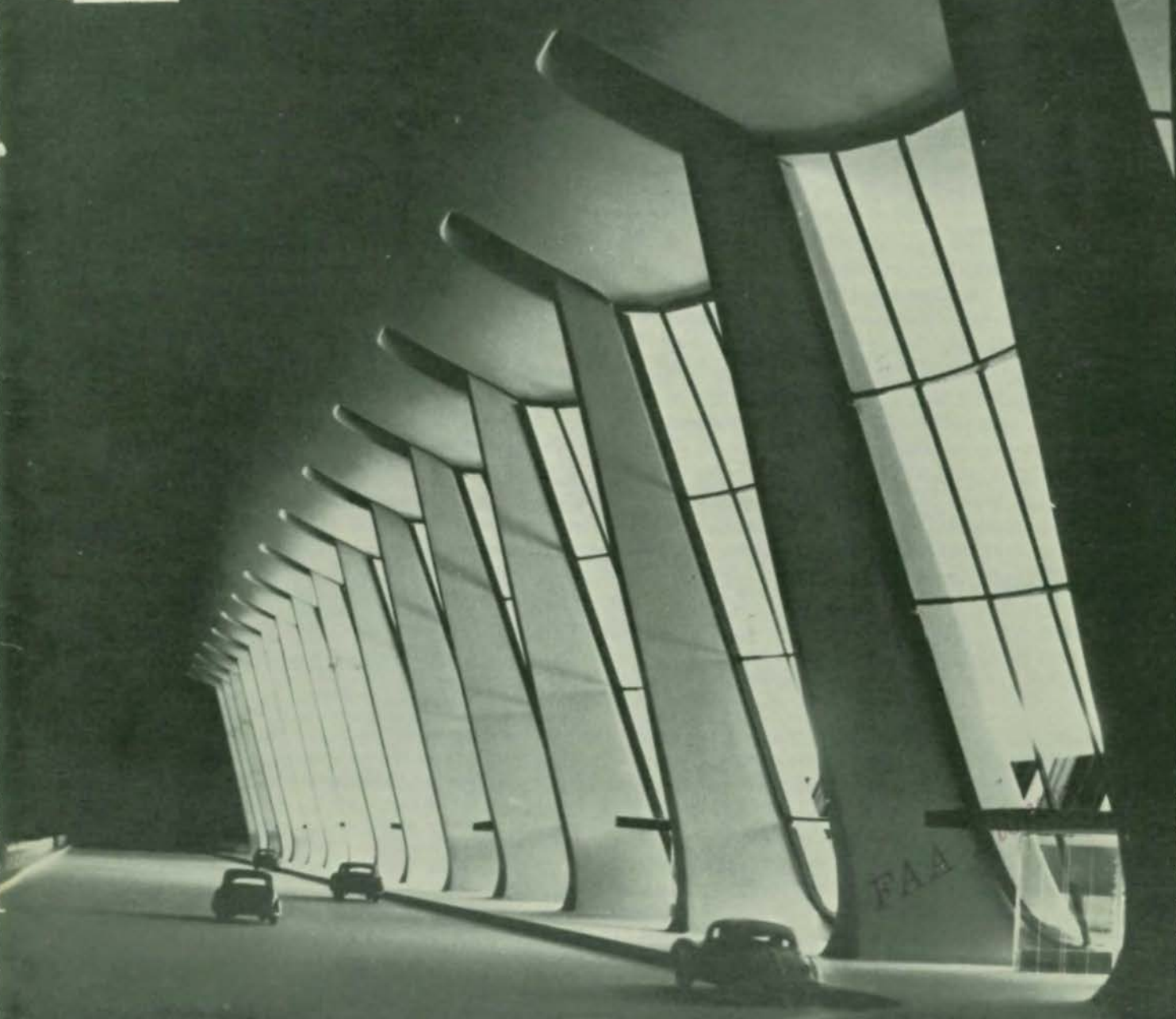




Scanner

OFFICIAL EMPLOYEE PUBLICATION
of the
FEDERAL AVIATION AGENCY
Southwest Region



October-November, 1962

Dulles International

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FRONT COVER

Photo of architect's model shows terminal building of Dulles International Airport, scheduled to be formally opened soon at Chantilly, Virginia, 29 miles west of Washington. Under construction since 1958, Dulles incorporates many new ideas about airport design.

IN CASE OF ENEMY ATTACK

If an enemy attack should result from the present national crisis recently announced by the President, the Government would need to mobilize the skilled services of its trained employees. In the event of an emergency brought about by an attack on this country, the Civil Service Commission will operate a registration system for employees, so that information regarding the skills readily available to the Government will be easily accessible.

