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## REGION TWO



LONG RANGE  
RADAR

# SCANNER

NOV. 1958





CAA REGION TWO

S C A N N E R

Volume 1

N O V E M B E R 1 9 5 8

Issue 8

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The SCANNER is dedicated to the publishing of interesting happenings both within and outside CAA Region Two that affect the agency.

It is intended that the SCANNER shall carry to every employee a reasonably complete and current story of the more significant activities, plans, and accomplishments of our programs and employees.

By giving a broad picture of the trends, projects, and achievements in our operations, the SCANNER should help each employee acquire a more comprehensive sense of the CAA's mission.

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DIVISION REPORTERS

Air Carrier Safety.....Marguerite Austin  
Airports.....Enid Wooddy  
Aircraft Engineering.....J. Reid  
Personnel.....Johnie Withers  
Air Traffic Control.....Beth Skidmore  
General Safety.....Marietta Norman  
Budget and Finance.....Cale Pennington  
Air Navigation Facilities.....Zona Pyron-Mary Pendleton  
General Services.....Helen Linville  
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\*\*\*\*\*

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November 1958

My Fellow Teammates:

How do you feel at the end of a day...a week...a year? Have you the feeling of warm satisfaction, completion?

At the risk of being trite and speaking in cliches, I'd like to discuss a few basic aspects of your work that you will not find in your job description. You know, many of our CAA people feel the scope of their duties and responsibilities is spelled out in their job descriptions. They believe they should be asked to do this and nothing more. Nothing could be further from the truth.

A job description, explicit as it may be, is a guideline and nothing more. The description was designed to help you understand your assigned work and to help you accomplish your mission. It was not designed to narrow you, nor to prevent your broadening your area of influence and importance.

Again, how do you feel at the end of a day...a week...a year? Do you feel that you have brought to your job all that you're capable of delivering?

By this, I don't mean your technical ability nor the fact that you do what is specifically required of you. I mean, have you brought to your job those traits of real character that you cannot be ordered to do.

You might ask, "What do you expect me to bring to the job, to deliver, that I can't be ordered or told specifically to do?"

May I briefly outline a few which are important to me.

Ethics - There are several ways of approaching a job. The way I like to see, is for a person to realize that he not only has a technical responsibility, but a moral one as well. Can morals and technical science mix? There's no question about it! Do your job so that, regardless of future developments, of errors, you can sleep well because your moral fiber is taut.

Integrity - There's a ring in the very sound of this word! We talk of the integrity of detail parts, of completed assemblies. This means a great deal to us, but how much more it means when it's applied to a man and his work. Can you be ordered to have integrity? No. Integrity is or is not...and it lies within the man, not from an outside source.

Indignation - Strange that I would add this to my list? Let me explain. Dare to be indignant at poor work, at a morally unsound job, at anything which challenges your integrity or the integrity of the CAA. You or our organization may be wrong, true; but if our integrity is challenged, this is another thing. If a man conducts his work with integrity, he has an inalienable right to become indignant if his integrity is challenged. Your abilities and decisions may be justly criticized... but never approach your work in such a way that your integrity may be in question.

In all of these things...whom should you please? I say only one is really important...you. Live your days...your weeks...your years so that through working ethically and with integrity, you will earn the right to indignation.

"Actions speak louder than words."

*LC Elliott*  
Regional Administrator



## BUDGET AND FINANCE

In order to better utilize our floor space, the Budget and Finance Division is moving some of its offices. The Payroll Section and the Fiscal Branch will occupy the same offices in which they are now located. However, the Chief of the Division, the Chief of the Audit Branch, and the Project Audit Section are interchanging offices. There will also be a slight shift in the office of the Audit Section. In spite of this move, the extension numbers of these offices will remain as they are now listed.

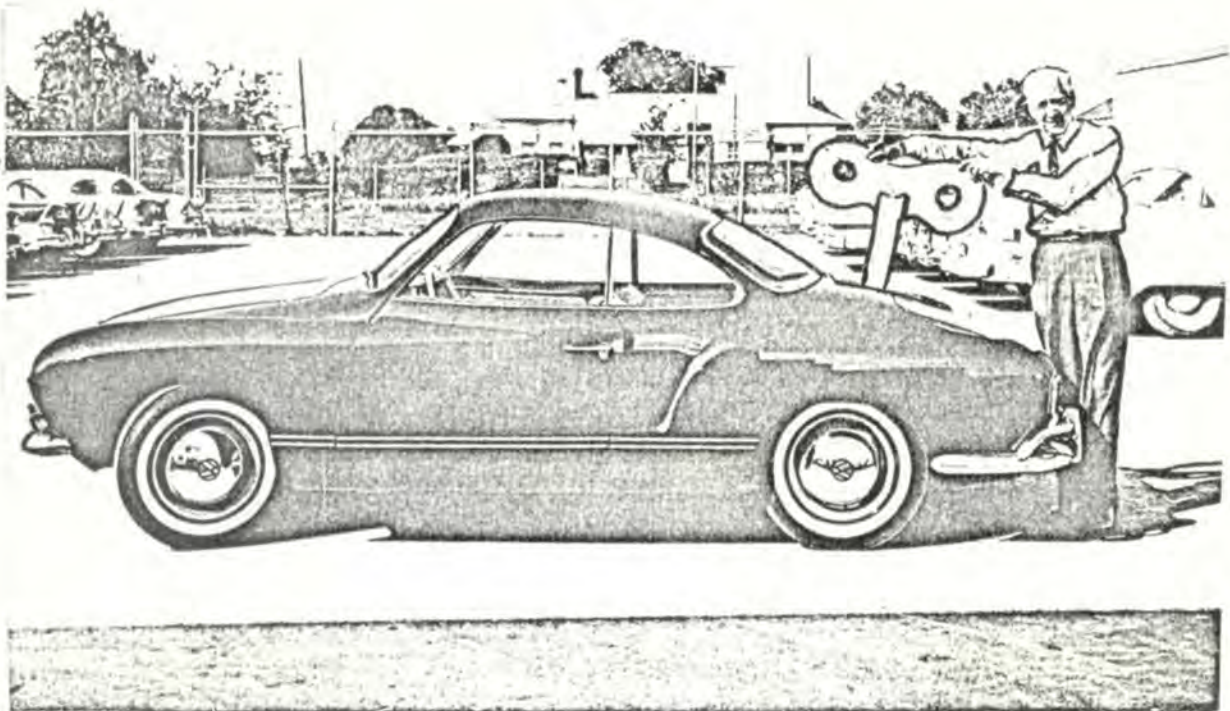
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Auditors from the staff of the Comptroller General have commenced their bi-annual on site audit of the Budget and Finance Division.

