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CIVIL AERONAUTICS ADMINISTRATION, LOS ANGELES, CALIFORNIA

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THE STONE AND THE MOSS

by

R. E. Dake

General Safety Division

The progress of civilization has always taken its toll of human life. In ancient Egypt thousands of years ago progress of civilization was measured in terms of the number of lives which were expended to transport the immense stones required to build a pyramid. In ancient Rome progress was measured in part by the number of lives it took to construct an aqueduct so that water could be better transported to the city. Modern civilization also seems to be characterized to a lesser extent in the number of lives required to build a bridge, to construct a building, or to develop a new or better means of transportation.

Actually transportation is in itself civilization. Civilization seems to progress only to the same degree as the transportation of that particular civilization. We do not have to look very far in this ever shrinking world to determine that some present day civilizations although thousands of years old have little concept of contemporary living as we know it. These are the countries whose system of transportation has been sadly neglected. We in the United States believe, and rightfully so, that we have attained the highest degree of civilization of any country in the world. Surely the fact that our country has the best overall transportation system of any country has a direct bearing on our progress.

It appears that vision in the minds of men, and the organizations which they represent, are largely responsible for this progress. Perhaps more than any other country, we in the United States place the greatest value on human life. Therefore, we must assume that the progress in any of our forms of transportation, in some degree at least, depends upon the safety of that transportation.

Thus we may logically conclude, that our organization, the Civil Aeronautics Administration, which is charged primarily with the furtherance of safety in aviation is in effect making a direct contribution to the progress of civilization in the United States. (Continued on next page)

With evidence from reliable sources indicating that aircraft listed in the general aviation category flew many more hours last year than all scheduled airlines, we begin to realize the task facing the Division.

The General Safety Division's concept of safety in aviation, like the rolling stone, is not static. The Flight Clinic Program, the National Safety Program for Flying Clubs, and our vigorous program of accident analysis and evaluation are not meant to be the ultimate or the last word in our pursuit of safety. They are merely part of an ever developing program designed to help us do a better job.

The Fourth Region, in attempting to get at the grass roots of the safety problem, has developed a program directed toward accident prevention.

In our effort to increase safety through accident prevention we have attempted to approach the problem in an orderly manner, first by determining the basic causes of accidents, then developing a method of public and industry indoctrination that will tend to prevent a repetition of like accidents. This may be accomplished by direct remedial action or through a planned program of public instruction and information.

Increased emphasis has been placed on complete and thorough accident investigation by our agents. The results of better investigations have given our Division the information necessary to determine basic causes, analyze trends, and to catalog accidents by types as to frequency and geographical areas.

Our direct remedial action following an accident is with the examiner, flight instructor, operator, or with the pilot himself. In our discussions with these people we solicit their help in correcting the circumstances which may have contributed to the accident, whether it be pilot error, lack of or improper instruction, poor maintenance, or any one of many basic causes.

The third phase of our program which involves public instruction and information is built around General Safety Meetings, the Flight Clinic Program, and the National Safety Program for Flying Clubs.

Safety meetings conducted throughout the region are for the benefit of pilots in any local area and include flying clubs, examiner-instructor groups, civil air patrol, etc. They are usually evening meetings in which our agents discuss accident prevention and general safe operating practices for the average pilot.

The Flight Clinic Program seems to be of particular interest and value to the general flying public. Its purpose is to stimulate the average pilot's interest in improving his basic aeronautical knowledge and to encourage him to seek periodic professional appraisal of his every day flying habits. Its acceptance has been evidenced by the wide publicity it has received, by the unexpectedly large attendance, and by numerous requests for repeat performances in adjacent areas.

Basically, the Clinic, normally a one-day program, is made up of three phases. First, a series of short, concise lectures are presented covering general maintenance of light aircraft, aviation medicine, local area meteorological phenomena, the use of CAA radio aids, and general engineering of light aircraft. The second phase involves use of link trainers in which the participants are given an opportunity to

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REGIONAL ADMINISTRATOR'S COLUMN

A lot of people, in particular our CAA people, sent "get well" cards and well wishing messages to me while I was on a forced vacation. I do thank you all. It was grand to receive them and swell of you to send them. I really wasn't very sick you know - - just run down and worn out from going too long at full throttle. I have had a good rest and am now back on the job.

For the first time I used an appreciable amount (over three days) of sick leave. It brought forcibly to my personal attention how very fair our employer, the Government, is to us in the matter of these benefits, and how liberal these sick and annual leave privileges are. There was a time when if you got sick your pay stopped and it didn't start again until you went back on the job. This is still the case in some types of employment and under some employers. So we can consider we are fortunate in being treated fairly in these matters. Occasionally I am surprised and even a little shocked when someone requests that the leave provisions or some other benefits be stretched beyond their authorized elastic limits. We speak of being fair, and all of us who are supervisors I hope try to be fair. But what does that mean? Synonyms for fair are: just, equitable, impartial. They imply absence of favor for one party more than another. The supervisor therefore in his treatment of personnel must consider all who may be affected; the individual concerned in the particular case in question, others who may find themselves in a similar situation, and whoever is paying for the personal services, our employer. So just like crossing the street the supervisor should look in both directions to insure that his action is fair to the government (after all that is all of us), and fair to the individual. We are inclined sometimes to think of the government or perhaps any corporation or company as an impersonal body - - not a person with feelings or preferences or even rights - - fair game to take advantage of. But remember, we want to be fair and we said that means impartial, equitable, and just treatment. So, logically we in CAA must consider the government's interest along with those of the individual and be equally fair to both. Especially is this true in Government service. It was George Washington, in speaking about Government Service who said: "Do not suffer your good nature when application is made, to say yes when you ought to say no. Remember that it is a public trust not a private cause that is to be injured or benefited by your choice." On the other hand no employer, the Government least of all, should take unfair advantage of the employee.

In this fabulous country of ours where almost unbelievable success stories still come true it is easy for the idea to become fixed that it is possible to get something for nothing. It takes complete honesty to be completely fair. Some of us have gotten into the habit of rationalizing. Rationalizing this situation we would say, don't try to get more than your share of the "something for nothing" that future generations will have to pay for. Obviously this is a false premise. I am sure all of us in this Region believe in the principle of fair play. Let's continue to practice it in its finest sense.

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make a simulated instrument flight under the hood in order to better understand the hazards of vertigo, and flight without visual reference to the ground. The third phase is a courtesy ride, if desired, in the participant's aircraft in which he makes a 20 or 30 minute flight in the company of a CAA agent, examiner, or instructor. At the conclusion of the flight the participant's performance is evaluated (again -if requested), and constructive suggestions are offered which might involve additional training or practice.

