

MEMORANDUMS CONCERNING THE INSPECTION

Moffett Field, Calif.,
July 8, 1948.

Memorandum for all Concerned:

Subject: Special assignments for the 1948 Inspection of the Ames
Aeronautical Laboratory.

1. The persons hereinafter listed are assigned to the indicated duties in connection with the 1948 Inspection of the Ames Laboratory on July 13 and 14, 1948.

HOSTS

Administration Building - - - S.J. DeFrance
Flying Field - - - - - Carlton Bioletti

GROUP LEADERS

<u>Group</u>	<u>Leader</u>	<u>Assistant</u>	<u>Attache'</u>
Red	H. Julian Allen	Henry Jessen	Edward Schnitker
White	H.J. Goett	R.T. Jones	J.S. Davidson
Blue	D.H. Wood	Alun Jones	Angelo Perone
Green	Ferril R. Nickle	Joseph Anderson	Harvard Lomax
Gold	James A. White	Max. A. Heaslet	John Axelson
Rose	L. A. Clousing	Wallace Davis	George McCullough
Buff	Charles Harper	Steven Belsley	C.W. Harvey
Yellow	A.G. Buck	Donald Graham	Estin Baker
Brown	Walter Vincenti	Myles Erickson	Howard Kirschbaum

On July 14, Leslie Lawrence will substitute for George McCullough.

BUILDING ATTACHES AND DISPATCH RIDERS

<u>Building</u>	<u>Attache'</u>	<u>Assistant Attache'</u>	<u>Dispatch Rider</u>
Administration (Lobby)	A. Hertzog	John Delaney	Robert S. Peters
New Hangar	Frederick Demele	Vernon Reed	William Mersman
6 x 6 W.T.	John Blackburn	Robert Chubb	Merrill Mead
Air Induction and 16' W.T.	Robert Barnes	Walter Krumm	Lee Boddy
7 x 10 W.T.	Ralph Holtzclaw	Don Alvord	Edward Hopkins
Flt. Research	Carl Stough	Richard Skoog	Melvin Sadoff
1 x 3 W.T.	John Darsow	Robert Dickey	Joe Querantes
12' W.T.	Frederick Boltz	Jack Stephenson	Donald Smith
40 x 80 W.T.	Harry James	Gerald McCormack	Lynn Hunton
Low-Dens. W.T.	William Finley	Ray McPherson	William Van Northwick

TELEPHONE ATTENDANTS

<u>Building</u>	<u>Phone No.</u>	<u>Attendant</u>
Administration	279	Jean Otey
Cafeteria	241	Mary Gault
New Hangar - Desk	242	Verneice Sandberg
New Hangar - Kitchen	294	Catherine Greene
Electrical Service	252	Howard Frazee
6 x 6 W.T.	216	Norma Stewart
Air Induction and 16' W.T. }	224	Willis Baronowski
7 x 10 W.T.	221	Elinor Grantier
Flight Research	206	Mary Thompson
1 x 3 W.T.	201	June Smith
12' W.T.	302	Harriet Voorheis
40 x 80 W.T. and Low-Density W.T. }	224	Betty Nelson
Officers' Club	Moffett Field 220	Mildred Smith

STENOGRAPHERS

- | | |
|-----------------|------------------|
| 1. Eunice Duino | 2. Helen Schoner |
|-----------------|------------------|

REGISTRATION CLERKS

Walter Peterson, Head

- | | |
|----------------------|-----------------------|
| 1. Laura Donna | 10. Beth Campbell |
| 2. Mildred Smith | 11. Betty Reimann |
| 3. Lorraine Vernon | 12. Barbara Tepsich |
| 4. Aileen Ruth | 13. Carol Penn |
| 5. Barbara Arnett | 14. Lucille Racanelli |
| 6. Arbutus Cessna | 15. Rose Sullivan |
| 7. Myrno Schwarz | 16. Audrey Summers |
| 8. Jessie Gaspar | 17. Robert Hughes |
| 9. Madeline Johansen | 18. R.R. Herfurth |

