

FEDERAL
AVIATION
AGENCY

REGION TWO

SCANNER

AUGUST 1959



LC Elliott

Regional Administrator

FAA REGION TWO

S C A N N E R

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AUGUST 1959

The SCANNER is dedicated to the publishing of interesting happenings both within and outside FAA 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 FAA's mission.

DIVISION REPORTERS

Air Carrier Safety.....	Frances Morgan
Airports.....	J. H. Monroe
Aircraft Engineering.....	Everett Morris
Personnel.....	Johnie Withers
Air Traffic Control.....	Beth Skidmore
General Safety.....	J. J. Werbke
Budget and Finance.....	Gale Pennington
Air Navigation Facilities.....	Bonnie Buckingham
General Services.....	Avanelle Dawson
Legal.....	Frances Welsh

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SECOND REGION

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FORT WORTH, TEXAS

August 1959

My Fellow Teammates:

We all growl about paper work. Perhaps the principal reason is that FAA is largely composed of technical personnel. We have our specialized functions and activities and we are all primarily interested in doing the best job we can, but when we come to the reports and paper work, there is a feeling that this is something superfluous, time consuming, and of little benefit.

Now I also growl about paper work and voluminous reports but occasionally it is necessary to analyze just why certain things are necessary.

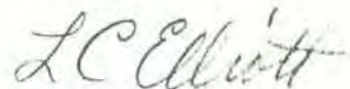
In the first place, the Federal Aviation Act specifies many things that we must do. In order to do this we must obtain appropriations from Congress. Now if we could just go to Congress and say, "We need \$300,000,000 to do our job this year", and they would say, "That is fine, here's your check", that would be very simple and eliminate a great amount of paper work. Congress is charged with representing the people to see that all activities are conducted in the best and most efficient method possible for the benefit of the public as a whole, and they must decide the real merits of the functions of the many governmental agencies. Therefore, we must go into great details to fully justify and explain our many activities.

We also have many reports not directly related to budget processes. Some of them are to afford management a method of determining how well we are doing our job. Some are for the purpose of finding ways to correct deficiencies or improve safety; for example, accident investigation reports.

In case of an accident, it has already happened and nothing we can do after the fact could erase that particular accident; however, by carefully analyzing all of the facts, conditions, and circumstances, we may come up with some corrective measure to prevent a recurrence of a similar type. Also, many law suits spring from accidents, and full and complete information is necessary in order to clearly fix the cause and the blame.

Regardless of how some of us may feel toward reports and paper work, we find that such are essential to the overall accomplishment of our objectives.

It is easy for requests for voluminous reports to soon get out of hand, but at the Regional Office, we are constantly screening the many reporting forms we use with a view of eliminating unessential information and simplification as far as possible to serve the purpose intended. Most of this dreaded paper work is really a key to our continued success and progress in our chosen profession.



Regional Administrator

AIRCRAFT ENGINEERING DIVISION

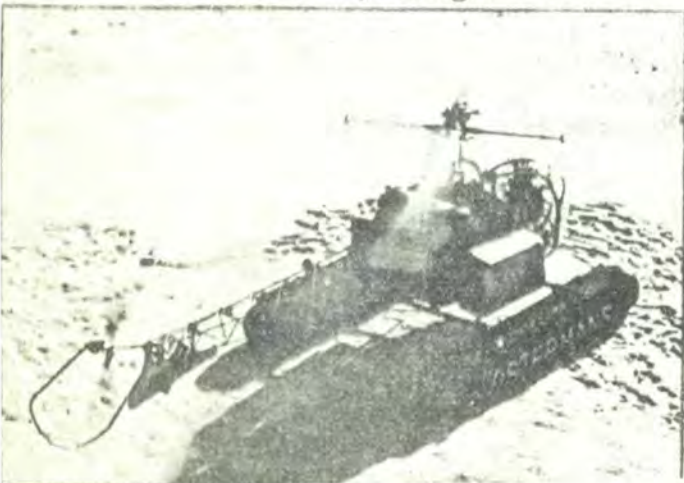
The helicopters shown below were designed and are being produced under the surveillance of Aircraft Engineering Division personnel.

Our engineers have evaluated the structure, systems and powerplant design data and found that they met all requirements of the Civil Air Regulations. Our inspectors have determined that they are built and will continue to be built according to that approved data with the high standard of workmanship required. Our flight test pilots have demonstrated that the completed machine performs to the operating limits set by the manufacturer and approved by FAA.

