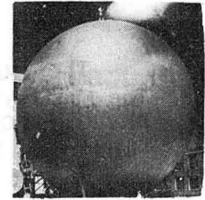
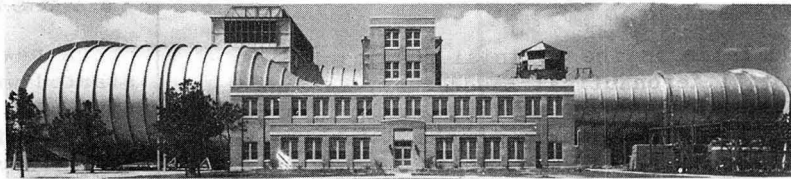
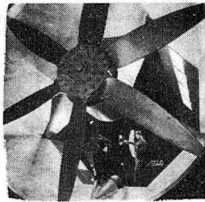


LMAL BULLETIN



LANGLEY MEMORIAL AERONAUTICAL LABORATORY

Issue 42, Vol. 3

Langley Field, Virginia, October 7-13, 1944

Page 1

TRAINING OFFERS THREE COURSES

RUSSIAN

Since some members of the staff have indicated a desire to study Russian, a course in Technical Russian may be offered through the University of Virginia Extension Program. Such a course would probably be taught by Mr. Boris Rosenfeld of Construction Drafting. No prerequisites are necessary for the course.

Employees interested in enrolling in this course may register at the Training Division. The operation of this course will be dependent upon the registration and final approval of the University of Virginia. If conducted, this course will offer college credit and the regular \$15.00 fee will be charged. For additional information, call the Training Division, phone 300.

MUSIC APPRECIATION

A Music Appreciation course is being offered through the University of Virginia Extension program. Classes will be held at the Hampton High School from 7:00 p.m. to 9:00 p.m. one night per week, either on Monday or Wednesday depending upon the desire of the group.

This course will be taught by the Warwick County instructor of music, and may be taken either for college credit, at a fee of \$12.00, or for culture only, at a

(Continued on page 3)

PERSONAL USE OF OFFICIAL DATA

The Laboratory was advised last week by Edward Klauber, Acting Director of the Office of War Information, of the principles relative to the problem of personal use of official data, as stated by the Security Advisory Board.

All information received or compiled by the officers, employees and offices of the Federal Government for the use of the Government is official government data and is the property of the United States. "Official government data" as used in this memorandum includes but is not limited to material classified as "RESTRICTED," "CONFIDENTIAL," "SECRET," and "TOP SECRET" and any other information concerning the national defense. No Federal officer or employee, by virtue of his position, has any property right to this type of information even though he may have helped compile it.

Official government data is intended solely for the performance of official business of the Government. Copying or removal of CLASSIFIED or other official data or documents from the files of the Government or removal of such material or of files from their accustomed places in governmental offices for official purposes shall be done only with the specific approval of the Head of the agency or his specifically designated representative.

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SLADEK WINS CHAMPIONSHIP

Dick Sladek, Dynamic Model Shop, won the championship trophy at the All American Brainbusters model championships held last Sunday. Sladek, along with the other winners, was presented his award at the Victory banquet held at the Hampton Armory following the meet.

Starr Truscott, Chief of Hydrodynamics, acted as master of ceremonies at the banquet, and Mel Gough, Chief of Flight Research, was the principal speaker. Gough addressed the group as one test pilot talking to a group of other test pilots. He told the group that in the assembled model-makers, he saw the future engineers, designers, test pilots, and mechanics of aviation.

Frank Parmenter, president of the Brainbusters, expressed his appreciation to all those who helped make the meet a success. He said that he was highly pleased with the cooperation of everyone, from those who donated trophies to those who just came out to watch.

DEADLINE EXTENDED FOR CARTOON CONTEST

The deadline for entries in the Bulletin cartoon contest has been extended to October 14. Several persons have sent in cartoons and it is hoped that by extending the time limit, more persons will have time to submit entries.



The LMAL Bulletin is the official publication of the Langley Memorial Aeronautical Laboratory, National Advisory Committee for Aeronautics, Langley Field, Virginia. It is published weekly in the interest of management and the employees. Contributions should be addressed to the Editor, in the Service Building, telephone 376.

