

# INTERCOM

F E D E R A L   A V I A T I O N   A G E N C Y

FAA Aeronautical Center

63-27 September 4, 1963

NOTICE TO ALL CENTER PERSONNEL INTERESTED IN OKLAHOMA STATE UNIVERSITY COURSES AND PROGRAMS. Mr. Robert W. Powell, Jr., Oklahoma State University Field Representative, will be available for personal consultation concerning Oklahoma State University courses and programs in Room 119, Aeronautical Center Headquarters Building on Wednesday, September 4, 1963 from 11:15 a.m. until 1:00 p.m. and from 4:00 p.m. on as required. Appointments for consultation will not be taken. Interested persons should contact Mr. Powell in person at the location and times indicated. Persons who are unable to receive consultation at this time may call Donald E. Lake, PT-947, Ext. 700 or Russell A. Myers, AC-18, Ext. 633, for further information on consultation at some later date.

ALASKA GETS NEW DEPUTY DIRECTOR. Col. Ralph G. Taylor, Commander of the 1st Fighter Wing of the Air Defense Command since June 1962, has been named Deputy Director of the Alaskan Region. The combat-ready F-106 jet interceptor pilot, who served in both World War II and the Korean conflict, will assume his new duties on September 24. During his 21 year military career, Col. Taylor was Squadron Commander, Group Commander, Director of Operations and Training, Chief of Air Defense Requirements Division, Headquarters USAF, and Wing Commander. The former Deputy Director, Colonel William E. Geysler, has been reassigned by the Air Force to Hanscom AFB in Massachusetts, following his one-year tour of duty with the FAA.

MINIMUM WAGE RAISED. On September 1, the minimum wage for Government employees was upped to \$1.25 per hour, a raise of 10 cents. The Agency will automatically make the pay adjustment.

NEGOTIATIONS AND RECOGNITION. The Agency, for the first time, is preparing to enter into negotiations leading to a written agreement with an employee organization. The agreement will relate to the employees of the Aircraft Maintenance Base, Atlanta, Georgia, where a lodge of the American Federation of Government Employees has exclusive recognition. AFGE has also been granted formal recognition by the Eastern Region in the Manufacturing Inspection Section of the Engineering and Manufacturing Branch, Flight Standards Division. In addition, AFGE is being considered for exclusive recognition at the Norfolk, Virginia, Control tower and for formal recognition in Eastern Region headquarters.

The Eastern Region has granted formal recognition to the National Association of Government Employees at the Washington Air Route Traffic Control Center. The International Association of Machinists which now holds formal recognition at the Aeronautical Center has requested their recognition be raised to exclusive, and, on August 30, presented authorization cards from over 50% of employees at the Aircraft Services Base.

SAVINGS TO THE AGENCY. Effective September 1, press releases emanating from headquarters will no longer be distributed to facilities, such as towers, stations, centers and district offices. They will continue to be sent to area coordinators. This step was taken by the Office of Information Services following receipt of an employee suggestion and a study of the effectiveness of INTERCOM.

HEALTH BENEFITS. Employees eligible to participate in health benefit plans will be provided an opportunity to change their registration during an "open season" October 1-15. During that period any employee not enrolled may enroll, and those already enrolled may change from one plan to another or change their option and coverage. Employees will be furnished updated brochures explaining the benefits available under different plans and the costs.

FAA ALERT IN HUMAN CRISIS. When a young boy suffered critical burns near Scranton, Pa., recently, FAAers responded so effectively that the youth's life was saved. Frank Shapelle, an air traffic controller at the Scranton-Wilkes Barre tower expedited a mercy flight for the boy, who was attended by Dr. John J. Malina, Assistant Flight Surgeon for the Eastern Region. The two men were gratefully thanked by Congressman Joseph McDade and the local citizens.

AIRPORT BILL PASSED BY SENATE. By a voice vote, the U. S. Senate last week approved the Federal Aid to Airports bill to extend the annual \$75 million allocation three years beyond its expiration date on June 30, 1964. It has been sent to the House for approval.

FAA SPOTLIGHTED. The Agency's approach to Occupational Safety and Recognition and Awards was given national and world-wide publicity recently through publications of the Civil Service Commission and the National Safety Council. Reprints of both articles will be distributed within the Agency.

SIP-1 RECOMMENDATIONS APPROVED. April 1, 1964, will see automatic data processing equipment used extensively in the Agency's field requisitioning and inventory management systems. Basically, the new system provides for the use of punch card requisitioning with I&M Depot machines performing most of the routine calculations and paperwork. The punch card would be pre-printed, requiring manual entry of a few items of data by field personnel. Demand ordering procedures, i.e. requisitioning materiel as needed, will replace the present scheduled allowance replenishment system. Economic order quantity principles will be applied and anywhere from 2 to 36 months supply of an item will be shipped to the ordering facility.

