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Public Affairs Office
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Western-Pacific Region
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U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Intercom



CEREMONIAL GROUND BREAKING TAKES PLACE FOR MAUI TOWER

Cover Story

On a recent pleasant Hawaiian winter day, the FAA gathered with others to break ground for the new Air Traffic Control Tower for Maui. The ceremony also included a traditional Hawaiian blessing by Reverend Leslie Kuloloio. Construction of the \$4.8 million tower started immediately and is scheduled for completion in about one year. After construction is completed, FAA's Facilities and Equipment Installation Crew will begin working on the electronic equipment and other facilities in order to ready the tower for commissioning in August 1988.

This new tower is very critical. Due to the tremendous growth at Maui Airport, FAA has outgrown the old tower -- plus the State of Hawaii needs the old tower area to complete the major air terminal expansion.

Cover photo: The "ground breakers" at the Maui Tower site are, from left, John Sakamoto, State Airport Manager; Cheryl Peterson, AWP-55; Danny Olivas, AWP-453; Gordon Scruton, Murphy Construction; Dick Thatcher, Manager of Maui Radar/ARTS Sector Field Office (SFO); Kenneth Brittain, Project Superintendent; Noboru Nakao, Manager of Maui Nav/Comm SFO.

Western-Pacific Intercom

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INTERCOM is published weekly for the employees of the Western-Pacific Region by the Public Affairs Office. Articles and photos are welcomed. If you have questions, suggestions or submissions, please call the Editor at FTS 984-1431/COMM 213/297-1431.



Photos, above == Reverend Leslie Kuloloio gives the Hawaiian Blessing to the tower site.

Below == The Hawaiian wooden bowl, known as a koa bowl, is held by John Sakamoto, Reverend Kuloloio, Cheryl Peterson (hidden from camera), Gordon Scruton and Philip Brouillett, the Project Manager representing the general contractor G. W. Murphy from Honolulu. The koa bowl is used as part of the blessing ceremony.

Zeilinger Earns Leadership Award

Sandra K. Zeilinger (right), Administrative Services Clerk at the San Diego Airway Facilities Sector was recently presented the Leadership Award from National University. Sandra shows leadership qualities worthy of recognition in her ability to organize, plan, develop and design methods of work accomplishment. Her ability to delegate and train subordinates shows promise of management potential. Sandra Elwood, Associate Dean for National University made the presentation along with a \$750 scholarship.



Cuesta Earns Award



Congratulations to Larry Cuesta, Manager of Salinas Tower (right), on receiving a Special Achievement Award. Richard Cox, Manager of Los Angeles TRACON presented the award to Larry for the time he spent as Acting Assistant Manager for Automation while at Los Angeles TRACON.

FWP Calendar

The Regional Federal Women's Program Committee has announced several important events for the remainder of 1987. Here are a few of the calendar highlights:

April

- 15 - Monthly Meeting, Regional Office (R.O.)
- 21 - Secretaries Appreciation Day Ceremonies, R.O.

May

- 20 - Monthly Meeting, Burbank Tower

June

- 17 - Monthly Meeting, R.O.

July

- 15 - Monthly Meeting

August

- 19 - Monthly Meeting
- 24-28 = Women's Equality Week Activity, R.O.

September

- 16 - Monthly Meeting, Los Angeles Center

October

- 21 - Monthly Meeting

November

- 18 - Monthly Meeting = Riverside FSS

December

- 17 - Monthly Meeting, R.O.

Flight Standards

Division Awards

The Flight Standards Division recently presented the following Awards:

Special Achievement Award (Special Act) -- Lawrence Lehr, San Diego Flight Standards District Office and Daniel Abdon, Sacramento FSDO.

Letter of Appreciation -- Richard Julian, Scottsdale FSDO.

Letters of Commendation -- Donald Schoolcraft, Oakland FSDO; Michael Garrett, Oakland FSDO; Kenneth Goodsell, Los Angeles FSDO and Jack Norris, AWP-250.

