

INTERCOM

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

W. Lloyd Lane
Manager, Aeronautical Center

64-48 December 2, 1964

DEMONSTRATION OF AUTOMATIC TYPEWRITER. A demonstration of the Dura Mach 10 Automatic Typewriter will be conducted in Room 145, Headquarters Building, December 8, 1964 from 9:00 a.m. to 2:30 p.m. Subject typewriter is controlled by punched paper tape and reportedly types at the rate of 175 words per minute. Representatives of Dura Business Machines of Oklahoma will conduct the demonstration.

SAFETY CAUTION. Recently, an employee received an injury while walking across one of the hangar floors. All Center employees who have reason to enter the hangar areas are hereby reminded to use the marked fire lanes along the sides and front of the hangars for walkways, unless they have other business in the work areas.

DISTRIBUTION OF SUPERVISORY GUIDES. Supervisors who have not received their copies of Supervisory Guides should request copies of past and future issuances from their Distribution Representative (identified in Order AC 1720.3C).

These Guides, intended primarily for firstline supervisors, were issued to all supervisors as an attachment to Notice AC 3110.1 on March 17, 1964. Two changes have been issued on April 10, 1964 and July 2, 1964 and another change issuance is in process.

One of the Guides, a descriptive listing of all current, pertinent, personnel management and training directives, is intended to help supervisors (who do not maintain a set of directives) locate information on personnel management subjects in the directives system. One of the Guides identifies for the supervisor where, in his organization, these directives are maintained. Another of the Guides describes the things a first-line supervisor is normally expected to know and do in the exercise of his personnel management responsibilities.

The purpose of these Guides is to provide supervisors with a working tool. Supervisors who are not receiving the Guides should make this fact known to their Distribution Representatives so that they may be included in future distributions.

WE'RE SAVING OUR MONEY. Latest savings bond report shows 1,027 new purchasers during the third quarter of calendar 1964; more than half of them--538--in the Eastern Region. As of September 30, according to the report, 28,516 employees, or 63.3 percent of the Agency's total roster, are now buying United States Savings Bonds through the payroll savings plan, thereby adding to their financial security. On June 30, the figure was 60.9 percent. As of November 21, 3714 of the Aeronautical Center's 4169 employees were participating - a total of 89%.

DISTINGUISHED SERVICE MEDAL FOR GENERAL GRANT. General Curtis E. LeMay, Chief of Staff of the Air Force, presented FAA's Deputy Administrator with the Distinguished Service Medal during ceremonies in LeMay's office marking General Grant's retirement effective November 30, 1964. General Grant was recalled to active duty immediately, and will continue to serve as Deputy Administrator of FAA at the pleasure of the President.

TOP AVIATION MECHANICS NAMED. Winners of FAA's Second Annual Aviation Mechanic Safety Awards were a 37-year-old American Airlines mechanic and a 34-year-old shop foreman for a fixed base operator in Texas. J. R. (Bob) Schneider, an instrument mechanic at American Airlines Maintenance Depot in Tulsa won in the air carrier class, and Harry A. Palmer, employed by Champs Aviations, Inc., Midland, Texas, got the general aviation award. Both men were selected last week from a group of state and regional winners following a nationwide competition to honor aviation mechanics who made outstanding contributions to aviation safety during 1963. Schneider, who was once a polio victim, discovered and eliminated the source of erroneous radio signals which interfered with the safe operation of automatic pilots on Boeing 707's and Lockheed Electras during the landing phase. Palmer developed an improved fuel strainer drain valve to prevent a fuel seepage in the Cessna Model 210 which he had traced from the nose gear well. In ceremonies to be held at FAA headquarters in Washington, Mr. Halaby will present both Schneider and Palmer with specially created medallions donated by American Aviation Publications, Inc. of Washington.

IMPACT OF MILITARY BASE CLOSURES. Closing of certain military airfields, announced recently by Department of Defense, will have a two-fold impact on FAA. As a result of closing certain large Air Force bases over a period of several years, FAA service facilities which exist primarily for those bases may be closed or curtailed.

Employees at those facilities need not be concerned about their continued employment, however, because they are assured that every effort will be made to provide "an uninterrupted career with FAA" under the provisions of Agency policy contained in OA 3300.1, dated 9/15/64. The second impact stems from Public Law 289 which charges FAA with determining what surplus airport property the GSA may transfer to non-Federal public agencies. One criterion for the determination is whether the property will fit into the national system of airports and whether it will serve to promote and develop civil aviation in the local community.

THE SILENT KILLER. Recent reports of carbon monoxide poisoning from charcoal briquets, used indoors for heating or cooking, have caused several state health departments to issue warnings. Tests have shown that even a few briquets could generate dangerous amounts of carbon monoxide in a closed room. Barbecuers have been poisoned after taking the burning grill into a garage, porch, kitchen or other indoor rooms. Campers have been overcome by carbon monoxide poisoning by trying to heat cabins, tents and cars with charcoal briquets. As long as the briquets are giving off heat they can produce carbon monoxide which is dangerous in an unventilated area.

HOW TO WELCOME FOREIGNERS. New Agency Order OA 1200.4 established Agency-wide requirements for getting approval for official visits of foreign nationals to any FAA office located within the United States. The order applies to those visits by foreign nationals at which official Agency business is or may be transacted.

HOLLYWOOD ON THE POTOMAC. In its own quiet way the FAA-produced film, The Best Investment We Ever Made, is moving into the "hit" category not only in the aviation community but among aviation-minded civic leaders. Conceived by Airports Service Director Cole Morrow, and carried out by William J. McGill (now CE assistant division chief, Airports Service) and Ernest E. Smalling, AS-68, the 20-minute color film has been in such public demand that additional prints have been ordered. Moreover, a number of private organizations have purchased prints for their own use. The film portrays in simple terms what it means to a community to have access to the stream of air commerce. The movie was shot on location in communities that have participated in the Federal-aid Airports Program. No professional actors were used; mayors and councilmen played themselves. Narrator of the movie is Arthur Godfrey. Arrangements for seeing or exhibiting the film can be made through District Airport Engineers.

IT KNOWS WHERE YOU'RE GOING. A successful four-day test flight recently completed (November 16-19) produced valuable information on the performance of the SRDS-developed coordinate converter, which translates radio signals into latitude/longitude coordinates. It was built under contract by Litton Systems, Inc. Jointly sponsored by the FAA and the U. S. Coast Guard, the flight covered approximately 2,400 miles -- Washington to Bermuda to Boston to Wilkes Barre, Pennsylvania, and return to Washington. NASA and Air Defense Command radar tracked the plane for ground position reporting, and the coordinate converter readings were photographed at five-minute intervals for airborne position data. A total of 230 position plots comparing the air and ground data indicated extreme accuracy of the coordinate converter, which derives its data from the LORAN-C (Long-Range Navigation) system. The aircraft used was an R4D, operated by the Coast Guard. FAA personnel aboard included: Joseph M. DeBalzo, RD-341, project manager; NAFEC's George Quinn and Jack Townsend, RD-811; and Comdr. Curtis J. Kelly, USCG liaison officer to the FAA.

