



CIVIL AERONAUTICS ADMINISTRATION, LOS ANGELES, CALIFORNIA

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SEPTEMBER 1958

## PEOPLE IS OUR BUSINESS

By  
Glyndon M. Riley

Perhaps this article will have a different theme than what normally appears on the front page of your Region IV News. Its purpose is to tell you a bit about the structure of the Personnel Division and give a bird's-eye view of some of those charged with making the Division tick.

We anticipate that you'll keep reading for a few reasons: (1) The lives of each one of you is intertwined with your personnel office; (2) It had a hand in recruiting and hiring you; (3) determines how much money your job pays; (4) aids you in your knowing what your rights and privileges are; and (5) generally follows your career until that day when Father Time says you've had it and dictates that you should retire.

Don't mistake us. Your operating division bosses share this burden in varying degrees because personnel management may start with the Personnel Shop but every supervisor on the rolls carries a just share of the load.

It isn't any new or trade secret to reveal that the personnel function in management is growing. Since World War II the labor shortage problem has badgered industry and government to provide improved techniques in attracting the best qualified persons available as well as improving methods of supervision to retain their services. Any management concern keeps a close look on that monthly separation rate. If that figure rises noticeably things start buzzing in the front office.

The Personnel Division presently consists of 38 persons. At the Division helm is an Oregonian, 56 year old Ken Wall. Ken has had close to 20 years in Personnel work with experience as a school executive and accountant tossed in for good measure. He's a 15 year veteran with CAA. Your scribbler who comes with an athletic coaching and a bit of newspaper experience serves as his Deputy sharing with him some of the supervisory chores and generally lending a hand on most things from soup to nuts.

How is it organized? The Division breaks down into 5 segments: Placement(LA-91), Wage Administration(LA-92), Proficiency Development(LA-93)(What a tongue twister), Personnel Relations(LA-94), and Procedure and Reports(LA-97). Each is charged with distinct functions and is actually where your personnel case is processed. What with all the expanding that has been going on, the Personnel Officer doesn't have but 40 hours in the week to transact his business; consequently, he has done the inevitable. He transferred

the operations out of his office so that he could concentrate on staying aboard the overall picture. If you have a problem, the chances are 25 to 1 that you'll get complete satisfaction by contacting the proper representative in one of the Branches. This article is written to help you find that person.

Robert W. Gunn is Chief of the Placement Branch (LA-91). Gunn, an ex-Army Officer and now an Air Force Reserve Captain, came with CAA in 1950 from the Veterans Administration.

What kind of problems are within Bob Gunn's province? For one, anything having to do with outside recruiting? Frank Dailey (LA-91.1) and Bill Berry (LA-91.1a) hold forth on contacts with colleges and employment services, running intensive recruiting drives in the field thru some designated CAA supervisor. Also, this Unit handles the chore of recruiting all types of engineers.

If information is required about examining scores on tests for jobs like Airways Operations Specialists, Electronic Maintenance Technicians, General Maintenance Mechanics, Margaret Conklin (LA-91.4) serves as Executive Secretary of the Examining Board. When the daily processes have produced someone coming through the front door for a CAA job, Miss Conklin's group takes over. Any new applicant must obtain an eligible rating or his cause is lost.

The actual selection of a person either by original appointment, by transfer, or promotion comes about under the auspices of two Placement Sections. Placement Section No. 1 headed by Mrs. (not Mr.) Virginia Trollinger (LA-91.3). She is aided by Miss Lucille Carty. The section handles the placement activities for the Air Navigation Facilities Division, Regional Administrator's Staff, the three Divisions of Flight Operations and Airworthiness, and the staff divisions of Budget-Finance, General Services, Legal, Medical, and Personnel. With Electronic Technician recruitment going at a fast clip, this Section is being assigned another Placement Officer.

Mrs. Hallie Hammer, aided by Mrs. Jennie Collins, handles the chores of the other placement Section. This Section is concerned with all of the Air Traffic Control Division (close to 3000 strong) and stenographic personnel throughout all divisions. Similarly, another Placement Officer is being assigned to keep pace.

The Wage Administration Branch (LA-92) is supervised by an ex-Air Force Officer, George Budke. Two old timers in CAA service, Miss Louise Anselmo (LA-92.1) and Marius Salisb<sup>ury</sup>, (LA-92.2) are assigned job classification duties in the certain Divisions. Miss Anselmo classifies jobs in ATC, Aircraft Engineering, and the Staff service divisions. Salisbury's beat includes Air Navigation Facilities, Airports, General Safety and Air Carrier.

This Branch also performs the research on matters involving time and leave, hours of duty, interpretation of pay and other matters wrapped into your pocketbook.

How do you get more proficient? The Proficiency Development Branch is spearheaded by a seasoned management training specialist, Chester Stalker (LA-93). This Branch takes charge of supervisory and orientation training, staff advice on training methods on a "when as requested" basis, incentive and suggestion awards and performance ratings. Chet's time is mostly involved with matters relating to employee training and development.

We're lucky to have Mrs. Catherine Coon, (LA-93.1) whose time is devoted to promoting a bigger and better Incentive Awards and Performance Rating program. Although new to CAA, Mrs. Coon stashed away a large host of bouquets for her achievements in this area of work while with the Air Forces. Another Training Officer will soon be employed.

The most recent spark added to your Personnel Division is a Personnel Relations Officer-Bill Sullivan, (LA-94). LA-94 is charged with making surveys and studies of working conditions, complaints and grievances, relationships with employee groups and the like. Bill is not concerned with individual type situations. Such matters are more within the pro-



## REGIONAL ADMINISTRATOR'S COLUMN

With this issue of the NEWS, we are instituting a new policy in the gathering and reporting of news for our publication. We now have Division Representatives who will prepare material for their respective groups utilizing both field and Regional Office contacts.

The prime purpose of REGION FOUR NEWS is of course, to provide a news medium that will help to keep all employees abreast of current happenings and future plans. Obviously in an organization as large as ours, this could be a full time job, and even then it would be a difficult assignment because of the complexities of our operations. We believe however, that our present plan of providing the editor with division help, will permit us to present the type of news stories you all will enjoy reading.