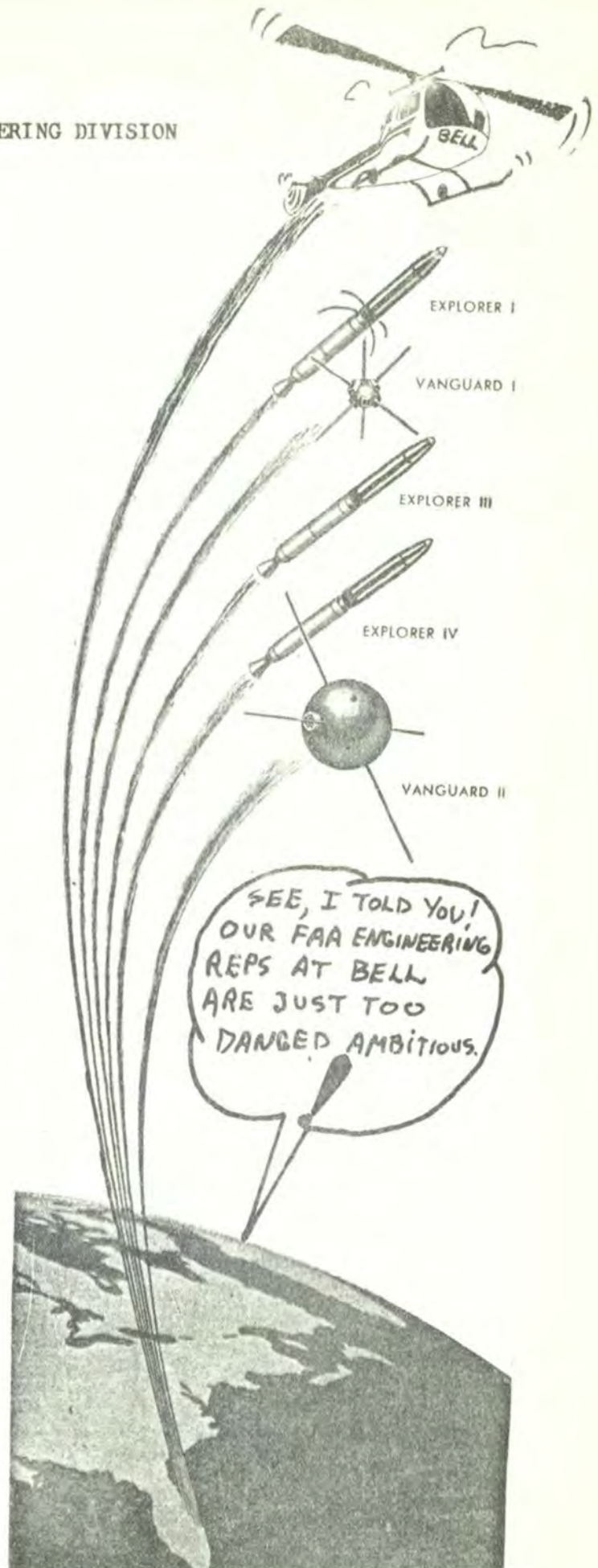
We'll have pictures of other aircraft produced in our region in future Scanners.



Bell Model 47J Ranger



7-13 8-23 1960



GENERAL SAFETY DIVISION

HOW WE SUPERVISE APPROVED SCHOOLS

One of the many duties assigned to a General Safety District Office is the original issuance of an Airman Agency Certificate and continued supervision and inspection of those agencies. One or more of the following ratings are issued in conjunction with the Airman Agencies: basic ground school, advanced ground school, primary flying school, commercial flying school, instrument flying school and flight instructor school.

Each agency has in its employ a principal instructor. One of the duties of this instructor is to maintain liaison with the GSDO. FAA inspectors ride standardization flights with the principal instructor, who in turn standardizes the flight instructors at his base of operation. Many times the principal instructor requests that FAA Inspectors fly with one or more of his flight instructors for further standardization. A General Safety Inspector may at any reasonable time question and examine an Airman Agency student on appropriate subjects and items which are a part of the curriculum in which the student is enrolled and which have, according to the school course schedule and records, been covered. The school must also keep an accurate record of the individual student which includes a chronological log of all instruction, attendance, subjects covered, examinations and examination grades. This entire record is under continuing surveillance by the General Safety

Inspectors.

FAA Inspectors run spot flight checks on approved school students and also conduct a number of flight tests for the actual pilot certificate, either private, commercial, flight instructor or instrument rating. The quality of instruction shall be such that at least 80% of the students who apply within 60 days after graduation will be able to qualify for pilot ratings appropriate to the curriculum from which they were graduates.

General Safety Inspectors also attend classes in basic and advanced ground schools in order to ascertain that the quality of ground instruction is commensurate with that required of an approved ground school.

All airplanes used for flight instruction of students enrolled in an approved Airman Agency course shall be properly certificated and maintained in accordance with current regulations. The flight conditions of these aircraft are under constant surveillance by Maintenance Inspectors assigned to the GSDO as these aircraft must be maintained in a continuous condition of airworthiness.

* * * * *

R.C. Royal and Chas. S. Worsham of the San Antonio GSDO received Commendations from the Administrator for a job "well done" at Camp Gary, San Marcos, Texas, for their assistance and cooperation in the training of maintenance personnel.

* * * * *

A "Customer" is deserving of the most courteous and attentive treatment we can give him.

PERSONNEL DIVISION

Delinquent Income Tax

The Internal Revenue Service has found it necessary recently to issue levies requiring the Payroll Office to withhold salary due several employees because of failure to pay income tax. When a levy is received the Payroll Office is required to withhold the specified amount from the next salary check due the affected employee. In some instances, it has been necessary to apply entire salary checks against the delinquent tax.

The Federal Aviation Agency considers timely payment of income tax the personal responsibility of each employee. The receipt of a levy is considered a source of embarrassment to the Agency and the employee concerned is subject to disciplinary action up to and including removal from the service.