"WELL DONE" FROM THE AIR FORCE. The following message was recently received by the Administrator from General Howell M. Estes, Commander, Military Air Transport Service (MATS): "Please convey my sincere appreciation to each individual air traffic controller who participated in support of OPERATION GOLD FIRE I. Their excellent cooperation and untiring efforts greatly **contributed** to the success of our operation. All MATS aircrews had nothing but praise for the attention and assistance received from your personnel and efficient organization." (GOLD FIRE I was a war exercise to test Air Force concepts of airlifting Army troops and equipment).

RETIREMENT BONUS. Employees eligible and thinking about retirement might well consider the 3 per cent increase in annuity they would get by retiring before December 30 of this year. The increase drops to 2 per cent for 1965 retirees, and 1 per cent for those taking the step in 1966. Detailed information is available from your personnel office.

TRAINING FOR THE BIG ONES. Advisory Circular AC 90-18, Large Propeller-Driven Aircraft Training Program -- General Aviation, describes areas of training for transition and recurrent training of general aviation pilots in large, prop-powered aircraft.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 12-9-64. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

APPLICATIONS SHOULD BE SENT TO PLACEMENT BRANCH, AC-14. Those received after 4:30 p.m. on closing date will be returned.

A Personnel Data Summary (FAA Form 2062) must be initiated the first time an employee requests consideration for a vacancy. A new PDS should not be submitted for future requests unless the employee's supervisor or the Placement Branch determines that a new rating is needed.

ACPP Number	Position Title, Grade & Series	Area of Consideration	Key Number
Position Location: Office of the Manager, Aero. Center			
*FPP-AC-64-1591	Supvy. Cost Accountant, GS-510-12	AC, AL, PC & NAFEC	263
Position Location: Installation and Materiel Depot			
ACPP-1592	Packer, WB-7002-06	Storage Mgmt. Div.	200
ACPP-1593	Supvy. Distribution Facilities Spec., GS-2030-11	Storage Mgmt. Div.	**
ACPP-1594	Procurement Agent, GS-1102-09	Procurement Div.	267
ACPP-1461	Production Controller (Gen), GS-1152-09		CANCELLED
ACPP-1588	Electronic Development Tech. (Instrumentation), GS-07		CANCELLED

(*) Closing Date: 12-16-64.

(**) On file Room 104, Hq. Bldg.

Promotion lists established as a result of these announcements may be used for a period of 90 days to fill additional vacancies in the same tenant organizations.

***** PLEASE USE YOUR ROUTING SYMBOL *****

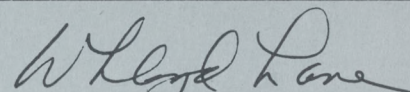
PROMOTION PLAN SELECTION LIST NO. 12 - Selections for November, 1964

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	SELECTED
PP Bulletin No. 1	Secretary (Steno), GS-318-05	Cunningham, Judith L.
PP Bulletin No. 1	Clerk Stenographer, GS-312-05	Schneberger, Linda C.
FPP-AC-64-1370	Aerospace Engineer, GS-861-13	Martin, Orla E.
FPP-AC-64-1392	Inventory Management Spec., GS-2010-12	CANCELLED
ACPP-1405	Management Analyst, GS-343-09	Dobbs, Louis H.
ACPP-1447	Accounting Clerk, GS-501-05	No Selection Made
FPP-AC-64-1452	General Supply Spec., GS-2001-13	No Selection Made
FPP-AC-64-1458	Plans and Programs Spec., GS-301-12	Rattan III, Travis E.
ACPP-1461	Production Controller (Gen), GS-1152-09	CANCELLED
FPP-AC-64-1471	Aerospace Engineer (M&S), GS-861-14	Turner, Eugene L.
FPP-AC-64-1488	Personnel Staffing Spec., GS-212-11	No Selection Made
FPP-AC-64-1492	Supvy. Electronic Engr. (Gen), GS-855-13	Tidwell, Andrew J.
FPP-AC-64-1493	Supply Systems Analyst, GS-2003-13	Price, Donald L.
ACPP-1513	A/C Mechanic Leader, WL-8852-11	Brooks, Johnny F.
ACPP-1530	Supvy. Supply Systems Analyst, GS-2003-11	Fuzzell, Billy G.
ACPP-1533	Industrial Engineer, GS-896-11	Dawson, Jarvis

(Cont'd next week)

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


Manager, Aeronautical Center

SPECIAL INTERCOM

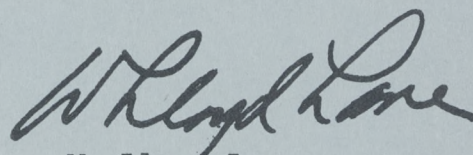
December 4, 1964

EMPLOYEE COMMUNICATION

In keeping with both my own views on the desirability of free communication and a practice which the Administrator has maintained at Washington Headquarters for several years, I am setting aside the time from 1:00 p.m. to 3:00 p.m. on Monday of each week to meet with Aeronautical Center employees who have constructive suggestions concerning the overall administration of the Aeronautical Center which they would like to discuss with me. In order to keep these meetings within bounds, they will be limited to 15 minutes per employee. I would hope that in each case the employee would be prepared to state the problem, give me the essential facts, and recommend a course of action.

Because I will occasionally be out of town or otherwise unavailable on Monday afternoon, and in order that you may not be kept waiting, it would be well to check with my office, extension 4521, before coming in.

This procedure is not in any way intended to relieve employees and supervisors from their continuing responsibility to discuss and resolve employment relation problems, complaints, and grievances, nor is it intended to take the place of any procedures established under agreements with employee organizations. Also, of course, it is not intended to take the place of the Employee Suggestion Program here at the Aeronautical Center.



W. Lloyd Lane
Manager, Aeronautical Center

INTERCOM

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

W Lloyd Lane
Manager, Aeronautical Center

64-49 December 9, 1964

DECEMBER IS INTERNATIONAL AVIATION MONTH. President Johnson has proclaimed this month as "United States International Aviation Month." The Council of the International Civil Aviation Organization (ICAO) plans an official celebration of the 20-year-old Chicago Convention, an outgrowth of which is ICAO, and is asking participation by all member nations. On December 14, at FAA headquarters, Administrator Halaby will welcome the foreign aviation officials, all of whom are director generals and ministers of civil aviation, or military air attaches. Later that day the officials will be flown from Dulles International Airport in the Agency's Convair 880 for a tour of the Aeronautical Center and the Aero-Commander plant at Bethany, Okla. Later in the week the group will visit NAFEC. An official reception and luncheon will be held at the Department of State December 17. The delegates' visit will end that evening with the Annual Wright Memorial Dinner at the Sheraton-Park Hotel.

IM DEPOT TOPS WITH SUGGESTIONS. Installation and Materiel's Depot at the Aeronautical Center is outrunning all competition in the Incentive Awards program. During FY 1964, employees there more than doubled their FY 1963 suggestion rates both for submissions and adoptions. On submissions, the depot rate is approximately one-and one-half times the Agency average; on adoptions, the rate is more than four times the Agency average; in tangible savings the rate is more than five times the Agency average. Here are two examples from Equipment Services Division: Guy Koonce, Jr., in his spare time and with scrap materials built a test panel that simulates external circuits for VORTAC monitors, dial monitors and monophone panels. The device saved FAA \$2,532.60 the first year it was in use. LeRoy Stephens suggested a "flytool holder" to be used in certain milling operations where conventional methods had proven unsatisfactory, and this idea worked out to \$4,440.62 in first year savings. Congratulations to the Depot.

