

INTERCOM

FEDERAL AVIATION AGENCY

FAA Aeronautical Center

64-5 February 5, 1964

ABOUT THE FY '65 BUDGET. The following, excerpted from President Johnson's Budget Message to Congress, is of interest to all employees:

EFFICIENCY AND ECONOMY IN GOVERNMENT

"I call upon all Government employees to observe three paramount principles of public service:

"First, complete fairness in the administration of governmental powers and services;

"Second, scrupulous avoidance of conflicts of interest; and

"Third, a passion for efficiency and economy in every aspect of Government operations.

"For its part, the Federal Government must be a good employer. It must offer challenging opportunities to its employees. It must be prompt to recognize and reward initiative. It must pay well to attract and keep its share of dedicated and resourceful workers. It must welcome fresh ideas, new approaches, and responsible criticism.

"For 33 years I have been in Government service. I have known its challenge, its rewards, and its opportunities. But all these will multiply in the years to come. The time is at hand to develop the Federal service into the finest instrument of public good that our will and ingenuity can forge.

"Controlling Employment. -- Although both our population and our economy are growing and placing greater demands upon the Government for services of every kind, I believe the time has come to get our work done by improving the efficiency and productivity of our Federal work force, rather than by adding in its numbers.

"Salary Reform and Adjustment. -- Although this budget is deliberately restrictive, I have concluded that government economy will be best served by an upward adjustment in salaries. In the last year and a half the Federal Government has taken far-reaching steps to improve its pay practices. The Federal Salary Reform Act of 1962 and the Uniformed Services Pay Act of 1963 established the principle of keeping military and civilian pay generally in line with pay in the private economy. This is a sound principle, and it is reinforced by the sound procedure of annual review. This principle is fair to the taxpayer, to Government employees, and to the Government as an employer."

NEW OBLIGATION AUTHORITY IN AGENCY'S FY '65 BUDGET. FAA's budget for fiscal year 1965, as included in the President's Budget Message of January 21, would provide new obligational authority of \$751,250,000 for the fiscal year, including \$75,000,000 for grants-in-aid to airports, subject to passage of legislation. The following summary compares the Budget to appropriations for the fiscal year 1964, figures in thousands:

<u>New Obligational Authority</u>	<u>Appropriation</u> 1964*	<u>Estimate</u> 1965	<u>Difference</u>
Operations	\$527,864	\$549,000	\$+21,136
Facilities and Equipment	100,250	75,000	-25,250
Grants-in-aid for Airports	75,000	75,000	-0-
Research and Development	40,000	42,000	+ 2,000
Operation and Maintenance, Washington National Airport	3,582	3,631	+ 49
Operation and Maintenance, Dulles International Airport	3,985	4,619	+ 634
Construction, Washington National Airport	2,075	1,800	- 275
Construction, Dulles International Airport	<u>450</u>	<u>200</u>	<u>- 250</u>
Total New Obligational Authority	\$753,206	\$751,250	\$- 1,956

*\$60,000 for Civil Supersonic Aircraft Development, excluded.

DAN A. KIMBALL ACCEPTS SPECIAL AVIATION POST. The former Secretary of the Navy and current Chairman of the Board of the Aerojet General Corporation has accepted Mr. Halaby's invitation to head a special study group. Kimball will serve as Chairman of the Future Flight Manpower Resource Study Board -- a group to make a comprehensive study of skilled manpower requirements and resources required to meet the expanding needs of the aviation industry. Two other individuals have already been enlisted in the panel. Richard Petty, Vice President-Operations, United Air Lines, will be concerned with air line resources and Lou Davis, recently with the National Aeronautics Association, will reflect general aviation needs. Except for administrative support, the Board will function independently of the FAA. Chester Spurgeon, of the Office of General Aviation Affairs, will act as Executive Secretary to the Board.

