

*Supply -*  
*Here is your copy of this memo. Is it the same as the other one? Same? R/H*

USS GUADALCANA (SSN612)  
 Fleet Post Office  
 San Francisco 96601

SSN612:LSW:cw  
 15 August 1966

MEMORANDUM FOR ALL OFFICERS

Subj: Preparation for VADM RICKOVER, USN

1. The following arrangements will be made by persons indicated to ensure the Admiral's comfort during the first sea trial:

a. Accommodations.

(1) Readiness on arrival (Saturday night)	OFFICER	COMPLETED
Meal ready on arrival (HOT).	SUPPLY	_____
Ready to clean and press his suit upon arrival.	SUPPLY	_____
Launder, starch shirt during meal.		_____
Hair cutting equipment aboard in pantry.		_____
Have evening meal in WR (place cards for everyone but CO & ADM).		_____
Have place setting ready for Admiral on his arrival (tablecloth, plate & glass, napkins, silver, salt, pepper).		_____
Two stewards on deck to meet the Admiral.		_____
Have latest weather report on board.		_____
CO's SR on barge available just in case.	SUPPLY	_____ NO BARGE
 (2) Barge.		
(a) Prepare Commanding Officer's stateroom.	SUPPLY	_____
(b) Ensure shore phone is connected and operative.	ELECT	_____
(c) Arrange for steward to attend Admiral.	SUPPLY	_____
(d) Supply barge pantry with a limited supply of food. Sandwich material, milk and fresh fruit.	SUPPLY	_____
(e) Supply New York Times.	SUPPLY	_____
 (3) Executive Officer's Stateroom.		
(a) Several different pens (no ball points) and a supply of pencils and lined pads. YEOMAN		_____
(b) Rig medicine cabinet with vitamins, dental floss, _____, etc.	MED	_____

NO

MORRIS, TM

?

BOOKS

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- (c) Message blanks in desk. COMM \_\_\_\_\_
- (d) ~~New York Times and local newspapers.~~ SUPPLY \_\_\_\_\_
- (e) Provide ship's stationary. SUP/YEO \_\_\_\_\_
- (f) Field day in SR on Saturday prior to noon. SUPPLY \_\_\_\_\_
- (g) Provide clothes hangers in SR. SUPPLY \_\_\_\_\_
- (h) Rig SR for DARK and check for light tightness. SUPPLY \_\_\_\_\_
- (i) Have clean towels in SR and head: Bath \_\_\_\_\_ Hand \_\_\_\_\_ Washcloth \_\_\_\_\_ SUPPLY \_\_\_\_\_
- (j) Have 3 pillows available in SR. SUPPLY \_\_\_\_\_
- (k) Make up the bunk with 1 blanket + 1 folded. SUPPLY \_\_\_\_\_
- (l) Have a blotter in the room. SUPPLY \_\_\_\_\_
- (m) Have a couple of sharp pencils in SR desk. YEOMAN \_\_\_\_\_
- (n) Have several fountain pens in the room (several point thicknesses - NO BALL POINTS)(also 2 bottles of Black ink and 1 bottle of Blue available). SUPPLY 1216-0041
- (o) Have lined pads in SR. SUPPLY \_\_\_\_\_
- (p) 612 notepaper in SR. SUP/YEO \_\_\_\_\_
- (q) Have lemon drops & peanuts in SR. SUPPLY \_\_\_\_\_
- (r) Have Muriel Corona Cigars in SR. SUPPLY \_\_\_\_\_
- (s) Have Dial Soap in SR. SUPPLY \_\_\_\_\_
- (t) Have electric toothbrush and toothpaste in SR - Mount (secure) in Medicine cabinet - charge it. 1216-0040 SUP/MED \_\_\_\_\_
- (u) Have vitamin tablets in SR. SUP/MED \_\_\_\_\_
- (v) Have water glass in holder in SR (inside medicine cabinet). SUPPLY \_\_\_\_\_
- (w) Have plain envelopes in SR (large & notepaper). YEOMAN \_\_\_\_\_
- (x) Reading material in XOSR SUPPLY \_\_\_\_\_

- TIME \_\_\_\_\_
- NEWSWEEK \_\_\_\_\_
- ATLANTIC MONTHLY \_\_\_\_\_
- U.S. NEWS & WORLD REPORT \_\_\_\_\_
- NEW YORKER \_\_\_\_\_
- ROCKETS AND MISSILES \_\_\_\_\_
- SCIENTIFIC AMERICAN \_\_\_\_\_
- NATIONAL GEOGRAPHIC \_\_\_\_\_
- BOOKS \_\_\_\_\_

*Long all your books  
Blank one 10/74*

*SS. PIERCE (SUPPLY)  
Who buys?*

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(y) Have airline and train schedules available in SR desk.

YEOMAN \_\_\_\_\_

(z) Have bowl of fresh fruit in SR.

SUPPLY \_\_\_\_\_

b. Meals. No special meals are required, but ensure Wardroom meals include proper diet. Fruit available - grapes/apples/etc. (fresh orange juice). The following guidelines are to be followed:

SUPPLY \_\_\_\_\_

- (1) Skim milk available for breakfast.
- (2) Use margarine in WR.
- (3) No meat etc. to flavor vegetables.
- (4) Food must be hot when served.
- (5) Have vanilla ice cream available.
- (6) All steaks, roasts, etc. to be well done.
- (7) Have good sandwich material available.
- (8) Have Wheaties available.

