

U. S. NAVAL RADIOLOGICAL DEFENSE LABORATORY
SAN FRANCISCO 24, CALIFORNIA

In Reply Refer
To File:

I. 16 Feb. 1955

MINUTES OF STEERING COMMITTEE
Commissioning of Bldg 815
First meeting held 8:30 a.m.
February 16, 1955 Rm 317, Bldg 351
(with revisions effected in meeting of Committee with the
Director in his office 3:30 p.m. 16 February)

Presents:

Captain A.R. Behrke, USN, Chairman
LCDR R.E. Gonzalez, USN, Vice Chairman
Mr. T.J. Mathews
Mrs. M.G. Sullivan, Recorder

General topics concerning the Commissioning of Bldg 815 were discussed, with suggestions including sub-committees and heads to be submitted to the Director for review and approval:

I. Mr. Mathews suggested that letters be written to various laboratories and other naval installations to find people who have had experience along this line that would make our commissioning more successful and the task lighter; and that a trip by a Laboratory representative to such places would disclose valuable information.

II. Tentative dates for formal dedication and open house:

1. Friday 10 June - 1000 - Formal Dedication Ceremony in Auditorium of Bldg 815. Followed by luncheon in the cafeteria (or Officers Mess) and an inspection of Bldg. 815 and 816.

2. Saturday 11 June - 0900 - 1200 - Open House for Laboratory personnel, their families , SPNS key personnel and other appropriate guests.

(Both of these dates were confirmed by CDR A.O. Dority, Industrial Engineer, in charge of moving.)

III. Previews:

1. Press. Requests have come from several national magazines and periodicals for stories on the new Laboratory. Many of these work on a strict time schedule and will require the information well in advance of the actual commissioning. A general invitation could be extended to the Press to visit Bldg 815 after major installations are ready or areas of principal interest are "in business," and at a point when visual aids and general appearance is IMPRESSIVE (not helter-skelter). This would enable them to meet their deadlines, and still respect the date of dedication as the date of release.

2. TV Program "Success Story." This has been discussed with PIO, 12 ND, and it is felt, following this contact, that if we submit an outline of what we have to offer, Mr. Caryl Coleman, Producer of the show for Richfield, might be very much interested. This might be filmed the night before the Dedication for telecast on the regular TV program the following Tuesday.

IV. Invitations and Announcements.

1. Since the seating capacity of the auditorium is 274, a total of 200 invitations should be sent to special guests for the dedication (or commissioning).

(1) Invitation to be formal printed cards with accompanying card for reply.

(2) Announcements might be cards or informal letters to be sent by members of the Laboratory to friends all over the country (people who are interested in Laboratory's work).

A. The announcement to be more informal than the invitation, stating that NRDL is open, and extending welcome to visit at a future date. The Announcement list might reach 2,000 or more.

B. Announcements sent to Bay Area people might be made a sort of invitation to the Open House.

2. Tentative Sub-committee for this project:

LCDR R.E. Gonzalez - Coordinator Chairman

C.B. Moyer

R.C. Lilly

Virginia Tague (assigned duty to compose format for both the formal invitation and informal letter and submit in rough in 2 weeks).

3. This Committee will assemble lists of recipients for both the invitations and letters and see that they are mailed.

V. Plans for Dedication (or Commissioning) Day.

1. Reception. CDR Harris to be responsible for observance of Military protocol in the matter of greeting guests, seating arrangements in the auditorium, etc. He will act as official greeter at Lab entrance, making introductions of dignitaries and Laboratory Management personnel (Capt. Turney, Capt. Hinners, Drs. Tompkins and Cooper). Guests to escorted to auditorium by guides (hostesses & enlisted men).

2. (1) Reception Committee

R.P. Nicolson, Chairman

Others to be selected by chairman

2. Dedication Program. No specific program was discussed, but it was agreed that requests for main speakers should be sent out as early as possible.

(1) Committee on program planning. This committee will write letters to guest speakers (except any that Chief BuShips invites).

T.J. Matthews, Chairman

Others to be selected by chairman

3. Luncheon . Free luncheon for the guests in Laboratory cafeteria or at Officers' Mess.

- (1) Luncheon committee
LCDR L.J. Smith, Chairman
Others to be selected by chairman (should include woman)

4. Inspection of building after lunch. One committee was named for tour of Lab on Saturday (Open house). (Mathews & Sullivan suggest two committees, or perhaps divide committee for service on two days.).

- (1) Tours Committee
A.D. Redmond, Chairman
D.C. Jones
Warren Heiman
C.E. Morris

5. Communications & Assistance to visitors. A booth will be placed in the foyer for personal messages, mail, building information etc.

- (1) Committee on communications
LCDR M. Gehle, Chairman
Peggy Brooks, Chairman of hostesses
Betty Mile

VI. Plans for Open House day after Dedication.

Laboratory will be open half (or all) day to members of NRDL, their families, and others (List not discussed).

- 1. Three Committees for welfare of Lab members and visitors
 - (1) Security - LT Hart, Chm.
 - (2) Safety - LCDR Misser
 - (3) First Aid - LTJG Griffin

VII. Liaison with PIC 12 ND for releases; Brochure for visitors.

- 1. Committee
Marjorie Sullivan, Chairman
"Pixie" Hicks
Advisors: T.J.Mathews, F. Brady, S. Kinney.

Marjorie G. Sullivan, Recorder.