FIRST EMPLOYEE-MANAGEMENT AGREEMENT. The first employee-management relations agreement negotiated by the Agency was completed on January 17, 1964. This agreement was negotiated between the Atlanta Aircraft Maintenance Base, Southern Region, and Lodge 2123, American Federation of Government Employees, AFL-CIO. The agreement was developed following exclusive recognition of the union by the Agency pursuant to Executive Order 10988.

JFK FROM IDL. By April 2, all the necessary changes in charts, NAVAIDS, manuals, etc., will have been completed and on that date the letters JFK will become the official indicator for New York's John F. Kennedy International Airport replacing IDL (Idlewild). Last December the airport was rededicated and its name changed in memory of our late President.

SMS CONFERENCE WEEK. Fifteen Regional SMS Division Chiefs held their annual conference with SMS Director Vierling and their Washington counterparts the week of January 27-31. Plans and programs for the coming year filled the agenda.

NOVEMBER 1964 MARKS 10TH ANNIVERSARY OF AWARDS ACT. November 30, 1964, marks the 10th anniversary year of the Government Employees' Incentive Awards Act. To observe this 10th anniversary, Civil Service Commission Chairman, John W. Macy, Jr., announced that special national awards will be presented next November 30 at a ceremony in Washington, D. C. to employees who make the most notable improvements in Federal operations through suggestions or special achievements during the year.

Award winners will be selected from among those nominated by their agencies for achievement in areas such as cost reduction, increased productivity, methods improvement, man-hour savings, and advancement of agency missions. Separate winners will be selected from defense agencies, non-defense agencies, and agencies with less than 5,000 employees.

Awards will also go to selected supervisors who have done a particularly effective job in encouraging or helping their employees to make valuable contributions. Managers or program officials, at the operating level, who have made the most significant contributions of the year to cost reduction or productivity will be selected for honorary distinction.

ATC SAFETY MARGINS INCREASED. The January issue of INTERCEPTOR Magazine, official publication of the Air Defense Command, has an article entitled a NEW LOOK IN IO's (Air Force Interceptor Operations.) This is timely in that FAA's Authorization for Interceptor Operations, which provides for conduct of intercept missions in the ATC system became effective February 1. Lee Warren, AT-1, has arranged for reprints to be furnished all regional offices, terminal and en route facilities.

OPERATIONS SKY-HIGH. The tallies of aircraft operations for 1963 are in, showing that the total figure topped thirty million for the year. This represents a 10 percent increase and is the highest percentage gain since 1957. General aviation with 20 million operations comprised 64% of all landings and takeoffs. Its operations were up 15%. Air carrier operations, up 4%, reached 7.3 million, and accounted for 24% of the total. Military operations decreased to 3.7 million and represented 12% of total operations. What do all these statistics mean? That civil aviation is going up and up and up.

OKLAHOMA BOOM STUDIES UNDERWAY. The first sonic boom in a series that will extend through a 26-week period took place Monday, February 3. The boom, flown by an F-104 Starfighter based temporarily at Tinker AFB, was measured just under eight tenths of a pound per square foot. The planned measurement was one foot of pressure. Major Rick Loeffler flew the aircraft across the flight path, going supersonic just before 10:30 in the morning. Reaction to the first measured sonic boom in the Oklahoma City area was mild. Some seventy telephone calls were received. The majority were just curiosity..

On Tuesday, February 4, only one flight was made. The 10:30 a.m. flight again recorded a .8 pound overpressure. The afternoon flight, scheduled for one PM was canceled due to icy runways at Tinker AFB. The boom schedule will be gradually increased over the next few days until the eight measured booms per day have been reached. The overpressure will remain at one pound per square foot.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 2-12-64. The best qualified applicant will be selected for these positions regardless of race, color, creed or national origin. Applications received in the Personnel Office (AC-14) 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 completed for future requests unless the employee's supervisor or the Personnel Office determines that a new rating is needed. Normally a new form is needed only when the vacancy is in a different line of work, or the qualification requirements are not the same as the position for which previously evaluated, or the existing rating no longer reflects an accurate appraisal of the employee's promotability.

