

## EMPLOYEE'S WITHHOLDING EXEMPT

**FEDERAL AVIATION AGENCY-CENTRAL REGION**

## HOW TO CLAIM YOUR WIT

**SINGLE**, and you claim an exemption, write the figure "1". If you are **MARRIED**, one exemption each for husband and wife if both of these exemptions, write the figure "2". If only one of these exemptions, write the figure "1". If none of these exemptions, write "0".

... (applicable only to you and ... years of age or older a ... will be 65 or older, a ... this exem ... figure

AVIATION AGENCY  
PAY ROLL JOURNAL

**PAY ROLL JOURNAL**

AUTHORIZATION FOR PURCHASE OF UNITED STATES SAVINGS BONDS  
 Department or Establishment \_\_\_\_\_  
 allotment of \$ \_\_\_\_\_  
 are to be issued. In consideration of the purchase of the bonds, the United States Savings Bonds  
 claim for deductions from pay due \_\_\_\_\_  
 this authorization \_\_\_\_\_  
 e in writing \_\_\_\_\_

Department or Establishment)

of the allotment of \$ \_\_\_\_\_ from pay due  
below, are to be issued. In consideration of the  
any claim for deductions from pay due  
to this authorization of the United States Savings Bank  
d by me in writing.

Date \_\_\_\_\_ (Bureau or Office) \_\_\_\_\_  
 \_\_\_\_\_ period after date.

I hereby

**TREASURY**  
**DIVISION OF**  
**DISBURSEMENT**

**DENVER, COLO.**

**Treasurer of the United States**

$$\frac{15}{000} \frac{51}{000}$$
[illegible]

\$ \* \* \* \*

37

**PAYROLL CHANGE DATA**

RET.	FEDERAL TAX	BOND	F. I. C.
------	----------------	------	----------

11. Appropriation(s)

Since rating is satisfactory or better.

(Signature or other authentication)

(Check applicable box in case of excess LWOP)

☐ In pay status at end of waiting period.  
☐ In LWOP status at end of waiting period.

**PAYROLL CHANGE SLIP—PAYROLL COPY**

June, 1962

**INDIVIDUAL RETIREMENT RECORD**  
(CIVIL SERVICE RETIREMENT SYSTEM)

Age \_\_\_\_\_  
Pay Period \_\_\_\_\_  
**TIME AND ATTENDANCE**  
Standard Form No. 1130  
9 GAO 1030  
1130-111  
REMARKS \_\_\_\_\_

[illegible]



## FEDERAL AVIATION AGENCY

CENTRAL REGION

4825 Troost Avenue  
Kansas City 10, Missouri

### AREA COORDINATOR

The attention of all employees is called to the new Regional Order CE 1100.2 issued May 11 which established Area Coordinators at those locations where there are three or more FAA programs represented. While the Order is self-explanatory, special attention is called to certain key points.

The Coordinator concept as outlined in the Order originated with Mr. Halaby. It is a step in accomplishing one of his main objectives--to do everything possible to build up a "single" FAA image, not only as viewed by the public but within FAA itself.

We all know that our work is highly technical and complex but sometimes we lose sight of the absolute necessity for all segments of our organization to work together in accomplishing a purpose. Sometimes, in our enthusiasm to get something done without delay, we don't take time to stop and think how the actions of one particular unit may affect what another is trying to do--all with the same desire to do a good job but not always with the necessary coordination being accomplished. Sometimes a lack of information, due to the old, but seemingly always with us, "communications" problem, is a contributing factor. While there may be other causes, the Area Coordinator concept and related procedures is one means of facilitating a flow of information by assuring a periodic getting together at the field facility or office level to exchange information, express viewpoints and consider common problems. This should make every segment of FAA more familiar with our over-all program and more conscious of the need for a close working relationship. It is hoped the results of these meetings will be passed on to all employees by the supervisors who represent them.

Nothing in the plan is intended to change the existing relationship between the Regional Office operating divisions and the field facilities and offices. No new positions have been provided to handle this work. It is an added function which must be absorbed in already heavy schedules. Those designated as Area Coordinators are given a responsibility in some "across-the-board" areas which will require the cooperation of all to be carried out successfully. We know that we can count on this cooperation and that the results will warrant the effort. All employees are urged to become familiar with Order CE 1100.2. While some portions are not applicable to all locations, including the Kansas City area, the spirit of the Order in accomplishing the "single" FAA concept is something we hope to be constantly aware of throughout the entire Central Region.

A handwritten signature in cursive script, reading "J. M. Beardslee".

## Where Is My Pay Check?

Among those people who are heard but seldom seen are the 22 employees of the Payroll Branch. The work of this branch can be readily compared to a large book-keeping service. In addition to the more lucrative service of paying 6200 employees biweekly, a record-keeping service is also conducted for each of these employees.



LaVerna McMillan, Yvonne Johnston, Imogene May and Mildred Davis (seated) Chief, Payroll Branch.

"Where is my pay check?" is only one of the many questions asked of these employees. Perhaps a bird's-eye view of the biweekly payroll schedule would be an appropriate answer to this question.

First in this schedule is the recording of permanent and temporary changes in base pay. Permanent changes (such as tax, bond or health benefit changes) may be requested by employees, or they may be authorized by the Personnel and Training Division in the form of promotions or step increases. Deductions for absence without pay are temporary changes. All base pay changes are documented on payroll change slips. Employees should receive a copy of each change slip which reflects any change in their base pay.

After base pay changes for a pay period have been recorded on change slips and individual earnings records, premium pay-

mium pay journals. Premium payments are then posted to the earnings records. The net amount of each employee's check is printed on the payroll listing as part of this same posting operation.

The payroll is then scheduled to the local Disbursing Office for issuance of checks. The D. O. issues salary checks for all employees of this region but returns all checks to the regional Designated Agent for distribution. Inquiries from employees about salary checks and/or reports of missing checks should always be sent to the Accounting Division and never to the Disbursing Office.

The Disbursing Office requires a minimum of three and one-half days for issuance of salary checks after certified payrolls are received. A payroll must therefore be completed more than a week before the scheduled pay date in order to allow sufficient time for issuance and mailing of salary checks. This can be accomplished only by processing the payroll for a pay period prior to receipt of SF-1130's (Time and Attendance Report) for that period.

After each payroll has been scheduled, it is necessary to review all time and attendance reports to determine that employees have been paid correctly. If an employee has taken leave without pay during a pay period or has been overpaid for any other



Adaline Lawless, Anna Marie Jackman, Mary Jane Rogers and Elizabeth Fulton at a bookkeeping machine.



Kenneth Boyce, Gladys Church, Shirley Hutton and Helen Conklin filing Time and Attendance Reports.

reason, deduction for the overpayment will be made from that employee's salary check for the following pay period whenever possible.

Before an employee's salary check for any pay period may be released, his certified time and attendance report for that period must be received and reviewed by the Payroll Branch. Each SF-1130 represents a bill or voucher to Uncle Sam for services rendered. The Government does not pay a vendor for materials furnished or services rendered until the vendor's invoice is received, nor will the Government pay its employees for services rendered until their invoices, or time and attendance reports, are received.