The National Safety Program for Flying Clubs attempts to resolve the problem of safety in a manner similar to the Flight Clinic Program, but with a somewhat different approach. The Club Program is a continuing safety competition directed at organized groups. The clubs enrolled in the program compete not only with other clubs, but also the individual members compete in their own group in order to get the highest possible score. Many clubs have initiated a ground school program as a result of their affiliation. By furthering their aeronautical knowledge, passing examinations and flight tests, taking periodic proficiency flight checks and by keeping their flight activity at a high level, they are able to gain points for their club. Points are subtracted from their score if club members become involved in accidents or violations. The Flying Club Program offers our agents another opportunity to encourage safety through public contact.

Quarterly reports, in which all accidents are carefully analyzed, are sent to various pilot groups throughout the region so that they may benefit from the mistakes of others. The agricultural operators receive an accident report bulletin, written in such a manner as to forcefully bring to the operator's attention, the need for careful operation and maintenance supervision, and the use of safety equipment.

Like the rolling stone, we cannot permit the moss of complacency to stand in the way of our efforts to "sell safety" in aviation.

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SCHULTZ and CALKINS RECEIVE CASH AWARDS

George Schultz, 56 year old Electronic Specialist at the Belmont Transmitter Station was all smiles after his District Supervisor, Gene Mathews, presented him with a \$50.00 cash award recently. Mathews presented the suggestion check and award certificate in behalf of the Regional Administrator at a special gathering of employees in the Bay Area.

A similar type ceremony was held by Electronic District Supervisor Ed Rarer. Rarer presented a \$25.00 check to Ernest Calkins, Relief Technician at Salt Lake City.

The Suggestion business is booming now. The Commerce Department contest seems to have been a "shot in the arm". Get ahold of Form ACA-2333(B) and formalize that time-saving idea you have been thinking about. You might bolster that Christmas fund a bit.

PERFORMANCE RATINGS AROUND THE CORNER!

How often do you rate the performance of your employees? It's a continuous process, or we miss our guess..... Once each year, the law provides that this evaluation be formally documented on a Performance Rating Report. (We use CD-67).

The Regional Office of the Civil Service Commission recently issued an informational bulletin about performance evaluations. We liked some of the points brought out and are summarizing them for you, and adding a few others.

The objectives of the Performance Rating Program is well set forth in the basic law, the Performance Rating Act of 1950. Section 5 of the Act reads in part as follows:

"Performance rating plans required by this Act shall be as simple as possible and each such plan shall provide

- (1) that proper performance requirements be made known to all officers and employees,
- (2) that performance be fairly appraised in relation to such requirements.
- (3) for the use of appraisals to improve the effectiveness of employee performance,
- (4) for strengthening supervisor-employee relationships; and
- (5) that each officer and employee be kept currently advised of his performance and promptly notified of his performance rating."

No organization can operate without recognizing the need and value of guiding, controlling, improving and evaluating the work and conduct of employees. No one can manage or supervise without making performance evaluations even though the supervisor might not be conscious that he is doing it.

Yet we all hear criticisms and often times condemnation of the idea of making out ratings.

Employees are entitled to know where they stand. If the principles of the law are adhered to, there is little doubt that they will know this.

What are the by-products? Employees are not left guessing about where they stand. More pride is taken in their work when they know they're doing it to the Supervisor's satisfaction. Where they are not, they know what should be done to come up to expectations. If not suited for their job, it may mean a channelling of their efforts into a different line of work where promise of satisfactory success can be expected.

There is the product of job understanding and job satisfaction. The employee who knows what he is supposed to do and who is satisfied in doing it is clearly the employee who is of great value. Performance evaluation is a principal tool of management in developing a work force made up of such employees.

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Don't miss the boat in thinking that the time you use in making out performance ratings is time lost. Don't miss the opportunity of patting your employees on the back when they do a good job. It sometimes only takes a minute, but it pays big dividends.

January 31 is the anniversary date for Performance Ratings. If you haven't done it before now, start right now to evaluate the performance of your subordinates. Be fair, be honest, and be objective.

EMORY READEN RETIRES

Emory Readen, the popular and well liked Chief of the Eugene Airways Communication Station is the latest to receive notification of approval for retirement effective November 30th. Mr. Readen completed 29 years of service as of July 1, 1954.

Emory first entered "Government" in 1924 in the Lighthouse Service being employed as a radio operator aboard various lightships guarding hazardous points along the Pacific Coast.

After several years of being rocked in the cradle of the deep practically within sight of land, Readen decided to try out his sea legs on land and transferred to the Airways Division of the Lighthouse Service in 1929. His first station was Rock Springs and next Pasco. Readen's ability was soon recognized and he was selected for an operator-in-charge position. He served in such capacity at Pendleton and Idaho Falls prior to transferring to Eugene.

One of the finest testimonials a man could receive was a dinner held recently in his honor, attended by practically every representative of the aviation industry of Eugene who could get away for the occasion - private operators, the Airlines, Weather Bureau and the C.A.A. The many fine tributes paid to Emory during this meeting will no doubt live in his memory for all time. To these we wish to add one more citation - - appreciation for a Job Well Done!

Employees with annual travel orders are reminded to submit Form 1261 (Estimate of Travel) prior to travel as required by A.O. 61. This is to insure availability of funds to pay for travel and proper control over appropriated funds. Failure to submit a Form 1261 in advance of travel may delay the payment of an employee's voucher.



QUESTION BOX?



- Q. How many copies of semi-annual or annual Inventory-Requisition forms and Request for Change in Supply Allowance, Form IA-96, should be submitted to the regional office?
- A. Two.
- Q. If I quit the government service and exercise my option to convert my group life insurance to an individual policy within the 31 days permitted, how is the rate determined?
- A. The rate is based on the age at time of conversion and according to the class of risk.
- Q. I have noticed after forwarding a memorandum on change of address that mail and shipments from the Regional Office continue to be sent to the former address. What can be done to reduce the number of misdirected shipments and mail?
- A. A certain amount of time elapses while your memorandum is routed through the Regional Office, therefore, some delay is inevitable. Suggest you submit change of address form to local postmaster to cover period until Regional Office records are changed.
- Q. Is it necessary to inventory field station working equipment at the time of semi-annual replenishment?
- A. No, a periodical inventory is not required.
- Q. Is it OK to combine stock of forms and office supplies at stations and to submit a consolidated requisition for SES and Station Chief?
- A. Yes, such combining should be done whenever physical location permits.
- Q. At my station, the SES and Airways Operations Specialist both have an allowance for housekeeping items such as paper towels, soap and wax. Can we combine on one allowance?
- A. Yes.
- Q. What is the purpose of the "I" Installation series of invoice numbers established in A.O. No. 200 for electronic sectors?
- A. All material and equipment received for installation should be assigned a sector "I" incoming invoice number. Such invoices should not be numbered and signed by installation personnel. The purpose of such numbering is to provide a single file for each sector covering all installation items. Likewise, outgoing invoices covering installation material should be assigned a number from the outgoing "I" series.