When a notice of delinquent tax is received, it is incumbent on the individual employee to contact the Internal Revenue Service. If the entire amount due cannot be paid at one time, it may be possible to arrange for bi-weekly or monthly payments. Payment of such indebtedness, like any valid debt, is the responsibility of the individual employee. Normally, if IRS is convinced of the sincerity of the employee in trying to liquidate his indebtedness, they will arrange payments which will not over-burden the employee. Certainly they cannot know an employee's desires or intentions, however, until he has discussed the problem with them. If the tax notices are ignored or are

not handled promptly, the Internal Revenue Service has no choice other than issue a levy to withhold salary.

Retirement - Deposits by Survivors

In the last issue of the "Scanner" we mentioned a recent change in the Civil Service Retirement Regulations which enables either the employee or his survivor to make a deposit to cover creditable service for which deductions were not made or to make a redeposit to cover service for which a refund was made. Heretofore only employees were permitted to take this action.

Whether a deposit should be made to cover service for which deductions were not made is, of course, a personal matter; however, making a deposit will assure the employee and/or his survivors maximum retirement benefits. All creditable service will be used in the computation of annuity benefits regardless of whether a deposit is made unless the employee elects to eliminate the service entirely for annuity computation purposes. If a deposit is not made by the employee or his survivor, or if installment payments are begun and not completed, the annuity will be reduced by an amount equal to 10% of the amount of deposit due and unpaid plus interest at the rate of 4% to 12/31/47 and 3% thereafter, compounded annually. Any period of separation from service which began before 10/1/56 is excluded from the interest computation.

Little Woman: "They have no car, no television set, no piano. I can't imagine what they do have!"

Spouse: "A bank account, perhaps?"

A redeposit equal to the amount of refund plus interest must be made to cover any period of service for which the employee received a refund of retirement deductions before the service can be credited in annuity computation. Interest is computed from the date of the refund to the date of redeposit or commencing date of annuity, whichever is earlier, at the rate of 4% to 12/31/47 and 3% thereafter, compounded annually. Any period of separation from service which began before 10/1/56 is excluded in the computation of interest. If installment payments covering two or more periods of service are begun but not completed by the time the claim for annuity is adjudicated, the amount will be applied to purchase as many complete periods of service as possible. If only one period of service is involved or if installment payments are not sufficient to cover a complete period of service, the installment payments will be refunded unless redeposit is completed at the time the claim for annuity is adjudicated.

Employees desiring to make deposit to cover periods of service for which deductions were not made or redeposit to cover service for which refund of deductions was made should forward completed Standard Form 2803, Application to Make Deposit or Redeposit, in duplicate, to the Regional Personnel Office, FW-90. Application should not be made unless the employee is prepared to make payment, either in full or by installments, when his application is approved by the Civil Service Commission.

\$\$ Incentive Awards Highlights \$\$

For suggesting a way to improve operations, General Motors Corporation employees now can get as much as \$5,000, twice the company's former maximum award for Suggestion Plan ideas. In the plan's 17-year history, awards have totaled more than \$28-million; about a fourth of the more than 2-million ideas submitted have been accepted.

The Federal Government's 4½ year-old Incentive Awards Program has passed the 1-million mark in employee suggestions, the National Association of Suggestions Systems reports. The over-all Government adoption rate also is about 25%. Government employees have collected more than \$8-million for ideas that saved the taxpayers close to \$250-million.

Out of 400 suggestions submitted in fiscal year 1959, FAA, Region Two employees have received \$4,735.00 in awards for suggesting ways to improve operations. 25% of all suggestions submitted have been adopted.

If you have an idea for improving the operations in FAA, why not submit it through division channels. Who knows, you might be the one to collect some of this cash.

WELL, SO FAR SO GOOD WITH THE NEW GIRL PERSONNEL SENT US. I HOPE TH'S EFFICIENCY CONTINUES WHEN WE HAVE MORE THAN ONE LETTER IN THE FILES!



GENERAL SERVICES DIVISION

The Procurement Branch has recently awarded a contract for furnishing a 38-foot boat to be used by Maintenance Engineering Branch in maintaining the VORTAC Facility in Lake Pontchartrain. The boat is an all metal enclosed-cabin type and will be used for transporting personnel, supplies and equipment to the VORTAC Facility which was recently constructed on concrete piling in the Lake, about one mile from the nearest land. Boats for use on the rough waters of Lake Pontchartrain must meet rigid Coast Guard requirements and development of specifications for the required boat necessitated coordination with the Coast Guard and boat manufacturers. It is anticipated that delivery of the boat will be made approximately Octo-

ber 15, 1959. During development of specifications, the Procurement Branch personnel obtained a good nautical education.

* * * * *

An electrical fire destroyed a motor to the air conditioning system in Building No. 2 about midnight, July 13. What would most likely have been a major fire in the building was prevented by correct action on the part of Harbert Hall, guard at Regional Headquarters. In very heavy smoke, Hall disconnected the power switch and extinguished the fire with a carbon dioxide fire extinguisher before major damage to the building resulted.