In addition to individual records of all earnings and deductions which are balanced to control totals quarterly, individual leave and retirement records are maintained for all employees. Bond records are also maintained for each of the 2300 employees who purchase U. S. Savings Bonds through payroll deductions.

All absences recorded on SF-1130's are posted to individual leave records each pay period. These leave records show total leave used and leave available for use at any time during the current leave year.

Each employee's retirement record provides a service history record of his status and pay rate changes, in addition to a record

of retirement deductions withheld. When an employee transfers between FAA offices his retirement record is sent from the releasing office to the receiving office. Retirement records for employees who separate from this agency are sent to the Retirement Division of the U. S. Civil Service Commission at time of separation.

Individual bond records are posted each pay period by use of bookkeeping machines. Each bond record shows the amount of current payroll deduction, bond purchases, and unapplied balance. Bond listings, like payroll listings, are scheduled to the local Disbursing Office for issuance of bonds. Bonds are also returned to the regional Designated Agent for verification and distribution. All inquiries about bonds should be sent to the Accounting Division and not to the Disbursing Office.



Dorothy Sheehan (l) Louise Gates and Maxine McCarthy discuss an entry in an Individual Earnings Record.

Separated employees frequently ask "When do I receive my check for the two-week's pay that was withheld when I entered on duty?" Actually, no salary is withheld when an employee enters on duty. Salary payments are instead made according to the twelve-day lag plan. This means that an employee will receive his first salary check twelve days after the end of the pay period during which he enters on duty. Conversely, separated employees receive one or two checks

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## Career Spans Era From Blinker Lights to Radar Micro-wave Links

With his retirement May 11, 1962, Willard (Bill) L. Gillette, Equipment Specialist (Electrical) ended a career which began with the inception of the Airways System. Gillette was employed August 4, 1924, by the U. S. Post Office Department, Air Mail Service and has participated from that beginning to the present in the development of the Airways System. His first assignment was in Cheyenne, Wyoming, as an Airway Mechanician. No radio or radio aids existed at that time. At night the airway was marked only by acetylene blinker lights spaced about three miles apart. To the pilots, these blinkers resembled a line of fireflies. Pilots understood that the ground in the vicinity of a blinker light was generally level and would permit an emergency landing with reasonable risk.



A 1927 photograph of Bill in the uniform that employees wore at that time.

By 1925, the system consisted of lighted emergency fields spaced 20 to 30 miles apart along the airway. Each field contained

an electrical beacon. A similar beacon was located half-way between fields. These were operated by an engine generator. Gaps between the electrical beacons were covered by acetylene blinker lights at approximately three-mile intervals. Wherever possible, lights were placed on existing structures such as grain elevators or water tanks. Where no suitable structures existed, lights were mounted on 51-foot steel towers.

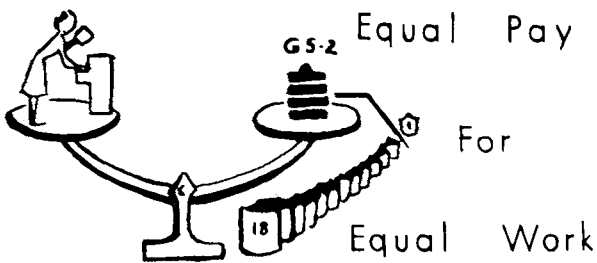
A caretaker sat up all night at each emergency field and phoned ahead when he heard a plane fly over. Pilots flew close to the field so the caretaker would be sure to hear them. Beacons burned constantly, but field lights were only turned on when the caretaker heard a plane. This allowed the pilot to land if necessary. Beacons at emergency fields were equipped with two green course lights in addition to the beacon light. These green lights indicated to the pilot that there was an emergency field at the beacon. Red course lights were used at the intermediate beacons. Each beacon flashed a code that indicated its mileage from the west terminal of the airway.



Bill with Mrs. Gillette at his retirement luncheon.

Appropriations to maintain or improve this system were difficult to obtain because of a feeling that flying was a fad which would not last. This fad became the giant aircraft industry of today; this primitive airways system became the almost unbelievably complex one now in existence. Bill Gillette's career spans that era.

Bill's retirement plans include travel and "doing all of those things he's never had time for!"



### Assignment of Title, Series and Grade

This is the final in a series of articles by F. E. Whitfield, Chief, Classification Branch, explaining position classification and pay.

The end product of the classification process is assignment of title, series and grade to a position. This is done only after the facts about a position have been acquired, analyzed, evaluated, compared to Civil Service Commission Classification Standards, and compared to similar or related positions.

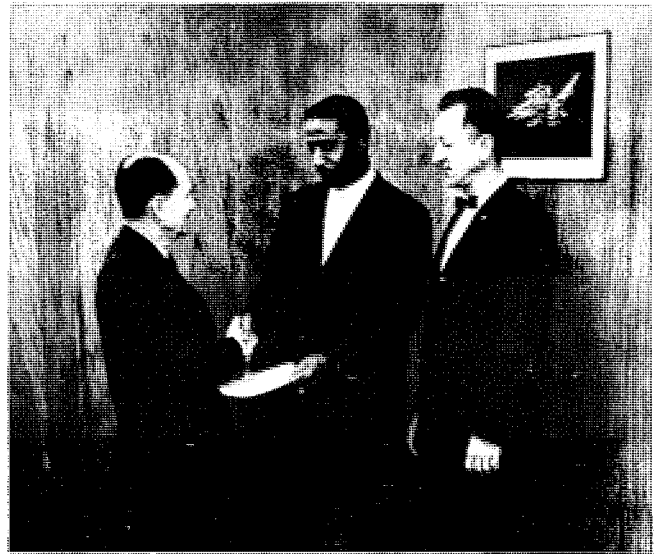
The classifier, in assigning the title, series and grade to a position, certifies that the conclusion stated represents his best judgment as to the kind of work performed and the level (or grade) of work performed. He must be prepared to substantiate his conclusion to the employee, supervisor and the Civil Service Commission.

Classification Standards are a guide to to judgment and not a substitute for it. Classification Standards are prepared under the assumption that people using them are highly knowledgeable about the occupations basic to the activity for which they are responsible. These standards do not permit the mechanical matching of specific elements, statistics, duties, or entire jobs, but require interpretation as to the degree a specific job being classified fits the intent of the standard. Intent is determined by consideration of the standard as a whole, precluding decision based on isolated statements or phrases taken out of context from the body of the standard.