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Communications.

(1) Ensure latest weather reports are available.

COMM \_\_\_\_\_

(2) Ensure all RM's know Marine Operator Procedures. Be ready for ship-to-shore calls.

COMM \_\_\_\_\_

(3) Do not cast off shore phone connection until last minute prior to underway - and then with Commanding Officer's permission.

WEPS/OOD \_\_\_\_\_

(4) All communications to OOD via phones except in an emergency.

COMM/ALL \_\_\_\_\_

(5) Disconnect MC systems, buzzers, X1J ringer in XOSR. DO NOT disconnect pantry call button (ensure operation).

ELECT \_\_\_\_\_

(6) Turn all MC speakers in WR country down to low, pleasant, but discernable level. He will make talk to crew and it should be heard in Wardroom.

ELECT \_\_\_\_\_

d. Clothing. (Stock in XOSR)

(1) Have foul weather jacket (Blue) available with jacket patch (leather name patch) and GUARDFISH patch. The jacket must be expendable.

1st LT \_\_\_\_\_  
SUPPLY \_\_\_\_\_

- (2) Coveralls (small or 36). SUPPLY \_\_\_\_\_
- (3) Full set of khakis available with socks and belt. Shirt size 14-32; trousers waist 30, length 29. SUPPLY \_\_\_\_\_
- (4) Raincoat. SUPPLY \_\_\_\_\_
- \* (5) A-1 (Heavy) Jacket with ship's patch and jacket patch (leather name patch). SUPPLY \_\_\_\_\_
- \* (6) Foul weather hat and mittens (size 6 3/4). SUPPLY \_\_\_\_\_

\* Have available - weather dependent.

e. Engineering.

- ~~(1) Use 5DPM on Fast Scram-Recovery.~~ ENG/EOOW \_\_\_\_\_
- (2) Don't have both ahead and astern throttles open at the same time. ENG/EOOW \_\_\_\_\_
- (3) EOOW get a battery gravity after scram. ENG/EOOW \_\_\_\_\_
- \* GM (4) Have stop watch available for Admiral in Maneuvering. ENG \_\_\_\_\_
- (5) No trainees on watch in Engineering Spaces. No extras except for deep dive. ENG/XO \_\_\_\_\_
- (6) Admiral likes to find steam leaks. Conduct survey on start-up prior to sea trials and watch closely during trials. ENG \_\_\_\_\_
- (7) Make sure you have a portable ladder capability in ENG. spaces. He occasionally likes to look in the overhead. Be sure no litter on top panels, etc. ENG \_\_\_\_\_
- (8) Ensure Engineer is in Engineering Spaces anytime Admiral is there. ENG/EOOW \_\_\_\_\_

f. Miscellaneous.

- (1) Ensure at least 500 plain envelopes on board. YEOMAN \_\_\_\_\_
- GM (2) Don't fly his flag. NAV \_\_\_\_\_
- all the time (3) Rig for RED only when directed by Night Orders. OOD's \_\_\_\_\_
- OPB (4) Be prepared to clean and press one suit. SUPPLY \_\_\_\_\_
- (5) Be ready for full camera coverage. PAO \_\_\_\_\_
- (6) Be ready to give a haircut. SUPPLY \_\_\_\_\_
- (7) Get special envelopes printed to mail "the letters" in. SUP/YEO \_\_\_\_\_
- (8) Obtain large "Accordian type" routing envelopes (with tie string). YEOMAN \_\_\_\_\_

MINORS/STRIKES/DOC  
TMI MORALS ON X6

20

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*SECRET*

(28) Answer his questions but don't try to start up conversation.

MED

(29) Ensure all equipment available for transfer to small boat.

WEPS

(30) Have dictating machine on board and operable.

YEOMAN

(31) Ensure Flexowriters are operable and you are expert on them.

YEOMAN

(32) Have one YN available to take care of stenographic needs.

XO

g. Transportation.

(1) Have Philadelphia - Washington plane and train schedules.

YEOMAN

(2) Double check preparations for transfer at sea - all weather conditions. When Admiral departs ensure tug is loaded and ready to get underway - then notify that it is ready for Admiral. When he is aboard - cast off.

WEAPONS

(3) Ensure arrangements are made for Admiral's departure (check with CDR GARDNER).

XO

2. Action. All personnel concerned are to keep the Executive Officer's master copy of this memorandum up to date as items are completed.

L. S. WIGLEY  
Lieutenant Commander, U.S. Navy  
Executive Officer

Distribution:  
All Officers  
YN  
COB  
HM

✓ 3-4 LBS SEEDLESS GRAPES

✓ ASSORTED FRESH FRUIT

(2) BLUE WORKING JACKETS WITH SHIP'S  
PATCH

(2) LONG SLEEVE KHAKI WORK SHIRTS

(2) KHAKI WASH TROUSERS

(1) BROWN SHOES

BELT, SOCKS, ECT