

B R O C H U R E

F O R P E R S O N S A S S O C I A T E D W I T H

O R W O R K I N G A T

C A R N A R V O N T R A C K I N G S T A T I O N

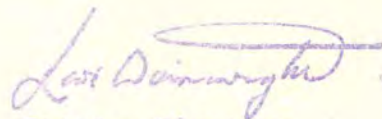
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These notes are offered to assist you in your work and leisure hours at Carnarvon.

The management of CARNARVON TRACKING STATION is entrusted by N.A.S.A. to the Australian Department of Supply. The Department has appointed a Station Director and secured the services of a contractor, Amalgamated Wireless (Australasia) Ltd for the maintenance and operation of the Station.

Please do not hesitate to talk with myself or with Fred Mitchell, the contracting Company's Manager, on any difficulties or problems you experience or anticipate.


Station Director

July 1965

CARNARVON TRACKING STATIONSTATION PERSONNELAUSTRALIAN DEPARTMENT OF SUPPLY

<u>Position</u>	<u>Name</u>
STATION DIRECTOR	WAINWRIGHT, L. F.
ADMINISTRATIVE OFFICER	MACNISH, C. J.
SECRETARY	MISS B. TEAHAN
<u>CONTRACTOR, AMALGAMATED WIRELESS (AUSTRALASIA) LIMITED</u>	
COMPANY MANAGER	MITCHELL, F.
SECRETARY	MISS M. EVANS
MAINTENANCE & OPERATIONS SUPERVISOR	SIMONS, R.

TELEMETRY

SUPERVISING ENGINEER	KEMPEES, W.
ASSISTANT SUPERVISOR	LIMBERT, R.
FM SUPERVISOR	RICKETT, D.
PCM TECHNICIAN	STEWART, J.
DISPLAY TECHNICIAN	SARGEANT, R.
PCM OPERATOR No. 2	BYRNE, E. J.
TLM TECHNICIAN	HAMMOND G.
RF OPERATOR	WATERMEYER, A.
TLM TECHNICIAN	SANDS, S. J.

ACQUISITION AID

SUPERVISOR	GOLDSMITH, E. M.
OPERATOR	BILLINGS, M.
OPERATOR	VINTON, F.
ACQUISITION BUS	STEVENSON, A. J.

TEST INSTRUMENTS

TEST EQUIPMENT SUPERVISOR	RUCK, G.
TEST EQUIPMENT TECHNICIAN	TERACI, T.
TEST EQUIPMENT TECHNICIAN	MILLS, R.

STATION PERSONNEL (Contd.)VERLORT

SENIOR VERLORT TECHNICIAN
VERLORT TECHNICIAN
VERLORT TECHNICIAN

BELL, W.B.
DYKSTRA, F.W.
BROWN, C.

FPQ-6 RADAR

SUPERVISOR
RADAR SENIOR TECHNICIAN
RF TECHNICIAN
ANTENNA TECHNICIAN
CONSOLE OPERATOR

ALGATE, L.
BURGESS, R.A.
GERSCHWITZ, J.
BLACKMAN, D.
ALLAN, G.

UNIFIED S-BAND

SUPERVISOR
DIGITAL ENGINEER
RF ENGINEER
DIGITAL ENGINEER
DIGITAL TECHNICIAN
TIMING TECHNICIAN
ANTENNA TECHNICIAN
TLM TECHNICIAN
TLM TECHNICIAN
TRANSMITTER TECHNICIAN
ANTENNA TECHNICIAN

DENCH, P.
SALA, A.
MILNE, B.
GILHAM, A.
REES, A.
OVERINGTON, L.
BROOM, G.
SMITH, P.
ERICKSON, J.
BROOKS, D.
RYAN, B.