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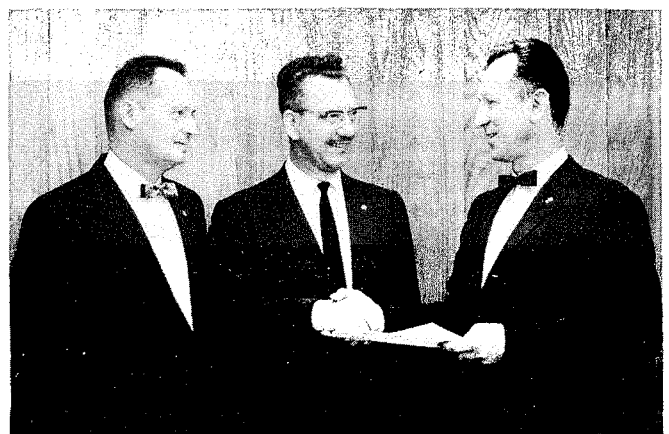
## Employees Receive Awards

Two employees of the Indianapolis SMDO were honored at a ceremony held at the Conference Room of the FAA leased Executive Hangar Building.



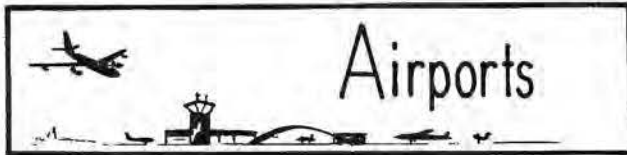
(l to r) E. J. Thomas, Riney L. Bryson, Henry W. Sarnwick.

Awards were received by Gerald Hamilton, CSMS, Effingham, Illinois for Sustained Superior Performance; and by Riney L. Bryson, Electronic Technician, Indianapolis SMS, for an employee suggestion on the ATC Beacon.



Orville Sauer, Assistant Chief, SMDO, looks on as award is presented to Gerald Hamilton (center) by Sarnwick.

The awards were presented by Henry Sarnwick, Chief, Indianapolis SMDO and E. J. Thomas, Chief, Personnel and Training Division.



## Lincoln Airport District Office Projects Completed

ADO-2, Lincoln, Nebraska, serves the states of Iowa, Nebraska and South Dakota. Completed or pending projects range from a new terminal building to a remedial innovation permitting full operational use of a runway.

### New Terminal Building and Support Facilities completed at Omaha

The \$1.8 million Eppley Airport terminal building, Omaha, Nebraska, and \$1.2 million adjacent apron and support facilities were completed in 1961. Current construction includes \$1.8 million NW/SE runway extension and taxiway improvements. In planning stages are: renovation of the former terminal building for FAA, Weather Bureau and operational offices, construction of general aviation hangars, and motel facilities. Apart from Federal and State aid funds for qualifying portions of the work, all construction is being accomplished with bonds secured by and to be retired by airport revenue.



Focal point of the new terminal building is the two-story main lobby which houses all concessions and waiting areas. Extending from this lobby are the ticket and baggage wings, and operations concourse. Because of the building's location between Carter Lake and the Missouri River, and soil conditions, all structural members rest on piling and subgrade construction is limited to shallow utility tunnels and a service vehicle ramp underpass structure.

### Air Carrier-General Aviation Facilities Expansion Nearing Completion at Lincoln

Planning work is nearing completion for the improvement of air carrier facilities and construction of a complete general aviation airport adjacent to the Lincoln Air Force Base. Since activation of the former Lincoln Municipal Airport facilities as a Strategic Air Command Base in 1952, civil activity there has been limited to scheduled air carrier operations. Excluded general aviation activities were transferred to leased facilities at Union Airport northeast of Lincoln. Recent negotiations with the Air Force have resulted in an increased civil use of the military flight facilities by large general aviation aircraft and the planned development of separated adjacent facilities for smaller aircraft. The anticipated \$3 million civil airport development program will include the following: 4,000 foot runway parallel to and 3,000 feet east of the existing north-south military instrument runway, parallel taxiway, apron, and over 2 1/2 miles of railroad and Federal/State highway relocation. The expansion program will include office space for most or all of FAA activities located in Lincoln. The City's lease of Union Airport, where FAA's General Aviation District Office, Flight Service Station and Systems Maintenance Sector Office are presently located, is slated to expire July 31, 1963.

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## President Signs Work Relations, Appeals Orders

Comprehensive new ground rules for employee-management cooperation in the Federal service have been established under an Executive order recently approved by President Kennedy. The order also provides for equal rights in disciplinary actions for veterans and nonveterans in the competitive service. A companion Executive order provides for more uniform systems for handling appeals of such actions within agencies.

The two orders embody and provide for implementation of the recommendations made to the President by his Task Force on Employee-Management Relations in the Federal service.

Civil Service Commission and agency personnel officials are gearing up to make the new program fully operative by the July 1, 1962, target date set by the President.

Guidelines recently issued to Federal agencies by the Civil Service Commission, call for "affirmative willingness" on the part of Government to deal with its organized employees, and stress the "positive obligation" on management's part to consult employee organizations on a wide range of issues, "subject to law and the paramount requirements of the public service."

At the same time the Commission cautioned agencies that the introduction of the new employee-management cooperation program under Executive Order 10988 "should in no sense be viewed as an effort to deemphasize the importance of the individual or to dilute existing programs designed to meet his needs and protect his rights."

In announcing issuances of the guidelines, CSC Chairman John W. Macy, Jr., reemphasized that the basic purpose of the new program is to achieve orderly and constructive employee-management relations, together with greater employee participation in the formulation of policies and practices affecting them.

In a sectional analysis of the Executive Order, designed to provide Federal agencies further guidelines for future relationships with employees and employee organizations, the Commission also called special attention to the requirements of the merit system, and the policy of strict neutrality with respect to the decision of employees to join or not join an organization.

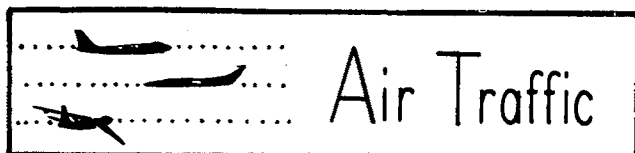
The guidelines contain extensive discussion of the three types of recognition possible under the order (i. e. , informal, formal, and exclusive recognition) and a section on use of official time and facilities for employee organizations. They also define certain terms for purposes of the order including "management," taking into consideration possible conflict of interest.

## Conference Leadership Course Held

The first regional 40-hour conference leadership course met April 4-10 in the Regional Office. The next class is scheduled in the Chicago area in June, 1962. This course is designed to develop managerial effectiveness through improved communications ability. Each participant conducts a 15, 30 and 50 minute practice conference.



Margaret Sparks conducts a 50-minute practice conference leadership presentation. Class members shown from l to r are: T. V. Burr, Chief, Property Operations Section and L. R. Eichem, Chief, Maintenance Branch, Flight Standards. Other class members not shown: Kenneth Gordon, Calvin Foster, Russell Huff and Walter O' Toole.



## Division Secretary Resigns

Gertrude Connet, Secretary to the Division Chief (and his predecessors) since 1942, has resigned effective May 25, "to become a full-time housewife".

After holding down the job of Division Secretary for approximately 20 years, Mrs. Connet came to be considered as a fixture in the organization. Her extremely competent work, devotion to duty, and extensive background have contributed to the smooth handling of the Division's administrative matters.

She will be missed.

