

LEWIS INSPECTION PLANNING

Schedule of Meetings

1. Evvard and Lundin re. proposals for Inspection presentations
2. Dr. Silverstein for review of proposals and selection of final setups
3. Vic Gordon re. Budget Office practices re inspection - necessary job orders
- (6~1) 4. Henry Barnett re setting up Inspection Office organizational plan.
- (6-27) 5. Bernard Lubarsky re two Inspection stops.
- (6~27) 6. Bill Egan re PSL2 setup requirements (also Childs)
- (6-28) 7. Harold Wharton re Inspection Office and Staffing
- (6-29) 8. Kay Brown and Virginia Wilson re Inspection Office plans and work load
- (6-29) 9. Bill Egan for review of Center cleaning and repair items
- (6-29) 10. Research Division Chiefs re Inspection Preparations and assignments, guest lists.
- (7-1) 11. Discussion by telephone on all stop presentation outlines, except materials

Willson H. Hunter
June 29, 1966

LEWIS INSPECTION PLANNING

Action Steps

0. Obtain official approval from Dr. Mac Adams (follow-up letter)
1. Determine Stop Organizers and Coordinators and Exhibit Specialists
2. Assemble them for an initial policy-viewpoint discussion.
3. Obtain and review writeups on each proposed presentation.
4. Define exhibit content for each area.
5. Assemble Guest List for invitations
6. Assemble presentation and exhibit plan for the Inspection
7. Lay out areas for each function and seek approvals
8. Complete detailed design of physical setups.
9. Define site preparation requirements=staging-lights-P/A, Projection, services
10. Determine and order work required to put Center in condition
11. Prepare printed matter for invitational mailing
12. Issue Invitations
13. Rehearse presentations
14. Expedite completion and setup of all demonstrations and exhibits
15. Mail acknowledgments to acceptees
16. Select menus, plan catering services needed.
17. Order bus transportation
18. Prepare guest lists by groups and type badges
19. Prepare and issue detailed staff plan and instructions
20. Prepare and print handout brochure on the Inspection
21. Prepare individual press releases, photos for Press use
22. Prepare plan for Employee Open House for October 9 and arrange suitable staffing and publicity.

Willson H. Hunter

June 29, 1966

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June 29, 1966

THE 1966 LEWIS INSPECTION

Background

NACA started having Annual Inspections in 1926 when Langley was about nine years old. They were discontinued from 1941 through 1946 because of World War II. Langley then taught standards of quality and procedural practices for holding an inspection to both Ames and Lewis which had come into operation during the War. Since Ames and Langley were mainly aerodynamic research centers, inspections resumed with Langley and Ames reporting their total work on alternate years. Because Lewis was a propulsion laboratory, it was first required to hold an inspection every year, which it did, in 1947, 1948, 1949, 1950, under the general direction of Jesse H. Hall.

Two inspections a year (Lewis plus either Langley or Ames) became too much of a burden for NACA, and besides, new facilities and research results developed more slowly than that. The NACA finally agreed to hold only one a year and to alternate among the three laboratories, with each laboratory providing an opportunity for the other two to present some of their most significant results.

In 1951, 1954, and 1957 Lewis hosted the Triennial Inspections, as they were then known, with Ames and Langley participating here. Lewis in turn participated at Ames in 1955, 1957, 1958, and at Langley in 1953, 1956. Starting in 1951 these Lewis activities were managed by W. H. Hunter, with the assistance of J. J. Modarelli.

All of the NACA Inspections were closely controlled by Headquarters, who approved the subject matter and issued the invitations. The Inspections were all well received by top executives of the government, the military, and industry. An important part of NACA's prestige and reputation for quality technical presentations derived from the inspections. Through the Inspections, NACA's facilities, its capabilities, and its staff became well known to top levels of organizations who sought its help.

In 1958 when it became clear that NASA would be formed out of NACA, the inspections were discontinued. The last NACA inspection was at Lewis in 1957. Under Dr. Glennan, the first NASA Administrator, Inspections were no longer required. In 1959, however, Langley, still operating on the former schedule, secured permission to hold an inspection, followed by a major Open House, and they produced an impressive show in short time.