RANGE AND RANGE RATE

SUPERVISOR
SENIOR TECHNICIAN
TRANSMITTER TECHNICIAN
RECEIVER TECHNICIAN
ANTENNA TECHNICIAN
TECHNICIAN
TECHNICIAN
TECHNICIAN
TRIALS ASSISTANT
TRIALS ASSISTANT
TRIALS ASSISTANT
TRIALS ASSISTANT
TRIALS ASSISTANT
TRIALS ASSISTANT

CUTHBERT, R.
JONES, D.
BROOKE, C.W.
GARTH, M.
BATTY, V.
CASTLEHOW, P.
McMURTRIE, R.
BOYLE, W.
THOMSON, Miss B.L.
PUCCINELLI, Miss W.
DAWES, Miss F.
KING, Miss H.
SMITH, Miss J.
PITMAN, Miss D.

STATION PERSONNEL (Contd.)COMMUNICATIONS

SUPERVISOR
COMMS. SNR. TECHNICIAN
RECEIVING AND TIMING
COMMS. TECHNICIAN
TRANSMITTER TECHNICIAN
INTERCOM. TECHNICIAN
INTERCOM. AND RECORDS
SENIOR TELETYPE OPERATOR
TELETYPE OPERATOR
TELETYPE TECHNICIAN
RECORDS TECHNICIAN

HEADFORD, P.
DURIE, A.
POWER, M. J. K.
LINDSAY, E. P.
SIMS, P.
LINNANE, P.
McLENNAN, P.
LEWIS, Miss P.
KLARIE, Miss G.
EASTERBROOK, J.
KIERANS, T.

COMMAND

RF COMMAND ENGINEER
COMMAND RF TECHNICIAN
COMMAND RF TECHNICIAN

HILLS, S. F.
KENT, P.
BARBER, J.

SPAN & JUPITER MONITORING

SPAN TECHNICIAN
JUPITER RF TECHNICIAN

GREGG, J.
CROSS, C.

COMPUTER SYSTEMS

SUPERVISING ENGINEER
EQUIPMENT ENGINEER (1218)
EQUIPMENT ENGINEER (DCS)
DIGITAL TECHNICIAN (FPQ-6)
DIGITAL TECHNICIAN (DCS)

MAIN, P.
NUGENT, J. D.
HOUSLEY, T.
MARSH, M.
O'MEAGHER, P.

ADMINISTRATION

ADMINISTRATIVE OFFICER
SUPPLY OFFICER
PURCHASING OFFICER
STOREMAN
STOREMAN
STOREMAN
CLERICAL ASSISTANT STORES
CLERICAL ASSISTANT STORES
SECRETARY
SENIOR CLERK TYPIST
CLERK TYPIST
CLERK TYPIST

CAMERON, W. R.
DEATH, C.
WARNER, N.
McLEAN, I.
ROBERTS, E. P.
PITT, N.
DUPRE, D. K.
FITZGERALD, Miss S.
CAMERON, A.
ROONEY, Miss L.
KING, Miss B.
OATES, Mrs. J.

STATION PERSONNEL (Contd.)ADMINISTRATION (Contd.)

TRIALS ASSISTANT (DRIVER)
 TRIALS ASSISTANT (LIBRARIAN)

CROSS, Mrs. G.
 FITZGERALD, Miss L.

POWER

PLANT ENGINEER
 ASSISTANT PLANT ENGINEER
 FOREMAN MECHANICAL
 POWER PLANT OPERATOR
 POWER PLANT OPERATOR
 POWER PLANT OPERATOR
 POWER PLANT OPERATOR
 DIESEL TECHNICIAN
 FITTER MECHANICAL
 FITTER
 ELECTRICAL FITTER INSTALLER
 AIR-CONDITIONING TECHNICIAN
 DRIVER/ELECTRICIAN
 DRIVER/MECHANIC
 TECHNICAL ASSISTANT (FACILITIES)
 CARPENTER
 CARPENTER

THOMAS, H.
 AINSWORTH, E.
 McRAE, F.
 CARRICK, G.
 DE LACY, W.
 STATON, J.
 BRANDENBURG, F.
 POWELL, D.
 PARKINSON, F.
 KETTLETY, D.
 HERMANS, H.
 DAVIES, R.
 WARD, T.
 BAKER, R. H.
 TONKIN, S.
 SYMES, L.
 HOWSE, R.