## Kansas City Center Commissioned

On April 30 at 0101 CST, the cut-over from the old Kansas City Center at Municipal Airport to the new building at Olathe was effected. The transition went according to plan, and was a complete success. Much credit is due to George Smith and his extremely competent staff for a smooth and uneventful cut-over.



## Proposed Facility Relocation Cancelled

For some time our long-range plans have included the conversion of the Flight Service Stations at Chadron and Imperial, Nebraska; Houghton and Pellston, Michigan, as well as Vandalia, Illinois, to remote communications outlets. These plans would have involved the transfer of employees at these locations to other facilities at other locations. Last week notification was received from the Washington Office that the relocation projects for these facilities had been cancelled.

## FSS Personnel Evaluation Program Conducted

In the last month or so, Jim Tate and E. B. Johnson have conducted a personnel proficiency evaluation at the Vandalia, Terre Haute, South Bend, Fort Wayne, Lafayette, Quincy, Alexandria and Jamestown Flight Service Stations. This new program is patterned after the existing SCAT/CAT Program (Simulated Control of Air Traffic/Centers and Towers).

In this program, all FSS personnel will eventually be given simulated problems by representatives of the Regional Office, followed by a critique of their performance. The simulated problems will include, among others, pilot briefing, air/ground operations, including lost aircraft, special VFR operations in the control zone during below basic VFR weather minimums.

## Facilities Chiefs Conference

Plans for the Chiefs' Conference are proceeding according to schedule. Dave Thomas has agreed to participate, probably on Friday morning, June 22. The services of an outstanding speaker have also been obtained for the banquet on Wednesday night.

## Kansas Flying Farmers Convention at Chanute



Cessna dealer aircraft and Flying Farmers attending Kansas State Convention.

Over 100 persons registered for the 17th annual state convention of the Kansas Flying Farmers held at Chanute, Kansas, April 28 and 29. Burl B. O'Connor, FSS Chief, said that 50 aircraft were accommodated at the Chanute Municipal Airport for the occasion. Business meetings were held Saturday morning and Blue Seal check rides were given in the afternoon. Included among those taking the check rides to test their ability at instrument flying was Mrs. Nina Stoehr, 71 year old pilot from Pasadena, California.



Briefing services provided by FSS Personnel. B. E. Kelso and E. T. Gerhardt, Jr.

At the conclusion of the convention, FSS personnel set up a flight briefing position to assist Flying Farmers in making preliminary plans for departing Chanute. Due to marginal VFR weather conditions, the flight briefing position rapidly became the center of attention. Weather conditions improved Sunday, this coupled with preliminary planning made it possible for all planes to depart with a minimum of delay.

## Air Traffic Activity At Major Major Airports Increases

Air Traffic shifts among the nation's major airports during 1961 put Los Angeles International Airport in first place with 324,993 total aircraft landings and takeoffs. Chicago Midway Airport, formerly the perennial leader in total operations, was twelfth among the 254 airports served by FAA-operated traffic control towers.

Following the Los Angeles Airport in total operations are: Chicago O'Hare, 318,526; Miami International, 310,731; Washington National, 297,082; New York International (Idlewild), 290,134; Tamiami, 289,605; Phoenix, 288,587; Van Nuys, 281,336; Long Beach, 276,479; Denver, 267,386; Honolulu International, 257,685; and Chicago Midway, 249,869.

In other categories Chicago O'Hare was first in itinerant aircraft operations or those excluding purely local traffic. New York International (Idlewild) had the most airline operations, and Van Nuys led in general aviation itinerant operations.

Landings and takeoffs at the airports having FAA-operated traffic control towers totaled 26,300,767, a two percent increase over 1960.

General aviation activity showed marked increases--15.5 million operations in 1961, compared with 8 million in 1952. These increases paralleled gains in the general aviation fleet which, at the end of 1960, was 35

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## Communist Strategy Analyzed

The following analysis of a speech by N. S. Khrushchev delivered to a meeting of the Communist Party organizations was made by Dr. Stefan T. Possony, Professor of International Politics, Graduate School, Georgetown University, is reprinted from the Congressional Record. Mr. Khrushchev's speech was one of the most outspoken and significant statements by a leading Russian Communist in recent times. The choice of the audience--the party organizations entrusted with ideology and perhaps with over-all strategic planning--attests to Khrushchev's intent to make a programmatic announcement of great importance. The speech was very carefully written and widely disseminated all over the world.

"Khrushchev's speech of January 6, 1961, together with the declaration of the Communist Parties of November, 1960, disclosed Communist strategy as it will be employed for the next five years or so.

"The traditional goal of communism, the conquest of the entire world, is not only reaffirmed but is held far more strongly and hopefully than in the past. It is "unthinkable" that the Communists will abandon their goal of world domination regardless of the price they have to pay. They are willing to pay any price to obtain this objective.

"The Communists probably are honestly convinced that they are invincible, (a) because of the alleged predetermination of history, (b) because of their combined military-political strength, (c) because of their anticipated military superiority, and (d) because of the anticipated demoralization of the free world.

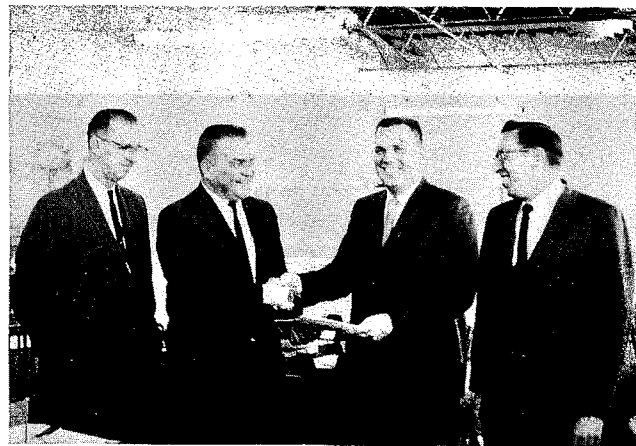
"Communist strategy has become more sophisticated than it was under Stalin.

"The Communists believe that the final decision in the world struggle, and specifically the victory of world communism, will

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## Coral Airlines Certificated

Mr. Lee Carey, President, Coral Airlines was recently presented with the Airlines operating certificate by employees of the Air Carrier District Office, Chicago, Illinois. Coral is the first Part 45 Air Carrier to be certificated by the Chicago Office in many months. Coral Airlines will base their DC-3 at Pal-Waukee Airport, Wheeling, Illinois.



Ed Jensen, Acting Supervisor, Operations (second from left) presents certificate to Mr. Carey. Looking on (left) Harry Neudorffer, Operations, and Wayne Dixon, Maintenance.

## Maintenance Inspectors Win Praise

News travels fast when it is about an aircraft accident caused by a mechanical deficiency. Seldom is anything heard about the numerous accidents that are averted by the timely action of the Federal Aviation Agency through its Aircraft Maintenance Inspectors.