ACPP Number	Position Title, Grade & Series	Area Consideration	Key Number
ACPP-11	Administrative Officer, GS-341-7	Center-Wide	236
ACPP-12	Administrative Officer, GS-341-9	Center-Wide	236
ACPP-13	Administrative Officer, GS-341-11	Center-Wide	236
ACPP-14	Clerk (Typing), GS-301-5	Center-Wide	269

2-7-64

NOTE: The above announcements are "Roster" positions. Promotion lists from all organizations under the payroll jurisdiction of the Aeronautical Center will be prepared from the rosters established as a result of these announcements for a period of 90 days from the closing date. All employees who believe they are eligible or will be come eligible within the next 90 days should apply.

Position Location: Aircraft Services Base

ACPP-1197 (REANNOUNCED)	Elect. Engineer (Gen) GS-855-11	ASB	292
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(Applications accepted from qualified Technicians who have met educational requirements for conversion to Engineer) Engineers need not reapply.

Position Location: Office of the Manager, Aero Center

ACPP-1202	Publications & Mail Clerk, GS-2090-5	Center-Wide	277
ACPP-1203	Communications Specialist, GS-393-7	Center-Wide	**
ACPP-1204	Electrician, WB-2805-08	Off.of Mgr.	167

Position Location: Installation & Materiel Depot

ACPP-1205	Purchasing Agent, GS-2020-5	I & M Depot	268
ACPP-1206	Packer, WB-7002-06	I & M Depot	200
ACPP-1207	Procurement Analyst, GS-1102-9	I & M Depot	267
ACPP-1208	Materiel Analyst, GS-301-5	I & M Depot	236

Position Location: Aviation Medical Service

ACPP-1209	Coding Clerk, GS-357-4	AMS	269
ACPP-1210	Research Biologist, GS-401-11	AMS	***

(**) Requirements on file Room 103, Headquarters Building
(***) Requirements on file Room 104, Headquarters Building

ANY QUESTIONS CONCERNING THE ABOVE ANNOUNCEMENTS SHOULD BE DISCUSSED WITH YOUR SUPERVISOR.

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

64-6 February 12, 1964

TECHNOLOGY AND ECONOMY -- HAND IN HAND. Expansion and improvement of the airways communication network have made it possible for the Agency to embark on a program to save the government more than a million dollars each year. The Agency announced last week that forty-two Flight Service Stations will be converted into remote-control facilities. Responsibility for services which have been provided by the 42 stations will be assumed in a one to two-year period by adjacent stations. Approximately 335 FAA employees now assigned to those stations will be transferred to the consolidated stations or to other FAA traffic control facilities. The move, approved by President Johnson, will result in annual savings between \$30,000 and \$40,000 for each station without affecting safety. FSS's affected are: Toledo, Wash.; Ely, Nev.; Saulte Ste. Marie, Mich.; Elizabeth City, N. C.; Goodland, Kans.; Zuni, N. Mex.; Sheridan, Wyo.; Dodge City, Kans.; Jackson, Mich.; Rochester, Minn.; Manhattan, Kans.; Valdosta, Ga.; Scottsbluff, Nebr.; Ephrata, Wash.; Palacios, Texas; Russell, Kans.; Utica, N. Y.; Zanesville, Ohio; Montpelier, Vt.; Arcata, Calif.; Yuma, Ariz.; Marysville, Calif.; Elmira, N. Y.; Poughkeepsie, N. Y.; Brunswick, Ga.; Fayetteville, Ark.; Anderson, S. C.; Tuscaloosa, Ala.; Dyersburg, Tenn.; Melbourne, Fla.; Pensacola, Fla.; Myrtle Beach, S. C.; Millville, N. J.; Mineral Wells, Texas; Bluefield, W. Va.; Albany, Ga.; Huntington, W. Va.; Galveston, Texas; Meridian, Miss.; Monroe, La.; College Station, Texas and Imperial, Nebr. During this and all future phases of the consolidation program, the Agency will make every effort to accomplish the necessary changes with a minimum of personal hardship to employees. The personnel phases of the consolidation program will be developed and administered by the regions with the support of all offices and services. An order concerning regional staffing adjustment plans is being developed. Every effort will be made to assure that competent personnel affected will be offered continued employment in the Agency without loss of grade provided they are willing to relocate and accept retraining. Each regional plan will call for consideration of individual relocation preferences. Retraining authority will be used in those instances when it is needed to assure effective employment. During the consolidation program, the Agency has consulted and will consult with the National Association of Air Traffic Specialists, and other organizations recognized as representing employees involved.