In the years that followed, there was considerable discussion among NASA people about the desirability of resuming inspections at the research centers and eventually including the new space flight centers. But nothing materialized until 1964 when Langley received permission to hold another old-style inspection,

followed by an Open House. Administrator Webb, who had not seen an inspection previously, was highly impressed when he attended the 1964 inspection, and promised strong personal support to secure a top-level audience for the next inspection. Early in 1965, Dr. Silverstein decided that it would be a good idea for Lewis Research Center to hold an inspection in 1966, the 25th Anniversary of the start of construction at Lewis. Plans were begun under his direction and approval from NASA Headquarters was recently received with assurance of full support from Mr. Webb, Dr. Seamans, Dr. Shapley and Dr. Adams.

The Inspection dates of October 4 through 7 are nine years to the day from the last Lewis Inspection, which opened only a few days after the Space Age was ushered in by Sputnik I.

In 1964 Langley received support from Lewis through Jim Modarelli and from other NASA Centers and Contractors, in the form of major static exhibits, but no technical presentations. Lewis has similarly invited pertinent static exhibits from its contractors and other NASA Centers, but the technical presentations will feature only the work of Lewis, Plum Brook and SNPO's Nuclear Rocket Development Station.

As in the 1957 Lewis Inspection, an Open House for employees and families will be held on the Sunday following the Inspection. Also, as in the 1957 Inspection at Lewis, this one will be managed by W. H. Hunter, with major assistance from J. J. Modarelli. For the most part, the same task force which performed so successfully in past Lewis Inspections has responded to the challenge of the next one, and we anticipate it will be the best ever.

It should be noted that NASA Inspections at present are neither annual nor triennial, not held by all centers. Until some official policy about inspections is evolved, they will be held only when they seem appropriate and not necessarily at regular intervals. So we want this one to be called the 1966 NASA - Lewis Research Inspection, or, for short, the 1966 Lewis Inspection.

TYPICAL SEQUENCE OF PREPARATIONS FOR AN INSPECTION STOP

1. Prepare the approaches and exits.
2. Prepare the immediate area.
3. Prepare charts, movies, demonstration models.
4. Install the Stage and Backdrops.
5. Install and check out the demonstrations and models
6. Paint or touch-up the backdrops.
7. Install a P/A system, if necessary.
8. Install special lighting.
9. Install projection system, if necessary.
10. Control external light, if necessary.
11. Arrange to control unnecessary noise.
12. Remove or isolate potential hazards.
13. Check to insure safety of all concerned.
14. Install necessary signs and arrows.
15. Set up chairs for audience.
16. Rehearse the presentation to insure proper performance within time limits.

1966 LEWIS INSPECTION PREPARATION TASK FORCE

9/1/66 WHH

| | | |
|---|-------------------------|------|
| Inspection Manager | Willson H. Hunter | 8289 |
| Assistant Manager | James J. Modarelli | 8126 |
| Administrative Manager | Harold D. Wharton | 2221 |
| Inspection Office Manager | Kathleen Brown | 8532 |
| Registration Manager | Robert W. Gaines | 4152 |
| Inspection Brochure Editor | Hugh W. Harris | 3284 |
| News Media Activities | Lyndell L. Manley | 2130 |
| Design & Graphics Manager | Richard G. Schulke | 8126 |
| Asst. Mgr., Design & Graphics | James H. Daus | 7117 |
| Slide&Movie Projection System coordinator | William A. Bowles | 3145 |
| Special Movie Production | Arthur L. Laufman | 3145 |
| Public Address Systems Coordinator | John C. Sikora | 3240 |
| Chartered Bus Transportation Manager | William V. Waite | 6243 |
| Special NASA Transportation Manager | Harry F. Dombroski | 5106 |
| DEB Cafeteria Arrangements Manager | Andrew Pindor | 8075 |
| Audience Seating Arrangements Manager | John A. Guarnieri | 8075 |
| <hr/> | | |
| Technical Services Coordinator | Robert L. Clarke | 8437 |
| General Services and Contracts | George L. Mahnke | 3143 |
| " " " " | Joseph Van Gilder | 5290 |
| " " " " | Milton E. Lipes | 2126 |
| " " " " | Frank L. Cimperman, Jr. | 2106 |
| Model and Display Preparation | Frank J. Kuchta | 3122 |
| In-House Fabrication | John M. Auerbach | 5296 |
| " " | Edward A. Werner | 3132 |
| <hr/> | | |