Career Service Emblems

3 Years

Donald Morgan, Las Vegas FSDO;
David Smith, Sacramento FSDO and
Donald Scarfone, San Diego FSDO.

15 Years

Gary Moore, Las Vegas FSDO,
James Kelly, Sacramento FSDO,
Lila Fielden, San Diego FSDO and
Edwin Johnson, San Diego FSDO.

25 Years

Donald Judd, Scottsdale FSDO and
Robert Snider, AWP-250.

35 Years

Oscar Culp, Scottsdale FSDO and
Robert Nashiro, Honolulu FSDO.

Kudos for NAATS

The Employee/Labor Relations Branch, AWP-16, apologizes for failure to give appropriate recognition to the National Association of Air Traffic Specialist (NAATS) organization for their efforts in helping to secure retirement benefits for the Flight Service Station bargaining unit employees. The extension of the early retirement provisions to FSS specialists was achieved through the efforts of the NAATS. Therefore, an apology is rendered to NAATS as this oversight was not intentional.

NAATS's contribution cooperation are appreciated; we regret that this oversight was not amended earlier.

In Memoriam

Charles E. Hershelman

We are saddened to report the death of Charles E. Hershelman January 7. He suffered a stroke two days before from which he did not recover. He was 65.

Chuck retired five years ago from the Los Angeles Air Carrier District Office where he served as an Air Carrier Operations Inspector. He sold his house in El Segundo last year and then moved to Conneaut Lake, Penn.

He is survived by his son Pat and daughters Carol and Theresa.

MTS Campus Building

Construction of the new FAA Center for Management Development (CMD) at Palm Coast, FL, now is well along and classes are scheduled to begin this fall. The FCMD is the successor to the present FAA Management Training School (MTS) in Lawton, OK.

The exterior walls for the three main campus buildings are just about completed. Two of these are dormitories, which will provide each student with a private room. The third and largest building will house classrooms, administrative and instructors offices, and some recreational facilities.

Embry-Riddle Aeronautical University has the contract to provide physical facilities for the CMD but the instructional contract still is open. The winning contractor will be selected within the next several months. Another construction project of interest to future CMD students got underway on Feb. 26 with a groundbreaking ceremony for a new bridge that will link Palm Coast with the barrier island that fronts on the Atlantic Ocean. Until its scheduled completion in the spring of 1988, students will be able to ride a launch across the Inland Waterway to get to the ocean.

Distinguished Career Service Award Presented to Dan Mack

The room was decorated in white and gold and brightened with colorful flower bouquets and crystal candelabrum. Coffee, and an elaborate arrangement of pastries graced the tables at the site of a special retirement celebration held recently for Dan Mack, Manager, Management Analysis Staff, AWP-42, Financial and Management Resources Division in the Western-Pacific Regional Headquarters.

Regional Director Mac McClure not only presented Dan with his Retirement Certificate, but with a Distinguished Career Service Award as well. Dan received a brass mantel clock from his friends in the Western-Pacific Region, and an FAA pen and pencil set from the office of Management Systems, AMS-1. The retirement ceremony program included the guest speakers who provided information pertaining to Dan's career. They included John Rivers, Budget Officer; Wayne Newcomb, Manager, Air Traffic Division; Joe Alvarez, Special Assistant to the Director; Rick Cambra, Manager, Information Resource Management Branch; and Jacque Smith, Manager, Financial and Management Resources Division. Dan's wife Evie and his father, who was visiting from Kentucky, were present to share in this celebration.

Dan's 34 years of government service began with four years in the U.S. Marine Corps. He then joined the CAA/FAA in 1952 as an Airway Operations Specialist in Honolulu, Hawaii. He transferred to various facilities and eventually to Washington, D.C., in the Air Traffic Service. From there, he went to the Western Region to become a Management Analyst. He has held progressively responsible positions in the Pacific, Northwest, Central, Southwest, and Western-Pacific Regions, and Washington Headquarters.