SOON IT'LL BE WEDNESDAY. Effective February 26, 1964, Agency paychecks will be distributed on Wednesdays instead of Thursdays. This is being done at the request of the Treasury Department in order to rebalance the workload of disbursing offices.

DISTRIBUTION CHANGE. In line with the planned reduction of printing costs, from now on press releases will be distributed down to the Division level throughout headquarters, Regional Offices, NAFEC, and Aeronautical Center; also to area coordinators. The number of copies previously specified by each will be furnished.

ALLOWANCE CUT. The Civil Service Commission has informed Federal departments and agencies that it is ordering a reduction in the cost-of-living allowance authorized for statutory-salaried Federal employees in Puerto Rico and the Virgin Islands. The allowance rate in Puerto Rico will be reduced from 12.5 per cent of base pay to 5 per cent of base pay. The allowance in the Virgin Islands will be reduced from 15 per cent to 5 per cent. The current rates of 25 per cent in Alaska and 15 per cent in Hawaii remain unchanged. The new allowance rates are effective in April.

CONTRACTS AWARDED FOR LIGHTNING STUDIES. The FAA has awarded two contracts totaling \$167,000 for studies of aircraft lightning protection measures. They went to Lightning and Transients Research Institute (LTRI) of Minneapolis, Minn., and Atlantic Research Corporation of Alexandria, Va. The two contracts are another step in accelerated Government-industry efforts to improve aircraft lightning protection. LTRI will investigate potential hazards created by lightning striking an aircraft wing, while Atlantic Research will evaluate ignition, flammability and explosive characteristics of fuels under these same conditions. The two companies will cooperate in various phases of their respective studies.

PROTECTION PAYS. The 38 companies participating in the Federal Employees Health Benefits program have paid out about \$1,000,000,000 in benefits for medical and hospital expenses since the program was established in July, 1960. Figures compiled since last October's open season show that more than 6,338,000 persons share the coverage.

THINGS ARE GETTING BRIGHTER IN THE CENTERS. Nine special shipments of Radar Bright Display Equipment valued at more than \$1 million went from the I&M Depot at Oklahoma City to the regions during the week ending January 24. An unusually high figure for such a short period of time, it is an indication of increased activity in this area.

ANNUAL EMPLOYMENT PATTERN APPRAISAL. Appraisal of FAA Minority Group Employment required by the President's Committee on Equal Employment Opportunity began on January 13. This is accomplished by evaluating the pattern of minority group employment in each unit and installation within their areas of responsibility, and by certifying (in compliance with Executive Order 10925) that all selections are based solely on merit and fitness, without regard to race, color, creed or national origin.

AGENCY HIRES SHORT-HAUL TRANSPORT CONSULTANT. Marion Maxfield has been retained by the FAA as a consultant and advisor on the short-haul transport development program. An aviation industry executive of thirty-five years experience, Maxfield will assist the FAA in evaluating the requirements of the U. S. local service airlines for a new short-haul, passenger-cargo aircraft. Joining the FAA from the Boeing Company where he was manager of commercial programs, he will serve on the staff of the FAA's Associate Administrator for Development, Robert J. Shank.

FIFTY-FIVE NEW PILOT SCHOOLS LAST YEAR. For the third consecutive year, the number of certificated pilot schools increased in 1963. The total has now reached 1,040--a hike of fifty-five from the previous year's figure of 985. These schools have the authority to submit graduates for pilot certification without FAA flight tests.