See, fellows, you're not the only ones subject to audit!

\*\*\*\*\*

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* * * * *
*
*   FOR THE GOOD THINGS IN LIFE
*
*   PLAN AND SAVE SYSTEMATICALLY
*
*       BETTER BUY BONDS
*
* * * * *
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M. L. "Bill" Cunningham, FW-3, got bigger kick than anyone from the giant "key" that Regional Office wits added to his new Volkswagon. The key added to the Karmann-Ghia body gave the popular little car a real toy-like appearance when six-footer Bill stood beside it.



## AIR CARRIER SAFETY

It's November! It's Thanksgiving! Or is it just a chilly, grey month to you? Before you answer, read the following rules sent to us by "Van" Van Meensel, ACSDO-36, Miami. These were determinate regulations posted in the year 1872 for the guidance of carriage works' employees.

1. Office employees each day will fill lamps, clean chimneys and trim wicks. Wash windows once a week. (So where is the CAA'er who was griping about the air-conditioning?)

2. Each clerk will bring in a bucket of water and a scuttle of coal for the day's business. (Is that in my job description?)

3. Make your pens carefully. You may whittle nibs to your own individual taste. (Please, pal--keep your paws off the Parkers.)

4. After 13 hours of labor in the office, the employee should spend the remaining time reading good books. (After 13 hours of hard labor, I wouldn't know a good book if it bit me.)

5. Men employees will be given an evening off each week for counting purposes. (Counting sheep, I suppose...just too much recreation.)

6. Every employee should lay aside each pay day a goodly sum of his earnings for his benefit during his declining years so that he will not become a burden on society. (When didn't they have deductions?)

7. The employee who has performed his labors faithfully and without fault for five years will be given an increase of five cents per day in his pay, providing profits from the business permit it. (What to do with all that money?)

8. Any employee who smokes Spanish cigars, uses liquor in any form, or frequents pool and public halls, or gets shaved in a barber shop, will give good reason to suspect his worth intentions, integrity and honesty. (RUN FOR COVER, KIDS--THE COMMISSION WILL CATCH US ALL!)

\*\*\*\*\*

## "KIND WORDS FROM THE REGIONAL OFFICE IN TEXAS"





## AIR TRAFFIC CONTROL

Joe Reid, Chief of the Meridian Station, sent clippings from the Meridian Star and the Jackson Clarion Ledger, giving excellent coverage on a recent pilot assist in that location. It seems that a Nashville contractor, flying a Cessna 175 with two passengers aboard, became lost on a flight from McComb to Nashville between DeKalb and Columbus. The pilot contacted the Meridian CAA for radar assistance and was told that there was no radar available in Meridian. W. R. Ward and R. L. Pierce, on duty at the time, told him to tune in the Tuscaloosa, Jackson and Meridian Omni facilities and advise the bearing received. Due to low overcast of clouds, the lost pilot was able to receive on the Meridian Omni. Ward and Pierce brought the pilot in safely at Key Field (Meridian) only 25 minutes after he first reported being lost. He was in the air again shortly and back on course. Although it's all in a day's work to the thousands of CAA specialists in our various facilities, such pilot assistance, performed in a calm, efficient manner is bound to be appreciated by the flying public, and speaks well for our organization and it's training programs.

\*\*\*\*\*

New arrivals in the ATCD Regional Office are: James S. Rickard, formerly Chief of the Mobile RAPCON, now in Procedures Branch; June West came with us in the Deputy Chief's office; Nina Jo Martin also came from another division and is in Planning.

THINK

Visitors to the RO from the field during the previous month to discuss various facility operations were: W. F. Lanier, Area Supervisor, San Antonio; Derrill McCain and Richard Jenness of the El Paso Center; C. O. Reasoner, Chief of the New Orleans Center; James M. Bearden, Abilene CS/T; and Roger Mahan, formerly of the Houston, Texas, Tower was in to discuss his new assignment as Resident Inspector at Myrtle Beach. Those in for participation in the RO familiarization program were:

Stations--James N. Denson, Crossville, Tenn.; Perry W. Connally, Alexandria; Charles R. Cousar, El Dorado, Ark.; Benjamin Eulenfield, Brunswick, Ga.; Seth M. Greene, Albany, Ga.; Leslie C. John, Galveston; James T. Lee, San Juan; Theodore M. McNeil, Tallahassee; John M. Meares, Raleigh; Sam Pivar, St Croix, V.I.; Augustus D. Rosser, Childress, Tex.; John A. Ruff, Rocky Mount N. C.; and James R. Shadden, Houston.

Towers--John S. Blair, Houston; Fred Wallace, Birmingham; and Wm. J. Beytagh, San Juan; and James D. Seale, El Paso RAPCON/Tower.

CS/T's--George McCraith, Jr., Greensboro; Gus J. Guillot, Beaumont, Tex.; Van Houston of the Lake Charles RAPCON. Centers--Joseph Hinson of the Jacksonville, Fla. Center and Pat Mahan, San Antonio.

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\*               HELP!  
\* THE SCANNER NEEDS MORE NEWS  
\* FROM THE FIELD  
\* SEND INTERESTING NEWS ITEMS  
\* TO YOUR DIVISION REPORTER  
\* \* \* \* \*

\* \* \* \* \*

Once there were two weevils. One worked hard and prospered. The other was lazy and loafed his way through life. As a consequence, he always remained the lesser of two weevils.



