A-6F. **Knowledge:** of developing software requirements; performing structured system analysis and designing computer software; skill in fortran programming; ability to communicate orally and in writing and ability to deal with a wide variety of technical personnel. Status eligibles may apply.

No. 31-255, Interdisciplinary Supervisory (Physicist/General Engineer/Computer Scientist/Electronics Engineer), DP-1310/801/1550/855-3, Code 3143 — This position is head of System Evaluation Branch in the System Integration and Evaluation Division (Code 314) of the Aircraft Weapons Integration Department. The branch is responsible for (1) development and coordination of requirements for test and evaluation of aircraft avionics/weapon systems including definition of test requirements, preparation of test plans and procedures, and test coordination, (2) development, use and support of aircraft system instrumentation, (3) support of installation, checkout, and grooming of avionics, (4) system maintenance support, and (5) laboratory, ground and flight test support. **Job Relevant Criteria:** Knowledge of avionics integration techniques and processes; knowledge of aircraft instrumentation systems; knowledge of operational software development and test; knowledge of Center support functions; ability to deal effectively with personnel within and outside the government; knowledge of Center EEO policies and procedures. Promotion to DP-4, but not guaranteed.

No. 31-256, Supervisory Electronics Technician, DP-856-3, Code 3143 — This position is head of System Evaluation Branch in the System Integration and Evaluation Division (Code 314) of the Aircraft Weapons Integration Department. The branch is responsible for (1) development and coordination of requirements for test and evaluation of aircraft avionics/weapon systems including definition of test requirements, preparation of test plans and procedures, and test coordination, (2) development, use and support of aircraft system instrumentation, (3) support of installation, checkout, and grooming of avionics, (4) system maintenance support, and (5) laboratory, ground and flight test support. **Job Relevant Criteria:** Knowledge of avionics integration techniques and processes; knowledge of aircraft instrumentation systems; knowledge of operational software and development and test; knowledge of Center support functions; ability to deal effectively with personnel within and outside the government; knowledge of Center EEO policies and procedures. Promotion to DP-4, but not guaranteed.

No. 31-257, Electronics Technician, DT-856-3, Code 3143 — (multiple vacancies) — These positions are located in the Test and Evaluation Engineering Section, System Evaluation Branch, System Integration and Evaluation Division, Aircraft Weapons Integration Department. The incumbents perform test and evaluation engineering functions for assigned aircraft flight test programs. Frequent contact with sponsors, aircrew contractors, other Navy activities and performing organizations to provide, technical information, to generate test requirements, plans and procedures, to coordinate schedules and testing is part of the responsibilities of this position. **Elements:** Knowledge of electronics and embedded computer systems as it applies to systems. **Knowledge:** of avionics and weapon testing and operations. **Knowledge:** of NWC ranges. Promotion potential DT-3.

Secretarial opportunities

This column is used to announce secretary positions for which the duties and job relevant criteria are generally similar. Secretaries serve as the principal clerical and administrative support in the designated organization by coordinating and carrying out such activities. Secretaries perform numerous tasks which may be dissimilar. Positions at lower grades consist primarily of clerical and procedural duties and, as positions increase in grades, administrative functions become predominant. At the higher levels, secretaries apply a considerable knowledge of the organization, its objectives and lines of communication. Depending on grade level, typical secretary duties are implied by the job relevant criteria indicated below.

Applicants will be rated against 4 or more of the following job relevant criteria: (1) ability to perform receptionist and telephone duties; (2) ability to review, track, screen and distribute incoming mail; (3) ability to review outgoing correspondence; (4) ability to compose correspondence and/or prepare non-technical reports; (5) knowledge of filing systems and files management; (6) ability to meet the administrative needs of the office; (7) ability to train clerical personnel and organize workload of clerical staff processes; (8) ability to plan and coordinate travel arrangements; (9) ability to maintain and coordinate supervisor's calendar and to arrange conferences.

