MEMORANDUM

TO: 116/Director for Aeronautics
FROM: 359/Head, 8-Foot Tunnels Branch, HSAD
SUBJECT: Request for Replacement of Branch Secretary

On March 3, the only Secretary of the 8-Foot Tunnels Branch, Miss Ann Chambers, will resign for reasons of matrimony. It is requested that a replacement for Miss Chambers be provided to the Branch. The position entails handling the extensive administrative and secretarial work of 45 personnel, including 24 research engineers, 6 mathematicians and math aids, and 15 technicians. The duties include typing, preparation of Time and Attendance Records, maintenance of files and security, routine administrative work such as distribution of Langley Working Papers, answering the telephone, and transcribing dictation of supervisory personnel.

This work involves the full-time effort of a competent secretary with a security clearance and thus can not be handled by an uncleared, part-time, or untrained person.

Richard T. Whitcomb

cc: 403/HSAD
359/RTWhitcomb:ac 2/2/72 (2252)
359/RTW
403/MRN