MECHANICS GET INTO MOTION PICS. Aviation mechanics have become movie stars on location in Bethany, Oklahoma. To bring additional public attention to "Maintenance Year" a film is now in production with the tentative title, "The Aviation Mechanic."

ALASKAN SURVEY POSTPONED. The personnel management survey of the Alaskan Region, scheduled to begin September 9, has been postponed because the survey team members are being used on high priority work in redeployment and adjustment of personnel assignments in Washington headquarters.

RETIRING THIS YEAR? TAKE NOTE. If you are leaving Federal service at the end of this calendar year, check to see how you can do it to your best advantage. December 30 is the last day you can retire and still get the 4% increase in your annuity. If you retire December 31, your annuity will be increased by only 3%. However, if you retire on January 1, 1964, you can receive the higher pay rate for your accumulated annual leave, inasmuch as classified salaries will go up as of that date. Therefore, it is possible that you might collect more by foregoing the 1% annuity increase and working two more days, but in most cases you would probably do better by retiring before December 30 to avoid the percentage drop.

CENTER EMPLOYEE MANAGES CHAMPIONSHIP SOFTBALL TEAM. Hugh Scott of the Public Affairs Office took his Wesley Methodist softball team to the world Slow Pitch Softball Tourney at Jones Beach, Long Island, New York last week-end. They won the Oklahoma championship the previous week.

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PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY 9-3-63

The following announcement will close 9-12-63. The best qualified applicants will be selected for these positions regardless of race, color, creed or national origin.

ACPP Number	Position Title, Series & Grade	Number of Vacancies	Position Location	Key Number
1710	EAM Operator, GS-359-4	1	FS-950	299
2264	Mail Clerk, GS-305-3	1	AC-47	269
2265	Bindery Worker, WB-4402-7	1	AC-45	243
3639	Offset Press Operator, WB-4417-7	1	FS-974.1	242

# INTERCOM

F E D E R A L   A V I A T I O N   A G E N C Y

SEP 12 1963

FAA Aeronautical Center

63-28    September 11, 1963

PERSONNEL DIVISION READYING FOR CLASSIFICATION SURVEYS. The Aeronautical Center Personnel and Training Division is making preparations to begin a classification survey program. Recent inspection findings by the Civil Service Commission and FAA Program Evaluation Division indicate that a comparatively large number of Aeronautical Center position descriptions are inaccurate. The survey program will help correct inaccuracies by conducting position audits in organizations located at the Center. It is anticipated that survey activity will begin early in the third quarter of FY 64.

RESULTS OF EDUCATIONAL SOCIETY ELECTION ANNOUNCED. Successful candidates in the recent FAA Aeronautical Center Educational Society election are: William M. Merrill, AC-21 representing Office of the Manager FAA Aeronautical Center; J. D. Garner, AM-119 representing combined personnel of Aeromedical Research Division and CARI, Aeromedical Standards Division and Aeromedical Certification Division; William J. Martin, FS-930 representing Flight Inspection and Procedures Division, National Field Operations Hqs; James E. Kiker, FS-995.7 representing Aircraft Services Base; Richard C. North, IM-974.2 representing Installation and Materiel Depot; Max H. Jackson, PT-975.1, William A. Shoumaker, PT-947.3, and Eugene C. Thompson, PT-945.1 representing FAA Academy.

DEPOT INSTALLS ELECTRO-PLATING SHOP. The Depot's Project Materiel Division has installed an electro-plating shop which has facilities for plating of precious metals such as gold, silver, rhodium, etc. Other activities at the Aeronautical Center which have requirements for this service are requested to contact the Project Materiel Division, IM-970. This work can be done for other Aeronautical Center tenants on a reimbursable basis.

TWO DEPOT EMPLOYEES RETIRE. Two Depot employees, Alexander M. Alston and Wilbur E. Fetter, both of the Project Materiel Division, are retiring this month. Alston, foreman of the metalworking and welding unit in the plant materiel shops, has 28 years of service. He started his career with the U. S. Navy in 1917, spent 16 years in machine and building contracting trades, served with the Civilian Conservation Corps, with the U. S. Army and the U. S. Air Force as a civilian employee, and was transferred to CAA at Will Rogers Field in 1946. Fetter, sheet metal fabricator leader in the plant materiel shops section, has 25 years of service. He began his Government career with CAA in Fort Worth in 1938, transferring to Oklahoma City in 1957.