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(Question Box Continued)

- Q. Recent changes in Station Stock Control provides for annual replacement of certain groups of supplies. Do I request office supplies and forms annually or semi-annually?
- A. Semi-annually. See A.O. No. 201.
- Q. In connection with the survey of government property advise the correct use of CD Forms 51 and 52.
- A. Form CD-51 is used for the following:
1. All serviceable accountable property and property requiring minor repairs.
 2. All motor vehicles and aircraft.
 3. All fixed property including buildings, electronic equipment, engine generators, etc.

Form CD-52 is used for the following:

1. All unserviceable property except motor vehicles and aircraft.
2. All lost or stolen property.
3. All property destroyed or damaged by fire or flood.

Note: Do not survey supply items unless such items have scrap or salvage value. Obsolete equipment should be classed as serviceable or unserviceable depending on condition. Complete information should appear on the form including location, full description, actual or estimated price, etc. (Refer to A.O. No. 207 for complete details).

- Q. A person leaves the Federal Service and at time of separation does not request refund of retirement deductions. Some time after separation he requests refund of retirement deductions. Under these circumstances will he receive interest for the period that he is out of the Federal Service?
- A. No. He will only receive interest while employed by the Federal Government.
- Q. Under what condition is a lump sum under the retirement system payable upon the death of a former employee?
- A. (a) If a former employee (more than 5 years service) who is entitled to a discontinued service annuity when he reaches age 62 dies before reaching that age, his beneficiary will receive the amount of the deductions from his salary, with interest to date of death. No annuity benefit is payable to the survivors of such former employee.
- (b) If a former employee who served less than 5 years dies before receiving a refund, the amount of the deductions from his salary while employed, with interest to date of separation, is payable as a lump sum. No interest is payable if service is less than 1 year.

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(Question Box Continued)

- Q. If my position is up-graded (or down-graded) when the new A.O.S. classification standards are made effective, what happens?
- A. The employee occupying the individual position up-graded or down-graded by classification action is affected. He is either promoted or demoted. In the event your position is down-graded, 30 day written notice is given.
- Q. I am a Controller, GS-10 in an Approach Tower. According to the Acting Administrator's memo to all Airways Operations Specialists of September 3, 1954, my Tower would classify in the "low activity" category. If these standards are finally adopted by the Civil Service Commission, when will my position be down-graded to GS-9?
- A. We don't know. It will depend upon several factors.
1. First the classification standards have to be finally adopted by the Civil Service Commission.
 2. All AOS positions will have to be surveyed by our position classifiers and appropriate descriptions obtained and classified to the proper grade levels according to the approved standards.
 3. Then finally, a decision will be made as to implementing any of the grade changes resulting from the classification survey. Since this is a national problem it may be that a uniform date will be established throughout the Administration for implementing any changes. This process will require considerable time and it is possible that any changes resulting from the survey and classification studies will not be made effective until late in the present Fiscal Year or early in the Fiscal Year 56.

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READING TIME: 85 SECONDS (WORTH IT, TOO!)

If you had a bank that credited your account each morning with 86,400 pennies (\$864.00) if it carried over no balances, allowed you to keep none, but every evening cancelled whatever part of the amount you had failed to use during the day, what would you do?

Draw out every cent each day, of course, and invest it in something worthwhile!

Well, you have just such a bank and its name is TIME. Every morning it credits you with 86,400 seconds. Every night it writes off as lost whatever of these you have failed to invest to good purpose. It carries over no balances. It allows no overdrafts. Each day it opens a new account with you. Each night it burns the record of the day. If you have failed to use the day's deposit, the loss is yours. There is no going back. There is no drawing against tomorrow.

You must live in the present, on today's deposit. But - and here is the hopeful part of it - it is never too late to begin. Even though you have wasted so many thousands of these seconds, you will find old Paying Teller Time just as cheerful, just as ready to honor your drafts as if you had been his most regular customer. Take advantage of that most precious and most limited of all commodities - TIME.

More and more - every day - business executives are becoming conscious of the tremendous loss of time involved with the ordinary means of travel they had been so long accustomed to. They are turning to the airplane for their answer to the problem of making as many of those 86,400 seconds as productive as possible. Small wonder then that business flying is the largest and fastest growing phase of aviation. Whether you are considering the purchase of an airplane or wish to charter one - OUR BUSINESS IS TO SAVE YOU TIME. (From the bulletin board of a Fixed Base Operator).



Personnel Pipeline

In the last news letter we gave you a brief summary of legislation included in the "Fringe Employment Benefits Bill". We still do not have final information as to implementing all of these matters. Some of them can only be implemented when appropriate regulations are issued by the Civil Service Commission and in certain cases policies which may be adopted by the Department of Commerce will influence the application. We are passing along, however, what information we have and where possible making comments as to what is being done now.

LONGEVITY STEP INCREASES

The present law was amended to provide for increases for all employees up to and including GS-15. This new provision became effective with the pay period beginning September 12, 1954. Our survey indicates, so far, that approximately 14 employees in Grade 11 through 14, who formally were denied longevity increases, will be eligible for such increases in Fiscal Year 55.

CPC SCHEDULE

This has been eliminated from the Classification Act. Employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled manual labor occupations, in positions having trade, craft, or laboring experience or knowledge as the paramount requirement will have their rates of compensation fixed in accordance with local prevailing wages under a wage board procedure. Other positions, now in the CPC schedule, such as messengers will be converted to the GS schedule. Do not expect immediate action on this. The Act provides that the conversion to Wage Board must be accomplished within a year, or by September 1, 1955. No action can be taken by the CAA pending further instructions and policy guide lines from the Commission and Department of Commerce. The Act contains a savings clause to insure that no employee in the CPC category will lose pay as a result of the conversion. The general result will be an increase in pay in most cases.

OVERTIME

(a) Overtime for employees whose basic compensation does not exceed the minimum rate for GS-9 will be equal to time and a half. Above the base rate for GS-9 the overtime rate will be time and a half computed at the minimum rate for grade 9. The choice as between compensatory time off and paid overtime for employees compensated below the maximum of grade GS-9 is left to the employee. Employees paid at more than the maximum for grade GS-9 may be paid overtime or given compensatory time off at the discretion of the head of the agency.

(b) Any employee called back for unscheduled overtime will be considered to have put in at least two hours of overtime, regardless of the actual duration of the work.

