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**NATIONAL ADVISORY COMMITTEE
FOR AERONAUTICS**
1724 F STREET, NORTHWEST
WASHINGTON 25, D. C.

67808

116.2-64

LANGLEY AERONAUTICAL LABORATORY
LANGLEY FIELD, VA.

AMES AERONAUTICAL LABORATORY
MOFFETT FIELD, CALIF.

LEWIS FLIGHT PROPULSION LABORATORY
CLEVELAND AIRPORT, CLEVELAND 11, OHIO

TELEPHONE: LIBERTY 5-6700

August 10, 1951

7

Mr. Walter C. Orr
Aviation Information Specialist
Lewis Flight Propulsion Laboratory
National Advisory Committee for
Aeronautics
Cleveland, Ohio

DIRECTOR
Exec Off
Eng Plan
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Serv Sch
Staf & Sec
Mech Eng
Draft
Elec Eng
Fac
Mech Serv
Mech Oper
Contr Adm
Fac Eng
Plant Oper
Elec Oper
W.E.Orr

Dear Walter:

Attached are (1) copy of special letter of invitation to press people to attend the Langley Inspection, and (2) the list of those invited.

In line with the forward thinking of your letter of the sixth, would you go over this list, adding names you think belong there. Obviously, such people as Wayne Thomis in Chicago, and perhaps some of the lads in Detroit, belong there.

There is another angle to consider. For Langley, we had to keep the list small because of the matter of travel accommodations to Wallops. The final group which went was pretty gilt edge. I'd like, generally, to keep it that way for Cleveland -- in other words, try insofar as possible to make an invitation something of value rather than something scattered like bird seed.

Of course, please be sure that a special, super, super invite goes to Max Cook. We can't upset him twice in one year.

Sincerely,

W.T.B.

Walter T. Bonney
Information Specialist

Enclosures (2) *W*

COPIES

Lewis

WASHINGTON, D. C.,
June 21, 1950.

37221

116.1-64
~~100.64~~
X 116.1-643

From NACA

To Langley
Ames
Lewis
NACA Western Coordination Office
NACA High-Speed Flight Research Station, Muroc
NACA Liaison Officer with the AMC

~~But. Sec~~
DIRECTOR

Exec Off
Eng Plan
P & I

~~RES~~

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Gen. Inv.

C & T

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Physics

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Draft

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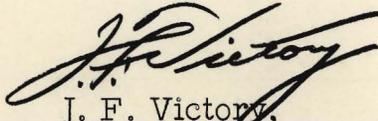
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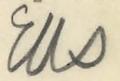
Subject: Inspections of Lewis Flight Propulsion Laboratory
to be held biennially.

1. The National Advisory Committee for Aeronautics, at its last regular meeting, at the Langley Aeronautical Laboratory on June 2, 1950, by resolution, directed that there be no inspection of the Lewis Flight Propulsion Laboratory in 1950 and that hereafter inspections of that laboratory will be held biennially as are inspections of the Langley and Ames laboratories. The next inspection of the Lewis Laboratory will be in the fall of 1951.


J. F. Victory,
Executive Secretary.

JFV.mdl

Prep Reply
Prop Act.



RETURN TO AERL
ADMINISTRATIVE FILES

ACTION COPY

Lewis

Washington, D. C.
June 4, 1951

62707

From NACA

To NACA Headquarters

Langley
Ames
Lewis
NACA High-Speed Flight Research Station
NACA Western Coordination Office
NACA Liaison Officer with the AMC

G *Epm* 116.7-64

Subject: 1951 Biennial Inspection at Lewis Flight Propulsion
Laboratory, Cleveland, Ohio - October 9, 10, 11

1. It has been decided by the Committee that the 1951
Biennial Inspection of the Lewis Laboratory will be on October
9, 10, and 11.

2. The members of the Committee will attend the in-
spection on October 11, and will hold a regular meeting at
the Lewis Laboratory on October 12.

J. F. Victory,
Executive Secretary.

JFV:vac

JAA
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CI & CA
Serv Sc
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Mech En
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ADMINISTRATIVE FILES

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MCA • LEWIS

CROSS-REFERENCE SHEET

File: 116.1-64

Routing No: 71124

To: Lewis

Date: 9/27/51

From: NACA

Subject: Congressional Secretariat attending Lewis inspection 10/9/51

Reference: _____

Summary: Att. 6 copies of a tentative schedule for Congressional Secretariat group (16) expecting to attend Inspection..expect to arrived that morning, stay Hotel Cleveland...Suggested this opportunity (nothing planned for free evening) for good public relations be brought Dr. Sharps att.

Original papers filed under: 121

Cleveland, Ohio
October 4, 1951

MEMORANDUM For Staff

Subject: (a) Witnessing of research demonstrations by Laboratory employees
on Friday, October 12, 1951.

(b) Open House, Sunday, October 14, 1951.

1. On Friday, October 12, 1951, all employees who can be spared from their positions are invited, without charge to leave, to witness the research demonstrations which will have been shown during the three-day Inspection on October 9, 10, and 11. Demonstrations at each of the locations indicated will be presented in accordance with the attached schedule. Groups are designated alphabetically by last names for this schedule in order to give equal opportunity to those wishing to see some or all of the demonstrations. Usual refreshments will be available to employees at the picnic grounds immediately following the close of the official work day at 5:00 p.m. All who can do so are cordially invited to attend the demonstrations and visit the picnic area afterwards.

2. On Sunday, October 14, Laboratory employees and their immediate families will be given an opportunity to inspect the Laboratory facilities and buildings during open house, from 2:00 p.m. to 5:00 p.m. The general public is not invited. Admission to the reservation will be granted only to automobiles having in them at least one NACA employee with his badge. Each visitor must be provided with an invitation bearing the visitor's name and endorsed on the reverse side by an employee of the Laboratory. Invitations may be obtained from your Division Office. Only American citizens will be admitted and all Laboratory employees are personally responsible for their guests. No one will be admitted after 4:00 p.m. and all employees and their guests are requested to use the Brookpark Road entrance.