This plan means that our field people will have to be on the alert for news stories and see that this information reaches their division representative. This material may be sent in to the representative at any time, but like all publications we must operate on a deadline. We are requesting that all division representatives have their material in to the editor by the 20th of each month. This will assure our meeting the publication deadline date of the 1st of the following month. It will also permit us to submit outstanding items for publication in the forthcoming issue of THE CAA MEMO.

During Project 20/20, we found that a number of our people have a "nose for news" and as I told you last month, I would like to see this ability used now as a means of securing interesting material for our REGION FOUR NEWS. This does not require a tremendous amount of writing ability, but rather a sincere interest in your job, your facility and your fellow worker. Remember, the NEWS will be just what you make it. We cannot use the material until you send it in. I would like to see each employee look on this as a personal assignment and assume the responsibility necessary for a news-worthy publication.

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vince of the Placement Branch. LA-94 is looking at the overall picture.

The Procedures and Reports Branch (LA-97) is headed by Miss Lambert. Mrs. Mildred Schultz serves as her right hand gal. This Branch processes all the official personnel actions, prepares all the statistical reports and keeps all our official Personnel Folders. This is the Branch that sends out and checks all of the new employee appointment documents and determines that all of the personnel laws and regulations have been adhered to. In case you think your service computation date is off base for some reason or the other, this is the Branch that does the honors.

At the time of apologizing for a skimpy picture, we'd like to leave one last bit of philosophy. Lest you get a misconception, the Personnel Office cannot by itself solve all our "personnel" problems. This Division is not a miracle worker. Its basic role is to aid, supplement, advise, and "influence" proper direction of people. To step in and take over a problem from a Center Chief, for example, usurps the authority and responsibility. The making of personnel policies is not the province of the Personnel Shop even though his voice may carry a great influence. The line Administrator, e.g. Regional Administrator, Division Chief, decides it. Every supervisor has a basic management function with the inalienable right to direct his labor force. Let's not ever mistake that. Its fundamental in any good organization like CAA. Your Personnel Shop is ready to help the line operating chief achieve this objective.

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REGIONAL FLIGHT SURGEON A BUSY MAN

Dr. Lewis Gunther, Regional Flight Surgeon and Fellow of the American College of Cardiology, has been appointed to the College's Committee for Aviation Cardiology. The appointment was made by Dr. George W. Calver, President of the American College of Cardiology and Attending Physician for the Congress of the United States. Congratulations Dr. Gunther.

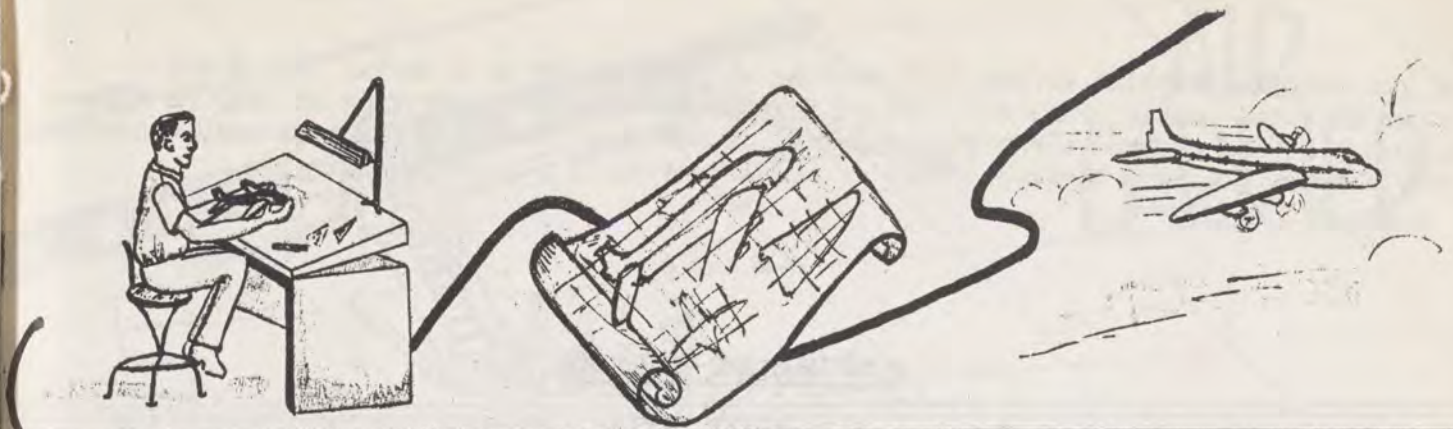
-- -- also -- --

Dr. Gunther will serve as Moderator for a panel dealing with the problems of space medicine at the Fourth Annual Symposium in Aviation Medicine. Under the joint sponsorship of the Department of Continuing Education in Medicine and the School of Medicine, UCLA, the meeting will run from October 22 to 24 at the Miramar Hotel in Santa Monica.

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In his "spare time" Dr. Gunther will serve as a member of the General Arrangements Committee for the 30th Annual Meeting of the Aero Medical Association National Convention next April.

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Division Representative:

Harriet Shillington  
LA-235a, Ext. 235

## Aircraft Engineering

### NEW HOME

The new offices are really wonderful. Of course, we hated to part company with our "old" associates after so many years in the old quarters, but the delightful motif and the greater living space in our new quarters more than makes up for the sadness of our departing.

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### THE JETS ARE COMING

Combined with the helter-skelter of moving to our new home, we were besieged with a flurry of last minute type certification activities on the Lockheed Electra, the Boeing 707, and the Convair 340 Napier-Eland turbo-prop engine projects. The three manufacturers involved have stepped up their flight test programs intensely and they are steaming along in high blower in an effort to get their certificates in the very near future. If we could delay our deadline a few days, we might be able to report to you that the jet era has finally come into legal being with a resounding roar. We'll have more to tell you about that next month.

The final stages of these flight programs are the Functional and Reliability tests in which the aircraft are flown in simulated airline operation for 150 hours or more, covering all environmental conditions of altitude, weather, and loading which may be expected in airline service. On each flight, the landing gear, flaps, anti-icing systems, pressurization systems, etc. are cycled many times. In this manner, each flight is equivalent to several regular flights as far as operation of equipment and components are concerned. It may be said that the manufacturers have done a real good design job and these airplanes should be a great assist to our airline transportation system.

