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~~SECURITY INFORMATION~~

*meetings (staff)*  
LOS ALAMOS SCIENTIFIC LABORATORY  
UNIVERSITY OF CALIFORNIA  
LOS ALAMOS, NEW MEXICO

OFFICE MEMORANDUM  
UNCLASSIFIED

DATE: 10 September 1952

TO : DISTRIBUTION  
FROM : B. C. LYON  
SUBJECT: STAFF MEETING NO. 1 - UPSHOT-KNOTHOLE  
SYMBOL : *J-14098*

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Following persons met in the office of J. C. Clark at 0830, 9 September 1952:

J. C. Clark  
Gaelen Felt  
L. B. Seely  
R. J. Van Gemert  
Robert Newman  
Robert Peck  
C. R. Canfield  
R. A. Gray  
B. C. Lyon

**CLASSIFICATION CANCELLED**  
DOE MFI DECLASSIFICATION REVIEW EO 12958  
BY: *[Signature]* 10/25/91 LANL/FSS-16  
(NAME) (DATE)

Items discussed were as follows:

1. UPSHOT-KNOTHOLE schedule and project participation chart

J-3, with cooperation of other J-Division elements, is responsible for completion of this chart between 20 and 30 September. Letter and chart will go to Tyler for DMA approval. Distribution to projects will probably be made a full month before official DMA approval.

2. Shipping Instructions - Las Vegas Field Office Circular #4.

- a. Van Gemert believes procedure outlined in this circular causes duplicate handling.
- b. Clark wants copies of Circular #4 sent to all Program and Project Directors and Leaders on or before 20 September 1952. J-3 to furnish Van Gemert list of all Program and Project personnel before 20 September, with LASL personnel indicated by asterisk. Copies of Circular #4 sent to LASL J-Division personnel will have covering letter from Van Gemert setting out handling of LASL shipments.

3. LASL Supply and Property Warehouse at NPG will probably be open for business on 15 January 1953.

4. Distribution Lists - J-3 is to obtain lists of program and project personnel and make up distribution lists. (Corstie, FCDA, will require 12 of everything until further notice).

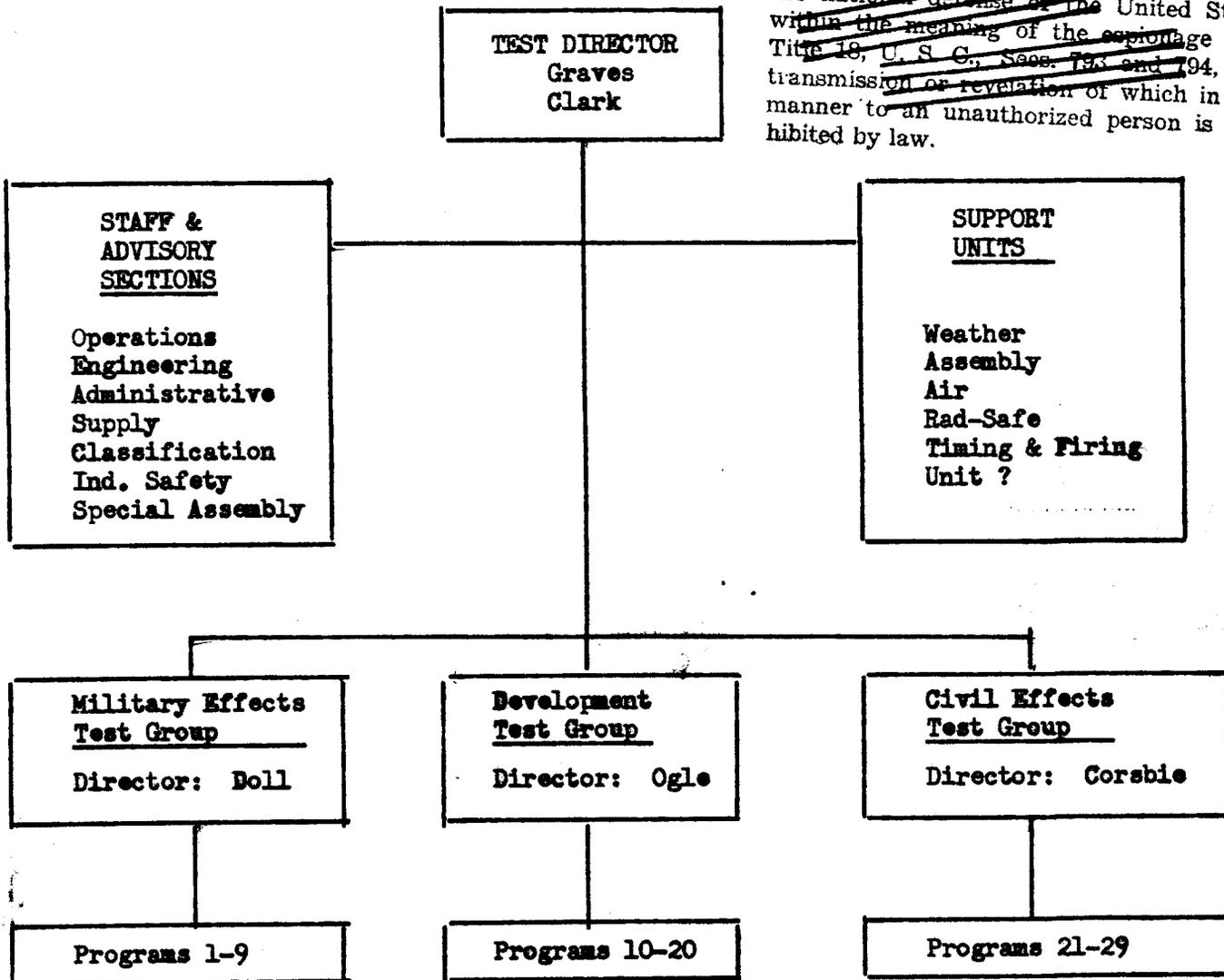
5. Fiscal Accountability System must be set up for costing of tests by items. J-1 is to get together with SFOO and issue a memo showing this accounting policy. Cost Code numbers will be same as project numbers.