3. The following necessary, reasonable restrictions must be observed on both days. (a) Speed limit on the reservation is 20 miles per hour; (b) only regularly traveled roads shall be used; (c) no employees or their guests will be admitted to any new construction area.

4. All buildings, laboratories, and rooms (except stockrooms and the Materials & Stresses Building) normally open during a work day shall be open during the Open House on Sunday. Each division will be responsible for posting guides in general areas that it normally uses. For example, one person at the front door of each office building; one to three persons per floor in laboratory buildings such as Fuels and Lubricants, Instruments,

(over)

8- x 6-foot Supersonic Wind Tunnel; one for each test cell or for a small group of related test cells in ERB; adequate coverage in shops, etc. Research Divisions should be responsible for all research areas, Service and Administrative Divisions for other areas. The guides should assist their fellow employees in describing the laboratory to guests and in pointing out major items of interest.

5. During Open House on Sunday, refreshments will be sold at the Laboratory Cafeteria for the convenience of employees and their families.

6. Any further questions concerning any of the provisions of this memorandum should be referred to the Administrative Management Office, PAX 2221.

Edward R. Sharp

Edward R. Sharp
Director

JDT
WTO:md

- cc Executive Offices
- Division and Branch Chiefs
- Section Heads (Circulate)
- NACA Headquarters
- Bulletin Boards
- Files

(Oct. 15, 1951)

(over)

| | <u>TSB</u> | <u>JSL</u> | <u>M & S</u> | <u>8x6</u> <u>SWT</u> | <u>F & L</u> | <u>INST.</u> | <u>ERB</u> | <u>AWT</u> |
|----------|----------------|----------------|------------------|--------------------------|------------------|----------------|----------------|----------------|
| A to Bu | 8:40 9:10 | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:30 2:50 | 3:00 3:30 |
| Bu to Do | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:20 2:50 | 3:00 3:30 | 3:40 4:10 |
| Do to Gr | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:20 2:50 | 3:00 3:30 | 3:40 4:10 | 4:20 4:50 |
| Gr to Ja | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:20 2:50 | 3:00 3:30 | 3:40 4:10 | 4:20 4:50 | 8:40 9:10 |
| Ja to Le | 1:00 1:30 | 1:40 2:10 | 2:20 2:50 | 3:00 3:30 | 3:40 4:10 | 4:20 4:50 | 8:40 9:10 | 9:20 9:50 |
| Le to Mo | 1:40 2:10 | 2:20 2:50 | 3:00 3:30 | 3:40 4:10 | 4:20 4:50 | 8:40 9:10 | 9:20 9:50 | 10:00 10:30 |
| Mo to R | 2:20 2:50 | 3:00 3:30 | 3:40 4:10 | 4:20 4:50 | 8:40 9:10 | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 |
| R to Si | 3:00 3:30 | 3:40 4:10 | 4:20 4:50 | 8:40 9:10 | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 |
| Si to V | 3:40 4:10 | 4:20 4:50 | 8:40 9:10 | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 |
| V to Z | 4:20 4:50 | 8:40 9:10 | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:20 2:50 |

Exhibit Locations:

TSB - blade room, south end of TSB

JSL - south end of JSL

M&S - enter through gate to north loading pit

8x6SWT - control room

F&L - east end, Room 204

Instrument Res. Lab. - center section, Room 205

ERB - control room, 2nd floor

File

Cleveland, Ohio
October 15, 1951

116.1-64

MEMORANDUM For Record

Attention: Mr. W. Hunter

Subject: Suggestions to Improve Biennial Inspection

1. The following comments come from the 1951 Biennial Inspection which has just been completed:

- (a) Cafeteria washroom facilities for visitors - Facilities are inadequate and temporary arrangements are needed during the inspection.
- (b) Coffee stops should be near mens' washrooms.
- (c) Entrance to cafeteria for the noon meal was much too slow, unless both entrances and "pushers" are used to keep the diners moving into their seats. Placing of hat racks must be so that there is no stopping and counter-flow of traffic.
- (d) Cafeteria serving - Mr. Silverstein and others, it is believed, made the comment that serving the plates from the food counters is much too slow for approximately 500 people. It was suggested by those making the comments that wagons with 25 or 30 plates be used. However, the comment was also made that the rate of plate preparation at the hot food counters was slower than the serving rate. This whole matter should be looked into carefully and accurately if it is desired to reduce the serving time.
- (e) Bus dispatching in the evening -
 - (1) Many visitors want to leave immediately after the visits to the demonstrations. Provision should be made for this.
 - (2) A dispatcher and bus schedule are needed at the picnic grounds.
 - (3) A bus dispatcher is needed at the Administration Building in the evening.
- (f) Headquarters for the inspection coordinator (Mr. W. Hunter) - It seems to the writer that the coordinator should have headquarters in a fixed location and that an assistant coordinator should be in that office at all times. The assistant coordinator should know the whereabouts of the coordinator at all times.

October 15, 1951

- (g) Transportation office - The person in charge of transportation was much too busy almost all day and especially in the evening. An assistant was badly needed there.
- (h) Group attaches - Many people experienced with inspections believed that there should be at least three group attaches with each group. There were many instances where emergencies were handled by people who happened to be available, but by neither group or demonstration attaches. Many requirements of the visitors occur during moves from one demonstration to another.

Charles S. Moore
Engineering Planning Officer

CSM:mas
cc: W Hunter

Lewis

116.1-64
X 100.311
X 121

Washington, D. C.
December 19, 1951

76629 A

From NACA

To Langley
Ames
Lewis

Subject: Congressional Record Reprint re 1951 Biennial
Inspection at Lewis Laboratory

1. There are enclosed several copies of a Congressional Record Reprint of October 19, 1951 of a letter written to Senator Everett M. Dirksen by Mr. Louis Leverone, former president of the National Aeronautic Association, regarding Mr. Leverone's visit to the Lewis Laboratory in connection with the 1951 Biennial Inspection.