* * * * *



AIR TRAFFIC CONTROL DIVISION

Three more men from our field facilities have been added to the Regional Office staff. J. C. Moreland, formerly our Albany, Ga. Resident Inspector, and Thomas J. Raspberry, formerly with the Jacksonville Center, are now in the Procedures Branch, and Stuart G. Williams, who was assigned to the Atlanta Center, is now in Airspace. Ed Lowther and John Graffius, fairly newcomers to the RO, and originally assigned to the Procedures Branch and Operations Branch, respectively, are now in Airspace.

During the month of June when the air conditioning was out in Bldg 2 of the Regional Office, an anonymous bit of cleverness was sent in, and considering it rather apropos, we thought you might get a real charge out of it. Although anonymously sent, we suspect the culprit was located in Bldg 2. Quote - To Whom It May Concern: It has been determined that the saturated adiabatic lapse rate of the solar constant of radiation as measured by a pyrhelio-meter in the Zodiacal light is not feasible.

As another bit of useful information, it should be noted that the Equinox, which is the moment occurring twice each year, when the sun in its apparent annual motion among the fixed stars crosses the celestial equator, is so called because then the night is equal to day, each being twelve hours long over the whole earth.

The Autumnal equinox occurs on or about September 22, when the sun is

traveling southward; the Vernal equinox, on or about March 21, when traveling northward.

Knowing the definition of Equinox will not, of course, help an individual in applying the term Fronto-genesis, since this is generally set up by the horizontal convergence of air currents possessing widely different properties; however, if one should apply this bit of meteorological information to the situation at hand (which is namely no air conditioning), it may help one to determine it is darn hot, otherwise one may go for weeks with the hallucination of being cold without knowing the difference. Unquote.

The ideas and practices contained in the ANF Division's article entitled "Wheels of Proficiency", which was submitted jointly by Mildred Billingsley, ATDO-22, Waco, and JoAn Goodnight seems to be paying off as JoAn recently received a promotion upon transferring to the Regional Office. She was formerly Secretary to the Chief of the Waco Rapcon/CS/T and is now Secretary to the Chief, Personnel Division, FW-90. Needless to say we were sorry JoAn was not able to transfer into the ATC Division with a promotion, but we are happy for her and know she is a most deserving person.

DRIVE SAFELY!

A "Customer" does us a favor when he calls - we are not doing him a favor by serving him.

(Continued)

AIR TRAFFIC CONTROL DIVISION

A TYPICAL DAY IN THE LIFE OF A CENTER CONTROLLER or EAGER'S BLACK FRIDAY by James E. Pound, FW-522

Eager had been a controller in Big Town Center for nearly six months and for several weeks had been feeling as if the job was considerably over-rated by the "old Controllers." He had the feeling that he was just about as sharp a controller as there'd ever been. In fact, he was sure he could handle as much traffic as they could throw at him on any given sector. After all, he'd worked hard for his promotion during the 13 months he'd been with the FAA before his promotion to controller. He studied phraseology and separation standards until he could quote the manual backwards, if he could get anybody to listen to him.

This Friday was like most average days in Big Town Center. Eager was very efficiently controlling the traffic on his sector with a minimum amount of effort when he received a special weather report from Small Town Station indicating local weather conditions were 500 and 1, or just minimums for Difficult Airlines to make scheduled stops at Small Town.

Eager was just considering himself fortunate to have this opportunity to exercise his controller ability during real honest IFR conditions when Difficult Airlines Flight 120 gave a position report over the last fix out from Small Town and requested clearance to land at Small Town. As there was no control tower located at Small Town, Eager was pleased with Difficult's request because he could

now consider himself the Approach Controller for Small Town Airport.

The Big Town Center had a peripheral radio site located near Small Town but since there was very little traffic on the control board, Eager couldn't see the necessity for having Difficult Flight 120 switch to center frequency.

Just as the Difficult radio operator at Small Town, who had relayed Difficult Flight 120's position report and request for clearance to Eager, copied Eager's crisp clearance for Difficult 120 to make an approach to Small Town Airport, he asked Eager for a clearance for Difficult Flight 121 to depart Small Town Airport.

Eager almost gleefully accepted this request for clearance because now he could really exercise his dauntless controller ability in separating the two opposite direction Difficult flights from each other. He could actually visualize the numbers 2.0804, 2.08050 and 2.08051, which were the paragraph numbers of the separation standards outlined in ANC Manual that he could apply directly to the two flights. Difficult 120 was immediately given an amended clearance, and Difficult 121 was cleared to depart.

How the two flights managed to have a near midair collision while passing each other just off the end of the Small Town Airport runway in use was at first a complete and horrible mystery to Eager.

A beautiful girl, emerging from the secluded pool where she had been enjoying a swim a la natural, heard a rustling in the bushes.

"Who's there?"

"Willie."

"How old are you, Willie?"

"Eighty-nine, dern it!"