Unless otherwise indicated, applicants for Branch Secretary will be rated on elements 1/2/3/5/6; Division Secretary applicants will be rated on elements 1/2/3/4/7/8/9; Program Office Secretary applicants will be rated on elements 1/2/3/4/5/8/9; and Department Secretary applicants will be rated on elements 4/7/8/9; A SUPPLEMENTAL FORM IS REQUIRED AND MAY BE OBTAINED IN ROOM 100 OF THE PERSONNEL BUILDING.

No. 32-187, Secretary (Typing), GS-318-3/4, Code 3273 — Provides secretarial support to the Systems Technology Branch. Promotion potential to GS-5 level.

No. 39-126, Secretary (Typing), GS-318-4/5, Code 3912 — Provides secretarial support to the EO Missile Systems Branch.

No. 30-125, Secretary (Typing), GS-318-5, Code 3941 — Incumbent provides secretarial support to Head, Sensors and Platforms Branch.

No. 25-093, Secretary, (Typing), GS-318-5/6/7, Code 25 — Provides secretarial support to the Director and Deputy Director of Supply Department.

levels. To apply: Send an updated SF-171 to Roy E. Boswell, Code 1414, X3169.

No. 14-007R, Interdisciplinary Computer Scientist/Operations Research Analyst/Mathematician/General Engineer, DP-1550/1515/1520/801-2/3, DP-334-3, Code 1414 — This position is associate system manager supporting the Information System Group's corporate computer systems. Incumbent is responsible for continuing availability and proper operation of the general purpose machines operated by the Computing Operations Branch. Incumbent provides for system maintenance, maintains configuration control, assists with future planning. Unscheduled work outside the normal workday is expected. Current machines include VAX 11-750s and an 11-780. A new super-mini and backend data base machine will be added this year. Promotion potential to DP-3. To apply, send an updated SF-171 to Roy Boswell, Code 1414, ext. 3169.

No. 31-259, Interdisciplinary General, Electrical, Aerospace Engineer, Mathematician, Physicist, DP-801/855/861/1520/1316-3, Code 3159 (2 Vacancies) — This position is located in the newly established Sensor Systems Integration Branch, Targeting Division, Weapons Systems Integration Department. The incumbent will perform technical management and systems engineering for airborne sensor systems (IR, laser, or radar). Responsibilities also include the development and exploitation of targeting technology to improve sensor capabilities and performance. Knowledge of sensor technology, avionics engineering development/acquisition, systems integration, test, evaluation, and computer programs development, validation and verification is desirable. Requires ability and willingness to perform in a role of technical leadership; plan, analyze, organize and coordinate; interface effectively with project management, NAVAIR and contractor personnel. To apply, send an updated SF-171 to D. Billings (Code 3159), NWC ext. 2979.

No. 35-102R, Interdisciplinary (Physicist, Electronics/Mechanical Engineer, Computer Scientist), DP-1310/855/830/1550-2/3, Code 3524 — Position is as an assistant Systems Engineer for the Advanced Seeker Program for the Highspeed Anti-Radiation Missile (HARM). The incumbent will assist in systems definition and in coordinating the various design efforts which comprise the Advanced Seeker Program. To apply, send an updated SF-171 to J. Johantgen (Code 3524), ext. 2493.

No. 35-102R, Interdisciplinary (Physicist, Electronics/Mechanical Engineer, Computer Scientist), DP-1310/855/830/1550-2/3, Code 3524 — Position is as an assistant Systems Engineer for the Advanced Seeker Program for the Highspeed Anti-Radiation Missile (HARM). The incumbent will assist in systems definition and in coordinating the various design efforts which comprise the Advanced Seeker Program. To apply, send an updated SF-171 to J. Johantgen (Code 3524), ext. 2493.

Center pays Cerro Coso tuition for job-related courses taken

The Center will pay your full tuition if you are enrolled in courses provided under the NWC/Cerro Coso Contract. If you can show that courses are job-related or will strengthen your contributions to the Center's mission, your tuition will be paid directly to the college by Code 094.

If you are not a co-op student, you must submit a DD Form 1556 (Request, Authorization, Agreement, and Certification of Training and Reimbursement) via department channels to Code 094. The form must arrive in Code 094 at least five working days prior to registration.