2. It is suggested that this very fine letter be posted on the bulletin boards at the laboratories.

Stanford Chester

Stanford Chester
Assistant to Executive Secretary

JFV
SC:vac
Encs.

imp

wed/mys w c o r r

- (1) - *epstink*
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- Eng Plan
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- Physics
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- Clear Off
- Plan
- Fin
- Adm. Serv
- Proc
- SENY *M*
- C & A
- Ser Sch
- Saf & Sec
- Mech Eng
- Draft
- Elec Eng
- Fab
- Mech Serv
- Mech Oper
- Centr Com
- Fac Ing
- Plant Oper
- Elec Oper

ACTION COPY

DEC 20 1951

*copied for
Bulletin Board*

1/3/52 J. D. T. Magnuson

(Not printed at Government expense)

Congressional Record

PROCEEDINGS AND DEBATES OF THE 82^d CONGRESS, FIRST SESSION

The National Advisory Committee for
Aeronautics

EXTENSION OF REMARKS
OF

HON. LEVERETT SALTONSTALL

OF MASSACHUSETTS

IN THE SENATE OF THE UNITED STATES

Friday, October 19, 1951

Mr. SALTONSTALL. Mr. President, on behalf of the junior Senator from Illinois [Mr. DIRKSEN], I ask unanimous consent to have printed in the Appendix of the RECORD a brief statement by him, together with a letter addressed to him by Mr. Louis E. Leverone.

There being no objection, the statement and letter were ordered to be printed in the RECORD, as follows:

Mr. DIRKSEN. I should like to include a letter received from Mr. Louis E. Leverone, former president of the National Aeronautic Association, past president of the Illinois State Chamber of Commerce, present governor of the National Air Council, and one of the outstanding businessmen of Illinois, who makes some very appropriate and timely observations on the National Advisory Committee for Aeronautics and its work:

OCTOBER 15, 1951.

HON. EVERETT M. DIRKSEN,
Washington, D. C.

MY DEAR SENATOR DIRKSEN: Within the last few days the writer was a guest of the National Advisory Committee for Aeronautics at the biennial inspection of the Lewis Flight Propulsion Laboratory in Cleveland. This laboratory is one of three such scientific proving grounds operating under the National Advisory Committee for Aeronautics. Several hundred of us were included in this inspection group, and numbered among the guests were representatives of all branches of the armed services, high governmental officials, aircraft and accessory manufacturers,

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scientists, and a number of businessmen, such as myself.

The methods and experiments which we were permitted to see were an impressive tribute to the diligence of those who direct the policies of this effort. Certainly one could leave the laboratory with a feeling that all steps which are necessary for the preservation of our national security in aviation were being very capably handled.

Many of us, I am sure, received a comprehensive education in such matters as stratospheric altitudes, supersonic speeds, and other fantastic developments which are almost beyond the bounds of imagination.

As a taxpayer it was my very definite impression that this is the type of Government expenditure which pays tribute to the wisdom of those who have fought for these objectives. It would probably be very safe to say that after this inspection had been concluded it was the consensus of opinion of those who were privileged to attend that even greater appropriations would be justified to further these splendid efforts.

To keep America first in the air has been the lifetime vocation of a select few of our leaders in aviation thinking. Certainly the efforts of the National Advisory Committee for Aeronautics are the objective means to such an end.

Finally I should like to pay my humble tribute to Dr. Jerome C. Hunsaker, Chairman of the Advisory Committee for Aeronautics; Dr. Hugh L. Dryden, director of these wonderful efforts; and to Dr. John F. Victory, who, as coordinator, has performed a fine and outstanding public service in bringing about these constructive results.

Please be assured that you have my complete support on any decision which you may make concerning further development or expansion of the National Advisory Committee for Aeronautics. Their efforts are a step in the direction of progress, and as such will receive support of all patriotic citizens.

With best wishes, I am, believe me,

Cordially and sincerely,

L. E. LEVERONE,
President.

Cleveland, Ohio

October 4, 1951

MEMORANDUM For Staff

Subject: (a) Witnessing of research demonstrations by Laboratory employees on Friday, October 12, 1951.

(b) Open House, Sunday, October 14, 1951.

1. On Friday, October 12, 1951, all employees who can be spared from their positions are invited, without charge to leave, to witness the research demonstrations which will have been shown during the three-day Inspection on October 9, 10, and 11. Demonstrations at each of the locations indicated will be presented in accordance with the attached schedule. Groups are designated alphabetically by last names for this schedule in order to give equal opportunity to those wishing to see some or all of the demonstrations. Usual refreshments will be available to employees at the picnic grounds immediately following the close of the official work day at 5:00 p.m. All who can do so are cordially invited to attend the demonstrations and visit the picnic area afterwards.

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3. The following necessary, reasonable restrictions must be observed on both days. (a) Speed limit on the reservation is 20 miles per hour; (b) only regularly traveled roads shall be used; (c) no employees or their guests will be admitted to any new construction area.

4. All buildings, laboratories, and rooms (except stockrooms and the Materials & Stresses Building) normally open during a work day shall be open during the Open House on Sunday. Each division will be responsible for posting guides in general areas that it normally uses. For example, one person at the front door of each office building; one to three persons per floor in laboratory buildings such as Fuels and Lubricants, Instruments,

(over)

8- x 6-foot Supersonic Wind Tunnel; one for each test cell or for a small group of related test cells in ERB; adequate coverage in shops, etc. Research Divisions should be responsible for all research areas, Service and Administrative Divisions for other areas. The guides should assist their fellow employees in describing the laboratory to guests and in pointing out major items of interest.

5. During Open House on Sunday, refreshments will be sold at the Laboratory Cafeteria for the convenience of employees and their families.

6. Any further questions concerning any of the provisions of this memorandum should be referred to the Administrative Management Office, PAX 2221.