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6. Test Director's Organization was discussed by Felt. A chart form is shown:

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At NPG, the staff sections shown above will be composite units. Example: Operations will contain personnel from LASL J-3, Weapons Effects J-3, Corsbie's group, SWC, Rad-Safe, and CAA. Engineering will have out J-6, Weapons Effects J-6, and other engineering personnel.

7. Responsibilities for J-Division elements are as follows:

- J-1: Office Space
- Telephone Requirements (Office)
- Office furniture & equipment
- Billeting
- Special Hot Meals & Chuck Wagon Schedule
- Fiscal arrangements with SFOO.
- Prepare organization charts.

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Test Director Personnel Control - access lists  
Clearances  
IASL travel  
Test Director's mail routing

J-3: Frequency assignment chart  
All radio requirements, fixed and mobile, for weather, rad-safe, and scientific groups.  
Vehicle requirements and assignment  
CAA arrangements  
Status reports, including instructions, and routing of reports.  
Operation planning, including Desert Rock operations  
Special arrangements for security & safety measures  
Special scheduling operations (clearing areas at certain times, etc.)  
Registration of Photographic units and day to day preparation of Appendix 1 of photo plan  
Special radio broadcasts

J-6: All work orders\*, including - Construction  
Office changes  
All telephone installs, changes, moves, removes  
All radio installs and removes  
Construction & engineering planning  
Instrument chart  
Labor pool

\*To keep only one group concerned with writing work orders, J-1 and J-3 will receive requirements on office telephones, radio, office construction, etc., and will pass approved requirements to J-6 to write work orders.

8. Jobs to be done in near future:

- A. By 20 Sept. - J-3 to get into Allaire's hands a description of Test Director's organization for inclusion in organization chart and administrative order to be issued by Office of Test Operations.
- B. By 20 Sept. - Clark, J-3, et al, to complete Test Schedule and participation chart and get off letter with chart to Tyler for routing to DMA.
- C. By 1 Oct. - J-1 to get out memo on fiscal policy.  
J-3 Classification guide  
J-3 Prepare Photo plan  
J-3 Tentative Operations order or plan  
J-3 Send out request and instructions for status reports  
J-6 Instrument Charts  
J-6 Brochure

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E. In near future - J-5 write letter to D'Arce of CAA to advise of forthcoming program and to specifically ask for services of Greenleaf.

9. Status reports - It was decided to work out standard forms for status reports, and request for status reports on these forms, if the forms appear practical and desirable. Number of copies of status reports required will be cut.

Instructions will state that any significant changes should be sent to Test Director immediately. Monthly reports will show summaries of such changes.

10. Next meeting will be held 1030 Tuesday, 16 ~~August~~ 1952.

*Sept*

**Distribution:**

- Copy 1 - J. C. Clark  
          G. L. Felt ←
- Copy 2 - L. B. Seeley
- Copy 3 - J-6
- Copy 4 - J-3
- Copy 5 - J-1, C. R. Canfield
- Copy 6 - E. J. Van Gemert
- Copy 7 - J-Division
- Copy 8 - J-Sequence

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