NACA - Lewis

Cleveland, Ohio,
September 15, 1949.

MEMORANDUM For All Concerned.

Subject: Special duty assignments for 1949 Inspection of the Cleveland Laboratory.

1. On September 20, 21, and 22, 1949, the dates of the 1949 Inspection, the following persons are assigned duties as listed below:

GROUP LEADERS, ASSISTANT GROUP LEADERS

Group	Leader	Assistants	
Red	J. C. Sanders	O. F. Rice	D. Bogart
White	W. T. Olson	H. C. Chandler, Jr.	R. Hood
Blue	L. A. Rodert	J. C. Nettles	E. J. Kremzier
Green	V. G. Rollin	W. K. Koffel	F. E. Rom
Brown	W. K. Ritter	E. E. Callaghan	T. F. Gelder
Gold	J. H. Collins	B. W. Sheflin	S. J. Kaufman
Buff	A. E. Biermann	R. A. Long	A. Ginsburg
Grey	R. O. Bullock	J. E. Farmer	B. E. Ayer
Alternates:	R. Tozier H. Kottas R. F. Selden	Alternates:	E. D. Williams A. A. Horwith L. C. Litzenberg H. D. Wilsted

BUS GUIDES

Group	Guide
Red	J. K. Barber
White	W. J. Fazulak
Blue	J. Toma
Green	R. J. McCann
Brown	G. W. Lewis, Jr.
Gold	W. E. Kenyon
Buff	R. K. Manning
Grey	C. A. Moran
Alternates:	E. V. Kindig M. Munger C. Lanzo

DEMONSTRATION ATTACHES

Building	Room	Telephone	Attaches
C&TW	W-6, W-10	3247	Thomas Jackson
C&TW	W-2	3247	Thomas Jackson
ERB	CW-5	2145	Mrs. F. Hunsicker
ERB	CE-6	3165	Clive Yeomans
Rocket Lab.	-- --	2263	Vearl Huff
8' x 6' SWT	-----	4218	Miss M. L. Moor
AWT	Shop	4250	Phil Roberts

HANGAR ATTACHES

Rudolph F. Kravanya - in charge
PAX 2155

Andrew Balazi
Joe Sikosky, Jr.
Frank Crichton
Albert Eaton
Donald Raith
Lloyd Backston

CENTRAL MESSAGE CENTER

Room 111, Adm., PAX 3109
Richard Schafer - in charge

Mary Hamman
Katherine V. Smith
Muriel B. Eian
Carol M. Lasch

BAGGAGE ATTENDANTS

Room 110 Adm. PAX 2223

Joe Bullock - in charge
Henry Meltzer

TRANSPORTATION AND HOTEL RESERVATIONS

Room 102 Adm. - PAX 3154

Mrs. P. Lucas - in charge

AUDITORIUM USHERS

Kathleen O'Connell
Eileen Hannan

NACA AUTOMOBILE DRIVERS

Room 116 Adm., PAX 2221
Harold White - in charge

Allen Ramseur	Walter Gliebe
Tom Ray	Gene Simerly
Bruce Woodman	Al Ritsko
Earl Williams	Lynn Mohn

REGISTRATION CLERKS

Lobby, Adm. - PAX 2228
Mary Louise Gosney - in charge

Rosemary Weiss	Olga Nester
Lucy Barina	Lorna Eschborn
Kay Brown	Pat Norris
Irene Kives	Annabelle McClain
Jacqueline Kelch	Josephine Case
Evelyn Fleming	Carmelita Cleary

HOTEL CLEVELAND

Information Desk - R. W. Schmidt
Bus Loading - Andy Burkle

PRESS ROOM

Room 107 - Adm. PAX 2204

Walt Bonney - in charge
Ed Broestl

PRIVATE CAR DRIVERS

Room 103 - Adm. PAX 3154
W. E. Dewey - in charge

M. Harrison	G. LaBanc
J. Durana	S. Buchar
M. Kusenda	A. Krsek
M. Lipes	R. Clark

LUNCHEON TICKET SALES

Adm. Bldg. Foyer - 2229
Esther Wagner - in charge

2. Group leaders and assistant group leaders shall report to Foyer of the Administration Building at 9:00 a.m. on each day of the Inspection to obtain identification badges, arm bands, and color standards for their respective groups. The group leaders shall have complete charge of the groups and shall be responsible for making the necessary introductions upon arrival at each exhibit and for maintaining schedules. The assistant group leaders listed in the first column shall assist the group leaders in keeping the groups moving as a unit. The assistant group leader listed in the second column shall carry the color standard for the groups and shall keep the group leaders informed concerning the time in order that arrivals to and departures from exhibits may be made according to schedule.

