THE National Advisory Committee for Aeronautics is the Federal Government agency to direct and conduct scientific research in aeronautics.

It was established on March 3, 1915 by Act of Congress. With responsibility to improve the efficiency, safety, and speed of aircraft, the NACA has been called "the force behind American air supremacy."

Under war conditions, the NACA confines its experimental investigations to those requested by the Army and Navy and to fundamental research relating to war problems.

As a member of NACA's Langley Memorial Aeronautical Laboratory (LMAL), your part in the total contribution of the Laboratory may be as significant as any part used in the airplane to insure its maximum effectiveness for combat.

Even the best equipment and facilities, the most brilliant engineering, and the most skilled craftsmanship are not enough in themselves. Perhaps the most significant factor at the LMAL is the teamwork of its employees. Such a spirit of friendly cooperation will ever remain essential to maximum achievement.

The wartime objective of NACA research is to improve the military effectiveness of American airplanes. To this end, we welcome your suggestions and offer you special training and educational facilities.

The professional careers of most of our "top men" started here at the Langley Laboratory. Your career at the LMAL is in your own hands; and your possibilities are practically unlimited.

M

This booklet has been prepared to help you get acquainted with the Laboratory and the Community. We hope you will find your associations here pleasant and thus will be better able to serve the NACA in its important war work. Welcome!

A. J. Reid

Engineer-in-Charge,
Langley Memorial Aeronautical Laboratory
The National Advisory Committee for Aeronautics is unique, both in its purpose and in its organization. In the conduct of aeronautical research and experimentation, the NACA functions on a nation-wide basis as a Government agency cooperating with the War and Navy Departments, the C.A.A., and with private industry. The NACA also serves as a clearing house for scientific information in the field of aeronautics, which includes such responsibilities as establishing uniform aeronautical terminology and collecting, classifying, compiling, and disseminating basic information in all fields of aeronautical research.

The Committee is composed of fifteen members appointed by the President, representing the War and Navy Departments, the Civil Aeronautics Administration, the Smithsonian Institution, the United States Weather Bureau, the National Bureau of Standards, and the public. The NACA organization has the singular distinction of being guided by members who serve as such without compensation.

Responsible to the main Committee are five major committees, representing the five major branches of aeronautical research. Subcommittees are assigned specific fields of investigation.

Through the work of these committees, the NACA receives the advice and aid of more than 140 men who are motivated solely by their interest in the furtherance of the science of aeronautics.

**Committee Members**

*As of June 1944*

- Dr. Jerome C. Hunsaker, Chairman; Head of Departments of Aeronautical and Mechanical Engineering, M.I.T., Cambridge, Massachusetts.
- Dr. Lyman J. Briggs, Vice Chairman; Director, National Bureau of Standards.
- Dr. Charles G. Abbot, Secretary, Smithsonian Institution.
- General Henry H. Arnold, U. S. Army, Commanding General, Army Air Forces.
- Hon. William A. M. Burden, Assistant Secretary of Commerce.
- Dr. Vannevar Bush, Director, Office of Scientific Research and Development.
- Dr. William F. Durand, Stanford University, California.
- Major General Oliver P. Echols, U. S. Army, Assistant Chief of Air Staff, Materiel, Maintenance, and Distribution.
- William Littlewood, American Airlines, Vice President, in charge of Engineering.
- Rear Admiral E. M. Pace, U. S. Navy, Chief of Material, Bureau of Aeronautics, Navy Department, Washington.
- Dr. Francis W. Reichelderfer, Chief, U. S. Weather Bureau.
- Dr. Edward Warner, Vice Chairman, Civil Aeronautics Board, Department of Commerce, Washington.
- Dr. Orville Wright, Dayton, Ohio.
- Dr. Theodore P. Wright, Director, Aircraft Resources Control Office, WPB.

**Officers**

- Dr. George W. Lewis, Director of Aeronautical Research.
- John F. Victory, Secretary.
- E. H. Chamberlin, Assistant Secretary.

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**The increase in the number of buildings at FLAM from 1 in 1917 to 47 in 1944.**

<table>
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<tr>
<th>Year</th>
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<td>1944</td>
<td>47</td>
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**Personnel at FLAM increases from 5 to 2,874 in twenty-seven years.**

<table>
<thead>
<tr>
<th>Year</th>
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<tr>
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<td>1940</td>
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<tr>
<td>1944</td>
<td>2,874</td>
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</table>
Named for Samuel Pierpont Langley, whose "Aerodrome" failed just nine days before the Wright brothers succeeded, the Langley Memorial Aeronautical Laboratory, established in 1917, has grown extensively - as portrayed in the graphs on the previous page.