GENTLEMEN FROM FRANCE. M. Rene Aucouturier of Aeroporte de Paris arrives in Washington September 15 to begin a survey of U. S. air traffic facilities before new construction at Orly and LeBourget airports begins. He will be accompanied by M. Allard and M. Lecurieux who head the traffic and telecom services at Orly. The visitors will observe operations at WNA, Dulles, the Washington Center, NAFEC and several small towers before they leave for New York to join a group from LeBourget for a tour of Idlewild, Islip and O'Hare.

ANNOUNCEMENT OF FALL TERM, 1963 ENGINEERING COURSES AND PROGRAMS.

Oklahoma State University Engineering Extension Graduate Program.

Registration of students for courses offered, in Oklahoma City, through the Engineering Extension Division of Oklahoma State University will take place at O.S.U. Center, 1900 N. W. 10th Street, 7:30 p.m., Thursday, September 12, 1963. Representatives from the Schools of Civil Engineering and Industrial Engineering will be present to discuss the program and answer questions.

The University of Oklahoma Evening Classes in Engineering.

The courses listed below are offered "on campus". Enrollment can be completed at the Controller's Office in Evans Hall on Saturday, September 14 and 21, 1963 between 8:30 a.m. and 12 Noon. Course offerings are as follows: ASE 336 (IME 336) Human Engineering in Aerospace Systems Design; ASE 365 (CE 365) Matrix Methods of Structural Analysis; ASE 385 Space Technology; EE 401 Advanced Electronics; CE 234 Traffic Engineering; Math 423 Advanced Partial Differential Equations; Math 201 Engineering Mathematics; IME 321 Principles of Men-Machine Systems Design. For a description of the foregoing courses you may call Donald E. Lake, PT-947, Ext. 700 or Russell A. Myers, AC-18, Extension 633.

DIVISION AT AC MOVES TO WASHINGTON. The Aeromedical Standards Division of the Aviation Medical Service is being transferred from the Aeronautical Center to Washington. The move, which is to be completed by October 12, involves 14 positions. Of these, one is now filled in Washington and six persons will move with the positions to Washington, leaving seven vacancies to be filled. Of the vacancies, two are for MD's, another is for a medical regulation officer. The remainder are in the secretarial and clerical field. This move is being made after a 15-month experiment of having the division located at the Aeronautical Center. Based on operational experience, it was found that the functions of this Division be physically located in close proximity to the Federal Air Surgeon and other elements of his staff located in Washington.

MORE ON RETIREMENT. INTERCOM, September 4, mentioned that if you are retiring within the next few months, you probably can take advantage of the annuity increase of 4% if you leave the Government before December 30. If you are affected, you should talk to the personnel officer in your region to see if it would be more beneficial to get the annuity increase before December 30 or to wait until the first pay period after January 5, under the new pay scale, to get more for your accumulated days of annual leave. Employees may refer to Civil Service Commission Bulletin 831-2 and Attachment for a more detailed explanation of the annuity increases.

FLIGHT TIME LIMITATIONS. The present flight time limitation rules governing maximum hours of service for airline crewmembers have remained essentially unaltered for some time despite many changes in the nature of airline operations. These rules, however, have been subject to numerous interpretations over the years in response to specific questions applicable to specific situations. The FAA is considering revising the rules to bring them more in line with operational conditions.

CARF MOVE UNDERWAY. The Central Altitude Reservation Facility is in process of moving from antiquated quarters in Kansas City to newly designed quarters at Bailey's Crossroads. The first of CARF's personnel reported August 8; the last will be here by October 5. The service will not be interrupted by the transfer. September 23 will see one half of the function assumed at Washington with fully operational capability accomplished on October 5. CARF is responsible for reserving airspace for certain military flight activities and eventually will be integrated into the National Flight Data Center.

EXECUTIVE SEMINAR CENTER. FAA has reserved 26 spaces in FY-64 for participation in the 10 seminar courses developed by the Civil Service Commission. The objective of the Center, located in Kings Point, N.Y., is to provide promising employees who have already demonstrated high competence in their particular field with broader understandings about the relationships of national goals and problems to governmental responsibilities and operations. Courses are two weeks long and are designed for the GS-14 and GS-15 management levels. GS-13s and those above GS-15 may attend for special purpose courses. First classes are scheduled for early October.