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### A NEW JET "PROBLEM"

And speaking of the "jet age" brings up something that may of interest. Leroy Gammon

of our Seattle District Office left Seattle at 7:15 AM PST in a Boeing 707, spent 8 hours on duty in this area, returned to Seattle the same day, arriving at 7:35 PM PST. Although he had crossed three States twice, he was away less than 24 hours and, therefore, only allowed to claim three-quarters of 50% of one day's per diem.

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#### MEETINGS AND VISITORS

The manufacturing Branch conference of District Office personnel was held during the week of August 11th. Mr. Leaphart, Chief of Manufacturing Branch in Washington, participated in the conference. Mr. Leaphart remained in the Region to attend the Type Board meetings of the Lockheed 188 and Convair Napier-Eland 340.

Floyd Melton, Chief of Power Plant Branch, Region 2, is visiting in the Region for familiarization on Lockheed and Boeing aircraft.

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#### TOASTMASTERS

With the vacation season drawing to a close, CAA Toastmasters Club 1004 is busily preparing a Speechcraft course for the Fall season. The Speechcraft course is a valuable series of lectures covering all phases of public speaking. It is frequently conducted by a club with sessions open to the public at a nominal fee. However, the course will be presented for the benefit of members only at this time. Present plans are to begin the course in October, immediately after the installation of new officers, with the course to run several months due to the fact that Club 1004 meets only twice monthly.

A few vacancies are still open to anyone wishing to take advantage of this opportunity for self-improvement. If you are interested in joining an organization whose primary objective is the betterment of its members, contact membership chairman Erv Schulz, Extension 634. Membership in Club 1004 is open to any CAA employee in the Regional Office or vicinity.

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# AIR CARRIER

DIVISION REPRESENTATIVE: Richard Melberg  
LA-223A Ext. 229

## GREAT LAKES AIRLINES

Great Lakes Airlines, Inc., have acquired their second DC-6. Personnel of the Burbank office monitored their pilot transition program at Las Vegas and checked out 8 additional DC-6 crews.

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## THE FLYING TIGER LINE

AB records for the month of April 1958 showed that air freight ton miles of the Flying Tiger exceeded those of any other United States air system.

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## FLIGHT NAVIGATORS

Flight Navigators from the Burbank ACSDO conducted five navigator flight checks between Burbank and Honolulu this month. Seven additional applicants are waiting for navigator flight checks.

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## AIRSPACE COORDINATION

The Denver Air Carrier Safety District Office reports good progress being made in effecting local coordination and cooperation of the users of the airspace in the Denver area.

In keeping with the national effort to effect closer control of air traffic and to eliminate all direct route authorizations not essential to airline operations, the direct routes of Western Airlines in this effort was excellent and it was agreed that several direct routes currently authorized can be deleted. Amendment of appropriate Operations Specifications to accomplish this end is in progress at the present time.

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## NEW TRANSPORT AIRCRAFT

Several inspectors of the R. O. including the Los Angeles and Burbank Air Carrier Safety District Offices, representing the operations, maintenance and electronics specialties, participated in the first flights of the Lockheed Electra in the function and reliability test program.

West Coast Airlines have taken delivery of one of their new Fairchild F-27 Aircraft which should be in operation in the near future. - 7 -

## UNITED AIR LINES

United Air Lines DC-8 simulator is being installed at their training center in Denver and it is anticipated that it will be operational the latter part of August. The unit is manufactured by Link and two of the major differences between this unit and United Air Lines present simulators are that the cockpit will incorporate some physical motion and a panorama of the airport layout. The present panorama covers the airport and approach area and through the medium of television the pilot will observe the proper perspective on a screen located in front of the simulator. This system can be utilized for both takeoffs and landings to simulate day or night operations. The Denver Air Carrier Safety District Office will furnish more details as soon as some operational experience is obtained.

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## LOS ANGELES AIR CARRIER SAFETY DISTRICT OFFICE

Captain Zapata, Ass't. Chief Pilot of CMA from Mexico City, visited the Los Angeles ACSDO to arrange for a familiarization course with the ARTCC for a group of CMA captains flying into the Los Angeles Airport. The captains were given air traffic control procedures in the Burbank, Ontario and Los Angeles areas. In addition, Captain Zapata gave a flight familiarization course to the pilot group in a DC-3 regarding the above procedures.

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## HELIPORTS

Two heliport inspections were conducted by the helicopter specialist in conjunction with the Los Angeles ACSDO and the Los Angeles GSDO during the month. North American Aviation has designed a rooftop heliport on their new office building located just south of the Los Angeles airport. The heliport appears to be satisfactory from a standpoint of flight safety; however, the City of El Segundo had not granted permission for helicopter operation at the time of inspection. North American is planning to transport their top executives to the different facilities in the Los Angeles area. Ducommun Metal and Supply Company established a "Helistop" on their property at 48th and Alameda Street in the Los Angeles industrial area. This ground site is located on an area of 900 feet by 300 feet, with satisfactory flight paths for helicopter operation. This site was planned under the Los Angeles City Code of differentiating between a heliport and a helistop. The company is planning to use this helistop in conjunction with their metal supply business.

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## THE PRESIDENT SIGNS THE FAA BILL

On Saturday, August 23rd, the President signed the bill creating the new Federal Aviation Agency. At press time, however, he had not named the Administrator for the new agency. We hope to be able to give you a more complete picture on FAA in a later issue of the NEWS.

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DIVISION REPRESENTATIVE: Miriam Maiten  
LA-600a, Ext. 601

FAREWELL TO THE CHIEF

Donald J. Mackie, our Division Chief, retired as of August 31, 1958. During his 30 years of service, his pleasant, easy disposition won him friends throughout the United States.

Don was born in Six Lakes, Michigan on April 10, 1903. He was graduated from Purdue University, with a B.S. degree in Civil Engineering, in June of 1927. Prior to graduation, Don worked for the Michigan State Highway Department as an inspector. After graduation, he worked as a Civil Engineer for the Judson, Bradway Co. of Detroit, Michigan, which company handled real estate development.