Looking back over the war record, we find that the LMAL has contributed something essential to the military effectiveness of every type of American fighting airplane.

Now, under stress of war necessity, the LMAL is doing work that is most fascinating and of vital importance in the field of aviation. The work is as inclusive as the "problems of flight."

At the LMAL a great assembly of wind tunnels makes possible investigations of airplanes or airplane parts under specifically controlled conditions, such as low turbulence, variable density, high speed, etc. In addition, research is carried out on airplanes in flight.

In the impact basin and two hydrodynamic tanks, investigations are conducted on models of flying boats and on problems relating to landplanes "ditching" on the water.

An interesting example of the type of work is the subjecting of built-to-scale dynamic models to simulated flying conditions. Operators control these models by means of electro-magnetic devices, observe the results and photograph the behavior of the model for more detailed study.

Because of the rapid progress of aeronautical research, it is impossible to purchase all equipment necessary for this experimentation. Consequently, much of our work involves the origination, design and construction of technical equipment and highly specialized instruments.

Research is dependent on precise coordination of all of the contributing work being done. Every job at the LMAL is, therefore, important as a vital part of our contribution to war-time and post-war aviation.

Accordingly, it is expected that every employee shall be willing to work hard and to work on any shift and for any reasonable number of hours, as the job requires.

As you utilize your highest skills more and more, you can be confident that here you are making an important contribution to the war effort.
The over-all direction of research and the administration of the NACA are centered in the Washington headquarters. LMAI operations are divided into three departments: one for actual research; one for technical services and for maintenance of the LMAI buildings, grounds, and equipment; one for over-all administrative services.
HENRY J. E. REID, Engineer-in-Charge
(Started at IMAL in 1921 as Mechanical Engineer)

ERNEST JOHNSON
Chief, Technical Service Department
(Started at IMAL in 1923 as Coppersmith)

JOHN W. CROWLEY, JR.
Chief, Research Department
(Started at IMAL in 1921 as Mechanical Engineer)

ELTON W. MILLER, Chief, Administrative Department
(Started at IMAL in 1922 as Mechanical Draftsman)
We appreciate the difficult problem which the NACA has... to perform the work which you have been asked to undertake for the Army and Navy. We desire to emphasize the critical importance of this work to our air program. Each person engaged in it... is giving direct and necessary support to our fighting forces." - from a letter to the NACA signed by Secretary of War, Henry L. Stimson, and the late Secretary of the Navy, Col. Frank Knox.

During the fierce Battle of the Bismarck Sea, the A-20's, P-38's, B-17's, and B-25's proved that the work being done by the NACA for the advancement and betterment of all aircraft, contributes much to the smashing victories of the Allies.

Battle pilots praise the excellent flying qualities and combat effectiveness of the Mustang fighter with its special low-drag type of wing, engine cooling system, wind shield and canopy, and tail surface arrangements, all of which contribute to its general excellence. The results of NACA research are reflected in many ways either directly or indirectly, in the design of this airplane.

To be successful in surprise attacks, airplanes must avoid leaving vapor trails. Results of the NACA studies in connection with this problem have aided the air forces by indicating the causes of vapor trails and means of avoiding them.

The NACA Events-Recorder was developed at the LMAL to obtain positive time records of trim, air and water speeds, control
positions, engine torque, and engine power. It guarantees precise tabulation of flight data from which an accurate evaluation of new design may be made.

The Corsair, America's answer to the Zero, is described as superior to its opponent in every way, including maneuverability. The LMAL conducted considerable experimentation on models of the Corsair as well as actual flight tests to improve its lateral control characteristics.

A report from Russia has stated that a squadron of P-39's engaged and destroyed seventy-three German airplanes with the phenomenally small loss of only two P-39's. The NACA contributed much to the development of these fast, deadly, cannon-firing fighters as a result of wind tunnel tests at the LMAL.

Proof of the effectiveness of both the Hellcat and the Wildcat was given in their engagements in the South Pacific. The LMAL conducted tests on both airplanes in flight, in the full-scale tunnel, and in the free-spinning tunnel, tests which have contributed to the hard hitting power of these airplanes.

