

ice wing TIPS
Vol. I, No. 21
March 20, 1953

NACA - Langley

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~~108117~~

Langley Field, Va.
May 1, 1953

MEMORANDUM For Staff

Subject: Program for NACA 1953 Biennial Inspection at Langley Laboratory
May 5, 7, 8 and 13, 1953

1. There is attached a copy of the program for the NACA 1953 Biennial Inspection at the Langley Laboratory on May 5, 7, 8 and 13, 1953. It is planned for the same program to be followed on each day of the inspection. If it is necessary to make changes in the program, the staff will be notified prior to the date of such changes.

2. Employees without specific duty assignments in connection with the 1953 Biennial Inspection will report for duty at their usual hour. The telephone call system will be disconnected during the hours of the inspection.

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

WKJ

ETM.mpa

Enclosure
1. Program

Copies to: Office of Associate Director
Office of Chief of A. and T. S.
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NACA - Langley

PROGRAM

THE 1953 BIENNIAL INSPECTION OF THE NACA LABORATORIES

at

Langley Aeronautical Laboratory
Langley Field, Virginia

May 5, 7, 8, and 13, 1953 (Eastern Daylight Time)

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8:50 a.m. OPENING SESSION IN BASE THEATER, LANGLEY FIELD
 9:15 a.m. Leave Base Theater
 9:22 a.m. Full-Scale Tunnel
 9:40 a.m. Inspection of Laboratory in eight groups: red, white, blue, brown, green, gold, tan, gray
 10:30 a.m. (**) denotes 10-minute intermission for all groups
 12:10 to 12:40 p.m. Start of lunch at NACA Activities Building. (*) denotes exhibit from which group proceeds to lunch
 1:25 to 2:00 p.m. Resume inspection of Laboratory
 3:10 p.m. (**) denotes 10-minute intermission for all groups

	<u>Red</u>	<u>White</u>	<u>Blue</u>	<u>Brown</u>	<u>Green</u>	<u>Gold</u>	<u>Tan</u>	<u>Gray</u>
	<u>Start</u>							
Hydrodynamics	9:45 10:05	10:10 **10:40	11:10 11:30	10:45 11:05	4:00 4:20	3:00 **3:30	3:35 3:55	4:25 4:45
	<u>Start</u>							
Stability and Control	10:10 **10:40	9:45 10:05	10:45 11:05	11:10 11:30	4:25 4:45	3:35 3:55	3:00 **3:30	4:00 4:20
	<u>Start</u>							
Transonic Research	11:10 11:30	10:45 11:05	9:45 10:05	10:10 **10:40	3:35 3:55	4:25 4:45	4:00 4:20	3:00 **3:30
	<u>Start</u>							
8-Foot Transonic Pressure Tunnel	10:45 11:05	11:10 11:30	10:10 **10:40	9:45 10:05	3:00 **3:30	4:00 4:20	4:25 4:45	3:35 3:55
	<u>Start</u>							
Gas Dynamics	11:45 12:25*	2:20 3:00	1:55 2:35	1:30 2:10	9:55 **10:45	11:20 12:00	10:55 11:35	10:20 **11:10
	<u>Start</u>							
Model Construction	1:50 2:20	3:05 **3:45	2:40 **3:20	2:15 2:45	10:50 11:20	12:05 12:35*	11:40 12:10	11:15 11:45
	<u>Start</u>							
Instrumentation and Pilotless Aircraft Research	2:25 2:45	3:50 4:10	3:25 3:45	2:50 **3:20	11:25 11:45	2:00 2:20	12:15 12:35*	11:50 12:10
	<u>Start</u>							
Flight Research	2:50 **3:20	4:15 4:35	3:50 4:10	3:25 3:45	11:50 12:10	2:25 2:45	2:00 2:20	12:15 12:35*
	<u>Start</u>							
Dynamic Loads Research	3:25 3:45	11:45 12:05	4:15 4:35	3:50 4:10	12:15 12:35*	9:55 10:15	2:25 2:45	2:00 2:20
	<u>Start</u>							
Structures Research	3:50 4:10	12:10 12:30*	11:45 12:05	4:15 4:35	2:00 2:20	10:20 **10:50	9:55 10:15	2:25 2:45
	<u>Start</u>							
Airplane Crash Fire Research	4:15 4:35	1:55 2:15	12:10 12:30*	11:45 12:05*	2:25 2:45	10:55 11:15	10:20 **10:50	9:55 10:15

