Cleveland, Ohio
January 22, 1954

MEMROANDUM For Mr. Willson H. Hunter

Subject: Inspection to be held June 2, 3, and 4, 1954 at Lewis

1. Will you please take charge of the inspection to be held June 2, 3, and 4? Below is a series of ideas for stops at the Inspection. I suggest that we continue as in the past to have 8 stops of average length - 35 to 40 minutes - or as is required to fill out the day.

2. The suggestions below have not as yet been submitted to NACA Headquarters for approval and are definitely tentative. I suggest that you contact the different divisions involved, in a tentative sort of way, and ask them to submit more detailed programs for the areas indicated.

1. Ames and Langley contributions
2. Operating Problems - Physics
3. PSL - ER) Controls
) Blade vibrations
4. Afterburning, buzz, and burning Mg. - F&C
5. Computing and Data Handling - Physics
6. Nuclear Propulsion - M&T
7. The Supersonic Engine - SWT
8. New Ideas for Compression - C&T
9. Engine Structures - M&T
10. Fundamentals of Combustion - F&C

Abe Silverstein
Associate Director

AS:mms

Copy to J.J. Nodarelli

NACA - Lewis

Cleveland, Ohio
March 26, 1954

MEMORANDUM For the Record

Subject: 1954 Inspection Policy Meetings of March 10, 22, and 25, 1954

1. During the meeting of March 10th with Dr. John Victory, Dr. Sharp and Mrs. M. L. Gosney it was decided that Mrs. Gosney would request the visitors' list from the Headquarters Office to coordinate with our own, now being assembled, and would then submit our revised list to Headquarters for the mailing of invitations. Acceptances are to be mailed directly to Lewis laboratory to simplify and expedite plans to accommodate the visitors.

2. At the meeting of March 22d, attended by Dr. Sharp, Messrs. Abe Silverstein, J. J. Modarelli, Frank Kish, W. Boles, and Martin Brown, trial stereopictures were viewed and it was decided that 3-dimensional views, properly taken and presented with suitable narration, would constitute a worthwhile stop for the inspection.

3. It was also decided, after considering five different combinations, that the inspection display colors used in 1951 (grey, blue, white, red) were good and would be adopted as standard colors for 1954 and future inspections. Color cards will be made available to Langley in case they wish to use the material they are preparing for presentation at Lewis.

4. The meeting of March 25th was attended by Dr. Sharp, Messrs. Abe Silverstein, E. J. Manganiello, C. A. Herrmann, E. W. Wasielewski, J. S. Brown, William Dey, Jr., B. A. Mulcahy, J. J. Modarelli, Jr., H. B. Bracy and Mrs. M. L. Gosney to decide general matters.

5. It was decided that the Lewis laboratory invitation list would be carefully scrutinized to reduce the number of invitations so that we could accommodate all visitors during the three established dates, June 2, 3, and 4.

6. On Sunday, June 6th, from 1:00 to 5:00 p.m., the Laboratory staff will hold open house for immediate families of employees. Most of the talks and demonstrations presented during the inspection will be repeated on Sunday. Ames and Langley speakers will be urged to participate, if possible. The M&S Building will be closed (but parts of the talk may be given in the Auditorium). Due to limited seating capacity at the talks (about one-sixth of the attendance estimated for the open house), attendance at the talks will be scheduled by alphabet or some other way, such as by advance distribution of tickets. Refreshments will be sold in the cafeteria.

7. It was decided that the 1954 inspection will adhere to the same time schedule used for the 1951 inspection. Buses will leave downtown at 8:30 a.m. and talks will begin in the Auditorium on or after 9:50 a.m. Headquarters Office is to be advised to insure that printed invitations will not carry conflicting starting times.

8. The same luncheon menu will be served throughout the inspection, except for the substitution of about 15 percent fish entrees on Friday, June 4th. Decision on the menu will await results of trial menu to be prepared for Dr. Sharp's table Tuesday, March 30th. Plans will be made to serve from 450 to 550 each day (1450 during 3 days of 1951 inspection), using the cafeteria and dining room both, if necessary, and several extra service carts will be obtained.

9. The subject matter, stop locations, and tour routes will be substantially as indicated on the tour schedule prepared March 23, 1954 by the writer. Final selection of subject matter for the C&T, and M&T stops is yet to be decided by Mr. Silverstein. Assignment is soon to be made of the person to prepare the program for the stop consisting of stereoviews of the facilities, instrumentation and research at Lewis laboratory. A map designating building entrances, exits and bus routes to be used was turned over to Mr. C. A. Herrmann.

10. Coordination of visitors' lists and time schedule with the Headquarters Office and the organization of necessary administrative personnel to assist during the inspection are to be handled by Mrs. M. L. Gosney.

11. Preparation of static displays for refreshment stops will proceed in accordance with sketches submitted by Mr. Modarelli.

12. Mr. Modarelli will begin preparation of a reversible design to use on the covers of both inspection brochures.

Willson H. Hunter
Aeronautical Research Scientist

WHH:mr

CC: Dr. Sharp
Mr. A. Silverstein
Mr. C. A. Herrmann
Mr. J. S. Brown
Mrs. M. L. Gosney
Mr. H. B. Bracy
Mr. B. A. Mulcahy
Mr. J. J. Modarelli, Jr.
Mr. Wm. Dey, Jr.
Mr. W. H. Hunter

1954 INSPECTION

NACA LEWIS FLIGHT PROPULSION LABORATORY

TOUR SEQUENCES FOR ALL GROUPS

LOCATION AND SUBJECT	RED	WHITE	BLUE	GOLD	GREEN	BROWN	TAN	GREY
ERB #2, CELL 4B ~~Cell Wing~~ Compressor & Turbine	Start 1	Start 1	4 Lunch	4 Lunch	5	5	8 Picnic	8 Picnic
PSL Shop & Access Bldg. Full-Scale Engines	2 Move	3	Start 1	5	6 Move	8 Picnic	7	4 Lunch
8-x6-Ft SWT Obsrv. Rm. Aerodynamic Heating	Coffee 3	4 Lunch	2 Move	6 Move	8 Picnic	Coke 7	5	Start 1
PSL Equipment Bldg. Views of Lab in 3-D	4 Lunch	2 Coffee	Coffee 3	8 Picnic	Coke 7	Start 1	6 Coke	5
Eng. Res. Bldg. CW-5 Combustor, Screech, Slurry	5	6 Move	8 Picnic	Coffee (ERB Rm) 3	4 Lunch	2 Move	Start 1	Coke (ERB Rm) 7
Flight Hangar & Apron Fire, Crash, Jet Reversal	6 Coke	Coke 7	6 Coke	Coke 7	2 Coffee	Coffee 3	2 Coffee	Coffee 3
Instrument Res. Bldg. Rm 11 Flow Visualization	7	8 Picnic	5	Start 1	3	6 Move	4 Lunch	2 Move
Mat. & Stresses Bldg. Rm 4 Nuclear Propulsion	8 Picnic	5	7	2 Move	Start 1	4 Lunch	3	6 Move

NOTES:

1. Double groups will hear talks at W-2 and Hangar
2. Double groups will be served coffee and coke at PSLEB and Hangar
3. "Move" indicates group takes bus after talk, is served at next stop
4. "Coffee" or "Coke" after number means refreshments are served there after talks
5. "Coffee" or "Coke" before number means group is served there before talks begin
6. No refreshments are served in W-2, PSLSA, CW-5, Instr., M&S
7. All groups go directly to Cafeteria after stop 4 for lunch
8. All busses go directly to picnic area after stop 8

Willson H. Hunter

Willson H. Hunter

WHH:mr
3/23/54

Mr. W. H. Hunter

NACA - Lewis

Cleveland, Ohio
March 30, 1954

MEMORANDUM For Mr. Wm. Dey, Jr.

Subject: Chairs for 1954 Inspection and Open House

1. For the inspection, June 2 and 4, 1954, it is desired to provide uniform and comfortable seating at least equal to the padded, folding, steel chairs which have proved very acceptable both here and at Langley. We will need about 600 more chairs than are required to fill the auditorium. It is suggested that we ask Langley to lend us their chairs as they did during our 1951 inspection.

2. The following chairs will be needed at each location:

	June 2-4	June 6
(a) Administration Building auditorium and foyer	375	240
(b) Cafeteria and dining room	550	550
(c) ~~Compressor & Turbine Wing, W-2~~ EPRB #2, Cell 4B	120	130
(d) Instrument Building, room 11	60	70
(e) Engine Research Building, GW-5	60	70
(f) PSL Shop and Access Building, second floor	60	70
(g) PSL Equipment Building, main floor	60	120
(h) 8- by 6-foot Supersonic Tunnel, observation room	60	70
(i) Hangar, east end	120	240
(j) Materials & Stresses Building, room 4	60	0

3. In case of serious overflow during opening exercises in the auditorium, we may wish to use room 219, Administration Building, connected to the auditorium public address system, and provide maximum seating with available coral-colored leather chairs.

4. No chairs will be needed for visitors June 2 - 4 at any locations where the morning coffee break or afternoon coca cola break occur.

5. The following plan is suggested for accomplishing the revised seating indicated above for the June 6th Open House:

(a) Remove extra chairs from the auditorium hall and foyer and re-install regular furniture
(b) Move extra chairs from foyer to Hangar
(c) Remove chairs from M&S room 4 for use in Instrument Bldg., GW-5, 8- by 6-Ft SWT, PSL Shop & Access, and W-2
(d) Use old style steel chairs to double the seating capacity at PSL Equipment Bldg.

6. As per our recent discussion, you will have our existing chairs inventoried, will contact Langley for their chairs, and will arrange for delivery and pickup of chairs at designated times and locations. The setting

up and arrangement of chairs will be handled by other personnel at each stop.

7. Chairs should be available for rehearsals at each stop by May 24th.

Willson H. Hunter

WHH:mr

CC: Mr. Abe Silverstein
Mr. W. H. Hunter
Mr. J. J. Modarelli, Jr.

BLDG.
Administration

345 Red leather Folding Chairs in Auditorium
Move - 24 " " " " from P.S.L.O.B. to Adm. Bldg.
" - 6 " " " " " Rm.119,R.E.B. " " "
Total 375 " " " " required in Adm. Bldg. for June 2 & 4

Cafeteria & Dining Room.

376 Regular Dining table chairs on hand.
Move - 78 Green Steel Folding Chairs from R.E.B. Warehouse to Cafeteria
" - 54 " " " " " Observation Rm. 8 X 6 to Cafeteria
" - 32 " " " " " Conference Rm. F & L " "
" - 34 " " " " " M & S " "
" - 10 " " " " " Upstairs Office, Exhauster " "
584

~~Compresser & Turbine Wing~~ - W-2 EPRB # 2
Move - 35 - 19" Black leather, green metal from P.S.L.O.B. to C & T W -2
" - 16 - 19" " " aluminum from " " " " " " " "
" - 22 - 19" Dark Green leather, aluminum " E. R. B. " " " "
" - 3 - " Black leather, green metal " F & L " " " "
" - 4 - 16" " " " " " Rocket Lab office bldg. to C & T W-2
" - 2 - 16" " " " " " Fab.Bldg. " " " " " "
" - 2 - 16" " " " " " A.S.B. " " " " " " "
46 Langley's Green Chairs " - 42 - Red Leather Folding Chairs " Conference Rm, Inst.Bldg. " " " " " "
" - 4 - " " " " " Shop & Access Control Rm. " " " " " "

Instrument Bldg.
Use the cushioned side chairs in the Bldg.
4-- Dark green leather, aluminum metal 19"
25 - Black leather, green metal 19"
11 - " " " " 16"
24 - Grey leather, grey metal 16"

Per Wm Day 4/23/54

Engine Research Bldg. CW-5

Move--9--16" Black leather, green metal from F&L to CW--5
" --11-" " " " " " C&T to " "
" -34— " " " " " " E.R.B. to CW-5
" 6-- " " " " " " R.E.B. to "

For June 6th., move 10 Red leather Folding Chairs from R.E.B. Warehouse to CW-5

PSL Shop & Access, Second Floor:

60 cushioned folding chairs(Langley's). Move 10 Red leather folding chairs from Adm. for June 6th.

PSL Equipment Bldg. Main Floor:

70 cushioned folding chairs(Langley's) for June 2 & 4 (46 go to EPRB #2 and 46 reds come here)

Move-30 Red leather 16" aluminum side chairs from 8x6 to PSL Equip. Bldg. for June 6th.
" -20 " " " " " " " Offices in Hangar for June 6th.

8X6 S.S. Observation Room:

50--19" Red leather, grey metal in the Bldg.
Move- 8--19" " " " " from Room 118 R.E.B. to 8X6
" - 2--19" " " " " from A.S.B. to "

Hangar:

120 cushioned folding chairs (Langley's). Move 120 red leather folding chairs from Adm. Bldg. to Hangar for June 6th.

Materials & Stresses Bldg.:

Cushioned side chairs located in the building;
25--16" Black leather, green metal
26--19" Green " , aluminum
Move-- 9--19" Green leather from P.S.L.O.B. to M&S

Total number of Red, Green and Black leather side chairs 19" or under located to supplement quantity of new folding chairs required for 1954 Inspection.