AWARDS PRESENTED TO ACADEMY EMPLOYEES. Fifteen employees of the FAA Academy received awards on February 11, 1964. Mr. Enar B. Olson, Director of the Academy, presented the following awards:

For Sustained Superior Performance: Walter E. Timm, Technical Services Division, and William C. Peters, Jr., Air Navigation Facilities Training Division; for Quality Within-Grade Pay Increase: Allen G. Gilliam and Herbert E. Nickell both of Technical Services Division, James E. Edwards, R. B. Gladden, Walter J. Kershner, Marvin A. Kramer, Charles L. Makey, John R. Park and David D. Potts, all of Air Navigation Facilities Training Division, and Leland G. Covert, Flight Standards Training Division; for Beneficial Suggestions: Harry D. Hood, Air Traffic Training Division, and Oma C. Willis and Warren C. Patterson, both of Air Navigation Facilities Training Division.

U. OF OKLA. EVENING CLASSES, MIDWEST CITY-TINKER AFB. The Training Branch, AC-11, has just received the announcement of spring term enrollment for the Midwest City-tinker Air Force Base, University of Oklahoma Evening Class Center. Enrollment is scheduled from 6:00 p.m. to 8:50 p.m., February 24 and 25, at Jarman Junior High School, 5 West MacArthur Drive, Midwest City, Oklahoma. Additional information may be obtained from the Training Branch, Room 108, Headquarters Building, Ext. 156, or the President of ACES, Ext. 277.

HATCH ACT RESTRICTIONS. Because 1964 is an election year, the Civil Service Commission again reminds Federal employees they are subject to possible dismissal from Government service if they violate Hatch Act restrictions against political activity by federal workers. Following is a partial list of some of the things employees may and may not do within the framework of the Act. They (1) have the right to vote and express their political opinions, but are forbidden to take an active part in partisan political management or in partisan political campaigns; (2) cannot be candidates for any national, state, county or municipal office filled in partisan elections - they may run for local office only in elections that are non-partisan; (3) may participate in non-partisan registration drives to the fullest extent; (4) may serve as election officers provided duties of the office are discharged in an impartial manner; (5) may not serve in an unofficial capacity, at the polls as a checker, challenger, distributor or watcher, or in any other post in behalf of a partisan political party or candidate; (6) may attend political rallies and join political clubs but they cannot take an active part in the conduct of the rally or operation of the club.

DIRECTIVES IMPROVEMENT WORKSHOPS. Beginning February 17, the Agency will embark on a national program for improving internal FAA directives. Announced in Notice OA 3110.1, issued Jan. 31, the program is based on a six-hour directives writing workshop sponsored by OMS in cooperation with the National Archives and Records Service.

MUP NEARS COMPLETION. In line with continuous efforts to strengthen and improve the FAA Manpower Utilization Program, the Agency has launched a Staffing Validation Program. Its main purpose is to develop objective, usable staffing standards for the varied activities carried on in FAA. Responsibility has been assigned to the Office of Management Services. The staffing standards will enable Agency management to document and justify manpower requirements and to shift available manpower resources to meet changing demands. The initial phase of the program will be finished shortly.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: February 19, 1964. The best qualified applicant will be selected for these positions regardless of race, color, creed or national origin. Applications received in the Personnel Office (AC-14) 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 Personnel Office determines that a new rating is needed. Normally a new form is needed only when the vacancy is in a different line of work, or the qualification requirements are not the same as the position for which previously evaluated, or the existing rating no longer reflects an accurate appraisal of the employee's promotability.

ACPP Number	Position Title, Grade & Series	Area of Consideration	Key Number
ACPP-15	Clerk-Stenographer, GS-312-5	Center-Wide	255

NOTE: The above announcement is a "Roster" position. Promotion lists from all organizations under the payroll jurisdiction of the Aeronautical Center will be prepared from the roster established as a result of these announcements for a period of 90 days from the closing date. All employees who believe they are eligible or will become eligible within the next 90 days should apply.