IMPORTANT TRAFFIC ADVISORY CONCERNING THE
INTERSECTION OF U.S. 270 AND STATE HIGHWAY 3

The Aeronautical Center was advised on December 7, 1964 by the Department of Highways that effective Friday afternoon, December 11, 1964, an important change will be made in the traffic right-of-way at the intersection of U. S. 270 and State Highway 3 just west of Shawnee, Oklahoma.

North-bound traffic on U. S. 270 will have the right-of-way and will no longer be required to stop at the intersection. Employees living in the Shawnee area should be particularly alert to the new signs posted at this location and be sure to yield the right-of-way to traffic on 270.

OKLAHOMA COUNTY SPECIAL ELECTION - TUESDAY, DECEMBER 15, 1964

On December 15 Oklahoma County voters will ballot on a \$10.8 million bond issue for needed highways and streets to handle future traffic growth in this county and a \$6 million bond for an annex to the present county courthouse building. Two other important issues are: Establishing a city-county library system to provide proper library services in all sections of the county, and expansion of the city-county health department. Needed services would be provided for citizens everywhere in the county, rural, suburban and urban areas. All registered voters in Oklahoma County are eligible to vote for roads, expressways, bridges and right-of-way, the courthouse annex and the county library system. Voters who pay either personal or property taxes are eligible to vote on the county health program. (You may sign an affidavit at the polls if you do not have a current tax receipt). Each Aeronautical Center employee who is eligible to vote is reminded of his obligation as a citizen to acquaint himself with the facts and to vote in this election. The polls open at 7:00 a.m. and close at 7:00 p.m. in the urban areas; in the rural areas from 6:00 a.m. to 6:00 p.m.

GRADE ESCALATION PROBLEM CLARIFIED. The increase in average grade within FAA has exceeded that of any other Federal agency over the past four years. As of June 30, 1964, FAA's average grade of 9.9 is second highest among all agencies and exceeds that of all agencies with large scale field operations.

During recent years, FAA has undergone continual expansion and change. New programs and technological advancements in all fields of aviation increased the responsibilities and complexities of Agency work. Increased professional abilities required by the expansion and changes have been recognized in standards changes and in individual promotions. These have contributed to valid grade escalation.

Recent Federal Pay legislation was designed to provide substantial comparability with industry rates, to provide pay flexibility within each grade, and to prevent distortion of the classification structure through grade inflation. These same principles are embodied in the President's program for securing optimum employee productivity, manpower utilization, and maximum efficiency and economy in all Government operations.

To accomplish these objectives, the Administrator has issued an order to all top managers within the Agency requiring them to manage their operations within the average grade structure in their organizations on September 30, 1964. This action by the Agency reflects a Government-wide concern. Other agencies have taken, or probably will take, similar action to prevent further increases in their average grades.

In the FAA, this action does not mean that there will be no individual promotions, but that all recommended promotions must be based on a careful individual review of each proposed action. Positions will continue to be classified on the basis of position classification standards published by the Civil Service Commission, although promotions will not be automatic. Managers will, however, have to exercise maximum care in designing organizations and assigning duties to get maximum value from their manpower resources. The Agency's position management policy also emphasizes the importance of current and accurate position descriptions to provide a firm basis for sound classification.

As future technical changes and use of automated equipment require changes in the classification of positions, these will be reflected in the average grade levels established. Consistent with this objective, however, only those changes will be permitted that contribute to increase productivity and efficiency.

PRESIDENT HONORS SM DIRECTOR VIERLING. Bernard J. Vierling, Director of FAA's System Maintenance Service, received an Economy Achievement plaque from President Johnson last Friday. He was one of 30 Government employees selected from a field of 150 nominees. The ceremonies marked the 10th anniversary of the Government Employee's Incentive Awards Act. Vierling was cited for saving FAA more than \$8.1 million in FY 1964 by instituting new management methods and procedures.

IT'S THAT TIME AGAIN. The 4,610,000 veterans holding WW I, U. S. Government Life Insurance, and WW II National Service Life Insurance, will get a proportionate slice of the pie when \$224,500,000 in 1965 GI insurance dividends are paid out in January. John S. Gleason, Jr., Administrator of Veterans Affairs, expressed the hope that the entire payment could be started immediately after New Year's Day and completed by January 10. Distribution of the checks will be automatic and the VA stressed the point that no correspondence is required. In fact, any correspondence might delay payment.

FAAers EYE FOREIGN SHORES. Over 1,000 applications from Agency employees interested in foreign assignments were coded and fed into the Agency's computer to streamline identification of candidates for overseas duty. Applications arriving in small numbers will be held for insertion into the system after January 1, 1965. Eighty-three candidates for International Civil Aviation (ICAO) positions already have been identified and asked if they desired active consideration. Interested candidates will be recommended to ICAO next year.

CLEANER CAUSES SKIN DISORDER. Central Region Flight Surgeon Dr. Charles W. McMillin reports that use of Chlorothene as a cleaning agent might cause skin reaction. The report came from Wausau, Wisconsin Flight Service Station. Use of the chemical has been investigated with the cooperation of the Office of Aviation Medicine. The doctor suggests isopropyl alcohol (rubbing alcohol) be used in place of Chlorothene, which is also known as methyl chloroform. While the latter chemical has excellent solvent properties, it is also somewhat toxic and removes natural oils from the skin.

NEW ASSISTANT FOR DDT. Isaac H. Hoover (Program Manager, Airframe, Aircraft Development Service) has been selected through the Merit Promotion Program to fill the position of special assistant to D. D. Thomas, Associate Administration for Programs. He will replace Jack Webb who is now Chief, Flight Standards Division, Southern Region. "Ike" was one of 53 outstanding candidates nominated by regional directors and various office and service chiefs as qualified for the job. He will assume his new duties on or about January 3, 1965.

SICK LEAVE - THAT EXTRA BANK ACCOUNT. Did you know that the 13 days Federal employees can earn each year and accumulate indefinitely is the envy of many people in private industry? The Bureau of Labor Statistics found recently that only 40 percent of industry's office workers and 63 percent of plant employees were covered by some form of sickness and accident insurance AND only 27 percent of the plant workers and 67 percent of the office personnel were entitled to paid sick leave. Fringe benefits? You bet! And this is just one of many. Protect that sick leave balance just as you would a savings account - that's what it amounts to when you need it!

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 12-16-64. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

APPLICATIONS SHOULD BE SENT TO PLACEMENT BRANCH, AC-14. Those received after 4:30 p.m. on closing date will be returned.

A Personnel Data Summary (FAA Form 2062) must be initiated the first time an employee requests consideration for a vacancy. A new PDS should not be submitted for future requests unless the employee's supervisor or the Placement Branch determines that a new rating is needed.

ACPP Number	Position Title, Series & Grade	Area of Consideration	Key Number
Position Location: Office of the Manager, Aero. Center			
*FPP-AC-64-1595	Budget Analyst, GS-560-12	AC, PC, AL & NAFEC	152
ACPP-1596	Accounting Tech. (Cost Accounting), GS-525-06	Center Wide	187
ACPP-1568	Statistical Assistant, GS-1531-07		CANCELLED

(*) Closing Date: 12-23-64.

Promotion lists established as a result of these announcements may be used for a period of 90 days to fill additional vacancies in the same tenant organizations.