In case of enemy attack, all FAA employees, with or without emergency assignments should follow this procedure: If you are prevented from going to your regular place of work because of the attack, or if you are prevented from reporting to any emergency location to which you have been assigned, *go to the nearest Post Office, ask the Postmaster for a Federal employee registration card, fill it out, and return it to him.* He will see that it is forwarded to the office of the CSC which will maintain the registration file for your area. When the Commission receives your card, FAA will be notified, and can then decide when and where you should report back for work. The registration card will also enable your office to forward your pay.

The registration card should be obtained and completed as soon as possible after an enemy attack, if you are reasonably sure of where you will be staying. If you change your address after you have turned in the card, however, you must get a new card and fill it out, showing your new address.

If you are not contacted and given a work assignment immediately, you will be expected to volunteer your services to the civil defense authorities and do all you can to help out in emergency efforts.

A Reminder About Employee Conduct

As employees of the Federal government, we accept special restrictions and incur special obligations, not only in the performance of our duties, but in our conduct outside our job. These special obligations have been the subject of the Agency issuances OA 1110.4, PT P 3300.1, and PT P 3750.1.

An important public trust has been reposed in FAA. Each one of us bears that trust and has the responsibility to go beyond the letter and abide by the spirit of the law in the matter of official conduct. All supervisors and employees are reminded to review these issuances, and to set for themselves a high personal standard of conduct and integrity.

... the Assistant Administrator discusses—

Quantity, Quality, and Attitude

Three factors which are very closely related to job performance and to the effectiveness of work are quantity, quality, and attitude. Quantity is the amount of work produced, quality is the value of the work, and attitude is the controlling and guiding force behind the approach to the job.

Where quantity is concerned, we all know, at least in a general way, how much work is expected of us. Our job descriptions may give some indication of this, or if not, then our supervisors can tell us how much work we must produce in order to meet the minimum performance standards. None of us, however, should be satisfied with just meeting the minimum standards. We should ask ourselves not only "Am I doing as much work as I should be doing?", but also, "Can I do more?"

If you are a very fast worker, and if you regularly produce more work than is required, you have nothing to worry about concerning the quantity of your work. Take care, however, if speed is your principal virtue. High volume production is certainly important and desirable, but not to the point of jeopardizing safety or quality.

If on the other hand you often lag behind in your work, or if you have trouble meeting deadlines, then look for ways to increase volume production. Discuss the problem with your supervisor. He may discover that you are doing things "the hard way," and can probably suggest simpler, more effective methods. Perhaps you are weak in some important skill required in your job. Home study or practice, or some type of formal training might help you bring your quantity production up to par.

Although quantity is important, it is no substitute for quality. A secretary who can type 60 words a minute is no asset if she also makes 30 mistakes a minute. More concentration, more effort, and more skill may be required to produce work of high quality than to produce simply a large quantity of work. Of course all of us make mistakes, but human frailty excuses no one from the obligation of striving for excellence. Because of natural differences in ability, some find it easier than others to meet the standards of quality, but accuracy, thoroughness, and high quality are goals within everyone's reach. Here again, our supervisors can advise us of ways to improve the quality of our work.

We might at this point insert a word of caution to supervisors and others who have leadership responsibilities. Quality is always important, and supervisors should expect and encourage the highest quality of work from subordinates. They must at the same time, however, avoid indulging in that all-too-popular bureaucratic indoor sport known as "nit-picking". Eagerness to jump at every small error can damage, rather than improve quality. It is more important to give adequate recognition and encouragement for well-done work than to become an expert at spotting and pointing out flaws.

A third important factor in work is attitude. Without a proper attitude, neither the quantity nor the quality of our work will contribute much to the accomplishment of the Agency's goals, nor to our own job security. At one time or another we have all known a person who did his own job fairly well, but whose poor attitude created problems for his supervisor, his fellow workers, or the Agency. A good attitude, on the other hand, can make up for temporary deficiencies in either quantity or quality, especially in the case of the new employee who is just learning his job.

A good attitude creates and preserves a balance between quantity and quality. It keeps us from becoming slipshod through overemphasis on quantity, and at the same time, it prevents us from becoming impractical, unproductive perfectionists through too much concentration on quality. Attitude, then, is good intentions, plus the determination to carry them through to completion. Although a good attitude will not make us immune to all problems, it will make our problems easier to solve.

Because of the close relationship between these three important factors—quantity, quality, and attitude—management people sometimes refer to them collectively as "QQA". We all need to evaluate ourselves occasionally in terms of the quantity and quality of our work, as well as our attitude. Ask yourself every now and then, "How's my QQA?" If you're not satisfied with the answer, look for ways to improve. Follow any suggestions your supervisor may offer, and then ask yourself again, "How's my QQA?"