Position Location: Office of the Manager, Aero Center

ACPP-1211	Time, Leave, & Payroll Clerk, GS-544-5	Off. of Mgr.	262
ACPP-1212	Illustrator, GS-1020-9	Off. of Mgr.	291

Position Location: Control Systems Division

ACPP-1213	Supv. Applications Examiner, GS-963-8	Cont.Sys.Div.	264
ACPP-1214	Share Librarian, GS-301-5	Cont.Sys.Div.	269

Position Location: Aircraft Services Base

ACPP-1215	Equipment Specialist (Avionic) GS-167Q-11	ASB	171
ACPP-1216	Secretary (Stenography), GS-318-6	ASB	300

Position Location: FAA Academy

ACPP-1217	Electronic Engineer (Gen), GS-855-11	FAA Academy	292
*FPP-AC-64-1218	Supv. Electronic Engineer (Gen), GS-855-13	Region-Wide	292
(This position will be filled in two years by restoration rights from OIAA)			
*FPP-AC-64-1219	Air Carrier Opers Spec. GS-1825-13	Region-Wide	283
(Pilot-Instructor - Boeing 720 Aircraft) Applications accepted from GS-12's with less than year in grade.			

(*) Closing Date: 2-25-64

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 organization.

FPP-AC-64-1178	Supervisory Digital Computer Programmer, GS-14	CANCELED
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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

FAA Aeronautical Center

64-7 February 19, 1964

PROTECTION OF CLASSIFIED INFORMATION. There have been several recent breeches of security and Agency personnel are cautioned to observe strictly all regulations affecting the proper handling of classified information. Remember that classified information is not to be discussed with unauthorized persons - over the telephone - or in any place where you might be overheard. You can help stop a violation before it occurs.

STUDY BOARD TAKES SHAPE. Members of the Future Flight Manpower Study Board, established early this month, have been announced by Administrator Halaby. Serving under the Board's Chairman, Dan A. Kimball, they include: D. R. Perry, Senior Vice President, Flight Operations, United Air Lines; Lou Davis, General Aviation Consultant, formerly Business Executive and Program Director, National Aeronautic Association; General Emmet "Rosy" O'Donnell (USAF, Ret.), Louis Marx Company, N.Y.C.; and Virgil M. Rogers, Dean, School of Business, University of Syracuse. The addition of one or more individuals from the labor movement will be announced shortly. Chester C. Spurgeon is Executive Secretary of the group.

MILLIONS SAVED. Consolidation of Agency communications lines with those of the Department of Defense became effective last July. It has saved FAA \$2.6 million over private line costs in the five month period ending November 30. Lt. Gen. Harold W. Grant, DA-1, estimates fiscal year total savings to reach \$6.3 million.

IMPROVED RADARS ORDERED. A \$2.2 million contract for 25 airport surveillance radar transmitter/receiver systems was recently awarded Texas Instruments, Inc. of Dallas for deliveries to begin in mid-August. Tentative locations for the new equipment are Philadelphia, Detroit, Boston, Columbus, Norfolk, St. Louis, Minneapolis, Houston, New Orleans, Jacksonville, Kansas City (Mo.), Indianapolis, Birmingham, San Francisco, Cleveland, Dallas, Denver, Portland (Ore.), San Antonio, Seattle-Tacoma, Baltimore, Covington (Greater Cincinnati) Ky., Milwaukee, Buffalo, and Louisville.

NEW LOOK IN NOTAMS. Beginning March 15, Notices to Airmen (NOTAMS) will be sent in new brief code and will carry only time-critical data having operational significance. Material which does not meet the new NOTAM criteria will be classified as "Airmen Advisory" and given expeditious local dissemination. These actions will result in reducing the operational load on the critical Service "A" circuits by at least 50 per cent. An additional NOTAM service will start on or about May 15 when the National Flight Data Center will send out a 24-hour summary of NOTAMS as collected from field facilities.

