

Washington, D. C.
September 26, 1947.

From NACA
To Cleveland

Subject: Additional date - October 10 - for First
Annual Inspection of Flight Propulsion Research
Laboratory.

73092
1. Director J.F.
2. AM. RCS.
3. Exec Engr
4. Gosney

1. Confirming telephone advice, it has been decided to hold a third section of the First Annual Inspection of the Flight Propulsion Research Laboratory. In addition to October 8 and 9 for the aeronautical industries and the military services respectively, there will be an inspection on October 10 for supporting industries and for Cleveland.

2. Attached hereto are copies of the revised announcement and also copies of form letters being sent to registrants to secure train accommodations.

J. F. Victory,
Executive Secretary.

JFV:MW

Copy sent Mrs. Gosney 9/30 - 9:30 am
ehh

FIRST ANNUAL INSPECTION

October 8, 9 and 10, 1947.

RECEIPTS:

753	Guest Luncheons @ \$2.00.....	\$ 1,506.00
104	Employee Luncheons @ \$1.50.....	156.00
72	Employees and Guests for Barbecue.....	180.00
25	Employees Hotel Dinners (Ladies and Men)...	93.54
30	Employees - Other Incidentals.....	<u>30.00</u>

TOTAL CASH COLLECTED..... \$ 1,965.54

EXPENSES:

839	Meals paid to Caterer @ \$1.50.....	\$ 1,235.50
165	Meals paid to Miss Zimmer.....	236.97
	Incidental expenses for Luncheons.....	33.05
	Groceries and refreshments for Barbecue.....	305.56
	Hotel Dinners (Ladies and men).....	<u>206.73</u>

TOTAL EXPENSES..... \$ 2,017.81

Total Expenses.....\$ 2,017.81

Total Cash Collected..... 1,965.54

From Morale Activities Acct..\$ 52.27

839 MEALS TO CATERER:
 694 Outside Guests
 101 Employees
 37 Attendants
 7 Complimentary
 839 TOTAL MEALS

165 MEALS TO MISS ZIMMER
 59 Outside Guests
 4 Employees
 102 Attendants
 165 TOTAL MEALS

INCIDENTAL EXPENSES FOR LUNCHEON

Flowers.....\$ 10.50
 Napkins..... 8.19
 Matches..... 2.85
 Porter Fees, telephone calls from hotel..... 3.90
 NACA Private Drivers for gas, oil, etc..... 5.00
 Coffee served to Press..... 1.20
 Laundering of attendants Uniforms..... 1.41

TOTAL INCIDENTAL EXPENSES..... \$ 33.05

GROCERIES AND REFRESHMENTS FOR BARBECUE

Meat - Ohio Provision..... \$ 131.18
 Beer..... 45.54
 Groceries and incidentals..... 69.55
 Other Incidentals (refreshments)..... 59.29

\$ 305.56

CLEVELAND HOTEL DINNERS

Rose Room for Men.....\$ 137.93
 Bronze Room for Ladies..... 68.80
 Total \$ 206.73

JEROME C. HUNSAKER, SC. D., CHAIRMAN
THEODORE P. WRIGHT, SC. D., VICE CHAIRMAN

HON. WILLIAM A. M. BURDEN
VANNEVAR BUSH, SC. D.
EDWARD U. CONDON, PH. D.
RONALD M. HAZEN, B. S.
WILLIAM LITTLEWOOD, M. E.
MAJ. GEN. EDWARD M. POWERS, U. S. A.
VICE ADM. ARTHUR W. RADFORD, U. S. N.

ARTHUR E. RAYMOND, M. S.
FRANCIS W. REICHELDERFER, SC. D.
REAR ADM. L. B. RICHARDSON, U. S. N.
GEN. CARL SPAATZ, U. S. A.
ALEXANDER WETMORE, PH. D.
ORVILLE WRIGHT, SC. D.

NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS

LANGLEY MEMORIAL AERONAUTICAL LABORATORY
LANGLEY FIELD, HAMPTON, VA.

74259

October 15, 1947.

TELEPHONE: HAMPTON 6341

COMMITTEE HEADQUARTERS
1500 NEW HAMPSHIRE AVE., DUPONT CIRCLE
WASHINGTON 25, D. C.

AMES AERONAUTICAL LABORATORY
MOFFETT FIELD, CALIF.

AIRCRAFT ENGINE RESEARCH LABORATORY
CLEVELAND AIRPORT, CLEVELAND, OHIO

Mr. Edward R. Sharp, Director,
Flight Propulsion Research Laboratory,
National Advisory Committee for Aeronautics,
Cleveland Airport,
Cleveland, Ohio.

Dear Ray:

I have talked with Thompson today about your show, and he inquired as to whether photographs of the charts will be available. You will recall that we took pictures of all our charts and had a short writeup, which we furnished the Washington Office and the other laboratories, and I hope you are going to do the same. We would find it quite interesting and valuable, and I am sure you will find it important use for the material during the year. We found it handy also when it came to preparation of material for the budget. I would suggest, therefore, that before all the charts and exhibits are taken down you have complete photographs made of the exhibits and a photograph made of each chart. We would certainly appreciate a

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J
ADM. DEPT.
ADM.
E. CON.
BUDGET
ADM. DEPT.
AD. S.
LIB.
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PER.
PROC.
EXEC. ENGR.
RES. DEPT.
Edit.
F&T
C&T
E.
WT.
SERV. DEPT.
DAS.
INSTR.
FAB.
MECH. S.
Inform.
Comment
Prep. Reply
Copy-ation
Ret. to File
From M.G.S.

With kind regards, I am

Yours very truly,

H. J. E. Reid
H. J. E. Reid,
Director.

*DANA
MR. SHARP
SAYS OK
AS PER OUR CONV.
JF*

File copy to
Dana Lee
✓

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3/2/14

October 21, 1947.

Dr. H. J. E. Reid, Director,
National Advisory Committee for Aeronautics,
Langley Field, Hampton, Virginia.

Dear Henry:

Thank you for your letter of October 15 and suggestion concerning our show material.

We are having all the charts and exhibits photographed and a writeup prepared and I shall be happy to see that you receive a copy.

With kind regards, I am

Sincerely,

s/ Ray
Edward R. Sharp,
Director.

at

REMI
OHIO
CLEVELAND

OCT 21 1947

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NACA - Cleveland

Cleveland, Ohio,
May 26, 1947.

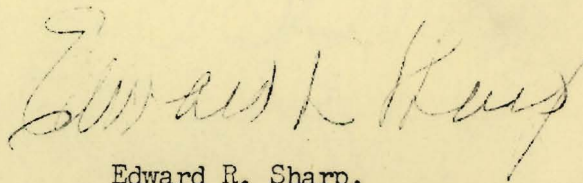
MEMORANDUM For Those Concerned.

Subject: Assignment of Mr. Jesse H. Hall to supervise planning and preparation of exhibit material relating to the research work of the Cleveland Laboratory.

1. Mr. Jesse H. Hall, Assistant to Executive Engineer, has been placed in charge of the direction and coordination of the planning, preparation and installation of all exhibit material, such as displays, models and equipment, to be used at public presentations of any sort, or at laboratory meetings, conferences or demonstrations, relating to the research work of the Laboratory.

2. It shall be the responsibility of Division Chiefs to notify and consult Mr. Hall before any work is done on the plans, designs or construction of such exhibit material.

3. All work orders covering the preparation of plans and the construction of exhibit material must be approved by Mr. Hall. No changes are to be made until Mr. Hall has been informed and his approval has been obtained.



Edward R. Sharp,
Manager.

RCS:at

cc: Executive and Department Offices
Division, Branch and Panel Chiefs
Section Heads
Washington Office
Files

NACA - Cleveland

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Cleveland, Ohio,
May 26, 1947.