3. Demonstration attaches shall be at their stations by 9:30 a.m. Demonstration attaches shall assist in seating groups, preventing unauthorized persons from entering the exhibit areas, preventing unnecessary noises, and maintaining an orderly appearance of the exhibit areas. If any personal property should be left at any of the various exhibits, it shall be sent to the Central Message Center at Room 111 of the Administration Building. Demonstration attaches shall be responsible for prompt attention to incoming telephone calls and the relaying of messages.

4. Hotel Cleveland bus loaders shall be at the Hotel Cleveland by 8:00 a.m. Mr. Schmidt will be at the information desk from 7:30 am. until the departure of the last bus.

5. Bus guides shall take stations for their respective busses at 8:00 a.m. at the Hotel Cleveland and shall stay with their respective busses during all group movements.

6. Hangar attaches shall be responsible for assisting in guiding visitors to the entrance of the Administration Building. This type of travel is expected to be particularly heavy on September 21.

7. NACA automobile drivers shall report to Mr. Harold White at 4:30 p.m., September 19, 1949 in the foyer of the Administration Building for instructions concerning their duties.

8. Registration Clerks shall report to Mrs. Gosney in the lobby of the Administration Building at 8:30 a.m. each morning of the Inspection .

9. Luncheon-ticket sales clerks shall report to Miss Wagner in the Administration Building foyer at 8:30 am. each morning of the Inspection.

10. Message Center attendants shall report to the Central Message Center at 8:45 a.m. Room 110 and 109, Administration Building, shall be used exclusively for baggage. Coats shall not be checked but the baggage room shall be attended at all times.

Robert C. Sessions
Robert C. Sessions,
Executive Officer.

WEE:imk

Copy to Executive Offices
Division, Branch and Panel Chiefs
Section Heads
Personnel listed in Memorandums

NACA - Lewis

Cleveland, Ohio,
September 14, 1949.

MEMORANDUM For Those Concerned.

Subject: Curtailment of research activities during hours of 1949 Annual Inspection.

1. The hours of the 1949 Annual Inspection will be from 10 a.m. to 5 p.m. on Tuesday, Wednesday and Thursday, September 20, 21 and 22, 1949.

2. During the above hours, all operations are to be curtailed as necessary to assure a quiet environment for the presentation of each scheduled demonstration.

3. The attached schedule of demonstrations will be adhered to insofar as possible and the operation of demonstrations will take precedence over all other laboratory activities.

Edward R. Sharp

Edward R. Sharp,
Director.

WEE:imk

Copies to Division Chiefs
Branch Chiefs
Section Heads
Files

Eastern Daylight Saving Time

1949 INSPECTION
LEWIS FLIGHT PROPULSION LABORATORY
NACA CLEVELAND
September 20, 21, 22, 1949

9:00 am	Busses leave Cleveland Hotel for Laboratory
9:40	Registration in lobby of Administration Building; baggage checked in Room 111.
10:00	Opening Session for 1949 Inspection - Auditorium, Administration Building
10:30	Inspection of Laboratory in 8 groups designated by colors

