



Scanner

OFFICIAL EMPLOYEE PUBLICATION
of the
FEDERAL AVIATION AGENCY
Southwest Region

***SAFETY
EVERYWHERE***



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...all the TIME

JANUARY, 1963

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FRONT COVER

The yellow diamond centered with a black circle that you see on our front cover will become very familiar to you during the next few months. You have probably already seen it several times. It is the symbol of an intensive six-month safety campaign beginning this month. Purpose of the symbol is to remind you to practice safety—everywhere—all the time.

Four Score Years of Service

The Civil Service Act, signed into law on January 16, 1883, has stood for 80 years as the cornerstone of the American civil service system. It established the framework for a personnel system under which more than two million employees work for over 187 million Americans.

Appointments to Federal jobs in our country's early days were generally made by the Presidents on the basis of qualifications. But for about 50 years, from 1833 to 1883, the slogan "to the victor belongs the spoils" was the accepted principle in filling Government jobs. The spoils system reached such proportions that in 1841, when William Henry Harrison took office as President, 30,000 to 40,000 office seekers swarmed into the capital city to claim the 23,700 jobs that made up the Federal executive service of that day.

By 1853 it had become the custom to stop all regular activities for a month after a change of administration to allow the President and department heads to devote time to settling the multitudinous and conflicting claims of the spoilsmen.

The current of the spoils system was still running strong when Abraham Lincoln became President in the face of one of the greatest emergencies this country has ever known. Greatly annoyed by the system, Lincoln, bedded down in the White House with smallpox, said to his attendants:

"Tell all the office seekers to come at once, for now I have something I can give them."

During the Civil War a vigorous movement was begun to increase the efficiency of the Federal service by changing the method of appointment. Foremost in this movement was Congressman Allen Jenckes of Rhode Island. During nine years in Congress, from 1863, he made extensive studies of many foreign civil service systems and introduced bills calling for competitive examinations and nonpolitical appointments in the Federal service. Though his bills were defeated, Jenckes' studies gave valuable material for reform advocates for the next fifteen years.

Public sentiment for civil service reform, however,
(continued on page 11)

... the Assistant Administrator explains how—

SAFETY PAYS OFF

Fifty years ago, 18,000 to 20,000 workers a year were being killed in industrial accidents — a death rate of 21 per 100,000 population. Today the work force has doubled and is producing four times more goods than in 1913, but accidental work deaths have dropped to around 13,000 per year, cutting the death rate to seven per 100,000 — only a third of what it was a half-century ago.

Death rates in other types of accidents have also decreased steadily in the past fifty years. Home accidents were taking 28 lives per 100,000 fifty years ago, as compared with the current rate of 15 per 100,000. Forty years ago, when there were only a million automobiles in this country, the death rate for auto accidents was 25 per 100 million miles traveled. Today, with more than 76 million autos, the death rate has dropped to five per 100 million miles.

How is it possible that accidental death rates should drop during this fifty-year period when population, industrial production, and automobile use have increased so phenomenally? The answer is increased safety consciousness. About fifty years ago, employers began to realize that accidents were bad business. The death or disabling of a skilled worker meant lost production and additional expense to hire and train a replacement. In 1913, the National Safety Council was organized to promote industrial safety by making safety information available to employers and workers. Through the efforts of this organization and others like it, employers have learned the importance of providing safe working conditions and safety equipment, and employees have been taught to observe safety precautions. Such organized safety efforts have paid off in countless millions of dollars saved, plus the additional dividend of lives and limbs saved.

A fatal on-the-job accident is a tremendously costly occurrence to the employer, aside from lost production and the cost of replacing the victim. For a hypothetical GS-9 FAA employee with wife and family, an on-the-job fatality would cost the government in excess of \$175,000, just to provide death and survivors' benefits. In addition would be the cost of recruiting, placing, and training a new employee. This in itself might easily run into a sizable sum, considering the amount and type of training many of our employees receive.