The Thunderbolt, considered one of the fastest American fighters, underwent very complete model testing at the LMAL before the first airplane was built.
REGULAR TRANSPORTATION ROUTES

Fare is 5¢ a zone. Schedule: Every 15 minutes between 6 and 9 a.m., and between 3 and 8:30 p.m. Buses and trolleys run every thirty minutes.

The TROLLEY route approximately skirts the southern outline of the peninsula from Buckroe to Newport News Shipyard.

LANGLEY FIELD BUS (3)

Running time:
- From 23rd Street & Washington Avenue: 50 minutes
- From Aberdeen Junction: 40 minutes
- From Highland Avenue: 30 minutes
- From Court & King Streets: 20 minutes

CONNECTIONS WITH LANGLEY FIELD BUS (3)
- Bus 1: Boulevard Route. Change at King and Queen Streets which is one short block from King and Court.
- Bus 2: Kecoughtan Route. Runs from Newport News to Shore and Victoria Streets, Hampton. Trolley connections to King and Queen Streets.

SPECIAL LANGLEY FIELD BUSES

TO LANGLEY FIELD

MYTHE leaves Anne Mythe Hall 6:05 a.m., arrives East Area 6:30 a.m.

BOULEVARD SECTION leaves Claremont Avenue and First Street 7:30 a.m., arrives East Area 8:05.

FROM LANGLEY FIELD

Back of Administration Building, leaves 8:50 a.m. going into HAMPTON on King Street, over Bridge Street, Victoria Avenue, Kecoughtan Road, Algonquin Road, to CAR BARN.

Stops at tennis court across from Administration Building 11:55 a.m., traveling directly to ANNE MYTHE HALL.

Official LML SHUTTLE BVS runs every 10 minutes circling LML buildings in both the East and West Area.
LOWER PENINSULA OF VIRGINIA

DRAWN BY J.J. LANKES APRIL 10, 1944

SCALE 1000 FEET TO ONE MILE

BUS ROUTE | RAIL ROAD | STREET CAR LINE

TRANSPORTATION LINES TO AND FROM HAMPTON ROADS

THE RICHMOND GREYHOUND BUS terminal, 28th & Washington, NN., phone NN 3-1301.

CHESAPEAKE & OHIO RAILROAD: Hampton or Newport News, phone H 3111 or NN 4-1512.

PENNSYLVANIA RAILROAD, Fort Monroe, Old Point Comfort, phone Hampton 3791.

FERRIES AND BOATS leaving Old Point Comfort, phone Hampton 3791.

to WILLOUGHBY, every thirty minutes.
to BALTIMORE, overnight boat daily.
to WASHINGTON, overnight boat every other day.

To CAPE CHARLES, leaving Little Creek near Norfolk, every thirty minutes.

Between YORKTOWN and GLOUCESTER, (enroute to Washington), every thirty minutes.

JAMES RIVER BRIDGE between Newport News & Portsmouth.
PERSONNEL WELFARE

Recognizing that it takes a well-adjusted person to make a satisfied and efficient employee, our Personnel Division has established special services and has information currently available regarding the use of community facilities for the benefit of all employees.

It is our policy to provide adequate, healthful and cheerful work surroundings and opportunities, so that your association with the Laboratory will be pleasant and successful.

Because we know that compliance with regulations is more cheerfully proffered when fully understood, we have recorded a digest of official regulations for your reference (see last two pages). For your convenience and guidance, we also summarize below, available services.

BULLETIN Telephone 376
Every employee is a reporter for the LMAL informative weekly newspaper. Items are always welcomed. The Bulletin office is the clearance point for information on lost and found articles. Service Building, #104.

CAFETERIA
There are cafeterias serving meals as scheduled and selling miscellaneous items such as cigarettes, cigars, and candy in both the East and West Areas. You may buy your NACA pin at the cafeteria - 70c.

West Area Cafeteria is housed in a separate building immediately behind Structures Research Laboratory.

Breakfast 8:00 a.m.
Lunch 11:15 a.m. to 1:30 p.m.
Supper Not served

East Area Cafeteria, Administration Building, #58, north end of first floor.
Breakfast 6:30 a.m. to 8:15 a.m.
Lunch 11:15 a.m. to 1:30 p.m.
Supper 4:45 p.m. to 6:00 p.m.

COUNSELING Telephone 226
Counseling services are available; if you wish to present and discuss problems related to adjustment on the job or problems of a personal nature, consult Mrs. Hulcher, Service Building #104, first floor. In addition, your section head is available for counsel and advice.