SPECIAL ATTACHES

Walter Peterson, Head

<u>Palace Hotel, San Francisco</u>	<u>St. Claire Hotel, San Jose</u>
Conrad Thorall	George Bulifant
<u>San Francisco Airport</u>	<u>Southern Pacific Depot, San Jose</u>
George Cooper	Charles Harvey

RESERVATION CLERKS

Marie St. John, Head

- | | |
|-----------------------------|-----------------------------------|
| 1. Frances O'Leary (hotels) | 2. Valeta Watson (rail and plane) |
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MESSENGERS

Mildred McMillan, Head

- | | |
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| 1. Patra Scarbrough | 3. Claire Muller |
| 2. Dolores Moberly | 4. Laura Garcia |

STENOGRAPHIC SERVICE

Mildred McMillan, Head

- | | |
|-----------------|------------------|
| 1. Sybil Heaton | 3. Eunice Duino |
| 2. Dora Leng | 4. Helen Schoner |

NACA VEHICLE DRIVERS

Ray Loucks, Head

- | | |
|----------------------|----------------------|
| 1. Matthew Gillespie | 4. Albert Puccinelli |
| 2. Milton Begley | 5. Guy Wong |
| 3. Roger Peterson | 6. Forest Curtis |

ADDITIONAL DRIVERS

- | | |
|--------------------|-----------------|
| 1. Bruce Tinling | 4. Earl Logan |
| 2. Francis Rollins | 5. David Cramer |
| 3. Verlin Reed | 6. Neil Kemper |

TRAFFIC DIRECTORS

John Houston, Head
Marines

GATE ATTENDANTS

Walter Peterson, Head

- | | |
|----------------|----------------------|
| 1. Carl Hansen | 2. Angelo Bandettini |
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BUS GUIDES

John Houston, Head

- | | | |
|-------------------|-----------------|-----------------|
| 1. Victor Wolff | 4. Paul Yaggy | 7. Harry Parker |
| 2. John Cook | 5. Ray Campbell | 8. Emmet Ward |
| 3. Ambrose Karpen | 6. William Park | 9. Stuart Treon |

USHERS

- | | |
|--------------------|---------------------|
| 1. Leslie Lawrence | 3. Frank Ballantyne |
| 2. Louis Stivers | 4. Joseph Cleary |

CHECK-ROOM ATTENDANTS

Walter Peterson, Head

- | | |
|---------------------|-----------------|
| 1. Cora Padelt | 3. Bob Gordon |
| 2. Eleanor Strasdin | 4. Martin Ernst |

PARKING DIRECTORS

- | | |
|-------------------|-----------------|
| 1. Lewis Anderson | 2. Victor Wolff |
|-------------------|-----------------|

ELEVATOR OPERATORS

- | | |
|--------------------------|-----------------|
| 16-Foot Wind Tunnel | Ruth Smith |
| 40 x 80 Foot Wind Tunnel | Richard Miescke |

VISITING AIRPLANES

Raymond Braig, Head

- | | |
|----------------|----------------------|
| 1. John Morris | 2. Anthony Bengiveno |
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AMERICAN AIRLINES SPECIAL FLIGHT

W.H. McAvoy

LUNCHEON

- | | |
|--------------------------------------|--------------------------------------|
| 1. Beulah Murray, Head | 2. Marie St. John, Flowers and Music |
| 3. Russell Barcelona, Transportation | |