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- (c) Provision is made for considering time spent in travel status under arduous conditions during other than normal duty hours as on-duty time. This section will require further interpretation.
- (d) Regularly scheduled work or absence with pay due to holidays or leave between the hours of 6 p.m. and 6 a.m. will be considered night work and will be paid for at the normal rate plus 10% premium compensation. The hours designated for this purpose may be amended by the head of any department or agency for posts of duty outside the continental United States under certain circumstances.
- (e) Holiday work not exceeding eight hours will be compensated at double time. No employee will be paid for less than two hours of holiday work regardless of the length of time actually worked.

COMMENTS: - The application of some of the above provisions will depend upon policy decisions yet to be made. The overtime provision will be effective on the pay period beginning November 7, 1954.

EMPLOYEE INCENTIVE AWARDS PROGRAMS

Provision is made for special awards by the President. Awards are to be given consideration in qualifying and selecting employees for promotion, and monetary limits up to \$5,000 per award can be made at the discretion of the Departments and up to \$25,000 per award with the approval of the Civil Service Commission.

ANNUAL LEAVE

The changes provide in part for the lump sum payment for all accumulated annual leave to survivors of deceased officers and employees in an amount equal to the compensation the deceased employee would have received if he had remained in the service until the expiration of the period of such annual leave. This also eliminates the restriction in this respect in the current law which limits the payments for such leave to not to exceed 30 days.

Section 6 of the Act of July 2, 1953, which directed Departmental heads to take action for the reduction of accumulated annual leave which was in excess of 30 days has been repealed.

WHITTEN AMENDMENT

This has been modified. We have already received instructions that the Indefinite Promotion or Reassignment of all permanent employees was converted to permanent as of September 11, 1954. The only exception to this will be that those permanent employees occupying positions subject to the return of an employee from Military Service or defense transfer will remain indefinite in the position. However, they will be considered permanent in their last position and grade held prior to the promotion or reassignment to the indefinite position. The Personnel Branch will issue a letter to each employee whose indefinite promotion or reassignment may be converted to permanent as soon as possible. This incidentally will require a complete revision of all retention registers now in existence.

Indefinite appointments - The Commission will announce very shortly a new system, which in effect, will permit immediately the conversion of those employees who hold indefinite appointments (in lieu of reinstatement) to full Career status. The new system will provide for three categories of appointments - (1) Career (2) Career-Conditional (3) Temporary pending establishing of registers.

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The Career group will include all of those who now have competitive Civil Service status, normally referred to as "Permanent" employees. New appointments through open competitive Civil Service Examinations will be known as "Career-Conditional". After three years of service, the first of which will constitute the probationary period, the employee will automatically receive full Career status. Career-Conditional employees will have competitive status but will be in a lower retention group for RIF than the full Career employee, although they will be higher than Indefinites appointed outside of the registers. Employees, who presently hold Indefinite appointments and were appointed from registers of eligibles established by the Civil Service Commission, will be converted to Career-Conditional or Career depending upon whether they have less than or more than 3 years of continuous service. Employees who were given indefinite appointments without having taken a competitive examination will be given an opportunity to qualify for conversion in their present jobs by attaining eligibility on examinations that are now open or for any examinations that were open for positions held at any time since 1950. We will tell you more specifically about this when the Commission Regulations are received. This may not be for some time. Individual inquiries will merely slow up the process so please be patient.

ITEM

UNEMPLOYMENT COMPENSATION - The Social Security Act was amended by an Act passed by Congress and approved by the President on August 18, 1954. The bill provides that laid off Federal Civilian employees will have unemployment insurance protection under existing Federal and State programs on and after January 1, 1955. The same bill raises the salary base for the 2% deduction from \$3600 to \$4200. This means an increase of from \$72.00 to \$84.00 a year deduction, for employees earning \$4200 per year and over.

COMMENDATION

The following letter has been received commending our personnel for services performed. The Region would like to take this opportunity to add its commendation to the employees involved. The letter is from Mr. T. R. Hebert, President, MET-CO-AIRE, Fullerton, California and is addressed to the Administrator, Mr. F. B. I...

"I wish to take this opportunity to thank you, Mr. J. S. Marriott and your CAA personnel for the splendid cooperation given to us during our recent conversion program on Stinson and Piper all-metal kits.

"Without a doubt, I sincerely feel that the CAA is the most cooperative and helpful of any Government agency with which I have ever come in contact.

"During the many meetings with various personnel in the Fourth Region, Claude Rose, Rocco Lippis, W. E. Gray, Clay Staples, C. M. Demaree, H. G. Denner and Lee Safford have all been most helpful in every way they possibly could. Quite often they stayed over their regular office hours to finish any work in which we were engaged. (Continued on next page)

"Personnel of the Long Beach area office, Harold Bromley, H. G. Denner and C. M. Demaree, have always been very willing to do their utmost to help us in whatever problem we have, and have been of invaluable assistance.

"It is indeed a pleasure to find men of this caliber in our Government - we just need more of them. This is one Government agency that has always worked for the betterment of civil aviation and, by doing so, has been the backbone of our national defense program.

"Congratulations to you and your fine organization."

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LIFTING

Lifting an object, no matter how light,
Can get you in trouble, if not done just right -
These few simple rules, and plain common sense
Will aid in preventing, most accidents.

Always remember, the back must be straight
and the knees should be bent, so the legs bear the weight.
Raise the load steadily, don't jerk or pull
If it's over the limit, get help or a tool.

It's a sure way of getting a sprain as a gift.
Look out for splinters, burrs or snags
While handling boxes, barrels or bags.

And when it comes to reaching, there's just this to say
If you have to stretch, then it's too far away -
Prepare for the job, before you start
Don't go taking chances, that's playing it smart.

The preceding rules, if used as a guide
If faithfully practiced, and daily applied,
Will give the protection, you need to get by
So don't you think that it's worth a try?

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V. P. P. NOTES

No news is Good news!

DIVISION HIGHLIGHTS

AIRPORTS DIVISION

Mr. Marriott, Mr. Winger, and District Airport Engineer Drew attended the annual convention of the National Association of State Aviation Officials in Seattle; Mr. Winger and Mr. Drew also attended the national meeting of the Joint Cooperative Committee, NASAO - Associated General Contractors of America, at which were discussed the criteria for administration of the Federal-aid Airport Program for Fiscal Year 1955 and the proposed amendments of the NASAO to the Federal Airport Act.

Mr. Winger, Mr. George E. Johnson, Chief, Airport Engineering Branch, and District Airport Engineer Donaldson accompanied Mr. Harlon W. Bement, Director, Utah State Aeronautics Commission, on an aerial tour of the State during which communities that have requested Federal-aid for improvement of airports were visited. At Salt Lake City, a new master plan for Salt Lake City Municipal Airport No. 1 was reviewed and discussed.