(Continued)

AIR TRAFFIC CONTROL DIVISION

Eager's Black Friday (Cont'd)

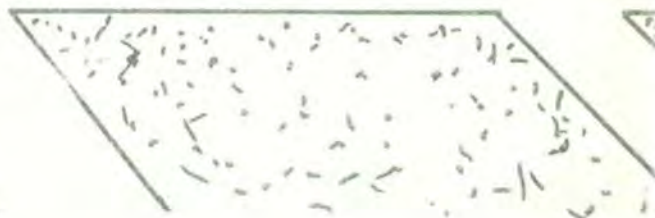
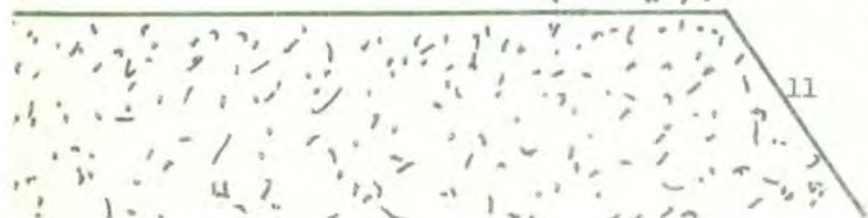
Later in the day while explaining the unfortunate incident to his Chief, Eager explained the incident couldn't possibly have happened if both flights had followed his clearances. Much to Eager's amazement, his Chief could not agree. After a replay of the record showing the times involved, it was obvious that Eager had the best of intentions but he had not allowed for the time-consuming communications lag involved in relaying clearances through another agency. The inbound procedure turn report from Difficult 120, which Eager intended to use according to ANC Manual paragraphs 2.08050(1)(2) was delayed three

minutes by the normal communications relay lag, in getting to Eager.

Later while reading his blue letter, Eager decided some of the old controllers whom he had always considered too conservative might not be quite so stupid as he had previously thought. He began to realize that the intangible factors of good judgment, experience, and controller instinct were just as important, if not more so, than having a thorough knowledge of the ANC Manual.

Eager learned about controlling from this incident. His blue letter is his badge of service that indicates he is now well on the way to becoming an efficient seasoned and experienced controller.

I SOMETIMES THINK
THE FAA AERONAUTICAL
CENTER IS TURNING
OUT AIRPORT TRAFFIC
CONTROLLERS A LITTLE
FAST!



AIR CARRIER SAFETY

Looks as though Washington has started a mass exodus from the Second Region. Glenn Burrow, Tom Packham and Roger Turney will soon join Hayward Florer and Dick Beckley. The usual shift of personnel will begin soon - Bill Parker to Miami; Werner Newhouse to Fort Worth; Loren Brown to Houston; Joe Seymour to Tulsa and Bob Ray to Houston.

Regional Office Personnel gave a punch and cake party with music (Battle of New Orleans) in honor of our departing Hayward Florer and Bill Parker. We are so sorry to see them leave the Region but expect to have them back when they get the various offices straightened out.

On occasion Supervisory personnel assigned to American Airlines' Stewardess College have accompanied Lockheed Electra flights during periods when personnel of ACSDO 33 were administering type rating flight checks. It has been agreed that it is difficult to administer these rating checks from the cabin, rather than the cockpit!

The only existing B-36 aircraft in this area is now open to the public just south of the terminal building at Amon Carter Field.

Caroline reports the following: My three traveling companions and myself arrived in Nassau on a bright sunny morning after a short flight from Miami. We were anxious to see what the island was like and on the way to our hotel saw many pretty homes and several modern hotels. The Royal Poinciana trees were in full bloom and there were many hibiscus and bougainvillea in bloom. Our hotel was the Royal Victoria, a 100 year old hotel set amid a tropical garden. We enjoyed the wide verandas adjoining our rooms and whiled away a couple of rainy afternoons there with the help of a tall, cool drink. It seemed to rain nearly every day we were there but no one would admit it was the rainy season. Our time was spent sightseeing, swimming & shopping. We visited the historical old Forts and the Queens Staircase, and one day was spent at Paradise Beach on Hog Island. It is a beautiful little beach and the water is truly emerald color and very clear. We gave up the idea of bicycling as the narrow streets which make Nassau such a quaint little place are not the best for traffic. Also, the traffic moves on the left side of the street. We saw one of the native floor shows with the native dancers & bongo drums.

Anelle Corley will be in the States from San Juan for the month of July and we are expecting her to visit the R. O. if time permits. Have fun Anelle!

A "Customer" is not an interruption of our work - he is the purpose of it.



Me, give him a flight check!



But, I thought I had them at different altitudes!



Mmmm...I wonder what else I can add to my expense voucher that they won't catch.



My maintenance manual is out of date. You didn't really need the radar this week, did you?



But Boss, can't you work while I take at least one day's leave ...I deserve it!



I just heard I'm being transferred to the Regional Office.

LEGAL DIVISION

Our wonderful gal, Zona Pyron, left our midst after a period of 26 years of Government service in various capacities. All who knew her agree that she is some one "extra special" - a sincere gal

who could be counted on at all times. Her friends were measured in the hundreds. We all miss her but wish for her the happiness she so richly deserves.

* * * * *

Without wit, I sit witless filling out this space.



—Dallas News Staff Photo.

Martin S. Rogers at work in his glass-lined tower.

Equality for All Guides Airport Control Tower

By OLIVER HAILEY

"I think I'm on fire."

The voice was a woman's, excited but controlled, and asking for aid.

Spotters in Dallas Love Field's control tower could see no smoke, yet they weren't about to haggle.

