NASA Lewis Research Center
Cleveland, Ohio

February 28, 1973

MEMORANDUM

TO: Lewis Employees and Resident, Contractor, and NASA Exchange Personnel

FROM: Director

SUBJECT: Lewis Inspection: "Technology in the Service of Man", September 26 to September 30, 1973

From September 26 to September 30, 1973, the Lewis Research Center will present an Inspection on the theme, "Technology in the Service of Man". This Inspection will be a report on our stewardship of federal resources to leaders in government, education, labor, commerce, and industry. The object is to show our accomplishments and current programs in such a way that their benefits to man are evident. Subject matter will be predominantly from Lewis but will also embrace NASA-wide activities.

Planning and management of the Inspection has been assigned to the following:

Dr. Walter T. Olson, General Chairman
Hugh W. Harris
James J. Modarelli
Edward A. Richley
Arthur R. Wycoff, Jr.

Successful execution of the Inspection will require the efforts of many other members of the Center staff. I know I can count on you for your full cooperation in this important undertaking.

Bruce T. Lundin

Bruce T. Lundin

Copy Distribution:
List A-1

9-24-73

Ames

Pioneer spacecraft model
Jupiter model, with display

Flight Research Center

MC-2 pressure suit
T-1 pressure suit
(one other if needed to fill packing case

JSC

1/40 space shuttle model

KSC

Shuttle VAB tabletop model
Shuttle launch pad tabletop model

LaRC

Viking lander model
Scout model (in plastic case)

LeRC

Quiet clean experimental engine cutaway
P&W JT8D engine

MSFC

1/20 Saturn I-B
1/20 Saturn V (Skylab)
1/20 Skylab

Wallops

Seasat-A
Geos-C

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
WASHINGTON, D.C. 20546

REPLY TO ATTN OF: RD-M

December 14, 1972

MEMORANDUM FOR DR. LOW

SUBJECT: NASA Inspections

As you requested, the OAST Management Council discussed the desirability of initiating "Inspections" at the NASA Centers on a periodic basis similar to the inspections which NACA previously held annually.

It was concluded that NASA Inspections would be an effective means of displaying our programs and accomplishments and in rapidly disseminating technology to the user. OAST agrees to take the lead, specifically with the Lewis Research Center planning an Inspection for the fall of 1973. The tentative theme would be "Technology in the Service of Man" with emphasis on programs and accomplishments in areas such as noise reduction and pollution abatement. Approximately eight stops would be planned with six aimed at LeRC programs and the remaining two reserved for other NASA programs. A three-day inspection would be tentatively planned with attendance by Congress, Industry, and the public.

The other OAST Centers along with other NASA Centers can follow with succeeding inspections (either annually or semi-annually).

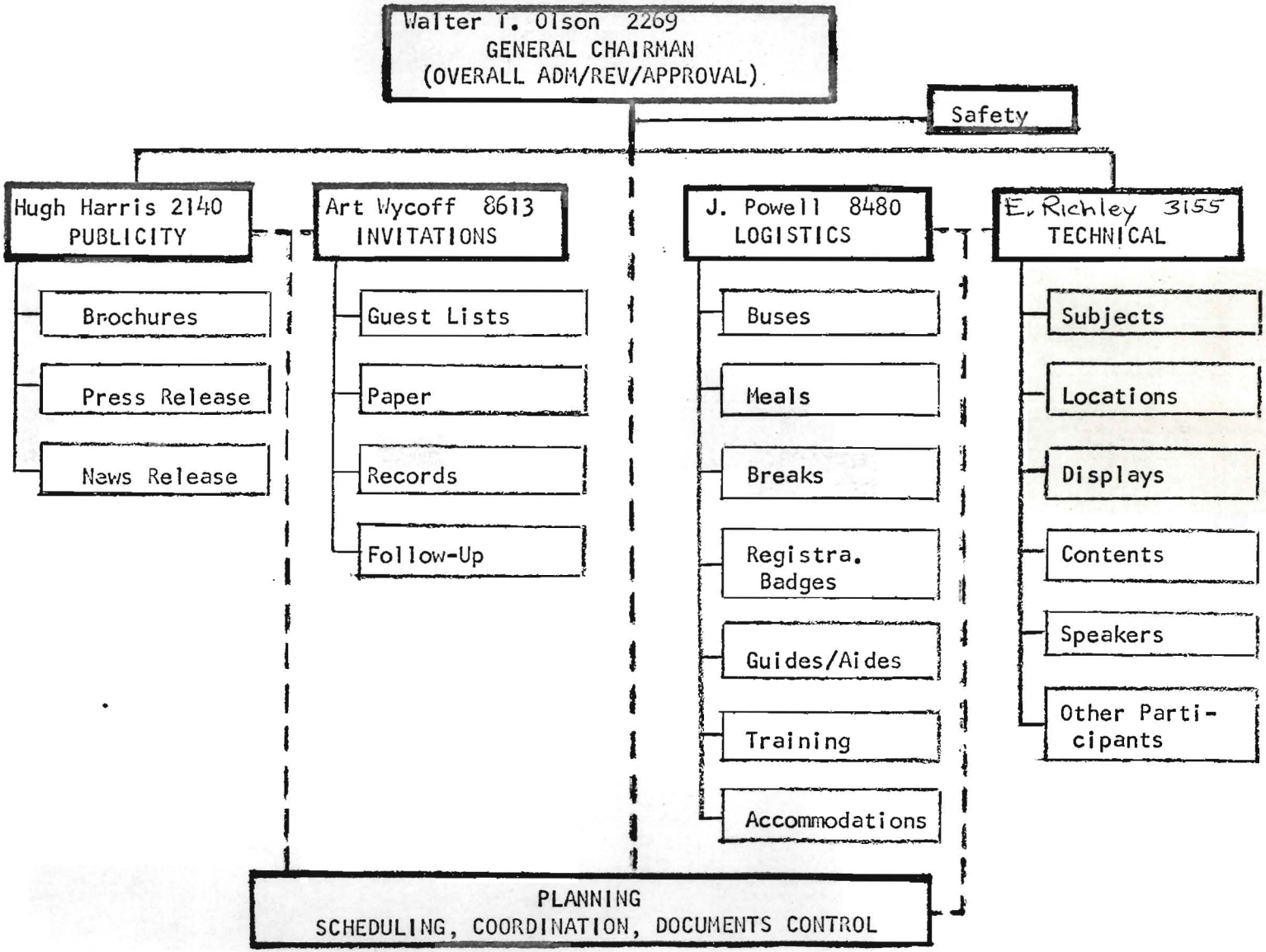
We will proceed with specific plans for the Lewis Inspection in the fall of 1973 if you desire.

E. C. Kilgore
Deputy Associate Administrator (Management)
Office of Aeronautics and Space Technology

cc:
OAST Management Council

1973

LEWIS INSPECTION FUNCTIONAL ORGANIZATION



March 26, 1973

INSPECTION TEAM

		PAX
GENERAL CHAIRMAN	- WALTER T. OLSON	- 2269
VICE-GENERAL CHAIRMAN & INSPECTION STOPS	- EDWARD A. RICHLEY	- 3155
DESIGN AND GRAPHICS	- JAMES J. MODARELLI	- 2117
PUBLICITY	- HUGH W. HARRIS	- 2140
INVITATIONS AND PROTOCOL	- ART R. WYCOFF, JR.	- 8613
LOGISTICS	- JOHN M. POWELL	- 8480
OFFICE MANAGER	- ELAINE R. QUAYLE	- 8673

March 26, 1973

INSPECTION HEADQUARTERS

ROOM 122, ADMINISTRATION BUILDING

PAX: 8673 PBX: 6873

MAIL: INSP M.S. 3-15

OFFICE MANAGER: ELAINE QUAYLE

TIME CHARGE NO. X012533

INSPECTION MANAGERS

Richley - Inspection Stops

For each stop:

Organizer/Manager
Coordinator
Exhibit Specialist
Speakers

Modarelli - Design and Graphics

-- Richard Schulke - PAX: 4206

Technical Art and Graphics Manager	- M. Henderson	(PAX: 3296) or
	H. Brodersen	" "
Publication Art Manager	- P. Kick	(PAX: 7117)

-- Richard Texler - PAX: 3145

Audio Equipment Manager	- J. Sikora	(PAX: 8193)
Audio-repair (standby)	-	
Movie Production Manager	- A. Laufman	(PAX: 3145)
Slide Production Manager	- "	"
Slide & Movie Projection Manager	- "	"
Projector repair (standby)		

Technical Services Manager - D. Thoennes (3202)

General Services and Contract Manager	- G. Mahnke	(PAX: 8137)
Procurement Specialist	- F. Stickney	(PAX: 4115)
Display Fabrication Manager	- E. Botos	(PAX: 3182)
Wood Model Fabrication Manager	- F. Kuchta	(PAX: 3122)
Metal Model Fabrication Manager	- F. Vanhoff	(PAX: 3124)

Harris - Publicity

Brochure Editor
Publicity Manager

Wycoff - Invitees and Protocol

Registration & Security - R. Gaines (PAX: 4268)
Registration Attendants
Information Attendants
A. Wisniewski (8232); P. Laisure (3159)

Powell - Logistics

Bus Manager - W. Waite (PAX: 6243)
NASA Transportation Manager - H. Dombroski (PAX: 5106)
NASA Vehicle Drivers
Cafeteria Manager - J. Moran (PAX: 2289); R. Schmidt (PAX: 8000)
Servers
Coffee Stops
After-tour Stop

Powell - Logistics (Continued)

Communications Manager - H. Roe (PAX: 6242)
Telephone Attendants

Traffic (Freight) Manager - A. Pagliuco (PAX: 5102)

Audience Seating Arrangement Manager - T. Warren (PAX: 3135)

March 26, 1973

TECHNICAL SERVICE TEAMS

		PAX
TECHNICAL SERVICES MANAGER	- DONALD L. THOENNES -	3202
DIVISION COORDINATORS:		
TECHNICAL SERVICES COORDINATION OFFICE	- DANIEL S. PROK -	3168
PLANT SERVICES DIVISION	- GEORGE L. MAHNKE -	8137
TEST INSTALLATIONS DIVISION	- DONALD L. THOENNES -	3202
FACILITIES OPERATIONS DIVISION	- GRADY S. SPEER -	2294
FABRICATION DIVISION	- FRANK L. SEJHAR -	5296
EQUIPMENT AND SUPPLY DIVISION	- JOHN C. SIKORA -	8193

Electrical John McLeod

TECHNICAL SERVICE TEAMS (CONTINUED)

BUILDING MANAGERS:

10 X 10	-	F. H. DUNN	-	4127
PSL 3 & 4	-	H. T. WINE	-	8109
9 X 15	-	B. P. KLUCHNIK	-	8085
ZERO G	-	B. P. KLUCHNIK	-	8085
8 X 6	-	B. P. KLUCHNIK	-	8085
ERB, CW 6-8	-	N. M. RICCIARDI	-	6218
MPL	-	L. E. HERMAN	-	2298
ERB, WEST WING	-	J. R. DE LARGY	-	2194
EPL	-	~~A. D. BALAZI~~ D. MASLASH	-	5241 5133
HANGAR	-	R. F. KRAVANYA	-	2155

GENERAL
ADMINISTRATION

Inspection Files

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER
CLEVELAND, OHIO 44135

June 8, 1973

REPLY TO
ATTN OF: 1010

MEMORANDUM for Record

SUBJECT: Headquarters' approval of Lewis Inspection

On Friday, June 1, I discussed with Mr. Edwin Kilgore the fact that we wanted to proceed with mailing Inspection notices and asked if he had any reaction from George Low or others on the Inspection. He said he would get George Low's reaction to our cost and manpower estimates.

On June 5, I received the following message:

> "Low said go ahead with the Lewis Inspection"
> (telecon between Lila Hayden, Kilgore's secretary)
> and Elaine Quayle.

On Friday, June 8, at 4 p.m., I left a message with Mr. Kilgore's office that the first round of invitation notices would be mailed at 9 a.m., June 11, 1973.

Walter T. Olson

Walter T. Olson

cc:
0100/Director
1000/Art Wycoff

FUNCTIONAL AREA: ADMINISTRATION - W. T. Olson

1973 LEWIS INSPECTION ACTION SCHEDULE

SCHEDULE DATE: JULY 30, 1973

ITEM	RESPONSIBILITY	EST. M.H.	% COMPLETE	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. INITIAL INSPECTION ORGANIZATION & PLANNING	WTO									
1. Narrative on purpose, policies, intent, etc. developed										
2. Preliminary tasks identified										
3. Major milestone dates set										
4. Major functional area responsibilities assigned										
5. All tasks identified										
6. Staff determined for planning stage										
7. Staff determined for execution stage										
8. Schedules from Functional Areas requested										
II. STATUS REPORTING	WTO									
1. Functional Area Status Reviews held	WEEKLY									
2. Status Report to Headquarters										
III. REVIEWS & APPROVALS MADE FOR:										
1. Invitations & Protocol Area	WYCOFF									
a. Area schedule										
b. Invitations List										
c. 'Alert' flyer										
d. First invitation										
e. Reservation format										
f. Follow-up invitation										
g. Acknowledgement letter										
2. Publicity Area	HARRIS									
a. Area schedule										
b. Inspection brochure										
c. News media invitations list										
d. Invitee supplementary info (accommodations, transportation) sheet.										
e. Press, trade journal release lists										
f. Drafts of media releases										
g. Press Pack contents (texts, photos)										
3. Logistics Area	POWELL									
a. Area schedule										
b. Invitee supplementary info lists										
c. Bus routes, schedules										
d. Registration										
(1) Site										
(2) Materials										
e. Personnel										
(1) Escort Teams										
(2) Vehicle drivers										
(3) Registration, telephone, info attendants										
(4) Cafeteria servers, refreshment stop attendants										
f. Instruction/information sheets for:										
(1) Escort teams										
(2) Vehicle Drivers										
(3) Registration, et,al,, attendants										
(4) Cafeteria servers, refreshment stop attendants										
g. Menu(s)										
h. Cafeteria, refreshment stop layouts										
4. Technical Area	Richley									
a. Area schedule										
b. All Plan #1 presentations										
c. All Plan #1 display sketches										
d. All Plan #2 presentations										
e. All Plan #2 display sketches										
f. All Stop Detail Plans (stage & seating)										
g. First draft, Daily Program & Schedule										
h. Final Daily Program & Schedule										
i. Rehearsals Start										

NASA-C-702a (Rev. 7-71)

1973 LEWIS INSPECTION
ACTION SCHEDULE

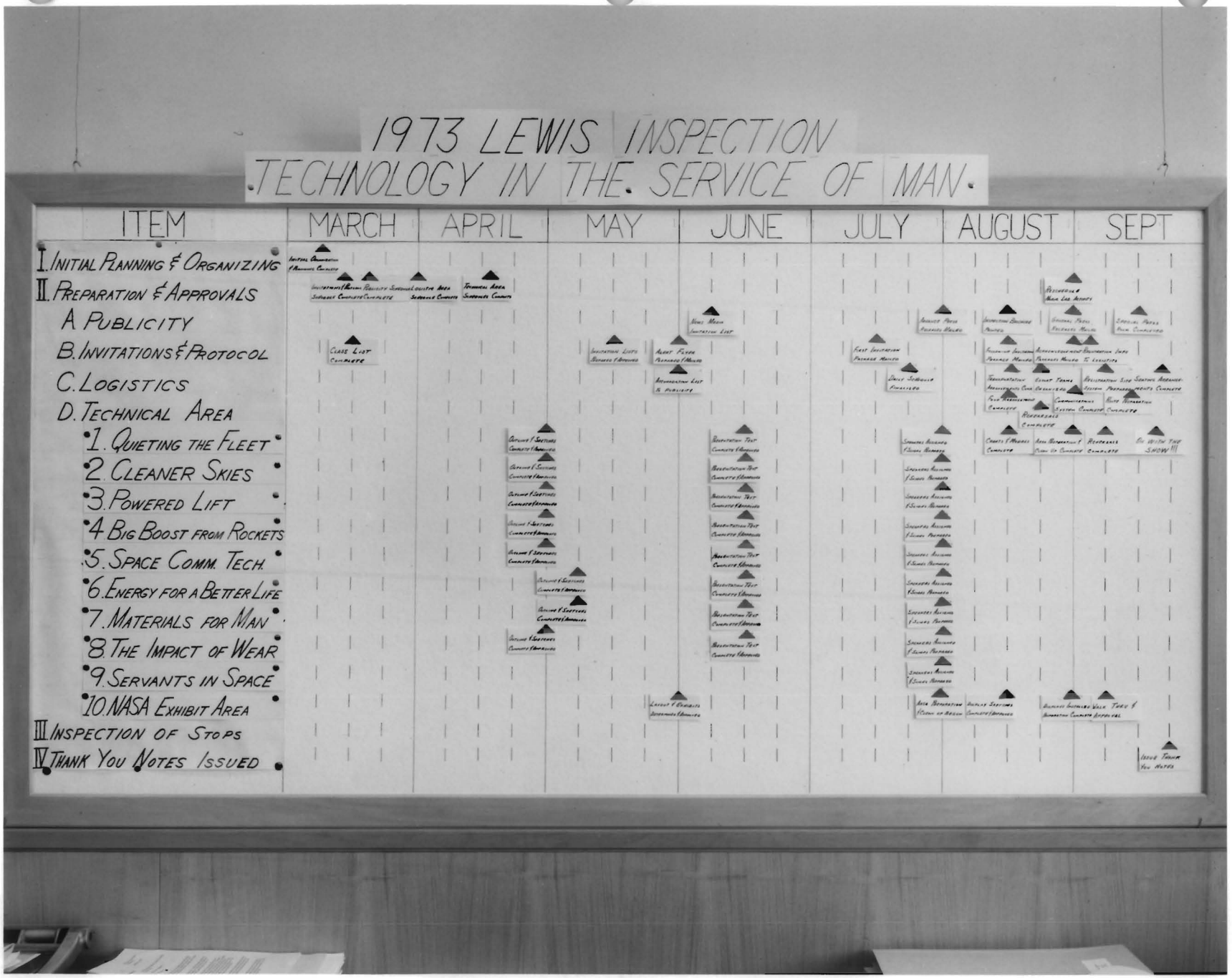
FUNCTIONAL AREA: ADMINISTRATION

SCHEDULE DATE: JULY 30, 1973

ITEM	RESPONSIBILITY	EST. M.H.	% COMPLETE	MAR	APR	MAY	JUN	JUL	AUG	SEP
IV. MEMOS ISSUED TO STAFF ON:	OLSON									
1. Forthcoming Inspection & Initial Staff										
2. Personnel Assignments										
a. Functional Area Responsibilities										
b. Escort Teams										
c. Inspection Stop speakers										
d. Registration, et.al., attendants										
e. Cafeteria, refreshment stop servers										
f. Vehicle Drivers										
3. Rescheduling of Normal Lab Activities										
a. Cafeterias										
b. Lab buses										
c.										
d.										
4. Overview of Stop presentations for Center employees										
5. Information re rehearsals being open for Center employees										
6. Information re employee 'Open House' day(s)										
V. INSPECTION OF STOPS, ROUTES, ETC.										
1. Preliminary										
2. Final										
VI. THANK YOU NOTES ISSUED										