Edward R. Sharp

Edward R. Sharp
Director

JDT
WTO:md

- cc Executive Offices
- Division and Branch Chiefs
- Section Heads (Circulate)
- NACA Headquarters
- Bulletin Boards
- Files

(Oct. 15, 1951)

| | 8x6 | | | | | | | |
|----------|----------------|----------------|------------------|----------------|------------------|----------------|----------------|----------------|
| | <u>TSB</u> | <u>JSL</u> | <u>M & S</u> | <u>SWT</u> | <u>F & L</u> | <u>INST.</u> | <u>ERB</u> | <u>AWT</u> |
| A to Bu | 8:40 9:10 | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:30 2:50 | 3:00 3:30 |
| Bu to Do | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:20 2:50 | 3:00 3:30 | 3:40 4:10 |
| Do to Gr | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:20 2:50 | 3:00 3:30 | 3:40 4:10 | 4:20 4:50 |
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| V to Z | 4:20 4:50 | 8:40 9:10 | 9:20 9:50 | 10:00 10:30 | 10:40 11:10 | 1:00 1:30 | 1:40 2:10 | 2:20 2:50 |

Exhibit Locations:

TSB - blade room, south end of TSB

JSL - south end of JSL

M&S - enter through gate to north loading pit

8x6SWT - control room

F&L - east end, Room 204

Instrument Res. Lab. - center section, Room 205

ERB - control room, 2nd floor

Cleveland, Ohio
September 19, 1951

MEMORANDUM For Mr. Baxter

Subject: Refreshments during the 1951 Bi-ennial Inspection.

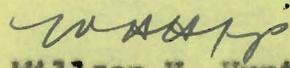
1. As agreed by the committee, all of the visitors will be served coffee in the morning and Coca-Cola in the afternoon during the tour. A study of the best locations at which to serve such refreshments, the maximum number of people to be served, at each stop, and the times at which refreshments must be ready for serving are as follows:

| <u>Location</u> | <u>Serve</u> | <u>Coffee</u> | <u>Coke</u> |
|--------------------------|--------------|---------------|-------------|
| AWT Shop | 120 | 11:30 | 3:10 |
| 8 x 6 Lobby | 120 | 11:35 | 3:15 |
| Instrument Bldg. Rm. 203 | 60 | 11:30 | 3:10 |
| Tech Service, Blade Shop | 60 | 11:30 | 3:10 |
| JPSL, Spin Pits | 60 | 11:30 | 3:10 |
| M & S, Rm. 10 Basement | 60 | 11:30 | 3:10 |

2. The refreshments will be served before the demonstrations at the 8 x 6 Foot Supersonic Wind Tunnel and will therefore need to be ready approximately 5 minutes after the end of the previous demonstration. At the other locations the refreshments will be served immediately following the demonstration. A maximum of 15 minutes has been allowed for each refreshment stop.

3. It is recommended that paper cups with proper handles for serving hot liquids be used for the coffee and that thermos jugs or other suitable dispensing equipment be provided for serving black coffee and coffee already mixed with cream at each location. Sugar should be available separately. Straws should be available for the Coke and it will not be necessary to have cups for this purpose.

4. It is recommended that Miss Wagner contact the various divisions and arrange for volunteer girls to dispense these refreshments. If Miss Wagner makes these arrangements, she can make certain that there are no duplications of personnel between those serving the refreshments and those assisting with the luncheon.


Willson H. Hunter

WHH:js

Mr. Hunter

Cleveland, Ohio
September 19, 1951

MEMORANDUM For Those Concerned

Subject: Operation of wind tunnels during Inspection,
October 9, 10, and 11, 1951

1. According to the schedule of stops for the Inspection, which has been prepared, the 8 X 6-Foot Supersonic Wind Tunnel and the Altitude Wind Tunnel will be on inspection by visitors alternately four times each on each of the days of the Inspection at the following times:

| | |
|-------|---------------|
| 8 X 6 | 10:25 - 10:55 |
| AWT | 11:00 - 11:30 |
| 8 X 6 | 11:50 - 12:20 |
| AWT | 12:25 - 12:55 |
| 8 X 6 | 2:05 - 2:35 |
| AWT | 2:40 - 3:10 |
| 8 X 6 | 3:30 - 4:00 |
| AWT | 4:05 - 4:35 |

2. It is anticipated that both tunnels might wish to start operation prior to the arrival of the visitors to insure that the demonstrations can be successfully made at the scheduled times.

Willson H. Hunter

WHH:js

Copies to: Mr. C. A. Herrmann
Electrical Dispatcher
Mr. S. V. Kramer (2 copies for Oper. crews)
Dr. J. C. Evvard
Mr. B. T. Lundin
Mr. A. W. Young

ORR, WALTER J.
 ADM. DIV.
 10 AD. BLDG.

Cleveland, Ohio.
 September 25, 1951

1-2-17- A#

MEMORANDUM For Staff

Subject: Revising the Cafeteria Lunch Schedule on October 9, 10 and 11, 1951.

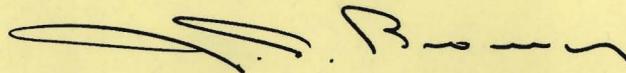
1. The Lewis Biennial Inspection will be held on October 9, 10, and 11, 1951. The schedule for all three days provides that luncheon will be served to the guests at 1:00pm in the main Cafeteria.

2. It will be necessary that the Cafeteria be cleared of all laboratory personnel not later than 12:00pm on each day of the inspection. The schedule of lunch hours is adjusted as follows:

| <u>Official scheduled lunch hour</u> | <u>Revised schedule on Oct. 9, 10, and 11</u> |
|--------------------------------------|---|
| 11:30 | 10:30 |
| 11:45 | 10:45 |
| 12:00 | 11:00 |
| 12:15 | 11:15 |
| 12:30 | 11:30 |
| 12:45 | 11:45 |

3. It is important that the entire staff cooperate and it is requested that, wherever possible, you take advantage of the early lunch periods.