Crash crews were called and other traffic halted while the little lady landed her single-engine craft. There followed a rapid search that finally revealed a couple of quietly smoking radio

insulation wires—the type of blaze a hand extinguisher could handle.

Perhaps the lady felt somewhat foolish, but certainly no one else was disturbed. Rather, her plight perfectly illustrated the services rendered by the airport, and more specifically, by the air traffic controllers.

High in their glass-lined towers, these gentlemen—there are 54 currently functioning in 24-hour rotation at Love Field—have two basic functions: To expedite the flow of

air traffic at the terminal and to see that it stays safe.

A public airport, as explained by Senior Controller Martin S. Rogers, is a first-class democracy: "Landing or take-off, all planes are treated equally. Of course, there are times when you get situations that resemble four cars arriving simultaneously at a 4-way stop. Everybody thinks he should go first. Well, we make the decision as best we can, and later listen politely to the complaints."

The worst moment for an air traffic controller, says Rogers, is when airplanes suddenly start arriving at the terminal at a more rapid rate than they can land.

Resultingly, he lists as a major qualification for a controller, "good, steady nerves."

A sense of humor seems essential, also.

Like when the character calls who occasionally ignores strict radio procedures for landing, and merely shouts, "I'm ready if you are."

Fortunately, the Love Field tower always is.

This story, which appeared in the Dallas Morning News is typical of the many favorable news stories that are appearing in newspapers throughout the region. The stories tend to spotlight the fact that the Federal Aviation Agency is doing an outstanding job and is staffed with capable, dedicated men and women.



FEDERAL APPROVAL — H. P. Gasaway (left), safety inspector of the Federal Aviation Agency, presented a certificate of approval to Lynn Armour (right), service manager of Memphis Aero Corp., while Charles A. Rodgers, assistant service manager, looked on. The Fed-

eral agency gave the firm its approval to do mechanical work on aircraft and engine overhaul and maintenance. Memphis Aircraft Radio Service also received a certificate of approval for overhaul and maintenance of aircraft radio.

—Staff Photo



Fort Worth: City of Pretty Girls

SWEET POTATO? Well, perhaps. But it's a fact that pretty Janice Sowards claims baked potatoes as her favorite food. Miss Sowards, a brown-haired, brown-eyed 19-year-old, also likes to ride boats, watch baseball, collect records and sing. Her favorite orchestra is Mantovani and she also likes Eyde Gorme and Nat (King) Cole. She likes to cook also—especially potatoes. A 1958 graduate of Polytechnic High School, Miss Sowards is a clerk-stenographer with the Federal Aviation Agency. She resides at 2812 Carter.

AIRPORTS

We are all happy to have Harwood Shoemaker back from his recent illness, and to note that he is obviously in good health again.

Stephen W. Stookey is a welcome new member of our System Planning Branch. Steve received his Engineering degree at the University of Alaska and was formerly employed by the Corps of Engineers in California, and by Convair in Fort Worth. He skips his own sloop on Eagle Mountain Lake - and seems relieved that no icebergs have been encountered so far.

We are also pleased to have Robert P. Cralle as a new addition to the District Airport Engineers Office at Meacham Field. Bob is an Architectural Engineering graduate of the University of Texas and has served as Aviation Officer/Operations Officer in the U. S. Army since 1957. He holds a Commercial Pilots certificate, a Helicopter Pilots certificate and an Instrument rating.

Extension of the Federal Airport Act for two additional years as passed by the Congress was approved by the President on June 29, 1959. The Act as amended provides that no Federal funds may be obligated after June 30, 1959, for land for automobile parking areas; for construction of automobile parking areas; or for construction of those parts of airport buildings intended for use as bars, cocktail lounges, night clubs, theaters, private clubs, garages, hotel rooms, commercial offices or game rooms. However, Federal money may now be committed for terminal construction if the FAA Administrator determines that they are "essential for the safety, convenience or comfort of persons using the airport for public aviation purposes." The two-year extension of the present law continues at the \$63,000,000 annual level.

NOW, FROM OUR
LOCAL FAA DISTRICT
AIRPORT ENGINEER,
A WORD ON
JUVENILE
DELINQUENCY.





SOME JOKER
SENT THIS
BIG PHOTO OF
HIMSELF AND WROTE
THAT HE THINKS
HE'S THE ONLY ONE
IN HIS FLYING CLUB
THAT CAN KEEP
HIS LICENSE UNDER
THE NEW FAA
PHYSICAL
STANDARDS!

BUDGET AND FINANCE

WHAT TO DO IF YOU FIND A MISTAKE IN YOUR CHECK

From time to time you will read in a newspaper or magazine of an individual receiving a check from the government for \$1,000,000.00 or some such fantastic figure. This can happen but the odds against it are pretty high. We are, however, subject to error and do make mistakes. If you think your salary check is in error you should notify your supervisor immediately. He will note check number, date and amount and make memorandum request to Payroll Section, FW-82, to check for discrepancy. You are notified

of permanent changes in your pay by copy of change slip. Copies of Payroll Journals are forwarded to your supervisor and should be available for you to check on premium pay. If your check varies and you have not been notified of any change you should question it immediately. If your name is spelled incorrectly or if your net check is within the approximate amount of what it should be, you should endorse it as shown and cash it. Corrections will be made as soon as possible after receipt of your supervisor's memorandum in Payroll Section.