(Continued)

Walter K. Wessels, Chief of the Charleston Tower, received many complimentary letters from various individuals connected with the July 1958 All-Woman Transcontinental Air Race. The Powder Puff Derby terminated at Charleston, and the contestants were all very loud in their praise of the many courtesies extended, the fine assistance and cooperation, and of the manner in which they were given instructions by the Tower personnel. Wessels said the Tower personnel did an excellent job handling this race and that it was most gratifying to receive so many letters of thanks. The RO concurs wholeheartedly in his statement.

\*\*\*\*\*



COMPONENT - PRICELESS - AIR FORCE  
Our responsibilities to him and to civil aviation were never so keen nor so critical as they are today. He and the other pilots of the nation look to all of us for their safe flight.

Recently, the only reply one got upon answering the phone or squawk-box in ATCD was "Who's this and where are you?" You see, we've had a lot of wires crossed around here lately. Various sections have grown so much during the past six months that it was necessary to do some shifting around to make more room. We are still located on the ground floor of Building 2, and I believe all phone extensions are the same now as before.

\*\*\*\*\*

Paul Boatman spent a couple of days recently meeting with the local ATCA members and others at Memphis. It was reported that everyone had a nice time, and it gave the Division Chief a chance to get acquainted with some of the Memphis personnel.

\*\*\*\*\*

Word was received in the RO that on August 23-24 the Baton Rouge Sky-O-Rama was conducted with static displays and scheduled fly-overs at Ryan Field. Despite unfortunate weather conditions, the show was a complete success, which in no small measure can be attributed to the capable help and assistance given by the control tower operators. It was reported that these gentlemen conducted a safe but efficient handling of all traffic at all times during the show, and some 5,000 guests on each of the two days were privileged to witness various types of aircraft, both on the ground and in the air. It is good to know that the many problems in both air and ground traffic control are in such capable hands.

\*\*\*\*\*



## GENERAL SAFETY

For our final "sketch" of personnel in the Regional Office, we have selected J. J. (Joe) Werbke, our Agricultural Specialist.

Joe began flying in 1937 at the old Fairfax Airport, Kansas City, Kansas. After receiving his Commercial Pilot Certificate and Flight Instructor Rating, he worked as a flight instructor at Kansas City and Lawrence, Kansas, Lafayette, La., and Columbia, Missouri. He also worked as factory test pilot at the old Rearwin Aircraft Factory in Kansas City.

Shortly after World War II was declared, Joe joined the Navy, taking his Navy flight training at Corpus Christi, Texas. While in the Navy, he was in charge of the Navy Multi-Engine Instrument Training Unit at the NAS, Miami, Florida, and later, was in charge of Instrument Flight Instructors' School for the Operational Training Program based in Washington, D. C. Also while in the Navy, he completed the Plane Commander's Curriculum and was designated as a Plane Commander at the Naval Air Transport Squadron VR-7 at Miami. Joe ended his Naval career while serving on the Instrument Flight Standardization Board, working directly under the Chief of Naval Operations for Air.

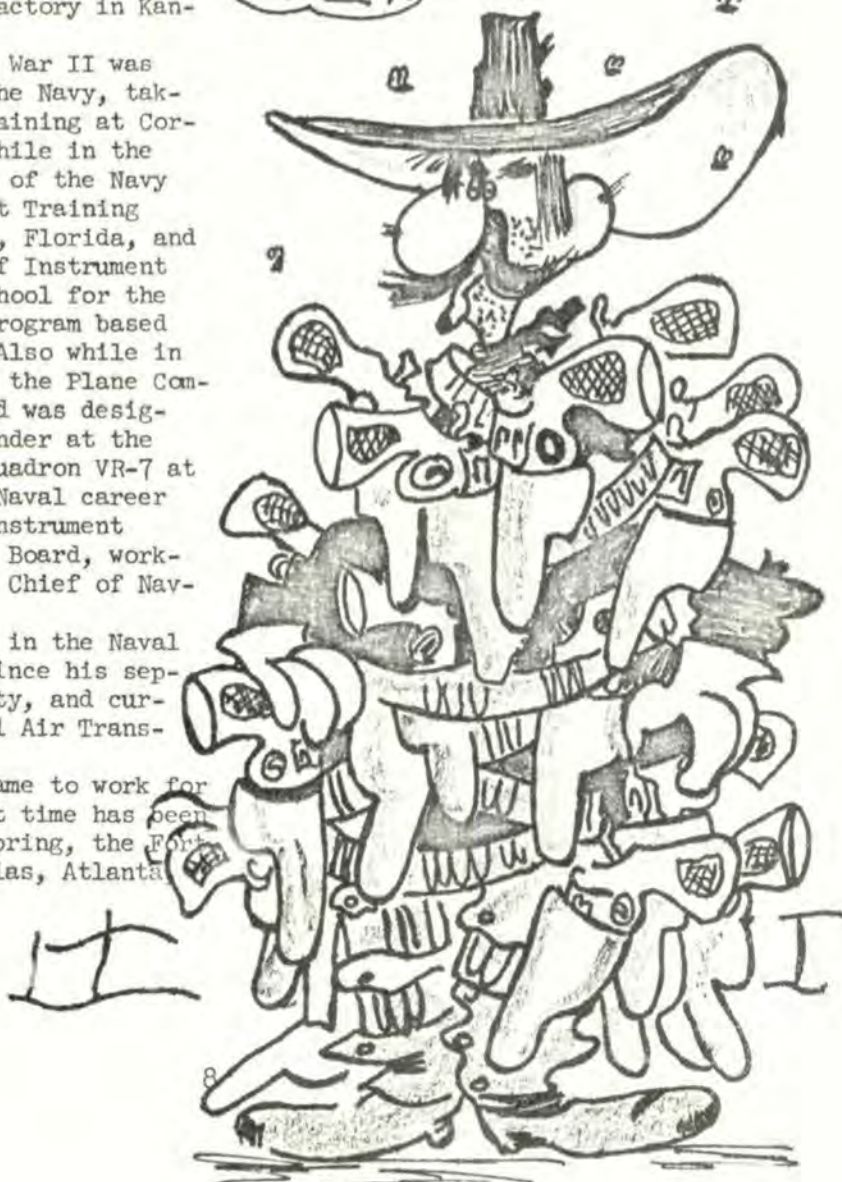
Joe has been active in the Naval Air Training Program since his separation from active duty, and currently is CO of a Naval Air Transport Squadron.