NASA-C-70.a (Rev. 7-71)

NASA
C-73-3633



1003 April 2, 1973

MEMORANDUM

TO: 1010/Walter T. Olson
Chairman, 1973 Lewis Inspection

FROM: Edward A. Richley

SUBJECT: Recap of Inspection Events March 10 thru April 1, 1973

Meetings:

3/12 Committee
3/15 EAR/BTL
3/19 Committee
3/21 Stop Organizers
3/26 Committee

Accomplishments:

- Inspection dates revised (September 19-23)
- Stops all prescribed along with organizers
- Daily schedule determined
- Milestone charts all started
- "Stop" milestone charts in hands of organizers for completion
- Memo to LeRC Division Chiefs requesting invitation suggestions
- Two MTST typewriters ordered
- Dun & Bradstreet contacted for possible name lists
- Modarelli making informal contacts with Centers for hangar displays
- Tech Services has checked out available equipment at Plum Brook
- Tech Services having a walk through of all sites re painting needs etc.

Action Items:

- BTL to contact Skylab people
- Olson (or Richley) to contact Wil Scull directly
- Prok to gather and massage the site schedules
- Ault to name a replacement for English by 4/2 (Rosenblum)
- Need Exhibits Coordinator in DEB Cafeteria area
- Need to identify coffee stops and appoint exhibits coordinator
- Week-end program - need preliminary definition

Edward A. Richley

MEETING MINUTES
OF
INSPECTION MANAGERS

1973 Inspection
Managers Meeting

March 5, 1973

AGENDA

1. Managers Reports
   a. Invitation Categories List - Wycoff
   b. Access channels - Wycoff and Harris
   c. Topics - Olson and Richley
   d. Locations - Olson and Richley
   e. Preliminary Daily Schedule - Richley
2. Job Assignment Lists - all
3. Preliminary Planning Schedule - Richley
4. Next Step(s)

1973 Inspection Managers

Minutes Fourth Meeting - March 5, 1973

Present: Richley, Modarelli, Harris, Wycoff, Schulke, Quayle

Actions Taken

1. Managers Reports

   a. Invitation Categories List - Wycoff

      Reviewed and revised. Also, Wycoff has List of participating organizations from 1966 Inspection to use as a guide for this year.

   b. Access channels - Wycoff and Harris

      Harris talked to John Mountain (Ohio Publicity Office) will send List of Ohio Legislators and Key Advisors. Wycoff talked with Robert Loffman (Office of Legislative Affairs, Hq.) and Fred Bowen (Office of Assoc. Adm.) who will develop Key Federal Legislative List and forward approximately April 1, 1973.

   c. Topics and Locations - Olson and Richley

      Reviewed. Meeting set for March 6, 1973 with Stop Organizers to discuss Topics and Locations.

   d. Preliminary Daily Schedule - Richley

      Reviewed.

2. Job Assignments Lists - all

   Reviewed and updated.

3. Preliminary Planning Schedule - Richley

   Reviewed initial schedules for Publicity and Invitations.

Actions to be taken for March 12 meeting:

1. Someone needed to take charge of the tenth stop (Hangar)(?)

2. Job Assignments List: Additional inputs needed.

3. PERT Charts - Richley requested members to check the Publicity and Invitation Schedules for possible improvements and forward suggestions within a day or so.

1973 Inspection Managers

Minutes Fifth Meeting - March 12, 1973

Present: Richley, Modarelli, Harris, Wycoff, Schulke, Powell, Quayle

Actions Taken

1. John M. Powell was officially designated for Logistics.

2. James J. Modarelli was designated to handle the Hangar Stop.

3. List submitted from James F. Connors of Technical Services Building Managers (attached).

4. Tenative Stop titles and Organizers were reviewed (see attached list).

Actions to be taken for March 19 meeting:

1. Review and complete schedules for Administration, Logistics and Technical milestone charts and return within next few days.

2. List of job requirements needed at the stops.

3. Richley to meet with Director for status report.

1973 Inspection Managers

Minutes Sixth Meeting - March 19, 1973

Present: Richley, Poley, Prok, Wycoff, Powell, Schulke, Modarelli, Harris, Quayle

Actions Taken:

1. Reviewed Topics, Location, and Organizer for Proposed Stops.

2. Reviewed Milestone Schedules and Schedule Notes.

3. Reviewed Preliminary Daily Schedule.

Actions to be taken for March 26 Meeting:

1. Order 2 MTST machines that are tape-type which are interchangeable. The body of the invitational letter will be printed in the same style as the salutation. To be ordered by Art Wycoff.

2. Art Wycoff will show Ed Richley a draft of the invitational letter for Lundin's signature.

3. Ed Richley to review Milestone Schedules for the Technical Exhibit Sites at the Wednesday (March 21) meeting of the Stop Organizers, and request any changes or recommendations be forwarded to us for the next meeting (March 26).

4. Bill Poley will help the Inspection Team to generate Document Requirements.

1973 Inspection

Preliminary Daily Schedule

8:30	Arrival and Registration
9:00	Welcoming Remarks
9:15	Opening Address
9:45	Stop 1
10:20	Stop 2
10:50	Coffee Break (at Stop 2)
11:10	Stop 3
11:45	Stop 4
12:20	Stop 5
12:55	Lunch
1:55	Stop 6
2:30	Stop 7
3:00	Coffee Break (at Stop 7)
3:20	Stop 8
3:55	Stop 9
4:30	Social at Hangar (Special Exhibits)
5:00	Buses and Special Transportation start leaving for DEB Visitor Parking, Airport and Motels

1973 LEWIS INSPECTION

Stop Organizer's Meeting

Wednesday, March 21, 1973

1:30 p.m., Room 225 Ad Building

AGENDA

1. Review B. T. Lundin's Meeting results.
2. Discuss Daily Schedule (i.e., stop time length).
3. Hand out and discuss Action Plans.

Action

1. Submit detailed plans.
2. Submit completed action plans for integration into Master Schedule.

Attendees:
✓Conrad - 501-4
✓Lovell - 86-7
✓Jones - 60-6
✓Luidens - 501-2
✓Winzig - 5-3
✓Douglass - 500-205
✓Otto - 54-1
✓English - 500-201
✓Toma - 302-1
✓Freche - 49-1
✓Johnson - 23-2
✓Modarelli - 5-5
✓Schulke - 5-5
✓Poley
✓Prok - 15-5
✓Hauser 5-9
✓Richley
✓Thoennes 23-1
✓Quayle

1973 Inspection Managers

Minutes Seventh Meeting - March 26, 1973

Present: Richley, Prok, Wycoff, Powell, Schulke, Modarelli, Quayle

Actions Taken:

1. Two MTST machines have been ordered for use in Inspection Headquarters. Delivery dates: March 28 (6 months) and April (4 months).

2. Ed Richley reported on actions taken at the March 21, 1973 meeting of the Stop Organizers.

Actions to be taken for April 2, 1973 Meeting:

1. Ed Richley to see Connors regarding Powell's request.

2. Dan Prok to give report to Ed Richley on Wednesday (March 28) regarding progress of milestone charts.

3. Ed Richley will check with Lundin as to whether JPL should be invited.

4. Ed Richley and Art Wycoff to present to Lundin the Alert Flyer and Invitation Letter for his approval.

5. Ed Richley to get coordinator from Godman's group for Design shop.

3/26/73

1973 INSPECTION

PRELIMINARY DAILY SCHEDULE

8:30	Arrival and Registration
9:00	Welcoming Remarks
9:10	Opening Address
9:35	1st Stop
10:10	2nd Stop
10:45	Coffee Break
11:05	3rd Stop
11:40	4th Stop
12:15	5th Stop
12:50	Lunch
1:50	6th Stop
2:25	7th Stop
3:00	Coffee Break
3:20	8th Stop
3:55	9th Stop
4:30	Social at Hangar (Special Exhibits)
5:00	Buses start leaving for DEB Visitor Parking, Airport and Motels

1973 Inspection Managers

Minutes of Eighth Meeting - April 2, 1973

Present: Olson, Richley, Modarelli, Thoennes, Wycoff, Powell, Prok, Harris

Actions:

1. Reviewed status of major areas
2. Godman will coordinate work required in Engineering Services
3. Dr. Louis Rosenblum named to be Organizer for "Energy for A Better Life" - Stop 6

Actions to be taken for April 9:

1. BTL letter to Center Directors requesting participation (Olson)
2. Draft Alert Flyer and Invitation Letter for BTL's review (Wycoff, Olson)
3. Contact Goddard on Stop 9 (Olson)
4. Contact Houston on Stop 9 (Richley)
5. Firm up invitee lists (Wycoff, plus help from Olson, Richley)
6. MTST typists - review workload
7. Tickets, costs: assign and investigate

1973 Inspection Managers

Minutes of Ninth Meeting - April 9, 1973

Present: Olson, Richley, Wycoff, Schulke, Prok, Quayle

Actions Taken:

1. Reviewed status of major areas.
2. Appointed Paul Foster as Exhibits Coordinator for DEB Cafeteria.

Action to be taken for April 16th Meeting:

		Assigned
1.	New Title for Otto's Stop #5.	Elaine
2.	Associate from English' Division for Stop #6.	"
3.	Associate from Jones for Stop #2.	"
4.	Associate from Johnson for Stop #8.	"
5.	Updated Milestone charts	Prok/Elaine
6.	Site schedule from Rosenblum	" "
7.	Site location from Rosenblum	" "
8.	Completion of Administration Milestone Schedule	Olson
9.	Alert Flyer	"
10.	Invitation letter	"
11.	Center Directors letters (JPL?)	"
12.	ERTS Contact and letter.	"
13.	Contact Goddard on Stop 9.	"
14.	Skylab Contact.	Lundin
15.	Firm up Invitation Lists.	Wycoff
16.	Coffee Stop Locations.	Powell
17.	Coffee Stop Coordinator.	"
18.	Develop Fee Schedule.	"
19.	Assign an Associate.	"
20.	Assign a Weekend Program Organizer.	Inspection Managers

1973 Inspection Managers

Minutes of Tenth Meeting - April 16, 1973

Present: Olson, Wycoff, Schulke, Powell, Prok, Harris, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed 20 action items from the April 9th Meeting.
2. Powell assigned John Sheehan as his Associate.
3. The Inspection Committee decided that there will be five Coffee Stop Locations.

Actions to be taken for April 23rd Meeting:	Assigned
1. Continue to work on new Title for Otto's Stop #5.	Insp. Team
2. Re-examine location for Stop #6.	Olson/Schulke
3. Improve Schedule dates for Stop #7.	Olson
4. Skylab Contact.	Lundin
5. Continue to firm up Invitation Lists.	Wycoff
6. Coffee Stop Locations. Develop Fee Charge.	Powell
7. Develop List of Invitees who will not be charged a fee.	Harris
8. Assign a Weekend Program Organizer.	Insp. Team
9. Supply Olson with a list of National Media people.	Harris

1973 Inspection Managers

Minutes of Eleventh Meeting - April 23, 1973

Present: Olson, Richley, Wycoff, Prok, Powell, Schulke, Harris, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed 9 action items from the April 16th Meeting.

2. Approval on Stop Presentation was made for Stop #1 (4-19-73); and Stop #3 (approved with changes) (4-23-73).

3. The Committee decided on a $5.00 Fee Schedule with lunch being served in the DEB Cafeteria.

Action to be taken for April 30th Meeting:		Assigned
1.	Continue to review Stop #5 Title.	Insp. Team
2.	Continue to examine location for Stop #6.	Olson/Schulke
3.	Improve Schedule dates for Stop #7.	Olson
4.	Skylab Contact.	Lundin
5.	Wycoff to obtain "50 Club" membership listing from Lundin. Also check with Plant Representatives for their listings.	Wycoff
6.	Develop break-out of the Fee Schedule.	Powell
7.	Supply Olson with a list of National Media people who will not be charged a fee.	Harris
8.	Assign a Weekend Program Organizer.	Insp. Team
9.	Review and approve Stop Presentations for Stops 2, 4, 5, and 8.	Richley/Olson
10.	Update milestone charts.	Prok

1973 Inspection Managers

Minutes of Twelfth Meeting - April 30, 1973

Present: Richley, Wycoff, Prok, Powell, Schulke, Harris, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed 10 action items from the April 23rd Meeting.

2. Approved Center Section of ERB as location for Stop #6.

Action to be taken for May 7th Meeting:	Assigned
1. Continue to review Stop #5 Title.	Insp. Team
2. Assign a Weekend Program Organizer.	" "
3. Find out what Bob Allen's memo to Mr. Godman means. Update milestone charts.	Prok

1973 Inspection Managers

Minutes of Thirteenth Meeting - May 7, 1973

Present: Olson, Richley, Modarelli, Harris, Wycoff, Schulke, Thoennes, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed 3 action items from the April 30th meeting.

2. Assigned Herman Mark as Organizer for Stop 9, and Ken Kleinknecht as Consultant.

3. Approval was made for presentation outlines on Stops 1, 2, 3, 4, 5, 7, and 8.

Actions to be taken for May 14th meeting:	Assigned
1. Prepare layout drawing of exhibits for Stop 10.	Schulke/Modarelli
2. Obtain lists of News Media people from Headquarters.	Harris
3. Prepare Cost Estimate breakdown.	Modarelli
4. Make chair inventory (including Plum Brook Auditorium chairs). 2544	Powell
5. Designate coffee stops.	"
6. Submit route plans of exits and entrances to Don Thoennes so that painting may be started.	"
7. Dr. Olson to contact Goddard.	Olson
8. Continue to review Stop #5 Title.	Insp. Team
9. Assign a Weekend Program Organizer.	" "

1973 Inspection Managers

Minutes of the Fourteenth Meeting - May 14, 1973

Present: Olson, Richley, Prok, Wycoff, Harris, Schulke, Modarelli, Powell, Quayle

Actions Taken:

1. The following tentative Stop location revisions were made. Final approval to follow next week.

   Stop 5 - EPL
   Stop 9 - Southwest portion of AID Room

2. The General Chairman approved the Title for Stop 5 as "Communications Technology".

3. The Technology Utilization Exhibits will go in the Hangar due to lack of space in the DEB Cafeteria.

4. Outlines for Stops 1 thru 8 have been approved.

5. Stop 9 Associate is Richard Gedney (PAX: 5219); Consultants are Stanley C. Freden, GSFC and Ken Kleinknecht, JSC.

Actions to be taken for May 21st Meeting:	Assigned
1. Richley and Powell to check out coffee stop locations at 9:30 a.m., 5/15/73.	Richley/Powell
2. Richley to ask Jones to contact Fordyce regarding pollution material for Stop 2. (Action completed 5/14/73.)	Richley
3. Request English and Moeckel to officially designate Stop Consultants for Stop 6.	Prok
4. Stage Layouts required for Stops 4, 5, 6, and 8 for review with Lundin. Contact Schulke.	"

DUE TO THE MEMORIAL DAY HOLIDAY ON MONDAY MAY 28 THAT MEETING IS NOW SCHEDULED FOR 4:00 TUESDAY, MAY 29, 1973.