AIR NAVIGATION FACILITIES DIVISION

WHEELS OF PROFICIENCY

Finis M. Lambert, Chief, RAPCON and C/ST, and H. D. Estes, ATDS-22, Waco, Texas, are maintaining a RADAR watch on their individual secretaries, JoAn Goodnight and Mildred Billingsley, to determine if they are going to reap any benefits from the Secretarial Training Course which their Girls Friday recently completed.

The course, under the auspices of the Department of Labor, was offered to any federal employee engaged in secretarial or clerical work. Speakers for the training program, who gave their time for the sessions, were obtained from various fields of private industry as well as from several government agencies. Each was considered to be an expert in his particular field of employment.

The two-hour classes, with an enrollment of approximately one hundred employees, were held every other Thursday at various conference rooms over the city of Waco, covering a period from January 15 through June 4. Refreshments were served between the two hour sessions or a ten minute coffee break was given to allow renewing old acquaintances or making new friends within the various government agencies.

Supervisors were always invited as guests for each meeting and many took advantage of such a rare opportunity to ask questions of the guest speakers or to air their own grievances. Supervisors unable to attend were kept well informed of the activities of the program and the progress achieved through receipt of a complete record in the form of a letter with an attachment containing a

verbatim copy of the speaker's address.

Participants were given evaluation sheets which were completed and returned to the Program Chairman following each class. In the final evaluation, "Self-Analysis and Self-Improvement" was listed as being the program which proved to be the most beneficial. Other subjects among the "Top Ten" of the fifteen topics which were discussed are listed in the order of their popularity: "Typewriter Techniques," "Letter Writing," "Business English," "Memory and Speech," "Telephone Techniques," "Receptionist Practices," "Social Security and Civil Service Retirement," "Legal Rights of Women," and "Human Relations."

The training course, which had no financial budget, was successful in many ways in that it improved inter-agency relations as well as public relations, and more specifically, stimulated and renewed the interests of office personnel in their jobs, in the people around them and in themselves.

Mildred and JoAn advise that if anyone is interested in initiating a similar program, possibly in conjunction with other government agencies as a community project, they will be happy to forward any information relative to the basic planning or Mrs. Mary Smallwood, U. S. Department of Labor, 231 Post Office Building, Waco, Texas, may be contacted.



AIR NAVIGATION FACILITIES DIVISION

The resounding call of the open road has ANFD personnel hypnotized-- never saw so many people taking vacation trips.

The following will be very familiar to those who have just returned from their trips:

ROAD SIGNS

75 miles to the
SHANGRI-LA MOTEL
Finest accommodations
Approved by the Homemaker's Assn. USA

50 miles to the
SHANGRI-LA MOTEL
This is the Spot to Stop!
Reasonable Rates
Every room air-conditioned

You're getting closer to the
Beautiful SHANGRI-LA!
Only 30 miles to a
Heated swimming pool
World-famous dining room

Just 15 miles to the
Friendly SHANGRI-LA!
Children and pets welcome
Free continental Breakfast