In March of 1928 Don embarked on his Federal Service career as Jr. Civil Engineer for the Bureau of Lighthouses, CAA's predecessor agency. Working out of the Washington office he supervised construction of intermediate fields under contracts prepared in the field. He also leased and selected sites for beacons, intermediate fields and range sites. In February, 1932, he transferred to the Ft. Worth region as Assistant Airways Engineer.

In January, 1938 he transferred to the Seattle region as Associate Engineer where he advanced to his present position of Chief, Air Navigation Facilities Division. Here, except for a brief foreign assignment, he remained until his transfer to Los Angeles on consolidation of regions in July, 1953. On May 10, 1938 Don married Virginia Anne Hunter of Yakima, Washington.

In the winter of 1942-43 Don was engaged in a foreign assignment making reconnaissance surveys for facility locations in the Hudson Bay-Baffin Island area. He has many interesting tales to recount of this assignment. Likewise, his associates on this job have amusing memories such as of Don running about the icy environs of Baffin Island in carpet slippers and of their crossing Hudson's Bay in the midst of icebergs.

In his 30 years of service, Don's progress and promotions matched the progress and development of the agency itself, particularly in the field of air navigation facilities from the early navigational aids to the modern facilities of today.

Now, Don has another active career ahead. He will don another cap when he and Virginia move to their ranch at Fallbrook and produce a bumper crop of the best avocados in Southern California. So we say farewell and good luck to our amiable Chief.

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WELCOME, ASSISTANT BRANCH CHIEFS, MAINTENANCE ENGINEERING BRANCH

Three Assistant Branch Chief positions have been established to assist in administering the rapidly growing maintenance field organization. Three former ATDO's have been selected to

fill these positions, as follows: Eugene Mathews of San Francisco, Leland P. Hughey of Seattle, and Warren C. Sharp of Denver. Mr. Mathews has already reported to Los Angeles and has taken up his new duties. Messrs. Hughey and Sharp will report to the R. O. early in September.

A surprise farewell party was given for Gene Mathews by 46 associates on August 2nd. It was a fitting occasion marking termination of eighteen years of happy association in the San Francisco Bay area between Gene and this group.

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#### FIELD ENGINEERS TACKLE WILDCAT

Larry Swindt and Ralph Riley added a page to the legendary lore of field engineers recently. Larry and Ralph were making a survey for an access road to the ARSR-1 site at Mesa Rica. After leaving the site, in Ralph's car, they encountered two boy trappers enroute to their trap line. With warm-hearted generosity which they questioned later, they offered the lads a lift. They stopped at the trap and found a wildcat ensnared. The trappers loaded their catch in an old suitcase, strapped it up and put it in the car. While driving down the road the wildcat voiced its displeasure at taking a back seat and the suitcase went into such girations that the trappers decided to part with their treasure. Ralph stopped the car and put the suitcase out on the side of the highway.

Another vehicle drove up and its five young passengers spotted the abandoned suitcase. The driver attempted a quick stop, skidded, backed up, stopped, picked up the suitcase and quickly pulled it into his car. Anxious to find out what good fortune had befallen them, they opened the suitcase. On learning the contents, they decided to turn over possession of the car to the wildcat and, in scrambling out of the car one youth broke his leg and the others suffered minor bruises.

A Police Officer happened on the scene and issued a citation to the trappers for creating the incident. The judge who heard the case ruled that there was no law against packing a wildcat. The wildcat? Oh yes, he failed to appear at the court hearing and may be listed as a fugitive, though none of the mentioned parties is known to be seeking him.

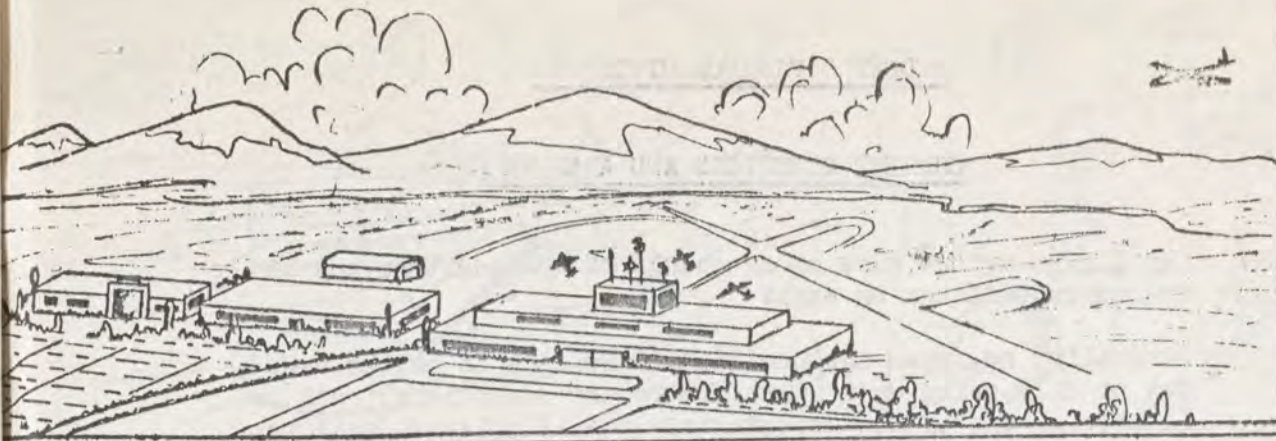
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#### THANKS

From time to time we call on Elmo Hartwell, LA-603 and his Drafting Section, for assistance in the preparation of drawings, sketches and certificates that are used in the REGION FOUR NEWS or presented to others in the aviation field. His complete cooperation assures our having these little "extras" that add so much to our publication and to the awards that are presented.

Thanks Elmo, and a special "Thank You" to Miss Merrilyn Grix and Mrs. Victoria (Tody) Luke for their excellent art work.

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AIRPORTS

DIVISION REPRESENTATIVE: Don Barton  
LA-241, Ext. 404

WHAT WE DO

This column is especially for new employees of CAA and is designed to give a brief review of one of the functions of the Airports Division. Naturally, the name itself is descriptive and at first blush would give the impression that we are in the airport operating business. Such is not the case because our interest is not in operating airports, but in developing a nation-wide system of airports through financial assistance to public agencies owing or wishing to develop public airports when it has been established that an aeronautical need exists at such locations. These funds are made available on a matching basis ranging from 50% to as high as 62.5% for all airport development except high intensity lighting in which the government contributes 75%. Since the beginning of the Program, approximately \$71,551,551.00 in Federal funds have been made available to Sponsors in the eleven states.