If a course is not directly job-related, submit NAVPNCEN 12410/66, Academic Enrollment Justification and NAVPNCEN 12410/68, Individual Development Plan, describing how the

course fits into your overall career plan and how attendance at the course will strengthen your contribution to the Center's mission.

If you are not yet a California resident, please include a statement from your supervisor indicating the negative impact to NWC of postponing the training until residency is established. Code 094 will return the approved form to you. You must take it with you to Cerro Coso when you register in order for NWC to pay your tuition.

If you are a co-op student, a DD 1556 is not required, simply tell the registrar that you are an NWC co-op student when you register. If you have any questions, call Kelly Newton or Cecil Webb, NWC ext. 2648 (Code 094).

Memory cassette tapes available

A six-tape audio cassette series entitled "How to Improve Your Memory" produced by the American Management Association is now available through the Learning

Center. The series has 12 study units. Anyone interested in further details or in how to check out the series should telephone Kit Driscoll at NWC ext. 2451.

California State University Winter/Spring Classes

ELECTRICAL ENGINEERING

EE 505: RANDOM PROCESSES (3 units)

21 January-17 May; Tuesday and Thursday, 1130-1300; Training Center. By: Doug Sticht, NWC, ext. 1576.

Prerequisite: Undergraduate scientific and engineering mathematics including LaPlace and Fourier Transforms.

Scope: Random systems, stationary and ergodic processes, spectral representation, prediction, filtering, and estimation of digital and continuous systems. Applications to control and communications. Text: *Probabilities, Random Variables, and Random Processes*, O'Flynn, Harper and Brow, 1982

Note: This is a core class required of all graduate EE students

EE 561A: MICROWAVE ENGINEERING (3 units)

21 January-17 May; Tuesday and Thursday, 1600-1730; Training Center. By: Bob Dinger, NWC, ext. 1414.

Prerequisite: Electromagnetic Fields and Waves or consent of instructor.

Scope: Application of the concepts of modern network theory to waveguiding systems. Impedance transformation and matching, scattering matrix, propagation in non-isotropic media, passive microwave devices, electromagnetic resonators, measurements in microwave systems.

Text: *Foundation of Microwave Engineering*, Collin, McGraw-Hill.

EE 569D: DISCRETE-TIME CONTROL SYSTEMS (3 units)

20 January-17 May; Monday and Wednesday, 1130-1300; Training Center. By: Bill Arnold, NWC, ext. 3493.

Prerequisite: Fundamental Course in Control Systems (e.g., EE 468)

Scope: The emphasis of the course is on the design of digital controls to achieve good dynamic response and small errors while using signals that are sampled in time and quantized in amplitude. Both transform (classical control) and state-space (modern control) methods are described and applied to illustrative examples. The transform methods emphasized are the root-locus method of Evans, and the frequency method of Bode. Both z-transforms and w-transforms are utilized, as applicable. The state-space methods developed are the technique of pole assignment augmented by an estimator (observer) with zero assignment included, and optimal quadratic loss control (LQR). On the latter topic, the emphasis is on the steady-state constant-gain solution.

Text: *Digital Control of Dynamic Systems*, Franklin and Powell, Addison-Wesley, 1980.

MATH 477: EXPERIMENTAL DESIGN AND STATISTICAL ANALYSIS (5 quarter units—CSB).

13 January-24 March; Monday and Wednesday, 1600-1800; Training Center. By: Charles Kenney, NWC, ext. 3597.

Prerequisite: Math 6A, 6B (calculus).

Scope: Statistical inference using fixed, random, mixed, and split-plot models. Other topics include multiple and polynomial regression, analysis of covariance and use of computers in statistical analysis.

Text: *Applied Regression Analysis*, Kleinbaum and Kupper, Duxbury, 1978.