FREEDOM MARCHERS TAKE THE HIGHROAD. In the opinion of at least 1325 Freedom Marchers nothing beats the airways for safe, swift, comfortable travel. This is the number that flew into Washington National Airport in the early hours of Aug. 28 aboard eight chartered scheduled carriers and four chartered non-scheduled carriers. At about the same time additional hundreds were disembarking at Dulles International Airport from five chartered planes. National Capital Airports officials estimated many thousands of additional marchers arrived in D. C. singly or in small, unobtrusive groups flying regularly scheduled flights.

SOMETHING NEW ON THE INTERNATIONAL SCENE. AT-400 has issued a manual of reference for use of ICAO and its member nations which, for the first time, compiles into a single volume all the necessary data relating to international civil flights into this country. Title: U. S. Aeronautical Information Publication (AIP). Distribution will be limited to U. S. international airports, International Flight Service Stations. Notam Offices and other FAA installations and government agencies will receive book as required.

OFF TO THE BUCKEYE STATE. FAA representatives, headed by David D. Thomas, will participate in a day-long meeting to discuss the Agency's planned modernization of the air traffic control system and its effect on general aviation. The meeting will be held at Port Columbus Airport, Columbus, Ohio, on September 21. It will focus on various projects now being implemented: expansion of geographical areas in which aircraft are under positive radar control; expanded reliance on radar for separation and control of aircraft; and development of general aviation transponder equipment.

MACH-3 TRAINING COURSE. FAA representatives were among those attending a training course presented by North American Aviation on the advanced technology of MACH-3. The course, given in Los Angeles, was designed to acquaint participants with techniques of development and manufacture of the XB-70A Air Vehicle.

NEW HEAD FOR UK AIR MISSION. Norman V. Lindemere arrived in Washington this week to assume direction of the three-man United Kingdom Air Mission to the Agency. He replaces Commander Harry I. Wood who died earlier this year. No military member is scheduled to replace Wing Commander Robert C. Simpson who left the Mission in late August enroute to his new assignment as a Wing Commander in Germany.

RECOGNITION REQUESTED. The National Association of Government employees has requested exclusive recognition at the Quonset Point, Rhode Island Radar Air Traffic Control Center. This would include Providence Tower.

ASB UNION GRANTED EXCLUSIVE RECOGNITION. The International Association of Machinists, Local Lodge 960, has been granted exclusive recognition for the appropriate unit within the Aircraft Services Base. Exclusive recognition gives the local union the right to enter into negotiation with management to reach an agreement applying to all employees, IAM members and non-members, within the recognized unit. In addition, the local union lodge is placed on the FAA's list of recognized organizations having exclusive recognition.

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PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY 9-9-63

The following announcement will close 9-18-63. The best qualified applicants will be selected for these positions regardless of race, color, creed or national origin.

ACPP NUMBER	Position, Title, Grade & Series	Number of Vacancies	Position Location	Key Number
1711	Clerk-Steno, GS-312-5	1	PT-955	255
1712	Clerk (Typing), GS-301-4	1	PT-951	269
1713	Secretary (Steno), GS-318-5	1	PT-937	300
2266	Teletypist, GS-385-5	1	AC-47	248
2267	Automotive Mechanic Foreman, WS-5823-06	1	AC-50	221
3640	A/C Piston Engine Mech., WB-8663-08	2	FS-995.4	253
3641	A/C Piston Engine Mech., WB-8663-11	1	FS-995.4	253
3642	Personnel Clerk (Typing), GS-203-5	1	AC-14	On file
3643	Clerk-Typist, GS-322-4	1	FS-985.12	254
3644	A/C Sheet Metal Worker, WB-3853-8	1	FS-995.5	176
3645	A/C Sheet Metal Worker, WB-3853-11	1	FS-995.5	176

# INTERCOM

F E D E R A L A V I A T I O N A G E N C Y

September 12, 1963

SEP 13 1963

FAA Aeronautical Center

## SPECIAL EDITION

DECENTRALIZATION AND STAFF ADJUSTMENTS. Further developments in decentralization and adjustment of staffing levels have recently taken place. This special edition of INTERCOM is a progress report on those developments.

NOTIFICATION COMPLETED. Employees who were selected for placement on the re-assignment roster were notified in person and in writing by September 10 and the reasons for their selection were explained to them.

NUMBER AFFECTED. Primarily due to volunteers taking the place of those presently selected and as a result of changing requirements in Washington and field organizations, it is expected there will be a few changes made to the roster. The present roster contains approximately 400 Washington staff members plus 105 NAFEC employees who will be asked to accept reassignment or relocation.