When workmen's compensation laws went into effect in the second decade of this century for both Government and private industry, it didn't take employers and their insurance companies long to see the wisdom of promoting safety consciousness. A good safety program costs money, but not nearly so much as even a few serious accidents. Although the application of industrial safety principles arose from a desire to prevent expensive compensation claims, it has proved an inestimable benefit to workers in Government and industry alike, in the number of deaths and injuries it has prevented. Everyone agrees on the necessity and value of employee compensation programs, but at the same time, no one would argue the merits of staying alive and whole in the first place. No amount of money can compensate for loss of limb, and survivors' benefits are inadequate consolation to a family mourning the loss of husband and father.

While the Agency employs ten full-time safety specialists, and makes use of every possible precaution to protect its employees from working hazards, the ultimate responsibility for practicing safety rests with the individual employee. It has been well established that accidents don't just happen—they are caused by carelessness or ignorance. The Agency's safety experts can provide guidance and recommendations, but they cannot act as policemen to see that every employee observes the rules that have been laid down for his own protection. Supervisors are responsible for explaining safety precautions to their subordinates—particularly the new employee—so that no one will suffer because of ignorance. But for that other major accident cause, carelessness, the only effective cure is individual responsibility.

Because your safety is of vital concern to the Agency, the Southwest Region is currently launching an intensive six-month campaign to implant firmly the idea of "safety everywhere . . . all the time" in the mind of every employee. The rest of the job is up to us—you and me. We must learn and practice safety so consistently and conscientiously that it becomes second-nature to us. In this way will we make safety pay off—to the Agency, to the taxpayers, and to ourselves.

Archie W. League

Seminars Keep AvMed Examiners Up to Date



AME volunteers to play patient's role in demonstration of test for glaucoma, a serious eye disease which can cause sudden blindness.



AMEs learn required eye-testing procedures for examining applicants for Class I and Class II medical certificates.

Not all FAA employees are of the GS or Wage Board variety. One very important employee group works strictly on a fee basis, or occasionally for no compensation at all. These are Aviation Medicine's nearly 700 designated Aviation Medical Examiners (AMEs for short), who examine pilot applicants and certificate holders to determine whether they are physically and mentally competent to fly. The AME is a private physician who has applied for and received a designation to act in the Agency's behalf in performing medical examinations on pilots and prospective pilots. He is charged with the responsibility of issuing or denying medical certificates to those he examines, on the basis of his determination of their medical fitness.

Although the principal duty of the AME is performing medical examinations on airmen, he may also participate, on a voluntary basis, in aircraft accident investigations. Where aircraft accidents result from pilot illness or incapacitation, the AME's observations are valuable in pin-pointing accident causes. Although AMEs are compensated on a fee basis for examining pilots, they receive no compensation for participating in accident investigations.

As a condition of retaining his designation as an official FAA medical examiner, the AME is expected to keep abreast of new developments in the field of aviation medicine. To keep AMEs informed of these new developments, the Agency conducts a number of aviation medical seminars each year, which are held at several approved state or private medical colleges in each Region. The AME must attend at least one of these seminars every three years in order to retain his designation. Medical school faculty members and Agency officials cooperate in presenting a varied program of lectures and demonstrations during the seminars.

The Southwest Region's most recent AME seminar was held in December at the University of Texas Southwestern Medical School in Dallas. Sixty-eight AMEs attended, representing all five states in the Region. For three days, from 8:00 a.m. to 5:00 p.m., the AMEs listened to lectures, watched films, and observed demonstrations on a variety of topics pertinent to aviation medicine. Nine medical school professors and ten Government officials representing FAA, Air Force, and CAB, gave lectures to the group. Wind-up of the seminar was a field trip to Dallas' Love Field, where the AMEs visited the Tower and Flight Service Station.

One of the most interesting lectures of the seminar was presented by Dr. Vernie A. Stenbridge, Professor of Pathology at Southwestern Medical School, who spoke on "Medical Aspects of Aircraft Accident Investigation". Dr. Stenbridge has an abiding interest in aviation medicine and pathology, developed during his Air Force days, and has performed autopsies on numerous aircraft accident victims. He showed a number of color slides of accident

victims, and explained various techniques which are used in determining cause of death. Dr. Stenbridge pointed out that knowledge gained from investigating human factors in aircraft accidents has been useful in preventing future accidents of a similar nature. For example, better safety features have been incorporated in cabin and cockpit design, on the basis of information obtained from accident investigations.