SECURITY AND CLEANING

SECURITY CHIEF
 WATCHMAN
 WATCHMAN
 WATCHMAN
 WATCHMAN
 CLEANER/GENERAL
 CLEANER, T&C
 TRIALS ASSISTANT (GARDENER)
 TRIALS ASSISTANT
 TRIALS ASSISTANT
 CLEANER/GENERAL
 CLEANER/GENERAL

PRICE, L.
 LUND, S. C.
 MAXWELL, W.
 SIMS, N. J.
 McDONALD S.
 BISCAYA, A.
 MCKENZIE CLARK, Mrs. E.
 DRUMMOND, A.
 SCOTT, J. D.
 GRAVDEL, O.
 GARNER, L.
 CABONE, J.

KEYS

1. MAIN GATE

Keys are held by all Section Leaders of the Station staff; the leaders of groups or teams associated with the Station, and the Security Chief or Watchman.

Visitors requiring main gate keys may obtain them through the Station Director's office.

Entry may also be obtained at any time, either by prior arrangement with the Security Chief or Receptionate, or by using the telephones located at the Gate.

2. BUILDINGS

Keys to all buildings, rooms and enclosures are held by the Security Chief or Watchman. Section Leaders of the Station staff collect keys to their areas when commencing duty and return them before leaving the Station.

Leaders of groups who are preparing equipment for handover to N.A.S.A. have the prerogative of using their keys as they wish. It is recommended that one set should be made available to the Security Chief or Watchman, to meet such eventualities as a fire, loss of keys, etc.

TRANSPORT

Where approval is given by the N.A.S.A. or Goddard Representatives, hire cars will be provided by the Station for visitors.

Transport by bus between the town and the Station is available. Arrangements should be made with the Receptioniste.

CATERING

Lunch can be ordered through the Administrative Officer, Mr W.R. Cameron. This meal is sent to the Station from the Port Hotel and costs 7/6 per day. Sandwiches and pies may also be ordered. Orders must be placed by 9.30 am each day.

The lunch break is from 12.30 to 13.15. Morning and afternoon tea breaks are at 10.00 and 15.00 and last for fifteen minutes. Tea is available in the Crew Room. Visitors of long standing are requested to pay 3/- per week towards the cost of same.

Biscuits, cool drinks, cigarettes are available during working hours, from the Crew Room.

During Missions, meals are provided for all on-station personnel at appropriate times.

VISITORS TO THE STATION

These notes are for the guidance of U.S. and Australian personnel who are associated with, or working at, the Station.

I believe it is the intention of N.A.S.A. that all visitors to the Station should be made to feel welcome and should be given as much help as possible to appreciate and understand the purpose of the Station and the several tracking equipments.

It is necessary to recognise, however, that A.W.A. are, by virtue of their contract with the Australian Department of Supply, responsible for the safe custody of the Station and the safety and conduct of visitors.

To satisfy N.A.S.A.'s wishes and enable A.W.A. to fulfill their obligations, I should be grateful if all personnel would observe the following guide lines :

DURING MISSION PERIODS

Visitors are admitted only if they hold an official position or an official invitation.

Invitations are issued from the Station Director's office. Present NASA policy precludes the admission of the press to the Station during mission periods and as a consequence the admission of other visitors is not possible.

DURING NON-MISSION PERIODS

1. Official Visits.

I should appreciate your advice of any official visits.

2. Approval for personal visits.

If you are a member of a group or team, I should like you to have the approval of your group leader.

- 2.1 Personal visitors during Station working hours. It is inappropriate that Station Staff who are on duty should escort personal visitors and I should be grateful for your cooperation in upholding this principle when this can be done without difficulty or embarrassment.

VISITS (Contd.)

- 2.2 Personal visitors outside Station hours. It is expected that you will generally wish to escort your visitors.

I realise that many visits are made spontaneously and I would not wish to preclude any such visits unnecessarily. However, it will be appreciated, and delays and embarrassment avoided, if prior advice of such visits is given to the Security Chief or Receptionist.

- 2.3 Visits at short notice. It may happen that you are asked or wish to bring visitors to the Station and that the time or circumstances preclude the possibility of clearing this visit in the usual way. In this event, please contact the Gatekeeper or Watchman immediately on arrival and advise him of the identity of your guests. He is instructed to require them to sign a Visitors' Book and, under certain circumstances, to curtail or prohibit such a visit.