AIRCRAFT ENGINEERING DIVISION

Aircraft Engineering Foundation personnel now are submitting technical data covering modifications of C-46 aircraft for compliance with Special Regulation 406. Foundation personnel believe they are approaching the end of this program and hope that it will be possible for this office to issue a TIA in the near future covering the powerplant changes and the performance. Interpretations regarding some phases of this program presently are being worked out.

Aerocar is concentrating on bringing their technical data up-to-date. A new powerplant installation, including a Lycoming O-320 engine is being installed in an effort to improve climb performance. The revised powerplant installation probably will require re-design of the propeller drive splined stub shaft and hydraulic coupling. Evaluation of these changes may cause an appreciable delay in the issuance of the Type Inspection Authorization.

Powerplant technical data now are being submitted on the Baumann Model B-290 airplane. Hartzell propellers have been substituted for the Sensenich propellers used during the original test. It is anticipated that Mr. Baumann will request the issuance of a T.I.A. in the near future.

Repairs to the Boeing Model 707 are practically complete and Boeing expects this aircraft to return to flight test status immediately.

Review of the structural data submitted on the Convair YC-131C airplane has been completed. This aircraft is essentially a Model 340 with Allison T-56 turbo-prop engines installed. Convair has been advised that, in order for this aircraft to be eligible for civil type certification, it would be necessary for the structure to be substantiated for certain special design requirements, particularly applicable to turbo-prop installations.

Custer personnel advise the prototype twin-engine airplane will be grounded during the next two or three months. During this period, Lycoming 300 HP engines are being installed in place of the present Continental engines. In addition,

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special high activity propellers manufactured by U.S. Propellers for this specific airplane will be installed. In addition to being high activity factor propellers, the new propellers are intended to have stiffer blades.

Within the last month, Fletcher requested that a Type Inspection Authorization based on CAR 8 be issued as soon as possible on their Model FU-24 airplane. Accordingly, an expedited review was made of all information available and, on September 3rd, a Part 8 TIA was issued. Fletcher indicates he still wants the Part 3 TIA to be issued and the evaluation of data leading to this TIA is continuing. The prototype airplane has been shipped to New Zealand by boat. No definite information is available regarding when an airplane will be submitted for CAA flight tests.

A Pre-TIA Type Certification Board Meeting was held on the Hiller Model HJ-1. Hiller now have decided to submit this helicopter with the snorkel engine configuration installed. This will necessitate successful completion of the 150-hour test stand run on the revised engine. Numerous items of technical data need to be resolved; however, indications are that the engine tests probably will be completed and all questionable items may be resolved within the next 4 or 5 weeks, in which case a TIA will be issued and the CAA flight test program will begin.

The first flight of the Lockheed Model 1249 (Navy Model R7V-2) airplane powered with P&W T-34 turbo-prop engines, was successfully completed on September 1st. Lockheed personnel report the first flight was entirely satisfactory and they emphasize that the airplane had an extremely good rate of climb. The flight crew report, "We never did get the rate of climb - the indicator was pegged at 2000 ft. per minute all the way up". The airplane presently is stationed at Palmdale where the prototype flight test program is scheduled to be conducted. Evaluation of technical data is continuing.

AIR CARRIER SAFETY DIVISION

Personnel of the San Francisco Air Carrier District Office conducted an inspection of the ramp facilities and passenger protection at San Francisco's new terminal building prior to its dedication August 27, 28, and 29, 1954. The discrepancies noted during this inspection were called to the attention of all concerned, and are in the process of being corrected.

Approximately 600,000 persons attended the dedication of the new \$14,000,000 International Terminal Building during the three-day open house. Domestic and international air carriers commenced operations from the new terminal building on September 1.

Los Angeles Airways is in the process of establishing a new heliport at Downey for an express operation. It is also expected that this site will be used for mail in the near future. At the present time, Los Angeles Airways' loads are averaging approximately 525,000 pounds of air mail per month with an additional 60,000 pounds of air express.

CAA is continuing to make available the ACO-7 course, "Aircraft Characteristics and Performance", at the Aeronautical Center, Oklahoma City. Recently, a Chief Pilot for one of the non-scheduled air carriers attended this course. He was very enthusiastic over this course, and indicated that it was very valuable to him and to his company's operations.

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Continental Air Lines - United Air Lines Seattle - Tulsa interchange schedules were resumed on August 15, 1954, with no apparent difficulty. American Airlines - Continental Air Lines interchange is now back in normal operation after the American Airlines pilots' strike.

At the request of the Anchorage Air Carrier District Office, Flight Operations Agent R. H. Johnson assisted in the investigation of an Alaska Airlines' accident at McGrath, Alaska. DC-3, N-91008, crashed and burned on August 8.

Maintenance Agent Wertman of the Seattle ACDO conducted an en route inspection on Northwest Airlines to Minneapolis, Minnesota, and return August 24 through 27 to monitor communications over the route at night. Heavy thunderstorm activity in the area has been detrimental to en route communications this summer.

Agents from the Seattle ACDO spent eight days during August inspecting CAMs. Approximately 156 airplanes were involved in these operations.

GENERAL SAFETY DIVISION

The level of General Safety activity for this month appears to be at about the seasonal norm. The aerial application season is coming to a close in most areas with only a few cleanup jobs left.

Many district offices report a significant increase in pilot training and certification with many Korean veterans taking advantage of the recent change in the GI Bill which permits them to take flight training at this late date.

Aircraft sales are reported as continuing at a very high level. A very wholesome and commendable upturn was noted in flying club contacts and attendance by district office personnel at group meetings. Many district offices report increased interest by the clubs in their area relative to participation in the National Safety Program. A very successful flight clinic was conducted at Cut Bank, Montana, for the Flying Farmers of that state as a joint effort by the Helena and Billings District Offices. Also, plans were completed during the month for the conduct of flight clinics in September at Spokane and Seattle, Washington; Hayward, California, and Idaho Falls, Idaho. Many safety meetings were also conducted during the month.

Agents Goddard and Reynolds of the Denver Office report participation in the Aviation Workshop at Colorado University at which they explained the workings of the Civil Aeronautics Board and the Civil Aeronautics Administration.

Palo Alto District Office participated in a fly-in camp-out at Quincy in the Feather River Country, conducted by the Santa Cruz Airmans' Association. Agent Gull reports that it afforded an excellent opportunity to make new friends, get better acquainted with old ones and sell safety when minds are receptive. Palo Alto Office also gave special attention during the month to agricultural activities in an effort to sell the wearing of hard hats, respirators, shoulder harness and protective clothing to "unbelievers".

The Oakland District Office reports participation on a panel of CAA and Weather Bureau personnel attending a meeting of the National Business Aircraft Association in San Francisco. During the meeting, questions were answered concerning VOR,

(Continued on next page)

Radar control and other traffic procedures for the area. All pilots were informed that the Oakland District Office personnel were available for giving six-month instrument competency checks to all who desire them. Six companies have already taken advantage of this offer.