Facility Coordinators

| | | |
|---|----------------------|------|
| Hangar - Jet Engine Noise | Rudolph F. Kravanya- | 2155 |
| MPL Shop- Materials Research | Harold B. Carr | 2298 |
| 10x10SWT - Air Breathing Engines | Frank H. Dunn | 4127 |
| Zero-G - Space Vehicles | Frank H. Dunn | 4127 |
| PSL - Adv. Chemical Rockets | Erwin E. Meilander | 5109 |
| Solar Collector Lab - Space Power, Stationary | George Tunder | 4250 |
| ERB West Wing - Space Power, Rotating | Joseph D. Cenzori | 6218 |
| ECL - Basic Research | Howard A. Heintz | 6285 |
| EPL - Electric Propulsion | Howard A. Heintz | 6285 |
| <hr/> | | |

Inspection Stop Organizers and Coordinators

| | | |
|---|----------------------------|------|
| MPL - Materials Research | Org.: S. S. Manson | 4297 |
| | Coord: Floyd B. Garrett | 2158 |
| 10x10 - Air Breathing Engines | Org: Jack B. Esgar | 5215 |
| | Coord: John R. Esterly | 6262 |
| Zero-G - Space Vehicles | Org: Bruce T. Lundin | 5203 |
| | Org: Edward W. Otto | 6175 |
| | Coord: Kaleel L. Abdalla | 3193 |
| PSL - Advanced Chemical Rockets | Org: Robert C. Kohl | 8350 |
| | Coord: Bernard I. Sather | 7129 |
| Sol. Coll. Lab -Space Power, Stationary | Org: Robert R. Miller | 8087 |
| | Coord: Adolph C. Spagnuolo | 3256 |
| ERB West Wing - Space Power, Rotating | Org: Robert R. Miller | 8087 |
| | Coord: Adolph C. Spagnuolo | 3256 |
| ECL - Basic Research | Org: Dr. Robert A. Lad | 7157 |
| | Coord: Robert R. Hibbard | 2268 |
| EPL - Electric Propulsion | Org: Harold R. Kaufman | 4104 |
| | Coord: A. David Holmes | 5211 |
| Hangar - Jet Engine Noise | Org: James J. Kramer | 8468 |
| | Coord: Bruce R. Leonard | 5110 |

1966 LEWIS INSPECTION PREPARATION TASK FORCE

1. Lewis's Role in Support of NASA's Missions DEB Auditorium
Text of Talk E. J. Manganiello
Speaker

2. Report on Plum Brook and Nuclear Rocket Development Stations DEB
Outline of Movie: Text Patrick L. Donoughe
Movie Production Arthur L. Laufman
Speakers: Alan D. Johnson and Henry B. Barclay, Jr.

3. Jet Engine Noise - Hangar and Hangar Apron
Chemistry and Energy Conversion Division - Newell D. Sanders
Stop Organizer James J. Kramer
Stop Coordinator Bruce R. Leonard
Engine Studies Louis J. Chelko
Nacelle Inlets Loren W. Acker
Airplane Demonstration Byron E. Batthauer
Air Jet Model Paul R. Wieber
Instrumentation L. Jack Smith
Speakers: James J. Kramer, Bruce R. Leonard,
Paul R. Wieber and L. Jack Smith

4. Materials Research - Materials Processing Laboratory Shop

Materials & Structures Division S. S. Manson
Stop Organizer S. S. Manson
Stop Coordinator Floyd B. Garrett
Ass't Stop Coordinator William C. Morgan
Polymer Materials, Displays Morgan P. Hanson
" " Text John S. Serafini
Fracture, Displays Melvin H. Jones
" Text William F. Brown, Jr.
Superalloys, Displays Richard L. Ashbrook
" Text John C. Freche
Composite Materials, Text
and Displays Robert A. Signorelli
Refractory Materials, Text William D. Klopp
" " Displays Lester S. Rubenstein
Liquid Metals, Text Louis Rosenblum
" " Displays Alex Vary
" " Displays Gulson Schuermann
Speakers: John L. Shannon, Jr., David A. Spera and Ernest Roberts, Jr.