3. TOURISTS AND CASUAL VISITORS

The Gatekeepers and Watchmen are instructed in the escorting of visitors. Arrangements have been made to give conducted tours of the Tracking Station to any visitors who arrive at the Tracking Station at prescribed times. These times have been advertised locally and are changed, as necessary, to suit Station operations and local conditions.

The Gatekeeper is required to use his discretion and to adjust the extent and nature of the tour to suit the work of the Station. Where practicable, visitors are shown through buildings but, at all times, the principle that visitors must not interfere with the Station work is observed.

4. VISITORS' BOOK

I should like all visitors to sign a Visitors' Book. The Gatekeeper is instructed to arrange for this.

TELEPHONE DIRECTORYCARNARVON TRACKING STATION

242, 243, 244 and 245

At night 242 is switched to the Power Station
 243 is switched to the Stadir's Office
 244 is switched to Range & Range Rate

Station Director
 Mr L.F. Wainwright

Ext. 27
 Home - Cvn 295
 Perth - 71 3468

Administrative Officer
 Mr C.J. Macnish

Ext. 22
 Home - Cvn 305

Secretary
 Miss B. Teahan

Ext. 63

A.W.A. Company Manager
 Mr F.B. Mitchell

Ext. 29
 Home - Cvn 238

Administrative Officer
 Mr W.R. Cameron

Ext. 30
 Home - Cvn 293

Secretary
 Miss M. Evans

Ext. 16

Operations Supervisor
 Mr R. Sissons

Ext. 37
 Home - Cvn 60

Plant Engineer
 Mr H. Thomas

Ext. 54
 Home - Cvn 198

Comms Supervisor
 Mr P. Headford

Ext. 33
 Home - Cvn 169

Teletype Room
 Mr A. Duffie

Ext. 35
 Home - Cvn 298

R. & R.R. Engineer
 Mr R. Cuthbert

Ext. 24
 Home - Cvn 257

Town Office
 Port Hotel

Carnarvon 130

TELEPHONE DIRECTORY Cont'dCANBERRA

M.H.A. Office	Canberra 132
Port Hotel	" 144
Motel	" 288

PERTH

T.A.A.	Perth 21 9861
A.N.A.	" 21 9651
M.H.A.	" 21 2821
American Consulate (Mr T. Mayfield)	" 21 5470

MELBOURNE

N.A.S.A. Senior Scientific Representative, Mr R. Hooker	Melbourne 32 0261
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Department of Supply
Assistant Secretary Projects,
Mr E. Homewood

Melbourne:
Swanston St ~ 37 0261
Bourke St ~ 60 0261

ADELAIDE

N.A.S.A. Communications Centre	Adelaide 51 7841
Weapons Research Establishment	Adelaide 599
Superintendent, American Projects Division, Mr M.S. Kirkpatrick	Adelaide 599 Ext. 456
Goddard Representative, Mr C. Maskaleris	Adelaide 599 Ext. 6952

TELETYPE SERVICE

SCAMA, the N.A.S.A. teletype circuit and the Australian P.M.G. Telex service are available, by arrangement with the Teletype Room supervisor.

The teletype service is open to receive messages between the hours of 0830 and 1630, Monday to Friday, and 0830 to 1230 Saturday. It would be appreciated if all messages could be handed into the Teletype Room between these hours.

A SCAMA extension is installed in the Town Office in the Port Hotel, and connection can be made by arrangement with the Teletype Room supervisor.

SECRETARIAL SERVICE

Services are available by arrangement with the Administrative Officer, Mr W.R. Cameron.

The main office of the T & C. Building has duplicating machines and a portable dictating machine which may be borrowed.

MAIL

1. INCOMING MAIL

All mail addressed to the Station should be addressed as follows :

Station Director
Attention Mr _____
Carnarvon Tracking Station
Carnarvon
Western Australia

Mail is collected by Station staff after each incoming flight and delivered to the Administrative Officer in the T. & C. Building. It will be distributed by the Internal Delivery service.