Representatives of the San Diego District Office met with officials of the CAP at which meeting means of improving flying safety for CAP members were discussed. It was agreed that our agents would cooperate by rechecking rated flight instructors who are members of CAP and who, in turn, will be assigned by CAP to give periodic flight checks to CAP pilots. This approach should result in a significant improvement in the flying technique of the CAP members involved.

Agents Ruggenberg and Allen of the Portland Office reported attendance at the Annual Fly-in Fish Fry at Pacific City, Oregon, at which 170 aircraft lined both sides of the new 1800-foot runway recently completed by the Oregon State Board of Aeronautics.

A program of inspection of all Ercoupe aircraft was instituted after discovery by Agent Dewey of a faulty control cable as the possible cause of a fatal accident. A national inspection program was established by W-200. According to reports to date, approximately 95% of the cables inspected have been frayed in various degrees - from a few strands to near failing point. We believe that quick action in this case has resulted in prevention of a number of accidents. Several newspapers have commended CAA for the quick and effective action taken.

Agent Demaree of the Long Beach Office, assisted by Agent Olsen of the Van Nuys Office, conducted inspections of aircraft entered in the Third Biennial Henry Ohye Trophy Race, from Fullerton, California, to San Jose, California, and return, August 6, 7, and 8. The aircraft were inspected for general airworthiness and compliance with the racing rules, then impounded until the start of the race. Upon return, the winning aircraft were inspected to assure final full compliance with the race rules. The racing committee forwarded a fine letter of appreciation for Agent Demaree's assistance.

The Palo Alto Office reports a fatal accident involving a crop duster in which the hopper did not have adequate means provided to prevent the cover from opening and dumping the chemical in a nose over. In this case, a forced landing was caused by loss of one spark plug from the engine, and the aircraft in landing, nosed over. While the pilot was extricating himself from the wreckage, the chemical was running out of the hopper into the pilot's face. He collapsed within a few minutes after getting out, from breathing this dust, and died soon after. Had he been wearing a respirator, this fatality might have been prevented. However, the lack of an effective means of keeping the hopper filler closed, in this case, proved fatal.

Agent Vandewark of the Billings District Office in cooperation with State College Officials plans for another two-day annual Welding and Safety Conference at the Montana State College at Bozeman. These programs, started two years ago, have been very successful to date.

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FACILITIES DIVISION

VOR

Los Angeles Tests made at the Los Angeles site in cooperation with the military showed that satisfactory performance would not be possible with both installations on the same site. The military has since proceeded on plans for an alternate location and our VOR work is going forward.

Pueblo & Kiowa Testing for new sites has been performed. Dickow, Clark and Pedersen are assigned to this work.

San Diego Completed survey and Plans are being prepared.

Alma Grading of site completed September 25. D.A. Domaskin, Engineer-in-charge of contract work.

Morgan Hill Quotations received for grading is expected to be completed first week of October. D.A. Domaskin, Engineer-in-charge of work.

Fillmore Mountain top installation completed and commissioned 9-17-54. Installation crew E.M. Whitney and R.D. Crookshank.

Santa Barbara Four-Loop Antenna Array installation completed and flight checked 9-22-54. Additional adjustments required. Installation crew consisted of E.M. Whitney and R.D. Crookshank.

Elko Mountain top installation started 9-6-54 by C.S. Daggy and J.M. Shukal. About 10% of installation has been completed since starting date.

DME

Fillmore Installation completed and flight checked 9-17-54. Installation crew E.M. Whitney and R.D. Crookshank.

Outbank Installation completed 8-27-54 by M.W. Domitrovich and G. Shoop.

Hanksville Installation completed 9-3-54 by C.S. Daggy and J.M. Shukal.

Elko Installation completed by C.S. Daggy and J.M. Shukal while waiting for VOR equipment.

Malad City Installation started 9-21-54 by M.W. Domitrovich and G. Shoop.

ILS

Los Angeles Localizer screen completed by N.C. Seewald and ready for test on September 23, 1954. Glide Path relocation is temporarily delayed pending approval of site by airport authorities.

Medford Preliminary planning completed for relocation of underground ducts.

Cheyenne Preliminary negotiations with the United States Engineering Department at Omaha, Nebraska regarding additional grading and overrun strip at Cheyenne, Wyoming Municipal Airport to provide a usable ILS Glide Slope Facility.

Salt Lake City Relocation of ILS is approximately 20% complete. Work being accomplished by H. Mellen.

Pendleton New Monitor installation was flight checked and commissioned August 23, 1954. Installation by R.E. Jobe.

Eugene Major ILS modernization 65% complete by J.A. Cole and D.H. Hafner

Boise Major ILS modernization 35% complete by W.A. Martyn and J.A. Carr. W.L. Pedri on annual leave.

Seattle Outer Marker modernization and Outer Marker Voice/Code Identification installation 30% complete by R.E. Jobe.

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TOWERS AND CS/T

Cheyenne

Installation 98% complete. Installation crew F.A. Beauchamp, J.G. Cheatham, H.C. Scribner and J.A. Carr.

Colorado Springs

Installation 75% complete. Installation crew consists of P.E. Watkins, R.J. Stramp, B.E. Preece and G. Martin.

San Francisco

Tower relocation 70% complete. Operation will be moved to the new tower 9-28-54. Installation crew P.G. Allee, D. and R. Preator, U.M. Larsen, R.M. Lopez, B.F. Lobnow, T. Carrington and one representative from the UHF Section.

Long Beach

Tower relocation completed 9-17-54 by R. Harris, E.E. Waldrip, A.C. Hatch and V. Hartman.

Los Angeles

Magnetic tape recorders operating on test basis prior to commissioning. Installation by A.C. Hatch, F.E. Hempt and J.R. Eagen.

Seattle

Installation of magnetic tape recorders 75% complete by R.T. Payne and C.O. Olson.

Plans for the modernization of Boeing Tower (Seattle) are nearing completion.

Great Falls

Studies are being made with a view to modernization.

INSACS

Los Angeles

Plans are progressing for the installation of new 10-channel carrier equipment on the Los Angeles-Saddle Peak VHF/FM link to replace present 4-channel equipment.

Winslow

Preparation of plans for dual air/ground console installation has been temporarily deferred pending completion of the Los Angeles-Saddle Peak link plans.

Tucson

Modernization completed 8-30-54 by F.M. McCauley and S. Rosenfeld.

Prescott

Modernization started 9-13-54 by F.M. McCauley and S. Rosenfeld.

Santa Barbara

New console installation completed 9-1-54 by H.S. Pyle and T. Bracken.