One might ask, "What's this have to do with the rest of the CAA?" Very few of our projects involve Airports Division alone. For example, we assist Sponsors in constructing control towers which are subsequently equipped by the Air Navigation Facilities Division for final activation by the Air Traffic Control Division. Likewise, space for Air Traffic Communication Stations is taken into consideration when FAAP funds are included in terminal building construction. Both the Air Carrier and General Safety Divisions have an interest in projects involving their functions, particularly when substandard conditions are corrected such as the removal of obstructions or the increasing of runway lengths. Thus, it can be seen that to properly satisfy these overlapping interests requires constant coordination and cooperation with the other Divisions.

Well, what happens when the airport work for which a Grant has been issued has been completed? Do we lose interest in the Sponsor and move on to a new location? Not at all. Each Sponsor of a project under the Federal-aid Airport Program agrees to do certain things; of prime importance, to maintain the facilities throughout their useful life. Then, because of Federal funds being involved, the Sponsor must agree to operate the airport for the use and benefit of the public on fair and reasonable terms, and without unjust discrimination. If a Sponsor fails to meet these obligations and complaints are received from the public, personnel of the Airports Division must investigate. Usually, such complaints are the result of misunderstandings, not willful violation of agreements, and resolving the difficulty is a matter of education for the Sponsor. Obviously, there are many other facets of the Federal-aid Airport Program, but this brief summary may give a new employee a little understanding of this function of the Airports Division.

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BUDGET & FINANCE DIVISION

CURRENT QUESTIONS AND ANSWERS

QUESTION: May I take my two cars on my change of headquarters and be reimbursed mileage on each?

ANSWER: Generally, no, when the use of the two cars is on the same day or only a few days apart. There are exceptions, such as illness of one of the dependents, unusually large families, etc. ----- but if you are planning on taking both cars (within a few days of each other) and claiming reimbursement on each one you had better check with LA-80 and get an advance ruling in your particular case.

QUESTION: I left my residence at Los Angeles at 4:30 a.m. on a trip to San Diego and returned 9:45 p.m. My per diem rate is \$12.00 How much per diem do I get for the trip?

ANSWER: Brother, you have company! More doggone travelers miss on this gimmick than any other.

1. Your trip was less than 24 hours.
2. It was all in the same calendar day.
3. You are therefore on a reduced rate equal to 80% of your normal \$12 allowance or \$9.60. (See Standard Practice 2515.33)
4. Since trip was less than 24 hours, per diem is allowed at  $\frac{3}{4}$  of the reduced per diem rate for each 6 hours or fraction thereof.

Return time 21:45  
Depart time 4:30  
Elapsed hours 17:15 equals two 6 hour quarters  
and a fraction (or  $\frac{3}{4}$  day)  
 $\frac{3}{4}$  of \$9.60 = \$7.20  
or  
3 times \$2.40 = \$7.20

QUESTION: I received a travel advance for \$500.00 on a change of headquarters. My reimbursement was only \$472.00 because my estimate was high on my household effects weight. When do I repay the \$28.00 and to whom?

ANSWER: Immediately. Send check or money order payable "CAA, Dept. of Commerce" in with your expense voucher.

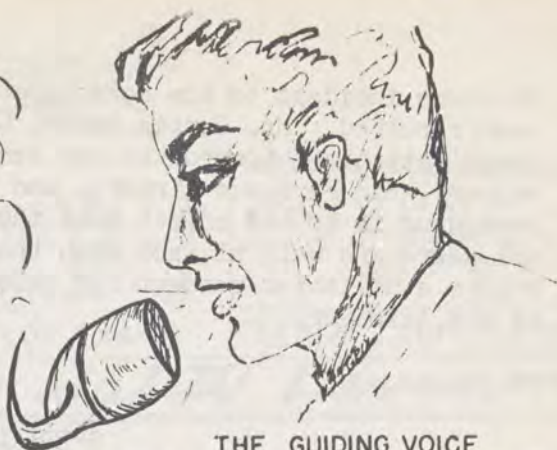
QUESTION: Am I allowed a day of pay for a holiday when I am on Leave Without Pay on the last hour of work before the holiday and the first hour of work after the holiday?

ANSWER: No. When leave without pay brackets a holiday you are not entitled to pay. The reasoning is-----since you were not in pay status nor available for work before and after the holiday, how could you have been available for the holiday?

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THE GUIDING HAND



THE GUIDING VOICE

DIVISION REPRESENTATIVE: "Sparky" Wright  
LA-530.3, Ext. 538

## Air Traffic Control

### AIRPORT FACILITY

Construction on the first major building in the east, \$46 million expansion program that will transform the Los Angeles International Airport into the Nation's most modern jet-age terminal is scheduled to start this month. The 162-foot tower will rise to a height equivalent to a 16-story building, making it a landmark for the area. Engineering estimate for the tower structure was \$1,300,000.

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ART FIELDER returned to his desk in the Regional Office on August 18 looking hale and hearty.

Many friends of LES PEERCE, who for many years was chief of air traffic communications stations in Nevada, will be happy to learn that Les is now owner-manager of the local broadcasting station in Fallon and working at the Fallon Naval Air Station on the side. He sends his regards to all his old friends.

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### SOCIETY OF AIRWAY PIONEERS

William A. Breniman, retired, heads up a new organization through which members who helped develop the Federal Airway system within the United States and its possessions may keep in contact with former associates and friends. Sounds very interesting. For particulars, address P. O. Box 3188, Santa Barbara, Calif.

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### WELCOME TO THE REGIONAL OFFICE

John L. Hunt, LA-510; J. M. Zentmeyer, LA-510; T. W. Jamison, LA-540; Howard Peterson, LA-530; Clarence Trahan, LA-540; Dick Fisher, LA-502 (from overseas assignment at Okinawa); Ronald Wiley, LA-522; Gil Harwell, LA-510.