Archie W. League

Six Appointed to Key Positions in Region

Mr. Frank D. Munroe and Mr. James M. Dikeman, both new to the Southwest Region, have recently been appointed to key positions at the Division Chief level. Four others have been designated to serve as "acting" Division Chiefs.

Mr. Munroe, formerly with NAFEC, is Chief of Personnel and Training Division. Prior to his assignment to NAFEC in 1958, Mr. Munroe served as civilian personnel officer with the Air Force for nine years, including a year and a half in French Morocco. Mr. Munroe holds a B.S. degree from Colorado State College, where he majored in psychology and sociology. He is a WW II Navy veteran, and native of Dobbs Ferry, N.Y. The Munroes have two children, Rebecca, 11, and David 9.



Frank D. Munroe



James M. Dikeman

Our new Regional Counsel is Mr. Dikeman, who has been with CAA/FAA since 1941, in the Washington Office of General Counsel. His past assignments have included work on the legal problems involved in setting up FAA as an independent Agency under the Federal Aviation Act of 1958. Mr. Dikeman attended the University of California at Berkeley, and received his law degree from New York University in 1934. He is a native of Los Angeles.

Mr. Leland Hayden and Mr. C. I. Carpenter have been appointed acting chiefs of the two new divisions which were created out of the former Aviation Facilities Division. Mr. Hayden, formerly Chief of Facilities, now heads Installation and Materiel Division, and Mr. Carpenter, who was previously chief of Systems Maintenance Branch, is now chief of Systems Maintenance Division, in an acting capacity.

Mr. James V. Clatterbuck, formerly Chief, Security Division, is now acting chief of the new Compliance and Security Division. Dr. Philip B. Kaplan is acting Regional Flight Surgeon in the absence of Dr. Harry L. Gibbons, who will be attending Harvard University during the current academic year for advanced training.

Our Patrons Write . . .

Mr. C. F. Van Thuller, Director of the Weather Bureau's National Severe Storm Project, writes to thank Oklahoma City RAPCON/Tower personnel Eugene Traynor and H. H. Murphy for excellent ATC support of his Bureau's aircraft data-gathering program.

Mr. James A. Knight of Knight Insurance Agency, Texarkana, commends GADO Inspector Elgar Roles for capable and considerate service in giving Mr. Knight a flight check.

Mr. R. E. Latimore, Forest Supervisor with the Department of Agriculture, expresses appreciation to Santa Fe CS/T personnel for ATC assistance in a spruce budworm control project recently completed in the Santa Fe National Forest.

Vice President-General Manager Henry Stuart of Dallas' Addison Airport cites FAA personnel from Dallas FSS and Addison, Tyler, and Waco Towers for cooperation in the "Peppermint Stick Air Race" recently held at Addison.

Mr. Robert C. Aitken, President of Oil and Gas Specialties Co. in Houston, thanks GADO Inspector Emerson Carpenter for a helpful evaluation of a flying accident, and for assistance with his flying problems.

Civil Air Patrol Operations Officer M. T. Muzzey and Shrine Air Patrol Operations Director Warren Armstrong, both of Albuquerque, commend Albuquerque Station personnel for flight assistance in the aerial delivery of Sabin polio vaccine during a recent state-wide immunization program in New Mexico.

Airport Open House Draws 50,000 in San Antonio



Visitors crowd in to view nav aids exhibit.



EMT Pat Shamblin, left, explains ILS to a visitor. Model was constructed by EMTs K. I. Strand and R. R. Corderman.



Close-up of airport scale model, showing ILS.

San Antonio FAAers joined hands with the City of San Antonio on September 9 to welcome more than 50,000 visitors to the San Antonio International Airport Open House, held to open newly completed additions to the terminal building. Local Systems Maintenance and Air Traffic Control personnel were on hand to tell the FAA story and to welcome visitors to the new FAA quarters. More than 3,000 brochures, pamphlets, and mimeographed handouts on FAA services and activities were distributed to the public.

A Systems Maintenance exhibit in the lobby of the terminal building was one of the most popular displays at the open house. The exhibit included a PPI scope with remoted voice communications with approach control, a display board with pictures of major air navigational aids, and a scale model of the airport, showing buildings, runways, airplanes, and FAA facilities. An outstanding feature of the scale model was the ILS, showing glide path and localizer. EMTs R. A. Newton, K. R. Glowka, Pat Shamblin, and H. A. Lyssy were on hand to present the exhibit and to answer questions.