4:35 to 4:45 p.m. After the last place of visit, busses will return to Activities Building

Langley Field, Va.
April 30, 1953

W. Hunter
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MEMORANDUM For All Concerned

Subject: Special duties for the 1953 Biennial Inspection of the NACA Laboratories

1. On May 5, 7, 8 and 13, the dates of the 1953 Biennial Inspection of the NACA Laboratories, the following persons are assigned to duties as listed below.

GROUP LEADERS, ASSISTANT LEADERS, AND ATTACHÉS
(Group Leaders, Assistant Leaders, and Attachés will be announced prior to each day's inspection.)

BUILDING ATTACHÉS AND DISPATCH RIDERS

<u>Building</u>	<u>Attachés</u>	<u>Dispatch Riders</u>
Activities Building	A. Bruce Amole	E-R
Base Theater	Leigh K. Lewis	Res Rpt
Full Scale Tunnel	Edward Whittle	Edit
Tank #2	Roger Butler	Charles Schrum
Free Flight Tunnel Building	R. E. Shanks	Irving Weinstein
8' Transonic Tunnel	Howard Ogden	John M. Sain
Gas Dynamics Laboratory	Harry L. Smith, Jr.	Charles A. Clark
Fabrication Shop	William F. Jones, Jr.	William T. Powell
Instrument Research Division	Charles H. McFall, Jr.	John F. Crumpler
Physical Research Building	Wilton J. Miller	Floyd E. Rankin
(Vibration and Flutter)		S. A. Clever
Structures Research Division	Carl A. Rossman	Ross Levin
7 x 10 Tunnels Building	W. J. Alford, Jr.	D. R. Croom
Flight Research Division	Horace A. Hart	Drexal Rich

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Fiscal
Serv
Clearance
Security
Proc
SERV
Eng Plan
Serv Sch
Safety
Engrg:
Draft
Elec
Mech
Mech
Plt SERV
Mech Serv
Facil Oper
Fab
& O A
C-A
Fac Eng

TELEPHONE ATTENDANTS

<u>Building</u>	<u>Attendant</u>	<u>Phone No.</u>
Activities Building	Catherine B. Lovell	4583
Base Theater	Barbara Hogge	0-3117 - Langley AFB
Administration Building	Alma Alexander	2242
Full-Scale Tunnel	Sue Weber	2231
Tank #2	Mary Robbins	2344
Free Flight Tunnel Building	Myrtle Wells	2321
8' Transonic Tunnels	Maxine Becker	2252
Gas Dynamics Laboratory	Dorothy Hicks	4430
Fabrication Shop	Dorothy Eastman	4579
Instrument Research Division	OPERATOR (Switchboard)	4611
Physical Research Building	Ruby Rainey	4467
(Vibration and Flutter)		

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W. Hunter

TELEPHONE ATTENDANTS (Continued)

<u>Building</u>	<u>Attendant</u>	<u>Phone No.</u>
Structures Research Division	Frances Arnn	4468
7 x 10 Tunnels Building	Dorothy Barnes	4532
Flight Research Division	M. Eloise McGehee	4422

STENOGRAPHERS

	Jane B. Moore - Head	
Barbara Mayer	Ruth Reeves	Edith Horrocks

INFORMATION FOR THE PRESS

<u>Information Specialist</u>	<u>Official Photographer</u>
Frank O. Muni	William P. Taub