Editor Tiny Hutton
 Managing Editor. . . . Ruth Angel
 Sports Si Diskin, Nancy Shelton
 Reporters. LMAL Employees

PROCEDURE FOR PERSONAL LOAN

A new procedure has been started which provides a more accurate check on property borrowed from sections of the Laboratory. A loan slip (form L.F. 72) is made out in triplicate and copies kept by the person borrowing, section borrowing, section borrowed from, and the Property Office.

This will enable the Laboratory to keep accurate current records and any employee will be able to determine at any time whatever property he is charged with. These records will be particularly valuable when an employee leaves the Laboratory for they will expedite the clearing of his record.

Each employee who has reason to borrow property at any time should make certain that his signed loan slip is returned to him when he returns the property.

UNIFORMS FOR WOMEN ON SALE AT CAFETERIA

All women workers in shops and tunnels, who would like to get good looking, serviceable work clothes, should see the dark blue denim "jeep" suits on sale at the East Area Cafeteria.

The suits are two pieced and have short sleeves. They are available in sizes from 14 to 44. The price is \$4.

Any women desiring to see the suits may try them on at the East Area Dispensary.

SEMI-ANNUAL EFFICIENCY RATING DUE

Civil Service regulations grade promotions or demotions provide for an official efficiency rating each year covering a rating period from April 1 through March 31 of the following year. These efficiency ratings are evaluations of work performance which indicate how effectively employees are performing their assigned duties and discharging the responsibilities delegated to them. The efficiency rating serves as a guide in effecting promotions, demotions, transfers and discharges. It also serves as an aid in the development and training of individual employees since in rating efficiencies, the employee's work performance must be analyzed by the supervisor thereby providing information as to training and development needs of the employee.

In addition to the Civil Service official annual efficiency rating, the Laboratory has provided for an interim efficiency rating to cover the six-months' period from April 1 through September 30 of each year. This interim rating is not however reported to the Civil Service Commission and is not recognized in connection with administration of within-

as provided by the Meade Ram- spect Act of October 1, 1941.

For the interim efficiency rating this year, the Laboratory is using an experimental efficiency rating form which has been developed at the Laboratory. The objective of the experimental form is to secure greater uniformity in ratings by rating and reviewing officials and to provide a more accurate rating of the individual employee's overall performance. During the latter part of September the supervisory conference groups met and discussed efficiency ratings and tested the revised efficiency rating form. Generally the rating and reviewing officials have expressed a preference for the new efficiency rating form over rating forms used in the past. The ratings provided by this experimental form will not be reported to the employees as is the case with the annual efficiency ratings. They will, however, be studied in order to determine whether or not the new form is a real improvement over the standard form, in which case the Laboratory will seek permission to adapt the form for official use.

LOST: A round gold brooch of sentimental value. Reward. Return to Margaret Bame, Budget, phone 294.

WANTED: Ride for two to New York or Washington on or about October 20. Contact L. Gavurin, PRD, phone 332.

BUY
WAR BONDS
FOR
VICTORY

SPOONER, MARTINA PAGE 19-FOOT WIN

The softball finals finally came to a close last Friday when the 19-Foot Tunnel downed Structures, 1-0, to take the series, three games to one.

Stan Spooner, lanky first baseman, came through with a mighty homerun smash, deep in center field, in the fourth inning. The winners got two other hits off Si Diskin, but scored no more.

Al Martina was in top form for 19-Foot. He allowed two hits.

Pat Cancro, at shortstop, and Bill Koven, in short field, were the highlights of the winners' defense. Chet Furlong made the most sensational catch of the afternoon when he back-pedaled all over right field to take George Zender's hard smash in the seventh inning.