***** PLEASE USE YOUR ROUTING SYMBOL *****

PROMOTION PLAN SELECTION LIST NO. 12 - Selections for November, 1964

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	SELECTED
ACPP-1534	Industrial Engineer, GS-896-09	Brittain, Charles A.
ACPP-1538	Procurement Agent, GS-1102-09	McAfee, Harold K. Brewer, Evelyn R.
ACPP-1540	Procurement Agent, GS-1102-11	Crawley, Clifford L.
ACPP-1541	Parts Expeditor, WB-6958-07	Hughes, Richard H.
ACPP-1546	Supvry. Conveyances Examiner, GS-963-09	Freeman, Virginia R. Hood, Margaret E. Kordish, Joseph E.
ACPP-1549	Data Processing Requirements Spec., GS-11	Fendrych, James G. Wells, Burnis L.
ACPP-1550	Data Processing Requirements Off., GS-12	Hanlan, H. J.
ACPP-1551	Procurement Assistant, GS-1102-07	Westfall, Ronald V.

INTERCOM

FEDERAL AVIATION AGENCY

W. Lloyd Lane
Manager, Aeronautical Center

DEC 17 1964

64-50 December 16, 1964

WRIGHT ON THE HORIZON. The impact of civil aviation upon the social, political and economic forces in the world will be highlighted Thursday, December 17, at the Wright Memorial Dinner when aviation leaders of 48 nations will be honored. Administrator Halaby is this year's master of ceremonies. The President and Secretary General of the International Civil Aviation Organization (ICAO) will be among the honored guests. The annual dinner, sponsored by the Aero Club of Washington, commemorates the 61st anniversary of man's first powered flight. This year, it also salutes the 20th Anniversary of ICAO, a world body for the establishment of international air commerce agreements. Administrator Halaby is also host to the distinguished foreign guests for a four-day tour of U. S. civil aviation facilities, including FAA's NAFEC and Aeronautical Center prior to the December 17 affair.

AERONAUTICAL CENTER FEATURED IN HORIZONS. The Aeronautical Center is featured in two principle locations in the December issue of HORIZONS which is to be distributed soon. The editorial page, on the inside front cover, brings a message from Center Manager W. Lloyd Lane and the inside back cover highlights the dedication of the Aviation Records Building. Inside news pages carry items ranging from stories about the FAA Academy to one about a varmint hunter. Be sure to read HORIZONS and don't forget to take your copy home for the family to enjoy.

CHRISTMAS PARTIES. Following the usual custom, a number of organizations at the Center plan to hold open house on the last workday preceding the Christmas holiday. This provides a good means for exchanging feelings of goodwill during this joyous season. While all are encouraged to participate in these activities and enjoy themselves, the usual Agency code of ethics and standards of conduct will be observed. There will be no early dismissal of employees nor excused absence for individuals who may not participate in these activities.

CHANGES TO WORKWEEKS AND HOURS OF DUTY. Effective December 13, 1964, under provisions of the new Aeronautical Center Order 3600.1B, issued 11/27/64, authority to establish and modify tours of duty has been decentralized to certain operating personnel throughout the Center. This is a major departure from previous policy. The Agency Handbook which permits such redelegation of authority, PT P 3600.3, also contains a number of other changes which should be of considerable interest to supervisors. For example, changes have been made in the policy of handling irregular workweeks so as to preclude the occurrence of "short workweeks"; special tours of duty to allow employees to obtain outside training during working hours virtually have been eliminated. Supervisors who have not yet had an opportunity to review these publications should do so as soon as possible. It may be necessary for them to modify certain outstanding instructions which no longer apply because of changes which have been made.

FLIGHT INSPECTION OFFICES CONSOLIDATE. The Flight Inspection and Procedures National Field Headquarters, FS-909, announces the consolidation of the Flight Inspection Field Office No. 1, FS-910.1 (Convair), formerly located in Hangar 8, and the Flight Inspection Field Office No. 4, FS-910.4 (Jet) formerly located at Tinker AFB.

The consolidated office will be identified as Flight Inspection Field Office No. 1, FS-910.1, and located in the Staging Facility Building, 5300 S. Portland, Oklahoma City, Oklahoma, telephone number MU 1-4622, Ext. 341.

This consolidation was effected December 4, 1964, and at present Mr. Morris A. McBride is acting as Chief of the consolidated office.

DEMONSTRATION OF PHOTO-COPY MACHINES. A demonstration of the Kodak Verifax Copier for multiple copies and the Readyprint for single copies, will be conducted in Room 145, Headquarters Building, Thursday, December 17, 1964. Representatives of Eastman Kodak Stores, Inc. will conduct the demonstration from 9:30 a.m. to 3:00 p.m. Both copiers have now eliminated any solution handling.

CENTER EMPLOYEE ELECTED TO FEDERAL SAFETY COUNCIL. James Heath, Occupational Safety Engineer was elected to serve as vice chairman of the Western District of Oklahoma Federal Safety Council at a recent meeting held at the Center. He will serve during the 1965 term of office. During the bi-monthly meeting the group toured many of the facilities at the Center. Forty-five persons represented 33 Federal Agencies from this area who work together to develop safety programs and promote accident prevention within the Federal agencies.

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES. The American Federation of Government Employees, Local Lodge 2282, has represented an appropriate unit of permanent non-supervisory class act employees in the Flight Inspection and Procedures National Field Headquarters for several months on a formal basis. In a recent election, the AFGE won the right under the provisions of E. O. 10988, to convert its formal recognition for this unit to exclusive recognition. A certificate of exclusive recognition was presented to the officers of the Local Lodge by the Manager, Aeronautical Center, on Friday, December 11, 1964.

SAFETY PLAN SNOWBALLS. The Administrator's "Dear Fellow Airman" flying safety letter sent to 370,000 active licensed pilots last month has evoked favorable responses. Within two weeks of the mailing more than 300 responses were received even though none was requested. Many offered recommendations which will be evaluated and all letters will be acknowledged. Enclosed with the letter was a safety education pamphlet, 12 Golden Rules for Pilots, for which requests continue to pour in. These will be filled as long as the supply lasts.

PRIVATE PILOT STIMULUS ON UPSWING. Private pilot written examinations administered (51, 848) during the 12 months ending November 1 increased 18 per cent over the same period in 1963.

NEW ACCIDENT FORM PRINTED. Civil Aeronautic Board's newly designed accident reporting form #485 is currently being printed at the Government Printing Office. Initial supply for regional use is expected by January 1, 1965.

CENTER PAY PERIOD NUMBERING CHANGED. Due to the new payroll system installed at the Aeronautical Center recently a new pay period numbering scheme has been required. Thus the pay period beginning December 20, 1964 and ending January 2, 1965 will be Pay Period 1 instead of PP 14.

SICK LEAVE \$ENSE. The special form used by NAFEC and the Aeronautical Center to inform employees of the amount of sick leave they have accumulated and the monetary value of that leave has been recommended for use by Regional Headquarters within the Agency. The device emphasizes that sick leave is one of the best insurances against loss of income due to prolonged illness. A recent accounting at the Center revealed that the total value of the sick leave accrued by all employees is about 8½ million dollars. Five employees have accumulated more than 2000 hours of sick leave. They are: Noble C. Gregg, 2042; Oscar W. Bryant, 2020; David W. Grier, 2017; John H. Haugan, 2006; and Jane V. Gordon, 2003.