1966 LEWIS INSPECTION PREPARATION TASK FORCE (continued)

5. Air Breathing Engines - 10 x 10 SWT Test Chamber

| | |
|--|--------------------|
| Air Breathing Engines Division | J. Howard Childs |
| Advanced Systems Division | Hugh M. Henneberry |
| Fluid Systems Components Division | I. Irving Pinkel |
| Stop Organizer | Jack Esgar |
| Stop Coordinator | John R. Esterly |
| Engine Animation, Tunnel Installation | David N. Bowditch |
| Inlet Blade Cascade Rig | Ambrose Ginsburg |
| " " " | Alfred W. Young |
| Turbine Cooling Demonstration | Reeves P. Cochran |
| Speakers: Reeves P. Cochran, Renny S. Norman, Roy G. Stabe, David G. Evans, Bobby W. Sanders, Max J. Miller | |

6. Space Vehicles - Zero Gravity Facility

| | |
|---|--------------------|
| Spacecraft Technology Division | Channing C. Conger |
| Centaur Project Office | Edmund R. Jonash |
| Agena Project Office | H. Warren Plohr |
| Stop Organizer, Zero G | Edward W. Otto |
| Stop Organizer, Launch Vehicles | Bruce T. Lundin |
| Stop Coordinator | Kaleel L. Abdalla |
| Zero-G Facility Demonstration | Donald A. Petrash |
| Speakers on Launch Vehicles: Carl F. Reader, William M. Prati, John L. Kramer and Lawrence J. Ross | |
| Speakers on Zero-G: (to be announced) | |

7. Advanced Chemical Rockets - PSL Test Area

| | |
|---|-----------------------|
| Chemical Rocket Division | Irving A. Johnsen |
| Stop Organizer | Robert C. Kohl |
| Stop Coordinator | Bernard I. Sather |
| Combustion Instability Demonstration | Harry E. Bloomer |
| Rocket Cooling Demonstration | " " |
| Solid Rockets | James J. Pelouch, Jr. |
| M-1 Development | Charles F. Zalabak |
| Speakers: Ned P. Hannum, Wayne A. Thomas, James J. Pelouch, Jr., Rudolph A. Duscha, Murray Bailey, Theodore Male, Charles F. Zalabak and Harry E. Bloomer | |

1966 LEWIS INSPECTION PREPARATION TASK FORCE (continued)

8. Space Power, Stationary Systems - Solar Collector Laboratory
- | | |
|--|---------------------------|
| Space Power System Division | Dr. Bernard Lubarsky |
| Chemistry and Energy Conversion Division | Newell D. Sanders |
| Speaker Organizer | Martin J. Saari |
| Stop Organizer | Robert R. Miller |
| Stop Coordinator | Adolph C. Spagnuolo |
| Batteries | William J. Nagle |
| Solar Collector | Thaddeus S. Mroz |
| Thermionics | James J. Ward |
| Fuel Cells | James M. McKee |
| Power Conditioning | Howard A. Shumaker |
| Thin Film Solar Cells | Dr. Andrew E. Potter, Jr. |
| " " " " Systems | Americo F. Forestieri |
- Speakers: Introduction, Fuel Cells, Batteries - Norman H. Hagedorn
Harold F. Leibecki
Robert W. Easter
Harold E. Nastelin
William J. Bifano
Thomas J. Kasack
Larry R. Scudder
John M. Bozek
Anthony F. Ratajczak
- Speakers: Thermionics -
- Speakers: Solar Cells, Solar Collector -

9. Space Power, Rotating Systems - ~~ERB West Wing~~
- | | |
|--|---------------------------|
| Nuclear Systems Division | Dr. Bernard Lubarsky |
| Chemistry and Energy Conversion Division | Newell D. Sanders |
| Fluid System Components Division | I. Irving Pinkel |
| Materials and Structures Division | S. S. Manson |
| Speaker Organizer | Martin J. Saari |
| Stop Organizer | Robert R. Miller |
| Stop Coordinator | Adolph C. Spagnuolo |
| Advanced Rankine System | Robert J. Denington |
| SNAP-8 | Donald R. Ward |
| Brayton Cycle | Gildo A. Raffaeli |
| Liquid Metal Systems | John T. Davies |
| " " " | Joseph P. Joyce |
| " " " | Louis Rosenblum |
| " " " | Orlando A. Gutierrez, Jr. |
- Speakers: Introduction to Power Systems - John L. Klann
William J. Brown
David Namkoong, Jr.
- Speakers: Test Facilities and Programs
- W-5
- Martin E. Valgora
Raymond S. Bilski
Paul T. Kerwin
Robert P. Nacosko