FROM BEYOND THE FRINGE. It has been reported that Lt. Gen. Howell M. Estes, Deputy Commander, U. S. Air Force Systems Command, is to succeed the Deputy Administrator, Lt. Gen. Harold W. Grant. It isn't true. The Deputy Administrator is expected to stay at his post. What may have sparked the rumor is that the General's official USAF retirement date is Nov. 30, 1964 -- a record of 35 years service. But this has no bearing on his appointment as Deputy Administrator of FAA, where he serves, and will continue to serve, at the will of the President.

GOING UP! Employee productivity in Air Traffic Service field facilities increased 6.2% in the quarter ending December 31, 1963, over the same period in 1962. ATS measures employee productivity in terms of recorded air traffic activity versus the number of employees used to do this job. Flight Service Stations led the parade with an 8% increase; Centers were next with a 6.4% jump; and terminal facilities were third with a 4.4% advance.

STEECE NOMINEE FOR AWARD. Philip J. Steece, Flight Standards Service, is the Agency's nominee for the Federal Government Accountant's Association's 5th Annual Award. This honor is granted for outstanding achievement in the improvement of financial management in the Federal Government.

IMPROVED FACILITIES AID PILOT TESTING. Applicants now have the opportunity to take their pilot tests at a time and place more suitable to their daily schedule. This improved convenience and service benefits many applicants required to take written and flight tests for pilot certificates and ratings. Most Flight Service Stations located in areas remote from General Aviation or Air Carrier District Offices are now authorized to conduct written tests.

WHAT DOES IT COST? Phase II of the Facilities Maintenance Cost Accounting System which covers materiel, will begin this month with a fact finding survey in the Southwest Region, under the direction of Melvin J. Bergman, MS-111. On the team in addition to SW personnel will be representatives of OMS, SMS, I&M, and Budget.

JOB SWAP IN FLIGHT STANDARDS. Allen M. Morrissey, former Chief, Aircraft Management Division, Southern Region, became Chief, Aircraft Services Division in Washington on February 2. Leonard J. Miraldi, who has been the Acting Chief, will fill Morrissey's vacated position.

SST ORDER BOOK GETS THICKER. Air France and British Overseas Airways Corporation have reserved six delivery positions each for the U. S. Supersonic Transport Plane. A few days later Air-India put down \$300,000 in advance royalty payment for three of the craft. The latest order for one SST was from the Trans-American Aeronautical Corp. Total advance royalty payments to date: \$6.7 million. The lineup: Trans World Airlines, 10; Pan American World Airways, 15; American Airlines, 6; Alitalia, 3; Japan Air Lines, 5; El Al Israel Airlines, 2; Northwest Airlines, 4; Qantas Empire Airways (Australia), 6; Air France, 6; British Overseas Airways Corp., 6; Air-India, 3; Trans-American Aeronautical Corp., 1.

CSC BANS NEPOTISM IN SUMMER JOBS. The Civil Service Commission has issued orders banning nepotism in the employment of students for summer jobs in Government. The Civil Service Commission's new regulations prohibit summer employment of sons or daughters in an agency or department where a parent serves as a civilian employee or member of its uniformed service. In some instances in past years sons and daughters have been hired, but the new regulations will make such actions impossible in the future. Also, the Civil Service Commission instructed agencies that these summer appointments "shall be made without regard to politics or personal favoritism." Applications from sons and daughters will not be accepted by the Placement Branch and should not be referred to any operating officials at the Aeronautical Center since they cannot be considered for summer employment.

FAA ASSISTS FBI IN LOCATING PILOT AND AIRCRAFT. A phone call to William A. King, CE-90, from the Kansas City FBI office on Monday, February 10, added impetus to a chain of events which began in California and stretched to Kansas City, back to California and ended successfully in Nevada less than fifteen hours later. At 10:15 a.m. on Monday morning, FBI Special Agent Robert D. Harman contacted King and requested assistance in locating a plane and pilot last reported in Garnet, Kansas, on February 8. King immediately notified all Central Region facilities by RENOT and requested other Regions to do likewise. Later on Monday, Watch Supervisor Roland Serny, Oakland ARTCC, recognized the call letters of the wanted aircraft on one of the air/ground frequencies. He determined the destination of the pilot, then notified the San Francisco FBI office. By 1:00 a.m., February 11, after contact by the FBI, the Sheriff's office in Pershing County Nevada had located both plane and pilot in Lovelock, Nevada. Total elapsed time: less than fifteen hours. The FBI has expressed its appreciation to the FAA and to Watch Supervisor Serny for the excellent cooperation and assistance. The Compliance and Security Division adds its appreciation to all FAA facilities engaged in the action and especially congratulates Roland Serny for his alertness in spotting the aircraft.