MOBILE ATC GEAR STUDIED. An Air Force mobile air traffic control system designed to support temporary operations anywhere in the world was viewed recently by Agency personnel visiting Eglin AFB, Florida, and Tinker AFB, Oklahoma. The Washington group studying the feasibility of the Agency's acquiring a limited number of facilities for various operational contingencies was headed by Walter C. Hayhurst of Installation and Materiel Service.

OLDEST PILOT EXAMINED AT RESEARCH INSTITUTE. Dr. Aurileus M. Wallace, 90, of Gate City, Virginia, oldest active pilot in the United States and possibly the world, recently took the standard research test given airmen in various age groups by FAA's Clinical Research Institute at Georgetown University, as part of an Agency study of the aging process. Dr. Wallace learned to fly in 1938 when he was 64 and has logged more than 3,000 hours. He passed his last flight medical in July, 1964, and was recently checked out in his own SKYHAWK by Dr. Clyde A. Lynn, Flight Surgeon and instructor, Southern Region.

GI BILL RUNNING OUT. Korean Conflict veterans with short periods of wartime service will be first to lose their GI loan entitlement starting January 31, 1965, according to a Veterans Administration announcement. Up until that date all Korean Conflict veterans are eligible to secure a VA guaranteed loan to buy a home or a farm or to enter into business. After January 31 benefits for individual veterans will end according to formulas established by Congress in 1961. Example: A veteran with one year and three months service, discharged in June, 1953, would add ten years to make it 1963 and a year each for the five three-month-periods he was on wartime duty. Thus, his eligibility would extend to June 1968. For details consult your regional VA office.

TAC LAUDS FAA. General W. C. Sweeney, Jr., Commander of the Air Force's Tactical Air Command, expressed high praise for Agency personnel concerned with Exercise GOLDFIRE I in a recent letter to Mr. Halaby. General Sweeney took note of the large number of Agency personnel who played key roles in the success of the exercise and singled out for special praise several people from the Washington Headquarters, Southern and Central Regional Offices and the Memphis and Kansas City Air Route Traffic Control Centers.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 12-23-64. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

APPLICATIONS SHOULD BE SENT TO PLACEMENT BRANCH, AC-14. Those received after 4:30 p.m. on closing date will be returned.

A Personnel Data Summary (FAA Form 2062) must be initiated the first time an employee requests consideration for a vacancy. A new PDS should not be submitted for future requests unless the employee's supervisor or the Placement Branch determines that a new rating is needed.

ACPP Number	Position Title, Series & Grade	Area of Consideration	Key Number
Position Location: Off. of the Manager, Aero. Center			
*FPP-AC-64-1597	Digital Computer Systems Analyst, GS-334-13	AC, PC, AL & NAFEC	286
ACPP-1601	Chief, Payroll Branch, GS-544-08	Center Wide	262
Position Location: FAA Academy			
*FPP-AC-64-1598	Electronic Engr. (Gen), GS-855-12	AC, PC, AL & NAFEC	292
Position Location: Aeromedical Certification Division			
ACPP-1599	Statistician (Medicine), GS-1530-11	Center Wide	**
ACPP-1600	Medical Examiner Program Off., GS-301-11	Center Wide	**
FPP-AC-64-1543	Supv. Gen. Aviation Maint. Spec., GS-1825-12		CANCELLED

(*) Closing Date: 12-30-64.

(**) On file Room 104, Hq. Bldg.

Promotion lists established as a result of these announcements may be used for a period of 90 days to fill additional vacancies in the same tenant organizations.

***** PLEASE USE YOUR ROUTING SYMBOL *****

PROMOTION PLAN SELECTION LIST NO. 13 - Selections for December, 1964

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	SELECTED
PP Bulletin No. 1	Secretary (Steno), GS-318-05	Callahan, Loretta Dee
	Clerk Typist, GS-322-04	Elrod, Carol S.
PP Bulletin No. 2	General Supply Series, GS-2040-04	Belliveau, Mark J.
		Brooks, Oscar M.
	General Supply Series, GS-2040-05	Hartman, Roger F.
		Hawk, Clarence A.
		Paulden, Moses E.
		Rhodes, Frank (NMN)
ACPP-1546	Supvy. Conveyances Examiner, GS-963-09	Freeman, Virginia (Cancelled)
		Hood, Margaret E. (Cancelled)
FPP-AC-64-1404	Electronic Tech. (Gen), GS-856-11	No Selection Made
ACPP-1497	Electronic Engr. (Gen), GS-855-11	No Selection Made
FPP-AC-64-1505	Electronic Engr. (Gen), GS-855-12	No Selection Made
FPP-AC-64-1521	Electronic Engr. (E/M), GS-855-12	Lagaly, George B.
		(Cont'd next week)

INTERCOM

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

W. Lloyd Lane
Manager, Aeronautical Center

SPECIAL INTERCOM

DECEMBER 21, 1964

CHRISTMAS PROGRAM SIATED FOR AERONAUTICAL CENTER

The Aeronautical Center has had some type of Christmas Program every year. In view of this, there will be a special Christmas Program Wednesday, December 23rd in the Auditorium of the Administration Building.

This year's program will feature the 35-member mixed chorus from Moore High School, under the direction of Boyd C. Fees, the Vocal Music Teacher at the high school.