NAFEC INCLUDED. The Agency has determined a number of NAFEC employees can be better utilized in other parts of the Agency and that Headquarters FAA and NAFEC employees should be handled similarly. The initial order implementing the staffing adjustment program has been revised to include NAFEC employees and reissued as Agency Order OA 3330.2A. Agency Notice AD 3330.2 which outlined the procedures to be used in activating this adjustment has also been issued.

PROGRAM ADDITIONS. Major program additions made by Agency Order OA 3330.2A and Agency Notice AD 3330.2 are:

1. Employees who must be relocated will be given as much advance notice as is possible, at least 30 days. A reporting date in excess of 60 days from the date of notice of selection may be permitted only with the concurrence of the gaining organization.
2. When employees are tentatively selected for reassignment to a particular position but do not fully meet the prescribed qualification requirements for that position, personnel offices are authorized to negotiate with the Civil Service Commission for approval of training agreement or a waiver of qualification requirements.

MEETINGS WITH BRANCH CHIEFS AND EMPLOYEE ORGANIZATIONS. In seeking to clarify policy and procedures of the adjustment to staffing and to give employees a chance to present their views, the Administrator recently met with supervisory personnel from Headquarters. He also had a second meeting with representatives of employee organizations. Organizations represented were the Airways Engineering Society, National Federation of Federal Employees, National Association of Air Traffic Specialists, Inc., American Federation of Government Employees and Air Traffic Control Association.

SUGGESTED ADOPTED. As a result of suggestions offered by employees and employee organizations and of discussion with supervisory personnel the overall plan has been attacked in this manner:

1. Any employee is encouraged to discuss with his supervisor his interest in relocating. Supervisors will be responsible for assuring that such personal preferences are fully considered within their offices and services. However, the necessity of staffing every position with the best qualified individual will govern the release of such personnel from their present assignments.
2. Additional copies of pertinent Agency orders are being distributed. Project Officers can be designated to answer employee questions.

HARDSHIP. The Agency realizes that an employee in certain instances may not be able to accept a particular reassignment or relocation continuing him in his present grade and salary due to personal hardship or other extenuating circumstances. Such an employee may, if he requests it, be considered for an alternate assignment possibly involving a loss of grade or salary.

# INTERCOM

F E D E R A L A V I A T I O N A G E N C Y

FAA Aeronautical Center

63-29 (?)

September 18, 1963

PERSONNEL OFFICERS' MEETING. Regional personnel officers are meeting in Washington today (September 18) and Thursday. Principal item up for discussion is the deployment of Headquarters and NAFEC personnel.

ARE YOU AFFECTED BY THE DUAL COMPENSATION LAWS? Retired personnel of the uniformed services who work for the Federal Government and those who desire to work for the Federal Government may be affected by either one or both of the following Federal laws: The Act of July 31, 1894 (Dual Office), or The Economy Act of June 30, 1932 (Dual Compensation). As the names imply, the first has to do with the job and the second has to do with the pay.

If you have any doubt as to whether you are affected by the dual compensation laws, you should contact your particular branch of the military, Department of the Air Force, Navy, etc., Washington, D. C., for information relative to your specific case. It is the individual responsibility of all retired members accepting Federal employment to keep themselves informed relative to this matter and to notify their military retirement pay division of any change in status or salary. Overpayment could result in an indebtedness that would be difficult to repay.

PERFORMANCE IMPROVEMENT PROGRAM. A memorandum from the Administrator dated August 20, 1963 to Heads of Offices and Services, Regional Directors, and Managers Aeronautical Center and NAFEC, states that:

"The first part," of the Performance Improvement Program, "establishing performance standards for all jobs, is progressing well. We are now ready to begin the second part of this program, reviewing performance to help the employee improve. This is the critical step to increasing our productivity and service. This step is one of the positive means to carry out the Government-wide program to increase efficiency."

"Because of the importance of developing a real understanding of the performance improvement concept, we must allot the time necessary to do an effective job. I propose December 31, 1963, as our target date for having supervisors adequately prepared to conduct performance review discussions."

"The heart of the manager's job is helping his employees in their development, facilitating their growth, and establishing an attitude of positive change regarding job performance. I know you will continue to give the Performance Improvement Program the consideration and application it merits."

AIRCRAFT SERVICES BASE HOSTS MAINTENANCE MEETING AT THE CENTER. On October 21, 22, and 23, 1963, the Aircraft Services Base will hold an aircraft maintenance meeting with Agency representatives who maintain the airframe and powerplant systems of the Agency's fleet of aircraft. The theme of the meeting will be to discuss and clarify maintenance policies and procedures, to discuss maintenance and support areas requiring further improvement, and to present future plans with regard to aircraft maintenance. Additionally, it is expected that operational needs and difficulties will be presented for exploration and resolution.