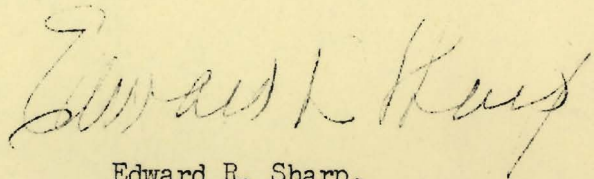
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Edward R. Sharp,
Manager.

RCS:at

cc: Executive and Department Offices
Division, Branch and Panel Chiefs
Section Heads
Washington Office
Files

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NACA-CLEVELAND

Cleveland, Ohio,
September 25, 1947.

MEMORANDUM for Staff.

Subject: First Annual Inspection.

1. The First Annual Inspection of the Cleveland Laboratory has been officially extended to three days and will include October 8, 9, and 10, 1947. The Inspection on the 8th and 10th will be for industry and the Inspection on the 9th will be for Army and Navy personnel.

2. The first rehearsal for the Inspection will start at 9:30 a.m., September 30, 1947. The order in which the demonstrations will be given for the rehearsal will be as shown below. Inasmuch as discussion is anticipated after each demonstration, a definite time schedule has not been set up. It is estimated that two days will be required for the first rehearsal. Additional rehearsals will be scheduled as needed.

FIRST REHEARSAL

Stresses and Vibration Research-----	C-5, ERB
Materials Research-----	C-6, ERB
Combustion Research-----	CW-5, ERB
Lubrication, Friction and Wear Research-----	CW-1, ERB
Altitude Tanks-----	SW-21, ERB
Mixed-Flow Compressor Research-----	CW-18, ERB
Axial-Flow Compressor Research-----	W-1, ERB
Turbine Research-----	W-5 and W-7, ERB
Fuels Research-----	224, F&L
Rocket Research-----	H.P.C.L.
Controls Research-----	F.S.C.L.
Icing Research-----	I.R.T.
Supersonic Research-----	Supersonic Tunnel
Altitude Wind Tunnel Research-----	A.W.T.
Flight Research-----	Hangar

Edward R. Sharp

Edward R. Sharp
Director

JHH:ebe

Copies to: Exec. and Dept. Offices
Division and Branch Chiefs
Section Heads (Circulate)
Bulletin Boards
Files
Washington Office

Cleveland, Ohio,

October 3, 1947.

312.14

Copy in 303.5

MEMORANDUM for All Concerned.

Subject: Special duty assignments for First Annual Inspection of the Cleveland Laboratory.

1. On October 8, 9, and 10, 1947, the dates of the First Annual Inspection, the following persons are assigned duties as listed below:

GROUP LEADERS, ASSISTANT GROUP LEADERS, ATTACHES

<u>Group</u>	<u>Leader</u>	<u>Assistant</u>	<u>Attache</u>
Red	Willson H. Hunter	John C. Sanders	Richard Hood
White	John H. Collins, Jr.	Robert O. Hickel	Henry R. Hunczak
Blue	Newell D. Sanders	Jack R. Taylor	John R. Esterly
Gold	William K. Ritter	Harvey A. Cook	Melvin J. Timmerman
Green	Eugene J. Manganiello	Howard A. Buckner, Jr.	Edmund R. Jonash
Brown	Lewis A. Rodert	Henry C. Barnett	Richard S. Cesaro
Alternates	Arnold E. Biermann	E. Clinton Wilcox	Roger F. Weining

DEMONSTRATION ATTACHES

<u>Building</u>	<u>Room</u>	<u>Telephone</u>	<u>Attaches</u>
ERB	CW-1	2288	Max A. Swikert - Douglas Godfrey
ERB	CW-5	2239	R. J. McCafferty - William P. Cook
ERB	C-5	3165	James N. Good - N. B. Millenson
ERB	C-6	3202	James J. Gangler - H. J. Hamjian
ERB	CW-18	2168	Ward W. Wilcox - William Robbins
ERB	SW-23	3172	Henry G. Krull - John H. Povolny
ERB	W-1	2173	William J. Voss - Louis J. Schafer
ERB	W-5	2243	Robert C. Kohl - Milton G. Kofskey
F&L	224	2252	Richard L. Kelly - Russell S. Genco
AWT	Shop	4250	Carl E. Campbell - H. G. Samerdyke