Dan has provided policy and implementation guidance in various programs in the past 34 years. He has provided management advice in areas of organization structure, delegation of authority, staffing standards, work measurement and simplification, cost reduction, and paperwork management. His unselfish dedication to furthering the goals of the FAA has brought great credit not only to himself, but to the Region and the Agency.



Dan and Evie will continue to be active in volunteer community work. They will dedicate a great deal of their time working with underprivileged children and enjoying more time with their three grandchildren.

Photos: Top -- John Rivers gives the crowd some background on Dan's military career.

Next -- Dan receives a congratulatory plaque from Jacque Smith.

Below -- Dan's friends and coworkers joined to wish him a happy retirement.

Proud Parent Corner

Thomas and Betty Huber are pleased that their daughter was selected from 1,500 candidates to participate in the presentation "A Salute to California" for Super Bowl XXI. Thomas, employed at the San Diego Airway Facilities Sector, reports that daughter Natalie will be one of 300 young people who will perform a dance routine during the pregame show. Natalie will begin rigorous training in early January to prepare for what is promised to be the most elaborate Super Bowl pregame to date.

Educators to Select Top Artists

FAA and the National Aeronautics Association (NAA) will team up this spring to select the U.S. winners in the Federation Aeronautique Internationale Young Artists Contest. The purpose of the competition is to increase youthful awareness of aviation and aerospace.

The young artists will be judged on their depiction of the contest theme -- "Aviation and Space, Year 2000." Three winners will be picked in each age group and awarded gold, silver and bronze medals, respectively. The age groups are five to eight; nine to 12; and 13 to 16.

Drawings or paintings must measure 420 by 297 millimeters (16-1/2 x 11-3/4 inches) to merit consideration and must be in the judges hands before May 1. Send to FAA/NAA Young Artist Contest, NAA, Suite 550, 1400 Eye Street, N.W., Washington, D.C. 20005. Phillip Woodruff on FTS 267-3476 is the contact.

Lorraine King to Retire

Please join friends and co-workers of Lorraine King as they honor her in a retirement dinner on April 24 at 11:30 a.m. at the Alondra Club; 16411 South Prairie, Lawndale, Calif.

The entree choices include Prime Rib, \$11; Chicken Breast, \$10; and Oriental Chicken Salad, \$9. For more information contact Vivian Green at 213/297-1154 or Janice Beccue at 213/297-1107. Reservations are required prior to April 17.

John Davies Announces Retirement

John Davies of Lindbergh Tower, San Diego, Calif., has announced his retirement. Friends and coworkers are invited to a dinner party in his honor at the Rueben E. Lee on Harbor Island in San Diego, Calif. The celebration will be held on April 25 at 6:30 p.m.

Dinner choices include Teriyaki Chicken or Prime Rib. Entrees include roll, baked potato, vegetable, dessert and beverage.

Please mail your check for \$14.95 (chicken) \$19.95 (beef) by April 20 to Scott Davies; 5637 Adobe Falls Road, #B; San Diego, CA 92120; phone 619/286-1808.

North Las Vegas Tower Breaks its Own Record

North Las Vegas Tower recently set a new daily traffic record for that facility with a record 766 operations. However, that was short-lived when the record was shattered by a 790 count the next day.