Total - - - - - 445

86	Cushioned Side Chairs	8 X 6 S.S. Office Bldg.
10	" " "	Utilities Bldg.
18	" " "	F & L Bldg.
62	" " "	PSLOB
72	" " "	Instrument Bldg.
AD-2 * 11	" " "	C & T R W.
CW-5 * 62	" " "	E. R. B.
51	" " "	M & S
4	" " "	Rocket Lab. Office Bldg.
6	" " "	Fabrication
16	" " "	Adm. Services Bldg.
29	" " "	Flight Research (Hangar)
18	" " "	R. E. B.
Total 445		

Chairs, side, no arms, leather cushioned seat, 19" or less

Quant.	Type and Color	Room	Bldg.	Date
1	Red, grey metal, 19"	200	8 x 6	4-14-54
1	" " " "	Women's wash room	"	"
7	" " " "	201	"	"
3	" " " "	202	"	"
3	" " " "	214	"	"
2	" " " "	203	"	"
2	Red, aluminum, 16"	"	"	"
1	" " "	204	"	"
1	Red, grey metal, 19"	"	"	"
2	Red, aluminum, 16"	213	"	"
2	" grey metal, 19"	212	"	"
1	" " " "	205	"	"
4	" aluminum, 16"	205	"	"
1	" " "	206	"	"
1	" grey metal, 19"	"	"	"
1	" " " "	207	"	"
1	" aluminum, 16"	"	"	"
1	" " "	211	"	"
2	" " "	210	"	"
1	" " "	208A	"	"
1	" " "	208B	"	"
1	Red, grey metal, 19"	"	"	"
3	" " " "	113	"	"
7	" " " "	114	"	"
1	" " " "	111	"	"
2	" " " "	Observ. Cont. Rm.	"	"
5	" " " 16"	100 & 101	"	"
4	" " " "	102	"	"
2	" " " "	103	"	"
1	" " " "	104	"	"
3	" " " 19"	"	"	"
1	" " " "	107	"	"
3	" " " "	106	"	"
3	" " " 16"	"	"	"
3	" " " "	105	"	"
2	" " " 19"	"	"	"
1	" " " "	7	"	"
1	" " " "	9	"	"
2	" " " "	8	"	"
2	" " " 16"	Observ. Cont. Rm.	"	"
10	Grey, grey metal, 19"	206	Util.	"
2	Black, green metal 16"	220	F & L	"
2	" " " "	234	"	"
4	" " " 19"	233	"	"
2	" " " 16"	200	"	"
1	" " " "	201	"	"
1	" " " "	213	"	"
5	" " " 19"	234	"	"
1	" " " 16"	221	"	"

Chairs, side, no arms,
leather cushioned seat, 19" or less

Quant.	Type and Color	Room	Bldg.	Date
7	Black, green metal, 19"	117	PSLOB	4-14-54
2	" " " "	121	"	"
1	" " " "	122	"	"
3	" " " "	123	"	"
1	" " " "	100	"	"
5	" " " "	101	"	"
2	" " " "	102	"	"
1	" " " "	103	"	"
4	" " " "	104	"	"
1	" " " "	108	"	"
2	" " " "	109	"	"
6	" " " "	110	"	"
2	" " " "	Basement Drafting	"	"
1	Green, aluminum, 19"	216	"	"
2	" " "	217	"	"
2	" " "	220	"	"
1	" " "	222	"	"
1	" " "	223	"	"
2	" " "	224	"	"
5	" " "	225	"	"
1	" " "	211	"	"
2	" " "	202	"	"
2	" " "	210	"	"
2	" " "	203	"	"
1	" " "	209	"	"
2	" " "	204	"	"
1	" " "	205	"	"
4	Red, green metal, 19"	215	Inst.	"
1	Green, aluminum, 19"	215	"	"
1	Grey, grey metal, 16"	217	"	"
2	Red, grey metal, 19"	214	"	"
1	Green, aluminum, 19"	218	"	"
2	" " "	221	"	"
3	Grey, grey metal, 16"	221	"	"
1	" " " "	222	"	"
1	" " " "	223	"	"
1	" " " "	224	"	"
2	" " " "	226	"	"
1	Black, green metal, 16"	227	"	"
1	Grey, grey metal, 16"	200	"	"
1	Black, green metal, 16"	209	"	"
1	Grey, grey metal, 16"	208	"	"
1	" " " "	203	"	"
2	" " " "	207	"	"
2	Black, green metal, 16"	206	"	"
2	Grey, grey metal, 16"	206	"	"
1	Black, green metal, 16"	205	"	"
8	" " " 19"	125	"	"
2	Grey, grey metal, 16"	125	"	"

Chairs, side, no arms,
leather cushioned seat, 19" or less

Quant.	Type and Color	Room	Bldg.	Date
1	Red, grey metal, 19"	126	Inst.	4-14-54
5	Black, green metal, 16"	122	"	"
1	Red, grey metal, 19"	127	"	"
2	Black, green metal, 19"	121	"	"
1	Grey, grey metal, 16"	128	"	"
3	Black, green metal, 19"	129	"	"
2	Grey, grey metal, 16"	100	"	"
1	" " " "	102	"	"
4	Black, green metal, 19"	109	"	"
1	" " " "	104	"	"
3	" " " "	105	"	"
3	" " " "	107	"	"
1	Grey, grey metal, 16"	106	"	"
1	" " " "	116	"	"
1	Black, green metal, 19"	115	"	"
1	" " " 16"	112	"	"
5	" " " "	213	C & T	"
1	"" " " "	215	"	"
2	" " " "	217	"	"
1	" " " "	219	"	"
1	" " " "	W115	"	"
1	" " " "	W117	"	"
1	Red, aluminum, 19"	263	E.R.B.	"
1	Black, green metal, 16"	257	"	"
1	" " " "	255	"	"
1	" " " "	253	"	"
5	Green, aluminum, 19"	201	"	"
5	" " "	205	"	"
5	" " "	207	"	"
5	" " "	209	"	"
2	" " "	213	"	"
3	Black, green metal, 16"	104	"	"
4	" " " "	105	"	"
6	" " " "	108	"	"
2	" " " 17"	108	"	"
1	" " " 16"	114	"	"
3	" " " "	115	"	"
5	" " " "	113	"	"
6	" " " "	117	"	"
1	" " " "	116	"	"
1	" " " 17"	"	"	"
4	" " " 16"	118	"	"
25	" " " "		M & S	"
26	Green, aluminum, 19"		"	"
4	Black, green metal, 16"	101	Rocket	"
4	Red, grey metal, 19"	Auerbachs conf.	Fab.	"
2	Green, aluminum, 16"	9	"	"

Chairs, side, no arms,
leather cushioned seat, 19" or less

Quant.	Type and color	Room	Bldg.	Date
1	Red, grey metal, 19"	100	A.S.B.	4-14-54
3	" " " "	100A	"	"
2	" " " "	Lobby	"	"
1	" " " "	102	"	"
1	" " " "	101	"	"
1	Green, aluminum, 16"	"	"	"
1	" " "	103	"	"
2	Red, grey metal, 19"	203	"	"
2	" " " "	204	"	"
1	Green, aluminum, 19"	"	"	"
1	" " "	201	"	"
1	Red, aluminum, 16"	101	Hanger	"
3	Red, grey metal, 19"	203	"	"
18	Red, aluminum, 16"	204	"	"
3	" " "	206	"	"
2	" " "	207	"	"
2	" " "	208	"	"
2	Black, green metal, 16"	107	R.E.B.	"
1	Red, grey metal, 19"	101	"	"
4	Black, green metal, 16"	100	"	"
3	" " " "	108	"	"
8	Red, grey metal, 19"	118	"	"

RED LEATHER FOLDING CHAIRS

QUANTITY	ROOM	BLDG.
6	119	R.E.B.
5	115 Conference Rm.	P.S.L.O.B.
1	215	"
1	216	"
5	213 Conference Rm.	"
3	219	"
1	220	"
1	223	"
1	105	"
4	204	"
2	205	"
42	123	Instrument Bldg.
345	Auditorium	Adm. Bldg.
14	Warehouse	R.E.B.
4	Control Rm.	Shop & Access
8	Conference Rm.	M & S

Green Steel Folding

78	Warehouse	R.E.B.
54	Observation Rm.	8 X 6
32	213 Conference Rm.	F & L
34		M & S
13	Upstairs Office	Exhauster
16	Laborers' Shack	
20	Conference Rm.	Rocket Lab.

	QUANTITY	TYPE
	443	New Red Leather Folding Chairs
	445	Red, Green & Black Leather Side Chairs, 19" or under
	376	Cafeteria Dining Chairs
	174	Green Steel Folding Chairs for the Cafeteria
	250	Folding Chairs to be obtained from Langley
Total	1688	

1525 Folding & Cushioned Side Chairs requested for Inspection June 2, 3, & 4.

1560 " " " " " "
Open House June 6.

Bldg.	No. of chairs on location	Type	Additional chairs required June 2-4,	June 6	No. required June 2-4-54	No. required June 6, 1954	No. available to reassign after June 4, 1954
Adm.	345	New folding	30	0	375	240	135
Cafeteria	376	Regular Caf. side chairs	174	0	550	550	0
C & T	11	Cushioned side chairs	109	10	120	130	0
Inst.	42 72	New folding Cushioned side chairs	0	0	60	70	46
E.R.B. CW-5	62	Cushioned side chairs	0	8	60	70	0
PSL Shop & Access	4	New folding	56	10	60	70	0
PSL Equipment	0		60	60	60	120	0
8 X 6 Observation Rm.	86	Cushioned side chairs	0	0	60	70	16
Hangar	29	Cushioned side chairs	91	120	120	240	0
M & S	8 51	New folding Cushioned side chairs	1	0	60	0	60

Cleveland, Ohio
April 1, 1954

MEMORANDUM For the Record

Subject: Invitations for 1954 Inspection

1. In telephone conversation today with Miss Luckritz in the Washington headquarters office, she advised that Dr. Victory has set April 23 for date of issuance of the invitations.

2. Acceptance forms will come direct to Lewis, and will be confirmed from here.

3. Two types of invitations will be sent (1) - addressed to one person, or (2) asking for designated representatives.

4. After invitations have been sent out, a supply of the blank invitations willbe forwarded to Lewis for subsequent invitations issued.

5. Washington office requests that addressograph plates be run for our list, two 3x5" cards be prepared for Washington, also the envelopes which they will send to us. The Lewis list should be in Washington not later than April 19.

6. In order to meet this deadline, it will be necessary to complete the Lewis list at earliest practicable date.

M. L. Gosney

Cy to Dr. Sharp
Abe Silverstein
W. H. Hunter

Cleveland, Ohio
April 5, 1954

MEMORANDUM For Mr. William Dey, Jr.

Subject: Refreshments to be Served During the 1954 Inspection

1. Present plans for the 1954 Inspection indicate the following needs for special refreshments for the period June 2 to 4, in addition to those normally provided for employees. The same service and menus are to be provided each day unless otherwise noted.

Occasion	Location	Time	Refreshments	Est. Persons	Notes
Visiting aircraft crews	Rm.103 Hangar	8:30-10:30	Coffee,donuts	25 avg.	(a)
Press Reprs.	108A Ad. Bldg.	9:30-4:45	Coffee, sandwiches, etc.	20	(b)
Morning break	ERB, Old cafeteria	11:30-11:50	Coffee	60	(c,d)
Morning break	8x6 SWT, Lobby	11:30-11:50	Coffee	60	(c,e)
Morning break	PSL Equip.Bldg.	11:30-11:50	Coffee	120	(c,f)
Morning break	Hangar, East end	11:30-11:50	Coffee	240	(c,g)
Luncheon	Cafeteria and dining room	1:00-2:00	Approved menu	550	(h)
Luncheon	ERB Room, ERB	1:10-1:50	Approved menu	16	(i)
Afternoon break	ERB, Old cafeteria	3:10-3:30	Coca Cola	60	(j,k)
Afternoon break	8x6 SWT, Lobby	3:10-3:30	Coca Cola	60	(j,l)
Afternoon break	PSL Equip.Bldg.	3:10-3:30	Coca Cola	120	(j,m)
Afternoon break	Hangar, East end	3:10-3:30	Coca Cola	240	(j,n)
Outgoing visitors aircraft	Hangar office	4:00-5:30	Individual boxes	100 avg.	(o)
Social period	Picnic Grounds	4:40-7:30	Approved fare	500	(p)

Notes:

(a) Room 103, Hangar Office, will be made available as headquarters for aircrew men from visiting aircraft; some of these men may not be cleared to attend the inspection. Based on 1951 records, we estimate an average of 25 per day, but the correct number will not be known until the visiting aircraft

are all in; there were 4, 25, and 21, respectively during the 1951 inspection. Thermos jugs available in the hangar are to be used to dispense coffee; doughnuts should be provided. Service can be handled by personnel in the Hangar. Check W. V. Gough's office for further details and daily count.

(b) Press reporters will attend the inspection on one day only, most likely June 2. The date, number to be expected and the nature of the services to be provided will be more accurately specified by W. T. Bonney of NACA Headquarters, who personally invites these men. Room 108A, Ad. Bldg. will be turned into headquarters for the press. A portable refrigerator will be needed there. Service could be handled by J. Bullock, J. Webb, or T. Whiteside. The press may be in the Green group when on tour.

(c) Only 15 minutes will be allowed any one group at the break stop, the other 5 minutes indicated is for travel time from the previous stop or to the next one. Service must be ready promptly at the specified times. There should be at least one dispensing station for each 30 guests, except where the guests arrive at different times and can be served in two shifts, as explained below. Hot black coffee is to be served; the visitors is to help himself to cream and sugar. Preference is for regular cups, saucers, and spoons; if cardboard cups are used they must have good handles. Adequate provision must be made for quick disposal of cups and napkins by visitors before leaving the area. Setting up to serve coffee and cleaning up afterwards must be accomplished without disturbing the movement of preceeding groups through that area or distracting attention from the speakers in adjacent areas. Girls to serve the coffee should be recruited from nearby offices. Approximately 10% more coffee should be provided than necessary for the visitors in order to take care of those serving and the local building attaches. If necessary to know more accurately the number to be provided for in the several groups, this information can be obtained from M. L. Gosney at about 10:45 each day.