SERVICE AWARDS TO AIRCRAFT SERVICES BASE EMPLOYEES. In a ceremony conducted on September 11, 1963, Mr. R. L. Sicard, Chief, Aircraft Services Base, presented length of service awards to 375 employees--seven for 25 years' service; fifty-five for 20 years'; seventy-two for 15 years' and 241 for 10 years' service.

LANDING SYSTEM SYMPOSIUM DRAWS TOP AVIATION FIGURES. Some 400 of aviation's elite prepared to leave Atlantic City today at the conclusion of the Second International Aviation Research and Development Symposium. The three-day event, which got underway Sept. 16 with an address by Administrator Halaby, attracted high-level aviation figures from more than 20 foreign nations. Principal object: to examine progress made in developing automatic, all-weather landing systems for aircraft. Nineteen technical papers dealing with airborne systems, sub-systems development, and operational aspects in the field of all-weather landing were presented. The symposium was conducted by FAA's SRDS Director Joseph D. Blatt. Technical Chairman was Alexander B. Winick, air navigation expert on the FAA System Design Team.

BENEFITS HANDBOOK. Information about all employee benefits including retirement, health and life insurance programs, social security, unemployment and other benefits has been consolidated into a single publication. Distribution will be made by the end of the month.

EMPLOYEE ASSIGNMENTS. The FAA is attempting to solve problems connected with the assignment of employees who desire to return to their former regions after a tour of duty overseas or as instructors at the FAA Academy. Agency goal is to assure placement of these people in positions utilizing the higher grades most of them have obtained while away from their regions.

SIX TO SUBMIT SST PROPOSALS. Three airframe and three engine manufacturers have notified FAA they intend to submit proposals for the development of the supersonic transport. The airframe companies: The Boeing Company; Lockheed Aircraft Corp; and North American Aviation. Engine makers are: Pratt & Whitney Aircraft Division, United Aircraft Corporation; Flight Propulsion Division, General Electric Company; and Curtis-Wright Corporation. Next step: Submission of proposals by the six companies by January 15, 1964.

AIRCRAFT ACCIDENT COURSE. A prototype of the six-week-long Aircraft Accident Investigation Course the CAB and FAA plan to start offering in January will begin in September 30 at the FAA Academy.

EMPLOYMENT OPPORTUNITY OUTSIDE FAA. OPT has assembled a special staff under the leadership of John Godbold, OPT Deputy Assistant Administrator and a former U.S. Civil Service Commission regional director, to help FAA people who are unable to leave Washington to take a reassignment offered as a result of staffing adjustments at Headquarters and NAFEC. All employees who are on the reassignment roster and those who are being transferred with their functions may request aid in obtaining employment outside of the FAA in the Washington area. They will be provided with this outplacement service, if they request it, while still being considered for reassignment within the Agency. So far, about 100 have taken advantage of this help. Godbold is personally visiting personnel officers of other agencies to inform them of the availability of highly regarded FAA employees. The response has been most gratifying. Many requests have been received to fill interesting and responsible positions. Resumes of experience and background on FAA people have been forwarded in response to job orders and interviews are now being scheduled. Due to the interest shown in this service the announced cut off date has been waived. Anyone now on a reassignment roster who wants help to get a job outside of FAA in the Washington area, should call extension 3764.

NEW PILOT EXAMS. Flight Standards has distributed a new series of written exams for the Instrument Pilot Rating to field offices. Although the new tests do not change the contents of the exam, they have been prepared to improve readability and to reduce the time required for examination administration.

PROMOTION PARTIALLY REOPENED. All FAA appointments and promotions had been in temporary abeyance to provide openings for the reassignment of Headquarters FAA and NAFEC employees affected by staff shifts to the field. Further evaluation now indicates that reopening positions will not interfere with the reassignment. Additional positions will be opened as the reassignment progresses. However, the following categories of positions are now exempt: (1) Air Traffic Controller in towers and centers may be promoted GS-10, 11 or 12 non-supervisory positions upon completion of required time in grade if it does not involve filling a vacancy. Air Traffic Specialists in stations may be promoted to GS-6, 7, 8, or 9 under the same restrictions; (2) Employees such as electronic maintenance technicians who were assigned to higher grade duties by application of new standards, reorganization or formal reclassification of duties, but were held in grade only because they did not have the required time in grade for promotion, may be promoted to the grade of the position they perform if it does not involve filling a vacancy, provided their present assignment was documented in the personnel office before August 8. These are in addition to the exemptions made by Agency Notice OA 3330.2, which permitted promotion but no new appointment of Professional Engineers, GS-9 and Air Traffic Control Specialists, through GS-8. Other general exceptions are promotion under training agreements and the exercise of reemployment rights, teletype operators and clerks, GS-5 and below.