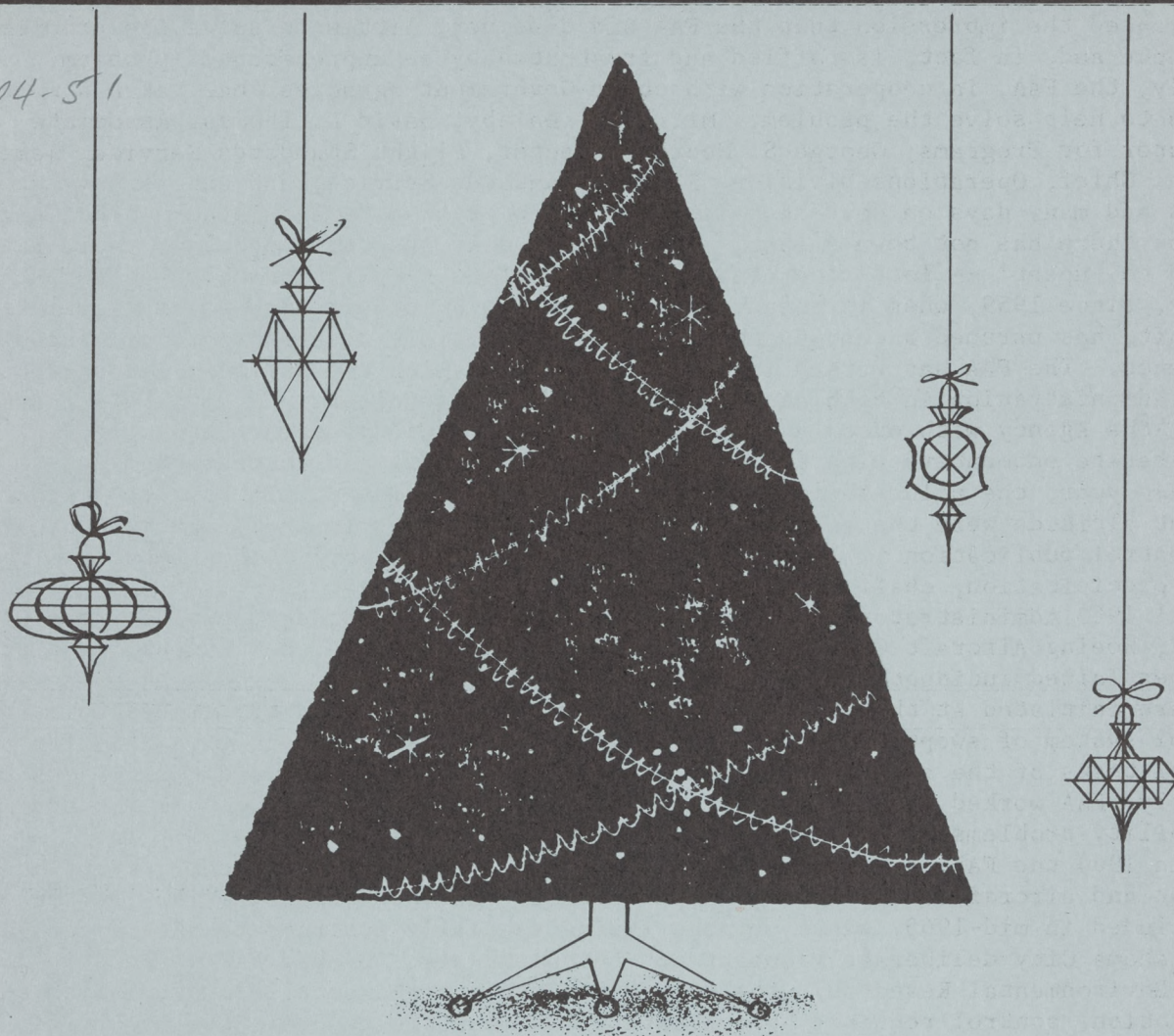
Two programs will be offered employees -- at 11:00 a.m. and again at 1:00 p.m.

You are all invited to attend.

INTERCOM

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

64-51



Could I meet with each of you, my words would be simple and direct....
May these be for you the happiest of holidays. May you meet friends and learn
joy in giving them joy. May you see your critics in a spirit of
tolerance and forgiveness. May you be with your families and discover again harmony
in your home. May you discover again true Christmas spirit in the
delight of your kith and the satisfaction of your kin. Yes, may we see and feel
anew that God's love is reflected in the love of man for man. Let the
Christmas spirit be yours! Let this be the happiest of seasons!

W. H. Halaby
Administrator

TO SET THE RECORD STRAIGHT. At a press conference last week in Agency headquarters, Administrator Halaby commented on a recent LIFE magazine story on air turbulence. The article created the impression that the FAA had done very little to solve the problem of turbulence and, in fact, is baffled and frustrated by an unprecedented problem.

Actually, the FAA, in cooperation with other Government agencies, has taken a number of actions to help solve the problem. Mr. N. E. Halaby, David D. Thomas, Associate Administrator for Programs; George S. Moore, Director, Flight Standards Service; James F. Rudolph, Chief, Operations Division, Flight Standards Service; and others have spent long hours and many days on what he calls "the upset problem." The facts: Since early Spring 1964 there has not been a fatal accident and only one reported major incident attributed to 'upset' -- loss of control due to airplane -- pilot response to turbulence. The Agency, since 1959, when it required the installation of airborne radar in swept-wing jet aircraft, has pursued a continuing program of scientific research into all aspects of turbulence. The FAA has worked in close cooperation with the National Aeronautics and Space Administration in both actual and theoretical studies.

In 1961 the Agency with other agencies launched the national severe storm project where deliberate encounters with turbulence were experienced and instrumented and tested. In that same year, the pilot-to-forecaster program was initiated. The buffet speeds expected at altitude were the subject of an Advisory Circular in 1962, and another air traffic control publication in July set forth procedures for providing information to pilots on precipitation, chaff and storm areas.

In April 1963 Administrator Halaby called a meeting with representatives of the CAB, NASA, USAF, Boeing Aircraft Company, Air Line Pilots Association, and others, to discuss several unexplained incidents that had accumulated by that time. Government-wide actions were initiated at that time. In 1963 the Agency assigned task groups to study the control system of swept-wing jets and engaged in a joint project with NASA for wind tunnel tests of the aerodynamics and flight characteristics of swept-wing jets. Concurrently, FAA worked with an Air Force-industry task force working on structural and controllability problems in USAF bombers and tankers.

Early in 1964 the FAA, again with NASA, instituted a project to investigate pilot environment and aircraft aerodynamics in turbulence. In these tests, which are expected to be concluded in mid-1965, Agency pilots flying specially instrumented FAA large jets out of Oklahoma City deliberately sought out turbulent air. Dubbed TAPER (Turbulent Air Pilot Environmental Research), the scientific study seeks detailed information on aircraft motion, control required, pilot environment and the natural "frequency" of aircraft. (These major action programs were not even mentioned by LIFE). NASA, using its giant, one-of-a-kind motion simulator at the Ames Laboratory, Sunnyvale, Calif., investigated pilot environment under extreme conditions far in excess of those that would be expected in actual flight.

In an FAA convened symposium with instrument manufacturers and airline operators a program was initiated to re-mark attitude instruments in jet transports, particularly those relating to pitch and roll. In August 1964 the Agency awarded a contract for temperature sensing equipment with the idea of developing dependable instruments to warn of clear air turbulence.

Finally, Mr. Halaby refuted a passage in the article which said that the FAA can invoke a catch-all rule against operating an aircraft in a "careless and reckless manner" if "a pilot guesses wrong (when he maneuvers seeking to avoid turbulence) and his plane or passengers are hurt by rough weather."

"There must be a misunderstanding," he said, explaining that there has not been a single instance of the FAA using this rule in the case of an upset caused by turbulence. "We have never cited a pilot and, so long as I am here, never will a pilot be cited for making a miscalculation of that sort, except in the unlikely case of gross negligence," Mr. Halaby declared.

BOYD ADDRESSES NAAIS CLASS. Alan S. Boyd, Chairman, Civil Aeronautics Board, was the guest speaker at graduation services for the 6th class of the National Aircraft Accident Investigation School, December 15, 1964. Eighteen students completed the course: 6 from CAB, 10 from the FAA, 1 from the United Kingdom and one from the Netherlands. Richard G. Teixeira, PT-955, won honors for the highest grade on the final examination. Class number 7 will convene in January.

INTER-AGENCY COOPERATION. The FAA was recently called upon by the FBI to provide a helicopter to conduct an aerial search in the vicinity of the May Avenue Bank which was robbed on 12/9/64. The FAA has cooperated in this manner on several occasions in the past including an aerial search to locate the hideout of John Gibson Dillon, one of the top ten fugitives whose body was later discovered at the bottom of a cistern on an abandoned farm near Pryor, Oklahoma.

ANNUAL RE-REGISTRATION OF VEHICLES. All employees are reminded to register their 1965 vehicle tags in accordance with Aeronautical Center Order AC 1600.2B, "Parking and Traffic Regulations at the Aeronautical Center." The vehicle registration forms (AC-678) have been revised, and obsoletes the previous edition dated January 1963. New forms are available from Office Services Section, AC-47.1. All registrations must be on the new form. Employees cooperation-in completing the vehicle registration (both sections) and submitting it to the Compliance and Security Division, AC-90 as new tags are purchased will be appreciated.