Typical of the many interesting and informative lectures presented to the AME group during the three-day seminar was one by Dr. Paul W. Smith (Ph.D.), of the Civil Aeromedical Research Institute in Oklahoma City. Dr. Smith spoke on "Hazards and Toxicology in Aero-Application". He discussed various types of poisonous substances which are used in aerial crop dusting, explaining harmful effects they might have on pilots and others who are exposed to them, and techniques effective in lessening or eliminating these ill effects. For example, Dr. Smith told the AMEs of a new drug which will reverse certain dangerous physiological changes caused by exposure to organo-phosphate insecticides (such as Parathion). He advised all AMEs who live in areas where such chemicals are used extensively to keep a supply of the drug on hand, and know how to administer it.

Other lectures presented to the AMEs covered such topics as aviation physiology, detection of heart and lung conditions which preclude flying, psychiatric evaluation of pilots, and special techniques required in eye examinations. Besides specifically medical lectures, the AMEs also heard talks by experts outside the medical field, such as Chief Robert D. Hart of Dallas' Redbird Tower, who spoke on the stresses and demands of air traffic control work, Attorney John Marsh of the FAA Office of General Counsel in Washington, who discussed medical-legal problems of interest to the AME, and Chief Supervising Inspector George R. Clark of CAB, Fort Worth, who explained his agency's role in aircraft accident investigation.

Aviation Medical Division personnel deserve much credit and commendation for their work in the planning and conducting of aviation medical seminars, such as the one recently concluded in Dallas. A vast amount of energy and effort goes into this activity, which is an invaluable aid in keeping FAA-designated medical examiners informed and competent in the rapidly-expanding field of aviation medicine.



FAA Attorney John Marsh, of the General Counsel's Office in Washington, lectures on legal responsibilities of AMEs.



Participating in panel discussion on AME's role in accident investigation are left to right, Actg. Regional Flight Surgeon Philip B. Kaplan, CAB Supervising Inspector George R. Clark, and Professor of Pathology Vernie A. Stenbridge.



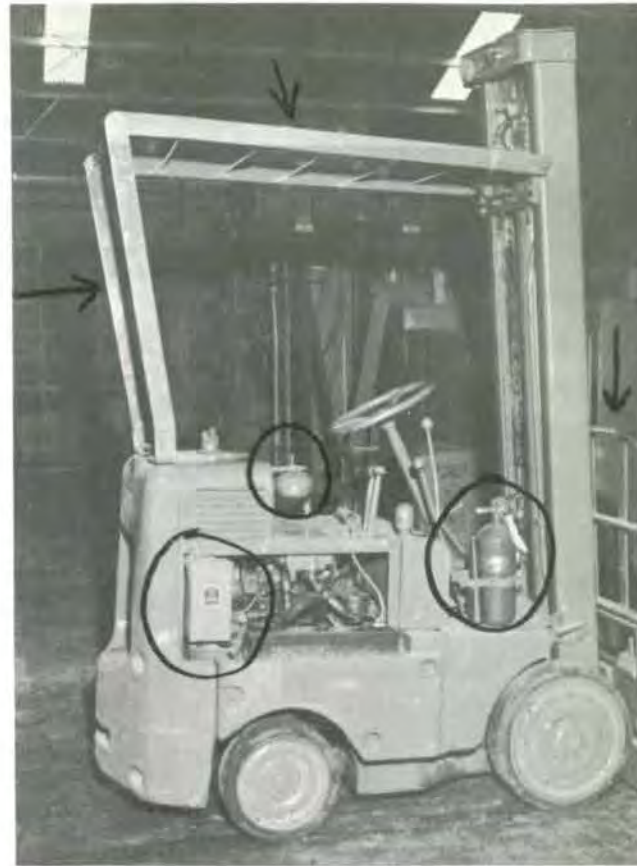
AMEs visit Love Tower.