AUTOMATION. FAA participation in an inter-agency staff group to study automation and its impact on employment and personnel actions has been requested by the Civil Service Commission. Richard Alfultis, Chief, PT-23, has been named FAA representative.

NEW WAGE SCHEDULES. Revised wage schedules for FAA wage board employees in the Texas areas of Abilene, Amarillo, Big Spring, Lubbock, Pyote, San Angelo, and Wichita Falls went into effect September 1. The increases ranged from an average of 5½ cents at Abilene to 9 cents at Amarillo. The Agency usually uses the findings of the Army-Air Force Wage Board survey and pays accordingly.

WHAT DOES IT COST? Cost accounting, data processing, and systems maintenance representatives from headquarters and all regions met in Washington September 5-6 to discuss a proposed handbook covering Phase I of the new facilities maintenance cost accounting system. This applies to the cost of manpower as distinguished from the cost of materiel which will be the subject of later studies

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PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY 9-16-23

The following announcement will close 9-25-63. The best qualified applicants will be selected for these positions regardless of race, color, creed or national origin.

ACPP Number	Position Title, Grade & Series	Number of Vacancies	Position Location	Key Number
1001	A/C Piston Engine Mech. Ldr. WL-8663-11	1	FS-995.4	253
1002	A/C Piston Engine Mech. WB-8663-11	4	FS-995.4	253
1003	A/C Piston Engine Mech. Lead Foreman WB-8663-08	1	FS-995.4	253
1004	File Clerk, GS-305-4	1	FS-970	269

# INTERCOM

F E D E R A L   A V I A T I O N   A G E N C Y

FAA Aeronautical Center

63-30    September 25, 1963

NEED MONEY? The Agency is tackling the problem of noise associated with airports and aviation by asking employees to submit, through the suggestion system, ideas they may have to accomplish noise reduction at specific locations or on a larger scale. The idea campaign, called Project Hush, carries with it the opportunity to receive cash awards ranging up to \$25,000 if a true breakthrough is prepared and approved by the Civil Service Commission.

MERIT PROMOTION PLAN. On October 1, the new Merit Promotion Plan goes into effect. Substituted for the Employee Promotion Appraisal will be the Personnel Data Summary Sheet, jointly made out by two supervisors and discussed with the rated employee. The complete plan was explained in the August issue of FAA HORIZONS. It will be further explained to employees by means of a brochure and a film during a series of briefing sessions to be conducted by personnel office representatives in all regions. Now, it's up to supervisors to sit down candidly with subordinates.

PLANNING FOR TRAINING. A large number of employees are actively following a self-development program and are now enrolled for the Fall semester. For most of them this will be a richly rewarding experience but for some it can be disappointing and frustrating. The difference is planning. The elements of a self-development plan are simple to state but it requires considerable effort to prepare a specific plan. Elements of a good plan are: determine skills or qualities which are to be improved, establish realistic goals (these will consist of long range as well as immediate), establish a list of requirements in order of priority, discuss this list with your family, your supervisor, and a highly qualified advisor, establish target dates for completion of requirements. If your plan survives this drubbing all you need is an awful lot of perseverance. It's your future -- why not prepare for it.

FAA EXHIBIT AT STATE FAIR. All Aeronautical Center personnel are invited to visit the FAA Exhibit at the State Fair. The exhibit is on the balcony at the north end of the grandstand.

MORE ATS FOR ADC. The Deputy Administrator signed an order expanding air traffic control service to Air Defense Command activities on September 10, 1963. Primary objective of the order is elimination of the undesirable dual control aspect previously associated with the air defense mission; another is to provide technical assistance to ADC facilities through assignment of FAA air traffic personnel, and jointly conducted FAA/military operational evaluations. To aid in accomplishing both objectives, communications between air defense and air traffic control facilities will be greatly increased.

NEW INTERCOM FOR EU. The Europe, Africa and Middle East Office is, beginning with this issue, publishing its own INTERCOM. Like the others, it will keep its employees informed of the happenings within the Agency. Headquarters join with the regions, Aeronautical Center and NAFEC in extending a hearty welcome.