LEAVE POLICY. Supervisors have been asked to pursue a liberal policy in granting annual leave to FAAers who want time off on the Thursday before Christmas and the New Year.

RETIRED MILITARY, 'ATEN-HUT!' Retired commissioned or warrant officers appointed Federal employees before December 1 must decide whether to retain their current status or become subject to the new Dual Compensation Act. Those who haven't received an election form from a military finance center by January 1, 1965, should contact their finance center at once. An election must be made by March 1, 1965, or the employee will remain in his present status. No changes will be permitted after the March 1 cut-off. Read about the Act in Civil Service Commission Bulletin 550-9 available at personnel offices.

ADULT EDUCATION REGISTRATION OPENS. Each year many employees at the Aeronautical Center continue their education by participating in the Adult Institute of the Oklahoma City Public School System. Registration for the Winter Semester which runs from January 4 through February 11, 1965 is now in progress. Persons interested can either call the Adult Institute Office, CE 2-5273, or contact the Training Branch, AC-11, Extension 4156. Courses of instruction will be given at Central, John Marshall, U. S. Grant, and Douglass High Schools. Courses listed fall into several categories such as highschool, business, vocational and self-improvement. Most classes are held between 6:00 p.m. and 9:30 p.m. two nights per week. Make that telephone call today.

ACADEMY AUTHOR SCORES AGAIN. Roy J. Cummings, Education Specialist, of the FAA Academy Training and Development Division, PT-910, has achieved another significant accomplishment in the journalism field. His article, "How to Evaluate a Training Course," was published as the feature article in the December 1964 issue of THE OFFICE, a magazine of management, equipment, and methods. Cummings had a smaller item appear in the April 1964 issue of SUPERVISION.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 12-30-64. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

APPLICATIONS SHOULD BE SENT TO PLACEMENT BRANCH, AC-14. Those received after 4:30 p.m. on closing date will be returned.

A Personnel Data Summary (FAA Form 2062) must be initiated the first time an employee requests consideration for a vacancy. A new PDS should not be submitted for future requests unless the employee's supervisor or the Placement Branch determines that a new rating is needed.

ACPP Number	Position Title, Series & Grade	Area of Consideration	Key Number
Position Location: Aircraft Services Base			
ACPP-1602	A/C Painter, WB-4152-10	ASB	*
Position Location: Aeromedical Certification Division			
ACPP-1603	Applications Examiner, GS-963-04	Aeromedical Cert. Div.	264

(*) On file Room 104, Hq. Bldg.

Promotion lists established as a result of these announcements may be used for a period of 90 days to fill additional vacancies in the same tenant organizations.

***** PLEASE USE YOUR ROUTING SYMBOL *****

PROMOTION PLAN SELECTION LIST NO. 13 - Selections for December, 1964
DO NOT APPLY ON THESE POSITIONS

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	SELECTED
FPP=AC=64=1531	Comm. Cont. Cntr. Coordinator, GS=301=13	Risinger, Kenneth W.
ACPP=1537	Tool, Stock & Parts Keeper, WB-6904-06	Barkus, Hamilton Reeves, Vernon L. Standridge, Aleck L. Zimmerman, Charles A. Gravino, Francis J. Absher, Fred L. Boatwright, Guy D. Boyd, Grady L. Dewberry, Homer J. Engler, Robert L. Griffith, Trulius E. Howerton, Gerald E. Ray, Robert L. Whinery, Jean Paul Young, Napoleon E.
ACPP-1538	Procurement Agent, GS-1102=09	Mallett, J. C.
FPP-AC-64-1539	Gen. Aviation Oprns. Spec., GS=1825=13	Newton, Joe R.
ACPP-1540	Procurement Agent, GS-1102-11	Dane, Yolanda E.
ACPP-1544	Warehouseman, WB-6907-06	Loper, Godfrey C. Vaughn, Lloyd Wickett, William F. Shrum, Tom W. (Cont'd next week)
FPP-AC-64-1545	Supv. Elec. Engr. (Gen), GS=855=13	
ACPP-1548	A/C Brake Repairer Ld. Frmn., WS=8260=06	
ACPP-1551	Procurement Assistant, GS=1102=07	
FPP-AC-64-1552	Air Traffic Control Spec. (Gen), GS=2152=12	
FPP-AC-64-1553	Electronic Engr. (Gen), GS=855=11	
ACPP-1554	Materiel Mgmt. Spec., GS=2001=11	

INTERCOM

FEDERAL AVIATION AGENCY

W. Lloyd Lane
Manager, Aeronautical Center

64-52 December 29, 1964

1964 -- THE YEAR IN REVIEW

Here, in capsule form, are some of the events of the past year.

JANUARY

Government-wide pay raise goes into effect. *** Boeing 727, first three engine transport developed in decades, receives FAA type certification. *** Lockheed, Boeing and North American Aviation submit airframe proposals for the U. S. supersonic transport; engine design proposals received from Curtiss-Wright, General Electric and Pratt & Whitney. *** Mr. Halaby presents FAA Meritorious Service Award to Mary Healy, Clarke Harper, Donald King and Charles Carmody. *** First annual Aviation Mechanic Safety Awards presented by Administrator. ***

FEBRUARY

Sonic boom tests begin at Oklahoma City. *** First employment-management relations agreement negotiated by FAA between Atlanta Aircraft Maintenance Base and American Federation of Government Employees, AFL-CIO. *** FAA awards two contracts for studies of aircraft lightning protection measures. *** Certificated aircraft repair stations reach an alltime high -- 1,113. *** Glenn E. Goudie appointed Deputy Director, Systems Maintenance Service. *** A \$2.2 million contract for 25 airport surveillance radar transmitter/receiver systems awarded. ***

MARCH

Dr. M. Samuel White appointed Federal Air Surgeon, and receives Medical Alumni Award from his alma mater, New York University. *** Reserved positions for U. S. supersonic transport total 75; number of airlines holding positions 14; total advance royalty payments \$7.5 million. (Current totals are 93 reserved positions, 21 airlines, and \$9.3 in advance). *** Phillip M. Swatek transferred to Southwest Region as Deputy Director; Charles G. Warnick replaces him as Director, Office of Information Services, and Dennis S. Feldman succeeds him as Deputy Director. *** President Johnson signs a three-year extension to the Federal-aid to Airports Act, making available \$225 million for airport development. *** INTERCOM celebrates first birthday. ***

APRIL

Alaska Region rebounds within 48 hours after one of the worst earthquakes on record shattered a considerable part of the state. *** Civil Service Commission terms FAA's

Merit Promotion Program one of the most advanced in Government. *** Technical teams from 10 airlines and the Government's 210-member Supersonic Transport Evaluation Group study design proposals for the U. S. SST and present their opinions to Gordon M. Bain, Deputy Administrator for SST Development. *** Plans for a consolidation of certain FAA aircraft maintenance bases made in accordance with Project Preflight study. ***

MAY

While enroute to Alaska to survey earthquake damage, Administrator Halaby takes time out at Seattle to test hop the Boeing 727. *** Agency proposes that the need for flight engineers on transport aircraft certificated after January 1, 1964 should be based on crew operation workload and cockpit design rather than on aircraft weight. *** The 32 members of the FAA's Women's Advisory Committee on Aviation holds first meeting with the Administrator. *** President Johnson approves the supersonic transport program and directs the appropriate Federal agencies to start the program immediately after noting that the recommendations of his Advisory Committee and FAA Administrator Halaby were essentially the same. ***

JUNE

First issue of FAA HORIZONS employee magazine in its new 32-page format distributed. *** Administrator Halaby presents the Agency's first gold medal for Exceptional Service to Mrs. George Washington Fitzgerald to honor her husband who gave his life protecting other employees and dependents while island manager on Wake. *** Airspace restrictions over the Panama Canal Zone are modified by the FAA and the Department of Defense to improve the flow of civil air traffic in that area. *** Flight Service Station personnel at Cut Bank, Montana, commended by Richard A. Kullberg, Civil Defense Coordinator in that area, for assistance given the residents of the town and adjoining Glacier Country during the month's disastrous floods.

