## INTER-DEPARTMENTAL MEMORANDUM

TO:

Messrs:

F.P. Mitchell

W.H. Riggs

E.B. Bragg

H. Beffort

T. Higgins

E. Caswell (Orenda)

and:

All members of V.T.O.L. Group

This is to define the duties of Mr. T.G. Higgins who has been appointed Project Engineer attached to the V.T.O.L. Group.

Mr. Higgins will be responsible for liaison on the Avrocar, between Engineering, Manufacturing, the Avrocar static test rig, and the Orenda static test rig.

It is particularly the responsibility of Mr. Higgins to see that Mr. Beffort is kept fully informed of all design changes, rig troubles, and future work which might affect the manufacture or planning of the Avrocar, and to solve manufacturing problems to the best of his ability when they arise.

J.C.M. Frost

Chief Design Engineer

V.T.O.L.