THE INSPECTION TEAM WILL MAKE A TOUR OF THE STOPS ON JUNE 4, 1973.

1973 Inspection Managers

Minutes of the 15th Meeting - May 21, 1973

Present: Richley, Modarelli, Powell, Schulke, Thoennes, Prok, Wycoff, Harris, Quayle

Actions Taken:

1. The following Stop location revisions were approved:

   Stop 5 - EPL
   Stop 9 - Ad Bldg. Auditorium

2. Presented 4 map plans on coffee stop locations. Recommended EPL, 10X10, Ad Bldg. Auditorium and the West Wing of ERB as the double coffee stop locations.

3. Inspection expenditures as of April 30, 1973:

$16,010.93	Labor
579.26	Purchases
$16,590.19	Total

4. A total of 3,091 names and addresses recorded on MTST. Post-cards have been typed and proofread.

5. Received Stop Presentation drafts from Stops 3 and 7.

Actions to be taken for May 29th Meeting:	Assigned
1. Stage layouts required for Stops 4, 6, and 9.	Prok
2. Interagency lists required.	Wycoff
3. Publicity lists required.	Harris
4. Stop briefings will be held this week for Tech. Services people with a Safety representative.	Thoennes
5. Modarelli to contact Goddard and JSC and the Smithsonian for possible Stop 10 Exhibits.	Modarelli
6. Prepare preliminary route for the Inspection Team tour on June 4, 1973 at 1:30 p.m.	Powell
7. Consider a way of working in an employee day.	Inspection Team.

1973 Inspection Managers

Minutes of the 16th Meeting - May 29, 1973

Present: Olson, Richley, Powell, Harris, Thoennes, Wycoff, Shulke, Prok, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed 7 action items from the May 21st Meeting.

2. Received Stop Presentation drafts from Stops 1, 2, 3, 4 and 7.

3. A total of 5,168 names and addresses recorded on MTST.

Actions to be taken for June 4th Meeting:	Assigned
1. Contact the exact named representative from Goddard and JSC and the Smithsonian for possible Stop 10 Exhibits.	Modarelli
2. Check with Ted Warren regarding chairs.	Powell
3. Stage layouts required for Stop 9. Stop Presentations still due for Stops 5, 6 and 8.	Prok
4. Prepare ideas for employee day.	Harris/Olson
5. Publicity lists required.	Harris
6. Interagency lists required.	Wycoff

1973 Inspection Managers

Minutes of the 17th Meeting - June 4, 1973

Present: Olson, Richley, Powell, Schulke, Modarelli, Harris, Prok, Wycoff, Barile, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed 6 action items from the May 29th meeting.

2. Lundin approved an Employee Day.

3. The Stop 5 Title has been officially designated as "Space Electronics Technology".

4. Modarelli contacted representatives from Goddard, JSC and the Smithsonian for possible Stop 10 Exhibits.

5. Powell checked with Ted Warren regarding chairs and submitted an inventory.

6. Harris submitted Publicity lists.

7. The Inspection Team made a preliminary tour of the stops.

8. Sam Barile was assigned as associate for Richley in his absence.

9. Lundin suggested making movies of the stop presentations.

Actions to be taken:	Assigned
1. Stage layouts required for Stop 9. Stop Presentation drafts still due for Stops 5, 6, 8 and 9.	Prok
2. Report minimum requirements for movies of the stop presentations.	Modarelli
3. Check with Herman Mark on Stop 9 Presentation material and establish date for meeting with Goddard representative.	Richley/Olson
4. Modarelli to update list of associates and consultants for Goddard and JSC.	Modarelli
5. Provide a book to Lundin which will include Revised Texts, Figures and Sketches from each Stop by July 1st.	Richley/Prok/Quayle

1973 Inspection Managers

Minutes of the 18th Meeting - June 11, 1973

Present: Olson, Modarelli, Powell, Schulke, Barile, Prok, Wycoff, Thoennes, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed 5 action items from the June 4th Meeting.

2. Mailed the Alert Flyer today.

Actions to be taken:	Assigned
1. Presentation drafts still due for Stops 8 and 9.	Prok
2. Develop plans for movies (TV Tape) of Stop Presentations.	Modarelli
3. Try to speed-up construction on Westover Road so that road will be passable in time for the Inspection.	Prok
4. Check to see if doors of cells may be removed during the inspection in ERB.	Thoennes
5. Distribute copies of MAP showing the routes to be taken.	Powell
6. Estimate time 'in and out of seats' between stops.	"
7. Report status of the Brochure and Bus Guide write-ups.	Harris
8. Send reminder memorandum to Stop Organizers re: Final Draft of Stop Presentations due on June 29th.	Barile

1973 Inspection Managers

Minutes of the 19th Meeting - June 18, 1973

Present: Olson, Barile, Powell, Schulke, Prok, Harris, Wycoff, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed 8 action items from the June 11th meeting.

2. The Inspection Team decided to limit talks to 25 minutes.

Actions to be Taken:	Assigned
1. Check to see that work is on display in the 10 X 10 Shop Area.	Schulke
2. Talk to Stickney regarding blanket coverage of Inspection Procurement needs.	Olson

1973 Inspection Managers

Minutes of the 20th Meeting - June 23, 1973

Present: Olson, Barile, Modarelli, Thoennes, Prok, Harris, Quayle

Actions Taken:

1. Reviewed status of major areas; discussed action items from the June 18th meeting.

2. The Inspection Team decided there will be no Thank You letters issued to Attendees.

Actions to be taken:	Assigned
1. Tech Services groups will have a meeting June 26th - copy of minutes will be sent to Dr. Olson. Make caption signs for the cells and give to Olson for review.	Thoennes
2. Contact Headquarters regarding VIP Washington Invitees.	Olson
3. Have receipts for the luncheon fee preprinted. Review Badging and Groupings. Color code by Protocol.	Powell
4. Talk to Stickney regarding blanket coverage of Inspection Procurement needs. NOTE: Telecon between Olson and Stickey 6/23/73 - Regarding PR's for Inspection-Procurement will assure priority handling. Please route all PR's for Inspection through Dr. Olson.	Olson
5. Inspection Team may be asked to make viewgraphs of their areas for Olson to use in presentation to Lundin on July 2, 1973.	Inspection Team

1973 Inspection Managers

Minutes of the 21st Meeting - July 2, 1973

Present: Olson, Schulke, Prok, Wycoff, Harris, Powell, Thoennes, Quayle

Actions Taken:

1. Reviewed status of major areas, discussed action item from the June 23rd meeting.

2. Dr. Olson announced that the Employee's Day will be held on September 23rd from 10:30 a.m. to 3:30 p.m. Open House will be held on September 29th and 30th from 9:00 a.m. to 5:00 p.m.

Action to be taken:	Assigned
1. Review and approve caption signs for the cells and return to Thoennes.	Olson
2. Contact Headquarters regarding VIP Washington Invitees.	Olson/Wycoff
3. Review badging and groupings.	Powell/Wycoff
4. Wycoff assigned to write-up fact sheet to be included in acknowledgment letter.	Wycoff

1973 Inspection Managers

Minutes of the 22nd Meeting - July 9, 1973

Present: Olson, Modarelli, Powell, Thoennes, Wycoff, Harris, Quayle

Actions Taken:

1. Reviewed status of major areas, discussed action items from the July 2nd meeting.

Actions to be Taken:	Assigned
1. Generate criteria of what constitutes Gold & Silver Groups.	Powell/Wycoff
2. Make sure that NASA, Langley and Headquarter's planes are reserved for the 3 days of the Inspection.	Richley
3. Generate memo's to Stop Organizers re: Approvals and Rehearsals.	Olson
4. Assign someone to be in charge of engineering volunteers for Open House.	Insp. Team

Kohr

1973 Inspection Managers

Minutes of the 23rd Meeting - July 16, 1973

Present: Olson, Richley, Powell, Thoennes, Wycoff, Prok, Harris, Schulke, Kocsis

Actions Taken:

1. Reviewed status of major areas, discussed action items from the July 9th meeting.

2. July 12th Invitation letters mailed July 12.

Actions to be Taken:	Assigned
1. Issue memos on Employees Day & Open House.	Harris/Olson
2. Schedule ½-hour conferences with organizers of Stops #1, #2, #3, #5, and #9 (for Olson/Richley).	Kocsis

1973 Inspection Managers

Minutes of the 24th Meeting - July 23, 1973

Present: Richley, Modarelli, Powell, Schulke, Prok, Thoennes, Wycoff, Harris, Quayle

Actions Taken:

1. Reviewed status of major areas, discussed action items from the July 16th meeting.

2. The Inspection Team approved the appearance of the Brochure Cover. The use of the word "Inspection" on the cover was questioned.

Actions to be Taken:	Assigned
1. Check with Cliff Crabbs regarding the YF12, whether or not it will be available for the Inspection.	Modarelli
2. Check with George Hoy regarding contract work for the Inspection.	Prok
3. Review contents of the Inspection Brochure.	Olson
4. Make sure that H. Barnett and Hap Johnson get a copy of the memo dated July 18, 1973 from Chief, Public Information; subject: Basic Information of Employees' Day and the Public Open House. (See Attached.)	Harris

1973 Inspection Managers

Minutes of the 25th Meeting - July 30, 1973

Present: Olson, Modarelli, Powell, Schulke, Prok, Thoennes, Wycoff, Harris, M. Henderson, Quayle

Actions Taken:

1. Reviewed status of major areas, discussed action items from the July 23rd meeting.

2. Modarelli reported that the YF12 will not be available for the Inspection and that the Lifting Body M-2 will replace it. Also the Apollo 15 and a Lunar Rock will be available for the Inspection.

3. The Inspection Team decided to use the plastic holder with the slide-in white name tags on a colored background.

4. Open House briefings will be held July 31st at 10:00 a.m. in Room 215 of the Ad Building. Anyone interested in attending may do so. The memo asking employees to volunteer for Inspection jobs will be sent out Monday, August 6, 1973. Open House Rehearsals are scheduled for September 10, 1973. The Inspection Brochure is ready for the first review.

Actions to be Taken:	Assigned
1. Set-up meeting with contractor representatives to discuss manpower requirements for the Inspection.	Modarelli/ Prok
2. Notify Sundorph Aeronautical, Beckett Aviation and Aircraft Services, Inc., of the Inspection dates and possibility of parking needs for transient aircraft.	Powell
3. ERB in process of being painted. Received 60 panels which will be installed by end of this week. Stops 9 and 10 need electrical equipment installed. Check-out possibility of moving fence adjacent to the fire station to make room for bus route.	Thoennes
4. Update milestone schedules and make insertion for Division Rehearsals.	Prok/Quayle
5. Draft memo for Richley or Olson's approval, suggesting number of viewgraphs and slides required for stops. All stop viewgraphs and slides to be sent through Schulke's Office for conformity.	Schulke
6. Discuss Dry-Run (Conference Room) of slides and viewgraphs before the final rehearsal.	Richley/Olson

1973 Inspection Managers

Minutes of the 26th Meeting - August 6, 1973

Present: Olson, Richley, Modarelli, Powell, Schulke, Prok, M. Henderson, Jack Sheehan, Quayle

Actions Taken:

1. Reviewed status of major areas, discussed action items from the July 30th meeting.

2. Powell reported that badges and inserts have been ordered and should be received within three weeks.

3. Thoennes reported that the Displays are set-up in EPL and MPL. All display back panels are installed on all stops. Assembly of stages on all stops has begun.

Actions to be Taken:	Assigned
1. Supply copies of bus routes to the Inspection Team and building managers.	Powell
2. Call Conrad (Stop 1) regarding static display and change of layout.	Olson
3. Check with Hap Johnson whether or not he want a model of B-2 Stand together with description for Stop 10.	Modarelli
4. Meet with Stop 4, 6, 7, 8 and 9 Organizers within the week, regarding quantity of slides and materials to be presented.	Olson/Richley
5. Call H. Mark asking for milestone dates established. Check whether he sent out talk today and if so we would like to have a copy of it. Also remind him that the talk has to be reviewed by the Chairman of the Committee.	Richley

1973 Inspection Managers

Minutes of the 27th Meeting - August 13, 1973

Present: Olson, Richley, Powell, Shulke, Prok, Wycoff, Harris, Thoennes, Murray Henderson, Jack Sheehan, Marilyn Zering, Kocsis

Actions Taken:

1. Reviewed status of major areas, discussed action items from the August 6 meeting.

2. Powell explained and passed around copies of the bus routes for the tour stops, the preliminary daily time schedules, and the coffee setups at Stops #1, 2, 5, 8 and 9.

3. Harris reported on Open House arrangements.

Actions To Be Taken:	Assigned
1. Figure out starting point of silver (protocol) group.	Olson
2. Make charts showing routes through stops.	Powell
3. Arrange for tour guides and prepare instructions for them.	Powell
4. Develop invitation list for stop rehearsals (stop organizers should attend each stop's rehearsal).	Olson
5. Meet with Lundin regarding responsibility of Opening Remarks and Welcome.	Olson/Richley
6. Prepare bus Tour Guide talks.	Harris
7. Inform Henry Barnett that it was the opinion of the Committee that more than one nurse on duty was needed for the Open House.	Olson
8. Release lists of extra 200-300 invitees.	Wycoff
9. Send out the Inspection News Release early.	Harris
10.	

10. To be discussed at next meeting: request Stop 8 to give a special, preliminary presentation to review time factors of slides, movies, demonstrations, etc. — Olson

11. Put a "hold in place" on exhibits and chairs on the five stops being used for Open House and a stand-by on a set of speakers for an October 2 tour to be given to attendees of an International Meeting on Solar Energy. — Olson

12. Remove chairs from Inspection stops prior to Open House. — Powell

13. Find out details of changeover of guard contractor from Wackenhaut to Task Force. — Harris

1973 Inspection Managers

Minutes of the 28th Meeting - August 20, 1973

Present: Olson, Richley, Modarelli, Powell, Schulke, Prok, M. Henderson, J. Sheehan, Quayle

Actions Taken:

1. Reviewed status of major areas, discussed action items from the August 13th meeting.

2. Dr. Olson announced that the Silver Group will start with Stop 1, and continue through Stops 5, 3, 8 and 6.

3. Stop Rehearsal Attendees are as follows:

Stop Organizers:		Inspection Team:
Lundin	Conrad	Olson
Lubarsky	Jones	Richley
Ault	Luidens	Modarelli
Childs	Douglass	Powell
Jonash	Otto	Schulke
Manganiello	Rosenblum	Prok
Connors	Freche	Wycoff
Barnett	Johnson	Thoennes
Godman	Mark	M. Henderson
H. Johnson		HARRIS

4. Harold Wharton was assigned as Tour Guide Coordinator.

5. LeSac will take care of the Social Hour at Stop 10. Jim Cusick will be in charge in Powell's absence.

Actions to be Taken:	Assigned
1. Reserve cars for the rehearsal dates - September 4, 5 and 6th.	Powell
2. Remainder of the Brochure draft, due since June 15th, will be completed.	Harris
3. News Releases due since July 10th, will be completed.	Harris
4. Press Packages due since July 14th, will be completed.	Harris
5. Critical Problem - Should purchases be made of the Sound Equipment for buses.	Prok/Olson
6. Bus Tour Guide Remarks are due August 29, 1973.	Harris
7. Contact guards regarding changeover of contractor from Wackenhaut to Task Force.	Olson
8. Arrange for tour guides and prepare instructions for them.	Powell
9. Inspection Stop Speakers assigned.	Richley
10. Prepare suggested Opening Remarks.	Olson

1973 Inspection Managers

Minutes of the 29th Meeting - August 27, 1973

Present: Olson, Richley, Modarelli, Powell, Schulke, Prok, M. Henderson, Wycoff, Harris, J. Sheehan, Quayle

Actions Taken:

1. Reviewed status of major areas, discussed action items from the August 20th meeting.

2. Powell announced that there will be five government cars available for the Inspection Rehearsal dates.

3. The following assignments have been made and instructions are being prepared:

32 Tour and Bus Guides	11 Luncheon Aides
10 Vehicle Drivers	3 Message Center Attendants
14 Coffee Stop Attendants	8 Registration Attendants

4. Rooms 1204-06 in DEB have been selected for the News Room; and Room 1109, DEB for Travel Reservations.

5. The Brochure Draft is 85% complete; and the first draft of the News Release is made.

Actions to be Taken:	Assigned
1. Provide a list of titles of movie clips proposed for showing in the Hangar to Dr. Olson.	Modarelli
2. Provide Powell with a list of the Stop Speakers.	Quayle
3. Provide Dr. Olson with the Brochure Draft for final review no later than Tuesday afternoon (August 28th); so that typing may begin Wednesday morning (August 29th).	Harris

1973 Inspection Managers

Minutes of the 30th Meeting - September 10, 1973

Present: Olson, Richley, Modarelli, Powell, Schulke, Prok, Thoennes, Wycoff, J. Sheehan, Clapper, Quayle

Actions Taken:

1. Reviewed status of major areas, discussed action items from previous meeting.

2. Final Rehearsals will be held September 18, 1973. This will be an all day "Dress Rehearsal".

3. Dick Clapper was assigned to invite Lewis people to the luncheon and social hour. He can be contacted at PAX: 8613.

Actions to be Taken:	Assigned
1. Reserve DEB Auditorium for dress rehearsal September 18, 1973.	Quayle
2. J. Sheehan to provide Committee with a list of J. Powell's assigned jobs.	Sheehan
3. H. Wharton to provide Richley with a copy of the Bus Group people.	Wharton

STATUS REPORTS
TO
NASA HEADQUARTERS

Director

March 8, 1973

1010

TO: RD-M/Deputy Associate Administrator-Management

FROM: 1010/Director of Technology Utilization and Public Affairs

SUBJECT: 1973 Inspection at the Lewis Research Center

Bruce Lundin tells me that George Low, you, and others want a status report on the 1973 Inspection at the Lewis Research Center. Here it is.