1966 LEWIS INSPECTION PREPARATION TASK FORCE (continued)

Speakers: Test Facilities and Programs

| | |
|------|--|
| W-1A | Richard W. Vernon Gabriel N. Kaykaty John L. Word Raymond L. Fischer |
| W-1B | Andrew A. Schoenberg James A. Albers H. Bruce Block Sol H. Gorland |
| W-2A | David B. Fenn Orlando A. Gutierrez, Jr. Donald E. Groesbeck Nick J. Sekas |

* *

10. Basic Research - Energy Conversion Lab Shop

| | |
|---|----------------------|
| Nuclear Systems Division | Leroy V. Humble |
| Chemistry and Energy Conversion Division | Newell D. Sanders |
| Stop Organizer | Dr. Robert A. Lad |
| Stop Coordinator | Robert R. Hibbard |
| Ass't. Stop Coordinator | Sam Barile |
| Laser Experiment | Dr. Hubert H. Grimes |
| Field Ion Microscopy | D. Wiser |
| Solid State Diffusion | Donald Graham |
| Instrumentation | Carl A. Stearns |
| " | Stanley J. Marsik |
| Static Displays on Radiation | Dr. James Blue |
| Speakers: Robert M. Stubbs, Donald E. Hegland, William K. Roberts, Marvin Warshay, Cleveland O'Neal, Jr., Roger L. Smith | |

11. Electric Propulsion - Electric Propulsion Laboratory

| | |
|---|---------------------|
| Electromagnetic Propulsion Division | Wolfgang E. Moeckel |
| Stop Organizer | Harold R. Kaufman |
| Stop Coordinator | Arthur D. Holmes |
| Demonstration Experiments | Robert C. Finke |
| Charts | Edward A. Richley |
| Coffee Stop Exhibits | Paul E. Bar Hoover |
| Speakers: Denis J. Connolly, Robert C. Finke, Donald J. Schertler, Donald R. Sigman, Gerald V. Brown | |

** Tour Guides and Monitors:

| | | | |
|------------|------------|-------------|-------------|
| K. Artim | A. Sbeghen | D. Nealen | R. Wilson |
| G. Pindrol | V. Hudach | B. Ryba | L. Slater |
| G. Thomas | E. Bukvic | L. Pankuch | W. Klein |
| J. Kascak | L. Visconn | E. Bertone | A. Reddish |
| W. Moore | O. Holmes | T. McDevitt | W. Seby |
| R. Glassco | W. Fleming | W. Larcey | G. Loveland |

DAILY PROGRAM — SILVER GROUP

- 9:00 WELCOMING REMARKS by the Director and NASA Administrator
- 9:15 OPENING ADDRESS: Lewis Role in Support of NASA's Missions
- 9:30 ILLUSTRATED REPORT: Plum Brook and Nuclear Rocket Dev. Stations
- 10:05 START INSPECTION TOUR. Board bus marked with your badge color.
- 10:15 MATERIALS RESEARCH — Materials Processing Lab.
- 10:45 AIR BREATHING ENGINES — 10x10 Supersonic Tunnel
- 11:15 SPACE VEHICLES — Zero-Gravity Facility
- 11:40 COFFEE BREAK and Special Exhibits — Propulsion Systems Lab.
- 12:00 ADVANCED CHEMICAL ROCKETS — Propulsion Systems Lab.
- 12:30 JET ENGINE NOISE — Flight Research Hangar
- 1:00 LUNCHEON — DEB Cafeteria
- 1:50 RESUME TOUR. Board bus marked with your badge color.
- 2:00 SPACE POWER, STATIONARY SYSTEMS — Solar Collector Lab.
- 2:30 SPACE POWER, ROTATING SYSTEMS — Engine Research Bldg.
- 2:55 COFFEE BREAK and Special Exhibits — Engine Research Bldg.
- 3:15 BASIC RESEARCH — Energy Conversion Lab.
- 3:45 ELECTRIC PROPULSION — Electric Propulsion Lab.
- 4:15 SOCIAL at Lewis Picnic Grounds (or DEB Cafeteria in bad weather)
- 4:30 Buses and Special Cars start leaving for DEB, visitor parking, airport, and motels.