Warehouse Safety Conditions Improved

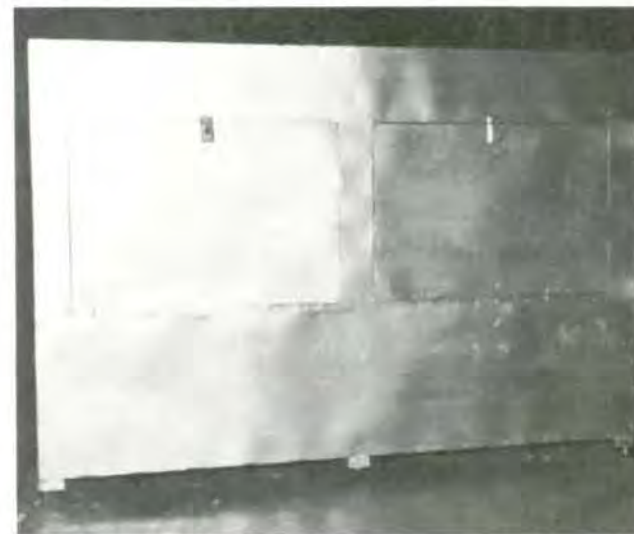
A warehouse always presents special safety problems. Heavy objects can fall and break toes, unless properly stored. The handling and storage of inflammable materials require extra precautions. A fork-lift truck can be a dangerous piece of equipment, unless used by a well-trained operator. When Regional Safety Officer Joe Caldwell assumed his duties last April, one of his first assignments was to conduct a safety inspection of the Regional Warehouse upon the request of the Chief of Aviation Facilities (now I & M) Division. With the assistance and cooperation of Warehouse Chief Homer E. Burdan and his entire staff, Mr. Caldwell recommended a number of measures to improve safety conditions at the Warehouse. Warehouse personnel took a keen interest in the improvement of their facility, and undertook several projects on their own initiative which resulted in a more attractive, as well as a safer working place.

With the cooperation of the Division, Branch, and Section Chiefs concerned, the Warehouse was provided with an automatic sprinkler system, handrails around elevated storage areas, fencing and resurfacing of outside storage areas, and part-time janitor service. Warehouse personnel rearranged stored materials with a mind to safety and more efficient use of space, painted lines on floors to mark off aisles, storage areas, and caution zones, and added special safety equipment to fork-lift trucks. Instruction in the proper use of fire extinguishers and the safe operation of fork-lift trucks was made available.

Safety Officer Caldwell stresses that the Warehouse employees deserve most of the credit for improving their facility by eliminating potential hazards. Largely because of their cooperation and enthusiasm, the Warehouse has been transformed into a safe and pleasant place to work.



Safety equipment installed on fork-lift truck. Encircled, left to right, are master switch, alarm bell, fire extinguisher. Arrows point to overhead and front guards.



Wooden bin, left, used for storage of shredded packing paper, was replaced by fire-proof steel bin on right.



How safety improves efficiency: cable storage in top picture is unsafe, disorderly, and inconvenient. Below, steel racks installed for cable storage are safer, neater, handier, and permit three times as much cable to be stored in the same space.





Can you spot the safety hazards in the above picture? Note improvised light fixture over desk, ladder at far right used for access to elevated storage area, and lack of guard rail around the storage area. Picture below shows the same area of the Warehouse after hazards have been eliminated. Ladder has been replaced by stairway with handrails, and guard rail and safe light fixture have been installed.



Warehouse personnel who helped make safety improvements at their facility are, left to right, Oliver L. McFarling, Kenneth R. Angel, Chief Homer E. Burdan, Allan C. Eldridge, Clerk-typist Elba H. Lee, and Arval L. Williamson.

R. O. Records Clean-Up Successful

Regional Office clerical employees have learned to think before filing. "Do we HAVE to file it? What date do we 'HOLD TILL'? What SUBJECT should it be filed under? Is it on the SCHEDULE for disposal and transfer to G.S.A.?"—These are the questions they ask themselves before filing.

Early last year, two representatives from the National Archives and Records Service, General Services Administration, began a survey and inventory of R.O. records and filing equipment, upon the request of Chief of Management Analysis Chalmers F. Frazer. A representative of the FAA Management Standards Branch, MS-53, held orientation sessions on procedures established in the newly-issued FAA Records Management Handbook. At the same time, the NARS representatives conducted a series of classes to give each Regional Office clerical employee six hours' training in the new filing system. A total of 175 employees attended the sessions.

