

16 June 1954

Dr. Donald H. Menzel  
Director, Harvard College Observatory  
32 Hubbard Park  
Cambridge 38, Massachusetts

Dear Dr. Menzel:

In accordance with a request received by this office from our Research and Development people, I am inclosing a set of orders for your trip to and from Minneapolis. Also inclosed for your convenience is an instruction sheet with the required forms so that you may receive compensation as promptly as possible for any expense incurred.

It is assumed that you wish to keep your arrangements flexible, and for that reason I am not including a Transportation Request for this trip.

Sincerely,

I. T. McDONALD  
Captain USAF  
Asst to Executive Secretary  
NSA Scientific Advisory Board

2 Incls:  
a/s