LUNCHEON HOSTESSES AND ASSISTANTS

Helen Davies, Edith Watson, Jeanne Ward - Hostesses

- | | | | |
|---------------------|----------------------|-----------------------|--------------|
| 1. Olga Pires | 14. Eleanor Redfield | 27. Marie Carman | |
| 2. Kay Welch | 15. Odille Smith | 28. Barbara Short | |
| 3. D. Weatherall | 16. Bee Herrero | 29. Patsy Wyatt | |
| 4. Rita Newald | 17. Mary Cuff | 30. Elaine Burton | |
| 5. Dorothy Nyquist | 18. Ruth Smith | 31. Marni Ballantyne | |
| 6. Angela Sluga | 19. Francis Litwin | 32. Charlotte Ross | |
| 7. D. Claussen | 20. Betty Berg | 33. Lucille Racanelli | |
| 8. Margie Swisher | 21. J. Madden | 34. Mildred Cardona | |
| 9. Bonnie Schraub | 22. Lorrain Siebert | 35. Lorraine Vernon | |
| 10. Barbara Tepsich | 23. Gail Urban | 36. Carol Penn | } Alternates |
| 11. Vicki Fuentes | 24. W. Dunlop | 37. Ann Grant | |
| 12. Belva DiCarolis | 25. Shirley Smith | 38. Shirley Riordan | |
| 13. Della Proctor | 26. Carol Wood | | |

CAFETERIA ASSISTANTS

- | | |
|-------------------|-----------------|
| 1. Velma Hall | 3. Mary Connors |
| 2. Victoria Allen | |

SPECIAL GROUP HOSTESS

Verneice Sandberg

ATTACHÉ FOR DIRECTOR

Mark Greene

ASSISTANT REGISTRATION MANAGER

Ross Benn

2. Group leaders, assistant group leaders, and group attachés shall report to the Auditorium for rehearsal at 8:15 a. m. on Friday July 9 and shall report for duty at the Auditorium by 9:00 a. m. on Tuesday, July 13 and Wednesday, July 14. Mr. Walter Peterson will see that each has an identification badge of the color designating his group. They will also be given schedules and route maps. Each group leader will have complete charge of his group and will be responsible for maintaining schedules and introducing the first speaker at each stop. A schedule of the first speakers will be provided. Assistant group leaders will hold the color banners aloft at points where the groups assemble, and will carry the banners from one stop to the next. The group attachés shall be ready to assist as required. If any member of a group is delayed or separated from his group the group attaché shall accompany him and see that he rejoins his group as soon as possible. Before the program starts on July 13 and again on July 14 all group leaders, assistant group leaders, and group attachés shall synchronize their watches to the official time for the program as shown by the wall clock in the lobby of the Administration Building. If a change becomes necessary in order to permit following the program, the Director will so instruct the group leaders at the time the visitors are divided into groups at the grandstand in front of the 16-foot wind tunnel, and again if necessary at the conclusion of lunch in the new hangar. At the first stop made by his group in the morning and again after lunch each group attaché shall advise those in charge of the demonstration of the official time.

3. General. The grandstand for the group photograph is limited in capacity to approximately the number of guests that are expected. Consequently, Ames Laboratory employees shall stay off the grandstand until all guests are seated and then fill any vacant spaces. A similar situation will exist at the luncheon in the new hangar and only those employees that have been specifically invited should attempt to eat with the visitors. All questions from radio and press representatives shall be referred to Mr. E. E. Miller. He will be in the small dining room off the cafeteria for a press conference at 10:23 a. m.

4. Building attachés, assistant building attaches, and dispatch riders shall be at their stations from 8:30 a. m. until 5:00 p. m. on July 13 and 14, except that they may leave one at a time for lunch. Building attachés will assist in directing the groups through their building, prevent unauthorized persons from entering the building, prevent unnecessary noises, maintain the orderly appearance of the building and adjacent grounds, keep traffic lanes clear, and be of general assistance. They shall have schedules at hand and be ready to assist guests in rejoining their groups. The building

attaches shall see that all lost-and-found articles are delivered promptly to the checkroom in the Auditorium. The dispatch riders shall assist the building attachés in their duties and shall be ready with their personal automobiles to run errands in connection with these duties. Building attachés and dispatch riders at the Administration Building and new hangar shall report to Mr. Peterson.