	RED	WHITE	BLUE	GREEN	GOLD	BROWN	BUFF	GRAY
Compressor & Turbine Aerodynamics W-6, W-10 Eng. Res. Bldg.	*10:40	*10:40	11:50	11:50	**2:25	**2:25	3:35	3:35
Turbine Cooling W-2 Eng. Res. Bldg.	11:25	11:25	12:35	12:35	3:10	3:10	4:20 ***	4:20 ***
Heat Transfer; Turbojet Fuels CW-5 Eng. Res. Bldg.	11:50	12:25	10:40	11:15	3:35	4:10 ***	2:25	3:00
Rocket Research Rocket Component Test Laboratory	12:25	11:50	11:15	*10:40	4:10 ***	3:35	3:00	**2:25
Supersonic Propulsion Systems 8- x 6-ft. Supersonic Wind Tunnel	**2:25	3:35	3:35	**2:25	*10:40	11:50	11:50	*10:40
Inspection & Demonstration of 8- x 6-ft. SWT 8- x 6-ft. SWT	3:12	4:22 ***	4:22 ***	3:12	11:27	12:37	12:37	11:27
Turbojet Operation Problems Altitude Wind Tunnel Shop	3:35	**2:25	3:00	4:10 ***	11:50	*10:40	11:15	12:25
Materials, Stresses, and Vibrations CE-6 Eng. Res. Bldg.	4:10 ***	3:00	**2:25	3:35	12:25	11:15	*10:40	11:50

*Start first demonstration **Resume demonstrations after luncheon

═══ Luncheon in Auditorium begins at 1:00 ***Busses go to picnic area and leave for downtown starting 5:00pm EDT

NACA - Lewis

Cleveland, Ohio.
September 14, 1949.

MEMORANDUM For Those Concerned

Subject: Dress Rehearsal of 1949 Inspection

1. The following schedule and instructions are to be observed:

9:00 am	Auditorium	Briefing meeting for group leaders
9:30 am		Depart for tour
9:40 am	8-x6-ft SWT	Supersonic Propulsion
10:33 am	8-x6-ft SWT	Inspection of Drive Motor & Test Section
10:50 am	CW-5, ERB	Heat Transfer; Turbojet Fuels
11:25 am	CE-6, ERB	Materials; Vibration & Stresses
1:00 pm	W-6, C&T	Compressor & Turbine Aerodynamics
1:45 pm	W-2, C&T	Turbine Cooling
2:10 pm	Shop, AWT	Turbojet Operational Problems
2:45 pm	Rocket Lab.	Rocket Research

NOTES:

1. Visitors will ride in committee cars, group leaders in bus.

2. Times indicated after briefing meeting will depend on arrival time of visitors and time required for comments at each stop and are, therefore, subject to change without notice. All times given for stops are expected to be earliest possible arrival time at that location.

3. Sequence of stops for this rehearsal will not be changed without advance notice.

4. Alternate speakers are to be present while their talk is being given and to receive comments and suggestions from visitors and laboratory staff.

5. All charts, exhibits, demonstrations and auxiliary equipment are to be used during rehearsal that will be used during inspection. Items incomplete at this time must have suitable full-scale substitute in proper location so that speakers will have proper setting to give talk for final check of duration.

6. Demonstration rooms are to be kept quiet during the rehearsal.

Edward R. Sharp

Edward R. Sharp,
Director.

WHH:mlm

NACA - Cleveland

Cleveland, Ohio,
September 13, 1949.

MEMORANDUM For Staff.

Subject: 1949 Inspection - Closing of Private Dining Room and change of lunch periods.

1. During the 1949 Inspection, September 20, 21 and 22, the Private Dining Room will be closed at all times. However, the Cafeteria will be open as usual, except for the fact that all lunch periods during the three days will be moved back one-half hour. It shall be the duty of all supervisors to schedule their employees accordingly. The schedule of lunch periods is adjusted as follows for September 20, 21 and 22:

Official Scheduled Lunch Period	Revised Schedule
11:30	11:00
11:45	11:15
12:00	11:30
12:15	11:45
12:30	12:00
12:45	12:00

2. The cooperation of the staff is requested.

Warren E. Emley Jr.
for Robert C. Sessions,
Executive Officer.