A steel fabrication company executive in the St. Louis area is one who is appreciative. He recently made a special trip to the St. Louis General Aviation District Office to thank FAA Inspectors. They had initiated a special investigation of all Aero Commander aircraft to detect possible hazardous fuel line chafing conditions. Such a condition was found on the aircraft operated by the executive's company. Result: A happy operator and another potential accident averted.

times larger than the airline fleet. Hours flown by general aviation aircraft were more than three times those flown by the airlines.

Air carrier activity showed a slight decline due largely to transitions to higher capacity turbine-powered aircraft, which resulted in fewer takeoffs and landings.

Instrument approaches totaled 975,000 in 1961, a two percent increase over 1960. Airline instrument approaches predominated with 567,000; followed by military, 253,000 and general aviation, 155,000.

Transfer of military flight service functions from the U. S. Air Force to FAA in 1961 resulted in an 80 percent increase in flight plans filed at FAA Flight Service Stations--3,021,000, compared with 1,676,000 filed in 1960. Flight Service Stations contacted 6,137,000 aircraft in 1961--70 percent general aviation aircraft; 21 percent military; and nine percent airliners.



## Chiefs Corner

HEDGES, Clay W. Detroit Center Chief, is another migrant from the Hoosier State, listing his place of birth as Crawfordsville, Indiana, where he attended grade school and graduated

from High School. He later attended Purdue University at Lafayette and Wabash College at Crawfordsville, majoring in Physical Education and Coaching, participating in both football and basketball. Following a brief period of employment with Mid-States Steel & Wire Co., at Crawfordsville, as a machine operator, he was inducted into military service with the U. S. Army in January, 1941. He served in both the infantry and Air Corps during WWII, the latter as the result of becoming an Aviation Cadet and Pilot in

4-engine bombardment aircraft. He flew 30 combat missions over Europe and occupied territory. Until this past year, Clay has been active in the Air Force Reserve program since his discharge from the Air Force in 1945 and was qualified in jet aircraft (T-33, F-86, F-89, RF-84F), as well as being a Gooney Bird (C-47) driver.

He entered the CAA in February, 1946, at the Detroit Center, where he progressed from Asst. Controller, to Controller, Watch Supervisor, Asst. Chief, and finally to Center Chief in February, 1959, when he replaced Harley Shotliff, the former Chief, who became the Detroit Air Traffic Area Supervisor.

Clay is interested in all sports, and his hobbies are golf, table tennis, and flying, with outside activities in Boy Scouts and Babe Ruth League baseball. He is a member of Rotary International.



HUHN, Raymond J. Alexandria FSS Chief, was born in New Ulm, Minnesota, where he also attended school. He worked for approximately 6 1/2 years in produce and packing houses, followed by a four year hitch in the Navy, where he attended Naval Radio School and became a Radio Operator.



His EOD with CAA was October, 1935, at Jamestown, N. D., as a Jr. Radio Operator, followed by assignments at Bismarck, N. D., and Alexandria, Minnesota, where he became Station Chief in December, 1939. He has remained at this facility as FSS Chief during the subsequent twenty-two years.

He lists his hobbies as "radio and TV tinkering"; his outside activities include bowling, hunting, fishing, swimming, and ice skating, and he is also active in church work.

## Administrator Halaby Visits Wichita

Administrator Halaby spent April 19 on a whirlwind tour of Wichita, which boasts as being the "Air Capital of the World". Being the home of both Cessna Aircraft Company and Beech Aircraft Corporation, by sheer volume this makes it so. Mr. Halaby had expressed an interest in visiting these two aircraft companies and finally the date of April 19 was set.



FAA Administrator N. E. Halaby tours Beechcraft, receives briefing from company officials, and flies Queen Air 80. Pictured from left: Walter J. O'Toole, Chief, Engineering Branch; Mrs. O. A. Beech, President, Beech Aircraft Corporation; Mr. Halaby; Frank Hedrick, Executive Vice President, Beech Aircraft Corp.; and J. M. Beardslee, Assistant Administrator, Central Region.

Mr. Halaby was accompanied on the visit by personnel from the Regional Office. The tour began with a visit to the FAA facilities located at the Wichita Municipal Airport.



Dwane L. Wallace, President of Cessna Aircraft Co. with Administrator N. E. Halaby.

Plant tours and briefings with company executives at both Cessna and Beech were arranged and Mr. Halaby flew Cessna's new push-pull Skynight and the new Beech Queenair Model 80.

At noon, Mr. Halaby spoke to some 300 members and guests of the Aviation Committee of the Wichita Chamber of Commerce.

Paying a quick visit to the International Flying Farmers headquarters staff at the airport, Halaby was headed back to Washington by 5:00 P. M. at the controls of the Agency Gulfstream.

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Communist Strategy continued from Page 11

be attained in the present era of history. In their conception, this era seems to extend to 1975, approximately.

"Armed struggle is inevitable. Such specific forms of armed struggle as liberation wars, uprisings, and "pressure from below" also are inevitable.

" A global thermonuclear war is not entirely inevitable. If the free world, and especially the strongest democratic countries like the United States capitulate, then such a war may be avoided. However, while preferable, such a development is unlikely.

"The Communist Parties in the free world and their sympathizers must do everything in their power to facilitate nuclear blackmail by the Soviet Union and to prevent military resistance by the free world.

"The Soviet Union and the Soviet bloc must not leave any stone unturned to increase their military power in order to fight the probable-albeit not inevitable--world war and to win a global thermonuclear conflict.

"For the time being, such conflict must be avoided. The turning point in history will come when the Soviet Union overtakes the United States sometime between 1965 and 1970. Khrushchev talks as though he conceives this competition in terms of an "economic" production race. It is more likely that

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he is thinking about a race in military technology. Consequently, the great turning point in history will come when the Soviet Union, irrespective of per capita production in industrial and consumers' goods, achieves technologically superior armaments and attains a military force which, qualitatively and quantitatively, will be superior to the military forces of the United States. If necessary, this force will be employed in the second phase of the current era.

"In the first phase, the armed struggle will mostly take the form of liberation wars and uprisings, plus deterrence by nuclear blackmail, on the part of the Soviets, of any military initiatives undertaken by the free world.

"Also, in this first phase, the struggle must be intensified on the "active fronts." In particular, it must be pushed in Latin America.

"In this phase, strong efforts will be made to improve the effectiveness of uprisings. Henceforth uprisings will be planned as major military undertakings. The insurrectionists will be properly trained and be armed with the most modern equipment. They will be provided with strategic support and power by Soviet nuclear long-range forces, under a coordinated strategy. International crises, such as threats of war and war alerts, may be exploited to launch insurrections.

"The achievement of a military, political, and psychological paralysis of the free world is a paramount objective of Soviet strategy.

"This objective can be attained by such means as peace propaganda, Pavlovian conditioning, infiltration, threats, and diplomatic negotiations.

"Propaganda on disarmament, specifically nuclear disarmament, and disarmament negotiations are an integral part of the Soviet strategy aimed at paralyzing the free world and strengthening the power of communism.

"Soviet strategy is based, on the one hand, on achieving optimal military power and building and strengthening Communist political armies throughout the free world. On the other hand, Soviet strategy utilizes massive deception to bring about the capitulation of the United States through (a) the unilateral military weakening of the free world, (b) the moral paralysis of free world governments, and (c) the demoralization of public opinion.