(d) The corridor doors just west of the Erb Room should be closed and kept locked throughout the day and a sign posted on the Erb Room side instructing employees to use the central corridor. This will permit the Erb Room to serve employees throughout the day without disturbing visitors in the adjacent old cafeteria area. The Gold group scheduled to stop for coffee will arrive through NW-1 at 11:34 a.m. Static displays will be stationed around the west and south walls of the old cafeteria and the two serving stations should be on the north wall.

(e) The Red group is scheduled to arrive at 11:34 a.m., just after the Blue group leaves the building. Girls should be careful not to offer coffee to Blue group or bus schedules will get fouled up. Two serving stations should be located along the east wall of the 8x6 SWT Lobby; static displays will be located along the other walls.

(f) The White group will already be in PSL Equipment Building and should be served immediately following the talks (11:30 a.m.). The Blue group will arrive about 11:35 and can use the same two serving stations. Plenty of trash receptacles should be available throughout the Equipment Building because visitors may elect to wander about while drinking coffee. Static displays will be provided near the serving stations, but the location has not yet been determined.

(g) The Green and Tan groups will already be in the Hangar and should be served immediately following the demonstrations (11:30 a.m.); four serving stations should be adequate. The Brown and Grey groups are scheduled to arrive at 11:35 and can be served at the same four stations. Visitors may wander throughout the Hangar while drinking coffee, so ample trash receptacles should be provided for coffee cups. Static displays will be set up near the refreshment stations at locations yet to be decided.

(h) Red and White groups will use the Dining Room entrance and any overflow can enter the cafeteria through the Dining Room. The other six groups will use the main cafeteria entrance, or, if permissible, the Blue and Gold groups can enter via the north emergency door. All groups will exit later by the same doors they entered. All groups are scheduled to be seated by 1:00 p.m. All local NACA employees (other than group leaders and management through Division Chiefs) are to be asked to remain unseated until all guests are seated; a list of employees desiring to eat with the visitors will be prepared for each day, but the number admitted will depend on the unused capacity as determined by M. L. Gosney's visitor count. Tickets are to be collected at the tables. The menu to be used all three days is to be approved by the Director. Desserts should all be served by 1:50 p.m. to insure resuming the tour promptly at 2:00 p.m. Adequate stocks of cigarettes, cigars, matches, gum, etc. should be available in the Employees' Store. It is recommended that these items also be sold at the Dining Room exit and at the cafeteria serving area and north exit to avoid confusion and unnecessary traffic through the Utilities Building. It would also help if all coin-operated machines around the laboratory were kept well stocked throughout the inspection; this will be especially important during the Open House, June 6. A memorandum changing employees' lunch hours on June 2 to 4 should be issued.

(i) The bus drivers and NACA bus attaches will need special luncheon service while the visitors are eating. During the 1951 Inspection, these men left the reservation in one of the buses to find an eating place and returned too late for comfort. It will be better to insist on their staying on the reservation and provide or reserve food for them at the Erb Room during the times indicated. The lunch hour reassignment mentioned in (h) above can cover clearing the Erb Room by 1:00 p.m. to accommodate this service.

(j) The same general instructions apply as in (c) above except that iced coca cola will be served in bottles; straws are to be available, and napkins too, if bottles are wet. Girls will open bottles for visitors.

(k) See also note (d) above. The Grey group will arrive at about 3:15 through NW-1.

(l) See also note (e) above. The Green group should be allowed to leave at 3:10 before service is started for the Brown group, scheduled to arrive at 3:15 p.m.

(m) See also note (f) above. The Tan group will already be in the PSL Equipment Building and should be served at 3:10, immediately following the talks. The Green group will arrive at about 3:12 and can be served at the same two stations after the Tan group is served.

(n) See also note (g) above. The Red and Blue groups will already be in the Hangar and should be served at 3:10 immediately following the talks. The White and Gold groups will arrive at about 3:15 and can be served at the same four stations.

(o) Visitors departing via military or private aircraft from the NACA Hangar generally leave right after the talks and miss the Social Period refreshments to which their luncheon tickets entitle them. If these aircraft carry thermos bottles we should see that they are filled with coffee prior to departure. Individual box lunches containing sandwiches, fruit, and candy bars should be provided for all who indicate a desire for them after arrival in the morning. During the 1951 Inspection the 50 visitors' aircraft were estimated to carry 300 visitors during the 3-day period. More accurate figures will be supplied by W. V. Gough, Jr. each day when all aircraft are accounted for.

(p) Refreshments at the picnic area should follow the usual pattern. All visitors who do not wish to leave immediately will be taken to the picnic area and will leave there when ready. The group will rapidly decrease in size from about 500 at 5:00 p.m. to about 50 at 7:30 p.m. The last bus will be scheduled to leave at 7:30 p.m. If weather is insuitable, this activity will need to be moved to the Auditorium or Cafeteria. Portable dispensing equipment would need to be provided if the cafeteria is used. In either case, special cleanup help would be needed to restore the area for activities scheduled for the following morning. NACA employees attending this social period will include purchasers of luncheon tickets for that day, speakers, management, girls who helped register, etc. and others on invitation only. Lists will be prepared in advance for each day.

2. It is understood that the price of the luncheon ticket to guests will cover the cost of all refreshments required for them during the day, including that required for personnel who serve the refreshments. The price for NACA employees is to be less by from 50¢ to 75¢ as for previous inspections. The guest ticket price of $2.50 may be too high if the luncheon menu does not include steak or roast beef. It is desired that the menu be light, tasty, and colorful, and strong preference has been indicated for cold turkey and ham.

3. Since final approval has not been given to all details of the inspection program, this memorandum should be used as a working reference, subject to change. Due notice will be issued promptly of any changes that are needed.

Willson H. Hunter

Willson H. Hunter

WHH:js

W. H. Hunter

NACA-Lewis

Cleveland, Ohio
April 20, 1954

MEMORANDUM For Administrative Management Officer

Subject: Factual information for the use of press representatives during the 1954 Inspection, June 2-4.

1. Condensed factual information should be prepared for approval by W. T. Bonney and would be furnished to the press in mimeographed form to help in the writing of news stories about the inspection. This material might partially duplicate copy to be used in one of the brochures to be given to all visitors, but will be more extensive and more detailed. A suggested list of subject material is as follows:

General description of NACA
Description of the Lewis laboratory; major facilities, size, etc.
Scope of NACA research (mainly Lewis work)
Nature of additions to Lewis since October 1951 Inspection
Number of employees
"Thumb-nail" biographies of key executives; Main Committee; directors
Future plans; work in progress or foreseeable

2. The above factual information is to be supplemented with photographs, to be approved by W. T. Bonney, selected to represent topics discussed during the Inspection, as well as other interesting topics. They are to be well captioned so as to stand by themselves. Photographs should be newsworthy, of high contrast suitable for reproduction, and unclassified. About 24 photographs should be submitted for selection by Mr. Bonney.

Willson H. Hunter

WHH:js

cc: Dr. Sharp
Mr. Silverstein
Mr. Kish

Discussed again with JSB 4/27 AM.

NACA - Lewis

W H Hunter

Notified Sanders office and Gene Hoss's office that CW-5 will definitely need a PA system. WHH 4/27 pm

On 5/13 told Hoss we would need system in 8 X 6 - 1 mike

Cleveland, Ohio
April 22, 1954

Hoss asked about standby amplifiers. We agreed they might be needed at CW-5, EPRB and Hangar. He will order a few spare lapel microphones WHH 4/27 11:30

5/13 Told Hoss we would 25 amp Arc projector at PSL EB, could use ampro sound system and Langley Speaker stands from Aud

MEMORANDUM For Chief, Physics Division

Subject: Public address systems and television requirements for the Lewis Inspection, June 2-4, and Employee's Open House, June 6, 1954

5/14 Recommended ordering 1 more Cobraire speaker for PSL SB

1. Assistance from your division is needed in providing special public address systems and a television circuit for both the Inspection and Open House. All plans are not yet finalized, but the tentative requirements, as well as can be foreseen today, are as follows:

(a) In the Administration Building auditorium provide a table microphone and a lectern microphone on the main floor level immediately in front of the stage and assign someone to monitor this equipment June 2-4 from 9:45 to 10:25 a. m. and on June 6 from 1:00 to 5:00 p. m.

(b) Extend the Administration Building auditorium public address system to conference room 219 to accommodate a possible overflow of visitors from the auditorium; a loudspeaker will be needed at the blackboard end of this room. No microphone will be needed.

(c) Install the LUPA television camera in the auditorium projection booth and provide a large viewer (20-inch) at the blackboard end of room 219. Operators will need to be assigned for the same times mentioned in (a) above. Suitable lenses are to be provided to view the front of the auditorium and to get close-ups of the speakers.

(d) Install a public address system at the Hangar stop with loudspeakers above the audience of 120 and provide three lapel microphones for successive speakers. Support for the loudspeakers might possibly be provided by the tail of the C-82 airplane that it is planned will be over the front rows of seats. Anextension to this P.A. system or a separate system may be needed during demonstration of the F-84 thrust reverser on the hangar apron. Local personnel will operate equipment.

(e) Install a P.A. system in the shop area of EPRB #2 with speakers overhead for an audience of 120 people and provide two lapel microphones for successive speakers. It is proposed that the engine in adjacent cell 4B will be operated during part of the talks, so a high output system will be needed. A loudspeaker in the control room of cell 4B will probably be needed so that the speaker can signal the engine operator. Local personnel will operate equipment.

(f) Install a P.A. system in the PSL Equipment Building for an audience of 60 and provide two lapel microphones for speakers. Local personnel will operate equipment.

(g) Plan to modify the existing P.A. paging system or provide a special system, if the acoustics require it, in the PSL Shop and Access Building, second floor, for an audience of 60 people and provide two lapel microphones for successive speakers. Local personnel will operate equipment.

(h) Plan to provide, in case Langley speakers need it, a P.A. system for the 8x6 SWT Observation Room for 60 persons and provide two lapel microphones for successive speakers. An auxiliary loudspeaker should be located in the projection booth so the speaker can cue slides and movie. The monitoring should be done from the projection booth. Existing loudspeakers in the room may need to be relocated to prevent feedback to the microphone. Depending on where Langley's demonstration model is located, the speaker may need to be heard over noise made by vibration of a 4-foot span of wings on the model. Local personnel will operate the equipment.

(i) The P.A. system normally available at the picnic grounds will be needed for notifying guests that buses are departing.

2. It is unlikely that P.A. systems will be needed at the stops in M&S, CW-5, or room 11 Instrument Research Building. No P.A. system will be wanted in the cafeteria or dining room.

3. The above P.A. systems will need to be in proper working order for final rehearsals starting May 24. The television circuit should be avialable for final trial by May 27. Floor plans showing seating arrangements will be furnished to you as soon as available.

Willson H. Hunter

Mr. Hunter (r)

NACA - Lewis

Cleveland, Ohio
May 11, 1954

MEMORANDUM For Procurement Officer

Subject: Chartering of buses for the 1954 Lewis laboratory Inspection

1. The requirements for buses on June 2 to 4, 1954 are expected to be much the same as for the previous inspection in October 1951. This time, however, we expect a larger attendance and plan to accommodate 60 persons in each group plus two NACA group leaders and a bus guide. For this reason, we want every effort made to charter buses with a seating capacity of at least 50, so that the number of standees will not exceed about 13. Since there will be standees, even with 50-passenger buses, we much prefer buses with so-called "skyview" windows, so that standees will be able to see the Laboratory grounds as the group leader points out important facilities between stops.

2. Eight buses should be chartered for a period beginning at 8:15 a.m., when buses are to start picking up visitors at Hotel Cleveland, and lasting until the buses are discharged from the Laboratory after 4:45 p.m. Present plans call for all buses to start from Hotel Cleveland, whence they will be dispatched by our man. One or more may be routed past Hotel Carter on the way to the Laboratory. At the close of the inspection each day (4:45 p.m.), visitors will be assembled at our picnic grounds and will leave there in the chartered buses as rapidly as they wish, departure of the last bus to be not later than 7:00 p.m. Several of the buses will be routed past the airport on their way downtown.

3. The bus company should be told that we expect the buses to remain at the laboratory throughout the luncheon period and that plans have been made for the bus drivers to secure their lunches in a special dining room at 1:00 p.m.

4. Please let me know the details when you have completed final arrangements for buses. Mrs. M. L. Gosney will advise you who will be in charge of our transportation detail at Hotel Cleveland.

Willson H. Hunter
Aeronautical Research Scientist

WHH:mr

CC: Mr. A. Silverstein
Mrs. M. L. Gosney
Mr. W. H. Hunter (2)

Note: New 50-passenger buses were rented from Cleveland Transit System. WHH

NACA-Lewis

Cleveland, Ohio
June 28, 1954

MEMORANDUM for Mr. Willson H. Hunter

Subject: 1954 Triennial Inspection at the Lewis Laboratory

1. A log of transient aircraft operations during the 1954 Triennial Inspection at the Lewis Laboratory is enclosed. It should be made a matter of record that none of these aircraft are liable for landing fees. The courtesy extended by the Airport Management is appreciated. Dr. Sharp was advised of this prior to the inspection.

2. The Transient Air Crew Lounge as it was established worked out very well. The personnel who made use of the facilities expressed their appreciation for the coffee refreshment.

3. Arrangements for future inspections and similar meetings should provide a minimum of two vehicles with drivers to be available after working hours for the purpose of transporting guests who arrive after working hours on the day before the meeting. The personnel and vehicles should come from the transportation pool rather than the aircraft parking and servicing group.