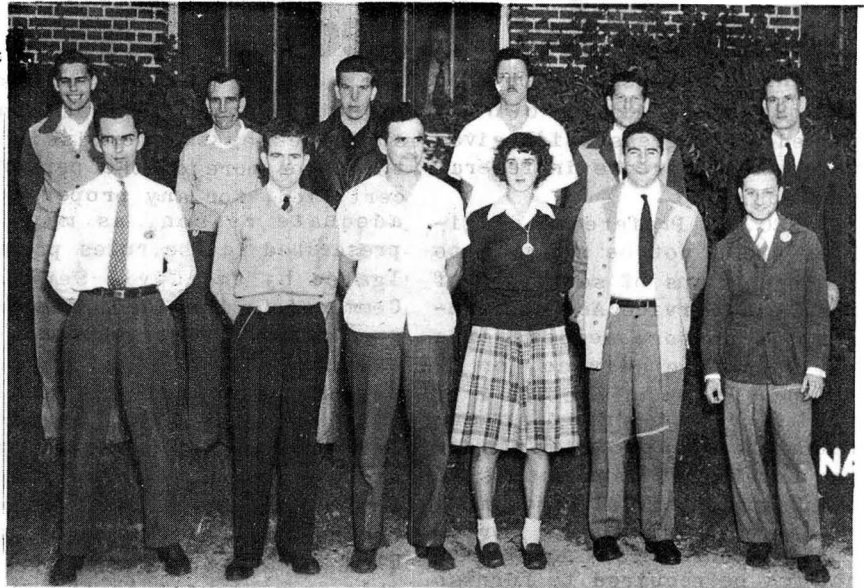
COURSE

Continued from page 1
cost of \$7.00.

BUSINESS COURSES

Hampton High School in cooperation with the Virginia State Department of Trade and Industrial Education has announced courses in Typing, Shorthand, and Business English. Interested applicants may register in Room 105 at Hampton High School on Monday, October 9, at 7:00 p.m. Classes will probably be held on Monday and Wednesday between the hours of 7:00 p.m. and 9:30 p.m. The level of training will be based on data obtained from the registration and classes will be established in as many levels as registration permits.

A fee of \$5.00 must be paid at the time of registration, and upon satisfactory completion of the course and with an attendance record of at least 80 percent, a certificate will be issued and \$2.00 of the fee will be refunded. Additional information may be obtained by calling the Training Division.



The members of the 19-Foot Tunnel team that ended the Structures reign over the men's softball league are: front row left to right, Owen Deters, catcher; Chet Furlong, outfield and third base; Captain Pat Cancro, shortstop; Kit Carson, scorekeeper; Bill Koven, short field; and Jerry Teplitz, second base; back row, Al Martina, pitcher; Walter Doneson, third base; Ray Salmi, outfield; Stan Spooner, first base; Sid Alexander, outfield; and Bob Neeby, outfield. Absent when the picture was taken were Bud Mulac, Bill Conner, and Jerry Kayten.

FLIGHT, STRUCTURES, 8-FOOT ARE LEADING LEAGUE; AWT, PRD WIN

Structures, 19; Stability, 0
Flight, 12; 16-Foot, 0
8-Foot, 18; IRD, 0
PRD, 7; Engineering, 0
AWT, 12; West Shops, 7
Loads, 19; PRT, 19

Structures, Flight, and 8-Foot stretched their victories to two, and AWT opened their season with a win over Shops to pace the second week's games. PRD provided the real upset of the week by taking the long end of a 7-0 count over the last season champions, Engineering.

A pass from Boughan to Ochiltree drew first blood for Structures in the third quarter. Another pass, this time from Dobrowski to Houbolt, provided the second touchdown late in the same period. The final score was made on a pass, this one from Boughan to Dobrowski. Kruszewski took Boughan's pass for the extra point.

The throwing arm of Fred Daum accounted for both of the touchdowns that Flight scored

against 16-Foot. In the second quarter, Thompson took a pass from Daum on the forty and ran the remaining distance to the goal line. The other score was made in the third period when Daum pitched one to Forsythe in the end zone.

The passing combination of Luoma to Vincke accounted for two of 8-Foot's three touchdowns against IRD. On the opening play of the game, the combination clicked on a "sleeper" that was good for 80 yards and a touchdown. Midway in the third quarter, the same pair tallied on a 60 yard play. Donaldson caught another of Luoma's passes for the final tally.

Physical Research took a 7-0 lead late in the first period when Oborny took a pass from McNulty in the end zone. Oborny placekicked the point after touchdown. They managed to hold Engineering scoreless throughout the game.

Continued on page 6

Starnes Act Protects Veterans

This is the second part of the Starnes Act recently passed by Congress which gives veterans preference in federal employment.

SEC. 6. Preference eligibles shall not be subject to the provisions of section 9 of the Civil Service Act concerning two or more members of a family in the service, or to the provisions of section 2 of that Act concerning apportionment of appointments in the Government departments in the District of Columbia among the several States and Territories according to population, but may be required to furnish evidence of residence and domicile.