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Text of Talk E. J. Manganiello
Speaker

2. **Report on Plum Brook and Nuclear Rocket Development Stations** DEB
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Movie Production Arthur L. Laufman
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Nacelle Inlets Loren W. Acker
Airplane Demonstration Byron E. Batthauer
Air Jet Model Paul R. Wieber
Instrumentation L. Jack Smith
Speakers: James J. Kramer, Bruce R. Leonard,
Byron Batthauer and L. Jack Smith

4. **Materials Research - Materials Processing Laboratory Shop**

| | |
|---|--|
| Materials & Structures Division | S. S. Manson |
| Stop Organizer | S. S. Manson |
| Stop Coordinator | Floyd B. Garrett |
| Ass't Stop Coordinator | William C. Morgan |
| Polymer Materials, Displays | Morgan P. Hanson |
| " " Text | John S. Serafini |
| Fracture, Displays | Melvin H. Jones |
| " Text | William F. Brown, Jr. |
| Superalloys, Displays | Richard L. Ashbrook |
| " Text | John C. Freche |
| Composite Materials, Text and Displays | Robert A. Signorelli |
| Refractory Materials, Text | William D. Klopp |
| " " Displays | Lester S. Rubenstein |
| Liquid Metals, Text | Louis Rosenblum |
| " " Displays | Alex Vary |
| " " Displays | Culson Schuermann |
| Speakers: John L. Shannon, Jr., | David A. Spera and Ernest Roberts, Jr. |

1966 LEWIS INSPECTION PREPARATION TASK FORCE (continued)

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| | |
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| Stop Coordinator | John R. Esterly |
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| " " " | Alfred W. Young |
| Turbine Cooling Demonstration | Reeves P. Cochran |
| Speakers: Reeves P. Cochran, Renny S. Norman, Roy G. Stabe, David G. Evans, Bobby W. Sanders, Max J. Miller | |

6. Space Vehicles - Zero Gravity Facility

| | |
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| Agena Project Office | H. Warren Plohr |
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| Stop Organizer, Launch Vehicles | Bruce T. Lundin |
| Stop Coordinator | Kaleel L. Abdalla |
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| Speakers on Launch Vehicles: Carl F. Reader, William M. Prati, John L. Kramer and Lawrence J. Ross | |
| Speakers on Zero-G: (to be announced) | |

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| Speakers: Ned P. Hannum, Wayne A. Thomas, James J. Pelouch, Jr., Rudolph A. Duscha, Murray Bailey, Theodore Male, Charles F. Zalabak and Harry E. Bloomer | |

1966 LEWIS INSPECTION PREPARATION TASK FORCE (continued)

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- | | |
|--|---------------------------|
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| Chemistry and Energy Conversion Division | Newell D. Sanders |
| Speaker Organizer | Martin J. Saari |
| Stop Organizer | Robert R. Miller |
| Stop Coordinator | Adolph C. Spagnuolo |
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| Solar Collector | Thaddeus S. Mroz |
| Thermionics | James J. Ward |
| Fuel Cells | James M. McKee |
| Power Conditioning | Howard A. Shumaker |
| Thin Film Solar Cells | Dr. Andrew E. Potter, Jr. |
| " " " " Systems | Americo F. Forestieri |
| Speakers: Introduction, Fuel Cells, Batteries- | Norman H. Hagedorn |
| | Harold F. Leibecki |
| | Robert W. Easter |
| Speakers: Thermionics - | Harold E. Nastelin |
| | William J. Bifano |
| | Thomas J. Kasack |
| Speakers: Solar Cells, Solar Collector - | Larry R. Scudder |
| | John M. Bozek |
| | Anthony F. Ratajczak |