4. It is assumed that a copy of this memorandum will be included in the files of similar information pertaining to the Annual Inspection arrangements.

W. V. Gough, Jr.
Chief, Flight Operating Branch

WVG:ee

1954 LEWIS INSPECTION

VISITING AIRCRAFT LIST

	PLANE TYPE & SERIAL NO.	PILOT'S NAME & RANK	FROM	EASTERN DAYLIGHT TIME ARRIVAL		DEPARTURE	
1.	C-54 - #45-605A	Wood, W. R. Capt.	Langley	6-1	1750	6-2	1700
2.	B-25 - #43-0790	Norris, G. W. Capt.	Norton AFB	6-1	1830	6-3	0930
3.	B-25 - #45-8876	McGowan, M. J. Col.	Bolling Field	6-2	0845	6-2	1700
4.	Cessna 170 - #3912V	Hayes, Robt. E.	Detroit, Mich.	6-2	0925	6-2	1700
5.	P4Y-2 - #59757	Wood, D. W. Capt.	Patuxent	6-2	0915	6-2	1700
6.	R4D-5 - #17244	Butters, F. T. Cdr.	Patuxent	6-2	0920	6-2	1700
7.	Loadstar - #N66E	Lubischer, E. D.	Harrisburg, Pa.	6-2	0925	6-2	1700
8.	R4D - #99855	Young, N. W. Lt. Cdr.	Wright Field	6-2	0930	6-2	1700
9.	Twin Beech - #N80160	Doherty, C. E.	Binhamton, N.Y.	6-2	0930	6-2	1030
10.	Navion - #4275K	Sander, Robt.	Washington, D.C.	6-2	0912	6-2	1700
11.	Beechcraft - #N3868N	Mondo, J. D.	Detroit, Mich.	6-2	0940	6-2	1700
12.	Bananza - #N661B	Davis, C.	Detroit, Mich.	6-2	0950	6-2	1700
13.	Navion - #4433K	Hartzell, Robt.	Piqua, Ohio	6-2	1008	6-2	1700
14.	C-47 - #50797	Koch, O. T. Lt. Col.	Quantico	6-2	1000	6-2	1700
15.	SNB-5 - #51069	Keats, E. S. Capt.	Patuxent	6-2	1000	6-2	1700
16.	B-25 - #428872	Gorrell, J. E. Capt.	Albuquerque	6-2	1045	6-2	1700
17.	SNB-5 - #67216	Kinsley, W. A. Lt. Cdr.	Washington, D. C.	6-2	1045	6-2	1700
18.	Twin Beech - #N80160	Doherty, C. E.	Mansfield, Ohio	6-2	1355	6-2	1700
19.	Bananza - #58216	Biermann	Trenton, N. J.	6-2	0940	6-2	1650
20.	C-119 - #50135	Manson, H. B. Col.	Wright Field	6-3	0725	6-3	0900

	PLANE TYPE & SERIAL NO.	PILOT'S NAME & RANK	FROM	EASTERN DAYLIGHT TIME ARRIVAL		DEPARTURE	
21.	Beech Craft - #N5105	Novak, T. C.	Detroit, Mich.	6-3	0830	6-3	1700
22.	R4D - #50746	Monahan	Mustin	6-3	0835	6-3	1700
23.	Sparton - #N13993	Stanley, R. M.	Buffalo, N.Y.	6-3	0840	6-3	1700
24.	B-17 - #5706	Lawrence, R. R. Capt.	Langley	6-3	0900	6-3	1700
25.	Tri-Pacer - #N3553A	Strikland, F.	Lockhaven, Pa.	6-3	0905	6-3	1700
26.	Navion - #N91475	Woodford, P. R.	Erie, Pa.	6-3	0910	6-3	1700
27.	R4D-6 - #17244	McClure, J. S. Capt.	Patuxent	6-3	0910	6-3	1700
28.	B-25 - #430679	Martin, W. W. Major	Andrews AFB	6-3	0920	6-3	1700
29.	SNB-5 - #51302	Metsger, A. B. Capt.	Anacostia	6-3	0920	6-3	1700
30.	R4D - 6 #50741	Rivenburg, T. G.	?	6-3	0930	6-3	1700
31.	Twin Beech - #N5101	Fair, H. L.	Detroit, Mich.	6-3	0930	6-3	1700
32.	R4D-5 - #17198	Shane, E. B. Lt.	Mitchel AFB	6-3	0930	6-3	1700
33.	C-45 - #N-4	Lee, F.	?	6-3	0945	6-3	1700
34.	Beechcraft - #N44582	Matheny, D. E.	Columbus, O.	6-3	1000	6-3	1700
35.	DC-4 - #N88745	?	?	6-3	1000	6-3	1800
36.	Grumon Wedgeion	?	Detroit, Mich.	6-3	1010	6-3	1700
37.	Convair - #13302	Bourdon, R. S.	?	6-4	0810	6-4	1600
38.	C-117 - #2552	Berk, H. B. Major	Bolling Field	6-4	0910	6-4	1600
39.	R4D-5 - #17244	Dailey, E. W. Lcdr.	?	6-4	0910	6-4	1700
40.	SNB - #67117	Champlin, W. D. Lcdr.	Boston, Mass.	6-4	0940	6-4	1320
41.	R4D-8 - #39104	Gilmore, A. G. Lt.	Andrews AFB	6-4	0955	6-4	1700
42.	SNB - #7336	Andersen, L. J. Col.	Quantico	6-4	1000	6-4	1700
43.	C-47D - #NACA-106	Whitten, J.	Langley Field	6-4	1015	6-4	1600

510T 328F
ASC Sk

1954 INSPECTION- NACA- LEWIS FLIGHT PROPULSION LABORATORY

SPEAKERS- A listing of the speakers at ease and who put the audience at ease:

Rosen - the polished demonstrator

Sacks - perfectly at home

Disher - you sensed that he was familiar with all phases of his problem

English- the quiet intelligent speaker

Himmel- clearly explained a difficult subject

Dr. Mc Cready- convincing speaker

Weiss - loss of contagious enthuasiasm- even on the third day.

POINTER TECHNIQUES- There is the tired technique- speaker leans on it- Preston

The "port arms" technique- Saari

Do or die technique- hold on for life- Rheil

There is the speaker who picks up the pointer when necessary, uses it to point out the chart, and then lays it down.

Rosen - Sacks

SUGGESTED IMPROVEMENTS FOR THE FUTURE :

1. At the coke and coffee stops call attention to the exibits- (have attendants who explain over and over again what the audience sees and its relation to research)
2. Stress in the morning assembly that copies of the charts are ahown in the borchures- and that there is room for notes.
3. Increase the wash room ~~toilet~~ facilities at the cafeteria and call attention to toilet facilities along the route of the inspection.

WHH 6/16/54

1954 INSPECTION- NACA- LEWIS FLIGHT PROPULSION LABORATORY

WHAT TO DO WHEN DEMONSTRATIONS FAIL- There are sure to be some failures or temporary halts in the demonstrations- The speaker should be prepared to carry on in spite of the interruption. First, take the audience into your confidence- State what the experiment is supposed to show and whether it can be repaired in time or must be passed over.because of the lack of time. Proceed with the lecture and if repairs can be made come back to the demonstration. Second, if the film breaks, start talking about the subject until the film is repaired. Don't leave the audience in darkness and in silence. A question from the audience helps to fill in this awkward pause. The audience always has a curiosity to know what is happening. Keep them informed.

It is suggested that the introductory speech made by Dr. Dryden at the openigg session be circulated to all supervisors.

eKemper
6/8/54.

Mr Hunter
Eng - Res.

Langley Field, Va.
May 17, 1954

From Langley
To Lewis

Subject: Langley model F-23 twin-engine ram-jet vehicle - Display at Lewis Laboratory

Reference: Lewis Let. to Langley May 7, 1954 IIP CMP JHD:ee

1. In the reference letter, Lewis requested the loan of the Langley F-23 twin-engine ram-jet vehicle in order that it may be displayed at the inspection to be held at the Lewis Laboratory on June 3-5, 1954.

2. Langley would like to advise that this model will be made available for the Lewis inspection. For your information, the display has been approved by Headquarters.

3. We would like to advise that the F-23 model can be shipped to Lewis the last week in May along with the material for the Langley structures exhibit which will be presented at the inspection.

H. J. E. Reid
Director

FLT

JMM.jcw

Copy to NACA Headquarters

W N Hunter

NACA - Lewis

Cleveland, Ohio
May 25, 1954

MEMORANDUM For Those Concerned -- 1954 NACA Inspection

GROUP LEADERS, ASSISTANT GROUP LEADERS:

Group	Group Leader	Asst. Group Leader	Group Guides	Bus Guides
Red	L. A. Rodert	E. E. Callaghan	W. J. North	W. H. Rowe
White	V. G. Rollin	D. R. Mulholland	T. F. Gelder	C. D. Lanzo
Blue	H. C. Barnett	G. R. Kinney	J. H. Daus	H. R. Mull
Green	J. B. Esgar	R. A. McKinnon	R. P. Geye	~~R. M. Standahar~~ R. Drager
Brown	H. D. Wilsted	J. C. Sanders	H. F. Hipsher	G. Hennings
Gold	J. L. Sloop	A. O. Tischler	T. Male	D. R. Englund
Tan	W. K. Ritter	*W. L. Stewart	G.W. Lewis, Jr.	W. D. Coles
Gray	A. E. Biermann	C. Kemper	B. R. Leonard	J. Shannon
		*J. S. Brown - June 2 - (Press Group)		

Alternates:

D. D. Wyatt	L. Obery	R. Standahar A. L. Beke	A. Curren
R. E. Tozier	E. M. Sharp	P. J. Perkins	~~R. F. Drager~~
G. M. Ault	W. J. McCann	P. T. Chiarito	
D. S. Gabriel		H. G. Krull	
		W. K. Greathouse	

DEMONSTRATION ATTACHES:

Building	Room	Telephone	Attaches
Flight Hangar	101	2155 or 4171	M. Collier
M&S	5	4122	N. Yellis
EPRB Bldg. 2	Cell 4	3286	I. Rossey
ERB	Room next CW-5	3202	H. Starr
PSL - Shop & Access	Shop Office	5109	B. Meilander
PSL - Equip. Bldg.	Control Room	4157	-------
8x6 S.W.T.	Observation Rm.	4211	A. Wildy

Hotel Cleveland - A. C. Burkle - In Charge (Telephone TOwer 1-8000)

L. F. Hinz G. G. Geist

Hotel Carter - R. S. Cooley - In Charge (Telephone PRospect 1-7200)

Cleveland Hopkins Airport - S. Truscott, Jr. - In Charge

Hangar - W. V. Gough - In Charge - PAX 2155 or 4171

Escorts - R. F. Kravanya - In Charge

H. Zimmerman
F. M. Crichton
J. A. Nemeth
M. Collier
E. H. Karberg
F. E. Schmiedel

Airplane Parking and Servicing - PAX 2155 or 4171

A. Balazi - In Charge

Flight Operations: Weather, Flight Planning, Communications (Flight Service & CAA)

W. H. Swann - In Charge
J. S. Algranti

Central Message Center and NACA Automobile Drivers

Room 110 - Admin. - PAX 2137 - WInton 1-6620 (Ext. 71)

J. E. Bullock - In Charge

A. B. Szuhai
F. J. Zubricky
J. J. Priebe
J. Tidbeaux
N. C. Prahst, Jr.
F. Nowakowski
A. Wisniewski
A. Krolczyk

Registration Desk - Lobby Admin. - PAX 2228

M. L. Gosney - In Charge

R. Weiss
I. M. Kives
J. Sullivan
H. M. Lawrence
M. A. O'Connell
L. C. Kurkjian
V. K. Stolz
C. M. Lasch
R. J. Roach
M. J. Winter
R. Matis/W. Remagen

Lobby Attaches - M. L. Gosney - In Charge - PAX 2228

R. W. Bouman
L. R. Howe
C. E. Maley
E. R. Moyes

Travel Information, Clearance of Visitors

Room 109 - Admin. - PAX 5208 - WInton 1-6620 (Ext. 60)

P. N. Lucas - In Charge

M. E. Barbaglia
J. C. Bahan

Luncheon Ticket Sales - Lobby Ad. - PAX 2228

E. E. Wagner - In Charge

F. Shotwell C. M. Truax
B. J. Hood

Ushers - Auditorium Room 219

J. Curwin J. Folk
C. Bucher

Cloak Rooms - No. 115

Baggage Rooms - Rooms 111 - 112 PAX 2137

D. F. Johnson - In Charge

Telephones for Guests - Room 102, Admin. - PAX 2221

J. M. Case - In Charge

Refreshment Stops - PAX 3109

E. E. Wagner - In Charge

Picnic Grounds - PAX 3211

W. Dey, Jr. - In Charge

F. J. Glowacki J. F. McGreal
A. J. Hess

1. Group leaders, assistant group leaders, and group guides named above shall report to the Message Center (Room 110 Ad. Bldg.) at 9:30 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 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 schedules.

2. Seven busses will start at the Hotel Cleveland each morning and one from the Hotel Carter. Bus loaders shall be at the Hotel Cleveland by 8:00 a.m. each day. Mr. A. C. Burkle will be in charge of the Information Desk at the Hotel Cleveland 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. Mr. R. S. Cooley will be on duty at the Hotel Carter from 7:30 a.m. each day until the bus is loaded and will dispatch the bus not later than 8:45 a.m. calling the Laboratory when it leaves.

3. Bus guides shall take stations for their respective busses at 8:00 a.m. at the hotels, and shall stay with their respective busses during all group movements. Bus guides will unload one bus at a time at the Administration Building, to allow time for registration of each group in the Lobby before unloading the next bus.