CREDIT UNION Telephone 377
The LMAL Federal Credit Union is a non-profit organization which was formed to provide employees with a convenient plan for saving and borrowing small sums of money at reasonable rates of interest. Personnel Services Unit, Service Building #104, first floor.

DISPENSARY
There are two dispensaries for first-aid and routine treatments. East Area, Service Building #104, first floor, telephone 243; West Area, Warehouse Building #1195, first floor, telephone 375.

HOUSING Telephone 377
Information on, or accommodations for, temporary or permanent quarters may be secured from the Personnel Services Unit, Service Building #104, first floor.
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As of March 1944

**INSURANCE**
Telephone 213
The NACA Protective Association is a non-profit organization affording special opportunities for group life insurance and hospitalization insurance. Telephone Mr. Ebert, Secretary of the association, Tank Building #140.

**LIBRARY**
Telephone 317
The official technical library is located in the Administration Building #58, south end of the second floor, Mrs. Gilman. (The mechanical training library, Service Building #104, second floor, Miss Cumming, telephone 256.

**LOST AND FOUND**
Telephone 376
See "Bulletin"

**POST OFFICE**
The Langley Field Post Office, which is located 3 blocks west of the Administration Building, is open from 8 to 4:30 daily, except on Saturdays, when it closes at 12:30.

**RATIONING**
Telephone 377
For information on and application for gasoline, tires, or industrial shoes, Personnel Services Unit, Service Building #104, first floor.

**RECREATION**
Telephone 377
If you are interested in joining hobby, sports, or social groups, telephone the Personnel Services Unit.

**SAFETY**
Telephone 302
Official safety regulations are contained in separate bulletins you have received. Your cooperation is requested in maintaining the highest possible safety record. Submit suggestions to the Safety Engineer, Mr. Henry, Service Building #104, first floor.

**SELECTIVE SERVICE**
Telephone 368
For information or advice on the Army-Navy, NACA Militarization Plan, call Dr. Aery, Service Building #104, first floor.

**TELEPHONES**
For personal calls, pay phone booths are located in the Administration Building #58, second floor, and in the East Shop Building #197, entrance, in the East Area; in the Structures Laboratory Building #1138, entrance, in the West Area.

**TRAINING AND EDUCATION**
Telephone 300
For information or advice on engineering, trade, or job training, consult the Training Office, Administration Building #58, Room 204.

**TRANSPORTATION**
Telephone 377
Arrangements for car pools or general transportation are made through the Personnel Services Unit, Service Building #104, first floor.
The COMMUNITY

Often called "the Cradle of the Nation", Virginia has many historical spots.

Langley Field was established on the grounds of two old plantations. Of the Sherwood Estate which was situated at the East gate, only the quaint little graveyard remains. The original Lamington House still stands in the "lighter than air" area. It was here too that the first free public schools of the colonies were operated, one by Sym's, one by Eaton; endowed by these men with slaves, property and live stock, funds are still in existence for the continuation of free education.

Hampton, named for the Earl of Southhampton, is the oldest continuous English-speaking settlement in the United States. Settled in 1610 it was originally the seat of the old Indian tribe named Kecoughtan. St. John's Church (see illustration below) is one of its outstanding landmarks. As one of the most important seaports in the country, Hampton has suffered the scars of three wars. Pillaged, both in the Revolutionary invasion and the War of 1812, it was again burned to the ground by evacuating Confederate troops.

Newport News, settled in 1621, became a really thriving center when it was chosen as the deep water terminal for the C & O Railroad in 1880. Today, its war work includes the Hampton Roads Port of Embarkation. The Mariners' Museum, situated in a thousand acre park five miles north of the city limits has one of the largest marine collections and maritime libraries in the country.

Phoebus, like Hampton, is a seafood industry center of the country.

Jamestown is the spot on which Captain John Smith and his fellow colonists first settled in 1607, after a four-month ocean voyage from England.

Williamsburg has been restored to its original beauty as the capital of 18th century Virginia. It has long been the home of William and Mary, one of the first colleges in this country. Among its many famous restorations is the home of George Wythe which was transplanted from Chesterville, just adjoining Langley Field on the west side. Mr. Wythe, one of the signers of the Declaration of Independence and renowned for teaching many of the great statesmen of his day, had his home designed by one of his students, Thomas Jefferson.

Yorktown, where the British surrendered at the end of the Revolutionary War, has many old landmarks still standing.