Regional Airway Facilities Division Presents Awards

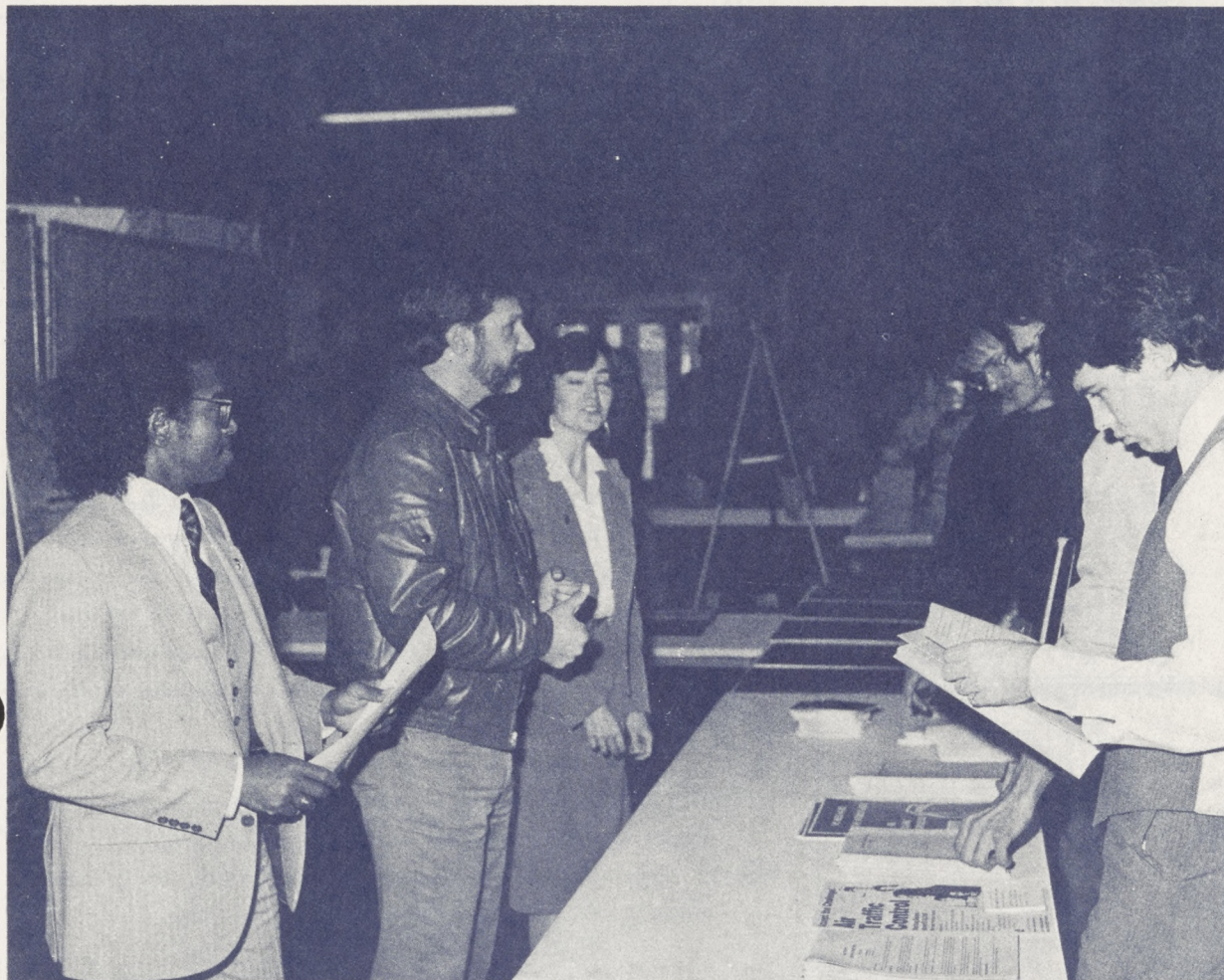
The following folks in the Establishment Engineering Branch, AWP-450, have recently received awards:

Special Achievement Award -- William Medina, Al Rainwater, Manny Amaro, Ed Duarte, Dave Lazo, Siri Hanuman, Carlos Carpio, Randy Gustin, Tony Bruscantini, Jose Soto, Mark Shuster and Harry Moreau.

On-the-Spot Award -- Olga Eiben, Bailey Brooks, O.C. Baugh, Ted Tamada, Edward Moy, Randy Gustin, Wayman Haliburton, Ed Arriola and Victoria Borrego.

Congratulations, all!

Antelope Valley Hub Participates in Job Fair



Eight Antelope Valley Air Traffic Hub employees were recently presented Letters of Appreciation from Hub Manager Bob Harik for their participation in the Antelope Valley Job Fair, held at the Antelope Valley Fairgrounds. Letters of Appreciation went to Lucius Hope, Newt Phillips, Tim Berrow, Pat Faux, Carl Sagerquist, Matt Fletcher, Elizabeth Froehler and Louise Finch. They were cited for participation in this one-day event, using their off-duty time to enhance the image of the FAA and provide information on recruitment efforts in the region.