"Failing in this strategy, it is the Soviet intent to destroy the United States by nuclear weapons."

### Training Unit Employees Receive Awards



Mr. Barritt presents award to Miss Hart.

Systems Maintenance Branch employees, Ethel V. Hart and Edith I. Meyers, have been presented Certificates of Award by N. F. Barritt, Chief, in recognition of recently adopted suggestions. Miss Hart's idea was a Training Class Work Sheet Form; Mrs. Meyers', a system for recording training travel costs. Both are Clerks in the Training Unit.



Mrs. Meyers accepts award.



Mary Margaret Donnelly, Adelina Ottaviano, Helen Eckert, and Helen Schoene discuss a leave record question.

after the effective dates of their separation from the payroll. Thus, due to operation of the twelve-day lag plan, the initial delay in receipt of an employee's first salary check is offset by payment of salary after his separation is effective.

The foregoing cursory review of payroll procedures describes only routine operations without any reference to the "crisis" nature of this work. Employees of the Payroll Branch are, in fact, working at all times to meet some deadline. Every facet of their operations must be completed within established time limits if salary checks and bonds are to be received on schedule. Even a simultaneous deluge of work, such as a mass reclassification, a general pay increase or the annual year-end avalanche of work does not relieve them of their responsibility for meeting deadlines. But the ability to adjust to this continuous pressure soon becomes the second nature of a payroll employee. One of the clerks in this branch has been meeting payroll deadlines for more than thirty years.

**Three-fourths of all Federal employees work for three Agencies -- Department of Defense, 44 per cent; Post Office Department, 24 per cent; and Veterans Administration, 7 per cent.**



## Jury Service Outlined

It is not often that a private citizen has the privilege of taking an active part in a segment of the democratic process of government. By voting and jury service, individuals regularly perform their duties as citizens. The jury system is a part of the legal framework which protects our fundamental rights.

One of the advantages of a jury is that the experiences and views of twelve people are combined to arrive at a better verdict. They are called in civil cases, wherein one party is the plaintiff and the other party is the defendant, usually involving property, money or other civil rights. In criminal cases, the State is the plaintiff and the defendant is the person charged with a crime. In addition to a possible fine, he may lose his life or liberty.

People summoned for jury service are called a "panel". Twelve jurors are chosen from the panel by lot to decide each case tried. After being called as a juror, the judge and each attorney may ask questions to check qualifications to sit as an unbiased juror in the case. If there is any reason why a prospective juror cannot serve impartially, he should explain why to the judge or attorney. Jurors can be dismissed without cause as the law provides certain challenges without stating the reason. These are called peremptory challenges.

After the jury is selected, attorneys for both sides explain the positions of their respective clients, what is claimed, and what they expect to prove. These claims must be proved by reliable facts.

Witnesses are first questioned by the attorney who called them--direct examination, and then the other attorney may examine the witness--cross examination. This is sometimes followed by re-direct and re-cross examination.

Continued on next page



The first Management Training Course in Position Classification was presented in the Regional Office by F. E. Whitfield, Chief, Classification Branch. (Seated l to r) Evelyn Allen, Margaret E. Vaughn, Helen C. Leighow, Dorothy W. Dews, John A. Hargrave, (Standing l to r) Arch W. Wade, Robert Montgomery, Robert Davison, John Knoell, Bill Behn, Harley L. Becker, Tom A. Davis, Lloyd N. Young, Bill McKim, F. E. Whitfield.

Jury Service continued from Page 15

Objections are made by attorneys in an effort to limit testimony to what is proper. If the judge sustains the objection, the evidence is not proper and if he overrules the objection, the witness may answer the question. Objections which are sustained or overruled should not cause the juror to give either side any more favorable or unfavorable consideration. Sometimes during the trial jurors are excused from the courtroom so that argument may be presented to the judge concerning an objection or other legal matter.

If the suit involves some particular place, the juror should not make a personal inspection of the place, unless the court orders the jurors as a group to do so, as any unauthorized examination may result in a retrial of the case. The case should not be discussed with anyone. Television, radio or newspaper articles on the trial should not affect a jurors decision in any way, as they may be incomplete or biased.

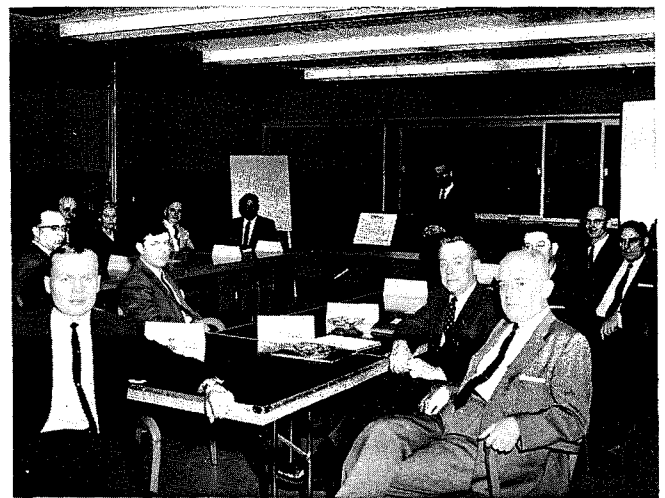
The first final argument is given by the plaintiff's attorney who reviews his presentation of the case, then the defendant's attorney gives his view of the facts. Under

the law, plaintiff's attorney has the concluding argument.

The judge then instructs the jurors as to the law in the case under consideration. Jurors are bound to find their verdicts on the judge's instructions as to the law, regardless of their own ideas of what the law is, or ought to be.

Jurors upon being taken to the jury room select a foreman who presides over the deliberations. The evidence is discussed and an effort made to arrive at a fair and impartial verdict according to the facts and the law, as explained by the judge's instructions. When the verdict has been decided, the jurors return to the court room where the decision is read.

As a citizen of the United States, the privileges and protection of liberties by the government are taken for granted. As a juror citizens have the unique experience of becoming a part of that government by sharing in the administration of honest and equitable justice. By so doing, continuance of the protection of individual liberties is assured.



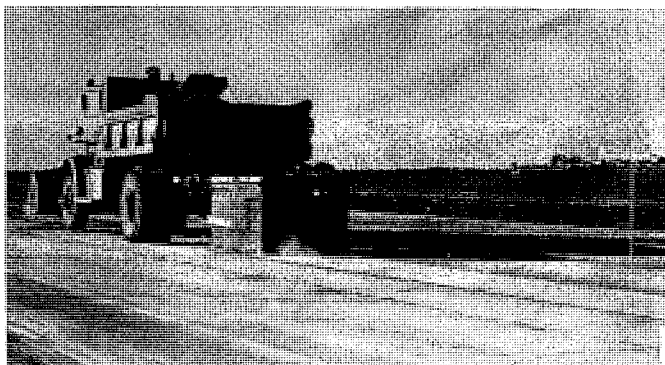
Birch J. Doran (Standing) presents the Employee Relations portion of Phase III, Supervisory Management Course in the Regional Office. Attending from upper left: James B. Hendon, James Kidd, Margaret Sparks, Addison Scott, Bill Locke, William Edwards, Gary Twedt, Bill Quinn, Harold Phalp, Frank Maxey, Clair Colburn, Charles Jones. Class member, Bill Bruce, not shown in the picture.