In April 1947, he came to work for the CAA, and since that time has been based at Dallas, Big Spring, the Fort Worth RO, again at Dallas, Atlanta and back to the RO.

Joe attended the Kansas City Junior College and Southern Methodist University, Dallas, Texas.

In connection with his present position, he completed a six-weeks course for aerial applicators at Texas A & M.

\*\*\*\*\*  
THEY TELL US THAT DURIN' WAR ALL US FAA FOLKS IS GONNA BE REAL MILITARY. GENERAL SAFETY FOLKS ARE READY!







Control Instructors Roy Long (top) and Leroy K. Hurd practice on radar simulator.

#### TECHNICIANS GET NEW RADAR READY FOR CONTROLLERS' USE

The Fort Worth Center is almost ready to start controlling air traffic with long range radar. Due to start perking on or about December 1, the ARSR-1 at the Fort Worth Center offers a tremendous challenge, and an even greater opportunity in the vectoring of aircraft with the far-reaching radar.

The FW Center boys say they're going to be ready when the time comes. They are now practicing in full swing on the radar simulator. Anxiously awaiting the time, everyone says they "take their hats off" to the hard-working and talented engineers and technicians that have put so much toil and talent into making the long range radar gear "do what it looks like it will do."

Congratulations to FW-600! Long range radar...hope of the future...is a reality today!



I know all of you take equal pride with me in accepting the two Awards of Merit from the Administrator. These awards are shown reproduced on the next page.

It is interesting to note that Region Two has the lowest rate of auto accidents of the CAA within the United States.

Below is a letter from the Administrator that I thought you'd be interested in seeing.

L. C. Elliott

U. S. DEPARTMENT OF COMMERCE  
CIVIL AERONAUTICS ADMINISTRATION  
WASHINGTON

SEP 19 1956

OFFICE OF THE ADMINISTRATOR

TO : Regional Administrator, Region Two  
FROM : Administrator  
SUBJECT: Administrator's Occupational Safety Awards of Merit

It is with pleasure that I present through you, to Region Two, the Administrator's Awards of Merit for achieving a reduction in the injury frequency rate and for achieving a reduction in the motor vehicle accident rate during 1957.

These Awards are made possible through the concerted effort of your personnel to implement and continue the active promotion of accident prevention through the development of safety awareness on the part of all employees to insure safety in the operation of our programs. It is gratifying to extend this recognition to your Region for this achievement which furthers our management objective to prevent human suffering and economic waste, and thus contribute to a more efficient public service.

I had planned to make a personal presentation of these Awards to you at a Washington meeting of all Regional Administrators and Heads of Other Major Field Organizations, but such a meeting has not as yet been held. Rather than to further defer the presentation of these Awards, I am taking this means of presenting them which, needless to say, in no way detracts from their significance and importance to me personally. Every employee of your Region should be proud of these accident prevention achievements in 1957. Congratulations to all of you and my best wishes for continued success in this field.

*James C. Tyle*





Reduction in Motor Accident Rate Award



Reduction in Injury Frequency Rate Award



## AIR NAVIGATION FACILITIES

This Division is pleased with the announcement of the selection of Hubert F. Garrison as Deputy Chief, effective October 6.

Garrison has been with the CAA approximately 16 years, serving in various capacities. At the time of the merger of the old Second and Fourth Regions, he was selected as Chief, Structures and Grounds Terminal Aids Section. He held this position until the last reorganization at which time he was made Chief, Program Engineering Branch.

More personal sidelights are-- He and his wife, Helen, and son, Hubert, Jr., reside at 3215 Browning Court. He has two married daughters and five grandchildren living in Atlanta, Georgia. For this reason, it won't be easy to make a naturalized Texan of him.

As for hobbies--we are told that he plays a good game of golf (he didn't tell us this), and is quite an accomplished leather craftsman.

Besides all this, we think he is a regular fellow, and are glad to have him as "co-pilot" of the Division.

From the Program Engineering Branch comes the welcome news of the safe arrival of Teresa Jane Scott at the Frank Scott hangar, 3763 Honey-suckle, Fort Worth. The proud parents, Betty and Frank, expect no run(a)way take-off for several months.

\*\*\*\*\*

The following personnel of ANF have received awards since the last issue of the SCANNER:

Suggestion Awards - T. J. Edwards, Maintenance; Paul Mattke, Electronics; Roy McDaniel, Electronics; Ver-  
netta Hutto, Drafting.

Sustained Superior Performance  
Awards - L. J. Edmondson, E. B. Cliburn, Floyd L. Judd, William Bizzell, and C. R. Christine--all of Electronics.

Special Acts or Service Awards -  
Vernetta Hutto, Jacqueline Watkins,  
and Joe Gaston--all of Drafting.

Congratulations to you all, and keep up the good work!

\*\*\*\*\*





(Continued)

While we're on the subject of outstanding accomplishments, it seems only fitting that the following article submitted by L. E. White, an Assistant Maintenance Branch Chief, should be reproduced for your benefit.