This Job Fair was sponsored by the Lancaster Chamber of Commerce, and

brought approximately 5,000 people from as far away as San Diego who are seeking careers in the aerospace/aviation industry. The effort was extremely successful, and plans are being made to hold a similar job fair in connection with next fall's air show at Fox Field.

Photo: FAAers hosted a booth at the Antelope Valley Job Fair. Representing the FAA on the left side of the table are Controllers Lucius Hope, Edwards RAPCON; Manager Tim Berrow, Fox Field Tower; and Air Traffic Assistant Louise Finch, Edwards RAPCON.



Air Trails

280 Mortensen Avenue • Salinas, California 93905 • (408) 757-5144

Air Trails
280 Mortensen Ave.
Salinas, Ca. 93906
February 14, 1987

Tower Chief
Monterey Tower
Monterey Peninsula Airport
Monterey, California 93940

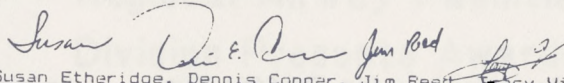
Dear Sir,

I'm writing this to let you know, in writing, what a good job I think your controllers are doing. We have been very impressed with how courteous and helpful each of them have been. The last few days with the rotten weather and the general back up of IFR traffic they have managed to get us off the ground at Salinas as soon as possible. They have been more than helpful in the short vectoring to the approach to Monterey and the vectoring to Gilro.

As you may know, we fly out of Air Trails in Salinas and have four cargo runs to SJC per day. Our work is time critical and we appreciate your help to get us to SJC on time.

Again the four of us who fly 3006U, 8273P, 21802, 2394Q, 8182M, 8225J, 8354P and 7884L thank you very much.

Sincerely,

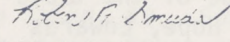

Susan Etheridge, Dennis Conner, Jim Reed, Tracy Villanueva

Mr. Edward Couch
Air Traffic Manager
Phoenix Air Traffic Control Tower
Phoenix-Sky Harbor Int'l. Airport
3350 Sky Harbor Blvd.
Phoenix, AZ 85034

Dear Mr. Couch;

Recently while in Phoenix, I had the opportunity to discuss with you the possibility of a transfer from Chicago Center to a facility within your immediate locale. I would like to commend you and your staff for the time, encouragement, and hospitality afforded to me. I am looking forward to the possibility of working with, or in conjunction with, such professionals. Thank you once again for your time and consideration in this matter.

Sincerely,


Robin A. Smuda
Chicago ARTCC

City of Mesa

Pride • Progress

Falcon Field Airport
4800 Falcon Drive
Mesa, Arizona 85206
(602) 830-0700

Mr. Richard W. Miller
Manager
Dept. of Transportation/FAA
2800 Sky Harbor Boulevard
Phoenix, Arizona 85034

Dear Dick:

I am writing to congratulate you on one of your controllers, Mr. Mike Weber, who attended our last FBO meeting and explained the pros and cons of the Sky Harbor ARSA.

Mike did an outstanding job of presenting the ARSA but more importantly in fielding the questions that members of the audience had. As you know, some people of Falcon Field have an anti-ARSA attitude and I thought Mike handled him-elf very well and in my opinion is a true asset to your organization. After the meeting was over all the FBO's may not still believe in the ARSA but they were all impressed with Mike's presentation. If possible, I would suggest that you make a notation in his personnel records of our feelings at Falcon Field with regard to his presentation.