BELL TOLLS FOR INTERMEDIATE FIELDS. Of the hundreds of emergency landing fields that once linked the airways between major airports in the contiguous states, only 46 remain. Because they no longer function as safety aids, continued FAA expenditures for maintenance and operation are not warranted. Unless exceptional circumstances arise to change the plan the fields and equipment will either be transferred to other responsible public agencies or decommissioned not later than June 30, 1964.

A BETTER--ETC.,ETC.: Conceive a better automatic landing system and the world will flock in droves to your store to hear all about it. This was the case at the just concluded (Sept. 16-18) Second International Aviation Research Symposium set up and managed by SRDS at NAFEC. With some 400 affirmative RSVPs in hand, symposium-wise planners made accommodations for 500 "just in case." This modesty almost proved embarrassing: when the last delegate signed in, some 600 signatures, identifying delegates from more than 20 nations, were on the register a circumstance that sent delighted hosts scrambling for additional space.

PROMOTION PARTIALLY REOPENED. To further clarify the item under this same heading in last week's INTERCOM, Clerk positions, GS-5, and below are not open to recruitment and promotion in Washington headquarters, NAFEC, and the Eastern Region. They are open elsewhere.

FORMER MEDICAL DIVISION CHIEF OF CAA DIES. Dr. William R. Stovall, former head of the Medical Division of the Civil Aeronautics Administration, died Sept. 18 in Washington, D. C., after a long illness. He was 58. Dr. Stovall was a past president of the Aero Medical Association, the District of Columbia Chapter of the American Academy of General Practice, and, in 1954, the recipient of the Theodore C. Lyster award from the Aero Medical Association for scientific contributions to aviation medicine. Last May he received a special citation from the Civil Aviation Medical Association of the District of Columbia.

AN EYE ON THE EXPENSES. For the first time, an Aircraft Management Cost Accounting System has been established. Installation of the system for line maintenance and basic flight inspection operations was accomplished in all regions except one on September 15. The Pacific Region will wait until December when it obtains its automatic data processing equipment.

ACADEMY SURVEY. A fact finding survey to examine the administrative and educational aspects of the FAA Academy, determine its present effectiveness and to define its future role has been completed. The final report is expected to be completed in December.

CS DIVISION CHIEFS TO MEET. Compliance and Security Division Chiefs from the regions, Aeronautical Center and NAFEC will meet in Washington November 18-21 to discuss Agency programs and objectives. A representative of the President's Committee on Equal Employment Opportunities will address the gathering.

CONDUCT AND DISCIPLINE. A Conduct and Discipline handbook which states the objective of disciplinary action to be correction and rehabilitation, not punishment, has been developed by OPT. It is aimed at assuring like penalties for like circumstances. A draft of the handbook is now being reviewed by regional directors and employee organizations with national status.

TOKYO CONVENTION. International agreement has been reached on which nations will be responsible for the punishment of offenders who commit crimes on aircraft in flight. The FAA's Deputy Assistant Administrator for International Affairs, Robert P. (Pat) Boyle, headed the five-man U. S. Delegation to the recent ICAO Diplomatic Conference in Tokyo, and signed the treaty on behalf of this country. The agreement stipulates that the nation in which the aircraft is registered has legal jurisdiction over the offense, regardless of where the crime takes place. In addition, the treaty gives the aircraft commander the right, if necessary, to take forceful steps to restrain offenders and to require them to disembark or to deliver them to local police authorities without subjecting himself or his airline to later suit. If the crime is covered by extradition treaties offenders can be returned to the State of registration for prosecution in its courts. The treaty, however, requires all countries to respect the civil liberties of offenders at all times.

CODE OF FAIR LABOR PRACTICE. An Agency directive, now in preparation, will implement the President's Standards of Conduct and Code of Fair Labor Practices governing employee organizations that have been granted recognition by the FAA.

PILOTS WILL SEE FAA EXHIBIT. The Flight Standards operations/maintenance exhibit will be shown October 5-11 to an estimated 2,500 general aviation pilots and their families in Palm Springs, Calif. at the Aircraft Owners and Pilots Assn. (AOPA) Annual Meeting and Industry Exhibit.

CONVAIR APPLIES FOR TWIN-JET CERTIFICATION. An application for type certification of the Model 38, a twin-jet engine transport aircraft of 28,500 lbs. maximum weight has been received from General Dynamics/Convair. The manufacturer has specified first flight approximately November 1, 1965.

FAA EMPLOYEE SEPARATIONS: During fiscal year 1963 there were 4,114 employee separations---327 fewer than during FY 1962. The FAA separation rate dropped from 10% in FY 1962 to 9.1% in FY 1963. The FAA rate continues to be lower than the government-wide rate which was approximately 20.3% for FY 1963.