Lundin has set the inspection theme with the self-explanatory title:

"Technology in the Service of Man"

He has named the committee for the planning and management of the inspection, with me as general chairman, Attachment 1. We have picked dates: September 26, 27, 28 for approximately 500 guests per day, and September 29 and 30 for larger numbers of local public. The Greater Cleveland Convention & Visitors Bureau, Cleveland Arts Council, Greater Cleveland Growth Association, Aviation Week and Aeronautics and Astronautics have been advised of the dates for their calendars. We have announced the inspection to the staff, Attachment 2.

Starting with some Lundin suggestions and after discussions with appropriate technical managers here, a list of topics has been developed (three aero, three space, three "general"), as follows:

Quieter Skies--from Technology
Cleaner Skies from Technology
Aeronautical Propulsion Technology
Rocket Vehicle Technology
Space Electronics Technology
Solar Power Technology
Aerospace Technology and the Environment
Some New Results from Physics and Chemistry
Materials

The format calls for arrival, registration, greetings, and orientation,

tours in groups of about 50 to the nine inspection stops, with informal buffet lunch, followed by a finale and social hour in our hangar where special exhibits from other participating Centers, e.g. Shuttle, Soyuz, Skylab and others, will be on display, Attachment 3.

Also, we have identified the invitation list categories and are starting to work on names, Attachment 4. We are in process of organizing the many tasks and sub-tasks of the inspection, including required jobs, Attachment 5, document requirements, and schedules. Inspection headquarters is in Room 122, Administration Building, FTS 8-216-433-6873.

Our schedule will contain "milestones" for status reports to your office.

Walter T. Olson

Attachments 5

cc:
F/Assistant Administrator for Public Affairs (with attachments)
0100/Director
0100/Deputy Director, Management
Inspection Files

1010:WTOlson:kmb 3-8-73

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
WASHINGTON, D.C. 20546

To Ted

APR 23 1973

REPLY TO
ATTN OF: RD-M

MEMORANDUM

TO: AD/Deputy Administrator

FROM: RD-M/Deputy Associate Administrator (Management)
Office of Aeronautics and Space Technology

SUBJECT: 1973 Inspection of the Lewis Research Center

This memorandum is intended to update you on status of planning for a technology progress "inspection" of LeRC scheduled September 26-30, 1973. The theme is "Technology in the Service of Man."

I met with John Donnelly and his staff in January regarding the advisability of an inspection. There seemed to be agreement that our objective of using this as a means for demonstrating our technological progress to industry, government, Congress and the public was justifiable. John Donnelly still questions the cost effectiveness of "inspections" in terms of the size and influence of the audience reached.

I discussed the inspection with Willis Shapley in January and he agreed that the objective was sound and concurred that we should proceed with the planning.

Bruce Lundin has named Walter T. Olson the general chairman. The preliminary organization is shown in enclosure 1.

Subject matter will primarily show accomplishments and current programs in such a way that their benefits to man are evident. Subject matter will be primarily from Lewis but will also embrace NASA-wide activities and will include

rec'd 4/24

nine inspection stops:

Quieter Skies from Technology
Cleaner Skies from Technology
Aeronautical Propulsion Technology
Rocket Vehicle Technology
Space Electronics Technology
Solar Power Technology
Aerospace Technology and the Environment
Some New Results from Physics and Chemistry
Materials

Tours will be in groups of 50 to the nine inspection stops, with informal buffet lunch, followed by a finale and social hour in the Lewis hangar where special exhibits from other participating Centers will be on display (Shuttle, Soyuz, Skylab, etc.).

The attendance list categories are shown in enclosure 2. An invitation list by name is being developed from these categories.

I will keep you informed as the planning progresses.

E. C. Kilgore

2 Enclosures

cc:
ADA/W. Shapley
F/J. Donnelly
R/R. Jackson
LeRC/B. Lundin

Preliminary Organization - March 5, 1973

General Chairman	- Walter T. Olson
Vice-General Chairman and Inspection Stops	- Edward A. Richley
Design and Graphics	- James J. Modarelli
Publicity	- Hugh W. Harris
Invitees and Protocol	- Arthur R. Wycoff, Jr.
Logistics	- JACK POWELL - Don Frank
Office Manager Scheduling	- Elaine R. Quayle

ENCLOSURE 1

Richley - Inspection Stops

For each stop:

Organizer/Manager
Coordinator
Exhibit Specialist
Speakers

Modarelli - Design and Graphics

Technical Art and Graphics Manager
Publication Art Manager
Audio Equipment Manager
Audio-repair (standby)
Movie Production Manager
Slide Production Manager
Slide and Movie Projection Manager
Projector repair (standby)

Technical Services Manager — Don Thoennes
General Services and Contract Manager
Procurement Specialist
Display Fabrication Manager
Wood Model
Metal Model

Harris - Publicity

Brochure Editor
Publicity Manager
Bus Guide Write-ups

Wycoff - Invitees and Protocol

Registration Manager
Registration Attendants
Information Attendants

Powell - Logistics

Bus Manager
NASA Transportation Manager
NASA Vehicle Drivers
Cafeteria Manager
Servers
Coffee Stops
After-tour Stop

Logistics (cont.)

Communications Manager
Telephone Attendants

Traffic (Freight) Manager

Audience Seating Arrangements Manager

Airport Parking

March 1, 1973

1973 INSPECTION CLASS LIST

1. Federal Government

Congressmen/Senators from Key Committees
Ohio Senators & Local Congressmen
Congressional Staff "keys" and other - Senator/Congressmen
OMB
DOD - Military & Civilian = AF, Arm,
DOT - Coast Guard; FAA
EPA
AEC
Commerce - NOAA
Other

2. State and Local Government

Governor and Key Staff Members
State Legislators (all?)
Cuyahoga County Commissioners
Mayor, City of Cleveland
City Council President
Mayors/City Managers of Major Metropolitan Areas in Northern Ohio
Mayors/City Managers of Cleveland Suburbs
Governors of 6 State Areas

3. Business - National

Aerospace Firms
  Aviation Industry
  Space Industry
Major Support Industries
Research Organizations - Battelle, Bell Labs, etc.

4. Business - Local

Use Greater Cleveland Growth Associations List

5. Education

President/Dean of Research Department of Contracted and Local Colleges and Universities.
School Superintendents from Greater Cleveland Area
High School Principals from Greater Cleveland Area
Librarians of Greater Cleveland Area

6. Civic Organizations

From Contiguous Cities only (North Olmsted, Olmsted Falls, Berea, Fairview Park, Fairview, Brookpark, Cleveland)
President, Chamber of Commerce
President, Junior Chamber of Commerce

ENCLOSURE 2

1973 INSPECTION CLASS LIST (CONTINUED)

6. Civic Organizations (Con't)

Kiwanis Club
Lions Club
Rotary Club

7. Technical Societies

Heads of all Technical Societies on list of Cleveland Technical Societies Council

8. Labor

National Labor Leaders
- UAW
- AFL/CIO
- Teamsters
- Government Unions

Local Unions
- County Employees
- Other(?)

9. Special Guests

Solicit at Division Chief Level

10. Lewis Alumni

Director

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER
CLEVELAND, OHIO 44135

July 12, 1973

REPLY TO ATTN OF: 1010

TO: RD-M/Deputy Associate Administrator-Management

FROM: 1010/General Chairman, 1973 Lewis Inspection

SUBJECT: 1973 Lewis Inspection

As I said I would, in our March 8, 1973 memo, I'm sending you a brief status report on the program at Lewis, "Technology in the Service of Man", now scheduled for September 19, 20, and 21, 1973.

Invitations have now been sent to more than 6800 individuals categorized as follows:

GROUP	TOTAL	PERCENTAGE
Government	1402	20.5
Business/Industry	3574	52.4
Education	523	7.7
Civic organizations	29	.4
Labor	50	.7
News Media	505	7.3
Professional organizations	272	4.0
Religion	22	.4
Lewis retirees	30	.4
Lewis suggestions	427	6.2
	6834	

NASA Congressional Liaison Office (R. V. Lottman) will convey congressional invitations; all others are mailed direct. NASA Industrial Affairs is examining our list of 50 labor leaders for possible additional suggestions to us. NASA Assistant Administrator for Administration (W. Lilly) has our list of OMB invitees for personal assistance in securing acceptances. We hope that senior officials (e.g. Jackson, Low, Fletcher) will personally invite or host individuals whom they want to have attend; we will suggest names of invitees. NASA may need to use aircraft for this purpose.

We anticipate 500 guests daily, bussed in 9 groups among 9 tour stops, with opening session, lunch, and closing social hour in common.

If overwhelmed, we would use September 18 or September 17 or 24. Groups will be arranged by protocol. A group schedule looks like this:

8:30 am EDT	Arrivals and registration	
9:00	Welcome and opening remarks	DEB Aud.
9:35	Stop 1: "Quieting the Fleet"	10' x 10'-Shop
10:10	Stop 2: "Cleaner Skies"	PSL 3 & 4
10:45	Coffee break	
11:05	Stop 3: "Powered Lift"	10' x 15'-Tunnel
11:40	Stop 4: "Big Boost from Rockets"	Zero-G
12:15	Stop 5: "Space Electronics Technology"	EPL
12:50	Lunch	DEB
1:50	Stop 6: "Clean Energy"	ERB-Center
2:25	Stop 7: "Materials for Man"	MPL
3:00	Coffee break	
3:20	Stop 8: "The Impact of Wear"	ERB-West
3:55	Stop 9: "Servants in Space" (with GSFC, JSC)	Ad. Aud.
4:30	Stop 10: NASA Exhibits (Social Hour)	Hangar
5:00 ON	Buses to Visitor Parking, motels, airport	

Rehearsals are scheduled on September 4 and 5, 9:30 to 4:30, and September 6, 9:30 to 11:00, at about 1½ hours per stop, as required; they are subject to change.

We have scheduled an Employees Day for Sunday, September 23, with 5 minute versions of our tour stops repeated by volunteer speakers and with our Supervisors Club serving as volunteer hosts, guides, etc. Employee with badge admits an automobile.

We have scheduled Open House for Saturday and Sunday, September 29 and 30. Admission will be by ticket, with a capacity of 12,000 people each day set as a maximum target. With 2 shifts each day, a volunteer organization and staff is required, as follows: 8 coordinators, 40 speakers, 80 bus guides, 60 building guides, 24 hangar guides, 8 bus starters, and 40 alternates for "no shows". 220

Expenditures are below our estimate to you dated May 14, 1973.

Tasks and subtasks are pretty well identified and will be completely assigned during the next few weeks.

Walter T. Olson

Walter T. Olson

cc:
F/Assistant Administrator for Public Affairs
✓0100/Director
0100/Deputy Director, Management
Inspection Files

1010:WTOlson:kmb 7-12-73

NASA-Lewis Research Center
Cleveland, Ohio

September 12, 1973

MEMORANDUM

TO: Cleveland Employees and Resident, Contractor, and NASA Exchange Personnel

FROM: Deputy Director, Management

SUBJECT: Rescheduling of Cafeteria Serving Hours

The 1973 Inspection of the Lewis Research Center will be held on September 19, 20 and 21. Approximately 450 guests a day will visit the Center to examine our facilities and learn the scope and nature of our current advanced research and development programs. In order to accommodate these visitors it will be necessary to reschedule the serving hours in the Center cafeterias.

The lunch period in the DEB Cafeteria on these days will be 11:00 a.m. to 12:00 noon. The shorter lunch period is necessary to enable the cafeteria staff to set up for the inspection luncheons at 12:50 p.m. Service in the Main Cafeteria will be extended until 1:30 p.m. The serving hours in the ERB Room will not be changed.

Your cooperation in noting these changes and adhering to the revised schedule in the DEB Cafeteria will be appreciated.

Henry C. Barnett

Henry C. Barnett

Copy Distribution:
Lists A2 thru A5

NASA-Lewis Research Center
Cleveland, Ohio

September 12, 1973

MEMORANDUM

TO: Cleveland Employees and Resident, Contractor, and NASA Exchange Personnel

FROM: Deputy Director, Management

SUBJECT: 1973 Inspection

Several days ago I advised you of the rescheduling of the DEB cafeteria serving hours during the Inspection, September 19 through 21, 1973. This memo covers several additional details of importance which require your attention.

On the mornings mentioned above, a large block of parking spaces will be reserved in the DEB parking lot. These will be well marked and are for our guests use since a number of them will be driving.

There will be a great deal of activity in and around DEB during the peak traffic periods of morning, midday and evening. It is imperative that this congestion be minimized. Private vehicles will not be permitted in the loop area in front of DEB between 7:30/9:30; 12:00/2:00 and 4:30/5:30. Guards will be stationed in this area to insure that traffic flows as smoothly as possible. Riders working in DEB can be let off and picked up in the CTS bus stop area in front of DEB.

Since additional car and bus traffic will be present during the three days especially at the end of the day, anyone using the north area exit onto Brookpark Road should consider using alternate routes via the back gates.

Registration will be in the DEB Cafeteria from 7:45 to 9:00 and the Inspection will begin immediately afterward in the DEB auditorium. While the DEB cafeteria will remain open in the morning, I ask that you limit use of the cafeteria until 9:30.

Although we have made provisions to move traffic as efficiently as possible on the days of the Inspection, your usual consideration and cooperation during this very important event will be appreciated.

Henry C. Barnett

Henry C. Barnett

Copy Distribution:
List A-2 thru A-5

Dan Prok

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER
CLEVELAND, OHIO 44135

REPLY TO ATTN OF: 1000

September 14, 1973

MEMORANDUM

TO: Distribution

FROM: 1010/Director, Technology Utilization & Public Affairs

SUBJECT: Invitation to Inspection Luncheon and Social on September 19, 20 and 21

You are invited to have lunch with the inspection tour groups in the DEB Cafeteria and to attend the socials at the end of each day in the Hangar. The cost to you will be $1.50 for lunch and $1.00 for the social per day. You will be billed for this following the inspection.

If you have lunch with the tour groups, it will be necessary each day when you enter the DEB Cafeteria to give your name to a checker who will be stationed at the bottom of the front stairs to the Cafeteria.

A similar procedure will be followed at the socials. Please enter the north end of the Hangar.

Walter T. Olson

Walter T. Olson

NASA-Lewis Research Center
Cleveland, Ohio

July 24, 1973

MEMORANDUM

TO: Cleveland and Plum Brook Station Employees and Resident, Contractor and NASA Exchange Personnel

FROM: Director

SUBJECT: Lewis Employees' Day and Public Open House

The highlights of "Technology in the Service of Man," the program being presented to many of the nation's top business, labor, government, industrial, and university leaders will be made available to Lewis employees, their families and friends, on September 23 from 10:30 a.m. until 3:30 p.m. This will be followed on September 29 and 30 by a special open house for the general public commemorating the 15th Anniversaryof NASA.

During Employees' Day, each employee may bring a carload of family or friends to visit work areas and hear five minute versions of the program talks at all nine "Technology in the Service of Man" stops. Also, they may see the large display in the hangar. The Supervisor's Club has generously volunteered to staff the Employees' Day. The talks have been shortened to accommodate as many employee groups as possible. Tickets are not necessary for Employees' Day.

Admission to the Open House for the general public will be by ticket in order to keep the flow of visitors at an even pace. Employees can obtain tickets for neighbors and friends by sending a note specifying the date and time of day to the Public Information Office MS 3-11. Each ticket admits one car and its occupants. Tickets will also be available from the Press, Plain Dealer, or by writing to NASA Tour, Lewis Research Center, Cleveland, OH 44135. The public tour will start at the hangar and include short versions of five of the nine program stops. Visitors will park at DEB and use buses between there and the hangar and throughout the tour.

Last year, Lewis played host to approximately 16,000 visitors during its open house. Lewis was able to present its story to the public in this

way because of the generous volunteer efforts of nearly 400 employees. This year we are again counting on employees to help keep the community aware of the important work we are doing.