"Wilmington, N. C., Technicians defied Hurricane Helene to put CAA facilities off the air during her uninvited visit on September 20th. The District Supervisor reported that when the storm reached hurricane force, SES U. L. Tucker and his staff, Technicians Joe E. Shults, L. N. Leonard, L. G. Thompson, Jr., and General Mechanic Joel T. Wills scattered themselves to the various sites and kept all facilities operating except the Middle and Outer Markers where standby power is not available. To reach the various facilities, they had to drive through blinding rain with visibility zero at times. Also, they had to remove fallen trees from the roads, and at some points along the way, they had to hold up parts of fallen trees in

order for their trucks to pass through. Flood waters came up to within two inches of the localizer floor and they had to wade through knee-deep water to reach the building. The 300-foot tower for the high-power Homer facility took a beating for 6½ hours by winds from 75 to 135 mph. It 'shimmied' shook, and danced a jig, but when the storm subsided it was right there emitting its signal.

"Forty-eight hours after the hurricane had passed, the facilities were operating on emergency engine-generator power.

"Letters of commendation for devotion to duty in a very difficult situation have been written to the personnel at this station."

Never let it be said that "neither snow, nor sleet--" etc. can stop our people.

\*\*\*\*\*

\* \* \* \* \*  
\* \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \*  
\* LET YOUR IDEAS MAKE MONEY \*  
\* SUBMIT A \*  
\* SUGGESTION TODAY \*  
\* \* \* \* \*





## GENERAL SERVICES

Hubert H. Cross, Chief of the Aircraft Service Branch, FW-130, recently enjoyed a vacation trip to the New England States and Canada. The trip extended three weeks and covered over 6,000 miles. His itinerary included such places as Paducah, Kentucky, and Niagara Falls, New York. The greater part of his vacation, however, was spent touring the New England States and Canada. He planned his return trip so he would be able to spend some time in Michigan, his home state.

\*\*\*\*\*

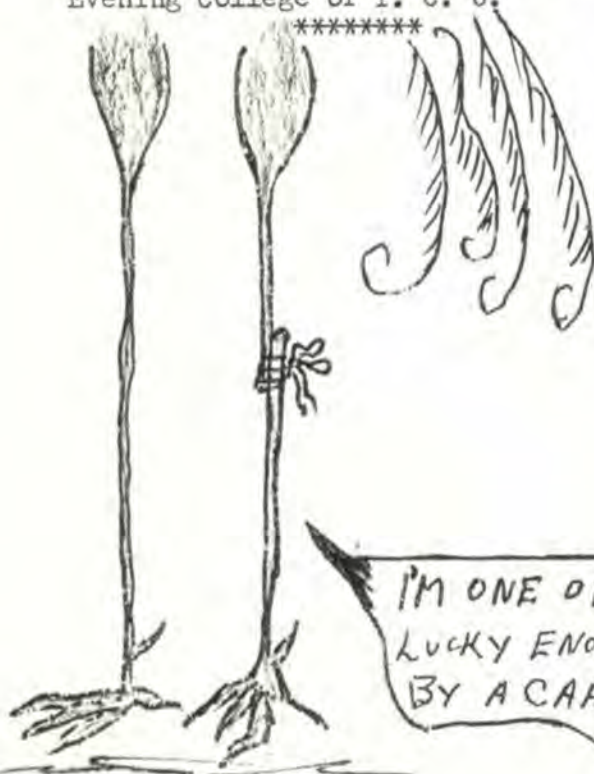
Have you noted the growing number of foreign cars on the Reservation?

Could it be that the employees are considering the shortage of parking space before buying a car these days?

\*\*\*\*\*

The growing literary excellence in communications from the Procurement Branch is undoubtedly due to the fact that Cecil Green, the Branch Chief, is currently engaged in the advanced study of English Composition in the Evening College of T. C. U.

\*\*\*\*\*



I'M ONE OF THE FEW BIRDS  
LUCKY ENOUGH TO BE CARED FOR  
BY A CAA AIRCRAFT MAINTENANCE  
MAN!

Business is picking up in CAA--but don't let this "picking up" make a casualty of you!

As we grow larger we sometimes get growing pains--as some can testify who have sprained their backs while carrying too-heavy typewriters or other such objects to newly acquired offices.

Weight-lifters, piano movers, and stevedores rarely get sprained backs, but Electronics Technicians, clerks, and Aviation Safety Agents do, as can be verified through analysis of Forms SF-92, "Supervisor's Report of Injury". More man days in Region Two are lost through strains from lifting than from any other cause of personal injury!

Lifting has its tricks of the trade which we can all learn to our advantage--for who among us does not have occasion to pick up heavy objects at home if not at work?

Here are a few pointers on safe lifting practices which were published by the Department of Labor:

1. Look over the object to decide the best way to grasp it.
2. Place your feet close to the object to be lifted.
3. Get a good grip on the load.
4. Bend your knees--keep your back straight.
5. Keep the load close to your body.
6. Be sure you can see past the load.
7. Get help for large or heavy objects.
8. In team lifting--cooperate with your buddy.

We should never forget that knowing safe lifting methods is only part of it. It is the use of safe lifting methods that prevents injuries.

\*\*\*\*\*



(Continued)

## CLASS "A" PRINTING PLANT

The newly equipped Class "A" Printing Plant is a source of pride to the entire General Services Division. We are now able to render higher quality printing and reproduction work in greater quantities than ever before. We have also added a new service--reproduction of illustrated materials enlarging and reducing such material to meet most Regional requirements. This new method is called Xerography.

The following new equipment items are among those recently added by the Printing Section and are the most modern available.

Offset Presses - A new Model 1250 Multilith press is capable of reproducing 7,500 impressions per hour. It has replaced a press with maximum reproduction of 5,500 impressions per hour. A new Model 1275 Multilith press prints both front and back of sheets simultaneously producing 6,000 sheets per hour.

Collator - A Model 650 Accrofeed Collator was recently installed which will assemble a maximum of 50 books of 50 pages per book on one loading. This machine has an electronic brain that discards blank sheets and shuts off automatically on any set count.

We hope that it will no longer be necessary to canvass other offices for assembly help.

Xerography Equipment - A new Xerography Camera and related equipment makes copies and multilith masters of illustrations, charts, printed forms, maps, etc.