Respectfully submitted,

Robert J. Bresnahan

Robert J. Bresnahan
Airport Director

AMERICAN AIR CHARTERS

To: John Wayne Air Traffic Controllers

I was in Grand Jct., Colorado yesterday and I was thinking of all the people who make me look good in my job as pilot of Turbo Commander 1000, N147RP. I have been flying in the Los Angeles area for 22 years next month as a professional pilot and have over 1100 hours in turbo commanders, with a total time of over 8500 hours. I wanted to thank you for working with me as a professional and expediting my operations here at John Wayne Airport. Sometimes knowing who you are working with, and there ability to handle unusual situations, makes everyones job easier. That is why I wanted to introduce myself and to thank you for your continued help. The commander 1000 can operate as slow as 120 kts, and has a landing gear speed of 200 kts. however I prefer to make approaches at 140 to 160 kts. I also very seldom make mid-field take-offs out of Millionair. I am based at Millonair and am able to land on the east runways. I occasionally have a front seat available if anyone would like to see how I operate and what it looks like from my side of the tower. Feel free to contact me at the office anytime if I can be of any help in working with you in the future.

Sincerely,

Joe Posti
Joe Posti

Seaside High School

Monterey Peninsula Unified School District
PO Box 1031, Monterey, CA 93942-1031
(408) 897-7028



Mr. Jim Bedow
Monterey Air Traffic Control Tower
2475 Henderson Way
Monterey, CA. 93940

Dear Mr. Smith,

On behalf of the students and staff of Seaside High School, I want to thank you for being part of our Technicians Careers Week, January 26-30.

Ms. Karen Reid and Ms. Gertraud Keaton of the Career Center expressed to me that it was worthwhile and an enjoyable experience for our students. We all feel strongly that students respond best to speakers from the real world of work. Your generous gift of time, talent and expertise is appreciated by all of us. Thank you again for making our career week a success.

Sincerely,

Bess Halley
Bess Halley
Coordinator of Counseling Services

DAVID C. M. SCHIFF, M.D., F.A.C.S.

A Professional Corporation
Orthopaedic Surgery and Surgery of the Hand
815 Cypress Street Fort Bragg, California 95437
707-364-7221

Director, Ukiah Flight Service
1571 S. State Street
Ukiah, CA 95437

Dear Sir:

I wanted to let you know what kind of personnel you have working at the flight service. It is clearly one of the most congenial, friendly and informative group of flight service specialists that I have had to deal with. I wanted to apprise you of one of your specialists who has really gone out of his way to get some information for me.

Mark Ogelsby was asked the lat-long coordinates of RORAY intersection, and although he couldn't find it he told me he would get back to me and in fact he did a few days later, with the coordinates. Clearly this was awfully nice of him and I wanted to bring his performance to your attention.

There are some flight service stations that will just literally almost not even give you the time of day unless you beg them for it, and I am so glad all the personnel at our local flight service station here in Ukiah are so competent and helpful. Please pass this letter for your information and for whatever benefit it can be to the employees.

Sincerely,

David C. M. Schiff
David C. M. Schiff, M.D., F.A.C.S.

Engen Exits in July

Administrator Donald D. Engen will be leaving the agency in July after occupying the left seat in the FAA cockpit for more than three years.

In a March 13 letter to President Reagan, Engen said he was making his intentions known at this time "to allow an orderly succession to take place."

"I am proud to have served you for three years as Administrator and before that for two years as Member, National Transportation Safety Board," he continued. "In all I have given 41 years of civil and naval service to my country. I look forward to working in the best interests of aviation in the private sector."

Engen also released a statement to the media saying, "I am tremendously proud of everyone in the FAA who has supported me and has worked so hard to keep the United States aviation system the finest, most modern, and safest in the world."

News in Brief

* Arnold Aguilano has moved up to the Eastern Region's Deputy Director's job and David Carmichael has been named Deputy Director of the Aeronautical Center. Acquilano previously was Manager of AEA's Airway Facilities Division and Carmichael was the Manager of the FAA Depot. Both promotions were effective March 15.

* For the first time since it opened in 1962, Dulles International Airport has surpassed Washington National in air carrier flights. The February count of airline operations at Dulles was 14,947 as compared to 14,530 at National. However, National still handles more total flights -- 25,036 vs 22,926 in February.