4. The Dining Room will be closed the entire week of October 8, 1951.



John D. Tousignant
 Administrative Management Officer

JDT:jmc
 cc Executive Offices
 Division and Branch Chiefs
 Section Heads (Circulate)
 Bulletin Boards
 Construction Contractors
 Miss Zimmer
 Files (Oct. 15, 1951)

HOTEL CLEVELAND -- J. S. Brown - in charge
A. C. Burkle
L. F. Hinz

HANGAR -- W. V. Gough in charge - PAX 2155 or 4171

Escorts -- R. F. Kravanya - in charge
M. Collier
F. M. Crichton
H. Zimmerman
B. W. Lowry
L. Backston

Airplane Parking and Servicing -- PAX 2155 or 4171

A. D. Balazi - in charge

Flight Operations Dispatching - PAX 2155 or 4171

W. J. North -- in charge

Weather Adviser - PAX 2151

D. Kline, U.S. Weather Bureau Rep.

CENTRAL MESSAGE CENTER AND NACA AUTOMOBILE DRIVERS

Room 111, Admin. PAX 2137

S. Truscott -- in charge
G. J. LaBanc B. A. Walker
L. A. Wilhelmi A. J. Myers
C. J. Sieber A. B. Szuhai
B. H. Woodman D. E. Gardner

REGISTRATION DESK -- Lobby, Admin. -- PAX 2228

Mary Lou Gosney -- in charge
Rosemary Weiss Marjorie Sharp
Irene Kives Eileen Gibbons
Jan Sullivan Marilyn Sparks
Joan Boutton Annabelle McClain
Peg Lawrence Helen Gondek

TRAVEL INFORMATION, CLEARANCE OF VISITORS

Room 110, Admin. PAX 2213

Pauline Lucas -- in charge
Lucille Barina June Gangler

LOBBY ATTACHES -- Mary Lou Gosney in charge - PAX 2228

F. J. Hurley G. Geist
P. T. Chiarito D. S. Wooldridge

LUNCHEON TICKET SALES -- Foyer, Admin. -- PAX 3109

Esther Wagner -- in charge
Ruth VanDerhoof Ione Furey
Laurie Boyd Agnes Esses

Jan

Cleveland, Ohio
September 28, 1951

MEMORANDUM For All Concerned

Subject: Special duty assignments for 1951 Biennial
Inspection of the Lewis Laboratory

1. On October 9, 10, and 11, 1951, the dates of the 1951 Biennial Inspection, the following persons are assigned duties as listed below:

GROUP LEADERS, ASSISTANT GROUP LEADERS

✓ W. H. Hunter in charge - PAX 3266

| <u>Group</u> | <u>Group Leader</u> | <u>Asst. Group Leader</u> | <u>Group Guides</u> |
|--------------|---------------------|---------------------------|---------------------|
| Red | ✓ J. H. Collins | ✓ A. E. Biermann | ✓ J. E. Farmer |
| White | ✓ L. A. Rodert | ✓ J. D. Stanitz | ✓ J. N. Vivien |
| Blue | ✓ L. C. Gibbons | ✓ W. E. Scull | ✓ T. Male |
| Green | ✓ D. D. Wyatt | ✓ J. F. Connors | ✓ D. P. Hearsh |
| Brown | ✓ B. T. Lundin | ✓ H. G. Krull | ✓ R. H. Essig |
| Gold | ✓ H. C. Barnett | ✓ E. R. Jonash | ✓ H. F. Hipscher |
| Tan | ✓ W. K. Ritter | ✓ R. V. Eschborn | ✓ J. W. R. Creagh |
| Grey | C. Kemper | ✓ W. K. Koffel | ✓ R. S. Ruggieri |

Alternates: S. S. Manson

~~W. E. Brown~~

C. S. MOORE

DEMONSTRATION ATTACHES

| <u>Building</u> | <u>Room</u> | <u>Telephone</u> | <u>Attaches</u> |
|------------------------|---------------|------------------|-------------------|
| 8x6' Supersonic Tunnel | 113 | 4211 | ✓ A. I. Wildy |
| Jet Static Lab. | Office | 3271 | ✓ E. E. Meilander |
| Engine Research | Control Rm. | 3200 | ✓ J. N. Patterson |
| Matls. & Stresses | 4-Basement | 4108 | ✓ H. J. Hamjian |
| Tech. Service | Mach. Shop | 3273 | ✓ J. Macuga |
| Alt. Wind Tunnel | AWT Shop Off. | 4250 | ✓ R. Golladay |
| Fuels & Lubricants | 205 | 2252 | ✓ J. H. Lanneck |
| Instrument | 203 | 682 | ✓ J. Ryskamp |

BUS GUIDES -- J. E. Bullock in charge - PAX 606

| <u>Group</u> | <u>PAX</u> | <u>Guide</u> |
|--------------|------------|---------------|
| Red | 2103 | J. K. Barber |
| White | 4183 | C. A. Moran |
| Blue | 4181 | L. R. Madigan |
| Green | 4167 | E. V. Kindig |
| Brown | 3121 | M. Munger |
| Gold | 2151 | W. J. Fazulak |
| Tan | 613 | J. Toma |
| Grey | 2195 | H. S. Lewis |
| Alternate | 637 | W. E. Kenyon |
| Alternate | 3168 | B. Howe |
| Alternate | 3168 | Charles Maley |

BAGGAGE ROOM ATTENDANT -- Rooms 114-115, Admin. -- PAX 3154

Wm. Sponsler -- in charge

TELEPHONES FOR GUESTS -- Room 102, Admin. -- PAX 2221

Josephine Case -- in charge

REFRESHMENT STOPS -- PAX 3109

Esther Wagner -- in charge

PICNIC GROUNDS -- PAX 3211

Edward Baxter -- in charge

Frank Glowacki

Wilbur Pincombe

Herb Heinbaugh

David Gerber

John Cruickshank

2. Group leaders, assistant group leaders, and group guides named above shall report to the Message Center (Room 111 Admin. Bldg.) at 8:45 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 shall assist the group leaders in keeping the groups moving as a unit. The group guides shall carry the color standard for the groups and shall keep the group leaders informed concerning the time in order that arrivals at and departures from exhibits may be made according to schedule.

3. Demonstration attaches shall be at their stations by 9:30 a.m. and 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 the various exhibits, it shall be sent to the Central Message Center (Room 111, Admin. Bldg, PAX 2137). Demonstration attaches shall be responsible for prompt attention to incoming telephone calls and the relaying of messages through the Message Center.

4. Hotel Cleveland bus loaders shall be at the Hotel Cleveland by 8:00 a.m. each day. Mr. J. S. Brown will be in charge of the Information Desk at the hotel from 7:30 a.m. each day until the departure of the last bus. He will call the laboratory (Winton 1-6620, Ext. 55) when each bus departs from the hotel.