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JUST A REMINDER to all field personnel in the Air Traffic Control Division. Please mail CPS dues to reach Barbara Hughes, LA-522B, not later than the 10th of each month. All checks and money orders must be made payable to Civilair Inc., and payment for Civilair membership and CPS dues must be written on separate checks. This is a service which is performed for the benefit of Civilair members. From now on there will be no notification of due payment for CPS. If the subscriber fails to forward his check he will automatically be dropped from membership. While preparing for vacation or field trips, the subscriber would find it to be in his interest to pay in advance.

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### SATELLITE STATIONS

Winnemucca Station remote control now has a tentative date for transfer to Lovelock of January 15, 1957. ANF Division is still uncertain as to when control lines and equipment will be available.

Problems incident to the consolidation of the Los Angeles and Burbank Stations have been resolved. Mr. Curtis Riley, Chief Los Angeles Station, made a survey of the users' attitudes toward the new service. Officials at Van Nuys Airport, Whiteman Airpark, San Fernando Airport, and Lockheed Air Terminal were contacted. The general consensus is to the effect that the consolidation has exceeded expectations and that all users are well pleased with the services. It is Mr. Riley's opinion that CAA enjoys a healthier respect for being able to provide better service at a reduced cost to the taxpayer.

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SPECIAL TO THE REGION FOUR NEWS

THE LOWDOWN ON THE SLOWDOWN

By L. Ponton de Arce

Some of our personnel have asked my opinion on the current stock market situation and the existing recession.

Through my contacts with responsible financial experts in both New York and Washington, I was able to secure the following inside information which should answer all your questions:

The Commerce Department reports with some glee that sales and income figures show an easing up of the rate at which business is easing off, which is taken as proof of our contention that there is a slow, but noticeable, slowing up of the slowdown.

In order to clarify the cautious terminology of the experts, it should be noted that a slowing up of the slowdown is not as good as an upturn in the down curve, but it is a good deal better than either a speedup of the slowdown or a deepening of the down curve, and it does suggest that the climate is about right for an adjustment to the readjustment.

Turning to unemployment, we find a definite decrease in the rate of increase, which clearly shows that there is a letting up of the let down. Of course, if the slow down should speed up, the decrease in the rate of increase of unemployment would turn into an increase in the rate of decrease of employment. In other words, the deceleration would be accelerated.

But the indicators suggest a leveling off, referred to on Wall Street as a bumping along rock bottom. This will be followed by a gentle pickup, then a faster pickup, a slow down of the pickup, and finally, a leveling off again.

It is hard to tell, before the slowdown is completed, whether a particular pickup is going to be fast. At any rate, the climate is right for a pickup this season, especially if you are unmarried and driving a convertible.....

But perhaps we are letting our mind drift away from our work.

\* \* \* \* \*



BUSINESS FLYING



AIRCRAFT INSPECTION



PILOT EXAMS



AERIAL APPLICATION

DIVISION Larry Lightbody  
REPRESENTATIVE: LA-258B Ext. 278

## General Safety Division

That "Long Hot Summer" is fading away into fall and with it the possibility of a return to normalcy insofar as activity and office staffing are concerned. Some offices were able to absorb the continuing General Aviation activity increase despite "vacation time staffing" although some were plagued with accidents, 31 being reported by dispatch during the month of July. Weather many times a factor in aircraft accidents was adjudged by the Billings GSDO to have been a contributing factor to their record of no accidents during the month. They report Montana experienced the coldest July in 65 years and that pilots were more cautious in planning and executing flights. Agricultural operators were able to maintain a higher degree of safety in their operations and were able to keep up with their commitments because the weeds and pests were not growing rapidly during the cold weather.

Numerous large State, Federal and area owner cooperative pest control projects were completed using large numbers of multi and single engine aircraft. During a grasshopper control program in Colorado 2 1/4 million acres were sprayed by B-17's, C-82's, B-25's, A-20's, a DC-3 and TBM type aircraft. Portland reports the Spruce Budworm project in Oregon was a complete success when 7 PBV's, 1 DC-3 (both with spray capacity of 1200 gallons) and 6 Stearman (capacity 130 gallons) covered more than 818,000 acres with more than 1 million gallons of insecticide. Both of the above operations were completed without incident, however, Boise reports that as the result of four serious or fatal agricultural accidents during the month the Ag operators called a meeting to discuss safety. They determined the accidents did not set a pattern. The meeting was considered to be a success inasmuch as many safety factors were discussed which will apply to future operations.

Many offices report heavy activity in the certification of military surplus aircraft in the Part 8 Category; including a Fairchild C-82 Packet certificated as a sprayer, a Consolidated PBV-6A as a fire fighting tanker, a Consolidated B-24 (for purposes unknown to this reporter), a Grumman F-7F as a sprayer and others. Things should really start to hum when the NAVY releases for sale to the public some 167 jet powered F-9F type aircraft in the very near future.

The Pilot Examiner retrenchment program is now well under way, the goal of 50% of all general aviation flight tests to be conducted by CAA inspectors was exceeded again in July.

A training program of one weeks duration was conducted under the joint supervision of the General Safety Division and the Aircraft Engineering Division. The program was designed to establish the inspectors attending the course as the primary representative in the field who will determine when an aircraft can be returned to service without formal engineering approval. Training programs for additional inspectors are planned in the future.

\* \* \* \* \*

SUGGESTION AWARD

Seven Suggestion winners this month! ANFD and Budget & Finance ran neck and neck with three winners each; General Services had one. A total of \$180.00 was awarded for adopted Suggestions.

The successful Suggesters were:

Sylvia G. Abbett, Budget & Finance Division -- suggested a new format for the Lease Control Card, Form LA-173 (3-58), which will speed up auditing, scheduling and filing. Award: \$10.00

Dorothy H. Barnes, Budget & Finance Division -- suggested that SF 1047, Refund Voucher, be eliminated. Washington considered this suggestion along with a similar one from an employee in the Washington Office. As a result of National action taken, a joint award of \$50.00 was made to the two suggesters. Dorothy's award: \$25.00

Flora R. Frischling, ANFD, Los Angeles -- suggested that a covered walkway be constructed between the main Regional Office building and the cafeteria. The walkway will be a material safety factor during rainy weather. Award: \$15.00

June B. Harrison, General Services Division, Santa Monica -- suggested publication of a pamphlet for distribution to visitors to the Santa Monica Hangar. This has been very effective in answering the many inquiries from visitors and providing information on CAA operations. Award: \$10.00 (Note to June: Winning awards is getting to be a habit with you. This is your third successful suggestion in the last few months. Keep up the good work!)