Materials photographed must be not larger than 17 x 22 inches and reduced to at least  $8\frac{1}{2}$  x 13 inches; how-

ever, such material can be reduced to postage stamp size. We are now able to reproduce high quality illustrated material through this process.

Paper Folding Machine - A paper folding machine has been installed in the Mail Room. This machine will fold papers for stuffing envelopes providing a choice of six different folds, and is at least 25 times faster than the hand folding method. This service should be utilized by all offices having a volume of mailouts requiring the folding of papers.

Details of procedures to be used for obtaining duplicating and folding services are contained in GSD Instruction No. 16 which was revised October 21, 1958.

\*\*\*\*\*

\* \* \* \* \*

\* The first woman to be \*  
\* appointed to a federal Civ- \*  
\* il Service position, Mrs. \*  
\* Brice J. Moses, lived to \*  
\* be 100 years old...she died \*  
\* at her home this month. \*

\* Mrs. Moses was appointed \*  
\* September 5, 1883, to a \*  
\* \$900-a-year clerkship in \*  
\* the bank redemption agency \*  
\* of the Treasury Department \*  
\* Her appointment was the se- \*  
\* cond under the Civil Ser- \*  
\* vice Act. The first went \*  
\* to a man seven days before. \*

\* She left the position \*  
\* in 1883, when she was mar- \*  
\* ried. \*

\* \* \* \* \*

\* \* \* \* \*

\* \* \* \* \*

Time: Oct. 19, 1958; Place: Bay Shore Golf Club, Miami Beach. Ben H. Pollack, Miami IATCS, shot a hole-in-one on the fourth hole. Playing in a foursome, the shot was made on a 178-yard par 3 hole; club used was a 2 iron. Pollack has been playing golf for the last 19 years, and up until now, the closest he has ever been to a hole-in-one was many years ago when he missed the cup by about 16 inches.



## AIRPORTS

Although in his more modest moments he might deny it, for several years the highlight of the Southeastern Airport Managers Association Meeting has been a word from the "Old Coach", Charlie Hanst. Running true to form this year, Charlie brought down the house (specifically the Palm Beach Terrace Hotel) with his comments anent some of the members. To keep the meeting from being "all play and no work", Fred Schnitzer, Dave Kelley, and Bill Johnson of Region 2, and Lamar Guthrie of Region 1, composed a panel for a discussion of airport matters, and George Borsari, Director of the Office of Airports, an observer, answered questions from the floor.

\*\*\*\*\*

Herb Spencer, DAE in Atlanta, has recently undergone an operation to restore the sight in his right eye. All of his friends are hoping that by the time this is being read by us, all of the bandages will be off and Herb will be reading it, too.

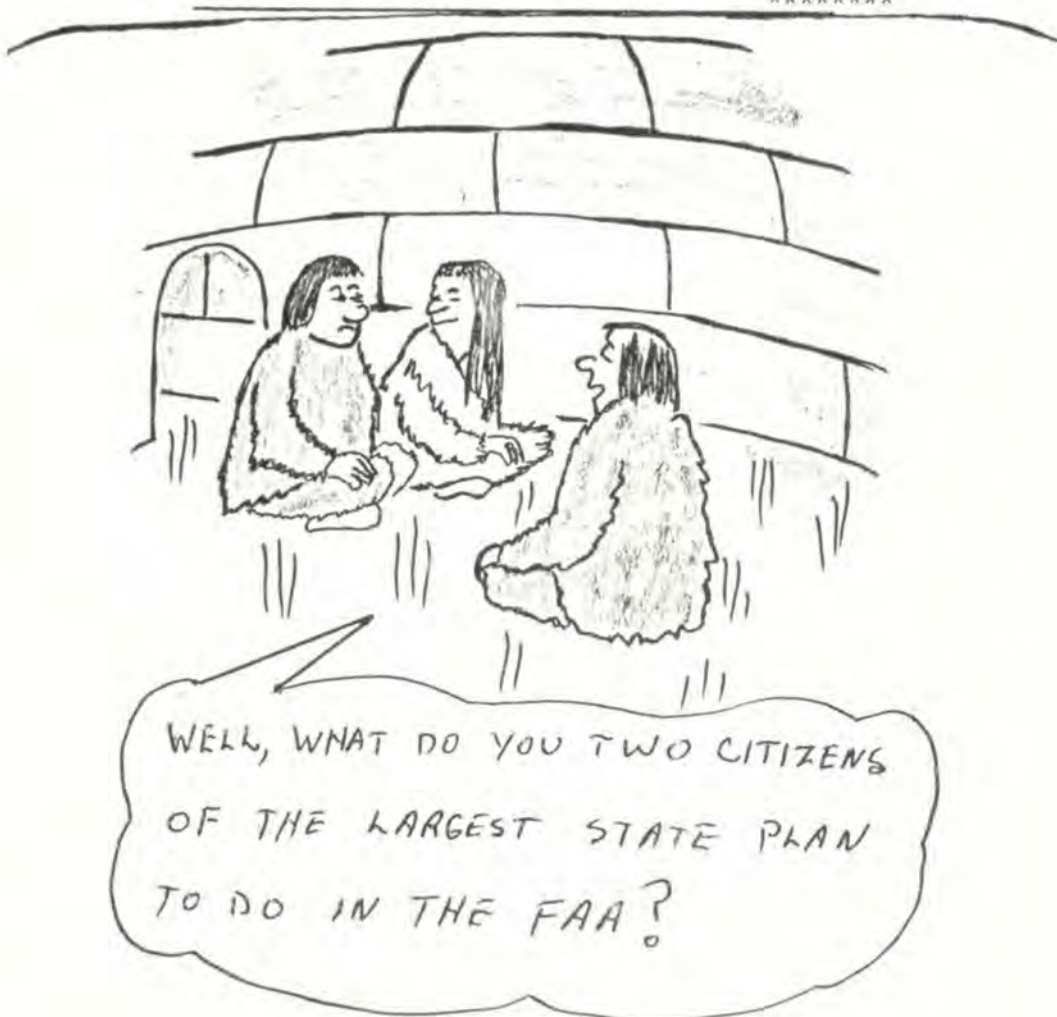
\*\*\*\*\*

Marjorie Mangano, our new secretary in the Program Administration Branch, is originally from Texas, but recently spent a year in New York City. Before coming to CAA, she was enjoying the "leisure" of staying home and keeping house.