4. An NACA carry-all and one government car will be stationed at the Cleveland Airport each morning at 8:00 a.m. Mr. Truscott will be in charge of the NACA Information Desk at the airport and will coordinate with Mr. Bullock (WInton 1-6620, Ext. 71) on transportation requirements.

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

6. Registration clerks and lobby attaches shall report to Mrs. Gosney in the Lobby of the Administration Building at 8:00 a.m. on each morning of the Inspection.

7. An information desk for hotel and travel reservations (P. N. Lucas in charge) will be stationed in Room 109, Administration Building, PAX 5208, each day. Attaches in various groups will be able to obtain information for visitors at any time during the day for members of their group as to status of reservations.

Willson H. Hunter

MLG:mch

INSTRUCTIONS TO GROUP LEADERS AND OTHERS OF RED GROUP -- June 2-4, 1954

9:30 a.m. Report to Message Center, room 110, Ad. Bldg.

9:50 a.m. Welcome and Orientation talks in Auditorium and room 219

10:20 a.m. Leave Ad. Bldg. in buses by color groups

Stop No.	Seated at stop	Depart	
1	10:25	10:55	Enter and leave by shop door. Joined by White Group ENGINE PROPELLER TEST HOUSE - "COMPRESSOR RESEARCH" "We are now in the shop area of one of the full-scale engine sea-level test building where Mr. Harold Finger (or Robert English) will discuss compressor research, which is one phase of NACA's study of engine components. Mr. Finger (or Mr. English)."
2	11:00	11:30	Enter and leave via shop door PROP.SYS.LAB. SHOP & ACCESS BLDG. -- FULL SCALE ENG.RES. "We are now in the test chamber of the Propulsion Systems Laboratory, where Mr. E. W. Conrad (or Martin Saari) will begin the discussion of our Full Scale Engine Research. Mr. Conrad (or Mr. Saari)."
Coffee	11:30	11:50	Travel to 8x6 SWT Lobby for Coffee
3	11:50	12:20	Enter 8x6 Observation room from Lobby. Leave via main door 8x6 SWT OBSERVATION ROOM -- "STRUCT. EFF. OF AERODYN.HEATING" "You are now seated in the Observation Room of the 8- x 6-Foot Supersonic Wind Tunnel. As explained this morning, at this inspection all three laboratories are collaborating. At this stop representatives of the NACA Langley Laboratory will present results of their investigations on Structural Effects of Aerodynamic Heating during high speed flight. Mr. Walter Rosen of the Langley Laboratory will begin the discussion. Mr. Rosen." (No first speaker alternate.)
4	12:25	12:55	Walk to PSL Equip. Bldg. Leave via west door. PROP. SYS.LAB. EQUIPMENT BLDG. -- "RESEARCH NEWSREEL" "You are now seated in the Equipment Building of the Propulsion Systems Laboratory. While you are here we first want to show you a new motion picture of research in facilities that there is not time to show you at first hand, as well as some experiments recently concluded, or setups too small for a group to see by other means. The movie is called "Research Newsreel" and was produced under the direction of Dr. Franklin K. Moore, assisted by Arthur Laufman and is narrated by Willson Hunter. May we see the movie, please?" ------"Now, in the remaining time we would like to show you the equipment that enables us to simulate high speed, high altitude engine test conditions in the altitude tanks of the Propulsion Systems Laboratory. Follow me, please."

Stop No.	Seated at stop	Depart	
LUNCH	1:00	2:00	Enter cafeteria via north entrance. Advise bus will be in same location after lunch.
5	2:05	2:35	Enter C&T Office, through Center Section to CW-5. Leave via NW-1. ENG.RES.BLDG, CW-5 -- "COMBUSTION AND FUELS RESEARCH." "We are now in one of many control rooms in the Engine Research Bldg. This control room normally operates turbojet combustion research setups in adjacent rooms. Today Mr. Wilfred Scull (or Richard Donlon) will begin the discussion of Combustion and Fuels Research. Mr. Scull (or Mr. Donlon)."
6	2:40	3:10	Enter northeast corner of Hangar. Join Blue Group. Move to south side for demonstration. Move to center of Hangar for Coke Break. Joined by White and Gold Groups at Coke Break. Leave via southwest corner. FLIGHT HANGAR -- "AIRCRAFT OPERATING PROBLEMS RESEARCH" "We are now seated in the Flight Hangar where Mr. I. Irving Pinkel (or Solomon Weiss) will begin the discussion of aircraft operating problems research. Mr. Pinkel (or Mr. Weiss)."
COKE	3:10	3:30	------For coffee or coke breaks thefollowing remarks should be made after the talks and airplane reverse thrust demonstration: "We will have a 15 minute break for refreshments during which time we will be joined by two additional groups (White and Gold). The inspection will then be resumed and you will board your regular busses at the corner diagonally opposite where you entered the hangar."
7	3:30	4:00	Enter via front entrance, left corridor, stairs to basement. Leave via back door. INSTRUMENT RES.BLDG. ROOM 11 -- "FLOW VISUALIZATION TECHNIQUES" "As stated in the opening remarks this morning, the Ames and Langley Laboratories have joined forces with Lewis for this inspection. Here, in this optics laboratory in the Instrument Research Building, representatives of the Ames Laboratory will discuss one phase of their research. Mr. Victor Stevens (or Charles Michels) will begin the discussion of flow visualization techniques. Mr. Stevens (or Mr. Michels)."
8	4:05	4:35	Enter via main door, center stairs, furnace room to rm. 4. Leave via north outside stair well. MATLS. & STRESSES BLDG. - "RES. PROBLEMS IN NUCLEAR PROPULSION" "We are now in one of the laboratories of the Materials and Stresses Bldg. where Mr. Donald Bogart (or Frank Rom, or Dr. Robert McCready) will begin the discussion of research problems in nuclear propulsion for aircraft. Mr. Bogart."

4:40 -- Return group to Ad. Bldg. front entrance. You are officially dismissed of duties at this time. Some busses will be dispatched to airport or downtown to meet airplaneor train connections. Other busses will return guests to Picnic Ground for "Get-Together" and will depart whenever visitors are ready. All assisting personnel are welcome to join visitors at Picnic Grounds.

Stop No.	Seated at stop	Depart	
5	2:05	2:35	Enter via main door, center basement stairs, and furnace room. Leave via north outside stair well. MATLS. & STRESSES BLDG. -- "RES.PROBLEMS IN NUCLEAR PROPULSION" "We are now in one of the laboratories of the Materials and Stresses Bldg. where Mr. Donald Bogart (or Frank Rom, or Dr. Robert McCready) will begin thediscussion of research problems in nuclear propulsion for aircraft. Mr. Bogart (or Mr. Rom, or Dr. McCready)."
6	2:40	3:10	Enter via C&T Office entrance, and engine overhaul. Leave via west corridor and NW-1. ERB, CW-5 - "COMBUSTION AND FUELS RESEARCH." "We are now in one of many control rooms in the Engine Research Building. This control room normally operated turbojet combustion research setups in adjacent rooms. Today Mr. Wilfred Scull (or Richard Donlon) will begin the discussion of Combustion and Fuels Research. Mr. Scull (or Mr. Donlon)."
COKE	3:10	3:30	Move to Flight Hangar. Enter northeast corner. Join Gold Group at this time and proceed to center of hangar to join Red and Blue Groups already there.
7	3:30	4:00	With Gold Group go to seats at east end of Hangar. Leave via southwest corner of hangar after talks and airplane demonstration. FLIGHT HANGAR -- "AIRCRAFT OPERATING PROBLEMS RESEARCH" "We are now seated in the Flight Hangar where Mr. I. Irving Pinkel (or Solomon Weiss) will begin the discussion of aircraft operating problems research. Mr. Pinkel (or Mr. Weiss)."
8	4:05	4:35	Enter via main entrance, west corridor, basement stairs.. Leave via same stairs and back exit. INSTRUMENT RES. BLDG. ROOM 11 - "FLOW VISUALIZATION TECHNIQUES" "As stated in the opening remarks this morning, the Ames and Langley Laboratories have joined forces with Lewis for this inspection. Here, in this optics laboratory in the Instrument Research Building, representatives of the Ames Laboratory will discuss one phase of their research. Mr. Victor Stevens (or Charles Michels) will begin the discussion of flow visualization techniques. Mr. Stevens (or Mr.Michels)."
PICNIC	4:40		(In Bus: "This concludes the technical presentations. We now invite you to join us at the Picnic Grounds for a Social Hour." Return group to Ad. Bldg. front entrance. You are officially dismissed of duties at this time. Some busses will be dispatched to airport or downtown to meet airplane or train connections. Other busses will return to Picnic Ground for "Get-Together" and will depart whenever visitors are ready. All assisting personnel are welcome to join visitors at Picnic Grounds.

INSTRUCTIONS TO GROUP LEADERS AND OTHERS OF WHITE GROUP - June 2-4, 1954

9:30 a.m. Report to Message Center, room 110, Ad. Bldg.
9:50 Welcome and orientation talks in auditorium androom 219
10:20 Leave Ad. Bldg. in busses by color groups

Stop No.	Seated at stop	Depart	
1	10:25	10:55	Enter and leave via main shop door. Join Red Group. ENGINE PROP.RES.BLDG. -- "COMPRESSOR RESEARCH" "We are now in the shop area of one of the full-scale engine sea level test buildings where Mr. Harold Finger (or Robert English) will discuss compressor research, which is one phase of NACA's study of engine components. Mr. Finger (or Mr. English)."
2	11:00	11:30	Enter small door. After movie tour bldg. to coffee stop at exit. PROP. SYS. LAB. EQUIPMENT BLDG -- "RESEARCH NEWSREEL" "You are now seated in the Equipment Building of the Propulsion Systems Laboratory. While you are here we first want to show you a new motion pictureof research in facilities that there is not time to show you at first hand, as well assome experiments recently concluded, or setups too small for a group to see by other means. The movie is called "Research Newsreel" and was produced under the direction of Dr. Franklin K. Moore, assisted by Arthur Laufman, and is narrated by Willson Hunter. May we see the movie, please?" ----"Now, in the remaining time we would like to show you the equipment that enables us to simulate high speed, high altitude engine test conditions in the altitude tanks of the Propulsion Systems Laboratory. Follow me, please."
COFFEE	11:30	11:50	Coffee at west exit of PSLEB. Joined by Blue group from 8x6 SWT. Leave via west exit.
3	11:50	12:20	Enter and leave via main shop door. PROP. SYS. LAB. SHOP & ACCESS BLDG. - "FULL SCALE ENG.RES." " We are now in the test chamber of the Propulsion Systems Laboratory, where Mr. E. W. Conard)or Martin Saari) will begin the discussion of our full scale engine research. Mr. Conard (or Mr. Saari)."
4	12:25	12:55	Enter and leave via main door of 8x6 SWT. 8x6 SWT OBSERVATION RM. - "STRUCT. EFFECTS OF AERODYN.HEATING" "you are now seated in the observation room of the 8- x 6-foot Supersonic Wind Tunnel. As explained this morning, at this inspection all three laboratories are collaborating. At this stop representatives of the NACA Langley Laboratory will present results oftheir investigations nn structural effects of aerodynamic heating during high speed flight. Mr. Walter Rosen of the Langley Laboratory will begin the discussion. Mr. Rosen." (No first speaker alternate.)
LUNCH	1:00	2:00	Enter cafeteria via north entrance. Advise bus will be in same location after lunch.

INSTRUCTIONS TO GROUP LEADERS AND OTHERS OF BLUE GROUP -- June 2-4, 1954

9:30 a.m. Report to Message Center, room 110, Ad. Bldg.

9:50 a.m. Welcome and orientation talks in auditorium and room 219

10:20 a.m. Leave Administration Building in Blue Group Bus.

Stop No.	Seated at stop	Depart	
1	10:25	10:55	Enter and leave via main shop door. PROP.SYS.LAB. SHOP & ACCESS BLDG. - "FULL SCALE ENGINE RESEARCH" "We are now in the test chamber of the Propulsion Systems Laboratory, where Mr. E. W. Conrad (or Martin Saari) will begin the discussion of our full scale engine research. Mr. Conrad (or Mr. Saari)."
2	11:00	11:30	Enter and leave via main entrance 8x6 SWT OBSERVATION RM -- "STRUCTURAL EFFECTS OF AERODYN.HEATING" "You are now seated in the observation room of the 8- x 6-foot Supersonic Wind Tunnel. As explained this morning, at this inspection all three laboratories are collaborating. At this stop representatives of the NACA Langley Laboratory will present results of their investigations on structural effects of aerodynamic heating during high speed flight. Mr. Walter Rosen of the Langley Laboratory will begin the discussion. Mr. Rosen." (No first speaker alternate:)
COFFEE	11:30	11:50	Don't stop in 8x6 SWT for coffee. Walk across street to west door of PSL Equip. Bldg. and join White Group for coffee.
3	11:50	12:20	Move groups to seats. Leave via west exit. PROP. SYS. LAB. EQUIP. BLDG. -- "RESEARCH NEWSREEL" "You are now seated in the Equipment Building of the Propulsion Systems Laboratory. While you are here we first want to show you a new motion picture of research in facilities that there is not time to show you at first hand, as well as some experiments recently concluded, or setups too small for a group to see by other means. The movie is called "Research Newsreel," and was produced under the direction of Dr. Franklin K. Moore, assisted by Arthur Laufman and is narrated by Willson Hunter. May we see the movie, please?" -----"Now, in the remaining time we would like to show you the equipment that enables us to simulate high speed, high altitude engine test conditions in the altitude tanks of the Propulsion Systems Laboratory. Follow me, please."
4	12:25	12:55	Enter and leave via main office door. Join Gold Group. ENG. PROP. RES. BLDG. -- "COMPRESSOR RESEARCH" "We are now in the shop area of one of the full scale engine sea level test buildings, where Mr. Harold Finger (or Robert English) will discuss compressor research, which is one phase of NACA's study of engine components. Mr. Finger (Or Mr. English)."
LUNCH	1:00	2:00	Enter cafeteria via either door. Advise group bus will in in same location after lunch for resuming inspection.