BUSINESS AND PUBLIC ADMINISTRATION

FIN 300 (FORMERLY BA 381): FINANCIAL MANAGEMENT (5 quarter units)

15 January-19 March; Wednesday, 1600-2100 (1-hour dinner break); Training Center. By: Professor Frank Falero, Jr., CSB.

Scope: Theory of financing the business firm under uncertainty. The supply and demand for capital, asset management, capital structure analysis, cost of capital, and capital budgeting decisions. Statistical and financial analysis of problem sets are also included, as well as computer applications.

Note: This is a required core course for the BS in Business Administration

MIS 610: SEMINAR IN INFORMATION SYSTEMS MANAGEMENT (5 quarter units)

13 January-24 March (no class on 17 February); Monday, 1600-2100 (1-hour dinner break); Training Center. By: William Shaner, ext. 5121

Scope: An examination of contemporary issues related to the management and utilization of computer-based information systems. Topics include analysis, design, and implementation of an information system, management of EDP and information systems, and future impact of computer technology on information systems and organizations.

Note: This is a required core course for the MPA program. Class limited to classified graduate students

PPA 525: ADMINISTRATIVE LAW (5 quarter units)

16 January-20 March; Thursday, 1600-2100 (1-hour dinner break); Training Center. By: Professor Everett E. Mann, Jr., CSB.

Scope: This course surveys the concept of administrative law and government regulations, the functions of administrative agencies, and the legal aspects of the process by which such agencies carry out their policies and functions. It reviews the evolution of administrative authority and the Administrative Procedures Act, and it examines the subjects of rulemaking, enforcement, adjudication, judicial review, due process, notice, and hearings.

THEATRE 383: MODERN DRAMA (5 quarter units)

14 January-18 March; Tuesday, 1600-2100 (1-hour dinner break); Training Center. By: Professor Anita B. Du Pratt.

Scope: Development of the theatre in the modern period, from the advent of naturalism to the contemporary mixture of realistic and non-realistic styles.

Note: This course satisfies the General Education Goal XI.

Information offered on filling out forms

This is a publication provided as assistance in preparing documents needed by the Personnel Service Divisions to process personnel actions. The Personnel Service Divisions are attempting to better meet management needs by expediting the flow of information from the requestor to personnel. One factor that can delay the processing of personnel actions is the lack of proper supporting documents.

There are exceptions to the matrix and, depending on the type of request, additional involvement or documents may be required. For example, a new position/job description may not be required if a current one exists and has been properly classified; the

development of a crediting plan may require input from the supervisor and one or two others; and a superior qualifications package or highest previous rate authorization may be required for certain actions. Therefore, it is strongly recommended that you always check with your personnel management advisor or personnel assistant.

The Personnel Service Divisions hope this matrix will increase understanding of documents required to process personnel actions. Suggestions for improvement should be submitted to your personnel management advisor.

ACTION DOCUMENTS MATRIX

Desired Personnel Action	DOCUMENTS REQUIRED										
	P.A.R. (SF-52)	P.A.C., P.D., J.D.	Score Pkg. (includes form B)	S.F.-171 (fr. employee)	Area Access form	Advertisement	Request for transfer/reassignment	K.S.A.P.'s statement	Notice of rating for fr. OPM	Supplemental Forms (OPR)	Termination clearance sheet (Employee S.F.-53 form para. appt. incl. last S.F.-53)
1. EMPLOYMENT OF PERMANENT PERSONNEL WITHOUT CIVIL SERVICE STATUS											
(a) Delegated Examining	x	x		x	x						
(b) Predetermined score hiring process	x	x	x	x							
(c) OPM Registers	x	x								(1)	
(d) OPM Register name requests	x	x	x	x						(1)	(1)
(e) Excepted appointments (coop, v.r.a., etc.)	x	x		x	(2)						
(f) Recruitment Direct Hire	x	x	x								
2. EMPLOYMENT OF PERMANENT PERSONNEL WITH CIVIL SERVICE STATUS											
(a) Merit Staffing	x	x									
(b) Reassignment	x	x	(1)	(1)							
(c) Reinstatement	x	x	(1)	(1)							
(c) Transfer	x	x	x	x	(1)					(1)	
(e) Conversion to reinstatement (fr. temp. appt.)	x	x	x	x	(1)	(1)	(1)				(1)
3. EMPLOYMENT OF TEMP. PERSONNEL WITH NO CIVIL SERVICE STATUS											