Just off the peninsula coast, the first ironclad vessels in the world, the Merrimac and Monitor, engaged in combat in 1862. Big Bethel Battlefield, five miles west of Langley Field on route 17, was the scene of the first battle in the war between the states. Old Point Comfort was fortified in 1609 as the most strategic point of coastal defense in this area. At the time of alterations in 1821, this stronghold was named Fortress Monroe after the current president. One of the engineers employed in the redesigning was young Robert E. Lee.

For general information, some of the most frequently used facilities are listed below:

ARMORY: 29th & 30th Streets & Virginia Avenue, Newport News. Special events are scheduled regularly. Dances every Friday and the first and third Saturdays of the month. Swing shift dance once a week from 1 to 4 a.m.

BANKS: There are two banks in Hampton, located at the intersection of King and Queen Streets, open from 9:30 to 2:00
ITS FACILITIES

(except on Saturday when they close at noon). Special provisions are made for IMAL employees on paydays when these banks re-open from 4:00 to 5:30 p.m. The bank at Wythe on Kecoughtan Road is open every Friday evening from 6 to 8 p.m. and every IMAL payday to 6 p.m. In Newport News most banks are open Friday evenings from 6 to 8.

BEACHES: Buckroe Beach is located about three miles above Phoebus. Virginia Beach, approximately 35 miles from Hampton, requires about 3 hours travel by trolley, ferry, and bus, but can be reached by private car in about an hour.

CHURCHES: The Virginia Peninsula has many old and historic churches, representing almost every denomination in existence.

CITY HALL: Hampton, North King Street, near Queen; Newport News, Washington at Twenty-sixth, for rationing and civic information.

COUNTY OF ELIZABETH CITY: Courthouse, corner of King and Court Streets, Hampton, public health and other county services (immunization, maternal, and venereal clinics).

HOSPITALS: DIXIE HOSPITAL, Old Point Road, Hampton, telephone H 6321. RIVERSIDE HOSPITAL, 245 50th Street, Newport News, telephone NN 4-1424. ELIZABETH BUXTON HOSPITAL, Boulevard, Buxton Avenue, telephone NN 4-1721. WHITTAKER MEMORIAL HOSPITAL (colored only) 29th and Orcutt Avenue, Newport News, telephone NN 6-1112.

LIBRARIES: Make inquiry for seasonal schedule, Victoria Avenue, Hampton, no fee; 30th Street and West Avenue, Newport News, fee $1.00; Hampton Institute Library, no fee.

SCHOOLS: Opportunities are available for the education and training of employees and members of their families, through private nurseries, public schools, and college extension classes.

STORES: Most shopping hours are from 9:30 to 5:30, Monday through Friday, and until 9:00 on Saturday. In Hampton and Wythe the stores are closed on Wednesday afternoon. In Newport News they are closed on Thursday afternoon. Grocery stores usually extend the evening hour to 6:00 p.m. - some a little later.

THEATERS: Newport News, Hampton, Phoebus, Wythe, and Hilton Village moving picture theaters open around noon (some at 11 a.m.) with the last show beginning at 9 p.m. Some of these theaters have occasional midnight shows. Both Newport News and Hampton have little theater groups which produce an average of one show a month.

USO: Game rooms, reading rooms, special programs of movies, discussions, and dances are available to war workers at these centers: Hampton, 108 N. King Street, hours 10 a.m. to 11 p.m. weekdays, 2 to 11 p.m. Sundays; Newport News, 211 32nd Street, hours 9 a.m. to 11 p.m.

OTHER AGENCIES: Among the organizations serving the community are several national local women's and men's clubs; health and welfare clubs and committees, the Civil Air Patrol, the Modernistic Club, the Musical Art Society, the Office of Civilian Defense, the Parent-Teachers Association, the Peninsula Institute of Public Affairs, and the Virginia Protective Force.
ADMINISTRATIVE REGULATIONS

(Hours of Duty: Working hours are 8 hours a day, 6 days a week. Specific hours of duty are assigned. Lunch period is 30 minutes as assigned.

Employees must not leave Laboratory during working hours except on official business without first obtaining leave.

Employees must sign in and out each day in section assigned.

Semi-monthly time sheets showing work charges to job orders must be turned in by each person.