DEMONSTRATION ATTACHES

(Continued)

<u>Building</u>	<u>Room</u>	<u>Telephone</u>	<u>Attaches</u>
IRT	Test Section	3221	Willard D. Coles - Robert S. Ruggeri
Supersonic Tunnel	Test Section	2113	Albert H. Schroeder - James F. Connors
Fuel Systems and Controls Laboratories	Shop	3232	David M. Straight - Melvin LaVerne
Flight Research	Hangar	2155	Dugald O. Black - Wesley E. Messing
High-Pressure Combustion Laboratory	Shop	2263	William H. Rowe - Riley O. Miller

HOTEL CLEVELAND

Information Desk - Robert W. Schmidt

Bus Loading -- John S. Brown (in charge)

Norman Matz
Luther H. Baker

BUS GUIDES

<u>Group</u>	<u>Attaches</u>	<u>Telephone</u>	<u>Guide</u>
Red	Max A. Salter	3288	Robert H. Essig
White	R. J. McCarty	3239	Morris D. Rousse
Blue	James M. Good	3165	William L. Kepple
Gold	James J. Gault	3202	John G. Egan
Green	Ward W. Wilson	3168	Albert O. Ross
Brown	Henry G. Krull	3172	E. Allen Breitingner
Alternate	William J. Voss	3173	Donald C. Guentert

HANGAR ATTACHES

Rudolph F. Kravanya (in charge)

William F. Lang	Albert J. Eaton
Joseph Sikosky, Jr.	Harry Zimmerman

NACA AUTOMOBILE DRIVERS

Donald W. Male
Warren C. Burgess, Jr.
Richard M. Clough

Arlington R. Adams
Robert O. Dietz, Jr.
Herman Mark

Alternate: Frank C. Divis

CENTRAL MESSAGE CENTER DISPATCH DRIVERS

Russell V. Trende
George J. Pack
Augustine G. DiNovo

William E. Dewey
Eugene J. Tomasch
Edward G. Sharp

REGISTRATION CLERKS

Administration Building Lobby

Alice Adams
Anne Tunder
Marion Kolonics
Irene Kives
Cttilia Hildebrandt
Marjorie Sharp
Evelyn Fleming
Jean Gardner
Rosemary Weiss
Dorothy Rajacki
Janette Sullivan
Mary Ann Antl
Carmelita Cleary

LUNCHEON TICKET SALES

Administration Building Foyer

Esther Wagner (in charge)
Ella Weber
Agnes Esses
Marie Becks

CENTRAL MESSAGE CENTER

Administration Building Lobby

Lobby Desk -- 2228

Mary Louise Gosney (in charge)
Alice Adams

TRAVEL RESERVATIONS CLERK

Room 111 -- 2223

Pauline Lucas

BAGGAGE AND COAT-ROOM ATTENDANTS

Baggage) Robert L. Clarke
) John H. Weeks

Coat Room) Katherine V. Smith
) Muriel J. Benes
) Carol M. Lasch

AUDITORIUM USHERS

Kathleen C. O'Connell
Eileen O'Donnell

2. Group leaders, assistant group leaders, and group attaches shall report to the registration desk in the lobby of the Administration Building at 9:00 a.m. on each day of the Inspection to obtain identification badges for their respective groups. The group leaders shall have complete charge of the groups and shall be responsible for making the necessary introductions upon arrival at each exhibit and for maintaining schedules. The assistant group leaders shall assist the group leaders in keeping the groups moving as a unit. The group attaches shall carry the color standard for the groups and shall keep the group leaders informed concerning the time in order that arrivals to and departures from exhibits may be made according to schedule.