Visitors to the open house were also given special guided tours of the new IFR room and control tower cab. An explanatory briefing on Air Traffic Control activities was given by ATCS Keith Cochran. One of the most popular events of the day was Bill King giving a loud speaker description of passing air traffic from the airport's observation deck. During light traffic periods, Mr. King filled in with airport facts and figures.

The new FAA movie, "Flight", was shown continuously during the open house by Joe McKnight. The popularity of this film was evidenced by several requests for public showings, including one from a high school in connection with "Career Day" for senior students. An estimated 1,200 people viewed the film.

—Earl E. Cain
San Antonio Field Reporter



Visitors see PPI demonstration.



EMT R. A. Newton presides at radar exhibit.



TACAN display, on loan from Kelly AFB.

ADDISON'S "PEPPERMINT STICK" RACE PROMOTES GENERAL AVIATION

Thirty-seven planes participated recently in a fun race held at Dallas' Addison Airport. Called the "Peppermint Stick Derby," the race was run under an unusual set of rules in which points were given for such things as coming more than 500 miles to enter the race, and picking up passengers en route. Starting from Addison Airport, the racers proceeded to Tyler, where they were met by members of the Chamber of Commerce and presented with a Tyler rose. Going on to Waco, the "Peppermint Stickers" were again met by the Chamber of Commerce, and received gifts. Passengers were picked up at both stops, and included some persons who had never ridden in an airplane before, much less flown in an air race.

Trophies were awarded for almost everything, even the Addison Tower personnel received a trophy. Winners of the race were Dr. and Mrs. Ben Harrison, Jr. Henry Gable, with co-pilot Hazel McKendrick of Dallas FSS, received the T.E.T. (Tail-End Tony) award presented by Mrs. Tony Page of *Cross Country News*, for being southmost in a northbound race.

Pilot briefing and flight plans for the racers were handled by Doris Weller and Hazel McKendrick of the FSS, who went off to fly the race themselves after all entrants had filed.

Addison Airport Manager Henry Stuart plans to make the race an annual event. He feels the endeavor will point up the safety and utility of general aviation aircraft to many new users.

—Hazel McKendrick
Dallas Field Reporter



The winners . . . Addison Airport Manager Henry Stuart, left, is shown presenting trophy to race winners, Dr. and Mrs. Ben Harrison, Jr., right. Young lady on left is Miss Addison, Elizabeth Schultz.



. . . and the loser . . . Henry Gable, with FS Specialist Hazel McKendrick as his co-pilot, brought up the rear.

FAAer's Unique Stamp Collection Traces History of Flight

When Major David G. Simons, in charge of aerospace medical research at Holloman AFB, N.M., made his historic Operation Manhigh balloon ascent on August 17, 1957, he carried along 20 pre-addressed envelopes which he autographed, and then mailed upon his return to *terra firma*. Three of the envelopes were addressed to ATCS Seymour B. "Sy" Feldman of the Albuquerque Flight Service Station.

After Lt. Col. John H. Glenn, Jr., USMC, made the first U.S. orbital flight on February 20, 1962, the Post Office Department issued a four-cent stamp commemorating Project Mercury. Feldman also received a first-day-of-issue "cover" (stamped envelope) of this stamp, which he promptly sent off to the National Aeronautics and Space Administration and obtained the signature of the famous astronaut.

On June 8, 1959, the first official missile mail was launched from the U.S.S. Barbero (SSG-317) aboard the Regulus guided missile. The mail was cancelled aboard the submarine, and again on receipt at Jacksonville, Florida. U.S. Senator Clinton P. Anderson of New Mexico, recipient of one of these documentary envelopes, decided the philatelic treasure would be better off in the hands of Sy Feldman than in his grandchild's collection. Sy has recently declined an offer of \$450 for the cover.

Out of millions of stamp collectors, Feldman is one of a very few who specialize in a unique area of stamp collecting known as "autograph aero-philately." The thousands of covers in his heavily-insured collection represent almost every significant event in the history of flight, from the hovering helicopter to the trans-sonic interceptor. Many of the covers were actually carried aboard the historic flights, while others merely commemorate those flights. Nearly all have been autographed by the pilot or experimenter.

His collection of covers, reading like a who's who and what's what in aviation, has won dozens of trophies throughout the Southwest in only a few years of exhibition. He recently took first place in his specialty at the Trans-Mississippi Philatelic Convention in Denver. An airmail trophy he won at Phoenix is a solid copper gold pan. Sy is vice-president of the Albuquerque Philatelic Society, and writes for philatelic journals.