SEC. 7. The names of preference eligibles shall be entered on the appropriate registers or lists of eligibles in accordance with their respective augmented ratings, and the name of a preference eligible shall be entered ahead of all others having the same rating: Provided, That except for positions in the professional and scientific services for which the entrance salary is over \$3,000 per annum, the names of all qualified preference eligibles, entitled to ten points in addition to their earned ratings shall be placed at the top of the appropriate Civil-Service register or employment list, in accordance with their respective augmented ratings.

SEC. 8. When, in accordance with civil-service laws and rules, a nominating or appointing officer shall request certification of eligibles for appointment purposes, the Civil Service Commission shall certify, from the top of the appropriate register of eligibles, a number of names sufficient to permit the nominating or appointing officer to consider at least three names in connection with each vacancy. The nominating or appointing officer shall make selection for each vacancy from not more than the highest three names available for appointment on

such certification, unless objection shall be made, and sustained by the Commission, to one or more of the persons certified, for any proper and adequate reason, as may be prescribed in the rules promulgated by the Civil Service Commission: Provided, That an appointing officer who passes over a veteran eligible and selects a nonveteran shall file with the Civil Service Commission his reasons in writing for so doing, which shall become a part of the record of such veteran eligible, and shall be made available upon request to the veteran or his designated representative; the Civil Service Commission is directed to determine the sufficiency of such submitted reasons and, if found insufficient, shall require such appointing officer to submit more detailed information in support thereof; the Civil Service Commission as to the sufficiency or insufficiency of such reasons shall be transmitted to and considered by such appointing officer, and a copy thereof shall be sent to the veteran eligible or to his designated representative upon request therefor: Provided, further, That if, upon certification, reasons deemed sufficient by the Civil Service Commission for passing over his name shall three times have been given by an appointing officer, certification of his name for appointment may thereafter be discontinued, prior notice of which shall be sent to the veteran eligible. Whenever in the Postal Service two or more substitutes are appointed on the same day, they shall be promoted to the regular force in the order in which their names appeared on the civil-service register from which they were originally appointed, whenever there are substitutes of the required sex who are eligible and will accept, unless such vacancies are filled by transfer or reinstatement.

STAFF CAN SEE FILMS

Through the cooperation of the Air Technical Service Command - NACA Liaison Office many excellent training films are made available for use at the Laboratory, and in most cases have been shown in the shops of the Laboratory during lunch periods. In addition to these films, however, the Army has made available certain other films of a series known as "Why We Fight." These films such as "The Battle of Russia," "Divide and Conquer," etc., run from an hour to one hour and twenty minutes and when viewed by certain members of the staff at meetings after hours have received such enthusiastic acclaim that it has been decided to arrange for special showings after hours of work for any group of employees who indicate an interest in seeing them. Many of the scenes used in these pictures were filmed during actual combat and are presented in a clear and forceful manner. According to information received from the Training Office, these films may be shown in the Projection Room after hours of work for any group of Laboratory employees.

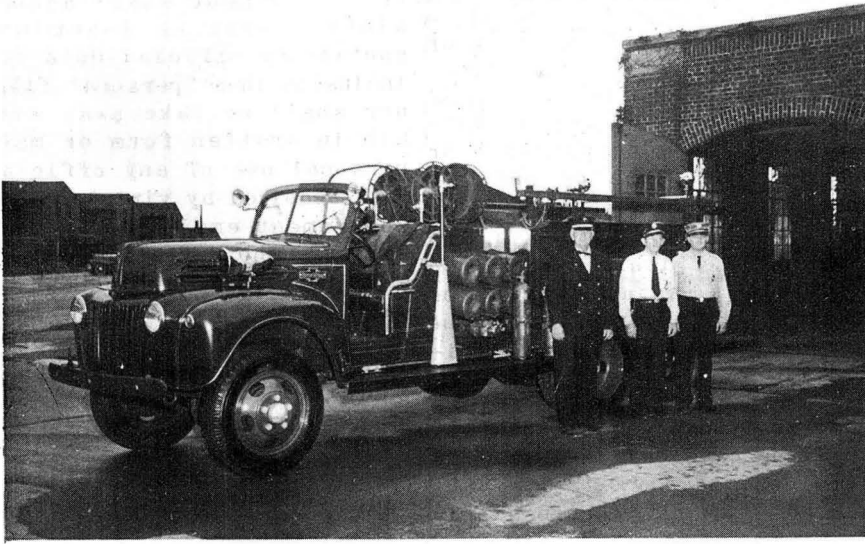
Persons interested in viewing these films are requested to make their desires known to their supervisor in order that he may contact the Training Division, Phone 300, and arrange for their inclusion at a special showing.