### Long-Range Development Recommendations for Des Moines

Long-range airport development recommendations have been submitted to the City by an airport consultant. Basic considerations of the plan include development of a motel, auto service station, and light industrial sites on airport property; enlargement of passenger terminal building; and relocation of fixed-base operations and aircraft hangars. It was recommended that the City acquire and zone for commercial or nonresidential use all land in maximum aircraft noise approach zone areas, wherever feasible.

### East-West Runway Resurfaced at Cedar Rapids

Remedial innovation recently permitted full operational use of the E/W runway after concrete resurfacing. Wax contained in the "sprayed-on" concrete curing compound resulted in a dangerously slick runway surface condition when wet. The low repetitious



nature of total runway use did not dissipate the slick condition through normal aircraft traffic wear. After investigation of a solvent removal method, it was decided to achieve all-weather operational capability by means of mechanical abrasion of the runway surfaces. Eighty per cent effectiveness was secured after fifteen complete passes of a concrete abrasive block, two feet thick, which was towed by a loaded dump truck. The desired uniform friction between the two concrete surfaces was maintained by spreading a thin even cushion of sand over the entire runway surface. The sand, which was

broomed to a uniform consistency between each of the fifteen passes, provided positive visual control of the operation. The abrasive block was formed by pouring two feet of concrete into a rectangular steel enclosure onto which tow attachments were placed.

### Mason City Airport Study Completed

Airport Manager M. G. Griffin, in cooperation with Ozark Air Lines, recently compiled a report entitled "Analysis of Air Service Irregularities as Influenced by the Lack of Instrumentation at Mason City, Iowa". The main problem, which is said to be nationwide, results at airports not qualifying for instrumentation, and is noted in depressed development of aviation generally, and commercial aviation particularly. The report concluded with the following recommendations:

Establish a priority for research development of this problem.

Revise criteria for the establishment of instrument aids at less dense, non-hub airport communities.

Make more readily available the less expensive instrument aids which will improve air carrier reliability.

Modify available instrument aids with a view to lowering minimums at airports with clear approaches.

Encourage the development of new aids directly suited to less dense airports.

Make available to communities, under the Federal Aid to Airports Program on a participating basis, some of the available instrument landing aids.





## Aviation Medical Examiner Honored

Dr. Fred Meixner, the oldest FAA medical examiner in the State of Illinois and one of the three oldest in the United States, from point of service, was honored recently at a testimonial dinner in Peoria. Most of the more than 150 Midwest airmen in attendance received their medical certificates for flying from Dr. Meixner.

Since April, 1927, when the Peoria doctor was first appointed a Federal medical examiner, he has listened to the heartbeats of men, women and youths flying or wanting to fly about every type of plane from the old JN 4 single-engine, open cockpit "Jennies" to the sleek jet aircraft of today. Of the estimated 3,500 persons examined by Dr. Meixner only about 200 were women.

Dr. Meixner's dinner was sponsored by a committee composed of, among others, Fred Sommer, former CS/T Chief, Chairman, and John Rezac, CS/T Chief, Peoria. Dr. C. W. McMillin, Regional Flight Surgeon, was a guest speaker.

Assignment continued from Page 6

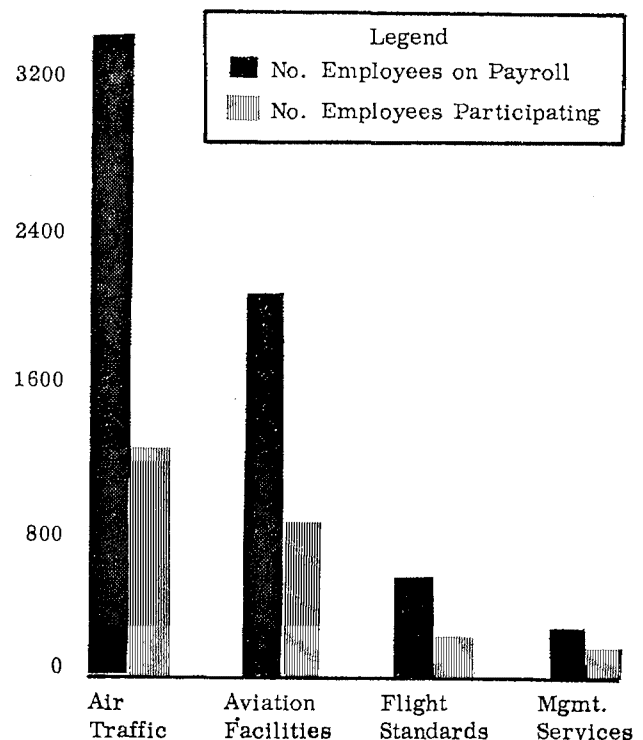
Official titles of positions are chosen to describe work of the position in brief, understandable terms. Official titles in published position classification standards must be used for jobs within that series for personnel, budget and fiscal purposes.

Classification of the position then permits its use as a voucher for payment of services performed. The amount paid an employee is determined by reference to the current pay schedule for the assigned grade level. It is important to remember that classification and pay are two separate determinations. Classification sets the grade

of a position, but pay (or compensation) is determined independently by statutory amendment of the pay scales in the Classification Act. In essence, classification determines the relative value of a position when compared to other positions. Pay is determined by reference to specific statutory pay scales.

Some employees believe that their compensation is inadequate. This may or may not be substantiated, but in itself does not affect the classification of their position. Classification is affected only by a change in the level of duties and responsibilities in the position.

## Savings Bonds Participation



Percent of participation: Air Traffic 34.2%; Aviation Facilities 40.3%; Flight Standards 44.1%; and Management Services 50.7%.

About 50 per cent of Federal employees are doing work that did not exist before World War II. Most of the new kinds of jobs have resulted from technological changes.

## Saudi Arabia Aviation Executive On Assignment with Agency

Abdullah Mahdi, Chief of Air Traffic Services, Civil Aviation Department with headquarters in Jidda, Saudi Arabia, on a nine-month assignment with the Federal Aviation Agency is presently working with FAA officials in the Kansas City Regional Headquarters.

Here to learn traffic control procedures and other related information that can be adapted to air traffic control in Saudi Arabia, Mr. Mahdi completed familiarization visits to the FAA facilities around the Kansas City area, including the new Air Route Traffic Control Center commissioned last week at Olathe, Kansas. Mahdi (center) is pictured below with Henry S. (Red) Chandler, Chief, Field Operations Division, Air Traffic Service; and George Kriske, Chief, Air Traffic Division.