Stop No.	Seated at stop	Depart	
5	2:05	2:35	Enter via front door, west corridor, basement stairs. Leave via basement stairs and back door. INSTRUMENT RES. BLDG. ROOM 11 - "FLOW VISUALIZATION TECHNIQUES" "As stated in the opening remarks this morning, the Ames and Langley Laboratories have joined forces with Lewis for this inspection. Here, in this optics laboratory in the Instrument Research Building, representatives of the Ames Laboratory will discuss one phase of their research. Mr. Victor Stevens (or Charles Michels) will begin the discussion of flow visualization techniques. Mr. Stevens (or Mr. Michels)."
6	2:40	3:10	Enter northeast corner and join Red Group at seats. FLIGHT HANGAR -- "AIRCRAFT OPERATING PROBLEMS RESEARCH" "We are now seated in the Flight Hangar where Mr. I. Irving Pinkel (or Solomon Weiss) will begin the discussion of aircraft operating problems research. Mr. Pinkel (or Mr. Weiss)."
COKE	3:10	3:30	"We will have a 15-minute break for refreshments during which time we will be joined by two additional groups. The inspection will then be resumed and you will board your regular busses at the corner diagonally opposite where you entered the hangar. After talks and reverse thrust demonstration, proceed to coke stand in center of hangar. White and Gold groups will join there. Leave via southwest door.
7	3:30	4:00	Enter via front door, center basement stairs, furnace room. Leave via north outside stair well. MATERIALS & STRESSES BLDG. -- " RES. PROBLEMS IN NUCLEAR PROP." "We are now in one of the laboratories of the Materials and Stresses Building, where Mr. Donald Bogart (or Frank Rom, or Dr. Robert McCready) will begin the discussion of research problems in nuclear propulsion for aircraft. Mr. Bogart (or Mr. Rom, or Dr. McCready)."
8	4:05	4:35	Enter via C&T wing entrance, engine overhaul, west corridor. Leave via west corridor and NW-1. ERB, CW-5 - "COMBUSTION AND FUELS RESEARCH" "We are now in one of many control rooms in the Engine Research Building. This control room normally operates turbojet combustion research setups in adjacent rooms. Today Mr. Wilfred Scull (or Richard Donlon) will begin the discussion of Combustion and Fuels Research. Mr. Scull (or Mr. Donlon)."
PICNIC	4:40		(In Bus: "This concludes the technical presentations. We now invite you to join us at the Picnic Grounds for a Social Hour." Return group to Ad.Bldg. front entrance. You are officially dismissed of duties at this time. Some busses will be dispatched to airport or downtown to meet airplane or train connections. Other busses will return to Picnic Ground for "get-gotether" and will depart whenever visitors are ready. All assisting personnel are welcome to join visitors at Picnic Grounds.

INSTRUCTIONS TO GROUP LEADERS AND OTHERS OF GOLD GROUP - June 2-4, 1954

:30 a.m. Report to Message Center, room 110, Ad. Bldg.

9:50 Welcome and orientation talks in auditorium and room 219

10:20 Leave Ad. Bldg. in Gold Group Bus.

Stop No.	Seated at stop	Depart	
1	10:25	10:55	Enter via front door, west corridor and basement stairs. Leave via basement stairs and back door. INSTRUMENT RES. BLDG. ROOM 11 - "FLOW VISUALIZATION TECHNIQUES" "As stated in the opening remarks this morning, the Ames and Langley Laboratories have joined forces with Lewis for this inspection. Here, in this optics laboratory in the Instrument Research Building, representatives of the Ames Laboratory will discuss one phase of their research. Mr. Victor Stevens (or Charles Michels) will begin the discussion of flow visualization techniques. Mr. Stevens (or Mr. Michels)."
2	11:00	11:30	Enter via front door, center basement stairs, furnace room. Leave via north outside stair well. MATERIALS AND STRESSES BLDG. -- "RES. PROBLEMS IN NUCLEAR PROP." "We are now in one of the laboratories of the Materials and Stresses Building, where Mr. Donald Bogart (or Frank Rom, or Dr. Robert McCready) will begin the discussion of research problems in nuclear propulsion for aircraft. Mr. Bogart (Or Mr. Rom, or Dr. McCready)."
COFFEE	11:30	11:50	Enter C&T office, then thru engine overhaul to room W-2. Leave via west corridor to CW-5.
3	11:50	12:20	Enter from W-2, leave via west corridor and NW-1. ERB, CW-5 - "COMBUSTION AND FUELS RESEARCH" "We are now in one of many control rooms in the Engine Research Building. This control room normally operates turbojet combustion research setups in adjacent rooms. Today Mr. Wilfred Scull (or Richard Donlon) will begin the discussion of Combustion and Fuels research. Mr. Scull (or Mr. Donlon)."
4	12:25	12:55	Enter and leave via main shop door. Join Blue Group. ENGINE PROP. RES. BLDG. - "COMPRESSOR RESEARCH" "We are now in the shop area of one of the full scale engine sea level test buildings, where Mr. Harold Finger (or Robert English) will discuss compressor research, which is one phase of NACA's study of engine components. Mr. Finger (or Mr. English)."
LUNCH	1:00	2:00	Enter cafeteria via either entrance. Advise group bus will be in same location after lunch for resuming inspection.

Stop No.	Seated at stop	Depart	
5	2:05	2:35	Enter and leave via main shop door. PROPULSION SYST. LAB, SHOP & ACCESS BLDG. - "FULL SCALE ENG.RES" "We are now in the test chamber of the Propulsion Systems Laboratory, where Mr. E. W. Conrad (or Martin Saari) will begin the discussion of our full scale engine research. Mr. Conrad (or Mr. Saari)."
6	2:40	3:10	Enter and leave via main entrance. 8x6 SWT OBSERVATION ROOM - "STRUCTURAL EFF. OF AERODYN.HEATING" "You are now seated in the observation room of the 8- x 6-foot Supersonic Wind Tunnel. As explained this morning, at this inspection all three laboratories are collaborating. At this stop representatives of the NACA Langley Laboratory will present results of their investigations on structural effects of aerodynamic heating during high speed flight. Mr. Walter Rosen of the Langley Laboratory will begin thediscussion. Mr. Rosen." (No first speaker alternate).
COKE	3:10	3:30	Don't stop in 8x6 for coke. Move to Flight Hangar and enter northeast corner. Join White Group and proceed to refreshment area in center of hangar, and join Red and Blue Groups already there.
7	3:30	4:00	With White Group move to seats at east end of Hangar. Leave via southwest corner of hangar after talks and airplane demonstration. FLIGHT HANGAR -- "AIRCRAFT OPERATING PROBLEMS RESEARCH" "We are now seated in the Flight Hangar where Mr. I. Irving Pinkel (or Solomon Weiss) will begin the discussion of aircraft operating problems research. Mr. Pinkel (or Weiss)."
8	4:05	4:35	Enter small door, leave via west door. PROP. SYSTE. LAB. EQUIPMENT BLDG. - "RESEARCH NEWSREEL" "You are now seated in the Equipment Building of the Propulsion Systems Laboratory. While you are here we first want to show you a new motion picture of research in facilities that there is not time to show you at first hand, as well as some experiments recently concluded, or setups too small for a group to see by other means. The movie is called "Research Newsreel" and was produced under the direction of Dr. Franklin K. Moore, assisted by Arthur Laufman and is narrated by Will son Hunter. May we see the movie, please?" --------"Now, in the remaining time we would like to show you the equipment that enables us to simulate high speeds, high altitude engine test conditions in the altitude tanks of the Propulsion Systems Laboratory. Follow me, please."
PICNIC	4:40		(In bus: "This concludes the technical presentations. We now invite you to join us at the Picnic Grounds for a Social Hour." Return group to Ad. Bldg. front entrance. You are officially dismissed of duties at this time. Some busses will be dispatched to airport or downtown; others to picnic grounds. All assisting personnel are welcome to join visitors at Picnic Grounds.

INSTRUCTIONS TO GROUP LEADERS AND OTHERS OF GREEN GROUP - June 2-4, 1954

9:30 a.m. Report to Message Center, room 110, Ad. Bldg.
9:50 Welcome and orientation talks in auditorium and room 219
10:20 Leave Ad. Bldg. in Green bus.

Stop No.	Seated at stop	Depart	
1	10:25	10:55	Enter via main door, center basement stairs, and furnace room. Leave via north outside stair well. MATLS. & STRESSES BLDG. - "RES.PROBLEMS IN NUCLEAR PROPULSION" "We are now in one of the laboratories of the Materials and Stresses Bldg. where Mr. Donald Bogart (or Frank Rom, or Dr. Robert McCready) will begin the discussion of research problems in nuclear propulsion for aircraft. Mr. Bogart (or Mr. Rom, or Dr. McCready)."
2	11:00	11:30	Enter northeast corner of Hangar, join Tan Group. Move to south side for demonstration after talk. Then to center of Hangar for Coffee break. Leave via southwest corner. FLIGHT HANGAR -- "AIRCRAFT OPERATING PROBLEMS RESEARCH" "We are now seated in the Flight Hangar where Mr. I. Irving Pinkel (or Solomon Weiss) will begin the discussion of aircraft operating problems research. Mr. Pinkel (or Weiss)."
COFFEE	11:30	11:50	After the talks and airplane reverse thrust demonstration, say .."We will have a 15-minute break for refreshments, during which time we will be joined by two additional groups (Brown and Gray). The inspection will then be resumed and you will board your regular busses at the corner diagonally opposite where you entered the Hangar.
3	11:50	12:20	Enter via main entrance, west corridor, basement stairs. Leave via same stairs and back exit. INSTRUMENT RESEARCH BLDG. ROOM 11 - "FLOW VISUALIZATION TECHNIQUES" "As stated in the opening remarks this morning, the Ames and Langley laboratories have joined forces with Lewis for this inspection. Here, in this optics laboratory in the Instrument Research Building, representatives of the Ames Laboratory will discuss one phase of their research. Mr. Victor Stevens (or Charles Michels) will begin the discussion of flow visualization techniques. Mr. Stevens (or Mr. Michels)."
4	12:25	12:55	Enter via C&T Office entrance and engine overhaul. Leave via west corridor and NW-1. ERB, CW-5 - "COMBUSTION AND FUELS RESEARCH" "We are now in one of many control rooms in the Engine Research Building. This control room normally operates turbojet combustion research setups in adjacent rooms. Today Mr. Wilfred Scull (or Richard Dohlon) will begin the discussion of combustion and fuel research. Mr. Scull (or Mr. Donlon)."
LUNCH	1:00	2:00	Enter either door of cafeteria. Advise bus will be in same location after lunch.

Stop No.	Seated at stop	Depart	
5	2:05	2:35	Enter and leave via main shop door. Join brown group. ENGINE PROP.RES.BLDG. -- "COMPRESSOR RESEARCH" "We are now in the shop area of one of the full scale engine sea level test buildings where Mr. Harold Finger (or Robert English) will discuss compressor research, which is one phase of NACA's study of engine components. Mr. Finger (or Mr. English)."
6	2:40	3:10	Enter and leave via main shop door. PSL SHOP AND ACCESS BLDG. * "FULL SCALE ENGINE RESEARCH" "We are now in the test chamber of the Propulsion Systems Laboratory, where Mr. E. W. Conrad (or Martin Saari) will begin the discussion of our full-scale engine research. Mr. Conrad (or Mr. Saari)." at PSL EQUIP. BLDG.
COKE	3:10	3:30	Enter small doors/and leave via west door. Join tan group at refreshment stand.
7	3:30	4:00	Move group to seats. Leave via west exit. PSL EQUIPMENT BLDG. - "RESEARCH NEWSREEL" "You are now seated in the Equipment Building of the Propulsion Systems Laboratory. While you are here we first want to show you a new motion picture of research in facilities that there is not time to show you at first hand, as well as some experiments recently concluded, or setups too small for a group to see by other means. The movie is called "Research Newsreel" and was produced under the direction of Dr. Franklin K. Moore, assisted by Arthur Laufman, and is narrated by Willson Hunter. May we see the movie,please?" -----"Now, in the remaining time we would like to show you the equipment that enables us to simulate high speed, high altitude engine test conditions in the altitude tanks of thePropulsion Systems Laboratory. Follow me, please."
8	4:05	4:35	Walk to main entrance of 8x6 SWT. Leave via same door. 8x6 SWT OBSERVATION ROOM - "STRUCTURAL EFF. OF AERODYN.HEATING" "You are now seated in the observation room of the 8x6-foot Supersonic Wind Tunnel. As explained this morning, at this inspection all three laboratories are collaborating. At this stop representatives of the NACA Langley Laboratory will present resultsof their investigations on structural effects of aerodynamic heating during high speed flight. Mr. Walter Rosen of the Langley Laboratory will begin the discussion. Mr. Rosen." (No first speaker alternate.)
PICNIC	4:40		(In bus: "This concludes the technical presentations. We now invite you to join us at the Picnic Grounds for a Social Hour.") Return group to Ad. Bldg. front entrance. You are officially dismissed of duties at this time. Some busses will be dispatched to airport or downtown to meet airplane or train connections. Other busses will return to Picnic Ground for "get-Together" and will depart whenever visitors are ready. All assisting personnel are welcome to join visitors at Picnic Grounds.