(a) Temporary announcements	x	x									
(b) Excepted Appointments	x	x				(2)					
(c) Predetermined score hiring process	x	x				(1)					
4. EMPLOYMENT OF TEMP. PERSONNEL WITH CIVIL SERVICE STATUS											
(a) Reassignment	x	x				(1)			(1)		x
5. OTHER PERSONNEL ACTIONS											
(a) Career promotion	x	x									
(b) Promotion, accretion of duties	x	x				(1)					
(c) LWOP (or Ext. of.) (more than 30 days)			(3)								x
(d) Change in working hours			(3)								
(e) Change in working schedule (fulltime to parttime or ?)			x								
(f) Resignation			(3)								
(g) Separation-Transfer Death/Retirement											x
(h) Temp. promotion for 128 days or less			(4)	x							
(i) Temp. promotion for more than 128 days			(4)	x							
(j) Details over 30 days to classified positions.			x	x				(1)	(1)		
(k) Detail over 30 days to unclassified positions.			x	x							
(l) Redescription of position			x	x			(1)				

- May be required; check with P.M.A.
- Application (SF-171) may already be on file in personnel (code 09).
- Employee must sign P.A.R. in order to process action.
- Resignation action must include forwarding address, item E part IV. (employee must request hours reduction) needs employee signature on PAR.
- Need employee signed statement on PAR understanding conditions of temporary promotion, including returning to grade previously held.

Recent Additions

Code	Name	Title
023	Waldsmith, Mary L.	General Attorney
03	Doyel, Catherine M.	Secretary (Typing)
0633	Noyer, Debra J.	Clerk-typist
0831	Rogers, Frances A.	Budget Analyst
0852	Rice, Kelly D.	Clerk-typist
0853	Dean, Juliana A.	Clerk-typist
08621	Rivera, Socorro C.	Clerk-typist
096	Mandella, Judith A.	Personnel Clerk
14121	Christensen, Dale L.	Mathematician
1413	Griffiths, Evelyn K.	Computer Spec.
241	Spaeth, Alvin H.	Police Officer
3144	Hartmann, Gregory J.	Mathematician
33303	Parker, Gregory S.	Program Analyst
3384	Matthews, Milledge R.	Aerospace Engrg. Tech.
35065	Specht, Warren K.	Computer Engrg. Tech.
3553	Corbitt, Barney M. Jr.	Electronics Tech.
3556	Jackson, Amber J.	Clerk-typist
36088	Baker, Roland E. Jr.	Engrg. Aid
36088	Brown, Willie P.	Engrg. Aid
36088	Crook, James J.	Engrg. Aid
36088	Delaney, John J.	Engrg. Aid
3648	Smith, Robert H.	Laborer
3657	Petrill, James C.	Engrg. Tech.
3681	Bardner, Clarence F.	Engrg. Tech.
3687	Kodas, Vaino V.	Mechanical Engr.
6141	Mooney, Donald E.	Warehouse Worker
62221	Parish, Marcella F.	Electronics Tech.
62222	Richards, John D.	Mechanical Engr. Supvy.
62232	Evans, Ray E.	Ordnance Equip. Mech. Hc.
625	Mashburn, Sharon K.	Clerk-typist

Recent Separations

0031	Vernon, Del R.	Public Affairs Spec.
25253	Sanchez, Judy A.	Procurement Clerk (typing)
26416	Coots, Calvin	Laborer
3252	Crom, James M.	Laborer
3336	Cho, Yong H.	Electronics Engr.
3404	Wallace, Aleta C.	Program Manager
3411	Ripley-Lotee, Deanna L.	Techn. Pub. W/E (PS&E)
3436	Cooley, Molly A.	Clerk-typist
3626	Eisenhower, Roy F.	Engrg. Tech.
3908	Kenly, Rod B.	Electronics Engr.
3911	Naslund, Howard M.	Electronics Engr.