Sy's long interest in both aviation and philately combined to produce his unique hobby. He began his collection by distributing specially-prepared stamped envelopes (covers) to test centers throughout

the world. Each cover contained space to show the type of mission, type of aircraft, pilot's signature, and the date flown. Although manufacturers' test pilots have been most obliging about carrying Sy's covers aboard historic flights, security regulations have sometimes prohibited the practice on certain other types of missions. In spite of this drawback, however, more than fifty percent of his specially-prepared covers have been returned with the requested information filled in.

Sy recently received a cover which had been flown aboard the British Electric P-1 jet interceptor, signed



ATCS Seymour B. "Sy" Feldman



This specially prepared envelope from Sy Feldman's collection was one of 20 carried to the fringe of outer space by Major Simons in Operation Manhigh.

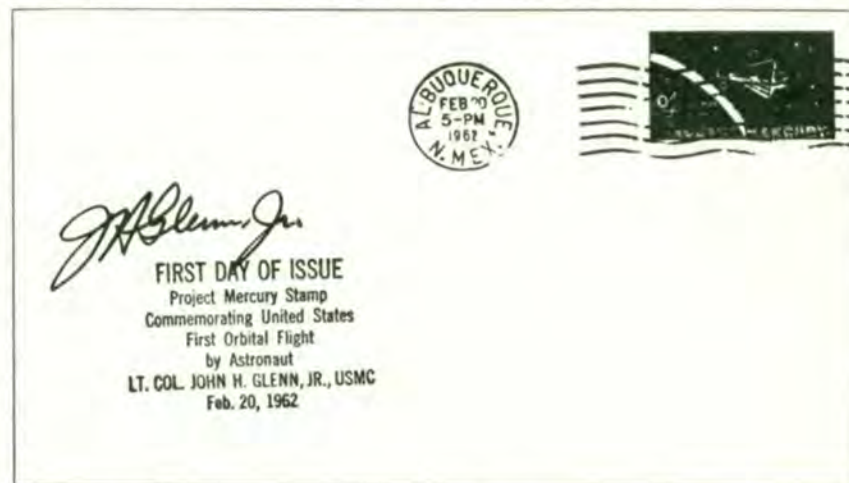
by the man who was his commanding officer when he was flying fighters with the Royal Air Force. His rarest cover is one flown aboard the U-2 on a test flight at Lancaster, California, in September of 1957. The U-2 was then in the experimental stage, and no pictures of it had been released. Dr. Wernher von Braun autographed Sy's commemorative cover of the Explorer, first U.S. space satellite to orbit the earth. When the first DC-8 was test-flown at Edwards AFB, California, the entire crew signed the specially prepared cover for Sy. The collection also includes a cover carried on a B-58 test flight in June of 1957 by pilot B. A. Erickson.

Other noteworthy covers in Sy's collection, all autographed, include: Sir E. P. Hillary, Trans-Arctic Expedition from Scott Base, January 11, 1957; a special B-57 B nuclear cloud diagnostic sampling flight at 53,400 feet from Bikini Atoll in May, 1958, signed by Major Malcolm Bounds; famed test pilot Bill Bridgeman testing the A3D2 for rudder oscillation; the first experimental rocket flight to carry mail, from Havana, Cuba, October 15, 1939; Charles A. Lindbergh on a goodwill flight, San Juan-Paramaribo, 1939; and the first flight of the Graf Zeppelin, October 28, 1928.

The history of an early era in German and Dutch rocket mail experimentation is told in nearly 400 autographed covers in Feldman's collection. Some have rocket burns. One batch of missile mail is water-logged—it was recovered from a swamp in Maine two years after the launching.

Sy has been flying for more than twenty years, and has flown about 55 different types of aircraft. Serving with the RAF during World War II, he flew Spitfires, Hurricanes, Typhoons, and Tempests in combat. He shot down eleven of the first rocket bombs (V-1's) launched against London in 1944. Decorated by the late King George VI, Feldman was one of the few Americans to be awarded the Distinguished Flying Cross. Sy also proudly wears a "caterpillar" pin which he earned when he had to bail out of a Spitfire in 1949 while testing napalm bombs.

Feldman served for six years as chief test pilot for the Defence Ministry of Israel. While on this assignment he met and married his wife, Margot. A native of New York State, Sy came to Albuquerque in 1956, where he went to work for the Agency at Albuquerque Center. A year later, he transferred to the Albuquerque Flight Service Station, where he is presently serving. Besides aero-philately, Sy is also an accomplished and active bagpipe player.



Astronaut John Glenn autographed this first-day cover commemorating Project Mercury.