TRANSPORTATION SERVICES

David Buchanan - Head

Special NACA Vehicle Drivers

Everette W. Jones - Head

F. A. Posey	Cecil Hickman
B. F. Holloway	Dale W. Dalin
Fenley R. Cooper	J. E. Ferguson

Bus Guides

R. L. Barber - Head

Fred M. Rector	Claude Ingels
P. F. Shaver	Frank Lofurno
Dick J. Cole	Ralph Westphal
Wilbur T. Quinn	Lavern S. Hanson
	Wm. Whelan (Alternate)

Baggage - Shell E. French

Langley Field East Gate Attendant - Robert R. Pennington
Langley Field West Gate Attendant - Roby B. Sasser

REGISTRATION AND SPECIAL SERVICES

Richard V. Braig - Head

Registration Clerks

Sandra Parmenter - Head

Shirley Coleman	Edith Bain
Oneda Moore	Norma Livesay
Eleanor Cowherd	Agnes Dunkley
Dorothy McClure	

REGISTRATION AND SPECIAL SERVICES (Continued)

Messengers

Joyce Hudson

Grace Sain

Lucille Berry - Telegrams

Ada Hadden - Travel

USHERS (BASE THEATER), LUNCHEON TICKET TAKERS
AND DOOR ATTENDANTS (ACTIVITIES BUILDING)

Leigh K. Lewis - Head

Thomas Ezell

Weymouth B. Crumpler

Douglas Nuckles

A. H. Gerringer

Time Dispatchers

Thomas Ezell

Weymouth B. Crumpler

FLOWER ARRANGEMENTS

Lucy W. Bainbridge - Head

Janie L. Burroughs

Vera Huckel

Eula Trent

Virginia Watkins

Helen Johnson

Vivian Roberts

Nan Harrison

Mary Hillery

LUNCHEON HOSTESSES

Frances L. Butler - Head

Jane Hess

Barbara Hogge

Betty Hopkins

Barbara Keffer

Marilyn Kawalkiewicz

Myra Piland

2. The inspection program will be conducted on Eastern Daylight Time. To avoid confusion, both Eastern Daylight Time and Eastern Standard Time are given in this memorandum.

3. Group Leaders, Assistant Group Leaders, and Group Attaches will report to the NACA Registration Desk at the Base Gymnasium at 8:30 a.m. EDT (7:30 a.m. EST) on each day of the inspection, unless instructed otherwise. They will be given an identification card and an arm band in a color matching that of the group they will lead. A Group Leader will have complete charge of his group, being responsible for maintaining schedules and making necessary introductions upon arrival at each exhibit. Assistant Group Leaders will, in general, assist the Group Leaders. In instances where one group splits in two section, the Assistant will assume the duties of a Group Leader. A Group Attaché will assist in general during group movements and seating, and shall keep the Group Leaders informed concerning time in order that arrivals at and departures from demonstrations may be according to schedule.

4. Building Attachés and Dispatch Riders will be at their respective stations by 9:00 a.m. EDT (8:00 a.m. EST). Building Attachés will assist in seating groups, prevent unauthorized persons from entering the building, prevent unnecessary noises maintain the orderly appearance of the building, keep traffic lanes clear for the chartered busses, and be of general assistance. Any personal property, such as hats, etc., left at the various buildings should be sent immediately by the building attaché to the receptionist desk in the Administration Building and efforts will be made to return it to the owner. Building Attachés will also assist guests detached from their groups in rejoining their groups. Dispatch Riders will be available to provide transportation to the next activity for guests detached from their groups. Base Theater Attaché will receive separate instructions.

5. Telephone Attendants will take their respective stations at 9:00 a.m. EDT (8:00 a.m. EST). One attendant must be stationed at the telephone at all times. Telephones should be answered at the first signal. They should not leave their receivers off the hook when the telephone is not in use, thereby preventing completion of urgent incoming calls. All calls should be as short as possible for the same reason. The laboratory general call system will be disconnected during the inspection. The Base Theater telephone attendant will be on duty from 8:00 a.m. EDT (7:00 a.m. EST) to 9:30 a.m. EDT (8:30 a.m. EST). The Activities Building telephone attendant will be on duty from 9:00 a.m. EDT (8:00 a.m. EST) to 4:30 p.m. EDT (3:30 p.m. EST) on each day of the inspection, reporting to A. Bruce Amole.