ANNUAL LEAVE: Permanent employees, including War Service Indefinite employees, earn 2 days annual leave for each calendar month's service, plus 1/2 day at the end of each calendar quarterly period (March, June, September, and December). Annual leave may be accumulated and carried forward to a succeeding year, to a total of 90 days. Temporary employees earn 2-1/2 days' leave for each full month of service.

The minimum charge of annual leave is one hour, and additional charges will be made in multiples of one hour.

Due to the war, leave to be actually taken is restricted to 20 days per calendar year, and for employees entering on duty after the beginning of the calendar year, leave is restricted proportionately to the number of months of service. However, this may be extended in meritorious and emergency cases by applying in writing to the Personnel Officer with the approval of the section head and division chief.

Annual leave must be applied for in advance and is granted when an employee's services may conveniently be spared. The employee must assure himself it has been approved before he goes on leave.

SICK LEAVE: Is earned at the rate of 1-1/4 days a month by permanent and War Service Indefinite employees and may be accumulated to 90 days. In meritorious cases, up to 30 days' sick leave may be advanced by the head of the Laboratory.

Temporary employees earn 1-1/4 days sick leave for each full month of service.

The minimum charge of sick leave is one hour, and additional charges will be made in multiples of one hour.

Notify section head on first day of absence. Keep section head advised regarding extended absence. Application for sick leave must be made within 2 days after return to duty. For absence on sick leave over 3 days, a doctor's certificate is required; however, if unable to obtain the services of a physician, the employee's statement explaining the situation may be accepted. Sick leave will be allowed for dental, optical, and medical examination or treatment, but it must be applied for in advance and supported by a doctor's certificate.

An application for sick leave implies a statement that - "I hereby certify, on honor, that my absence was caused by sickness which incapacitated me for the performance of my official duties."

If abuse of sick leave is apparent, doctors' certificates may be required, or sick leave refused, or disciplinary action taken.

LEAVE WITHOUT PAY: Must be approved by the head of the Laboratory in advance upon written application through official channels.

MILITARY SERVICE: Applications for commission, enlistment, or training in any military service must be approved in advance by head of Laboratory. Selective Service status or military reserve status must be reported to Laboratory Selective Service Office promptly.

SECURITY: No official correspondence, data, or photographs may be taken from Laboratory without approval of the head of the Laboratory.

No photographs of Laboratory buildings or equipment may be made by employees except in the course of official business.
Information regarding activities of the Laboratory is strictly confidential and must not be disclosed to unauthorized persons.

No research information may be released or discussed with visitors or other organizations except with official permission.

Confidential material must not be exposed during working hours and must be locked in an appropriate file after working hours.

Visitors not allowed except on official business or with approval of a Washington officer of NACA.

Badges must be displayed conspicuously while on duty.

Loss of badge must be reported immediately to Personnel Office. If a badge is lost or forgotten, report to the gate for admittance.

SAFETY: Safety equipment furnished by the Laboratory must be used and must not be removed except for proper use.

Fire escapes must not be used except in case of fire.

Injuries sustained in the performance of duties must be reported immediately to superior and to first-aid dispensary.

AUTOMOBILES: To enter Langley Field or Moffett Field, cars must have identification tags and carry $5,000 accident coverage for personal injuries to one person, $10,000 coverage for one accident, and $5,000 coverage for property damage ($1,000 at Ames). Loss of tags must be reported immediately to Personnel Office. Cars must be parked in accordance with regulations.

PROPRIETOR: Each employee is responsible for all property charged to him.

No Laboratory equipment may be used for personal work at any time.

No official stationery may be used by employees, other than administrative office force, without approval of head of Laboratory.

PAY: Pay day is twice a month, on the fifth and the twentieth unless these dates fall on Saturday or Sunday, in which case every effort is made to distribute the checks on the preceding Friday.

Deductions are made from salary for withholding (income) tax, 5-percent retirement fund, and voluntary allotments for savings bonds. Temporary employees are exempt from retirement deductions unless subject by reason of previous service.

PERSONAL: No letters of recommendation may be written by one employee for another employee.

Report promptly to Personnel Office change in address, telephone number, or marital status.

Employees should not have personal mail sent to the Laboratory.

Efficiency ratings are furnished annually.

Employees shall not indulge in or be under the influence of alcoholic beverages or narcotics while on duty.

Canvassing or soliciting is not permitted without specific approval of head of Laboratory.

No employee may engage in political activity.

The NACA, as a permanent Government agency, is governed by Federal regulations.

All LMAL employees are held responsible for knowledge of and conformity with the regulations.