Only 2 more miles to the
Fabulous SHANGRI-LA
Cocktail Lounge

This is IT!
SHANGRI-LA MOTEL
No Vacancy

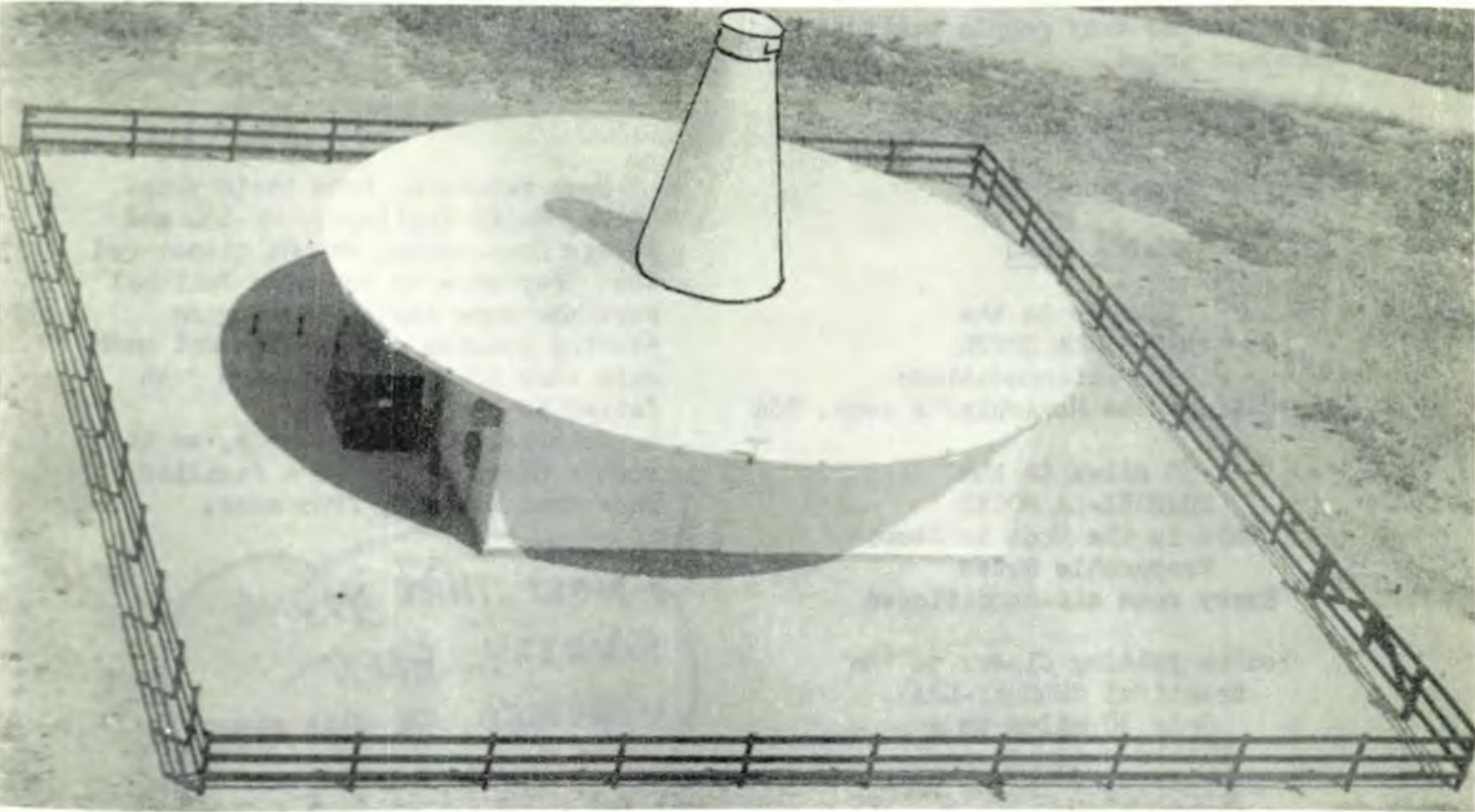
While the ANFD wishes Charlie Fulkerson every success in his new job in Personnel, we certainly miss him.

Upon returning from their vacations, Maith Keplinger, FW-630 and Bonnie Buckingham, FW-601 discovered that they were in Yosemite National Park the same day and during an evening program were seated not much more than 100 feet apart and just failed to see each other.

This is very regrettable, as it's such a pleasure to see a familiar face that far away from home.



AIR NAVIGATION FACILITIES DIVISION



Appearing as something from another planet, we thought you would be interested in seeing this photo of an FAA VORTAC conversion. This unusual shot of the Bridgeport VORTAC near Fort Worth was made from the versatile Bell Model 47J Ranger Helicopter. Throughout FY 1960, ANF will be busy in their accelerated program of converting present VOR's to VORTAC's and commissioning new VORTAC's.



BETTER KEEP AN EYE ON OUR NEW MAN... HE LOOKS LIKE A TROUBLEMAKER TO ME! THE REGULAR FORM IS LONG ENOUGH FOR MOST!

FRIENDS ARE PRICELESS

The friendless person always has our sympathy. Nothing seems so sad as the sort of aloneness which shuts us away from people. Every community holds groups of men and women who work at looking after the friendless. Churches and clubs stress the need of the human soul for companionship, understanding and affection.

Knowing all this isn't it strange that we do so little to make new friends or to keep those we have? Collectively we toil at building friendship for others; individually we neglect those precious relationships which, next to family unity, are the most satisfying things in life.

We go tearing up and down pursuing trivial aims, or working en masse for noble objectives afar. We are considerate of the feelings of casual acquaintances and invariably pour out our compliments on the people we care least about. Usually we take our friends for granted.

And yet without them life would be barren indeed. Many men and women have been bereft of family. Death may separate us from our relatives and we survive--but we simply cannot live without friends.

So if there is some one with whom you feel completely relaxed and to whom you can talk without watching your words, do not let too much time slip by without expressing your gratitude to that person.

George Eliot said it better when she wrote: "Oh the comfort, the inexpressible comfort of feeling

safe with a person; having neither to weigh thoughts nor measure words, but to pour them all out just as they are, chaff and grain together, knowing that a faithful hand will take and sift them, keep what is worth keeping, and with a breath of kindness, blow the rest away."

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WELCOME SUPPORT

The following article was written by James A. Campbell, National President of the American Federation of Government Employees, and appeared in the July 3 issue of The Government Standard:

"It has long been a policy for AFGE to answer misguided and intemperate attacks on federal employees. All too often, however, we have received little support in this from the front office.

But a noteworthy exception occurred recently when FAA Administrator E. R. Quesada answered an attack on his inspectors. In replying to the criticism of the FAA inspectors, Mr. Quesada said 'unless officials charged with the conduct of government functions resist these accusations, we shall not merit the loyalty of our employees, nor shall we attract the competence that is essential to public service.'

Mr. Quesada has set a fine example. I hope other management officials follow it."

/s/ James A. Campbell

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Did you know that in adjusting the FAA navigation equipment at Amon Carter Field, time is measured to one tenth of one millionth of one second (.0000001 second)?

--Amon Carter Field Weekly News Letter

REGION TWO