WEE:kmb

Copy for Executive Offices
Division, Branch & Panel Chiefs
Section Heads (Circulate)
Bulletin Boards
Files

NACA

LEWIS FLIGHT PROPULSION LABORATORY

CLEVELAND, OHIO

1949 INSPECTION

SEPTEMBER 20,21,22,1949

Menu

pate de foie gras

roast filet mignon aux-jus

golden fried potato balls

chef salad bowl

assorted rolls butter squares

eggnog ice cream

coffee

cigarettes

GENERAL INSTRUCTIONS FOR SERVING

These instructions are issued at this time in order for you to familiarize yourself with the general set-up of serving luncheons in the Auditorium of the Administration Building and the Dining Room in the Engine Research Building during the 1949 Inspection of the laboratory, September 20, 21 and 22, 1949.

Luncheon will be served to you promptly at 10:15 a.m. in the Cafeteria (short line). You may select anything you wish to eat. Girls serving will be given free lunch tickets for each day which should be presented to the cashier who will mark the ticket as to the amount. Please be sure to sign your name on your tickets. You are requested to be in the Auditorium or the Dining Room no later than 10:45 a.m. in order to set tables, help with salads and other necessary tasks in making the Inspection luncheons a success. Please leave your pocketbooks in the Check Room as there will be an Attache assigned to this room.

You may wear your best attire or whatever you wish. White tea aprons will be furnished you by the Exchange.

At the end of these instructions you will find the arrangement of tables as to how they will be set-up in the Auditorium and Foyer and the number of each table in parenthesis. The other number in the block indicates the number of guests sitting at your table or tables. The girls selected are asked to serve the three days of Inspection. It is hoped that there will be no substitution of positions or tables necessary. If you do not understand just how to set-up your table, please see your Leader for further instructions.

When setting up the tables in the Auditorium or the Dining Room, the following articles should be put on: Table cloths; 2 knives, 2 forks, 2 teaspoons. At the tip of the knife, put filled water glass. At the tip of the fork the bread and butter plates. At the right of the bread and butter, put the salad bowl. Every 8 persons put a salt and pepper, ash tray, sugar bowl and creamer with teaspoon for sugar. The cups and saucers should be placed at the right (middle of knife - be sure that the handle is turned for the guest). The folded napkin is left of fork. Please be sure the bottom right hand corner is the open corner for the guest. A suggestion is made to have a dinner plate handy in order to place your silverware proper. Make sure that all tables look uniform. Check your table to see that you have everything on the table that need be.

Leader No. 1 will have charge of tables Nos. 1 thru 8 and the girls will receive their plates from the stage end of the kitchen. Leader No. 2 will have charge of tables Nos. 9 thru 16 and will receive their plates from the Foyer end of the kitchen. Leader No. 3 will have charge of tables Nos. 17 thru 21 and will receive their plates from the Foyer end of the kitchen.

All girls except the Leaders will serve the main course. Please be sure to watch for the signal of your leader in order that you will know what guest is to be served next. Girls assigned to their tables will start serving beverages just as soon as their table is completely served the main course. Refill water glasses and creamers after serving the beverage. Whenever possible serve all dishes from the right of the guest and remove soiled dishes from the left.

To familiarize yourself with "In" and "Out" signs on the doors - "In" means to go into the kitchen from the dining room and "Out" means to go out into the dining room from the kitchen. Please observe these signs in order to avoid accidents.

Soiled dishes should be returned to the kitchen only through the doors marked "Out". The whole table should be cleared of soiled dishes before the dessert is served.

After the dinner and the guest leave for the tour at 2:00 p.m. all soiled dishes, linens will be removed from the tables. The flower vases should remain on the tables. Leave your tea apron on one of the tables in order that they can be laundered for serving the next day.

If for any reason you are unable to serve, please call Esther Wagner, PAX 3109 immediately.

Your services and time are appreciated and we hope that you will enjoy serving at these luncheons.