5. The telephone attendants shall be at their stations from 8:30 a. m. until 5:00 p. m. on July 13 and 14. They shall be replaced by the building attaché or his assistant before they leave the telephone for any reason. Telephones shall be answered at the first ring to minimize noise and delays. All calls shall be made as short as possible and the attendants shall prevent other persons from unnecessary use of the telephones which might delay urgent calls. The Laboratory code-call system will be disconnected all day on July 13, 14, and 15 so the telephone attendants will obtain the help of the building attachés in locating persons desired. The building code-call systems in buildings housing exhibits will also be disconnected on July 13, 14, and 15.

6. The designated stenographers shall be at their stations in the Auditorium by 9:50 a. m. on July 13 and 14 and shall record all speeches, introductions, and announcements except Mr. Vincenti's talk.

7. Registration clerks shall report to Mr. Walter Peterson in the private dining room at 9:00 a.m. on July 9 for instructions.

8. Special attachés shall report to Mr. Walter Peterson in the private dining room at 9:30 a. m. on July 9 for instructions.

9. NACA vehicle drivers and additional drivers shall report to Mr. Ray Loucks in the garage at 9:00 a. m. on July 12 for instructions.

10. Gate attendants shall report to Mr. Walter Peterson in the private dining room at 10:00 a. m. on July 9 for instructions.

11. Bus guides shall report to Mr. John Houston in the Aviation Sheet Metal Shop at 9:00 a. m. on July 12 for instructions.

12. Ushers shall report to Mr. Walter Peterson in the private dining room at 10:30 a. m. on July 9 for instructions. They shall make certain that the first two rows of seats in the center section of the auditorium are reserved for press photographers on July 13 and 14 and that all radio and press representative attend the press conference in the private dining room immediately following the introductory session in the auditorium.

13. Luncheon assistants shall report to Miss Helen Davies at the new hangar at 8:30 a. m. on July 12 for instructions. Luncheon tickets will be collected from tables by the hostesses.

14. Cafeteria assistants will help serve in the cafeteria on July 13 and 14 and shall report there for duty at 10:30 a. m. on those days.

15. Check-room attendants shall report to Mr. Peterson in the private dining room at 11:00 a. m. on July 9 for instructions.

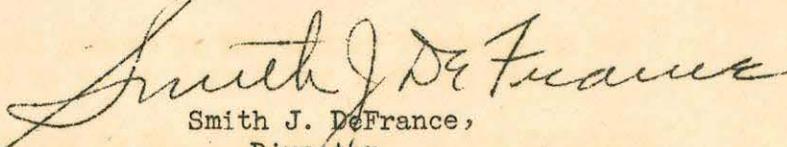
16. Elevator operators shall report to their section heads for instructions.

17. Reservation clerks will receive instructions from Miss St. John.

18. Messengers and stenographic service shall be at their usual stations starting at 8:00 a. m. on July 13 and 14 to receive instructions from Mrs. McMillian.

19. Parking Directors will supervise the parking of employees' cars in the temporary parking area behind the Science building on July 13 and 14. They should be at the parking area by 7:40 a. m. on those days and see that cars are parked in an orderly fashion with a minimum of confusion.

20. The special group hostess will meet a group of Moffett Field Officers' wives in the lobby at 12:30 July 15 and conduct them on a tour of the Laboratory with the red group of Ames employees starting at the 40- by 80-foot wind tunnel at 12:45 p. m.


Smith J. DeFrance,
Director.

cc Division chiefs and section heads
cc All people listed herein

Moffett Field, Calif.,
July 12, 1948.

MEMORANDUM for Staff

Subject: Instructions for 1948 Inspection of the Ames Aeronautical Laboratory.