9. Space Power, Rotating Systems - ~~ERB~~ West Wing
- | | |
|---|---------------------------|
| Nuclear Systems Division | Dr. Bernard Lubarsky |
| Chemistry and Energy Conversion Division | Newell D. Sanders |
| Fluid System Components Division | I. Irving Pinkel |
| Materials and Structures Division | S. S. Manson |
| Speaker Organizer | Martin J. Saari |
| Stop Organizer | Robert R. Miller |
| Stop Coordinator | Adolph C. Spagnuolo |
| Advanced Rankine System | Robert J. Denington |
| SNAP-8 | Donald R. Ward |
| Brayton Cycle | Gildo A. Raffaeli |
| Liquid Metal Systems | John T. Davies |
| " " " | Joseph P. Joyce |
| " " " | Louis Rosenblum |
| " " " | Orlando A. Gutierrez, Jr. |
| Speakers: Introduction to Power Systems - | John L. Klann |
| | William J. Brown |
| | David Namkoong, Jr. |
| Speakers: Test Facilities and Programs | |
| W-5 | Martin E. Valgora |
| | Raymond S. Bilski |
| | Paul T. Kerwin |
| | Robert P. Nacosko |

1966 LEWIS INSPECTION PREPARATION TASK FORCE (continued)

Speakers: Test Facilities and Programs

W-1A

Richard W. Vernon
Gabriel N. Kaykaty
John L. Word

W-1B

Raymond L. Fischer
Andrew A. Schoenberg
James A. Albers
H. Bruce Block
Sol H. Gorland

W-2A

David B. Fenn
Orlando A. Gutierrez, Jr.
Donald E. Groesbeck
Nick J. Sekas

* *

10. Basic Research - Energy Conversion Lab Shop

Nuclear Systems Division

Leroy V. Humble

Chemistry and Energy Conversion Division

Newell D. Sanders

Stop Organizer

Dr. Robert A. Lad

Stop Coordinator

Robert R. Hibbard

Ass't. Stop Coordinator

Sam Barile

Laser Experiment

Dr. Hubert H. Grimes

Field Ion Microscopy

D. Wiser

Solid State Diffusion

Donald Graham

Instrumentation

Carl A. Stearns

"

Stanley J. Marsik

Static Displays on Radiation

Dr. James Blue

Speakers: Robert M. Stubbs, Donald E. Hegland, William K. Roberts,
Marvin Warshay, Cleveland O'Neal, Jr., Roger L. Smith

11. Electric Propulsion - Electric Propulsion Laboratory

Electromagnetic Propulsion Division

Wolfgang E. Moeckel

Stop Organizer

Harold R. Kaufman

Stop Coordinator

Arthur D. Holmes

Demonstration Experiments

Robert C. Finke

Charts

Edward A. Richley

Coffee Stop Exhibits

Paul E. Bar Hoover

Speakers: Denis J. Connolly, Robert C. Finke, Donald J. Schertler,
Donald R. Sigman, Gerald V. Brown

* * Tour Guides and Monitors:

K. Artim

A. Sbeghen

D. Nealen

R. Wilson

G. Pindrol

V. Hudach

B. Ryba

L. Slater

G. Thomas

E. Bukvic

L. Pankuch

W. Klein

J. Kascak

L. Visconn

E. Bertone

A. Reddish

W. Moore

O. Holmes

T. McDevitt

W. Seby

R. Glassco

W. Fleming

W. Larcey

G. Loveland

MESSAGE ROUTING TELEPHONES

1966 INSPECTION

| <u>LOCATION</u> | <u>PAX No.</u> |
|---|----------------|
| MATERIALS PROCESSING LAB. Room 100 - Materials Processing Lab. | 2298 |
| 10 x 10 SUPERSONIC TUNNEL Room 129 Shop Bldg. | 4127 |
| ZERO-G FACILITY Shop Office | 8528 |
| PROPULSION SYSTEMS LAB. Shop Office - Control Room Level | 5109 |
| SOLAR COLLECTOR LAB. Space Power Chamber Shop | 4250 |
| ENGINE RESEARCH BLDG. , W.W. W-120 Engineer Research Bldg. | 6218 or 3172 |
| ENERGY CONVERSION LAB. Room 108 Energy Conversion Lab. | 3241 |
| ELECTRIC PROPULSION LAB: Shop | 5241 |
| FLIGHT RESEARCH HANGAR Room 1, Flight Research Bldg. | 2155 |
| <u>BEFORE 10 a.m. - DEB</u> | 8118 |

Telephone messages to stop location where guests color group will go next.
(See Schedule on program). Ask that message be handed to Group Leader of
proper color group. Save original copy of message to post at DEB for lunch -
PICNIC GROUNDS or DEB for Social.