Leaders:
Irene Kives # 1
Janette Sullivan #2
Margaret Shroka #3

Leader:

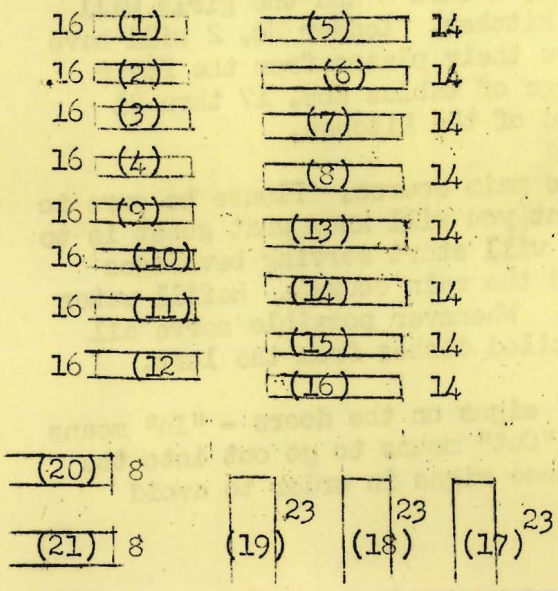
Margaret Zill

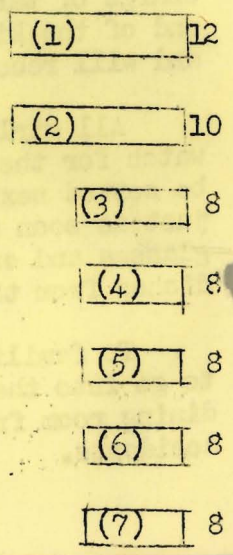
AUDITORIUM DINING ROOM

Helen Nemeth (1)
Olga Nester (1)
Alice Howard (2)
Helen Woods (2)
Kathleen O'Connell (3)
Dorothy Kinney (3)
Evelyn Fair (4)
Joan Schwedler (4)
Teddy Ruth (5)
Helen Gondek (5)
Rita Roach (6)
Shirley Bradnon (6)
Eileen Gibbons (7)
Violet Wawrynzki (7)
Annabelle McClain (8)
Virginia Ginley (8)
Doris Arndt (9)
Francis Jonas (9)
Jacequeline Kelch (10)
Joan Murray (10)
Muriel Benes (11)
Jane Eckert (11)
Earline Millen (12)
Eileen Hannan (12)
Mary Franey (13)
Joan Jack (13)
June Held (14)
Delores Herold (14)
Farm Cleary (15)
Beverly Kiser (15)
Thelma Hunt (16)
Katherine Smith (16)
Kay Brown (17)
Betty Barbaglia (17)
Betty Wapperer (18)
Norma Schwedler (18)
Margaret Barbaglia (19)
Helen Gallagher (19)
Eileen Hipes (20)
Gayle Sherwood (21)

EXECUTIVE DINING ROOM

Pat Harlow (3)
Beverly Webber (4)
Phyllis Lamb (5)
Alberta Schmotzer (2)
Dorothy Creadon (6)
Anne Flesher (1)
Winnifred McDermott (7)





Lewis

COPY

HARVARD UNIVERSITY

SCHOOL OF PUBLIC HEALTH

19438

100.64

Department of Industrial Hygiene

695 Huntington Avenue
Boston 15, Massachusetts

September 29, 1949

2 — Chief
3 — Director
Exec Off
Exec Eng
Budg Off
Pers Off
F & T
C & T
E P & M
W T & F
Lib
Edit
Adm Off
Pers
Fiscal
Adm Ser
Proc
Rpt Pub
Ch Ser
C & C A
Inst
Civ Eng
Mech Eng
Drafting
Elec Eng
Fab
Mech Ser
Mach Oper
Prep Reply
Prop Act

Mr. R. G. Robinson
Assistant Director of Aeronautical Research
National Advisory Committee for Aeronautics
1724 F Street, N. W.,
Washington 25, D. C.

Dear Mr. Robinson:

I am very sorry indeed for the long delay in sending the enclosed report. Since I spoke from notes and with slides at the meeting, it was necessary to write the report for distribution to the members of the committee. I hope you will find it satisfactory in its present form.

I attended the inspection at the Cleveland Flight Propulsion Laboratory on September 22. It made a very deep impression upon me. The members of the laboratory are certainly to be congratulated on the outstanding work being carried on there. I wonder if any of the courses at Harvard are being taught as effectively as the material was presented to us at Cleveland?