INSTRUCTIONS TO GROUP LEADERS AND OTHERS IN BROWN GROUP -- June 2-4, 1954

9:30 a.m. Report to message center, room 110, Ad. Bldg.

:30 Welcome and orientation talks in auditorium and room 219

10:20 Leave Administration Building in Brown bus.

Stop No.	Seated at stop	Depart	
1	10:25	10:55	Enter small door. After movie tour building to west exit. PSL EQUIPMENT BLDG. - "RESEARCH NEWSREEL" "you are now seated in the Equipment Building of the Propulsion Systems Laboratory. While you are here we first want to show you a new motion picture of research in facilities that there is not time to show you at first hand, as well as some experiments recently concluded, or setups too small for a group to see by other means. The movie is called "Research Newsreel" and was produced under the direction of Dr. Franklin K. Moore, assisted by Arthur Laufman, and is narrated by Willson Hunter. May we see the movie, please." -----"now, in the remaining time we would like to show you the equipment that enables us to simulate high speed, high altitude engine test conditions in the altitude tanks of the Propulsion Systems Laboratory. Follow me, please."
2	11:00	11:30	Enter via C&T Office entrance and engine overhaul. Leave via west corridor and NW-1 ERB, CW-5 - "COMBUSTION AND FUELS RESEARCH" "We are now in one of many control rooms in the Engine Research Building. This control room normally operates turbojet combustion research setups in adjacent rooms. Today Mr. Wilfred Scull (or Richard Donlon) will begin the discussion of combustion and fuel research. Mr. Scull (or Mr. Donlon)."
COFFEE	11:30	11:50	Enter northeast corner of Hangar with Gray group, to join Green and Tan Group at refreshment stand in center of Hangar.
3	11:50	12:20	Proceed to seats at east end of Hangar with Gray group. Leave via southwest corner of Hangar after talks and airplane demonstration. FLIGHT HANGAR -- "AIRCRAFT OPERATING PROBLEMS RESEARCH" "We are not seated in the Flight Hangar where Mr. I. Irving Pinkel (or Solomon Weiss) will begin the discussion of aircraft operating problems research. Mr. Pinkel (or Mr.Weiss)."
4	12:25	12:55	Enter via main door, center basement stairs, and furnace room. Leave via north outside stair well. MATLS. & STRESSES BLDG. - "RES.PROBLEMS IN NUCLEAR PROPULSION" "We are now in one of the laboratories of the Materials and Stresses Building, where Mr. Donald Bogart (or Frank Rom, or Dr. Robert McCready) will begin the discussion of research problems in nuclear propulsion for aircraft. Mr. Bogart (or Mr. Rom, or Dr. McCready)."
LUNCH	1:00	2:00	Enter cafeteria via either door. Advise bus will be same location after lunch.

Stop No.	Seated at stop	Depart	
5	2:05	2:35	Enter and leave via main shop door. Join Green Group. ENGINE PROP.RES.BLDG. -- "COMPRESSOR RESEARCH" "We are now in the shop area of one of the full scale engine sea level test buildings, where Mr. Harold Finger (or Robert English) will discuss compressor research, which is one phase of NACA's study of engine components. Mr. Finger (or Mr. English)."
6	2:40	3:10	Enter via main entrance, west corridor, basement stairs; leave via same stairs and back exit. INSTRUMENT RES.BLDG. ROOM 11 - "FLOW VISUALIZATION TECHNIQUES" "As stated in the opening remarks this morning, the Ames and Langley laboratories have joined forces with Lewis for this inspection. Here, in this optics laboratory in the Instrument Research Building, representatives of the Ames Laboratory will discuss one phase of their research. Mr. Victor Stevens (or Charles Michels) will begin the discussion of flow visualization techniques. Mr. Stevens (or Mr.Michels)."
COKE	3:10	3:30	Proceed to 8x6 SWT Lobby, for Coke.
7	3:30	4:00	Enter observation room from lobby. 8x6 SWT OBSERVATION ROOM - "STRUCTURAL EFF. OF AERODYN.HEATING" "You are now seated in the observation room of the 8x6-foot Supersonic Wind Tunnel. As explained this morning, at this inspection all three laboratories are collaborating. At this stop representatives of the NACA Langley Laboratory will present results of their investigations on structural effects of aerodynamic heating during high speed flight. Mr. Walter Rosen of the Langley Laboratory will begin the discussion. Mr. Rosen." (No first alternate speaker.)
8	4:05	4:35	Enter and leave via main shop door. PSL SHOP & ACCESS BLDG. - "FULL SCALE ENGINE RESEARCH" "We are now in the test chamber of the Propulsion Systems Laboratory, where Mr. E. W. Conrad (or Martin Saari) will begin the discussion of our full scale engine research. Mr. Conrad (or Mr. Saari)."
PICNIC	4:40		(In bus: "This concludes the technical presentations. We now invite you to join us at the Picnic Grounds for a Social Hour.")

Return group to Ad. Bldg. front entrance. You are officially dismissed of duties at this time. Some busses will be dispatched to airport or downtown to meet airplane or train connections. Other busses will return to Picnic Ground for "get-together" and will depart whenever visitors are ready. All assisting personnel are welcome to join visitors at Picnic Grounds.

INSTRUCTIONS TO GROUP LEADERS AND OTHERS OF TAN GROUP - June 2-4, 1954

9:30 a.m. Report to message center, room 110, Ad. Bldg.
9:50 Welcome and orientation talks in auditorium androom 219
10:20 Leave Ad. Bldg. in Tan Bus.

Stop No.	Seated at stop	Depart	
1	10:25	10:55	Enter C&T office, through center section to CW-5. Leave via west corridor and NW-1. ERB, CW-5 -- "COMBUSTION AND FUELS RESEARCH." "We are now in one of many control rooms in the Engine Research Bldg. This control room normally operates turbojet combustion research setups in adjacent rooms. Today Mr. Wilfred Scull (or Richard Donlon) will begin the discussion of combustion and fuels research. Mr. Scull (or Mr. Donlon)."
2	11:00	11:30	Enter northeast corner of hangar. Join Green group at seats. Move to south side for demonstration after talks. FLIGHT HANGAR -- "AIRCRAFT OPERATING PROBLEMS RESEARCH" "We are now seated in the Flight Hangar where Mr. I. Irving Pinkel (or Solomon Weiss) will begin the discussion of aircraft operating problems research. Mr. Pinkel (or Weiss)." -- For coffee break the following remarks should be made after thetalks and reverse thrust demonstration: .."We will have a 15 minute break for refreshments during which time we will be joined by two additional groups (Brown and Gray). The inspection will then be resumed and you will board your regular busses at the corner diagonally opposite where you entered the hangar."
COFFEE	11:30	11:50	Move to center of hangar to refreshment stand. There you will be joined by the Brown and Gray groups. Leave via southwest corner.
3	11:50	12:20	Enter via main door, center stairs, furnace room to room 4. Leave via north outside stair well. MATLS. & STRESSES BLDG. - "RES.PROBLEMS IN NUCLEAR PROPULSION" "We are now in one of the laboratories of the Materials and Stresses Bldg., where Mr. Donald Bogart (or Frank Rom, or Dr. Robert McCready) will begin the discussion of researh problems in nuclear propulsion for aircraft. Mr. Bogart.."
4	12:25	12:55	Enter via front entrance, left corridor, stairs to basement. Leave via same stairs and back door. INSTRUMENT RES.BLDG. ROOM 11 - "FLOW VISUALIZATION TECHNIQUES" "As stated in the opening remarks this morning, the Ames and Langley laboratories have joined forces with Lewis for this inspection. Here, in this optics laboratory in the Instrument research Building, representatives of the Ames Laboratory will discuss one phase of their research. Mr. Victor Stevens (or Charles Michels) will begin the discussion of flow visualization techniques. Mr. Stevens (or Michels)."
LUNCH	1:00	2:00	Enter cafeteria via either door. Advise group that bus will be in same location after lunch.

Stop no.	Seated at stop	Depart	
5	2:05	2:35	Enter and leave via main door. 8x6 SWT OBSERVATION RM. - "STRUCT. EFFECTS OF AERODYN.HEATING" "You are now seated in the Observation Room of the 8x6 foot Supersonic Wind Tunnel. As explained this morning, at this inspection all three laboratories are collaborating. At this stop representatives of the NACA Langley laboratory will present results of their investigations on structural effects of aerodynamic heating during high speed flight. Mr. Walter Rosen of the Langley laboratory will begin the discussion. Mr. Rosen." (No first speaker alternate).
6	2:40	3:10	Walk to small door of PSLEB. After talks tour building to coke stop at west exit. PSL EQUIP. BLDG. * "RESEARCH NEWSREEL" "You are now seated in the Equipment Building of the Propulsion Systems Laboratory. While you are here we first want to show you a new motion picture of research in facilities that there is not time to show you at first hand, as well as some experiments recently concluded, or setups too small for a group to see by other means. The movie is called "Research Newsreel" and was produced under the direction of Dr. Franklin K. Moore, assisted by Arthur Laufman and is narrated by Willson Hunter. May we see the movie, please?" ---"Now, in the remaining time we would like to show you the equipment that enables us to simulate high speed, high altitude engine test conditions in the altitude tanks of the Propulsion Systems Laboratory. Follow me, please."
COKE	3:10	3:30	Joined by Green Group at coke stop. Leave via west exit.
7	3:30	4:00	PSL SHOP AND ACCESS BLDG. - "FULL SCALE ENGINE RESEARCH" "We are now in the test chamber of the Propulsion Systems Laboratory, where Mr. E. W. Conrad (or Martin Saari) will begin the discussion of our full scale engine research. Mr. Conrad (or Mr. Saari)."
8	4:04	4:35	Enter and Leave by shop door. Joined there by Gray group. ENG. PROP. RES. BLDG. - "COMPRESSOR RESEARCH" "We are now in the shop area of one of the full-scale engine sea level test buildings where Mr. Harold Finger (or Robert English) will discuss compressor research, which is one phase of NACA's study of engine components. Mr. Finger (or Mr. English)."
PICNIC	4:40		(In bus: "This concludes the technical presentations. You are now invited to the Picnic Grounds for a social hour." Return group to Ad.Bldg. front entrance. You are officially dismissed of duties at this time. Some busses will be dispatched to airport or downtown to meet airplane or train connections. Other busses will return guests to Picnic Ground for "get-together" and will depart whenever visitors are ready. All assisting personnel are welcome to join visitors at Picnic Grounds.

INSTRUCTIONS FOR GROUP LEADERS AND OTHERS -- GREY GROUP -- June 2-4, 1954

9:30 a.m. Report to message center, room 110, Ad. Bldg.
9:50 Welcome and orientation talks in auditorium and room 219
10:20 Leave Ad. Bldg. in Grey Bus.

Stop No.	Seated at stop	Depart	
1	10:25	10:55	Enter and leave via main door. 8x6 SWT OBSERVATION RM. - "STRUCT. EFFECTS OF AERODYN. HEATING" "You are now seated in the Observation Room of the 8x6 Supersonic Wind Tunnel. As explained this morning, at this inspection all three laboratories are collaborating. At this stop representatives of the NACA Langley laboratory will present results of their investigations on structural effects of aerodynamic heating during high speed flight. Mr. Walter Rosen of the Langley laboratory will begin the discussion. Mr. Rosen." (No first speaker alternate.)
2	11:00	11:30	Enter via front entrance, left corridor, stairs to basement. Leave via same stairs and back door. INSTRUMENT RES. DLB. ROOM 11 - "FLOW VISUALIZATION TECHNIQUES" "As stated in the opening remarks this morning, the Ames and Langley laboratories have joined forces with Lewis for this inspection. Here, in this optics laboratory in the Instrument Research Building, representatives of the Ames laboratory will discuss one phase of their research. Mr. Victor Stevens (or Charles Michels) will begin the discussion of flow visualization techniques. Mr. Stevens (or Michels)."
COFFEE	11:30	11:50	Travel to Hangar for coffee break. Enter northeast corner of hangar, where you will join Brown group. Then join Green and Tan groups at refreshment stand in center of hangar.
3	11:50	12:20	Go to seats at east end with Brown Group. Move to south side for demonstrations. Leave via southwest door. FLIGHT HANGAR -- "AIRCRAFT OPERATING PROBLEMS RESEARCH" "We are now seated in the Flight Hangar where Mr. I. Irving Pinkel (or Solomon Weiss) will begin the discussion of aircraft operating problems research. Mr. Pinkel (or Mr. Weiss)."
4	12:25	12:55	Enter and leave via shop door. PSL SHOP AND ACCESS BLDG. - "FULL SCALE ENGINE RESEARCH" "We are now in the test chamber of the Propulsion Systems Laboratory, where Mr. E. W. Conrad (or Martin Saari) will begin the discussion of our full scale engine research. Mr. Conrad (or Mr. Saari)."
LUNCH	1:00	2:00	Enter cafeteria via either entrance. Advise group that bus will be in same location after lunch.