Along with training in the new filing system came the announcement of a "Records Clean-Up Campaign" in October. Goal for the campaign was

a 25% reduction in file space usage for each organization. All material not serving a useful purpose was removed from files and destroyed, excess office supplies were returned to the stationery room, and important unused records were packed up and sent to the Federal Records Center. By November 15, the percentage of material disposed of had reached 26.9%. A total of 292 cubic feet of records had been prepared for transfer to the Records Center, and 68 filing cabinets plus an additional 605 filing drawers had been emptied.

The Assistant Administrator presented certificates of membership in the "Society of Converted Packrats" to the Chiefs of Divisions which met or exceeded the 25% records disposal quota. Top Division in cubic foot disposal was Flight Standards, with 296.5 cubic feet, and in percentage, Compliance and Security with 64.2%. Clerical employees participating in the campaign were awarded smaller facsimiles of the Division Chief's certificate.

An annual inventory of records will be held to prevent useless material from collecting in the future. Plans are also in store to implement the new filing system in field facilities by April 1, 1963.



Chiefs of Divisions which met or exceeded 25% disposal quota in Records Clean-Up Campaign were presented with this certificate. Clerical employees who cooperated in campaign received a smaller version of the same certificate.

EIT Wins \$625 for Suggestion



Assistant Administrator Archie W. League, left, presents \$625 award check and certificate of commendation signed by Administrator Halaby to SEIT Otis L. Woods.

The largest suggestion award in Southwest Region history recently went to SEIT Otis L. Woods of the Center Communications Unit, I & M Division. Mr. Woods' suggestion, which won him an award of \$625, concerned the frequency patch system used in Air Route Traffic Control Centers. Adoption of the suggestion reduced Center frequency patching equipment requirements by nearly two-thirds, cut installation costs in half, and saved about 130 square feet of equipment room floor space per Center. Other benefits realized from the adoption of this suggestion are simplified and less frequent maintenance requirements, and a reduced possibility of errors in frequency patching.

Adopted Agency-wide, Woods' suggestion is expected to save \$15,000 during its first year of application. If first-year savings exceed this amount, Mr. Woods will, of course, receive an additional award.

Economy Campaign Winners

Two Southwest Region EMTs received honorable mention in the Economy Campaign, and were awarded \$50 and a special plaque each, in addition to awards they had already received for their suggestions. Winners were Austin Sterling of Fort Worth and Ramon E. Mondragon (formerly of Western Region) of Albuquerque.

Four Score Years of Service

(Continued from inside front cover)

continued to grow. The climax came on July 2, 1881, when Charles Guiteau, agitated by a patronage dispute, slipped up behind President Garfield in a Washington, D.C. railroad station and shot him in the back. The tragedy aroused the American people and eighteen months later resulted in the passage of the Civil Service Act.

Signed into law on January 16, 1883, by President Arthur, the Act has remained basically unchanged. It laid down certain principles and aims for the civil service and left to the President responsibility for providing the rules and regulations for accomplishing the objectives of the Act.

As Federal employees know, open competitive examinations, practical in character, are a basic requirement of the merit system. Appointments to jobs are made from among those graded highest in the examinations, and appointees must serve a probationary period before absolute appointment. Veteran preference provisions, already on the statute books, were reaffirmed by the Act, and employees were protected from political removals, demotions, and assessments.

Passage of the 1883 Act, though, did not spell the end of the civil service story. For the next 80 years, two main threads have been evident—the gradual extension of coverage of the Act, until now 91 percent of the executive-branch positions in this country are covered; and the transformation of the service into a modern, responsive instrument to perform the will of the people in a complex civilization.

To the Federal career worker, the merit system established by the Act is a guarantee that he may qualify for a job on the basis of ability alone, without discrimination with regard to race, religion, national origin, sex, or politics. The only yardstick is: Is he the best available worker for the job. It entitles him to consideration for promotions on the same basis. It provides protection from arbitrary dismissal and from being obliged to render political service or payments.