—E. W. Northnagel,
Albuquerque Field Reporter

Toastmaster Organization Provides Self-Development Opportunity

Training Branch calls attention to an opportunity for self-development through the Toastmasters Club, which might be of interest to many FAA employees. The Toastmasters Club is a voluntary organization of men who desire to gain facility in the art of communication. Toastmasters Clubs usually meet weekly for dinner. Certain members are scheduled to give prepared speeches at each meeting, but all members are given opportunities for extemporaneous speaking at the meetings.

There are no occupational, racial, or religious bars to membership in the organization. Initiation fees and monthly dues are quite modest. In some locations, there are similar organizations for women. The Toastmasters Club provides an excellent opportunity for any interested person to increase his self-confidence through improvement of public speaking ability.

Some years ago, there was a CAA Toastmasters Club in the Fort Worth area, which later merged with a Club made up of Bell Helicopter employees. This particular Club is now known as the Cowtown Toastmasters Club #989. Fort Worth employees who are interested in joining this organization may contact SEMT Austin Sterling of the Fort Worth Hub (Meacham) for further information. FAA employees in other locations may get information about joining or organizing a Toastmasters Club by writing Toastmasters International, Santa Ana, California.

More Opportunities Assured Women in Federal Service

Four significant actions have been taken recently to assure broader opportunities for women to enter and advance in the Federal service.

First: On the recommendation of the President's Commission on the Status of Women, the Chairman of the Civil Service Commission requested the Attorney General to review a 1934 opinion which held that agency heads had the right to limit the filling of Federal positions in their agencies, regardless of duties, to one sex or the other. The Attorney General determined that the 1934 opinion was not in accordance with law and that the President has the constitutional and statutory authority to prescribe rules for the promotion and efficiency of the Federal service.

Second: President Kennedy on July 24 directed the heads of agencies to take immediate steps to assure that appointments or promotions in the Federal service are made without regard to sex except in unusual situations where such action can be justified on the basis of objective non-discriminatory standards. The President charged the Civil Service Commission with responsibility for determining those unusual situations which may require limiting the filling of positions to one sex or the other.

Third: Chairman John W. Macy, Jr., called upon agency heads for "further positive action" to assure women an even break in employment and advancement in the Federal service.

Fourth: To give effect to the President's intentions that there will be no discrimination against women in appointment or advancement in the Federal service, CSC regulations were changed to greatly limit instances in which employing agencies may restrict jobs to "men only" or "women only".

Exceptions to the basic employment concept of non-discrimination will be allowed only for certain law enforcement positions which require the incumbent to bear firearms, in some few kinds of institutional or custodial work, and in a few other unusual circumstances.

The revised regulations make clear that the following employment conditions will *not*, in themselves, bar women from consideration:

- Travel, including extensive travel, travel in remote areas, or travel with persons of the opposite sex.
- Rotating assignments or other shift work.
- Geographical location, neighborhood environment, or outdoor work.
- Contact with the public or a particular group or groups.
- Exposure to weather.
- Living or working facilities, except where the sharing of common living quarters with members of the opposite sex would be required.
- Working with teams or units of the opposite sex.
- Monotonous, detailed, or repetitious duties.
- Limited advancement opportunities.

Other Ways of Becoming A Poor Security Risk

In previous SCANNER articles, we discussed the special security responsibilities of employees in non-sensitive positions, and also the tactics used by foreign agents to gain the cooperation of government employees against their will, usually blackmail. Agents of potential enemy nations do not limit themselves to the unwilling helpers who can be pressured into turning over classified information, however. One of the most valuable kinds of assistance the agents can get is unknowing assistance. A careless, indifferent, or conceited employee in a sensitive position is well on his way to becoming an unwitting helper—one of the most dangerous types of security risks.

The temptation to be indifferent about security matters is probably stronger in an agency like FAA than in some other agencies, which have a more direct and immediate concern with the national defense. While it's true that not all FAA employees have access to secret information, this lessens no one's responsibility to protect what information he has. Every bit of information is valuable to a potential enemy nation, no matter how small or insignificant it may seem to be.

While the indifferent, careless person is a serious threat to security, an even worse threat is the individual who can't resist trying to impress people by telling them what he knows. Enemy agents know exactly how to get such a person started talking, and under what circumstances he is likely to talk most freely. That's why enemy agents often hang around bars and restaurants, and why they sometimes have bartenders and waiters in their pay. Alcohol loosens the tongue and confuses the mind, and the flattery of a suave stranger or an attractive woman can bring about a breach of security.



Enemy agents seek people who are careless, indifferent, or conceited about their knowledge of security matters.

Sometimes a chronic boaster limits his loose talk to people he knows quite well—his relatives and close friends. "I know you won't tell another soul—", he begins, but actually, he can't know this. The relative or friend may be a braggart himself, and the classified information begins to circulate—until it reaches the ears of an enemy agent. No one can be certain, furthermore, whether a trusted acquaintance is subject to pressure by enemy agents.