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. (On the first day only, October 9, one bus will be dispatched to the Cleveland Airport to meet the chartered plane arriving from

Washington, via Capital Airlines, at 9:45 a.m.). Bus guides will unload one bus at a time at the Administration Building to allow time for registration of each group in the lobby.

6. Hangar attaches shall be responsible for guiding visitors to the lobby entrance of the Admin. Building. Mr. W. V. Gough will be in charge of the Reception Committee at the hangar.

7. Bus guides and automobile drivers and attaches shall report to Starr Truscott at 4:00 p.m. October 8 in room 103 Admin. Building for instructions concerning their duties.

8. Registration clerks and lobby attaches shall report to Mrs. Gosney in the lobby of the Admin. Building at 8:30 a.m. each morning of the Inspection.

9. An information desk for hotel and travel reservations (Pauline Lucas in charge) will be stationed in room 110, Admin. Building, PAX 2213, each day and in the dining room during the luncheon hour for convenience of guests.


John D. Tousignant,
Administrative Management Officer.

MLG:rhw:js

Cleveland, Ohio
October 15, 1951

MEMORANDUM For Record Attention: Mr. W. Hunter

Subject: Suggestions to improve Biennial Inspection

1. The following comments come from the 1951 Biennial Inspection which has just been completed:

- (a) Cafeteria washroom facilities for visitors - Facilities are inadequate and temporary arrangements are needed during the Inspection.
- (b) Coffee stops should be near mens' washrooms.
- (c) Entrance to cafeteria for the noon meal was much too slow, unless both entrances and "pushers" are used to keep the diners moving into their seats. Placing of hat racks must be so that there is no stopping and counter-flow of traffic.
- (d) Cafeteria serving - Mr. Silverstein and others, it is believed, made the comment that serving the plates from the food counters is much too slow for approximately 500 people. It was suggested by those making the comments that wagons with 25 or 30 plates be used. However, the comment was also made that the rate of plate preparation at the hot food counters was slower than the serving rate. This whole matter should be looked into carefully and accurately if it is desired to reduce the serving time.
- (e) Bus dispatching in the evening -
 - (1) Many visitors want to leave immediately after the visits to the demonstrations. Provision should be made for this.
 - (2) A dispatcher and bus schedule are needed at the picnic grounds.
 - (3) A bus dispatcher is needed at the Administration Building in the evening.
- (f) Headquarters for the inspection coordinator (Mr. W. Hunter) - It seems to the writer that the coordinator should have headquarters in a fixed location and that an assistant coordinator should be in that office at all times. The assistant coordinator should know the whereabouts of the coordinator at all times.

GENERAL INSTRUCTIONS

(RE: SERVING LUNCHEON)

These instructions are issued to familiarize yourself with the general set-up of serving luncheons in the cafeteria during the 1951 Inspection, October 9, 10 and 11, 1951.

If, for any reason you are unable to serve luncheon the three days, please contact Esther Wagner, PAX 3109, immediately and return the attached luncheon tickets.

Luncheon will be served to you whenever you desire to eat just so you are ready to help set-up tables promptly at 12:00 p.m. The first period for serving lunch to NACA employees is at 10:30 a.m. After you have eaten your lunch, please meet in the Dining Room, do not occupy and wait at the tables. You may select anything you wish to eat in the cafeteria and attached you will find three free lunch tickets which you may use. Sign your name on the ticket and have the checker mark the ticket with the amount of your lunch and as you leave the cafeteria present it to the cashier. The checker has been instructed to only accept this lunch ticket.

You will note under the "Leader" appears your name. You are therefore, detailed to her and she will give you full instructions as to serving. You are cautioned to watch for her signal in order that you will know what guest is to be served next. Whenever possible serve all dishes from the right of the guest and remove soiled dishes from the left. Your leader will instruct you as to serving beverages and will also detail you to the other extra duties.

Soiled dishes will be returned to the tables or chutes designated by Miss Zimmer. The whole table is to be cleared of soiled dishes before the desert is served.

A general meeting is scheduled at 3:00 p.m. Friday, October 5, 1951 in the Cafeteria. All girls listed herein are instructed to attend this meeting. You will then be assigned your section, get full instructions as to the general set-up of tables and all other details necessary in order to serve our guests successfully.

After the dinner and guests leave at approximately 2:00 p.m. all soiled dishes will be removed from the tables. Please do not remove the flower vases nor the cigarettes and matches from the table as these will be removed by an authorized person.

You may wear your best attire or whatever you wish. White tea aprons will be furnished by the Exchange and will be laundered after serving each day. It is suggested that you wear low heels as there is a great deal of walking in the Cafeteria.

Your services and time are appreciated and we hope that you will enjoy serving at the Inspection Luncheons.

IRENE KIVES
LEADER NO. 1

Janet Sedgwick
Ruth Koch
Helen Woods
Frieda Horn
Mary Ott
Agnes Juscak
Marge Sharp
Mary Jane Winters
Jerry Hennessey
Pat Norris

HELEN NEMETH
LEADER No. 3

Betty Pfahl
Dorothy Kinney
Frances Langenhan
Joanne Schwedler
Emily Horwith
Dorothy Dreher
Betty Wapperer
Mary Anne Buddie
Rose Dlubac
Mildred Shernock

MARIE HENKEL
LEADER NO. 2

Janette Stolz
Katherine Smith
Janette Sullivan
Doris Arndt
Norma Schwedler
Joyce Isroff
Anne Koch
Margaret Schinsky
Janet Schmidt
Rosetta Jonas

ALBERTA SCHMOTZER
LEADER NO. 4

Carol Schwedler
Carol Lasch
Rosemary Troughton
Joan Boutton
Jo Howard
Doris Peterson
June Gangler
Dorothy Graab
Joan Pesta
Louise Rubino

TICKET SELLERS

Agnes Esses
Laurie Boyd
Ruth Vanderhoof
Ione Furey
Esther Wagner

October 15, 1951

- (g) Transportation office - The person in charge of transportation was much too busy almost all day and especially in the evening. An assistant was badly needed there.
- (h) Group attaches-- Many people experienced with inspections believed that there should be at least three group attaches with each group. There were many instances where emergencies were handled by people who happened to be available, but by neither group or demonstration attaches. Many requirements of the visitors occur during moves from one demonstration to another.