RADAR

Los Angeles

Change to the nautical mile system on October 1 makes it necessary to relocate the PAR-1 corner reflectors at Los Angeles. Engineering for this has been completed.

Negotiations completed with Power & Telephone Company for re-locating utilities in connection with issuing plans and proposal for conversion of Los Angeles ASR-1 to ASR-3. The overlay drawing and video map overlay drawing for this have been completed also.

Oakland

ASR-2 cable installation, new junction box and splicing of PAR video cables 95% complete by J.R. Eagen and T. Bracken. The ASR-PAR cable installation was completed 9-17-54 by A.T. Garman.

Salt Lake City

Plans were completed and proposal issued for modernizing the ASR-2.

L/MF RANGE

Elko

Contract for conversion of SRA from 3 phase to single phase power was completed by J.E. Crenshaw.

Tucson

Relocation of SRA and dismantling Silver Lake SRA was started September 16 by J.E. Crenshaw.

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HIALL

Salt Lake City Preliminary planning, including coordination with Air National Guard, for installation of High Intensity Approach Lights at Municipal Airport is underway.

Denver Notice to proceed was issued to contractor effective September 16 and the work is in progress.

INTERMEDIATE LANDING FIELDS

Furnace Creek Conducted field investigations to determine causes of runway pavement failure and correcting erosion areas in runway and shoulder areas.

MISCELLANEOUS

Las Vegas, N.M. Preliminary plans for INSAC heating are underway.

Reno Preliminary plans for C/ST relocation are underway.

Truth or Consequences, N.M. and Winnemucca, Nevada - Preparing plans and proposals for relocation of buildings are underway.

Sheridan and Rock River, Wyo. VOR Detector poles were completed by V.O. Vick.

Drummond, Cutbank, Great Falls and Lewistown, Montana Installation of wood fences at VORs were completed by F.E. Dettmer.

Kremmling Reroute and gravel VOR access road at Kremmling was started by F.E. Dettmer on September 20.

San Francisco Cable installation is approximately 95% complete. Gene Newman accomplishing installation.

Twenty-Mile Hill, Wyoming Plans completed for modernization of standby power at Site 18.

UHF COMMUNICATIONS - PHASE V

Portland INSAC and TOWER. Completed construction of buildings and antenna supports at airport and Burlington remote site. Final inspection September 13.

Los Angeles TOWER. Completed construction for airport site. Final inspection September 17.

Roswell and Hobbs, N.M. INSAC. Started installation of antenna supports and conduits. Work by J.L. Pace.

Missoula INSAC. Started installation of antenna supports and conduit. Work by Frank Gavin.

Seattle (Boeing) TOWER. Awarded contract for antenna support and remote building modifications. Work to start about October 1 under direction Robert H. Dahms.

Miles City INSAC. Completed plans for UHF building and antenna support and issued invitation for bids.

Tucumcari INSAC. Revised power service and connected emergency power plant to automatic operation. Work by Clyde Lee.

San Diego INSAC and TOWER. Completed construction of airport and Mt. Soledad buildings and antenna supports September 13.

Tucson INSAC and TOWER. Completed electronic installation September 10.

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UHF COMMUNICATIONS - PHASE V continued

Needles	INSAC. Started electronic installation. Work accomplished by Wayne Brown, E.G. Alfonso and Paul Newport.
Palmdale	TOWER. Resumed installation after a month's deferment. Work accomplished by O.O. McIntosh, O.F. Betz, and H.R. Dickenson.
Seattle-Tacoma	INSAC--TOWER CENTER
Bellingham	INSAC
Ellensburg	INSAC
Spokane	INSAC
Boise	CS/T
Phoenix	CS/T

Survey made, civil and electronic at above locations, preparatory to preparation of final plans.

FACILITIES MAINTENANCE BRANCH

A conference of all Maintenance Branch Field Supervisors was held the week of September 14th at the Regional Office. At this conference, besides our regular business, we had a very thorough discussion of integration as it affects all our personnel, and of the current reclassification of Electronic District Supervisor positions. Both of these programs are progressing satisfactorily and should be completed within the next month. Our field conference series was delayed because of these two programs, but will be taken up again with our next meeting, to be conducted in Montana during October.

We invite all field personnel, when visiting the Los Angeles area, to inspect our modernized Maintenance Shops. Ray Erickson and his crew, with the assistance of some Establishment money and personnel, have converted our out-dated and out-grown Facilities Maintenance Shops into something of which we can now be proud. Our present policy of maintaining an adequate loan, and exchange and repair stock, which is handled by the Shops, makes their activities considerably greater than they were previously. Our Electronic Shop was much too small for the activities handled by the former Sixth Region. Addition of the other facilities and the greater equipment load in our present Fourth Region aggravated this crowded condition to the point where the technicians were climbing over each other in attempting to accomplish their duties. We believe that all personnel concerned can now be proud of the set-up which we have.

FLIGHT INSPECTION BRANCH

Flight Inspector Horning, through the courtesy of Air Research Company, made a round trip to Phoenix to observe the operation of their DC-3 aircraft equipped with 1830-94 engines. The CAA is investigating this type of installation for possible conversion of our DC-3s. The trip was well worth while and will provide first hand information for the CAA if and when our aircraft are converted.

AIRWAYS OPERATION DIVISION

The Long Beach and San Francisco Towers have been relocated in the new cabs..

Ed Nollenberger and Bill Breniman and the chiefs of the Seattle-Tacoma, Portland, Salt Lake City, Oakland, San Francisco, and Los Angeles Towers attended the Radar conference at Indianapolis the week of September 13 - the purpose of the meeting to

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review and to recommend changes in our radar control manual and related radar procedures and instructions.

The Air Defense Command established a new Division at Spokane which will be the 9th Division Defense. We have recommended Mr. E.A. Russell, presently chief of the Seattle Center, for this new ADLO position.

We have received information that the Air Defense Command has approved the abolition of the ADIZ boundary between the Los Angeles and San Francisco ADIZ and that the inner identification zone (free flight area) will be expanded. This will reduce our communications and interphone workload somewhat.

CAA began Approach Control operation from the McChord RAPCON on September 22, 1954.

George Rand, Airways Operations Division Chief, Washington, D.C. visited field facilities and the regional office during the first part of the month for familiarization and liaison purposes.

Provided temporary control tower service for Felts Field fly-in, Presidential visit to Missoula for dedication of U.S. Forest Service Smoke Jump Center, and for the President's visit to Walla Walla for dedication of McNary Dam.

During Santa Barbara VOR shutdown for modernization the Los Angeles multiple corridor identification system reverted back to the previous agreement wherein aircraft approaching the Santa Barbara coastline utilized the 175 mile x-ray line for integration purposes rather than a 10 degree corridor on the Santa Barbara VOR. We have asked Air Defense Command if they desire to place the LAMCIS on a permanent operating basis or if they desire to abandon it.