★ ★ ★

SEC. 9. In the unclassified Federal, and District of Columbia, civil service, and in all other positions and employment hereinbefore referred to in (c) of section 2 hereof, the nominating or appointing officer or employing official shall make selection from the qualified applicants in accordance with the provisions of this Act.

WANTED: Pair of ladies' white boots with heels, Will pay good price.

OCTOBER 8-14 IS FIRE PREVENTION WEEK



Pictured by the NACA crash truck are Chief Charles J. Saterfield and NACA firemen David M. Beales and Harry Selby.

Life At The Laboratory

ROMANCES: Robert McKann, Tank, and Betty Ann Hewitt, Park City, Utah, were married Saturday, September 30, in Williamsburg. The bride was given in marriage by Henry Suydam, Tank.. Texie Belle Felts, Full Scale Tunnel, is sporting something new on her third finger left hand. She is engaged to Jules Miller, Office of Chief of Research....Connie Hobbs, 19-Foot Pressure Tunnel, is engaged to Lt. Charles Hutchens, now with the Army in England....Howard Johnsen, Flight Research, was married Thursday, September 28, to Mary Catherine Grantham.... Harriet Eisenberg and Seymour Bagdanoff, both of FGDA, tied the final knot on Sunday, October 1....Margaret Farmer surprised the AWT personnel last Wednesday when she walked in with a new diamond. She is engaged to Reese Ivey, Physical Research.

FROM THE WAR FRONT: Elizabeth Scott, Office of Chief of Administrative Department, had the surprise of her life Tuesday, October 3, when her husband, Sergeant Edward Scott, came home after thirty-two months in New Guinea....Loualice Georges, Stability Tunnel, got a thrill last week when she heard her fiance, Lt. Jim Crain, on a broadcast from Australia.

HEIR MAIL: Harvey Forest, East Model, is the father of a daughter, Linda Lou, born September 23.

HAMPTON INSTITUTE ANNOUNCES LECTURES.

Hampton Institute announces the following lectures: October 13, J. S. Plant, author of "Personality and the Culture Pattern;" December 15, W. E. B. DuBois, dean of American Negro Scholars; January 12, M. F. A. Montagu, anthropologist; February 2, Lilla B. Pitts, authority on music education; March 15,

Ralph Bates, lecturer on cultural and political movements in Europe; April 13, G. S. Counts, professor of education, Columbia University.

Lectures will be delivered in Ogden Hall at 8:15 p.m. Season tickets are \$1.50 each and may be obtained through Comptroller's Office. Hampton Institute.

The Executive Safety Committee is following the example set by the President and the 48 governors in proclaiming October 8-14 as fire prevention week. At this time, an extensive nationwide educational effort will be made to secure public interest and cooperation in reducing the loss of life and destruction of property by fire.

Here at the Laboratory, a general clean-up program in all sections will highlight the week's activities. It is recognized that three elements must be present before we can have a fire: burnable material, heat to supply ignition, and oxygen for the support of the flame. Now is the time for everyone to make certain that these three do not come together at any place at any time.

Each Section Head, assisted by his Safety Coordinator, is requested to make a detailed survey of the premises for which he is responsible for the purpose of eliminating all fire breeding accumulation of rubbish and unusable material.

Now is the time to clean out that loose paper under and behind the file cabinets; move those crates away from the hose rack; take that ladder from in front of the fire extinguisher; throw out the portable extension cord with the green cotton insulation; and insist on shades and protecting shields on all of your dropcords.

Charles J. Satterfield of the Fire Protection Service, telephone 277, will complete arrangements for handling all such accumulations and will otherwise assist in the program.



FEDERAL POSITION CLASSIFICATION

This is the first of two articles dealing with Federal Position Classification and wage administration and how our salaries are determined.

