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

Edward R. Sharp
Director

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

June 8, 1954

MEMORANDUM for the record

Subject: Points that may prove helpful at future NACA inspections

The writer was in charge of the message center and vehicle dispatching during the 1952 and 1954 inspections at the Lewis Laboratory. The following points are offered in the hope that they will aid in the planning for future inspections.

1. Commercial airline arrivals each morning should be met by two persons at the airport with one vehicle from 8:00 AM to 10:30 AM. From 9:00 to 9:45 it is advisable to have an additional vehicle and driver. Large easy to read signs "NACA transportation" should be displayed above the group. The writer was fortunate in having with him at the airport Mr. F. Nowakowski who had formerly worked for American Airlines. His knowledge of the airport and his personal acquaintance with airport personnel proved helpful in obtaining information and in meeting special guests.

2. Certain personal messages should be hand traveled to the addressee. These include, long or involved telegrams, or notes from the reservation desk giving confirmation of airline reservations. By sending a driver to find the group, contact the group leader or assistant and insure the delivery of such a message, any misinterpretation or mistakes by telephone are avoided. Short messages such as "Mr. Jones call operator 2 in Washington as soon as possible" can easily be delivered through an exhibit attache by telephone.

3. At the 1954 inspection we sent type written messages to each bus guide, asking him to read the message to his passengers. (The message gave the visitors the information that at the conclusion of the tour the bus would stop at the administration building for coats or for those who wished to depart immediately, then proceed to the picnic grounds and depart from there at intervals for the Administration Building, airport, and downtown.) We also sent typewritten announcements to the bus guides about lost and found articles. Such an announcement read to the passengers while on the bus probably is the most effective way of reaching all the guests. This should be pointed out to bus guides at future inspections.

4. At lunch time 1:00 - 2:00 PM it is advisable to have 2 drivers and 2 vehicles stand by at the cafeteria to provide any needed transportation.

5. As was learned in 1952 and confirmed in 1954, the most successful method of transporting visitors to the airport at the close of the day's activities is to have the busses stop at the airport on their way down town. Busses in 1954 were dispatched at 15 or 20 minute intervals from the picnic grounds or the hangar (in bad weather) by Mr. Bullock. They stopped at the administration building to pick up baggage and coats and then proceeded to the airport and downtown. This schedule seemed to work very satisfactorly.

Stan Truscott

116.1-444

FILES
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NACA - Lewis

X 116.1-441
X 116.1-64
X 110-64

Cleveland, Ohio
June 7, 1954

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Edward R Sharp

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cc: Executive Offices
Research, Service, and Admiminstrative:
Division and Branch Chiefs
Section Heads
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NACA-Lewis

116.1-444
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X110-64

Cleveland, Ohio
June 4, 1954

MEMORANDUM FOR ALL DIVISION & BRANCH CHIEFS

Subject: Open House, Sunday, June 6, 1954

1. In view of the fact that a very large number of tickets for the Open House demonstrations Sunday June 6 have been distributed to employees for the use of themselves and their families, it has been deemed advisable to withhold the issuance of any more tickets for this event. The demonstration facilities will be taxed to capacity with the number of persons whose attendance is now anticipated.

2. Division Chiefs are to remind their employees that admittance must be confined strictly to laboratory employees and their families, i.e. persons related to them either by blood or marriage.

3. The Security Office has received a number of requests for permission to bring friends and neighbors to the demonstration and these requests have been uniformly denied. Exceptions have however been granted to those employees who will bring "dates" with them.

4. Each adult, including laboratory employees, must present the morale activity ticket at the Main Gate upon admittance.

H B Bracy
for J. S. Brown
Administrative Management Officer

HBB:jmc

cc Executive Officers
Division and Branch Chiefs
NACA Headquarters
Files

NATIONAL ADVISORY COMMITTEE
FOR AERONAUTICS
LEWIS FLIGHT PROPULSION LABORATORY

116.1-444
X116.1-441
X116.2

OFFICIAL BULLETIN

Cleveland, Ohio
May 27, 1954

Langley Aeronautical Laboratory's Annual Carnival, June 4 and 5, 1954

The following self-explanatory letter from Dr. H. J. E. Reid, Director of the Langley Laboratory is called to your attention.

"Mr. W. Cecil Burtner, President of the NACA-Langley Morale Activities Association, has requested that I invite you and the staff of the Lewis Laboratory to attend the Seventh Annual Carnival to be held here Friday and Saturday, June 4 and 5th. The carnival will start after work (5:00 p.m. Eastern Standard Time) on Friday and at 2:00 p.m. on Saturday. A special luncheon in honor of visitors from Headquarters, Lewis and Wallops Island is planned for 12:00 noon on Saturday and I trust that you and a number of your staff will be able to visit us.

As usual, thousands of dollars worth of valuable prizes will be given away during the carnival, including a lady's or man's ensemble, a 3/4 ton air conditioning unit and an all expense vacation trip to Bermuda for two. Included in the activities will be games and athletic relays, a midway with many interesting game booths, pony rides and free gifts for the children, and dances on Friday and Saturday nights.

This informal occasion will afford an excellent opportunity for old friends to renew acquaintances and for the newer members of your staff to become better acquainted with the Langley employees. We are looking forward to a large group from Lewis attending the carnival and if we can be of assistance in making reservations or otherwise helping to make the Cleveland group's visit here a more enjoyable one, please let us know."

It is requested that all Lewis employees who plan to attend, regardless of whether or not accommodations or transportation are needed, contact the Administrative Management Office, PAX 2221 as soon as possible.

(June 7, 1954)

116.1-444
X 116.1-64
X 116.1-331
X 116.1-6

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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
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)