6. The designated Stenographers will report to the Base Theater Attaché at the Base Theater at 8:30 a.m. EDT (7:30 a.m. EST) on each day of the inspection unless instructed otherwise. A report of all speeches will be made as soon as possible to the Administrative Management Officer.

7. Special NACA Vehicle Drivers will report to Everette W. Jones at places and times indicated by him on each day of the inspection. The duties of the drivers will be to act as General Dispatch Riders and their headquarters will be designated by Mr. Jones. Drivers will receive their instructions from Mr. Jones.

8. Registration Clerks will report to Mrs. Sandra Parmenter at 8:00 a.m. EDT (7:00 a.m. EST) at the Base Gymnasium on each day of the inspection. At 9:15 a.m. EDT (8:15 a.m. EST), Registration Headquarters will move to the Receptionist Desk at the Administration Building until 12:30 p.m. EDT (11:30 a.m. EST), at which time it will move to the Activities Building until the conclusion of the inspection at approximately 4:30 p.m. EDT (3:30 p.m. EST). An attendance report must be made at the conclusion of each day's inspection and turned over to Edward T. Maher. Other instructions, as required, will be issued by Mrs. Parmenter.

9. Messengers will report to the Registration Desk at the Base Gymnasium at 8:00 a.m. EDT (7:00 a.m. EST) on each day of the inspection. They will remain at their posts at the Registration Desk, except when sent on missions.

10. Ushers will report to the Base Theater at 8:00 a.m. EDT (7:00 a.m. EST) on each day of the inspection and receive instructions from the Base Theater Attaché.

11. Luncheon Ticket Takers will report to Leigh K. Lewis at 11:30 a.m. EDT (10:30 a.m. EST) on each day of the inspection at the Registration Desk in the Activities Building. The duties of the ticket takers will be to collect luncheon tickets from all persons eating lunch at the Activities Building, including members of the Langley Laboratory staff. The Head Ticket Taker should turn in all tickets collected and a written report on each day's collection to the Administrative Management Officer.

12. Luncheon Hostesses will report to the Activities Building at 11:10 a.m. EST (12:10 p.m. DST) where they will receive special instructions from Mrs. Frances L. Butler.

13. Door Attendants will report to Leigh K. Lewis at the Registration Desk in the Activities Building at 11:30 a.m. EDT (10:30 a.m. EST) on each day of the inspection. They will be of general assistance to the guests in directing them to tables, etc., and in keeping unauthorized persons out of the building.

14. Time Dispatchers will report to the Full-Scale Tunnel at 9:15 a.m. EDT (8:15 a.m. EST), and after the announcement by the Director of the Laboratory of the official inspection time, will notify each activity on the inspection program to adjust their clocks and watches to agree with the official inspection time. Eastern Daylight Time will be used, and the Building Attaché of all activities on the inspection program will adjust building clocks to agree.

15. Those on the Flower Decorations Committee will report to Mrs. Lucy W. Bainbridge at the Activities Building at times designated by her. Members of this committee will decorate luncheon tables in the Activities Building, and will receive daily instructions from Mrs. Bainbridge.

16. Separate instructions will be given to the Heads of Registration, Vehicle Drivers, Bus Guides, and East and West Gate Attendants.

17. Inspection workers listed in this memorandum will be advised of any necessary changes in times and duties through the Head of the Inspection Committee on which they are serving.

18. All administrative activities for the inspection are being coordinated in Office No. 206 on the second floor of the Administration Building. In the event of an emergency which will prevent a person from being at his assigned station at the designated time, it is requested that Edward T. Maher be notified. The telephone number is 2223.

W. Kemble Johnson

W. Kemble Johnson
Administrative Management Officer

ETM.mpa

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Office of Chief of Adm. & Technical Services
Division Chiefs
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