Sincerely yours,

(SIGNED) ROSS A McFARLAND

Ross A. McFarland
Associate Professor of Industrial Hygiene

(Member, NACA Operating Problems Com.)

RAM/htv

ACTION COPY

Thompson Products, Inc.
23555 EUCLID AVENUE
Cleveland 17, Ohio

EXECUTIVE OFFICES

September 27, 1949

18568

100.64

Dr. E. R. Sharp, Director
National Advisory Committee for Aeronautics
Cleveland Airport
Cleveland 11, Ohio

Dear Ray:

Referring to your letter of September 26, you were more than welcome to the use of the cutaway model of the J-35, and I want to congratulate you on the fine meeting, which, as usual, was outstanding. I heard compliments on all sides.

With kind personal regards,

Sincerely yours

A. T. Colwell
Vice President

ATC LHH

Director
Exec Off
Exec Eng
Budg Off
Pers Off
F & T
C & T
E P & M
W T & F
Lib
Edit
Adm Off
Pers
Fiscal
Adm Ser
Proc
Rpt Pub
Ch Ser
C & C A
Inst
Civ Eng
Mech Eng
Drafting
Elec Eng
Fab
Mech Ser
Mach Oper

Prep Reply
Prop Act

File

September 26, 1949.

A87805
100.64

Mr. A. T. Colwell,
Vice President,
Thompson Products, Inc.,
23555 Euclid Avenue,
Cleveland, Ohio.

Dear Arch:

Many thanks for the loan of the fine cutaway model of the J-35 engine which you loaned us for the Annual Inspection. It helped our show a lot and I certainly appreciate your kindness.

I was glad to see you at the Inspection and I look forward to seeing you tomorrow night at the location section meeting of the IAS.

Kind regards,

Sincerely yours,

Ray

Edward R. Sharp,
Director.

RETURN TO AERL
ADMINISTRATIVE FILES

Files

Cleveland, Ohio
Date SEP 23 1949

From ~~Cleveland~~ Lewis
To NACA Headquarters

100.64
x 100.413

A87787

Subject: **Transmittal of photographs taken of visitors to Lewis Annual Inspection on September 20, 21 and 22, 1949.**

Reference:

Please take the action indicated below:

A Advise status.
B For your information, proper action, and files.
C For reply by your office.
D Forward (on loan) (for our files).
E Translate for laboratory files.
XX F There (~~is~~) (are) transmitted herewith the following:
G The following visited the laboratory on dates given:
H Hold for further information.
I Copy of this letter enclosed with shipment.
J Advise whether order will be placed soon.
K Return catalogs and literature furnished by low bidder.
L Return samples submitted with letter of award.
M Send catalog and price list applying to general schedule.

Remarks:

1. One copy of each of the photographs taken on September 20, 21 and 22, 1949.

Edward R. Sharp

Edward R. Sharp,
Director.

imk
Encs.

RETURN TO AERL
ADMINISTRATIVE FILES

C.1

Files

Cleveland, Ohio
Date OCT 5 1949

A88282

100.64

From ~~Cleveland~~ Lewis
To NACA Headquarters Attention: Mr. E. E. Miller.

Subject: Report of conference called by Mr. John F. Victory on September 22, 1949, to discuss the Annual Inspection of the Lewis Laboratory.

Reference:

Please take the action indicated below:

A Advise status.
XX B For your information, ~~proper action~~, and files.
C For reply by your office.
D Forward (on loan) (for our files).
E Translate for laboratory files.
XX F There ~~is~~ (are) transmitted herewith the following:
G The following visited the laboratory on dates given:
H Hold for further information.
I Copy of this letter enclosed with shipment.
J Advise whether order will be placed soon.
K Return catalogs and literature furnished by low bidder.
L Return samples submitted with letter of award.
M Send catalog and price list applying to general schedule.

Remarks: Two copies of subject report.

It would be appreciated if one copy were given to Mr. Victory.

Warren E. Emley, Jr.

Robert C. Sessions,
Executive Officer.

at
Enc-2

RETURN TO AERL
ADMINISTRATIVE FILES

C.1

NACA - Lewis

488292

Cleveland, Ohio,
September 28, 1949.