JULY

W. Lloyd Lane becomes Manager, Aeronautical Center, and Clifford Walker of Southern Region, succeeds him as Deputy Director, Flight Standards Service. *** Administrator tells press conference that FAA controllers are a dedicated group that has been consistently upgraded with more pay increases than almost any group within the Government. *** Contract for \$1.6 million let for data filter equipment to permit controllers to select or withhold information for display on radarscope. *** Contract let for \$1.5 million for 33 prefabricated airport traffic control cabs. *** Low cost ILS system adopted by Agency Review Board. *** Responsibility for airspace assignments in terminal areas is transferred to Regional Offices except for restricted areas and other special use airspace. *** Phase I sonic boom tests at Oklahoma City end July 30th.

AUGUST

Contract for \$92,486 for detecting clear air turbulence by sensing temperature variations in air masses let to Litton Systems, Inc. *** Survey shows that in 1962 general aviation represented over 98 percent of all civil aircraft, 82 percent of all aircraft hours flown and 69 percent of all aircraft miles flown. *** Retirement of Lewis N. Bayne, Manager of Aeronautical Center, is announced effective September 1. *** President signs pay bill providing increases retroactive to July 5 effective with August 26 paycheck. ***

SEPTEMBER

Crash-test program ends with scientific destruction of a Super Constellation at Deer Valley Airport, Arizona. *** The Administrator tells news conference that none of the nine design proposals submitted for a local service airline transport (the so-called DC-3 replacement) was so advanced or unique as to merit "spending \$100,000 of the taxpayers' money." ***

OCTOBER

One hundred and fifty of the nation's leaders in Aviation, representing union presidents, corporate chief executives, Government officials, trade associations, Women's Advisory Committee, individual advisors and personal pilots, participate in a two-day National Aviation System Symposium. *** Aviation Records Building, a three-story building for housing records on more than 135,000 aircraft and 450,000 airmen, dedicated at the Aeronautical Center. *** Plans announced for replacing Airman's Guide, the Directory of Airports and Seaplane Bases and Flight Information Manual, with a single streamlined volume -- the Airman's Information Manual. (AIM). ***

NOVEMBER

Second-round design proposals in the United States SST program submitted for Government and airline evaluation by airframe manufacturers Boeing and Lockheed, engine manufacturers General Electric Co. and the Pratt & Whitney Division of United Aircraft. *** Agency's scientific inquiry into the sonic boom phenomenon resumed at the White Sands Proving Grounds, N.M., to determine sonic boom effect on structures. *** An FAA-commissioned study agrees with the Government-Industry Steering Committee on Airline Sabotage that neither eliminating nor limiting air trip insurance would solve airline sabotage. *** Administrator completed round-the-world inspection tour coinciding with dedication of Pacific Region Hq. Building and a series of meetings with international aviation groups.

DECEMBER

Deputy Administrator Lt. Gen. Harold W. Grant receives the Distinguished Service Medal, during ceremonies in Gen. Curtis E. LeMay's office marking Gen. Grant's retirement and simultaneous recall to active duty effective 11/30/64. *** The FAA-produced film, The Best Investment We Ever Made, portraying the significance of an airport to a community moves into the "hit" category as public demand for copies increases. *** Bernard J. Vierling, Director of FAA's Systems Maintenance Service, receives an Economy Achievement plaque from President Johnson for saving FAA more than \$8.1 million in FY-1964 by instituting new management methods and procedures. *** Aviation leaders of 48 nations, including the President and Secretary General of the International Civil Aviation Organization (ICAO) are among the honored guests at the Wright Memorial Dinner in Washington, emceed by Administrator Halaby, marking the 20th anniversary of ICAO. *** Opening of communications control center at Aeronautical Center marks completion of Phase I of Agency wide communications loop in support of management continuity. *** Agency personnel figures drop to 45,000, a decline of over 600 from previous year in face of expanding services.

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PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 1-6-65. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

APPLICATIONS SHOULD BE SENT TO PLACEMENT BRANCH, AC-14. Those received after 4:30 p.m. on closing date will be returned.

A Personnel Data Summary (FAA Form 2062) must be initiated the first time an employee requests consideration for a vacancy. A new PDS should not be submitted for future requests unless the employee's supervisor or the Placement Branch determines that a new rating is needed.

ACPP Number	Position Title, Series & Grade	Area of Consideration	Key Number
ACPP-28	Digital Computer Systems Opr., GS-332-09	Center Wide	186

PLEASE NOTE: The above announcement is a "ROSTER" position. Promotion lists for all organizations under the payroll jurisdiction of the Aeronautical Center will be prepared from the roster established as a result of this announcement for a period of 90 days from the closing date. Employees who were eligible on the previous roster for GS-9 Digital Computer Systems Operator need not reapply. All other employees who believe they are eligible or will become eligible within the next 90 days should apply.

Position Location: Off. of the Manager, Aero. Center

ACPP-1604	Conveyances Examiner, GS-963-07	Off. of Mgr.	215
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Promotion lists established as a result of these announcements may be used for a period of 90 days to fill additional vacancies in the same tenant organizations.

EMPLOYEE HANDBOOK TO BE ISSUED SOON. An employee Handbook prepared by the Aeronautical Center's Personnel and Training Division to acquaint employees with the FAA in general and the Center in particular is about ready for distribution. The handbook has answers to most of the questions asked by new employees and gives general information about laws, policies, and rules and regulations that govern civil service employment. The blue and gray covered Handbook is arranged for ready reference and is bound so that page corrections can be easily inserted as changes occur. Watch for your copy.

A WORD OF CAUTION. The thin coats of snow or ice sometimes experienced in the Oklahoma City area this time of year provide conditions which can cause an increase in accidents and possible injury unless certain safety practices are followed. When walking on snow or ice persons should use an extra measure of precaution to avoid accidents. Remember to reduce your walking rate and be sure your footing is secure before applying weight; distribute your weight evenly to as much of your foot as possible; and be alert to shaded areas where ice and snow accumulates quicker and lasts longer. Watch for those spotted patches of ice. To reduce accidents during this type weather, snow or ice should be removed from traffic and pedestrian areas as soon as possible. In accordance with AC P 1900.2B, Aeronautical Center Defense Readiness Plan, supervisors who know of hazardous icy areas should immediately notify the Plant Engineering Division, Ext. 4571, for action.