* The National Transportation Safety Board has determined that the probable cause of the June 18, 1986, midair collision between a Grand Canyon Airline Twin Otter and a Helitech Jet Ranger helicopter was the "failure of the flight crews to see and avoid one another." Contributing factors, the Board said, were FAA's failure to exercise its oversight responsibility over flight operations in the Grand Canyon airspace and the National Park Service's

Dodger Seats Still Available

Looking for some springtime fun? Why not contact Civilair and pick a couple tickets to a Dodger home game? The following games are still available for \$7.50 per ticket:

San Francisco	April 12
Houston	April 13
Houston	April 14
Houston	April 15
Pittsburgh	May 7
St. Louis	May 8
Montreal	May 25
Montreal	May 26
Houston	June 11
Houston	June 12
Atlanta	June 23
Atlanta	June 24
Atlanta	June 25
San Diego	June 29
San Diego	June 30

To obtain seats, contact Bob Kivitt at 213/297-1684.

role in changing scenic tour flight routes because of environmental considerations. All 25 persons aboard the two sightseeing aircraft died in the accident.

* In another decision, NTSB blamed "a breakdown in air traffic control coordination" for the midair collision of two private aircraft near Teterboro Airport in New Jersey in Nov. 1985. Among other things, the Board said controllers gave the flight crew of a corporate jet "an erroneous and inadequate traffic advisory" that made it more difficult for them to "see and avoid" the other traffic. Six persons died in the accident, including one on the ground.

* "Conflict management" training has been given a new priority by the Administrator's Management Team (AMT). Following a recent conflict management meeting with the Washington Headquarters's Human Relations Committee, the AMT members agreed that all FAA managers and supervisors must attend management training. In addition, the members agreed to establish forums within their own organizations where conflicts could be addressed.

Burbank TRACON Changes Phone Numbers

Burbank TRACON is changing phone numbers effective immediately. FTS phone numbers are no longer available or in use. Four commercial numbers are now available:

213/877-4567
818/764-7493
818/845-8202
818/845-3310

Monterey Tower Golf Tourney Slated

The Monterey Tower Open Golf Tournament will be held May 20 and May 21 at the Rancho Canada golf courses. For more information, please call Jim Pio or Liz Johnson at 408/375-1211.

Russians Praise FAAers

The FAA Technical Center at Atlantic City played host to 37 unexpected visitors on March 14 after a Russian freighter went down in rough seas 200 miles off the New Jersey coast.

Coast Guard helicopters plucked the survivors from the sinking ship and delivered them directly to the Tech Center. The FAA facility was selected because of its proximity to the accident site and the availability of landing areas and secure hangars for processing the refugees.

In addition to sheltering the cold, wet and demonstrably grateful Russians, the Tech Center also provided them with their first post-rescue meal.

FAA Public Affairs Officer Holly Baker was the official caterer and she showed her guests what Americans mean by fast food. "I went down to the local deli and ordered 50 ham-and-cheese sandwiches," she said. "All to go!"

All together, the Soviets spent about eight hours at the center before departing about 10 p.m. for a Philadelphia-area motel with high praise for their temporary FAA hosts.

Drug Program Refined

During the first month of FAA's drug testing program, approximately 1,000 urinalyses were conducted with only three positive results, two of which were from job applicants.

These findings were reported in a March 18 memo to FAA employees by Associate Administrator Charles E. "Gene" Weithoner who said the agency hopes to expand the program to include testing for barbiturates, methaqualone, methadone, and benzodiazepines in the near future. Drugs currently on the the list are amphetamines, opiates, marijuana, cocaine, and phencyclidine (PCP).

Weithoner also noted that new research into the effects of eating domestic poppy seeds on urine samples have shown that consumption of even small amounts can produce positive readings for morphine. Consequently, he added, FAA will take no action "regarding any employee based solely on a positive result for morphine."

If the reading is positive, he continued, "the Regional Flight Surgeon's review would include a discussion with the employee to find possible reasons."