Charles S. Moore
Engineering Planning Officer

CSM:mcs
cc: W Hunter

1951 BIENNIAL INSPECTION

GENERAL SCHEDULE

| | |
|--------------------------------------|---------------------|
| Depart Hotel Cleveland | 8:30 a. m. |
| Arrive NACA; register in lobby | 9:15 |
| Start Auditorium Exercises | 9:50 |
| Leave Auditorium, Start tour | 10:20 |
| Stop No. 1 At designated locations | 10:25 - 10:55 |
| Stop No. 2 " " | 11:00 - 11:30 |
| Morning coffee stop " " | 11:30 - 11:45 |
| Stop No. 3 " " | 11:50 - 12:20 p. m. |
| Stop No. 4 " " | 12:25 - 12:55 |
| Luncheon in NACA Dining Room | 1:00 - 2:00 |
| Stop No. 5 At designated locations | 2:05 - 2:35 |
| Stop No. 6 " " | 2:40 - 3:10 |
| Afternoon Coca Cola stop " " | 3:10 - 3:25 |
| Stop No. 7 " " | 3:30 - 4:00 |
| Stop No. 8 " " | 4:05 - 4:35 |
| Picnic Grounds | 4:40 |
| Depart NACA via Administration Bldg. | At will |

1951 BIENNIAL INSPECTION

SCHEDULE OF STOPS

| LOCATION | GROUPS | | | | | | | |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Red | White | Blue | Green | Brown | Gold | Tan | Grey |
| 8 x 6 SWT | Start 1 | Start 1 | Coffee 3 | Coffee 3 | 5 | 5 | Coke 7 | Coke 7 |
| JSL | 2 Coffee | 3 | 7 | 5 | 4 Lunch | 6 Coke | 1 | 8 Picnic |
| ERB | 3 | 4 Lunch | 2 | 1 | 7 | 8 Picnic | 6 | 5 |
| M & S | 4 Lunch | 6 Coke | 5 | 7 | 1 | 3 | 8 Picnic | 2 Coffee |
| SHOP | 5 | 7 | 8 Picnic | 6 Coke | 3 | 2 Coffee | 4 Lunch | 1 |
| AWT | 6 Coke | 8 Picnic | 6 Coke | 8 Picnic | 2 Coffee | 4 Lunch | 2 Coffee | 4 Lunch |
| F & L | 7 Walk | 5 | 4 Lunch | 2 | 8 Picnic | 1 | 3 | 6 |
| INSTRUMENTS | 8 Picnic | 2 Coffee | 1 | 4 Lunch | 6 Coke | 7 | 5 | 3 |

COMMENTS:

- (a) Busses will stop at Administration Bldg. after leaving picnic area.
- (b) No refreshments will be served in ERB or F&L.
- (c) At 8 x 6 SWT, refreshments will be served in lobby before the talks.
- (d) At all other stops, refreshments will be served following the talks.
- (e) Double groups will be accommodated at 8 x 6 SWT and AWT.
- (f) Power loads of 8 x 6 SWT and AWT are staggered to reduce peak load.

Cleveland, Ohio. ✓

116.1-64

FEB 21 1952

From Lewis
To NACA Headquarters Attention: Connie Nixon

Subject: Lewis inspection press packet.

B30246

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.
- XXX 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. Here are five more sets of Lewis Inspection press packets. Let us know when you need more.

Walter C. Orr
Aviation Information Specialist

WCO:bls

Enclosure

1. 5 press packets

cc: Files ✓
W. C. Orr

RETURN TO AERL
ADMINISTRATIVE FILES

Cleveland, Ohio
August 6, 1951

116.1-643

B21235

From Lewis
To NACA Headquarters Attention: Walter T. Bonney

Subject: Press List for the Inspection

1. The last couple of days I've been doing some work on a tentative press list for Inspection invitations. Attached is the first rough and incomplete draft. I would like to make some comments about as follows:

- (a) Services and Syndicates - after invitations have gone out from Washington Headquarters, it will be possible for me to do some work here at the local level if this seems desirable later on.
- (b) Newspapers - only a few key papers are listed. How far do we plan to go with the rest of the field?
- (c) Aviation Papers - I've listed all that I could think of at this moment. Some may not need to be included. I was just trying to round them all up, as in the Air Races.
- (d) Trade Papers - The list can be expanded considerably after the details on the Inspection stops begin to firm up.

WALTER C. ORR

Walter C. Orr
Aviation Information Specialist

WCO:mqs

Enclosures:

1. Press list for Inspection

CC: Files ✓
WC Orr

Cleveland, Ohio

OCT 24 1951

From Lewis
To NACA Headquarters

Subject: Attendance lists for 1951 Biennial Inspection at Lewis

- 1. Transmitted herewith are attendance lists for the 1951 Inspection.
- 2. For your information, our records show the following percentage of attendance:

| | 9 | <u>October</u> 10 | 11 | <u>Grand</u> <u>Totals</u> |
|--------------------------------------|-----|----------------------|-----|-------------------------------|
| Number registered in advance | 536 | 544 | 549 | |
| Registered on day of inspection | 65 | 69 | 109 | |
| Total registration | 601 | 613 | 658 | 1872 |
| Number attending | 433 | 457 | 464 | 1354 |
| Number registered - not attending | 168 | 156 | 194 | 518 |
| Percentage to total registration of: | | | | |
| attendance | .72 | .75 | .71 | |
| "no shows" | .28 | .25 | .29 | |

J. D. Tousignant
Administrative Management Officer

MLG:rw

- Copies to:
- Dr. Sharp
 - Abe Silverstein
 - J. H. Collins
 - W. H. Hunter
 - M. L. Gosney
 - Files

GENERAL INFORMATION FOR GUESTS ARRIVING BY AIRPLANE

ESCORTS

Upon arrival, designated escorts will escort visitors to the Administration Building via the Flight Research Office Building corridor. Lavatories are available in the Flight Research Office Building. A brief stop here will aid in avoiding congestion in the Administration Building. It is requested that the visitors remain in a relatively intact group. Should a visitor become detached from his group, it is requested that he reattach himself to another group or proceed to the Hangar Reception Office, Room 101, southeast corner, Flight Research Office Building.