3. Demonstration attaches shall be at their stations by 9:30 a.m. Demonstration attaches shall assist in seating groups, preventing unauthorized persons from entering the exhibit areas, preventing unnecessary noises, and maintaining an orderly appearance of the exhibit areas. If any personal property should be left at any of the various exhibits, it shall be sent to the Central Message Center at the lobby of the Administration Building. Demonstration attaches shall be responsible for prompt attention to incoming telephone calls and the relaying of messages.

4. Hotel Cleveland bus loaders shall be at the Hotel Cleveland by 8:00 a.m. Mr. Schmidt will be at the information desk from 7:30 a.m. until the departure of the last bus.

5. Bus guides shall take stations for their respective busses at 8:00 a.m. at the Hotel Cleveland and shall stay with their respective busses during all group movements.

6. Hangar attaches shall be responsible for assisting in guiding visitors to the entrance of the Administration Building. This type of travel is expected to be particularly heavy on October 9.

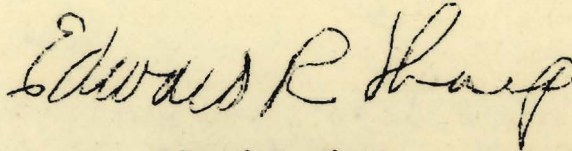
7. MACA automobile drivers shall report to Mr. E. V. Kindig at 4:30 p.m., October 6, 1947 in the foyer of the Administration Building for instructions concerning their duties.

8. Central Message Center Dispatch Drivers shall be available to the Central Message Center for trips on or off the reservation in excess of those that can be handled by Committee cars.

9. Registration clerks shall report to Mrs. Gosney in the lobby of the Administration Building at 8:30 a.m.

10. Luncheon-ticket sales clerks shall report to Miss Wagner in the Administration Building foyer at 8:30 a.m.

11. Baggage-room attendants shall report to the Central Message Center at 8:45 a.m. Room 110 (across the corridor from the Central Message Center or lobby desk) shall be used exclusively for baggage. Coat-room attendants shall report to the auditorium coat room at 8:45 a.m. Room 114 adjoining the auditorium coat room shall be used to supplement the space provided by the auditorium coat room. Coats shall not be checked, but the coat room shall be attended at all times.



Edward R. Sharp
Director

JHH:cbe

Copies to: Exec. and Dept. Offices
Division and Branch Chiefs
Section Heads
Personnel listed in Memorandum
Washington Office
Files

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NACA - CLEVELAND

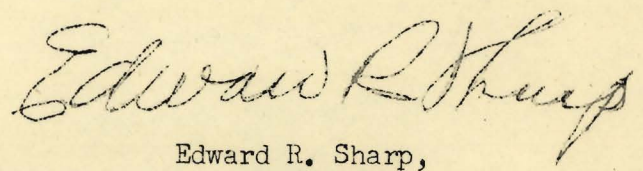
Cleveland, Ohio,
October 1, 1947.

MEMORANDUM For Staff.

Subject: Open House, Sunday, October 12, 1947.

1. On Sunday, October 12, laboratory employees, their families and friends will be given an opportunity to inspect the laboratory facilities and buildings in an all day open house from 1:00 P.M. to 5:00 P.M. The general public is not invited. Admission to the reservation will be granted only to NACA employees' automobiles with proper "decal" on windshield or by special invitations which are available at the Employee Relations Section, Room 112, Administration Building. One invitation required per car. Only American citizens may be admitted. All Laboratory employees are responsible for their guests. Invitations must carry the name of the inviting employee and the names of their guests on the reverse side.

2. Further questions concerning admission to the open house should be referred to Eugene C. Braig, Jr., PAX 2221.



Edward R. Sharp,
Director.

JDT:at

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- Section Heads (circulate)
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- Washington Office
- Files