\*\*\*\*\*

Another newcomer is Bob McNinch, an Illustrator in the Systems Planning Branch. Bob is originally from North Carolina, but spent several years in Washington, D. C.

\*\*\*\*\*







(Continued)

An excerpt from the latest report of our Afghanistan correspondent, J. D. Church, reads:

"We fired our Afghan janitor last week for stealing some panes of glass out of the office windows. He cannot speak a word of English except the phrase "See you later, Alligator". Of course he has no idea what it means, but whenever he sees an American he goes up and very seriously greets him with that. Naturally, he cannot read or write, but every day he has been coming in and showing us a note written in English describing his qualifications and asking that the reader employ the bearer of the note. These have been getting better, until finally we learned that he had been a vice-president of General Electric Corporation, in charge of all their electronic research for

the past ten years, and was recommended by President Eisenhower--in fact, the note was signed by Ike himself. We offered to give him a better one--we described him as the most worthless Afghan we had ever seen. Here's the payoff--he took this note up to Aryana Airlines and was immediately hired as a mechanic.

"The fact is that these letters of recommendation sell just like any other merchandise at all of the bazaars. Any Afghan who is looking for a job buys two or three of them and goes around showing them to anybody who might hire him. As nobody can read, they do not have any idea what kind of a recommendation they have--many of them are personal letters stolen out of some American's waste basket or trash pile."

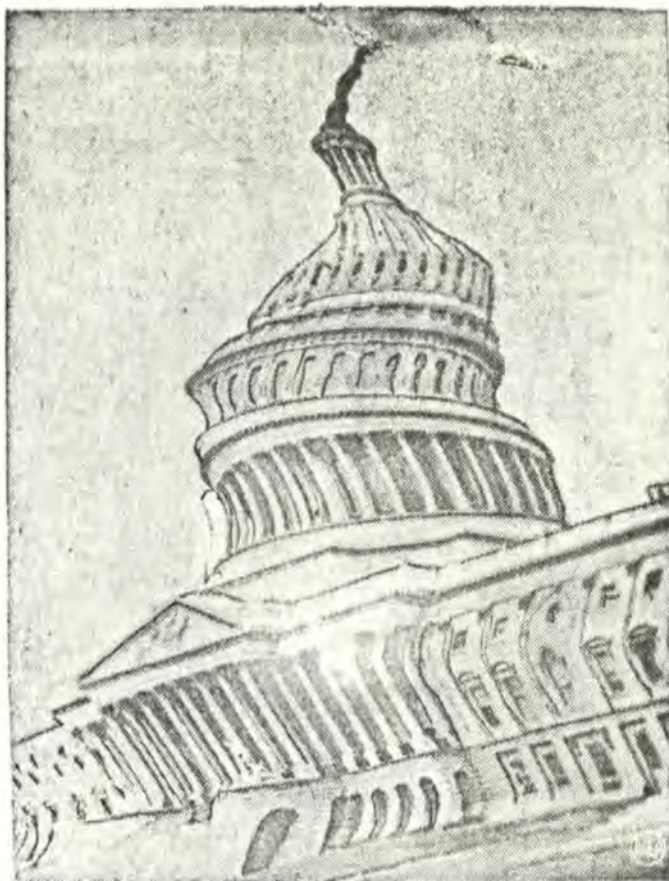
\*\*\*\*\*

Has the high marriage rate among air hostesses something to do with the fact that the man is strapped down?



You know...that picture seems to remind me of something.

Yes...me, too. It reminds me of my memos from our Washington office.



# AIRCRAFT ENGINEERING

Dennis Tuck of Flight Test Branch became the proud papa of a baby boy, Richard Alan, since our last issue went to press. Guess that explains those big smiles Dennis has been displaying lately.

\*\*\*\*\*

Would like to mention that A. V. Carter of Bethany, Oklahoma, District Office, has just returned from a one-week training course on General Airplane Familiarization on the Fairchild F-27 at Hagerstown, Maryland.

\*\*\*\*\*

Talents of our engineers aren't limited just to airplanes. Take, for instance, this poem by Everett Morris.

Miss Aviation was scaring the nation,  
With airplanes all over the map.  
Along came Quesada and sat down  
besada;  
The problem is now in his lap.

Oh, well....

\*\*\*\*\*

Doctor: "I've examined you quite thoroughly, and I can't seem to find the basic cause of your illness. However, it might be due to drinking."

Patient: "Well, I can understand that all right, Doc. I'll just come back some time when you're sober."



# CALENDAR FOR CAA

| SAT. | FRI. | FRI. | SUN. | WED. | SAT. | SUN. |
|------|------|------|------|------|------|------|
| 8    | 7    | 6    | 5    | 4    | 3    | 2    |
| 16   | 15   | 14   | 13   | 12   | 11   | 9    |
| 23   | 22   | 21   | 20   | 19   | 18   | 17   |
| 31   | 30   | 29   | 28   | 27   | 26   | 24   |
| 38   | 37   | 36   | 35   | 34   | 33   | 32   |

## ADVANTAGES

1. Every job is in a rush. Everyone wants his work completed yesterday. With this Calendar, supervisors can order the work on the 7th and have it finished on the 3rd.
2. Most unexpected jobs and time-consuming interruptions occur on Friday; so there are two Fridays in each week. (Hurries up pay day too).
3. There are seven extra days at the end of the month for those end-of-the-month reports or job deadlines.
4. There are no "first of the months", no "tenths" or "Twenty-fifths", therefore, bills will not have to be paid.
5. There are extra Saturdays and Sundays, necessarily eliminating Mondays; also Tuesdays because they are so close to Mondays.