First Flight of TCAS

On March 18, Piedmont Airlines made the first revenue flight in an airplane equipped with an operational Traffic Alert and Collision Avoidance System (TCAS II). Piedmont Flight 74 originated in Greensboro, NC, and landed at Washington National Airport.

Built for the FAA by Sperry/Dalmo Victor of Belmont, CA, the prototype TCAS II unit was certificated by the Atlanta Aircraft Certification Office after extensive testing. Operational approval was granted by the Winston-Salem Flight Standards District Office with support from Headquarter's Flight Standards personnel.

TCAS obtains position and altitude information on other aircraft by interrogating their Mode C transponders. The TCAS computer then analyzes the data to detect possible conflicts. Alerts are presented on the weather radar display and, if the conflict is not resolved, pilots are provided with escape maneuvers on the Instantaneous Vertical Speed Indicator (IVSI).

The Piedmont test will run approximately three months.

Regional Office Administrative Services

1. When requesting equipment and/or furniture set up for conferences in the building, send a speed memo to AWP-52A describing what you want and when. If furniture needs to be arranged in a certain pattern try to draw up a plan or contact the Warehouse Supervisor on X-1489 to explain what is required. Please provide a 72-hour notice if at all possible.

2. When requesting the movement of office furniture or equipment, contact your Property Custodian who is responsible for all administrative property assigned to a particular work area. Property Custodians will then use a Speed Memo to explain what is required and forward the memo to AWP-52A. If the job is too large for our contractor personnel, the property custodian will be notified. A 72-hour advance notice is desirable for planning purposes.

A. Before a furniture move can be made, all cabinets and desks will be emptied and contents placed in boxes available from the Warehouse Supervisor X-1489.

B. Please do not interfere with the contractors while they are assigned to a work order.

C. If a problem arises during a move, contact the appropriate Property Custodian and/or Paul Giras on X-1135.

3. Please identify yourself when drawing supplies from the issue window. Plans are underway to furnish administrative supplies to other agencies housed in our building on a reimbursable basis and we want to insure that proper charges are being made. Supplies will not be issued to anyone without proper identification or to anyone not assigned to work at the Regional Office Building.

4. Copy Center should be used whenever there is a requirement for 25 copies for an original or a total of 25 copies for one job. The copiers located on the various floors are not designed for heavy duty use and are continually breaking down which is creating a larger maintenance expenditure than was originally planned. Copy machine maintenance is becoming very difficult to obtain.

Because of the high cost of transparency material and it's improper use causing machine breakdown, all trans-

parancies will be produced by the Copy Center. For information on work accomplished by the Copy Center call X-1636. Please do not contact the Government Printing Office for printing information or any other reason. This agency is another Branch of our Federal Government and is instructed to deal only with the Regional Printing Specialist. Any outside involvement other than the Regional Printing Specialist will only lead to confusion.

5. Airline Tickets are now delivered to designated areas on each floor. When ordering your tickets be sure to inform the travel agent where delivery is to be made.

6. Express Small Package Transportation. FAA employees stationed in the Regional Office Building are encouraged to use this service presently being offered by DHL Airways Incorporated. When you have a package, weighing 50 pounds or less and not exceeding 108 inches in girth and requires overnight delivery, you can use this service by simply visiting the mail room to get information on what to do. You may call on extension 1620. Service is available to ship light weight documents to larger objects such as Packages of Time and Attendance forms and larger objects such as Time and Attendance forms and records, machine tabulations, etc. Some restrictions apply.

7. Building and Parking Lot Problems should be brought to the attention of the FAA Building Manager, Chauncey Walker, who works with GSA personnel on janitorial, air conditioning, construction, parking and maintenance problems. When the situation requires it, he also arranges for professional movers to accomplish extensive office moves and office relocations. From time-to-time, he also consults with the Federal Protection and Service Division on security matters involving the building. His extension is 1209 should you have questions pertaining to any of the above matters.

8. Career Service Emblems are available to Awards Coordinators. Coordinators have been designated by the Regional Awards Officer, Earl Portlock, AWP-17, X-1805.