Prior to the enactment of the Classification Act of 1923, there were no approved official standards by which Federal officials could determine uniform and equitable pay scales for employees in the civil service. Salary rates were left to the discretion of the heads of the various agencies. Because of the varying standards of agencies, the need for uniform control was obvious to the Congressional Joint Committee on Reclassification of Salaries which recommended the enactment of the law in 1923. This act has had six amendments, three of which have raised the pay rates. All jobs in the U.S. Civil Service are covered by this law unless expressly excluded thereby.

The Classification Act made mandatory the use of an inflexible compensation schedule and the determination of salary levels on the basis of the duties and responsibilities involved in individual positions. Thus, salaries are based on specific work assignments and the minimum qualifications that such assignments require for the satisfactory performance thereof. If an employee has education or experience or has exhibited abilities, skills, and aptitudes beyond the demands of his present assignment, such quali-

fications can have no bearing upon his present salary. However, they may indicate the employee's capacity to perform duties and responsibilities of a higher caliber. It may further indicate that he is in line for consideration for assignment to a more responsible or more complex job or one of broader scope. Such an assignment would justify a salary commensurate with the employee's abilities. An adjustment of this nature depends upon the organizational needs and limitations.

The act further provided that positions subject thereto shall be categorized into four services, namely: P, CAF, SP, and CU - now CPC (Professional and Scientific; Clerical, Administrative, and Fiscal. Sub-Professional; and Crafts, Protective, and Custodial). These services were further subdivided into occupational groups and these in turn into a series of classes. A class constitutes a specific grade level and the Classification Act gave general standards which define these grade levels. These standards were based on facts obtained from surveys of positions in all branches of the Federal Government.

The purpose of the Classification Program is to establish and maintain uniform and equitable salary administration throughout the entire Federal Service.

The next article will deal with Salary Determination at LMAL.

SECURITY

Continued from page 1

No person connected with the Government shall accumulate copies of documents containing official data for inclusion in a "personal file" nor shall he take away with him in written form or make personal use of any official data acquired by virtue of his government employment. An employee who may believe that a legitimate exception can be entitled to appeal to the Head of the agency or his representative for such an exception.

Several sections of the U. S. Criminal Code prohibit the improper use of official files, documents and records by government employees. Every Federal official or employee should consider carefully the spirit of the law in the event of any question as to his personal use of information from governmental files.

FOOTBALL

Continued from page

John Knemeyer clicked with two touchdown passes to assist in the AWT win over West Shops. The first toss was good for 25 yards to Bates in the end zone. Shops then came back with a touchdown pass from Muhly to Little which was almost broken up by Polhamus of AWT. Muhly passed to Butler for the point and Shops led at the half, 7-6. AWT scored the winning touchdown on a pass from Knemeyer to Scriven in the final period.

The PRT-Loads game was perhaps the most exciting of the afternoon. The lead changed hands several times and Nichols and MacLaughlin of PRT provided a real Frank Merriwell finish with a touchdown pass with one second left to play.

LOST: Red Forster 29 gas model in vicinity of Queen St. and LaSalle Ave. Rewaed. If found, contact Reid Hull, East Engineering.

VIETATO FUMARE ITALY	喫煙 JAPANESE	ধূম পানানস্বৈধ BENGAL
NEVALE RUKYT LITHUANIAN	煙 CHINESE	ՄԻ ՕՒԷՐ ARMENIAN
TILOS A DOHANYZAS HUNGARIAN	禁 CHINESE	منوع التدخين ARABIC
Rauchen Verboten GERMAN	禁 JAPANESE	تفان يا محمد فصره ممنوع TURKISH
KADITI PREPOVEDANO SLOVENIAN	禁 JAPANESE	ביטע ניש צו רויכעדן HEBREW
Es Prohibido Fumar SPANISH	禁 JAPANESE	RÖKNING FÖRBJUDES SWEDISH
Воспрещается КУПИТЬ RUSSIAN	禁 JAPANESE	RÖGNING FORBUDT NORWEGIAN DANISH
DEFENSE de FUMER FRENCH	禁 JAPANESE	É Prohibido Fumar PORTUGUESE
ΑΠΑΓΟΡΕΥΕΤΑΙ ΤΟ ΚΑΠΝΙΣΜΑ GREEK	禁 JAPANESE	Duhani Esht i Ndaluar ALBANIAN

IN OTHER WORDS
NO SMOKING