Mr. Mahdi, who began his aviation career in 1954 as a control tower operator said that their organization, The Civil Aviation Department, is new and growing rapidly. At present they have about 1500 employees and they expect within the next year to increase this to 9000. Saudi Arabia just a few months ago became a member of ICAO (International Civil Aviation Organization) which in turn

necessitates considerable change in their operations procedures.

Once a year, according to Abdullah Mahdi, air traffic in Saudi Arabia sets a world record. This occurs during the annual pilgrimage of the Moslems who take part in the Aarafat, their holy day, near Mecca. Last year more than 95,000 Moslems arrived at Jidda by air, another one million by sea, and altogether some 4 million took part in the one-day ceremony. Handling such a crowd of air travelers calls for a huge airlift and precise coordination of traffic control.

Following his visit here in Kansas City with FAA Regional Headquarters personnel, Mr. Mahdi will go to the FAA Academy in Oklahoma City where he will attend technical training courses designed to acquaint him with the FAA methods of traffic control including the use of radar. He plans to return to Saudi Arabia next February.

The fares of U. S. airlines are among the lowest in the world -- one-third to one-half lower than air fares in Europe.



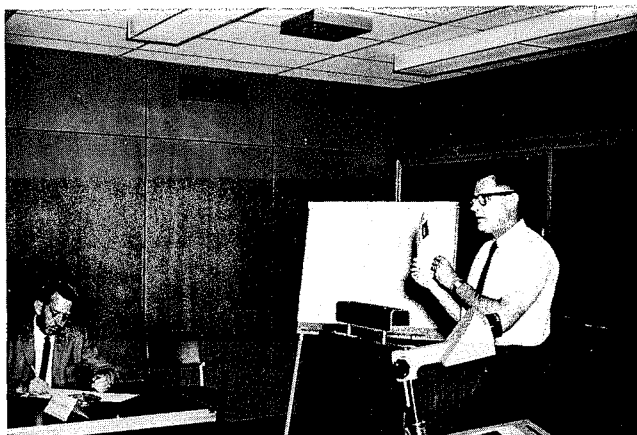
Supervisory and Staff personnel were presented certificates denoting completion of the Civil Service Commission Management Course by the Assistant Administrator at a ceremony in the Regional Office. Richard A. Sporer, Budget Analyst, is shown receiving the Certificate. Presentations were also made to: Lyle Underwood, Norman Realph, Lloyd Jensen, Robert Montgomery (Management Intern, 1961-1962), Floyd Emanuel, James Carl, Harley Becker, Clifford Skoog, Walter O'Toole, Edward Lambert (Management Intern, 1961-1962), Cleo Brock.

## Installation Unit Field Supervisors Convene



Floyd Emanuel, Chief, Electronic Engineering Section, listens to a question from James L. Webb, SEIT, Detroit. Also shown (right) Loren W. Chandler, Indianapolis, and (foreground) Harry G. Johnson, Kansas City, Missouri.

Supervisory Electronic Installation Technicians from seven field locations attended a meeting in the Regional Office May 7-11. Twenty field supervisors were in attendance. Administrative and technical problems encountered by field supervisors were discussed. Personnel from other divisions attended the meeting and answered questions considered to be of general interest common to all field offices.



Paul Vaniman, Supervisory Employee Development Officer, Training Division, Washington, making presentation to Management Intern group from Kansas City area. The general topic, Communications-A Tool of Management, was discussed during the one-day seminar sponsored by the St. Louis Region of the U. S. Civil Service Commission.

## Questions and Answers



The Questions and Answers column which appeared in the March, 1962, issue of Flight Lines was on Military Leave. To clarify several of the answers presented at that time, the general subject of Military Leave and recent Comptroller decisions on Public Law 87-378 is given again.

Basically, the provisions of Public Law 87-378 are as follows. PL 87-378 enacted October 4, 1961, authorizes granting of military leave on a calendar year basis rather than on a fiscal year basis retroactively effective to January 1, 1961. The operative effect of the act is to limit the granting of military leave for the calendar year 1961 to fifteen days. However, if an employee was granted more than fifteen days military leave in calendar year 1961 prior to October 4, 1961, pursuant to the provisions of the law in force then (PL 86-559), no adjustment will be made in such military leave. Military duty performed on and after October 4 may not be charged to military leave if it would result in more than fifteen days of military leave for the entire calendar year.

**Question:** If an employee had 15 days' military leave in April, 1961, and he entered a second period of military leave beginning October 1, 1961, may he be granted the full 15 days of this second period as military leave which was authorized under PL 86-559, even though it carried over into a period which ran on and after October 4, 1961, the effective date of the new law?

**Answer:** Since military leave is charged on a daily basis we do not view PL 87-378, after its enactment date, as depriving an employee of any vested rights such as in the case of the employee who has had a full period

Continued on next page

of military leave prior to such enactment date. Hence, this question is answered in the negative.

**Question:** Under the provisions of PL 87-378, will conversion of annual leave or leave-without-pay to military leave be made automatically?

**Answer:** Information published in the March, 1962, issue of Flight Lines may have been interpreted that the conversion would be automatic. However, it is not possible to convert leave without action taken on the part of the employee, since the Payroll Branch would not always be cognizant that conversion of leave was to be made under these circumstances.

**Example:** An employee took military leave between July 1, 1960, and December 31, 1960. Another period of military duty was performed between January 1, 1961, and June 30, 1961, but was charged to annual leave or leave-without-pay. The employee can request conversion of the annual leave or leave-without-pay to military leave in accordance with the provisions of PL-87-378. The request should include a copy of the Military Orders and a statement from the Commanding Officer of his unit certifying that the employee completed the number of days of military duty as specified in the orders.

## FLIGHT LINES

FEDERAL AVIATION AGENCY-CENTRAL REGION

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The cover by Pat Deeter, Editorial Assistant, is a montage of representative forms used by the Payroll Branch.

## Ziegler Fires Ace at Mirror Lake

Robert O. Ziegler, Assistant Chief, Air Traffic Division, fired a hole-in-one on the 179-yard sixth hole at Mirror Lake May 12. He used a 4-iron.

Playing in the foursome were Charles Kent, Frank McLeod and Mike McGuire.

## Air Traffic Control Specialist Announcement Issued

A new Air Traffic Control Specialist examination was issued on a national level May 22, 1962. This examination is designed primarily as an avenue through which young people with promise may begin careers as Air Traffic Controllers in the FAA. Those with experience in Air Traffic Control or related fields such as Airplane Pilot or Navigator may qualify on the basis of experience alone. Those who have a college education or equivalent experience may qualify on the basis of passing a written test.

Although the Announcement has been issued at the national level, registers of eligible applicants from which appointments are made will still be maintained in the Regions. Applicants who qualify will be considered for trainee positions in Centers and Towers at the GS-6 level and in Stations and Combined Station/Towers at GS-5 and GS-6. Applicants also may establish their eligibility in other regions by sending a copy of their notice of eligible rating with a completed Form 57 and Form 5001ABC to the appropriate Board of U. S. Civil Service Examiners.

An airline survey shows that 22 per cent of international travel by air is generated by religious activities such as pilgrimages, missions, organized church tours, and religious conferences.

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