2. INCOMING AIRMAIL TIMETABLE

<u>Day</u>	<u>Time</u>	<u>From</u>	<u>To</u>
Sunday	1100	Perth	Carnarvon
Monday	1000	Perth	Carnarvon
Tuesday	1030	Perth	Carnarvon
Wednesday	0930	Perth	Carnarvon
Thursday	1030	Perth	Carnarvon
Friday	1300	Perth	Carnarvon
Saturday	1130	Perth	Carnarvon

MAIL Cont'd3. OUTGOING MAIL

This is collected from the Administration Office at the following times :

Monday to Friday	~	1400
Saturday	~	1015

4. OUTWARD AIRMAIL TIMETABLE

<u>Day</u>	<u>Time</u>	<u>From</u>	<u>To</u>
Sunday	1100	Carnarvon	Perth
Monday	0900	Carnarvon	Perth
	1300		
Tuesday	1645	Carnarvon	Perth
Wednesday	1200	Carnarvon	Perth
Thursday	1645	Carnarvon	Perth
Friday	0930	Carnarvon	Perth
	1200	Carnarvon	Perth
	1645	Carnarvon	Perth
Saturday	1145	Carnarvon	Perth

CARNARVON TRACKING STATION

TOWN OFFICE

There is an office situated on the first floor of the Port Hotel, with telephone connected, which can be made available for the convenience and use of visiting personnel to the Tracking Station.

A SCAMA extension is installed which may be used by prior arrangement with the Teletype Room supervisor.

Keys to this office may be obtained from Mr G.J. Macnish, Administrative Officer, T. & C. Building.

Telephone is : Carnarvon 130

CHURCH SERVICES

The following information is for the benefit of visitors to
Carnarvon who may wish to attend any of the undermentioned
Church Services :

CHURCH OF ENGLAND

Mr E. Doncaster

Phone Carnarvon 18

Service	1930
Sunday School	1000
Youth Club	1930 Monday
Ladies Guild	1430 second Tuesday of each month

CATHOLIC CHURCH

Ven. Archdeacon J.G. McKay,

Phone Carnarvon 86

Daily Mass	0700
Sunday Mass	0700 and 0900
Evening Devotion	0730
Confession	0730 Saturday or by appointment

CHURCH OF CHRIST

Mr. Reeson

Phone Carnarvon North 231

Sunday School	0900
Morning Service	1100
Evening Service	1915
Christian Youth Fellowship	1930 Monday

CHURCH OF CHRIST MISSION

Mr Fisher

Phone Carnarvon North 238

Sunday Service

1100

Evening Service

1900

Visitors are invited to inspect Mission. Please phone
Mr Fisher beforehand.

PRESBYTERIAN CHURCH

Mr McCarn

Phone Carnarvon 62

Sunday Morning Service

0930 first and last Sunday
in each month

Evening Service

1930 first and last Sunday
in each month

Ladies Guild

Second Tuesday of each
month at 1430

CARNARVON CLUB INCORPORATED

Was founded on September 2nd, 1912 by the Pastoralists and is now established to provide a Club House and other conveniences and generally to afford to Members all the usual privileges, advantages and conveniences of a Club.

NEW MEMBERS

Shall be elected by general ballot, as provided in the Rules of the Club, and must be proposed and seconded by existing members.

HONORARY MEMBERSHIP

Any gentleman being a visitor to, or recent arrival in the Town, shall be qualified to be elected an Honorary or Temporary Member, subject to the Rules, in that behalf, up to a maximum period of three months.

GENERAL

The Club is licensed to sell its Members, beer, wine and spirits and other requisites in normal course of trade. Premises provide bar, billiard room, visitor's room, reading room, and hours of trading are as follows :

Week days	1100	to	2300
Saturdays	1100	to	2300
Sundays)	1030	to	1230
)	1700	to	1800

For further information reference can be made to the Secretary, Mr D. Pickling, telephone 271 (business), or the Club, Telephone 57.

Many of the Trading Station staff are members of the Club and visitors are assured of recreation in a congenial environment.