1. On July 13 and 14, 1948 the Laboratory will be inspected by several hundred executives of the aircraft industry, the armed forces, and other government departments. In order to help make this Inspection a success, it is requested that the following instructions be followed on the two days in question:

- (a) Except for special assignments, stay at your usual tasks where they do not interfere with the Inspection.
- (b) Stay away from the Inspection activities unless you have business there. There will be a separate day for the Laboratory staff.
- (c) Refrain from making any noise that might possibly be heard at any of the demonstrations.
- (d) Refrain from unnecessary use of the telephones so that they will be clear for Inspection business.
- (e) Telephone 242 (formerly private dining room) will be temporarily installed at the information desk near the lunch tables in the new hangar, and telephone 294 (formerly Instrument Development X-ray room) will be temporarily installed in the temporary kitchen in the new hangar. Telephone 252 should be called for emergency electrical service in connection with the Inspection only. Section heads and group leaders should take special note of these numbers. All persons shall avoid using them for other purposes.
- (f) On July 13 and 14 do not park in the areas so indicated on the no-parking maps that will be distributed to all section heads today. You may park in regular parking areas not specifically restricted and in the temporary parking areas designated on the maps. Do not park on the streets.
- (g) On July 13 and 14 Miss Murrery will be called on to serve lunch to over 500 guests. Therefore, lunch will be served in the cafeteria at 11:00 o'clock for the employees that normally eat at 11:30 and at 11:30 for the 12:00 and 12:30

groups. Except for those whose assigned duties will prevent from eating earlier, no one will be served after 12:15 o'clock. Only those that have been specifically invited and have purchased luncheon tickets can be accommodated to eat with the guests in the new hangar.

- (h) Section heads shall see that each demonstration is ready with the speakers and necessary attendants standing by at least 15 minutes ahead of the time scheduled for the first show.

2. The complete inspection of the Laboratory will be repeated for the staff on Thursday July 15, 1948. This will be for employees only. Each section head shall divide his section into two equal groups. One group will inspect the Laboratory in the morning and the other group in the afternoon. For both the morning and afternoon inspection, the staff will be divided into nine groups and each will have a designated color.

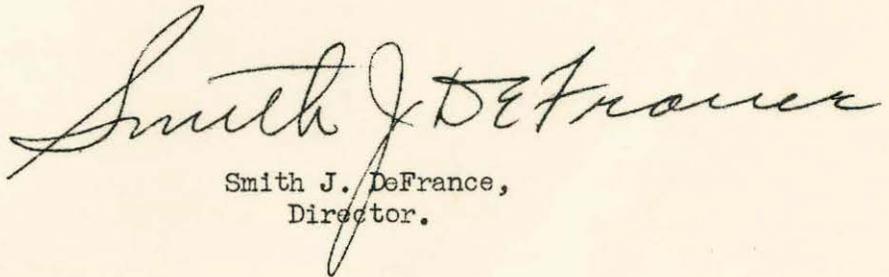
3. The groups will be divided in the following manner:

<u>Group</u>	<u>Sections</u>
Red	Clerical and Files, Financial, Personnel, and Stock room.
White	Purchase, Maintenance, Warehouse, and 40 by 80 W.T.
Blue	6 by 6 W.T., 1- by $3\frac{1}{2}$ W.T., Photographic Section and Model Shop
Green	Machine Shop, Construction, and Transportation.
Gold	16' W.T., Drafting, and Erection Shop.
Rose	7 by 10 W.T., Instrument Development, Paint Shop, and Aviation Sheetmetal.
Buff	Flight Research, Flight Operations, Flight Engineering, and Flight Maintenance.
Yellow	1 by 3 W.T., Electrical, Theoretical Aerodynamics, and Illustration.
Brown	12' W.T., Instrument, Stock Control, Library and Executive.

4. The morning groups will assemble at 8:10 a.m. and the afternoon groups at 12:40 p.m. in front of the buildings indicated below. Group leaders will conduct them from that point for the

rest of the tour. Promptness is essential.

<u>Group</u>	<u>Assembly point</u>
Red	40 by 80 W.T.
White	Low-Density W.T. (Under 40 by 80 motors)
Blue	6 by 6 W.T.
Green	Air Induction Exhibit (West side 16' W.T.)
Gold	16' W.T. (Main entrance)
Rose	7 by 10 W.T.
Buff	Flight Research (Old hangar)
Yellow	1 by 3 W.T. (West side entrance)
Brown	12' W.T.



Smith J. DeFrance,
Director.

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