Henry C. Barnett

for Bruce T. Lundin

Copy Distribution:
Lists A-2 thru A-5 &
A-20 thru A-22

NASA Lewis Research Center
Cleveland, Ohio

September 21, 1973

MEMORANDUM

TO : Lewis Employees and Resident, Contractor and NASA Exchange Personnel

FROM : Chairman, Open House

SUBJECT: Lewis Open House

The same inspection stops which are being viewed this week by national leaders from industry, business, universities and government will be running for employees, their families and friends Sunday, September 23. The talks will range from five to ten minutes in order to accommodate everyone. The hours for "Employees Day" will be 10:30 a. m. to 3:30 p. m. and a badge will admit a car load of people. The picnic grounds have been kept free so that any employees wanting to bring a picnic lunch may do so. Employees will be able to drive to each of the tour stops. All buildings will be open so that you may show your families and friends where you work.

The general public is invited to tour the center on the following week end, September 29 and 30. Admission will be by ticket which can be obtained from the Public Information Office or by mail to NASA Open House, Cleveland 44135. The tickets are being issued at intervals of 15 minutes from 9:00 a. m. to 3:00 p. m. The general public will tour the center by bus beginning with the Hangar and going to five inspection stops where they will hear five-minute talks. The stops are: "Cleaner Skies;" "Quieting the Fleet;" "Space Electronics Technology;" "Clean Energy;" and "Servants in Space." More than 350 fellow employees have volunteered their efforts to show the lab to the general public on those two days.

Hugh W. Harris

Hugh W. Harris

Copy Distribution
Lists A-1 & A-20

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER
CLEVELAND, OHIO 44135

REPLY TO
ATTN OF:

September 7, 1973

MEMORANDUM

TO: DISTRIBUTION

FROM: Meeting Chairmen

SUBJECT: The American Institute of Aeronautics and Astronautics (AIAA) and Institute of Electrical and Electronic Engineers (IEEE) Joint Tour Meeting to be held the evening of September 19, 1973.

A schedule for the joint AIAA/IEEE Dinner-Tour Meeting is attached. From past attendance we would expect 2 or 3 sessions for each stop. (Note that reservations are limited to 150). The tour will start about 7:15 p.m. There will be two guides with each group and a guide for each bus plus other assistance by LEWIS employees. This will be the first technical meeting of the year for these two societies and to start with a successful tour will do a great deal toward leading to a successful program year.

Therefore, on behalf of the 150 working engineers and professors who will attend, we wish to thank you for your contribution to this program. If you have any questions, please contact us.

Thank you for your help.

R. J. Weiler

R. J. Weiler (PAX 8374)
Meeting Chairman

J. L. Roberts

J. L. Roberts (PAX 7182)
Assistant Chairman

Enclosure

Distribution:

1010/Dr. W. T. Olson - Introduction
1960/J. M. Powell - Logistics Coordinator
1964/W. V. Waite/H. F. Dombroski - Employee-Workers Transportation
1002/R. W. Gaines/R. L. Demaline - Security
2530/E. W. Conrad/B. R. Leonard - Stop #1
9500/H. W. Douglas/R. C. Kohl - Stop #4
5100/L. Rosenblum/F. J. Stenger - Stop #6
1900/J. J. Modarelli - Hangar
7013/D. S. Prok - Public Address Systems
7012/C. R. Calire - Radio Control Equipment
2560/H. E. Bloomer - AIAA Coordinator

AIAA/IEEE JOINT MEETING

September 19, 1973

SPECIAL SESSION - TECHNOLOGY
IN THE SERVICE OF MAN

(PRESENTED IN CONJUNCTION WITH LEWIS OPEN HOUSE)

5:15 - 6:15	ATTITUDE ADJUSTMENT HOUR - INCLUDING TRANSPORTATION TO PICNIC GROUNDS FROM DEB PARKING LOT
6:15 - 7:15	DINNER - ANNOUNCEMENTS AND 10 MINUTE TOUR INTRODUCTION (Dr. Olson/ etc)
7:15 - 7:30	*TRAVEL TIME TO 1st STOP
7:30 - 7:55	1st STOP
7:55 - 8:05	TRAVEL TIME TO 2nd STOP
8:05 - 8:30	2nd STOP
8:30 - 8:40	TRAVEL TIME TO 3rd STOP
8:40 - 9:05	3rd STOP
9:05 - 9:15	ALL BUSES TRAVEL TO HANGAR
9:15 - 9:45	**HANGAR (Exhibits - Time Cushion)

* Stops visited on tour by three groups

Stop No. 1 - Quieting the Fleet
Stop No. 2 - Big Boost From Rockets
Stop No. 3 - Energy for a Better Life

** Buses leave hangar parking lot (when full) for picnic parking lot

LIMITED TO 150 RESERVATIONS

1973 LEWIS INSPECTION
ACTION SCHEDULE

FUNCTIONAL AREA: PUBLICITY
H. Harris

SCHEDULE DATE: JULY 30, 1973

ITEM	RESPONSIBILITY	EST. M.H.	% COMPLETE	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. INSPECTION BROCHURE										
1. Draft prepared										
2. Approved										
3. Printed										
II. NEWS MEDIA INVITATIONS										
1. List prepared										
2. List approved										
a. List furnished to Invitations & Protocol										
III. SUPPLEMENTARY INVITATION INFORMATION										
1. Transportation information obtained										
2. Accommodation information obtained										
3. Information sheet folder prepared										
4. Sheet/folder approved										
5. Sheet/folder printed										
6. Sheet/folder furnished to Invitations & Protocol										
IV. RADIO, TV										
1. Coverage planned										
a. National										
b. Local										
V. ADVANCE PRESS RELEASES										
1. Trade Journal										
a. List prepared										
b. List approved										
c. Draft prepared										
d. Draft approved										
e. Release printed										
f. Release mailed										
2. GENERAL PRESS										
a. List prepared										
b. List approved										
c. Draft prepared										
d. Draft approved										
e. Release printed										
f. Release mailed										
VI. SPECIAL PRESS ROOM										
1. Room identified										
2. Equipment needs to be identified										
3. Equipment installed										
a. Telephones										
b. Press packs										
c. Photo display board										
VII. PRESS PACKS										
1. Enclosure needs to be identified										
2. Enclosure text drafts prepared										
3. Enclosure photos identified										
4. Enclosure texts and photos approved										
5. Enclosure texts printed										
6. Enclosure photos printed										
7. Packs furnished to Press Room										

NASA-C-[illegible] (Rev. 7-71)

WT Olson
1010

3-16

B-1-2-5-6-7-9-10

NASA-Lewis Research Center
Cleveland, Ohio

July 31, 1973

MEMORANDUM

TO: Division Chiefs

FROM: 1010/Director of Technology Utilization and Public Affairs

SUBJECT: Reassignment of duties - Public Information Office

Effective immediately and until further notice, Hugh Harris is assigned full time to activities for the 1973 Inspection, Employees Day, and Open House. He will continue to report to the Director of Technology Utilization and Public Affairs.

During this temporary assignment, Charles Kelsey will serve as Acting Chief of the Public Information Office. All normal matters of business of the Public Information Office should be referred to Mr. Kelsey.

Walter T. Olson

Copy Distribution:
List B 7

1973 LEWIS INSPECTION
ACTION SCHEDULE

FUNCTIONAL AREA: INVITATIONS & PROTOCOL
A. Wycoff

SCHEDULE DATE: JULY 30, 1973

ITEM	RESPONSIBILITY	EST. M.H.	% COMPLETE	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. INVITATION LIST										
1. Class List Developed										
2. Comolete List Developed	6/8									
3. List Approved	BTL 6/8									
4. News Media List Rec'd from Publicity	HH 6/4									
II. ENVELOPE PROCUREMENT										
1. "Altert" Flyer envelopes obtained	N/A									
2. First Invitation mail-out envelopes obtained	LS 3/26									
3. Self-addressed reservation return envelopes obtained	LS 3/26									
4. Self-addressed reservation return address printed	LS 4/2									
5. Acknowledgement mail-out envelopes obtained	F.L.									
6. Follow-up Invitations mail-out envelopes obtained	LS 3/26									
III. "ALERT" FLYER										
1. Format layout	DS 4/9									
2. Approved	BTL 4/11									
3. Final Art completed	DS 4/18									
4. Printed	FL 4/25									
5. Envelopes addressed	CONTINUOUS									
6. Flyer mailed	6/11 - 6/14									
IV. FIRST INVITATION PACKAGE										
1. Invitation format developed	4/9									
2. Invitation approved	BR 4/11									
3. Invitation printed	FL 6/12									
4. Reservation format developed	LS 4/2									
5. Reservation format approved	BTL 4/11									
6. Reservation forms printed	LS/FL 4/25									
7. Envelopes addressed	7/11/73									
8. Packages mailed	7/11/73									
V. FOLLOW-UP INVITATION PACKAGE										
1. Follow-up invitation										
a. Format developed	WTO 6/8									
b. Format approved	WTO 6/8									
c. Printed	FL 7/20									
2. Envelopes addressed	CONTINUOUS									
3. Package mailed										
VI. ACKNOWLEDGEMENT PACKAGE										
1. Acknowledgement letters										
a. Format developed										
b. Format approved										
c. Printed										
2. Supplementary info folders obtained from Publicity										
3. Envelopes addressed	CONTINUOUS									
4. Packages mailed										
VII. GROUP LISTS										
1. Reservations sorted by day										
2. List made										
3. Information furnished to Logistics/ Registration										

March 28, 1973

Visit by Les Dutka, Dun & Bradstreet with Art Wycoff

Dun & Bradstreet can provide 2 weeks from time of order

1. A tape file which has up to 10 officers and directors such as board chairmen etc. (file is on computer in tape format, IBM 360, 370)

   a. Specialized File - be a one-time purpose kind of thing numbers of companies, big manufacturers, retailers, wholesalers, you can take the top 10,000 names and be selective as to line of business

2. Million Dollar File

   a. 31,000 companies in this list. (company's net worth is over $1M)

3. Can provide above files on computer tapes, mailing lists, punch cards and 2 types of labels (heat trans., pressure sensitive - 4¢ or $40.00/1000 - plus $85.00 programming charge) These are 4-line format, Chief, Exec., name of company, address.

4. Computer cards

Name	Subsidiary
Address	Numbers of employees
Line of business	

Notes:

Basic DMI record identifies parent company and subsidiaries.

D&B feed 18,000 changes per day into D&B files - lists are up-to-date.

Can request the top 10,000 aerospace codes.

ACTION:
L. Dutka will check out the possibility of putting the addresses etc.on tapes compatible with the IBM-MTST and have the information when A. Wycoff calls him in a couple of days.

NASA-Lewis Research Center
Cleveland, Ohio

March 28, 1973

MEMORANDUM

TO: Cleveland and Plum Brook Station Division Chiefs

FROM: General Chairman, 1973 Lewis Inspection

SUBJECT: 1973 Lewis Inspection

The Lewis Inspection Team is presently compiling a prospective invitation list for the forthcoming Inspection to be held September 19-21. Included on the list will be leaders and key personnel from government, business, industry, education and labor.

Please submit any suggestions you may have for inclusion on the invitation list to Inspection, Mail Stop 3-15, by April 13, 1973. Include full name, title and complete address.

Ed Richley
for W. T. Olson

Copy Distribution:
Lists B-7 and B-28

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER
CLEVELAND, OHIO 44135

REPLY TO ATTN OF: 1000

September 18, 1973

MEMORANDUM

TO: 1010/W. T. Olson

FROM: 1000/A. R. Wycoff

SUBJECT: Greeting of Protocol Groups Wednesday and Friday

I made arrangements for one of the CTS buses to be on the hangar apron to transport the entire groups to DEB for registration. I have also made arrangements to have Harry Dombroski drive the protocol greeters to the bus about the time the Headquarters planes will be landing. You should have everyone who will be in the greeting group assemble in the Lobby of the Ad Building by 8:35 on Wednesday and 8:25 Friday. As you know, NASA 1 and the AF Convair bringing Fletcher and Jackson will be landing tomorrow at 8:40 and 8:45 (God willing). Our Convair with the Congressional group is due to arrive 8:30 Friday morning.

It is important that everyone be ready to go at 8:30 tomorrow morning. Incidentally, I must know by the end of today who "everyone" is.

Arthur R. Wycoff, Jr.

LOGISTICS

1973 LEWIS INSPECTION
ACTION SCHEDULE

FUNCTIONAL AREA: LOGISTICS - J. Powell

SCHEDULE DATE: JULY 30, 1973

ITEM	RESPONSIBILITY	EST M.H.	% COMPLETE	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. INVITEE ACCOMMODATION/TRANSPORTATION INFO										
1. List developed										
2. List approved										
3. Copies to Publicity										
II. TRANSPORTATION										
1. Requirements defined										
a. Chartered buses										
b. NASA vehicles										
c. Visiting Aircraft parking										
2. Bus routes, schedules, contingencies										
a. Planned										
b. Approved										
3. Chartered buses ordered										
4. NASA vehicle drivers										
a. Identified										
b. Approved										
5. Visiting aircraft/aircrew arrangements made										
a. Aircraft parking										
b. Passenger pickup, coordination										
c. Aircrew accommodation										
6. Instruction/information sheet for NASA drivers										
a. Developed										
b. Approved										
7. Driver "ready-room"/vehicle dispatch office										
a. Selected										
b. Prepared										
8. Travel reservation clerk(s)										
a. Assigned										
b. Approved										
III. TOUR ESCORT TEAMS										
1. Needs determined										
2. 'Job Descriptions' developed										
3. Members/Alternates										
a. Identified										
b. Approved										
4. Instruction/information sheets										
a. Developed										
b. Approved										
c. Distributed										
IV. REGISTRATION										
1. Arrangements planned										
a. Site										
b. Materials										
2. Site and Materials approved										
3. Materials ordered										
4. Materials received										
5. Personnel (Registration, Information)										
a. Identified										
b. Approved										
6. Instruction/Information sheets										
a. Developed										
b. Approved										
7. Registration site prepared										
V. SEATING ARRANGEMENTS										
1. Needs defined										
2. Chairs inventoried										
3. Extras ordered										
4. Extras received										
5. Supply allocated										
6. All chairs distributed										

NASA-C-7926 (Rev. 7-71)

1973 LEWIS INSPECTION
ACTION SCHEDULE

FUNCTIONAL AREA: LOGISTICS - J. Powell

SCHEDULE DATE: JULY 30, 1973

ITEM	RESPONSIBILITY	EST. M.H.	% COMPLETE	MAR	APR	MAY	JUN	JUL	AUG	SEP
VI. COMMUNICATIONS										
1. Arrangements planned										
a. Stop-to-Stop										
b. Invitee to outside										
c. Press to outside										
d. Between Logistics Personnel										
e.										
2. Additional equipment										
a. Ordered										
b. Installed										
c. Tested										
3. Telephone attendants										
a. Identified										
b. Approved										
VII. FOOD HANDLING/DISTRIBUTION										
1. Menu(s) selected										
2. Menu(s) approved										
3. Catering services ordered (if needed)										
4. Layouts planned for										
a. Cafeteria										
b. Refreshment Stops										
5. Cafeteria servers, refreshment stop attendants										
a. Identified										
b. Approved										
6. Instruction/information sheets for attendants and servers										
a. Developed										
b. Approved										
7. Cafeteria, refreshment stops set up										
VIII. SIGNS & MARKERS										
1. All route, stop, etc. signs distributed										
2. All signs removed										
IX. ROUTE PREPARATION										
1. Requirements Analysis (cleanup, paint, etc.)										
a. Begun										
b. Completed										
2. Sign Preparation										
a. Begun										
b. Completed										
3. Painting										
a. Begun										
b. Completed										
4. Landscaping										
a. Begun										
b. Completed										
5. Cleanup										
a. Begun										
b. Completed										
X. DAILY PROGRAM AND SCHEDULE										
1. First draft prepared										
2. Draft reviewed and approved										
3. Second draft prepared										
4. Final approval										
5. Final Schedules										
a. Prepared										
b. Printed										
c. Distributed										
XI. REHEARSAL SCHEDULE										
1. Escort Teams										
2. NASA Drivers										
3. Cafeteria servers, refreshment attendants										
4. Registration, info, telephone personnel										

NASA-C-79, a (Rev. 7-71)

"TECHNOLOGY IN THE SERVICE OF MAN"
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER

September 19, 20, 21, 1973

INSTRUCTIONS FOR TRANSIENT CREWS AT LEWIS RESEARCH CENTER

ARRIVAL AND DEPARTURE

1. The NASA Lewis ramp is available to civil and government aircraft to discharge passengers. Prior notice is requested in all cases as listed in Airmen's Information Manual and USAF/USN Enroute Supplement.

2. Government-owned aircraft flight crews must check-in with LeRC Flight Operations Office, Room 203, Flight Research Building (Hangar) during normal duty hours. After hours, the NASA Security Patrol at the Plant Protection Building will handle aircraft arrivals. Flight Maintenance Section will direct parking of all visiting government-owned aircraft.