MEMORANDUM For Record.

Subject: Report of conference called by Mr. John F. Victory on September 22, 1949, to discuss the Annual Inspection of the Lewis Laboratory.

Those present: Messrs. J.F. Victory, W. Bonney, R.C. Sessions, W.E. Emley, Jr., E.G. Sharp, S. Calmer, A. Silverstein, E.J. Manganiello, W. Hunter, M. Hood (Ames) and D. Wiley (Ames).

1. A summary of the suggestions and criticisms is given below:

(a) General arrangements, schedules, handling of guests, etc.

(1) We should give as close as possible attention to the timing of the inspection so it does not conflict with other events in the community or events that the people we invite are interested in.

(2) Introduce the group leaders at the morning meeting. The group leader should in turn introduce his assistants on the first bus ride. It would be well also for the group leader to tell the guests to feel free to ask questions.

(3) The leaders should be distributed through the bus.

(4) Cleveland employees should have a distinctive badge, perhaps a different shape.

(5) Mr. Victory stated that he was immensely pleased and knew the Committee would be at the excellent teamwork between the laboratories.

(6) The continuity theme that was used this year was excellent but more clockwise attention will have to be given to the tour in order to preserve the continuity of the theme.

(b) Invitations and attendance

(1) The attendance of the military is so unpredictable that we might consider breaking the military day into two days with a quota for each day for the number of people to

come from Wright Field. If two days is unsatisfactory, we could limit Wright Field attendance to 100. In any case, a quota seems advisable - it commands attention. If we are to start a new relationship with Wright Field, Mr. Victory stated that now would be the time to start inasmuch as the new Commanding General, General Chidlaw, is very friendly.

(c) Demonstrations, subject matter of talks and clearances

(1) Have fewer NACA Headquarters people necessary to approve the text of the lectures and the brochure. Have them all review the material at the same time and recommendations be submitted to the Laboratory at one time.

(2) Summarize at the end of each talk and do it very simply. Tell what you are going to tell them - say it - and then tell them what you told them.

(3) Mr. Bonney reported that Adm. Richardson had stated to him that the level of presentation was just about right this year. It was high enough so people would not think they were wasting their time coming but was stated so most of them could understand it.

(d) Details of exhibits, properties and presentation

(1) Raise the speakers at the morning meeting about a foot by using a stand. Avoid use of the stage, however, because of its formality.

(2) Raise the exhibits and demonstration speakers high enough to be seen by all.

(3) Remember that persons sitting in the seats in front block the view of those in the rear and take this into consideration when checking to see if the exhibits, demonstrations and speakers are high enough.

(4) Provide more comfortable chairs and sufficient chairs to accommodate any possible overflow.

(5) All visitors must be able to see and hear, and in providing for this take into consideration the maximum possible attendance.

(6) At the 8' x 6' Supersonic Tunnel, some of the audience had to stand or sit in positions from which they could not see or hear.

(7) The level of color was correct.

(8) The austerity was just about right.

(9) The backdrop material did not give the effect of expensive. It was something obviously put together quickly with little expense but was in good taste.

(10) Mr. Victory did not like the use of charts with portions blocked off as was done at the 8' x 6' Supersonic Tunnel demonstration. Rather than this, he suggested the use of an arrow or a box around the words which are being emphasized so as to leave the whole chart readable.

(11) Mr. Victory commended the Laboratory on the 8' x 6' small tunnel stunt. However, it was so tricky and clever it appeared to be faked.

(12) At the Altitude Wind Tunnel, the first of the younger speakers was monotonous and his voice did not hold the interest of the audience.

(13) The 8' x 6' tunnel and the compressor demonstrations were too long.

(e) Press

(1) It is very desirable to have a press conference at the end of the day in the press room with a man fully qualified to answer spot questions and not get fouled up and whose reactions are fast.

(2) The press arrangements this year were handled far better than they ever were and radio coverage was excellent.

(3) The brochure is to be suggestive to the reader of what he saw and heard. It might be well, as a reminder, to show a picture of the setups. However, a picture reproduced in booklet size might be too small to show enough.