Bette M. Herrell, Budget & Finance Division. Her suggestion resulted in a training course for employees in each Division who are responsible for the accuracy of Budget Coding. This should result in worthwhile time savings and increased accuracy. Most training needs are well known -- this one had not been specifically identified. Suggestion resulted, therefore, "in action which otherwise would not have been taken." Award: \$10.00

David J. Lindberg, ANFD, Spokane, Washington -- suggested that a jumper be installed between terminals 39 and 40 of TAB of the VCR Remote Control Unit. Washington adopted his suggestion on a National scale and the modification is being included in EFM covering all types of VCR Control Units. Award: \$35.00

Richard R. Simpson, ANFD, Los Angeles -- suggested a modification of ASR-3 Radar Video Assembly Testing Cable Harness for CA-3200. Washington approved his suggested improvement and included the modification in EEM No. 271. Award: \$75.00.

SPECIAL SUGGESTION PRIZE TO PAUL SCHAFF, ATC

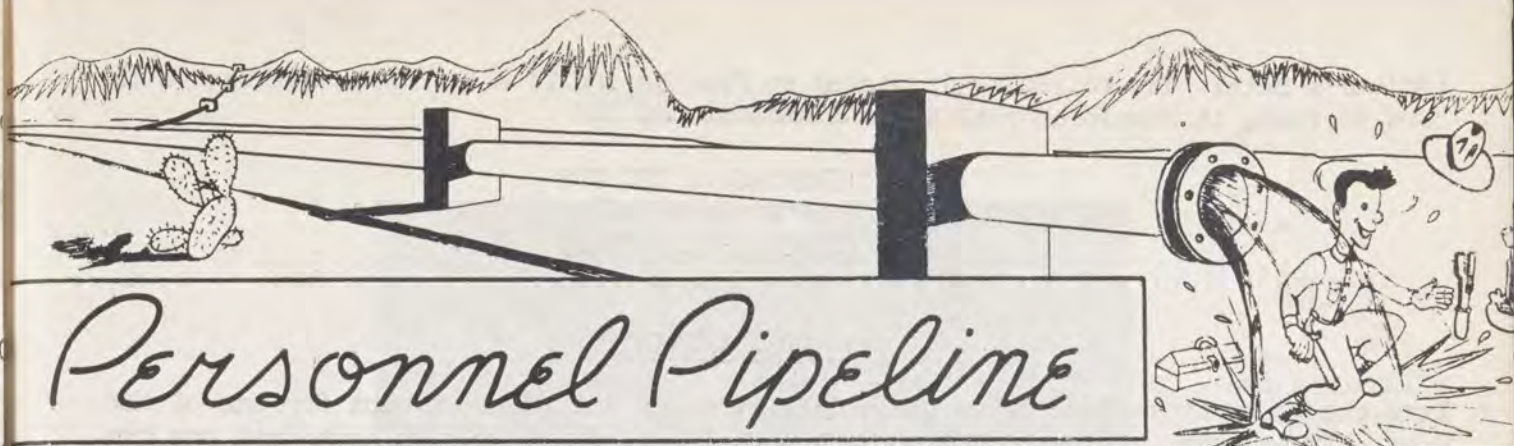
Paul F. Schaff, ATCD, Burbank, has been honored again for his contribution to safety.

Paul submitted the best Regional suggestion in the "Prevention of Falls" Contest conducted last Fall. He was awarded \$50.00 for adoption of his suggestion that lights be installed on both sides of the steps leading to the radar level in cabs. In addition, he was awarded the Region IV prize of \$50.00 for the best Regional suggestion submitted in the Contest.

Now we learn that Paul's suggestion tied with one submitted by an employee of Region I for one of the Commerce Department's "Falls Prevention" prizes. Because the suggestions were similar, the Department combined them and granted the third prize of \$50.00 jointly to Paul and the Region I suggester.

Mr. Flett has stated that he is proud that this honor has been bestowed on one of our Region IV employees. We are all proud of this top-level recognition to you and to our Region. Congratulations, Paul

(See Page 18 For Special Service Awards)



# Personnel Pipeline

DIVISION REPRESENTATIVE: Glyndon Riley  
LA-90.1 Ext. 361

## BLUEPRINT FOR SUPERVISORY TRAINING IN THE FIELD.

Chet Stalker, Chief of our Proficiency Development Branch, has just completed two sessions at field locations to test the point about the success or failure of formal supervisory sessions. The two experiments were held in Seattle and Oakland in which representatives of virtually all the operating divisions had a hand. Chet is now working up material for presentation at Salt Lake City with Denver and Albuquerque slated for attention 'fore too long.

If you have the opportunity to take part, it will be well worth the time and energy spent. After all, our supervisory slip may be showing!

\* \* \* \* \*

## TWO TIMELY REMINDERS!

There are still cases coming to our attention where employees are referred to non-designated physicians when injured in the line of duty. The Compensation Act makes mandatory medical treatment by a public health facility or a designated doctor. This is providing, of course, that adequate medical care is available in the vicinity where the injury is sustained. We recognize that designated physicians have not been named in all areas where we have employees. In those cases, a non-designated doctor may be called upon. However, authorization should be by letter not Forms CA-16 or CA-17. The letter should contain information similar to that provided on the forms and a copy of such letter should be supplied to LA-90 in duplicate. Authorization for prolonged treatment should not be made unless LA-90 has been contacted and approval has been obtained from the Bureau.

Don't ignore those debts of yours! If you've let the traces down and skipped a payment or two, take time out right now and straighten it out with that creditor. You may have forgotten it, but we assure you that he hasn't. It's a crying shame to clutter up one's Official Personnel Folder with debt letters. But that's what you force us to do. Nuf said!

\* \* \* \* \*

## DEATH OF PAUL FIGG

Recently, Mr. Figg Regional Director of the Civil Service Commission at San Francisco, passed away of a heart attack. He was in his late forties. Figg was an ole' timer in the Commission's ranks having served as the Commission's Director at Dallas for over a decade. The Federal service has lost one of its ablest administrators.