3. Flight planning facilities are available in the Flight Operations Office (2nd floor, Hangar). Manifests and copies of flight plans may be deposited in this office.

REFUELING

1. Only NASA aircraft can be refueled at this Center by NASA personnel. All other aircraft can be refueled only by fixed base operators at Cleveland Hopkins International Airport.

2. Aircraft Services, Inc., Beckett Aviation or Sundorph Aeronautical on the field, will accept the red and white U.S. National Credit Card or AF Form 15 for all government aircraft for petroleum products only at retail prices.

3. Civilian purchases may be made from the three above mentioned fixed base operators.

SECURITY

This Center is a controlled security area and all visitors must secure badges. Transient aircrew badges are issued by Flight Operations. These badges are valid only for the Hangar, the Cafeteria, and while in transit to and from the Cafeteria. These badges are also honored for admission at the Main Gate. No security escort is required. Please return the badges before departure. After duty hours these badges may be obtained and returned at the Plant Protection Building (across from the Hangar).

TELEPHONES

This Center has two telephone systems, an automatic system for inside NASA only (PAX) and an Ohio Bell Telephone Company exchange (PBX) for both inside and outside calls.

Center Calls	PAX	PBX
Cafeteria	2289	
Escort Service	7113	
	8025	
Flight Maintenance	2155	448
Flight Operations	4278	449
Medical Services	4123	459
Pilots Office	8148	6139
Plant Protection	2149	257
(Fire Station)	4149	
USAF Liaison	2150	452

Outside Calls (Dial 9 for outside line)	
Aircraft Services, Inc.	267-3550
Beckett Aviation	267-3711
FAA Flight Plans & Weather	267-3700
FAA Tower	267-2190
Hopkins Airport Operations	267-1125
NASA (Area Code: 216)	433-4000
Sundorph Aeronautical	267-3450
Taxi Service:	
Westlake Cab	331-5000
Yellow Cab	623-1500
USAF	267-2911
U.S. Weather Bureau	267-3900

GUIDE

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER
CLEVELAND, OHIO 44135

REPLY TO ATTN OF: 1960

8070
8480

August 28, 1973

MEMORANDUM

TO: 7010/Chief, Safety and Project Planning Office

FROM: Logistics Chairman, 1973 Inspection

SUBJECT: Appointment of Tour Leaders for the 1973 Inspection

We are completing the arrangements for the Inspection on September 19, 20 and 21. In doing so we have selected various people from throughout the Center to serve as Tour Guides for the nine bus loads of visitors that will be here on each of the three days. Obviously, we were interested in selecting people who are both knowledgeable and articulate about the Center and its programs and others who can be relied on to favorably impress our guests and adequately serve their needs while they are at the Center.

We have, therefore, personally contacted some of those individuals who we felt met these criteria to determine their interest and willingness in working on the Inspection. These people within your group who were selected are listed at the bottom of this memo. Once we have the host teams organized we will ask them to work all three days of the Inspection. Beyond this, I suspect that they will be asked to participate in one rehearsal and attend a preliminary meeting at which we will detail their assignments and duties.

I know that this represents a drain on your manpower. However, I am sure that you will agree with me that the time spent in displaying our wares and capabilities to those attending the Inspection will prove to be a worthwhile investment. Therefore, unless I hear to the contrary, I will assume that you have no serious objection to the selections. I would also appreciate it if you would route a copy of this memorandum through your normal supervisory channels to the nominee(s) so that he may be assured that those above him understand the nature of the commitment he has made.

Jack
John M. Powell

Paul Laisure
Jack Colegrove

Dan Prok
Reginald Grey

5.

1964 August 22, 1973

MEMORANDUM

TO: Thomas G. Donohoe M.S. 500-302

FROM: William V. Waite M.S. 4-1

SUBJECT: Sole Source on PR # 388479 dated 8-21-73

Concerning Bus Charter Services on above Purchase Request Number Cleveland Transit System (CTS) Charter Service is the only source which can supply the equipment requested for the following reasons:

1. Buses must be available during critical rush hour periods.

2. Front & Rear door entrance and exit is an absolute necessity.

3. Availability of replacement buses in event of break down.

4. Close proximity of Triskett Bus Garage, additional buses if needed can be secured with dispatch.

William V. Waite

WVW:ch

6.

CHARTER SERVICE ACKNOWLEDGMENT

CTS Rep.
Jim Kutie
621-1010
Direct

CLEVELAND TRANSIT SYSTEM

1404 EAST NINTH STREET, CLEVELAND, OHIO 44114 - PHONE: 781-5100

Thank you for your Charter Service order.

We want to make sure your trip comes off exactly as you have planned and we know that sometimes oral communications do get misinterpreted. And so, will you take a minute to double-check the attached order?

If your order is correct, just toss out this memo. However, if it isn't exactly what you ordered, please call us at 781-5100, extension 324, so that corrections can be made.

There's no doubt about it -- it's more fun to go places in a group. We are grateful for your patronage and look forward to serving you.

Cordially,

Tom Niskala

Charter Service Representative

PURCHASE REQUEST

(See reverse for instructions)

1. NO. 1 OF 2 SHEETS (Use C-100a if needed.)

2. DATE 8-21-73

3. REQ. NO. 388479

QUESTER: William V. Waite

ORG. CODE: 1964 | PAX: 6243 | PBX: 783 | MAIL STOP: 4-1

COMMENDED CTG. CHARGE: XO 12533

6. DATE REQUIRED: Sept. 19,20 & 21, 1973

WILL THIS CONTRACT INVOLVE ACCESS TO CLASSIFIED MATTERS? ☐ YES ☐ NO (If "yes," attach NASA Form 446, in duplicate.)

DESCRIPTION	ACCTG. CODE	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Charter Services for the use of nine (9) passenger		27	ea	138.00	$ 3,726
buses, each having a capacity of accomodating at					
least Fifty-Three (53) passengers. Each bus shall					
include one (1) Driver and all necessary essentials					
for operation.					
All NINE (9) buses are required on dates of					
SEPTEMBER 19, 20 & 21, 1973 - in front of the					
PARKBROOK MOTEL - 14011 Brookpark Road at ~~7:15~~ 7:00 AM					
each day.					
At 7:30 AM & 8:30 AM EDST on each of the dates,					
the buses will load passengers at the following					
locations, as directed by a representative of the					
contracting officer:					
(cont'd)		~~9~~	~~EX~~		

HAZARD ASSESSMENT (Answer the following by placing an "X" in the proper column.)

	YES	NO
Are materials described above toxic/hazardous/radioactive? If "Yes," see reverse of this form for specific safety requirements. Insert License/Permit Number here: No.		X
Does this procurement involve off-site use of hazardous materials or off-site hazardous operations not covered by approved safety/handling procedures? If "Yes," attach C-100c.		X
Does this procurement involve on-site contractor labor (excluding service contracts), or construction of Gov't. facilities at contractor installations? If "Yes," send this PR to Construction Div. (Cleveland) or Safety Office (PB). If hazards are involved and approved safety measures do not exist, attach C-100c.		X

FOR CONSTRUCTION/SAFETY USE ONLY: Further safety review required.

TOTAL $ 3,726

INSPECTION POINT ☐ CONTRACTOR'S PLANT ☐ DELIVERY DESTINATION

ACCEPTANCE POINT ☐ CONTRACTOR'S PLANT ☐ DELIVERY DESTINATION

(A) DELIVER TO: ROOM NO. / MAIL STOP

(B) FOR USE IN: BLDG. NO. / ROOM OR CELL

REMARKS

Technology In The Service Of Man" Inspection

QUESTER'S SIGNATURE: W V White

13. ATTACHMENTS	YES	NO
(A) LIST OF GOV'T. FURNISHED PROPERTY		
(B) SOLE SOURCE JUSTIFICATION		
(C) STATEMENT OF WORK		
(D) UNSOL. TECH/COST PROPOSALS		
(E) SUGGESTED CONTRACTORS		
(F) NASA FORM 446		
(G) NASA FORM C-100B/C-100C		
(H)		

II FOR SUPPLY MANAGEMENT USE

Above items are not available from stores stock nor applicable excess sources. (Signature) DATE

III FOR EQUIPMENT UTILIZATION USE

Requested equipment, or suitable substitute, is not available from utilization pools nor CURE storage. (Signature) DATE

I APPROVALS (As applicable)

TITLE	SIGNATURE	DATE
BRANCH CHIEF (OTHER DESIG. ED AUTHORITY)		
PROJECT MANAGER DIVISION CHIEF		
(IF REQUIRED)		
BUDGET OFFICE		

IV FOR FINANCE USE

(Signature) DATE

V FOR PROCUREMENT USE

(A) PROCUREMENT REQUEST CONTROL (Signature) DATE

(B) ASSIGNED TO BY

WHITE TO PROCUREMENT; PINK TO FINANCE; GREEN TO REQUESTING DIV./ODPP; YELLOW TO REQUESTING BRANCH/REQUESTER

C-100 (Rev. 8-67)

PURCHASE REQUEST CONTINUATION SHEET

REQ. NO. 388479

NO. 2 OF 2 SHEETS

DESCRIPTION	ACCTG. CODE	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(A) THE RAMADA INN - 13930 Brookpark Road					
(B) PORT O' CALL - 16111 Brookpark Road					
(C) SHERATON MOTOR INN - 15455 Brookpark Road					
(D) SHERATON HOPKINS AIRPORT MOTEL - Cleveland Hopkins International Airport					
(E) HOLIDAY INN - 16501 Brookpark Road					
(F) MARRIOTT INN - 4277 West 150 Street					
Upon loading passengers, the buses will proceed from each of the Motels to the Development Engineering Building (DEB) located on the site of the NASA-Lewis Research Center - 21000 Brookpark Road - Cleveland, Ohio - 44135					
For the remaining time on each date, the buses are to be retained on the Laboratory site and will be utilized in transporting passengers on inspection tours of the center.					
At approximately 4:30 PM to 6:15 PM EDST on each of the dates, the buses will load and transport the passengers for the trip back to Motels and/or trips to Airport as needed.					

NASA-C-100a (Rev. 1-67)

PURCHASE REQUEST
(See reverse for instructions)

1. NO. 1 OF 1 SHEETS *(Use C-100a if needed.)*

2. DATE: 9-10-73

3. REQ. NO.: 558196

QUESTER: William V. Waite

ORG. CODE: 1964 | PAX: 6243 | PBX: 757 | MAIL STOP: 4-1

COMMENDED CCTG. CHARGE: XO12533

6. DATE REQUIRED: ~~10~~ 9-18-73

) WILL THIS CONTRACT INVOLVE ACCESS TO CLASSIFIED MATTERS? ☐ YES ☒ NO *(If "yes," attach NASA Form 446, in duplicate.)*

ESCRIPTION	ACCTG. CODE	QUANTITY	UNIT	UNIT PRICE	AMOUNT
50-passenger bus - 100 series for use on Tuesday,					
September 18, 1973 at 8:45 a.m. in front of the					
Development Engineering Building - NASA-Lewis					
Research Center, 21000 Brookpark Road, Cleveland,					
Ohio 44135					
Include one (1) driver; namely, ~~Earl Bold~~ David Williams					
Bus will be used for a formal rehearsal run for the					
entire day until approximately ~~4:00~~ 4:30 p.m.		1	ea.	~~approx.~~ 138.00	138.00

) HAZARD ASSESSMENT *(Answer the following by placing an "X" in the proper column.)*

	YES	NO
Are materials described above toxic/hazardous/radioactive? If "Yes," see reverse of this form for specific safety requirements. Insert License/Permit Number here: No.		X
Does this procurement involve off-site use of hazardous materials or off-site hazardous operations not covered by approved safety/handling procedures? If "Yes," attach C-100c.		X
Does this procurement involve on-site contractor labor (excluding service contracts), or construction of Gov't. facilities at contractor installations? If "Yes," send this PR to Construction Div. (Cleveland) or Safety Office (PB). If hazards are involved and approved safety measures do not exist, attach C-100c.		X

FOR CONSTRUCTION/SAFETY USE ONLY: Further safety review required.

TOTAL $138.00

SPECTION POINT ☐ CONTRACTOR'S PLANT ☐ DELIVERY DESTINATION

CCEPTANCE POINT ☐ CONTRACTOR'S PLANT ☐ DELIVERY DESTINATION

(A) DELIVER TO: 500 ROOM NO. MAIL STOP

(B) FOR USE IN: BLDG. NO. ROOM OR CELL

REMARKS

Space Technology in the Service of Man.

REQUESTER'S SIGNATURE: Bill White

13. ATTACHMENTS	YES	NO
(A) LIST OF GOV'T. FURNISHED PROPERTY		
(B) SOLE SOURCE JUSTIFICATION		
(C) STATEMENT OF WORK		
(D) UNSOL. TECH/COST PROPOSALS		
(E) SUGGESTED CONTRACTORS		
(F) NASA FORM 446		
(G) NASA FORM C-100B/C-100C		
(H)		

II FOR SUPPLY MANAGEMENT USE

Above items are not available from stores stock nor applicable excess sources. *(Signature)* DATE

III FOR EQUIPMENT UTILIZATION USE

Requested equipment, or suitable substitute, is not available from utilization pools nor CURE storage. *(Signature)* DATE

I APPROVALS *(As applicable)*

TITLE	SIGNATURE	DATE
RANCH CHIEF OR OTHER DESIG. ATED AUTHORITY)	J. Powell	9/10/73
ROJECT MANAGER R DIVISION CHIEF	J. Modarelli	9/10
AS REQ		
UDGET FFICE		

IV FOR FINANCE USE

(Signature) DATE

V FOR PROCUREMENT USE

(A) PROCUREMENT REQUEST CONTROL *(Signature)* DATE

(B) ASSIGNED TO BY

Y: WHITE TO PROCUREMENT; PINK TO FINANCE; GREEN TO REQUESTING DIV./ODPP; YELLOW TO REQUESTING BRANCH/REQUESTER

C-100 (Rev. 8-67)

August 21, 1973

MEMORANDUM

TO: Billy Harrison - M.S. 15-4

FROM: Bill Waite - M.S. 4-1

SUBJECT: Drivers for "Technology In The Service Of Man" Inspection

On the 19, 20 & 21 September 1973 I have been requested by Mr. Richley to recruit eight (8) drivers each day for the purpose of transporting guests between the various cooperating motels and Cleveland Hopkins Airport etc.

Their duty hours will be from 7:00 AM to approximately 6:30 PM each day overtime will be authorized.

Attached is a list of names, from this list I would appreciate you selecting the eight (8) drivers. All of these men have worked for me previously and have done an excellent job. It is important we have this caliber of men as they are exposed to VIP'S exclusively.

On the morning of the 19th of September I would like for these men to report to Room 108 - Hanger Office Building - North East corner of Hanger parking lot - Bldg. # 4 at 7:00 AM SHARP.

Uniform for the day is Coat & Tie. Men which can work all three (3) days is most desirable.

In the past it has been necessary to have at least two (2) alternates on stand by due to no shows.

Bill Waite

attachment

BW;ch

cc:
1964/W. V. Waite
7000/J. F. Connors
7220/H. Nicholson
7230/G. Tunder
7233/W. F. Lang, Jr.
7240/E. E. Meilander
7241/H. T. Wine
7242/R. F. Kravanya
7243/F. H. Dunn
7300/A. B. Szuhai
7320/R. O. Raabe
7330/G. S. Speer
7332/K. F. Shaltens
7400/F. VanHoff
7430/C. Scarci
7431/C. J. Blaze
7400/T. H. Guzik
7441/J. I. Bergstrom
7460/W. A. Forshey
7461/C. S. Skony
7200/Official File

7000/BRHarrison:men:8/30/73

	NAME	PAX	MAIL-STOP
ALT.	1. Brej, Robert	8590	4-2
	2. Comiskey, James A.	5108	100-2
	3. Delsesto, Rocco	3123	50-1
ALT.	4. Dorony, Thomas	5213	49-1
	5. English, Marvin	3123	50-1
✓	6. Greissing, John	3286	16-1
	7. Kamiski, Stanley	3285	14-1
✓	8. Leidy, Ray	4187	50-2
✓	9. Lisy, Fred	3132	14-1
	10. Molosky, Ron	5252	64-1
✓	11. Montori, Lynn	8109	125-1
	12. Nosek, Stanley	8307	60-6
	13. Smith, Kent	8109	125-1
	14. Travis, James	4208	54-7
✓	15. Witzke, Howard	3278	107-1
✓	16. Yesberger, Charles	3114	86-1

Bill Waite 2.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER
CLEVELAND, OHIO 44135

REPLY TO ATTN OF: 7000

August 30, 1973

MEMORANDUM

TO: Distribution

FROM: 7000/Associate Director of Technical Services

SUBJECT: Drivers for "Technology in the Service of Man" Inspection

On September 19, 20 and 21, 1973, you will be a driver (or alternate) for the purpose of transporting guests between the various cooperating motels and Cleveland Hopkins Airport, etc.