Besides the kind of pressure discussed in last month's article, which relies on the threat of exposing embarrassing

personal secrets, some people may be subject to pressure for very honorable reasons. People who have relatives living in Communist-controlled countries may be pressured into revealing information on the threat of harm to their loved ones. For their own protection, as well as the protection of our nation, such persons are prohibited from holding positions requiring access to classified information. A loose talker might easily destroy the effect of this protective regulation, and place some innocent person in the position of having to choose between loyalty to his country and the safety of his loved ones—a choice no human being should be asked to make.

Where classified information is concerned, there is but one safe rule to follow—avoid *all* unauthorized discussion.

Hatch Act Reminder

Election time is rolling around again, and as Federal employees, we should pause to consider the restrictions placed on our political activities by the Hatch Act. We should recall likewise that the Hatch Act is not entirely a "don't" law; it also includes some important "do's" and some "may's". For instance, the Hatch Act reminds us of our obligation to meet the requirements for voter qualification and to vote; it also guarantees our right to vote as we choose.

Activities which are specifically *permitted* under the Hatch Act are:

1. Expression of political opinions, so long as this is not done in a public speech, or a published writing.
2. Attendance at political rallies, conventions, etc., to which the general public is admitted.
3. Signing nominating petitions (but not initiating or circulating such petitions).
4. Contributing to political organizations (but not soliciting such contributions, and above all, not soliciting political contributions from other government employees, or on government time or property).
5. Displaying political pictures in private homes.
6. Wearing political badges or buttons (but not while on duty conducting government business).
7. Displaying political stickers on private automobiles.
8. Engaging in political activities in connection with elections in which candidates or issues are not identified with a national or state political party. (Examples: constitutional amendments, referendums, or approval of municipal ordinances).

The activities which are specifically *prohibited* by the Hatch Act are:

1. Serving on or for any political committee, party, or similar organization, or serving as a delegate or alternate to a caucus or party convention.
2. Soliciting or handling political contributions (this includes selling or soliciting the sale of tickets to political dinner parties).

3. Serving as officer of a political club, as member or officer of any of its committees, addressing such a club on any partisan political matter, or being active in organizing a political club.

4. Organizing or conducting a political meeting or rally; serving in connection with preparations for, addressing, or taking any active part in such a meeting.

5. "Get out the vote" activities, such as soliciting votes, assisting voters to mark ballots, or providing transportation to the polls.

6. Acting as recorder, checker, watcher, or challenger of any party or faction, or serving in any position of election officer in which partisanship or partisan political management may be shown.

7. Writing for publication or publishing any letter or article, signed or unsigned, soliciting votes for or against any political party or candidate.

8. Becoming a candidate for nomination or election to Federal, state, county, or municipal office, which is to be filled in an election in which party candidates are involved, or soliciting others to become candidates for nomination or election to such offices.

9. Distribution of campaign literature or material.

10. Initiating or circulating partisan political nominating petitions.

11. Engaging in political caucuses, canvassing a district, or soliciting political support for a party, faction, or candidate.

We are also reminded that some of the activities permitted by the Hatch Act may be restricted or prohibited by state or local laws or ordinances.

The penalty for violation of the Hatch Act may be removal from Federal employment.

Voting Leave Explained

Federal employees may be given a reasonable amount of excused leave, where necessary, to vote in elections this fall, under the policy reaffirmed by the President in January of this year.

The White House policy on voting leave provides the following:

1. As a general rule, where the polls are not open at least three hours either before or after an employee's regular hours of work, he may be granted an amount of excused leave which will permit him to report for work three hours after the polls open, or leave work three hours before the polls close, whichever requires the lesser amount of time off.

2. Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable him to vote, depending upon the particular circumstances in his individual case, but not to exceed a full day.

3. If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off in order to be able to make the trip to the voting place to cast his ballot. Where more than one day is required to make the trip, agencies shall observe a liberal policy in granting the necessary leave for this purpose. Time off in excess of one day shall be charged to annual leave, or if annual leave is exhausted, then to leave without pay.

Academy Honor-Roller

EMT Aaron R. Hill, El Paso SMS, received the highest final grade in ADIS Class #10 at the FAA Academy.

Presentation of Economy Awards Postponed

Presentation of awards for Economy Campaign suggestions, originally scheduled for September, has been put off until November, owing to the large number of eligible suggestions still pending evaluation. All eligible SW Region suggestions have been forwarded to Washington.

