

TUBE NO. \_\_\_\_\_

TO: Industrial Security DEPT. 15 SEC. DATE 8-13-56

COPIES TO: File

SUBJECT: Slip # 245

REFERENCE: \_\_\_\_\_

Please place slip # 245 in isolation  
and permit no one other than a Health  
Physics representative to remove it.

Thanks

FROM H.W. Bryant DEPT. 3 SEC. 5  
EXTENSION: 7233

## CONVERSION OF LIFE INSURANCE:

Your Insurance under the Group Life Insurance plan automatically terminates when you leave the employ of the Corporation. There is, however, a conversion privilege under which you are entitled to have an individual policy of insurance issued to you without further evidence of insurability.

Application for conversion may be made through any agent of the Aetna Life Insurance Company, and must be made within thirty-one (31) days from date of termination. It is not necessary to contact the insurance office of Connair. Contact Aetna Life Insurance Company, W. T. Waggoner Building, telephone FO-rtune-4097.

We suggest that you read carefully the paragraph in your policy entitled "Conversion privileges".



*Elliott*

8 August 1958

Memo to: All Health Physics Personnel  
From: F. L. Paschal  
Subject: Over-exposures

This memo is to remind all Health Physics personnel that if an exposure of more than 300 mrem in one week or less time is even suspected on one of the employees, the employee's film badge should be recalled and sent to the Personnel Monitoring group immediately, with an AVO requesting special processing and evaluation. The employee should not be allowed to work in fields of radiation until his exposure has been determined however, if he remains in the area a visitor's badge should be issued.

There is no set procedure used to determine when an employee's badge should be taken up for special processing and evaluation, the decision is left to the Health Physics person in charge.

Upon receipt of the badge and AVO the Personnel Monitoring Group will process and evaluate the film and return a result as soon as possible to the person who signed the AVO.

*J. C. Sellenane Jr.*  
for F. L. Paschal, Jr., Administrator  
Health Physics

JDE:gb

CONVENTION