(4) We might consider having separate illustrations for the brochure, possibly only 4 or 5 charts especially made for the brochure.

(5) Everything possible should be done to permit earlier publication of the brochure but at the same time it must serve its purpose of reminding the visitors of what they have seen and heard.

(f) Basic policies

(1) Visitors should not be required to sit at one spot more than 25 minutes at the absolute maximum and 20 minutes is preferable.

(2) The laboratory personnel must know and realize the importance of the inspections and realize that they must do

the job with enthusiasm. This requires an educational program.

(3) When speaking of our work we might emphasize to a greater extent the teamwork between the military services, industry and the NACA, using the word "we" as referring to such a team. The use of the expression "Air Forces" is vague and misleading. Preferably, we should speak of the military services or to be more specific of the Air Force, the Navy, the Bureau of Aeronautics, etc.

at

RJS.

NACA - Cleveland

Cleveland, Ohio,
September 13, 1949.

MEMORANDUM For Staff.

Subject: 1949 Inspection - Closing of Private Dining Room and change of lunch periods.

1. During the 1949 Inspection, September 20, 21 and 22, the Private Dining Room will be closed at all times. However, the Cafeteria will be open as usual, except for the fact that all lunch periods during the three days will be moved back one-half hour. It shall be the duty of all supervisors to schedule their employees accordingly. The schedule of lunch periods is adjusted as follows for September 20, 21 and 22:

Official Scheduled Lunch Period	Revised Schedule
11:30	11:00
11:45	11:15
12:00	11:30
12:15	11:45
12:30	12:00
12:45	12:00

2. The cooperation of the staff is requested.

Warren E. Emley Jr.
for Robert C. Sessions,
Executive Officer.

WEE:kmb

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NACA - Lewis

Cleveland, Ohio.
September 14, 1949.

MEMORANDUM For Those Concerned

Subject: Dress Rehearsal of 1949 Inspection

1. The following schedule and instructions are to be observed:

9:00 am	Auditorium	Briefing meeting for group leaders
9:30 am		Depart for tour
9:40 am	8-x6-ft SWT	Supersonic Propulsion
10:33 am	8-x6-ft SWT	Inspection of Drive Motor & Test Section
10:50 am	CW-5, ERB	Heat Transfer; Turbojet Fuels
11:25 am	CE-6, ERB	Materials; Vibration & Stresses
1:00 pm	W-6, C&T	Compressor & Turbine Aerodynamics
1:45 pm	W-2, C&T	Turbine Cooling
2:10 pm	Shop, AWT	Turbojet Operational Problems
2:45 pm	Rocket Lab.	Rocket Research

NOTES: 1. Visitors will ride in committee cars, group leaders in bus.

2. Times indicated after briefing meeting will depend on arrival time of visitors and time required for comments at each stop and are, therefore, subject to change without notice. All times given for stops are expected to be earliest possible arrival time at that location.

3. Sequence of stops for this rehearsal will not be changed without advance notice.

4. Alternate speakers are to be present while their talk is being given and to receive comments and suggestions from visitors and laboratory staff.

5. All charts, exhibits, demonstrations and auxiliary equipment are to be used during rehearsal that will be used during inspection. Items incomplete at this time must have suitable full-scale substitute in proper location so that speakers will have proper setting to give talk for final check of duration.

6. Demonstration rooms are to be kept quiet during the rehearsal.

Edward R. Sharp

Edward R. Sharp,
Director.

WHH:mlm

NACA - Lewis

Cleveland, Ohio,
September 14, 1949.

MEMORANDUM For Those Concerned.

Subject: Curtailment of research activities during hours of 1949 Annual Inspection.

1. The hours of the 1949 Annual Inspection will be from 10 a.m. to 5 p.m. on Tuesday, Wednesday and Thursday, September 20, 21 and 22, 1949.

2. During the above hours, all operations are to be curtailed as necessary to assure a quiet environment for the presentation of each scheduled demonstration.

3. The attached schedule of demonstrations will be adhered to insofar as possible and the operation of demonstrations will take precedence over all other laboratory activities.

Edward R. Sharp

Edward R. Sharp,
Director.

WEE:imk

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