The problem of Air Division too close intercepts of air carrier aircraft appears to be increasing and will be discussed at forthcoming ADLO conference at Norton Air Force Base October 5.

Basic SCATER plan for new 9th Air Division (Defense) has been prepared.

Deputy Division Chief returned from annual leave September 20, 1954. Division Chief began leave September 21.

Following are the most significant changes affecting landlines which were made or studied during the month:

1. Studying interphone circuit rearrangements to meet the needs of the proposed new Los Angeles Center Control Area.
2. At Douglas Aircraft Company request furnished recommendations in connection with the establishment of a new interphone circuit at Tucson, Arizona. Charges to be assumed by the Douglas Aircraft Company.
3. Coordinated the move of the landline facilities at three Weather Bureau stations with LA-330.
4. Studied the need of trans-border (U.S. - Canada) teletypewriter circuits and submitted recommendations to the Washington office.
5. Submitted list of facilities requiring air/ground communication improvement to the Facilities Division.

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6. Discussed various landline failures with representatives of the Telephone Company in order that corrective action could be taken by them to prevent excessive outages on the circuits.
7. Completed study of altimeter setting indicator mountings in air/ground consoles and submitted recommendations to Washington and LA-330.
8. Arranged for the relocation of Weather Bureau owned instrument shelter at the Carlsbad Communication Station.
9. Restudying RAPCON Seattle interphone needs - present arrangements are not adequate.
10. 40 landline projects were processed during the period.

Following are the most important frequency and interference problems handled during the month:

1. Frequencies were selected for temporary operation tower service at Felts Field.
2. Coordination completed with Washington Office, Miami, and this Office for use of frequency 5937 kc at WBR Miami to replace outband frequency 5932.5 kc.
3. Coordination was accomplished for discontinuance of remote receiver facility on 3023.5 kc at Eugene, Oregon.
4. Coordination with Mexico City completed for change of frequency Tijuana radiobeacon from 395 kc to 393 kc to improve interference situation at Norton AFB.
5. Analysis completed for selection of two radiobeacon frequencies at LaJunta, Colorado for temporary period for tactical USAF participation during Bendix air race.
6. Efforts continue to improve reception on 4475 kc circuit 300 T Anchorage to San Francisco, due to inadequate power at Anchorage.
7. Efforts continue to find a suitable frequency for West Coast Airlines radiobeacon at Rock Island, Washington.
8. Study continues to find a suitable frequency for Great Falls, Montana MF radio range to relieve interference from Swift Current, Canada and the northeast quadrant of Great Falls area.
9. Justification resubmitted for modernization of Los Angeles Station.
10. Study was completed of proposed assignment of frequency 412 kc for radiobeacon by Canada at Empress, Alberta, with 400 watts power.
11. Study was completed of proposed assigned frequency 344 kc with 400 watts power at Smoky Hill, Kansas AFB with respect to impact on Fourth Region radio aids.
12. CAA radio communications directory was checked for accuracy and returned to the Washington Office with regard to Region Four stations.
13. Layout work continues for installation of Service B automatic relay system in new OFACS quarters at San Francisco.

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The following item appeared in "The Galvin Gossip" published by the Galvin Flying Service, Seattle, Washington in their September issue:

STAMPEDE RADIO

Have you noticed what a comforting feeling it is to know that those men are at the Stampede station, constantly watching the weather, putting out Specials, keeping you advised of changes, etc? When you get into the vicinity of Lester and you're not quite sure how things are ahead, you contact them by radio and they come back with the

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very latest dope. We think the Weather Bureau has done a wonderful job in giving us that station, and we admire the personnel who man it--- particularly in winter. We know a lot of pilots use the station because we hear them working it, but we wonder if there aren't others who are unaware of its existence. Frequent use of Stampede Radio is going to keep a lot of people out of a lot of trouble.

* * * * *

We would like to add parenthetically that the equipment installed at Stampede Pass was furnished by the C.A.A. and that the C.A.A. was largely instrumental in effecting this installation for the benefit of pilots.

* * * * *

Quoted for your information is a letter from the Office of the Administrator, Washington, D.C. on Employee Incentive Awards.

"Under the new legislation covering employee incentives which will become effective December 1, 1954, there is no provision for salary step increases for superior accomplishment. The awards will be in other forms, i.e. cash payments, medals, etc.

"Our Incentive Awards Committee will review any recommendations for salary step increases for superior accomplishment which have been received by October 15, in order that approved recommendations may be submitted to the Incentive Awards Board of the Department not later than October 22, 1954, the deadline established for the receipt of such recommendations.

"The Department's Director, Incentive Awards Program, has reminded us that honor award recommendations must be received for consideration by the Incentive Awards Board not later than December 1, 1954. Recommendations for these awards can be submitted at any time and our cooperation has been requested in processing such recommendations at as early a date as possible. It is urged that offices desiring to submit such recommendations give prompt attention to this matter and transmit recommendations for the consideration of the Incentive Awards Committee of the CAA prior to November 15, in order that the Committee may have ample opportunity to review submissions prior to the Department's deadline of December 1."

* * * * *

HOW WELL DO YOU KNOW YOUR CREDIT UNION?

1. Your credit union is a cooperative association organized for the purpose of promoting thrift and creating a source of credit for provident or productive purposes at reasonable interest rates. True _____ False _____
2. The motive for your credit union is: a. Charity _____ b. Profit _____
c. Service _____
3. Anyone is allowed to be a member of your credit union. True _____ False _____
4. Members of the Board of Directors and Committee members are the large stock holders with the control over the income. True _____ False _____

* * * * *

1. True. It is chartered and supervised by the Federal Government through the Bureau of Federal Credit Unions.
2. Service. It is not a charitable organization, and any profit is returned to members in the form of dividends.
3. False. Membership is restricted to CAA Region 4 employees and members of their immediate family living in the same home.
4. False. The Board of Directors and Committee members are elected by the credit union members at the annual membership meeting held in January of each year. Each credit union member has one vote regardless of the amount on deposit with the credit union.

Answers to Quiz:

* * * * *

WHY NOT JOIN YOUR CREDIT UNION NOW

Fill in and mail this blank today

CAA Region 4 Federal Credit Union
5651 W. Manchester Avenue
Los Angeles 45, California

_____ Yes, I desire to become a member of the Credit Union. Please send me membership signature card and additional information.

_____ Also, I wish to apply for a loan of \$_____ to be repaid in _____ monthly payments.

Name _____

Address _____

Note: Loans up to \$400.00 may be granted on signature alone if employed by CAA 3 years, or more. Higher loans are available provided adequate collateral is furnished, such as automobile, co-signers, etc.