There will be a meeting with Bill Waite which you should attend on Tuesday, September 18, 10:00 a.m. in room 108, Hangar office building, northeast corner of Hangar parking lot.

Your duty hours on September 19, 20 and 21 will be from 7:00 a.m. to approximately 6:30 p.m. Alternates will be released to their normal work areas, if not needed. Overtime will be authorized for the drivers. You are asked to call your Supervisor as early as possible on September 20 and 21 and report first thing on September 24, your working hours and number of overtime hours.

On the morning of September 19, you are to report to Bill Waite in room 108, Hangar office building at 7:00 a.m. sharp. Uniform for the day is coat and tie.

B. R. Harrison

B. R. Harrison

Distribution:

7223/J. Greissing
7233/T. Dorony (Alternate)
7241/L. Montori
7242/R. Brej (Alternate)
7243/C. Yesberger
7321/H. Witzke
7332/R. Takac
7431/C. Klein
7441/F. Lisy
7461/R. Leidy

WED. 9-19-73

These were the Drivers [illegible] that worked the Show

DRIVERS	ASSIGNMENTS
Greissing, John	- Air-Port (Walkie-Talkie)
Klein, Charles	- Sheraton-Brookpark
Leidy, Ray	- DEB Signs to Guardette Room + Walkie Talkie
Lisy, Fred	- Ramada Inn (Walkie-Talkie)
* Montori, Lynn 6:45 PM	- Lundin 8:35 A.M. Shuttle from [illegible] to DEB [illegible]
Takac, Robert	- Center
Witzke, Howard	- Air-Port
Yesberger, Charles	- Air-Port
Brej, Robert	- Air-Port
Dorony, Thomas	- DEB Signs to Guardette Room Talkie

Bus Guide assignments

1 Bus at Marriott
2 Buses " Port-O-Call
2 Buses " Sheraton Hopkins
2 Buses " Holliday
2 Buses Hangar Ramp
Shuttle at Sheraton Brookpark to Port-O-Call
" " Ramada to Port-O-Call

OFFICIAL DRIVERS

HAVE MASKING TAPE DISPENSERS AVAILABLE FOR APPLYING SIGNS TO OFFICIAL CARS (I Have dispensers)

BE FAMILIAR WITH ROUTES TO AIRPORT VIA TANK PLANT - RUNNING TIME TO AIRPORT VIA THIS ROUTE APPROXIMATELY 12 MINUTES. ALSO SUNDORPH CORP. HANGER APRON CAN BE UTILIZED AS ACCESS ROAD.

BROOKPARK ROAD CAN BE UTILIZED FOR RUNS TO AIRPORT & MOTELS BETWEEN HOURS OF 10:00 A.M. & 3:00 P.M. - ALL OTHER TIMES USE ROUTE VIA TANK PLANT. ??? We found this was not necessary, even though heavy construction was being carried on on Brookpark Rd.
HOPEFULLY WE WILL HAVE SOME ROOM FOR OFFICIAL CARS TO PARK ACROSS CONCOURSE FRONT OF DEB UNTIL 9:30 A.M. AT WHICH TIME ALL OFFICIAL CARS WILL BE PARKED IN ROPED OFF AREA BACK OF ADM. BLDG. AND DRIVERS WILL REPORT TO THE TRANSPORTATION CENTER -ROOM 13 OF ADM. BLDG. BASEMENT AND REMAIN THERE UNTIL CALLED UPON.

2 PHONES ARE INSTALLED IN THAT ROOM AND WILL BE MANNED BY THE DRIVERS WHEN NECESSARY.

DRIVERS OF OFFICIAL CARS WILL UPON ARRIVAL AT MOTELS FOR PICK-UPS GO TO MAIN DESK AND HAVE IT ANNOUNCED OVER P. A. SYSTEM THAT TRANSPORTATION IS STANDING BY FOR NASA.

ALL 3 MORNINGS UNLESS OTHERWISE NOTIFIED DRIVERS ASSIGNMENTS WILL REMAIN THE SAME.

LUNCH -BRING YOUR OWN OR EAT AS YOU NORMALLY DO BUT EATING TIME WILL BE STAGGERED PRIOR TO 12:30 P.M. DRIVERS MUST BE AVAILABLE DURING GUESTS LUNCH TIME.

AT 4:30 P.M. ALL OFFICIAL VEHICLES AND DRIVERS WILL MOVE TO NORTH SIDE OF HANGER PARKING LOT ADJACENT TO FRONT OF HANGER - TO BE AVAILABLE TO TRANSPORT PEOPLE TO AIRPORT OR MOTELS WHICH DO NOT CHOOSE TO ATTEND SOCIAL HOUR.

DRIVERS ARE NOT PERMITTED TO BECOME INVOLVED WITH SOCIAL HOUR OR PARTAKE OF THE BUBBLY, DRIVERS WILL REMAIN WITH THEIR VEHICLES.

TRANSPORTATION ETC. WILL BE PROVIDED AS NEEDED DURING THE DAY (AIRPORT, MOTELS ETC.)

DRIVERS MUST BE PRESENT AND AVAILABLE WHEN NOT ACTUALLY INVOLVED IN ANY DUTIES OF SORT.

ALL TRIPS & REASONABLE REQUESTS FOR TRANSPORTATION WILL BE COMPLETED WITH DISPATCH & SAFETY - DRIVE CAREFULLY.

ALL PERSONNEL'S RESPECTIVE TIMEKEEPERS WILL MAKE OUT THE REQUIRED C-33 FOR OVERTIME AND FORWARD SAME TO THE BUDGET OFFICE FOR AN AUTHORIZATION NUMBER .

INSPECTION ACCOUNTING CHARGE # XO 12533

DRIVERS CALL SUPERVISORS EACH DAY RE: OVERTIME

I WILL CONFIRM OVERTIME WITH BILLY HARRISON'S OFFICE EACH MORNING. IF AT END OF DAY YOU ARE LAST ONE OUT PLEASE NOTIFY ME THE FOLLOWING A.M. WHAT TIME YOU RETURNED.

1973 NASA INSPECTION - "TECHNOLOGY IN THE SERVICE OF MAN"

9/19/73 - 466 Attendees - less 20% No Show = 373 ?
9/20/73 - 426 " " " " " = 341 ?
9/21/73 - 350 " " " " " = 280 ?

WEDNESDAY - 9/19/73 People at Motels & etc. to be picked up.

HOLIDAY INN - 38	Phone #	267-1700
MARRIOTT INN - 12		252-5333
SHERATON A/P - 19		267-1500
SHERATON B/P - 11		267-9800
RAMADA - 10		267-5700
PORT-O-CALL - 28		267-5100

PRIVATE PLANE - 26
HEADQUARTERS - 16
OTHER NASA PLANE - 3
NASA # 4 - 7 - WED. 5:00PM - Dr. Debus
1 WORRY - 120 Approximately Arriving Cleveland Hopkins A/P ??
PRIVATE CAR - 228

This turned out to be a questionable operation as only four people were picked up total for three days. Promise of service of this sort should be avoided.

1-CTS BUS ON HANGER APRON AT 8:30 A.M.

B. LUNDIN'S CAR -DRIVER TO BE OBTAINED BY A. WYCOFF FOR LOW - FLETCHER ETC. ??

Planes with 45 people arriving within 5 min. of each other. approximately 8:45 AM

TRANSPORTATION CENTER - Harry Dombroski - Adm. Bldg. - Room 13 - PAX 2220
PBX 381

INSPECTION OFFICE - Elaine Quayle - Adm. Bldg. - Room 22 - PAX 8673
PBX 6873

PROCUREMENT - Buses - Joe Kubancik - DEB Bldg. -Room 3109 - PAX 8426

Bus ordered for dry run formal rehearsal - TUES. SEPT. 18, 1973 - 8:45 AM in Front of DEB - entire day until approximately 5:00 PM
Driver - {David Williams - SILVER GROUP
{CTS.

CTS - PHONE NUMBERS & NAMES FOR USE IN EVENT OF EMERGENCY CONCERNING BUSES, DRIVERS ETC.

MRS. KUTIS - 621-1010 - CHARTER SERVICE
BILL FIERLE - 781-5100 EXT. 205 - CTS TRISKETT GARAGE OR ASK FOR HARRY

Note; one Common time for pick up at each motel, rather than two departure times should be the rule.

8 BUSES FOR INSPECTION WILL BE AT PARK BROOK MOTEL PARKING LOT EACH MORNING AT 7:00 A.M.

1 BUS WILL REPORT TO MARRIOTT INN AT 7:00 A.M. DIRECT
TOTAL BUSES

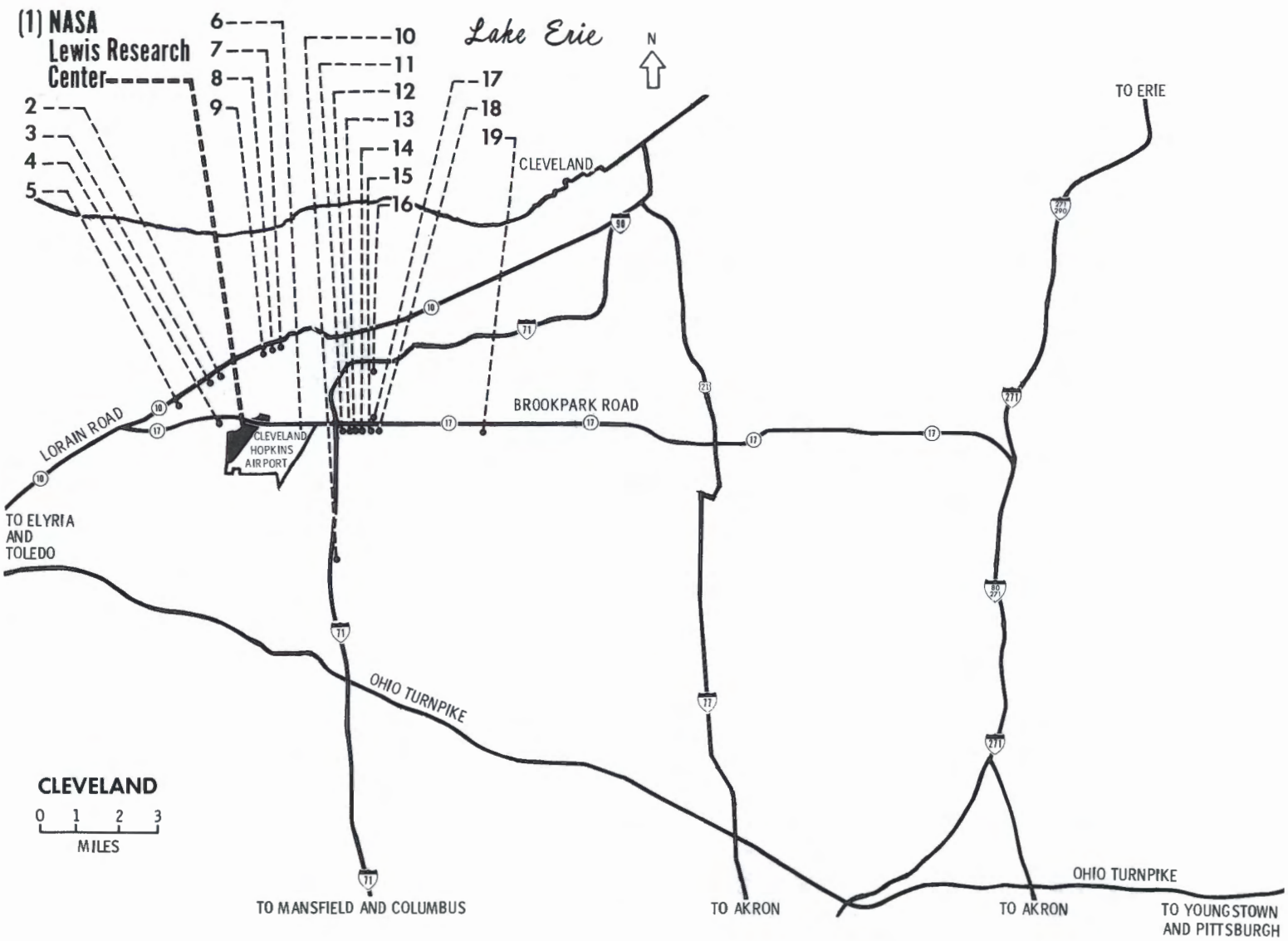
SILVER GROUP BUS TO CARRY V.I.P.'S & WILL BE SPOTTED CLOSE TO EXIT AT DEB -DRIVER - DAVE WILLIAMS - CTS DRIVER.

HAL WHARTON RESPONSIBLE FOR LOLLI-POPS & COLORS ALSO PA SYSTEM.

DISPATCHING OF BUSES:

MARRIOTT INN	- 1 Bus to Depart 8:00 A.M. From Motel
RAMADA	- 2 Official Cars Shuttle to Holiday
HOLIDAY INN	- 2 Buses - 1 Depart 7:30 A.M. 2nd Depart 8:15 A.M. SPOT THE BUS LEAVING HOLIDAY 7:30 A.M. ON HANGER RAMP AFTER ARRIVAL AT DEB
PORT-O-CALL	- 2 Buses - 1 Depart 7:30 A.M. - 2nd Depart 8:15 A.M.
SHERATON HOPKINS	- 2 Buses - 1 Depart 7:30 A.M. - 2nd Depart 8:15 A.M.
SHERATON B/PARK	- 2 Official Cars Shuttle to Holiday
AIR PORT	- 6 Official Cars - Walkie Talkie Controlled

2



LEGEND

1. NASA - Lewis Research Center
   21000 Brookpark Rd. 433-4000
2. Cleveland Motel
   22735 Lorain Rd. 734-0500
3. Buckeye House Motor Inn
   22989 Lorain Rd. 734-1100
4. Airport International Inn
   22115 Brookpark Rd. 734-4500
5. Columbia Terrace Motor Inn
   24399 Lorain Rd. 777-4100
6. Sheraton Inn
   Hopkins Airport Motel
   5300 Riverside Dr. 267-1500
7. Valley View Motel
   20495 Lorain Rd. 333-1100
8. Park Motel
   20611 Lorain Rd. 333-1066
9. Manor Motel
   20627 Lorain Rd. 331-6623
10. Hospitality Inn
    17000 Bagley Rd. at I-71
    Middleburg Hts. 243-5200
11. Travelodge
    16789 Brookpark Rd. 267-0100
12. Holiday Inn
    16501 Brookpark Rd. 267-1700
13. Port-O-Call
    16161 Brookpark Rd. 267-5100
14. Sheraton Airport Motel
    15455 Brookpark Rd. 267-9800
15. Howard Johnson Motor Lodge
    14043 Brookpark Rd. 267-2350
16. Marriott Inn
    4277 W. 150 St. 252-5333
17. Parkbrook Motel
    14011 Brookpark Rd. 267-2450
18. Ramanda Inn
    13930 Brookpark Rd. 267-5700
19. Brookpark Motel
    9425 Brookpark Rd. 661-6257

"TECHNOLOGY IN THE SERVICE OF MAN"
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER

September 19, 20, & 21, 1973

GENERAL INFORMATION

Registration
Registration will begin each day at 8:00 a.m. EDT in the Development Engineering Building, located on the north side of Brookpark Road across from the Center's main entrance. The $5.00 registration fee purchased at the time of registration will cover the costs of coffee breaks, luncheon and the social hour which concludes the program.

Program Hours
The program will begin promptly at 9:00 a.m. EDT in the Auditorium of the Development Engineering Building and will end at approximately 5:15 p.m. in the NASA Hangar.

Lodging and Airport Shuttle Service
A map of the locations of motels near the Lewis Research Center is on the reverse side of this sheet. Guests are asked to make their own motel arrangements.

The following motels provide free shuttle service for their guests to and from Cleveland Hopkins International Airport: Holiday Inn, Port O'Call, Ramada Inn, Sheraton Inn, Travelodge, Parkbrook, (all on Brookpark Road) and the Marriott Inn.

Local Transportation
Free bus service to the Lewis Research Center will be provided at 7:30 and 8:30 a.m. EDT from the following motels: Holiday Inn, Port O'Call, Ramada Inn, Sheraton Hopkins and Sheraton Inn, and at 8:00 a.m. EDT from the Marriott Inn. Transportation from other motels will be provided if there are sufficient registrants. Buses to the Visitors' Parking Area, all motels, and the airport will leave the Center after the social hour (approximately 5:15 EDT).

Visitor Car Parking
The Visitors' Parking Area is at the east end of the Development Engineering Building, located on the north side of Brookpark Road.

Transient Aircraft
Government-owned aircraft may discharge Inspection guests at the NASA-Lewis Hangar ramp. Civil aircraft should contact a fixed base operator such as Sundorph Aeronautical (adjacent to NASA-Lewis) for service, parking or overnight storage; tie-down facilities are not available at NASA-Lewis. Detailed instructions for transient aircraft crews will be sent if you indicate this method of travel.

Messages
Personal messages will be delivered to you promptly throughout the day. The telephone number of the Message Center is (216) 433-4000, extension 6869.