Willson H. Hunter

September 29, 1966

MEMORANDUM TO: Those Concerned
FROM : Inspection Manager
SUBJECT : Operating Instructions for Inspection Group Escort Plans

- A. The assigned Group Leader will
1. Act as NASA Host to his group, treat them as favored guests.
 2. Introduce himself and his assistants to his group in the bus.
 3. Carry the color sign so guests will know who to follow.
 4. Assert positive leadership over his group.
 5. Be responsible for adhering to the published schedule.
 6. Make appropriate introductions at each stop.
 7. Make appropriate announcements enroute.
 8. Attend to personal needs of guests: messages, transportation, telephones, illness, etc.
 9. Politely interrupt speakers when time is up to keep on schedule.
 10. Refrain from holding question periods with speakers at a stop.
 11. Be informed about Lewis so as to answer satisfactory questions.
 12. Know how to refer policy or other such questions to proper spokesmen.
 13. Direct the support activities of his Assistant Leader and bus guide.
 14. Assist in loading buses at picnic area for final destination.
- B. The Assistant Leader will
1. Take directions from the Group Leader.
 2. Observe schedule and inform Group Leader when time to move on.
 3. Bring up the rear of the group, round up stragglers.
 4. Be last off the bus at stop area, last to reboard the bus.
 5. Keep track of guests making phone calls or using rest rooms at stops.
 6. Help separate groups after Coffee Stops and after Luncheon.
 7. Assist in transmitting messages and office announcements to the Group Leader.
 8. Check on the Bus Guide's navigation.
 9. Be prepared to substitute for the Group Leader.
 10. Collect and turn in at picnic area the color group Guide Sign, and three arm bands and pins from his escort team.
- C. The Bus Guide will
1. Meet bus at designated point (for example: motels, airport) using NASA cars to rendezvous there.
 2. See that "NASA Inspection" signs are in bus windows.
 3. Direct bus to DEB entrance for unloading, then spot bus in proper waiting zone.
 4. Attach four proper color signs for his group on front, sides, and back windows (double sided sign in front window) where they can be seen from outside but don't obstruct vision of Lewis facilities. All buses should be posted uniformly.
 5. Help round up guests in his color group when leaving DEB in the morning and after lunch.
 6. Stay with the bus to instruct the driver throughout the tour.
 7. Inspect bus for forgotten personal belongings and turn them in to Security.
 8. Carefully remove color signs after Inspection at Picnic Area and turn them in. Strip off sticky tape before stacking signs.
 9. Help load and dispatch buses at Picnic Area.
 10. Accompany a bus to DEB for guests to retrieve personal belongings and dispatch bus to proper destinations.

Willson Hunter

NASA - Lewis Inspection - October 1966

REGISTRATION GIRLS

Janet Maurer

Virginia Wilson

Holly Smith

J'eannette Holley

Mary Ann Visi

Terry Clark

Genevieve A. Kock

Judy Gaba

Gloria McCormick

Virginia Johnsen

Maryanne Kohl

Jean Jordan

Cynthia Buchar

Gerry Smith

Rita Roach

Nancy Schwab

Carolyn Hopp

Marge Ofcar

Diane Niemeyer

Kay Brown

Bonnie Krupar (stand by)

Information - DEB Lobby

Peg Lawrence

CASHIERS

Frances Shotwell

Dorothy Hood

Eileen Norris

Mary Jane Winter

Muriel Eian

Katherine Smith

Judy Wilberg

Elsa Bratt

NASA-Lewis Research Center
Cleveland, Ohio

September 28, 1966

MEMORANDUM TO: Staff

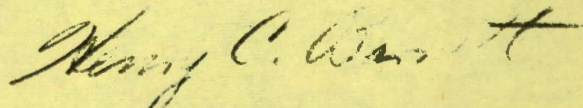
FROM : Assistant Director for Administration

SUBJECT : Rescheduling of cafeteria serving hours

The 1966 Inspection of the Lewis Research Center will be held on October 4, 5, 6 and 7. Approximately 400 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.

Evening meals will not be served in the DEB Cafeteria during the week of October 3. Breakfast will not be served in the DEB Cafeteria on October 4, 5, 6 and 7. 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 1:00 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

Copy to:
Each Lewis Employee
NASA Headquarters
Files

HDW:dah