ACCIDENTS
for
THIS MONTH
and
THIS YEAR

This Month
This Year

		
FIRST AID CASES 4	DISABLING INJURIES 4	DAYS LOST 29
61	23	380

Agency-Wide Mechanized Payroll Seminar Held at Fort Worth



The Southwest Region was host at the Federal Aviation Agency's Mechanized Payroll Seminar held September 10-14 at the Regional Office in Fort Worth. Mr. D. E. Heald of the Washington Accounting Division was officially in charge of the training session. Mr. J. E. Parsons, ADP Branch Chief, and Mrs. Ruth Altfather, Payroll Branch Chief, presented the conversion and operating procedures of the mechanized pay system. All Regions were represented at the seminar, except the Pacific Region.

Participants, from left to right, first row, were: EA-Accounting Division Chief Lester Lord, AL-ADP Branch Chief A. E. Soden, WE-Payroll Branch Chief Maxine L. Libby, AL-Payroll Branch Chief F. R. Liffick, EA-Payroll Branch Chief R. M. Katzen, SW-Payroll Branch Chief Ruth Altfather, CE-Payroll Branch Chief Y. K. Johnston, CE-Systems Accountant W. A. Wagner, CE-Administrative Services Division Chief D. F. Randolph, CE-Accounts Branch Chief F. J. Dvorak, and Washington ADP Evaluation Branch Chief D. B. Rock.

Second Row, AL-Expenditure Branch Chief Henry Lolly, Washington Staff Accountant Louise M. Krueger, Washington Systems Accountant F. E. Skinner, Washington Systems Analyst W. L. Jaibeault, CE-Project Planner B. E. Durrington, Washington Central Accounts Branch Chief A. C. Elwood, SW-Systems Accountant W. E. Hendrickson, and EA-Administrative Services Division Chief W. H. Siegmund.

Third Row, WE-Accounts Branch Chief Ted Anselmo, SO-Systems Accountant H. J. Wimberly, EA-Systems Accountant Gerald Higgins, SW-Accounting Division Chief O. K. Montgomery, Washington IBM representative Don Lighter, Washington Systems Accountant J. P. Sheahan, SW-ADP Branch Chief J. E. Parsons, and Washington Systems Accountant D. E. Heald.

Back row, AL-Administrative Services Division Chief John B. Moore, WE-ADP Branch Chief George Hadley, WE-Accounting Division Chief Carl A. Olson, CE-ADP Branch Chief M. H. Jurgens, EA-ADP Branch Ernest Czikk, AL-Accounting Division Chief P. J. Verdin, and SO-ADP Branch Chief T. R. Green.

Materiel Specialists Complete Training Course



Recent participants in a training course for Materiel Specialists were, left to right, J. F. Wheeler (Instructor), M. J. Palla, W. B. Acrey, E. S. Wright, R. D. Jackson, C. J. Domm, O. J. Snider, and W. D. Giano. Materiel Specialists are assigned to SMDOs and to the more complex Sector offices. They provide technical guidance and support in such areas as procurement, real estate, utilities and services, budget programming, and fund control. Their assistance relieves the electronic specialist of a major portion of the materiel responsibility and permits him to devote his time to duties in his specialized field. The above is the third group to receive materiel training this year; one or two more groups are expected to receive the training before the end of the current fiscal year.

Attention Military Reservists

Members of the Armed Forces Reserve and supervisors should familiarize themselves with PT P 3300.1, "Ready Reserve Participation" (formerly Agency Practice 3-337.1), and SW EX 3300.3, "Military Status of FAA Employees". PT P 3300.1 explains Agency policy concerning participation of employees in Reserve activities, and lists key Agency positions. In addition, it provides that most key employees who are members of the Ready Reserve will be reported to the military services as "unavailable for recall to active duty". Although this does not mean that key employees cannot be called up, it does reduce the likelihood of losing key personnel during national emergencies and periods of military build-up.

SW EX 3300.3 requires employees to report changes in their military and draft status on Form FAA 2580. It also sets forth procedures for requesting certificates of availability, and provides that chiefs of field facilities shall maintain certain records on Ready Reservists. It further provides that Regional Office and field activity chiefs may answer routine inquiries concerning the military or draft status of employees.

R.O. Conference Room Remodeled

Administrative Services Division is very proud of the recently renovated conference room (shown below in "before" and "after" pictures) in Building 3 on the Regional Office Reservation. All the work was done by Reservation maintenance personnel, with the exception of indirect lighting, drapes, carpeting, and installation of the ceiling. The room will accommodate up to 64 persons, and is furnished with persimmon and avocado-colored chairs. Wall paneling is of African mahogany. Special features of the room include a built-in screen for showing slides and films, and built-in chalk and tack boards. Reservations for use of the room may be made with Administrative Services Division.



Before



After