AIRPLANE PARKING AND SERVICING

Visiting airplanes will be parked in such a manner as to insure an open taxi way at all times. The AMC Engineering Field Office has arranged with the Contract Fuel agency on the airport to have fuel trucks available in the NACA area to eliminate the necessity of taxiing to the far side of the airport. Pilots and crew chiefs are authorized to sign gas chits.

Assistance in connection with maintenance may be obtained through Mr. A. Balazi, Room 101, Flight Research Building, PAX 2155.

A "master" transient aircraft board will be maintained in Room 101 of the Flight Research Office Building.

FLIGHT OPERATIONS DISPATCHING (Flight Planning, RON Messages)

Standard Air Force flight clearance forms will be available for assistance in filing flight plans. Flight plans will be filed with Flight Service through CAA communications who have a direct line to Flight Service. An NACA pilot will be available in Room 101 to assist in handling flight plans and RON or ROVNITE messages.

WEATHER - Mr. D. B. Kline, Forecaster, USWB

A United States Weather Bureau forecaster will be on duty. Early advisement of destination and time of departure will enable the forecaster to concentrate his efforts to the benefit of all concerned. It is assumed that all military pilots will be guided by existing flight planning regulations of their respective service branch.

TRANSIENT WAITING ROOM (Room 102 Flight Research Office Building)

This room has been set aside as a waiting room for military airplane crews and hitch hikers who are not participating in the inspection. This is the best location for the congregation of personnel and the relay of information.

(over)

TRANSPORTATION

It is anticipated that off-duty crew members and hitch hikers will be in need of transportation. Since the needs are unpredictable, it will be necessary to provide transportation on a "catch-as-catch-can" basis. All possible effort will be made to insure that personnel will be assisted to the nearest available commercial transportation.

GATE PASS

GATE PASS

GATE PASS

Gate passes will be required for all personnel NOT actually attending the inspection tours. Gate passes will be issued in Room 101, Flight Research Office Building (southeast corner of hangar).

1951 BIENNIAL INSPECTION

NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS
LEWIS FLIGHT PROPULSION LABORATORY

CLEVELAND, OHIO

October 9, 10, and 11, 1951

Busses depart from Hotel Cleveland 8:30 a.m.
Registration in lobby of Administration Building 9:15
Opening Session - Auditorium, Administration Bldg. 9:50
Inspection of laboratory in eight groups, 10:20
designated by the following colors

| | <u>Red</u> | <u>White</u> | <u>Blue</u> | <u>Green</u> | <u>Brown</u> | <u>Gold</u> | <u>Tan</u> | <u>Grey</u> |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| SUPERSONIC MISSILES 8 x 6-foot Supersonic Wind Tunnel | *10:25 | *10:25 | 11:50 | 11:50 | 2:05 | 2:05 | 3:30 | 3:30 |
| TURBINE COOLING Jet Propulsion Static Laboratory | 11:00 | 11:50 | 3:30 | 2:05 | <u>12:25</u> | 2:40 | *10:25 | **4:05 |
| ALTITUDE FACILITIES Central Control Rm. Eng. Res. Bldg. | 11:50 | <u>12:25</u> | 11:00 | *10:25 | 3:30 | **4:05 | 2:40 | 2:05 |
| MATERIALS RESEARCH Materials & Stresses Bldg. | <u>12:25</u> | 2:40 | 2:05 | 3:30 | *10:25 | 11:50 | **4:05 | 11:00 |
| BLADE FABRICATION Technical Service Bldg. | 2:05 | 3:30 | **4:05 | 2:40 | 11:50 | 11:00 | <u>12:25</u> | *10:25 |
| ALTITUDE ENGINE RESEARCH Altitude Wind Tunnel | 2:40 | **4:05 | 2:40 | **4:05 | 11:00 | <u>12:25</u> | 11:00 | <u>12:25</u> |
| FUELS AND COMBUSTION Fuels and Lubricants Bldg. | 3:30 | 2:05 | <u>12:25</u> | 11:00 | **4:05 | *10:25 | 11:50 | 2:40 |
| INSTRUMENT RESEARCH Instrument Research Bldg. | **4:05 | 11:00 | *10:25 | <u>12:25</u> | 2:40 | 3:30 | 2:05 | 11:50 |

* Start first demonstration

 Luncheon in Dining Room begins at 1:00 p.m.

** Busses go to picnic area and leave for downtown periodically until 7:00 p.m.

SPEAKERS FOR 1951 BIENNIAL INSPECTION

* First speakers (to be introduced)

TURBINE COOLING -

*Jack B. Esgar
James E. Hubbartt

-or-

*Henry O. Slone
Robert R. Ziemer

BLADE FABRICATION

*Donald J. Todd
Bob W. Sheflin

*John F. Klapproth
Frank L. Cimperman

CONTROL ROOM

*Edwin Samfield
Bruce R. Leonard
Adolph Brandt

*O. D. Smith
Edward W. Corsetti
Francis U. Hill

SUPERSONIC MISSILES

*Henry R. Hunczak
William H. Sterbentz

*Warren C. Burgess
T. J. Nussdorfer

ALTITUDE WIND TUNNEL

*Bruce T. Lundin
Martin J. Saari
David Novik

*William A. Fleming
E. W. Conrad
James R. Ketchum

FUELS AND COMBUSTION

*Dr. Melvin Gerstein
Frank E. Belles

*Dr. Dorothy M. Simon
A. E. Spakowski

INSTRUMENT RESEARCH

*I. Warshawski
Leonard Jaffee
Elmer M. Sharp

(*Marvin C. Sczdron
(*Clarence C. Gettelman
Charles J. Michels
Bert A. Coss

MATERIALS AND STRESSES

*Robert A. Lad
George C. Deutsch
Andre J. Meyer

*George C. Fryburg
(Charles Yaker
(G. Mervin Ault (Wed. only)
William F. Brown