Stop No.	Seated at stop	Depart	
5	2:05	2:35	Enter small door. Tour building after talks, to west exit. PSL EQUIPMENT BLDG. - "RESEARCH NEWSREEL" "you are now seated in the Equipment Building of the Propulsion Systems Laboratory. While you are here we first want to show you a new motion picture of research in facilities that there is not time to show you at first hand, as well as some experiments recently concluded, or setups too small for a group to see by other means. The movie is called "Research Newsreel" and was produced under the direction of Dr. Franklin K. Moore, assisted by Arthur Laufman and is narrated by Willson Hunter. May we see themovie, please?" ---"Now, in the remaining time we would like to show you the equipment that enables us to simulate high speed, high altitude engine test conditions in the altitude tanks of the Propulsion Systems Laboratory. Follow me, please."
6	2:40	3:10	Enger via main door, center stairs, furnace room to rm. 4. Leave via north outside stair well. MATLS AND STRESSES BLDG. - "RES.PROBLEMS IN NUCLEAR PROPULSION" "We are now in one of the laboratoriesof the Materials and Stresses. Bldg. where Mr. Donald Bogart (or Frank Rom, or Dr. Robert McCready) will begin the discussion of research problems in nuclear propulsion for aircraft. Mr. Bogart.."
COKE	3:10	3:30	Travel to W-2 for coke stop. Enter via C&T office, engine overhaul to W-2.
7	3:30	4:00	From W-2 via west corridor to SW-5. Exit via west corridor and NW-1. ERB, CW-5 - "COMBUSTION AND FUELS RESEARCH." "We are now in one of many control rooms in the Engine Research Building. This control room normally operates turbojet combustion research setups in adjacent rooms. Today Mr. Wilfred Scull (or Richard Donlon) will begin the discussion of combustion and fuels research. Mr. Scull (or Mr. Donlon)."
8	4:05	4:35	Enter and leave by shop door. Joined by Tan Group. ENG. PROP. RES. BLDG. - "COMPRESSOR RESEARCH" "We are now in the shop area of one of the full-scale engine sea level test buildings where Mr. Harold Finger (or Robert English) will discuss compressor research, which is one phase of NACA's study of engine components. Mr. Finger)or Mr. English)."
PICNIC	4:40		(In bus: "This concludes our technical presentations. You are now invited to adjourn to the Picnic Grounds for a social hour.") Return group to Ad. Bldg. front entrance. You are officially dismissed of duties at this time. Some busses will be dispatched to airport or downtown to meet airplane or train connections. Other busses will return guests to Picnic Ground for "get-together" and will depart whenever visitors are ready. All assisting personnel are welcome to join visitors at Picnic Grounds.

GENERAL INSTRUCTIONS AT THE COFFEE AND COKE STOPS

The 1954 Inspection of the Lewis Laboratory is to be held on June 2, 3 and 4, 1954, and the following girls will serve coffee at 11:30 a.m. and coco-cola at 3:10 p.m. to the guests visiting the laboratory.

Your station will be set up with white paper on the table for you to start serving on June 2nd, but you are then responsible to see that everything is picked up after the serving of coffee and clean paper is put on the table for the coco-cola in the afternoon, likewise, after serving coco-cola.

The coffee will be made in the Cafeteria and brought to your station by truck in large thermos jugs before 11:15 a.m. for serving at 11:30 a.m. along with a supply of paper cups, wooden spoons, cream, cubed sugar and napkins for the day. Coffee cream will be supplied in 1/2 pint containers and the full container should be used for each pitcher of coffee. Plastic dishes will be furnished for the cubed sugar and should be spread out at various places on the table. Paper coffee cups with handles will be used. If the coffee is extra hot, you are requested to have it poured out in pitchers before the time of serving. Serve one pitcher of coffee with cream already mixed, and the other pitcher with black coffee. One girl should dispense coffee from the thermos jug; one girl pour black coffee; one girl pour coffee with cream while the fourth girl should keep the pourers supplied with filled pitchers and sell cigarettes and cigars should any of the guest desire them.

Coco-cola containers will be at the station and enough coke will be delivered to your station at the same time as the coffee. Ice will be delivered direct to the container by the Ice man. After you have served coffee, be sure the coke container is filled with bottles so it definitely gets cold by 3:10 p.m. Put empty bottles in the containers along with the filled bottles so supplies not used will be returned to the Stock Room. It is asked that one girl keep the box of straws in her possession for the next serving of coke.

A supply of cigarettes will be given to each station for the three days and we ask that one girl be responsible for keeping the money and the cigarettes in her possession until after the Inspection. Additional cartons of the standard brands of cigarettes can be gotten in Room 108c, Administration Building. Sell the cigarettes at 21¢ per pack or $1.95 per carton. Turn in your money and the cigarettes not sold on Monday, June 7, 1954, to Esther Wagner, Room 108c, Administration Building. Viceroy cigarettes sell at 22¢ pack.

A meeting at your station of the girls is to be held on Tuesday, June 1st, at the various times as listed under your station, so please be there for final instruction.

Many thanks for helping by serving the guests at the rest stops, and as a token of appreciation, we are asking that you come over to the Cafeteria at 2:00 p.m. on Friday, June 4th, for free coffee and ice cream.

HANGAR, EAST END
120 guests

Joyce Jones
Mary Kane
Pat Norris
Helen Ann Mark
Agnes Esses

10:00 a.m.
June 1, 1954

HANGAR, EAST END
120 guests

Annabelle McClain
Rosemary Troughton
Marie Stover
Marge Donaker
Emily Ertl

10:15 a.m.
June 1, 1954

ERB - CAFETERIA
60 guests

Pat Sweeney
Julia Schuster
Kay Hovanek
Betty Moeckel

10:30 a.m.
June 1, 1954

PSL - EQUIP.BLDG
120 guests

Ellen Hilliker
Rose Schalla
Marie Henkel
Dorothy Hood
Marguerite Jereb

10:45 a.m.
June 1, 1954

8x6 SWT, LOBBY
60 guests

Alma Wildy
Anne Ristoff
Mary Allen
Mable Allen

(11:00 a.m.
June 1, 1954)

GENERAL INFORMATION FOR GUESTS ARRIVING BY AIRPLANE

ESCORTS

Visitors will be escorted to the Administration Building via the Flight Research Office Building corridor. 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. Pilots and crew chiefs are authorized to sign gas chits. Contract fuel is available.

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.

W. H. SWANN, J. S. ALGRANTI - PAX 4278, 4171

WEATHER

We have circuit #2 weather available and can get additional weather upon request. W. H. SWANN, J. S. ALGRANTI-PAX 4278, 4171

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 to your crew.

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 the Hangar).

HUNTER, WILLSON H.
OFFICE OF CHIEF OF RES.
202 PSL

NACA-Lewis

Cleveland, Ohio
May 24, 1954

Memorandum for Staff

Subject: Revising the Cafeteria Luncheon Schedule during Inspection

1. The Lewis 1954 Inspection will be held on June 2, 3 and 4, 1954, and the schedule for all three days provides that luncheon will be served to the guests at 1:00pm in the Main Cafeteria.

2. The Cafeteria will start serving lunch to NACA employees at 11:00am each day of the Inspection and end the serving promptly at 12:00 o'clock. Therefore, it will be necessary that the Cafeteria be cleared of all laboratory personnel not later than 12:15pm on the above dates. The ERB Room will be open as usual all day and will be set up to take care of anyone desiring to eat after 12:00 o'clock.

3. The small dining room will be closed from Thursday, May 27th through Friday, June 4, 1954.

J. S. Brown
Administrative Management Officer

WD
JSB:jmc

cc to each employee
NACA Headquarters
Files

NACA - Lewis

Cleveland, Ohio
May 26, 1954

MEMORANDUM For Each Employee

Subject: Open House, Sunday, June 6, 1954

1. On Sunday, June 6, Laboratory employees and their families will be given an opportunity to inspect the Laboratory facilities from 1:00 p.m. to 5:00 p.m. Citizens of the United States only may be admitted under present security regulations, and the general public may not be invited.

2. Tickets will be issued, through Division Offices, for all persons desiring to attend the Open House demonstrations. One ticket will be required for each adult and the names of children under the age of 12 years must be written on an adult ticket. Admittance will be restricted to the Main Gate and confusion can be avoided if these tickets are completed before reaching this entrance of the Laboratory. Employees should accompany their guests and shall be responsible for their conduct while on the Laboratory grounds. Requests for exceptions to these restrictions may be directed to the Security Officer for consideration, PAX 4152.

3. 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. 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 door in laboratory buildings such as Fuels and Lubricants, Instruments, 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.

4. During Open House the talks, substantially the same as given during the Inspection, will be repeated approximately every 30 minutes (starting on the hour) at the locations and on the subjects shown in the attached schedule. The M&S demonstrations will be moved to the Auditorium on this day and will be televised into Room 219 of the Administration Building to take care of any overflow from the Auditorium.

5. Refreshments will be sold at the Cafeteria, the ERB Room, and possibly at several other temporary locations about the Laboratory.

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
Director

WHH:mch

STOP TITLES	LOCATIONS
Compressor Research	Engine Propeller Research Bldg. #2
Full Scale Engine Research	Propulsion Systems Lab. - Shop & Access Building
Structural Effects of Aerodynamic Heating	8- x 6- Supersonic Wind Tunnel - Observation Room
Research Newsreel	Propulsion Systems Lab. Equipment Bldg.
Combustion and Fuels Research	Engine Research Bldg., CW-5
Aircraft Operating Problems Research	Flight Hangar
Flow Visualization Techniques	Instrument Research Bldg., Room 11
Research Problems in Nuclear Propulsion	Auditorium - Ad. Bldg., and Room 219 Ad. Bldg. (Televised)

NACA - Lewis

Cleveland, Ohio
June 7, 1954

MEMORANDUM For Staff

Subject: NACA Triennial Inspection of Lewis Laboratory on June 2, 3, and 4, 1954.

1. I want to congratulate the Lewis Laboratory staff and express appreciation for their excellent cooperative effort in planning, preparing, and executing the outstandingly successful 1954 NACA Triennial Inspection.

2. I wish every member of the staff could have heard the enthusiastic comments and very high praise I received from literally hundreds of the visitors on all the different aspects of the inspection. Not only were the talks, demonstrations and illustrative exhibit material highly commended, but also the many other supporting features received well deserved praise. The over-all handling of the visitors including registration, transportation, luncheon and special arrangements, the general fine appearance of the laboratory and its grounds and the friendly and courteous atmosphere, all were accorded many well earned compliments.

3. Every member of the staff contributed to the success of the inspection and is entitled to feel a high sense of satisfaction that he had a part in it and that the work of the laboratory is so well received and respected.

Edward R. Sharp
Director

cc: Executive Offices
Research, Service, and Adminstrative:
Division and Branch Chiefs
Section Heads
Unit Heads
Group Leaders
each employee
NACA Headquarters
Files

NACA - Lewis

Mr. Hunter

Cleveland, Ohio
June 14, 1954

MEMORANDUM For Purchase Files

Subject: Rental of draperies for 1954 Inspection

1. The velour draperies rented from Dramaturgy, Inc. to darken the Propulsion Systems Laboratory Shop and Access Building windows for the 1954 Triennial Inspection, the Open House, and the taking of record movies at that location, have satisfactorily performed the necessary function. It is recommended that the rental fee of $285 be paid to Dramaturgy, Inc.

Willson H. Hunter

WHH:js

Mr. Hunter
for PSLOB

July 6, 1954

Cleveland Transit System
1404 East Ninth Street
Cleveland 15, Ohio

Attention: Personnel Department

Gentlemen:

During the Inspection of this laboratory on June 2, 3, and 4, 1954, for which we chartered busses from your company, we were extremely well pleased with the efficiency, courtesy, and cooperation of the following drivers. In addition to picking up visitors from the downtown area and returning them, the drivers transported the visitors from place to place around the laboratory on a rigid time schedule.

From West 98th Station:

George Hance	William Kubas
Paul Good	Ennis Koble

From Madison Station:

William Render	John McLaughlin
James Fountaine	James Garrity

The dispatching of the busses from the laboratory at the close of the Inspection was very efficiently handled by Mr. Glenn A. Bahan.

We very much appreciate your assigning the same drivers for all three days of our inspection, since it greatly added to the efficiency of the operation.

We trust that our delay in writing you will not prevent commending these C.T.S. employees for their excellent service.

Yours very truly,

WHH:js

Willson H. Hunter

cc: Files, Mr. Wm. Dey, Mr. Hunter

PROJECTOR DATA-INSPECTION

MOVIE

1. P.S.L. Shop and Access 34-1/2' projection distance 40" x 60" screen size	New Brown B & Howell with 3" lens	Golde Long Tube 16" lens 1-1/2 x 2-1/8
2. Hangar 50' projection distance 60 x 75" screen size	Bell & Howell from Langley with 3" lens	19" lens Spencer 1-13/16 x 2-6/16
3. P.S.L. Equipment 4'9" x 6' Screen size 32' projection distance	Mogol Strong Arc with 2" lens	No slides
4. E.R.B. CW-5 36" x 48" screen size Projection distance 31'	De Vry with 3" lens Kodak	19" - 1-3/4 x 2-3/8 Spencer
5. Prop House Movie projection distance 50' Slide projection distance 40' 47" x 69" screen size	Black B & Howell with 4" lens	19" lens - Spencer 1-13/16 x 2-5/8
6. 8 x 6 Langley Stop Projection distance 28'	Old B & Howell 3" lens	No Slides
7. Instrument Ames Stop 33' Projection distance	Ampro with 2" lens	Langley Projector 2-1/4 x 3
8. M & S ----------	No projection	

Hunter

NACA-Lewis

Cleveland, Ohio

JUL 7 - 1954

From Lewis
To Langley

Subject: Langley participation in 1954 Triennial Inspection

Reference: Langley letter, June 11, 1954, FLT, JED JNK:fma
Enc.

1. In response to the reference letter, the record album containing all of the material presented at the 1954 Inspection is now being prepared and will be sent to Langley for your permanent possession.

2. Not included in the album will be color transparencies taken at the various stops. One set of three 35 mm transparencies of the Langley speakers and demonstrations is enclosed, and can be used for making copies or enlargements, as you wish. A duplicate set has been retained at this laboratory.

Jesse H. Hall

Abe Silverstein
Associate Director

WHH:js

Enclosures:
3 transparencies

cc: NACA Headquarters
Files
Mr. Hunter
Associate Director