Medical Services
Guests will have emergency access to Lewis's medical facilities. The Center should be notified in advance if any special medical arrangements are required. (216) 433-4000, extension 6873.

Coats and Baggage
Personal baggage and coats may be left safely in a check room near the Message Center. Guests will rarely be more than a few feet from a bus or exhibit building.

Security
Unclassified; no clearance required. Cameras will be permitted.

CRITICAL PHONE LIST

CATEGORY	NAME	BLDG.	ROOM NO.	PAX	PBX
EMERGENCY (FIRE, ACCIDENT, ETC.)				17	17
Baggage	Guard on Duty	DEB	1109	8444	6967
Cafeterias	Jim Moran or	Main		2289	492
	G. F. Hein	DEB		8101	6972
Communications	H. R. Roe	Admin.	1	6242	757
Custodial Services	R. W. Fenderbosch	IRT	105B	2112	6843
DEB Lobby	Receptionist	DEB		8118	6930
Flight Operations	W. Swann	Hangar	201	4278	449
				4271	451
Furniture	A. Pindor	ERB	202	8075	789
Inspection Office	E. Quayle	Admin.	122	8673	6873
Logistics	J. N. Sheehan	ERB	251	8480	434
Lost and Found	Guard on Duty	DEB	1109	8444	6967
Maintenance	G. L. Mahnke	IRT	204	8137	340
Medical Services	Nurse on Duty	ERB	108	4123	459
				2143	528
Message Center	Receptionist	DEB	1204	8684	6869
			1206	8697	409
News Room	H. W. Harris	DEB	1204	7298	6982
			1206		762
Parking	R. W. Gaines	IRL	103	4152	406
				4268	414
Photo Lab	R. Texler	ERB		3145	454
				5145	
Registration	A. R. Wycoff	DEB	Cafeteria	8657	6143
				8658	6141
Security	R. W. Gaines	IRL	103	4152	406
				4268	414
Sound Systems	D. Meges	IRL	124	6209	235
	J. L. Storer	IRL	149	7138	533
Switchboard		Admin.		6144	
Teletype		Admin.		4113	707
Tour Guide Coordinator	H. D. Wharton	IRL	243	8070	6918
Transportation	W. V. Waite	Admin.	13	2220	381
	H. Dombrowski	Admin.	13	2220	381
Travel Reservations: 7:45 - 9:30 am, 12:45 - 1:45 pm	M. A. Heintz	DEB	1204	8428	562
All other times until 6:00 pm	M. A. Heintz	Admin.	16	8068	413
				6248	417

TOUR STOPS

Stop No.	Title	Location	PAX	PBX
1	Quieting the Fleet	10x10	4127	362
2	Cleaner Skies	PSL 3 & 4	5269	6980
3	Powered Lift	9x15	8305	
4	Boost from Rockets	Zero-G	8528	6928
5	Space Electronics Technology	EPL	8188	206
6	Energy for a Better Life	ERB Ctr. Section	3202	251
			5225	
7	Materials for Man	MPL	2298	391
8	The Impact of Wear	ERB West Wing	3172	251
			6218	
9	Servants in Space	Ad Bldg. Aud.	2228	430
10	NASA Exhibits Area	Hangar	4171	448
			6232	

MOTELS

Holiday Inn	267-1700
Marriott Inn	252-5333
Port O'Call	267-5100
Ramada Inn	267-5700
Sheraton-Brookpark	267-9800
Sheraton-Hopkins	267-1500
Travelodge	267-0100

AIRCRAFT SERVICES

Aircraft Services, Inc.	267-3550
Beckett Aviation	267-3711
FAA Flight Plans & Weather	267-3700
FAA Tower	267-2190
Hopkins Airport Operations	267-1175
Sundorph Aeronautical	267-3450
U.S.Weather Bureau	267-3900

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LEWIS RESEARCH CENTER
CLEVELAND, OHIO 44135

REPLY TO ATTN OF: 1000

September 14, 1973

MEMORANDUM

TO: 1963/Howard R. Roe

FROM: 1000/Assistant to Deputy Director, Management

SUBJECT: Emergency Phone Numbers

As you know, a list of Inspection "hot line" numbers has been compiled and is being distributed to those concerned. This is to notify you that we would like the operators to switch all calls coming into the Inspection Office prior to 10 am on the 19th, 20th, and 21st to the Message Center. That is, calls coming into PAX 8673 and PBX 6873 should be transferred to PAX 8684/8697 or PBX 409/6869.

I reiterate that these transfer should be affected on calls prior to 10 am on each day; the Inspection Office will be manned by 10 am and will take all their calls at that time.

Arthur R. Wycoff, Jr.

cc: Inspection Office
E. Richley
W. Olson

NASA-Lewis Research Center
Cleveland, Ohio

October 14, 1973

MEMORANDUM

TO: Staff Members

FROM: Treasurer, NASA Exchange

SUBJECT: Charges for Lunches and Socials Held as Part of the "Technology in the Service of Man" Program at the Lewis Research Center, September 19-21, 1973

In connection with the subject program, the predetermined charges for Lewis employees who attended the lunches in DEB Cafeteria were set at $1.50 per day and for the social $1.00 per day.

The attached bill, payable to the NASA Exchange, reflects Center records of your participation in these events. If you have any questions on this billing, please contact the writer.

R. W. Schmidt

R. W. Schmidt

5211 July 5, 1973

MEMORANDUM

TO: 1443/L. Schopen

FROM: 5200/R. English

SUBJECT: Justification for Noncompetitive Procurement

It is recommended that we negotiate only with Budgen and Associates of 72 Broadview Avenue, Pointe Claire, P. Q., Canada, for the rental of a set of three (3) windmill blades and hub. This blade and hub assembly is immediately available from Budgen and Associates.

The blade and hub assembly represent a similar blade design for a 100 kW windmill currently being designed at LeRC. Therefore, this source can provide the lowest cost, immediately available display of a windmill rotor for the 1973 Lewis Inspection.

Robert E. English, Chief
Power Systems Division

Enclosure:
PR 578775

cc:
5211/R. L. Puthoff
5210/Branch Files
1010/W. T. Olson

5211/RLPuthoff:kjw

7013 June 13, 1973

MEMORANDUM

TO: 2631/Cavour H. Hauser

FROM: 7013/Technical Services Coordination Office

SUBJECT: Visual Aid Equipment Requirements for 1973 Fall Inspection

The following is a list of visual aid equipment required for the 1973 Fall Inspection at Lewis Research Center:

Stop	Title	Equipment Required
1	Quieting the Fleet	1-3¼"x4" slide projector
2	Cleaner Skies	1-35 mm slide projector
3	Powered Lift	1-35 mm slide projector
4	Boost from Rockets	(option 1) 8-35 mm slide projectors 1-High intensity 16 mm movie projector (option 2) 2-35 mm slide projectors 1-High intensity 16 mm movie projector
5	Space Electronics Technology	None
6	Energy for a Better Life	1-3¼"x4" slide projector
7	Materials for Man	1-35 mm slide projector 1-16 mm movie projector
8	The Impact of Wear	1-35 mm slide projector 1-8 mm movie projector
9	Servants in Space	1-35 mm slide projector 1-16 mm movie projector 1-3¼"x4" slide projector
~~10~~	~~NASA Exhibit Area~~	~~4-35 mm slide projectors~~

OFFICIAL FILE COPY

CONCURRENCES

OFFICE CODE ▶								
INITIALS ▶								
DATE ▶								

NASA FORM 1267 OCT. 68 PREVIOUS EDITIONS MAY BE USED.

This equipment should be availiable for rehearsals scheduled for the last week of August 1973.

Daniel S. Prok

cc:
1003/E. Richley
7212/D. Thoennes

7013/DSProk:sh:6-13-73

Concurrence:

_____

PLUMBROOK INVENTORY 1973 FOR SEPTEMBER INSPECTION

IGLOO # 1909

Steps	30 inches wide, 24 inches high, 3 steps	1 each
Panels	4' x 10'	71 each
Panels	4' x 10' with projector lens cut-in	2 each
Platforms	4 x 8 x 32" high	1 each
Boxes	½" Plywood 3 x 4 x 24" high (Blue)	

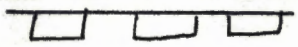
IGLOO #9105

Platforms	4 x 8 x 14"	21 each
Platforms	4 x 8 x 48"	1 each
Panels	curved 4 x 10	22 each
Panel	Flat 2 x 10	1 each
Panels	Flat 3 x 4	2 each
Title Panels Wedge	12" wide	2 each

IGLOO #9106

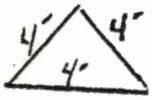
Platforms	4 x 6 x 14" high	4 each
Platforms	4 x 4 x 4' high	2 each
Bridge	3' wide 30" high x 8' long	1 each
Steps	4' wide 42" high	1 each
"L" Display frames	Lt. blue	6 each

IGLOO # 9107

Platforms	4 x 8 x 48" high	6 each
Light Boxes	Metal 8" deep in banks of three 3' x 3' each  9 boxes or	3 sets
Light Boxes	Single 8" Deep 3' x 3'	2 each
Light Box	Single 8" Deep 3' x 4'	1 each
Light Box	4' x 6' Single 8" Deep	1 each
Light Box	Single 8" Deep 4' x 5'	1 each
Plastic Inserts	For 3' x 3' above	3 boxes

Carpenter Shop Venetian Blinds Ad. Bldg. Type

IGLOO # 1947

Platform	4 x 8 x 14"	1 each
Platforms	4 x 8 x 48"	4 each
Steps	With Bridge Double 36" x 36" Gray	
Panels	4 x 12-1 chart pack E.P.L. - 1 plain	2 each
Panels	4 x 10	12 each
Triangles	Blue ½" Ply 	4 each
Light Boxes	14" Deep, wood 4' x 6'	2 each

IGLOO #1936

Platforms	4 x 8 x 14"	21 each
Platforms	4 x 8 x 32"	9 each
Platforms	4 x 8 x 48"	9 each
Platform	4 x 6 x 14"	1 each
Steps	With handrail 30" wide, 24" high-3 step	1 each
Steps	No handrail 48" wide, 12" high -2 step	2 each
Metal Light Boxes	8" Deep 3' x 4'	2 each
Metal Light Boxes	8" Deep 2' x 2'	2 each
Metal Light Box	8" Deep 3' x 3'	1 each

W. T. Olson

DATAFAXED 4/3/74, 9:30 am
(Please call 53708 for pickup)

1003 April 3, 1974

TO: NASA Headquarters
Attn: R-1/F. W. Bowen, Jr.

FROM: Chief, Office of Operations Analysis and Planning

SUBJECT: NASA/Lewis 1973 Inspection entitled "Technology In The Service of Man"

Fred, this is in response to your telephone request of April 1 in which you asked for a highlights recap of the Inspection held at Lewis last Fall. As we discussed on the phone, in addition to the three days of the Inspection which were aimed primarily at VIPs around the country, there were several additional days of Open House for the employees, the general public, and various professional societies. These can be summarized as follows:

Date	Group	Attendance
September 19	AIAA/IEE	120
September 19, 20, 21	Invited VIPs	891
September 23	Employees Day	6000
September 25	Society for Exp. Stress Analysis	100
September 29 & 30	General Public	15000
October 2	Solar Energy Conference	90
October 9	American Society for Metals	77

Thus, in total, approximately 22,300 people had an opportunity to experience most of the ten stops that were established for the VIP program. It is noteworthy that on many of the above "extra days" the activities were held in the evening or on a weekend and approximately 450 Lewis employees participated in putting on these particular events on a completely voluntary basis.

As to the cost of the Inspection, it came to about $400,000 of which about $100,000 was actual out-of-pocket expense associated with materials, models, rental of buses, painting, etc. The remaining $300,000 is our in-house labor costs. Here it is worth noting that this amounts to considerably less than one percent of the annual in-house salaries of the Center. Comparing the total cost with the total attendance yields a net cost per attendee of approximately $20.00.

With regard to the benefits to the agency of such an Inspection of course, in the main, they are intangible and cannot be assessed on a dollar value received basis, however, they are many.

First, with regard to the attendees, it is interesting to note that following the invited VIP Inspection days the NASA Administrator and Lewis Director received nearly 100 letters of thanks from individuals in high places in government, private business, and the university community. Among those writing, for example, were Barry M. Goldwater, Jr., Congressman 27th District of California, Dr. Edward J. Burger, National Science Foundation, Holt Ashley, President, AIAA, W. J. Brennan, President, Rocketdyne Division, Rockwell International and many others. In addition, several letters were received by members of the Lewis staff from various visitors seeking specific additional technical information in their areas of interest. Thus, it is clear that the Inspection enabled many of our research staff to meet and become acquainted with important individuals in a wide variety of technologies. Some of these contacts clearly will facilitate future contacts. In some instances they resulted in on-the-spot exchange of information that otherwise would not have been learned. In a similar vein, the Inspection provided an opportunity for key personnel in NASA Headquarters and at the various NASA Centers to be brought up-to-date on research progress at Lewis and to become more familiar with the activities of the Center. Thus, the Inspection provided a wealth of material about NASA and the work of the Lewis Research Center.

In addition, many benefits accrued to the Center itself as a result of this Inspection. For example, the Inspection provided an excellent training ground for a large group of our professional staff in describing their work in straightforward english and learning the value of good preparation and in developing good speaking habits and poise that will facilitate their presentation of more technical discussions at other times. Of course, most of the models, displays, brochures and other material items prepared for the Inspection are being used and will continue to be used in a wide variety of lectures, presentations, seminars and the like. By bringing in large groups of interested guests under conditions of our own choosing, we are able to avoid many hours of accompanied individual tours that otherwise might take place throughout the year. For the employees who did not participate specifically in the Inspection preparation and presentation, by having an employee day it afforded the unusual opportunity for every employee and family member to hear an understandable presentation of representative work in nine different technology areas of the Center as well as an opportunity to see many of the important activities of the other NASA Centers which were on display in the Hangar at Lewis.

The need to maintain order and good working conditions is emphasized by the Inspection which provides priorities and deadlines for completion of construction and maintenance work that might otherwise suffer delays. The resulting improvements in Center appearance are of lasting value.

In summary, an Inspection provides our own organization an opportunity to take stock of our research progress and to present important results in a refreshing way to important people who do not have the time or the technical ability to digest information from our usual channels, that is, various NASA publications. Internally, the effect on employee morale of all pulling together to do a good job is immeasurable. Thus, in our view the relatively small cost of an Annual Inspection at a NASA Center when compared with the total public funds entrusted to the agency provides benefits far exceeding that which can readily be measured quantitatively, benefits to the public, that is the taxpayer, as well as to the agency itself and to the employees of the Center involved in the Inspection.

It is well worth the effort.

/s/

Edward A. Richley

cc:
B. T. Lundin
B. Lubarsky
H. C. Barnett
W. T. Olson
OOA&P File

1003:EARichley:jms 4/3/74

Jack Dupu
has Part 2
"Inspection Book"

Inspection file

1003 May 24, 1973

MEMORANDUM

TO: 1414/M. B. Leak

FROM: 1003/Office of Operations Analysis and Planning

SUBJECT: Replacement equipment received from IBM for defective rental equipment obtained as Item 2 under Purchase Order C-36418-C, dated March 23, 1973

We received the subject equipment, an IBM MT/ST, on May 1, 1973 and it was installed on May 2, 1973. We lost time on three separate occasions due to machine faults that required IBM servicemen to come on-site for repairs (listed below). The last breakdown prompted our Mr. Wycoff to call William Keller of IBM, who arranged for replacement equipment to be delivered at 3:30 p.m. on Monday, May 21, 1973. This equipment was then installed by IBM on May 22, 1973.

	Equipment Serial Numbers		
	Desk	Mag Tape Unit	Select. Type
Original Delivery May 1, 1973	70803	5960092	100658
Replacement Equipment May 21, 1973	No Change	5960505	101001

The downtime dates and durations we experienced with this MT/ST equipment were as follows:

Date	Machine Time Lost
5/ 9/73	4 Hours
5/15/73	4 Hours
5/17/73	4 Hours
5/18/73	8 Hours
5/21/73	8 Hours
5/22/73	4 Hours

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CONCURRENCES

OFFICE CODE ▶	ack T. Harper						
INITIALS ▶	JTH						
DATE ▶	5-24-73						

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Richley

5211 July 5, 1973

MEMORANDUM

TO: 1443/L. Schopen

FROM: 5200/R. English

SUBJECT: Justification for Noncompetitive Procurement

It is recommended that we negotiate only with Budgen and Associates of 72 Broadview Avenue, Pointe Claire, P. Q., Canada, for the rental of a set of three (3) windmill blades and hub. This blade and hub assembly is immediately available from Budgen and Associates.

The blade and hub assembly represent a similar blade design for a 100 kW windmill currently being designed at LeRC. Therefore, this source can provide the lowest cost, immediately available display of a windmill rotor for the 1973 Lewis Inspection.

Robert E. English, Chief
Power Systems Division

Enclosure:
PR 578775

cc:
5211/R. L. Puthoff
5210/Branch Files
1010/W. T. Olson

5211/RLPuthoff:kjw