In their broader role as citizens—as stockholders in America's biggest business—employees are also interested in getting the most and best Government for their tax dollars. They are aware that the merit system means a stable Government service capable of preserving the continuity of essential Government programs required by the American people. They know that the merit system also means freedom from the upheavals of the old spoils system which, with each change of administration, saw such mass removals of Government workers that the Government machinery was frequently brought to a complete standstill. In today's fast-moving and complex world, the merit system undergirds our Nation's ability to meet problems swiftly and effectively.

Through four score years of service, since its founding in 1883, the civil service merit system has repeatedly proven itself to be the best possible tool to serve the needs and interests of the American people.

Authorized Use of Government Vehicles

Everyone who has occasion to drive a Government vehicle knows the penalty for using (or authorizing the use of) such a vehicle for other than official purposes. The *minimum* penalty for this offense is 30 days' suspension without pay. A longer suspension, or even removal from Federal service may be the penalty if circumstances warrant. However, it is not so widely known as to just what constitutes "official purposes". Here are a few purposes for which the use of Government vehicles may be authorized:

1. Transportation of FAA personnel in duty status in connection with legally authorized Agency business, provided travel is over the route normally traveled by the public. (No long detours or out-of-the-way routes for personal reasons having nothing to do with the Government business being conducted).
2. Transportation between home and place of employment of personnel engaged in field work, when the nature of their work makes such transportation necessary.
3. Transportation from place of employment to home (or home to place of employment) incidental to the beginning or ending of official travel, when travel starts or ends at the employee's home rather than his place of employment.
4. In certain circumstances, the transportation of persons whose presence contributes to the performance of official Government business, such as state, local, or foreign officials, or representatives of the aviation industry.
5. When authorized in writing by the Assistant Administrator, the transportation of dependents of FAA personnel who are required to be in travel status at least one-half of the time.
6. Transportation of personnel, dependents, or others (including private individuals) in cases of actual emergency involving protection of life or property, when adequate and appropriate transportation is not otherwise available.

The above is only a partial summary of typical authorized uses of Government vehicles. For further information, consult AD 4600.1.

Clatterbuck Appointed Asst. Employment Policy Officer

Mr. James V. Clatterbuck, Acting Chief, Compliance and Security Division, has been designated Assistant Employment Policy Officer for the Southwest Region. In this capacity, he is charged with assuring compliance with Executive and Agency Orders prescribing fair employment practices and prohibiting discrimination in employment because of race, color, religion, or national origin. A statement of the Agency's employment policy and the procedure to be followed in the event of an apparent violation of this policy may be found posted on all employee bulletin boards.

EIGHTIETH ANNIVERSARY OF THE CIVIL SERVICE ACT

By the President of the United States of America

A Proclamation

WHEREAS January 16, 1963, marks the eightieth anniversary of the signing of the Civil Service Act of 1883; and

WHEREAS the Civil Service Act has stood the tests of time in providing the excellence in civil service which is required for successful execution of Federal programs and policies which have deep significance to all Americans and all citizens of the free world; and

WHEREAS the Act of 1883 has been strengthened by subsequent laws, interpretations, and executive actions to create an even more effective and highly qualified Federal work force; and

WHEREAS the life of every American is touched directly or indirectly every day by the services which Federal public servants perform; and

WHEREAS public esteem for career civil servants is a prerequisite for attracting well-qualified citizens to compete for Government service, a fact which requires greater public awareness of the value of the merit system, the achievements of Government workers, and the career opportunities offered in Federal service:

NOW, THEREFORE, I, JOHN F. KENNEDY, President of the United States of America, do hereby call upon the people of the United States to participate in the observance of the eightieth anniversary of the Civil Service Act during the month of January 1963.

I also call upon the heads of Federal departments and agencies, as well as leaders of industry and labor and members of all public-spirited groups, to arrange appropriate ceremonies in honor of the public services performed by our able and devoted Federal civil servants throughout the country.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this twenty-eighth day of September in the year of our Lord nineteen hundred and [SEAL] sixty-two, and of the Independence of the United States of America the one hundred and eighty-seventh.

JOHN F. KENNEDY

By the President:

GEORGE W. BALL,

Acting Secretary of State.