\* \* \* \* \*

(Editor's note: The following is picked up from Region II's Scanner. Although a bit hard to read, it should be real easy to understand).

XFFXCTIVXNXSS ON THX JOB  
\* \* \* \* \*  
XVXRY PXRSON IS IMPORTANT

AN OPXN LXTTXR

Xvxn though my typxwritxr is an old modxl, it works quitx wxll xxxcpt for onx of thx kxys. It is trux that thxrx arx 46 kxys that function wxll xnough, but just onx kxy not working makxs thx diffxrxncx.

Somxtimxs it sxxms to mx that CAA is somxwhat likx my typxwritxr--not all thx pxoplx arx working propxrlly.

You may say to yoursxlf, "Wxll, I am only onx pxrson. I won't makx or brxak thx or- ganization. But it doxs makx a diffxrxncx bxcaxs an organization--to bx xffxctivx-- nxxds thx activx participation of vxvry xmployxx.

So thx nxxt timx you think of yoursxlf as only onx pxrson and that your xfforts arx not nxxdxd, rxmxbxr my typxwritxr and say to yoursxlf:

"I am a kxy pxrson in thx aviation businxs and I am dxfinitzly nxxdxd if thx wholx opxration is to run xffxctivxly."

(Xd. : Makxs sxnsx.)

\* \* \* \* \*

SPECIAL ACT OR SERVICE AWARDS

Ralph Glendinning, ATCD, San Francisco, and Werner R. Renfer, ATCD, Oakland, were granted Special Act or Service Awards for the outstanding work they did on the 20/20 Project celebration in the San Francisco-Oakland area -- Mr. Glendinning as West Bay Chairman and Mr. Renfer as East Bay Chairman.

Their accomplishment was so outstanding that it easily reached the stature of a Special Act or Service. A recommendation for this recognition was originated by their supervisors and received enthusiastic endorsement from the Division Chief, the Public Relations Officer and the Regional Administrator.

Regional officials and representatives of the Washington Office agreed that these gentlemen organized and administered one of the most successful programs in the country. They were particularly impressed with the many ceremonies that were arranged and the effective and wide publicity given the week-long celebration. They felt that Mr. Glendinning and Mr. Renfer had made an especially meritorious contribution to good public relations.

The Incentive Awards Committee granted a Special Act or Service Award of \$75.00 to each of these gentlemen in recognition of, and as a token of appreciation for, their excellent accomplishments.

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GENERAL SERVICES DIVISION



BEFORE

4th Regional  
Warehouse

(Taken from west  
entrance)



MOVING DAY

Aircraft Engineering  
Moves Into New Home

(Taken from west  
entrance)

The Big Move? While it is not the most important function of General Services, the business of trying to make better and more space for Regional Office people is certainly the big attention-getter and curiosity-provoker these days. By the time this goes to press, "The Move" will be underway. Desks will be in wrong places, some phones won't answer, twenty people may be supervising the work of one poor mover, some people will be happier, some people won't be. All in all, however, things will be better for awhile--especially for the ANF Division where some engineers have hardly had room to stretch for fear of slapping their neighboring workers.

Above you see illustration of "before" and "moving day" in the former Region Four Warehouse (15,000 sq. ft.) which was vacated early in May by shipment of all warehouse stock to OMD in Oklahoma City. The contractors moved in on the heels of the outgoing

stock and converted this space into the new home of the Aircraft Engineering Division, which has a Regional Office complement of approximately 100 employees. The warehouse conversion cost about \$50,000 and resulted from a big assist -- (financial and planning) -- from the General Services Administration. The move of the Aircraft Engineering Division was completed over the weekend of August 16-17. Because of press deadlines, the second photograph had to be taken before things could be "tidied up". With the set-up of partitions and filing cabinets, it is difficult to show the full extent of the change in the building, and of course, black and white photography does not do justice to the new color scheme and decor.

That move was the first and biggest in a series. The space vacated by Aircraft Engineering is being converted and will house Budget & Finance and part of expanding ATC. In a jigsaw puzzle-like plan, as space is released by one move, it will be prepared for occupancy or expansion of another Division. The complete re-shuffling of personnel in the R. O. will probably not be completed until after mid-September.

In addition to the converted warehouse, over 3,000 sq. ft. have been made available on the north Cafeteria ramp vacated by the move of the Facilities Shops to Oklahoma City. New quarters have thus been provided for the Credit Union, Personnel's Proficiency Development Branch Training Room, ATC Ready Room and a Recording Room. Further necessary R. O. space has been provided by recent moves of the Air Carrier District Office, CATDO-1 and the Air Traffic Supervisor to locations away from the R. O. but still in the vicinity of LAX. Flight Inspection District Offices stationed in Los Angeles are also scheduled to move nearer to Clover Field and their aircraft.

All these moves and changes are due to the same thing which has hit the field: -- WE'RE GROWING! On June 30, 1956, there were 367 in the R. O. On June 30, 1958, there were 612!

\* \* \* \* \*

WHO SAID  
"BRING BACK THE  
GOOD OLD DAYS"?

Here is the list of working rules which one company issued to its employees in 1872:

1. Office workers will sweep the floors and dust the furniture, shelves and showcases daily. They will wash the windows once a week.
2. Each clerk will bring in a bucket of water and a scuttle of coal for the day's business.
3. Make your pens carefully. You may whittle nibs to your individual taste.
4. Office will open at 7 a.m. and close at 8 p.m. daily except Sunday. Employees are expected to spend the Sabbath attending church and contributing liberally to the cause of the Lord.
5. Men employees will be given an evening off each week for courting purposes or two evenings a week if they go to church regularly.
6. After 13 hours in the office, an employee should spend his remaining time reading the Bible and other good books.
7. Every employee should lay aside from each pay a goodly sum of his earnings for his use during his declining years so that he will not become a burden on society.
8. Any employee who smokes Spanish cigars, uses liquor in any form, frequents pool or public halls or gets shaved in a barber shop will give good reason to suspect his worth, intentions, integrity and honesty.
9. The employee who performs his labors faithfully and without fault for five years will be given an increase of five cents per day in his pay, providing profits from the business