## PERSONNEL

The following articles are a brief summary of several laws enacted in the 85th Congress, 2nd Session which might be of interest to CAA employees.

### Leave

House Rule 7710. Authorizes cash payment to beneficiaries for all annual leave to the credit of Federal employees who die in the service. Beneficiaries of some deceased employees, such as those with overseas service who were permitted to accumulate 45 days of annual leave, were, under prior law, paid for only 30 days leave.

Approved September 2, 1958. Public Law 85-914.

### Retirement

House Rule 4640. Authorizes a refund of voluntary contributions to any person who has made such contributions to the Civil Service Retirement Fund, provided he elects to take the refund before he receives any annuity payments.

Approved August 14, 1958. Public Law 85-661.

### Travel

Senate 1408. Provides allowances for transportation of house trailers to civilian employees of the United States who are transferred from one official station to another.

Approved February 12, 1958. Public Law 85-326.

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During the month of October, 15 Regional Office secretaries completed an 8-hour course in Secretarial Training: Rudelle M. Okerlund, Janet R. Schley, Vera H. Brown, Phoebe M. Allbritton, and Sandra E. Keller, ANF; Lindy N. Adams, and Wedia M. Neal, Airports; Margaret R. Hoskins, and Jeanine Price, Personnel; Anita B. Kruger, ATC; Audrey I. MacCabe, Office of Regional Administrator; Pearl M. Simmons and Avenelle H. Dawson, General Services; and Irene B. Wood, General Safety.

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## \$ INCENTIVE AWARDS \$

Region Two employees receive awards totaling \$2,465.00.

Those receiving awards from the Regional Office include: Margaret L. Maidic, \$25.00; Isabelle Bothwell, \$15; Thomas J. Edwards, \$175 (two awards); Paul W. Mattke, \$25; Roy L. McDaniel, \$25; Vernetta Hutto, \$50 (two awards); Lionel J. Edmonson, \$240; Ermis B. Cliburn, \$240; Floyd L. Judd, \$150; Wm. B. Bizzell, \$150; Charles R. Christine, \$150; Alma G. Crutcher, \$100; Edgar J. Gaston, \$25; Jacqueline G. Watkins, \$25.

Those receiving awards from the field include: C. Hugh Suttle, \$10; Finis M. Lambert, \$200; Ben H. Pollack, \$35 (two awards); E. D. Wheeler, \$25; John R. Michell, \$10; J. T. Street, \$15; Reynold L. Nitsch, \$25; Alfred L. Davis, \$25; Harold Brown, \$50 (two awards); Gilmer E. Hughes, \$25; Wm. B. Fox, \$25; Loring G. Craymer, Jr., \$150; John L. Haynes, \$250; Austin E. Sterling, \$225.

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The second course in Management Training for CAA Supervisors was conducted at the Regional headquarters September 22-October 17. Those completing the course were: W. P. Stevens, Airports; L. H. Stearns, Maurice F. Sheppard, Varris F. Halm, Maurice R. Hebert, and John A. Stewart, ANF; Robert A. Proctor, Air Carrier Safety; L. Glenn Rhodes, Budget and Finance; Johnie L. Withers and Frances M. Davis, Personnel; Richard W. Boyd, Air Traffic Control; Joseph O. Kovarik, Legal; Alphee F. LeBlanc, Lawrence C. Sentker, Airport Engineering; Raymond Heston, General Services.

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(Continued)

ANSWERS TO QUESTIONS  
(Reprint from CAA MEMO - SEPT.)

**QUESTION:** Why aren't employees allowed to look at the Promotion Appraisals made out on them by their supervisors? It seems to me I have as much right to know what my boss says about me on my Promotion Appraisal as I have to know my Performance Rating. If a supervisor has made a fair and honest appraisal, why should he want to hide it from the employee?

**ANSWER:** This is a good question, one that has kept coming up intermittently ever since the CAA-wide promotion system was started about 10 years ago.

To understand the reasons for the present policy, we should bear in mind that the main purpose of the promotion system is to help CAA fill every vacant position with "the best man for the job". To pick the best available applicant, the selecting officials must have the benefit of the frank and freely expressed opinions of a candidate's supervisors.

Before hiring a new employee, it is standard procedure throughout the business world and government for the hiring official to make a "reference check" on each applicant, securing information and opinions about his past work, abilities and future potential from the candidate's past and present supervisors. The results of these "reference checks" are invariably kept confidential. If it were known that reference-check information was to be made available to the job applicants, supervisors would inevitably tend to be much less candid in their comments, particularly any unfavorable facts or opinions.

Boss (leaving office, to secretary): "I'll be back either at noon, 4:30, or tomorrow morning, and that's definite."

The promotion appraisals serve very much the same purpose in the selection of CAA employees for advancement that reference checks serve in the picking of new employees. The promotion appraisals are kept confidential for the same reason that reference checks are. Time and again, when this question has been reviewed, it has been decided that letting employees examine their promotion appraisals would seriously weaken the effectiveness of the CAA promotion system as an aid to selecting the best candidate for each position.

Performance ratings are quite a different matter. They have always been made known to employees, for the express purpose of letting the employee know how well his supervisor feels he is doing his job and to point out an employee's strong points as well as suggesting ways he can improve himself and do a better job. Performance ratings are not primarily a tool for selection of employees for promotion.

The distinction between the performance rating system and the promotion appraisal plan is an important one. The former is designed to evaluate the employee's performance in terms of his present position...The latter evaluates the employee's potential for promotion to positions of greater responsibility. Both are basic tools in good personnel administration and management, though used primarily for different purposes.

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\* **HEY!** \*  
\* HOW DO YOU LIKE THE SCANNER'S NEW \*  
\* FORMAT? DO YOU HAVE ANY IDEAS FOR \*  
\* IMPROVEMENT? IF SO--LET US KNOW. \*  
\* WRITE: SCANNER, FW-4 \*  
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