INCENTIVE AWARDS MARK 10TH YEAR. President Johnson asks that this 10th anniversary of the Federal Incentive Awards Act be one of increased efficiency and economy through employee suggestions. In addition to the cash awards possible from the FAA, the best suggestions submitted before September 1 will compete with those from other agencies for special awards.

LIGHTNING MEETING. A conference to explain the Government's program and to find out what industry is doing about the lightning program will be held February 19 at Washington Headquarters. Representatives attending will include FAA, NASA, Weather Bureau, Air Force, CAB, Bureau of Weapons (Navy), aviation trade associations and the Flight Safety Foundation.

THAT GI "TERM" INSURANCE GETTING TOO EXPENSIVE? "Term" insurance is among the least expensive of life insurance policies available -- provided you can find a way to continue living without growing older. The older you get, the more it cost, and without any cash value accruing. Can term insurance be converted to a permanent insurance plan? Yes, says the Veterans Administration, and what's more you can do it in easy stages; you can convert as little as \$1,000 or more in multiples of \$00 after the first thousand. For details contact your Regional VA office.

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ACPP Number	Position Title, Grade & Series	Area of Consideration	Key Number
Position Location: National Field Headquarters			
ACPP-1220	Clerk, GS-301-4	Nat'l Fld Hdq	269
Position Location: Aircraft Services Base			
ACPP-1221	Machinist Leader, WL-3414-11	ASB	207
ACPP-1222	Aircraft Painter, WB-4152-8	Center-Wide	225
*FPP-AC-64-1223	Equipment Specialist (Aircraft) GS-1670-12	AL,PC,NAFEC	171
*FPP-AC-64-1224	Chief, Standards Division, GS-301-14	FAA Region-Wide	**
Position Location: Office of the Manager, Aero. Center			
*FPP-AC-64-1225	General Engineer GS-801-12	AL,PC,NAFEC	292
Position Location: FAA Academy			
*FPP-AC-64-1226	Management Analyst, GS-343-12	FAA Region-Wide	270
Position Location: Control Systems Division			
*FPP-AC-64-1227	Supv. Digital Computer Programmer, GS-331-14	FAA Region-Wide	165
(*) Closing Date: 3-4-64			
(**) See on file Room 104, Headquarters Building.			
FPP-AC-64-1218	Supv. Electronic Engineer (Gen) GS-855-13	CANCELED	

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

INTERCOM

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

64-8 February 26, 1964

FAA Aeronautical Center

FOCUS ON TARGET. Project FOCUS, a comprehensive test to determine the most appropriate field organization below the regional office, is nearing the end of a major phase. Tests, which are being conducted by all regions other than the Pacific and Alaskan, will be completed March 31. General Grant, acting for the Administrator, has approved a FOCUS recommendation that test organizations remain intact, pending final decision on the structure to be adopted. However, special consideration is being given to curtailing the Southwest Region test prior to that decision for reasons involving extra costs and personal hardships. Unlike other regions, it was necessary in SW to locate a majority of the test personnel away from their home offices.

ALLOWANCE CUT DEFERRED. The Civil Service Commission announced that it is deferring application of the reduction in cost-of-living allowance for Class Act employees in Puerto Rico and the Virgin Islands (See Feb 12 INTERCOM). This delay is caused by Congress's consideration of a legislative proposal to phase out such allowances over a period of years. The House Post Office and CS Committee has scheduled a hearing Feb. 26 on the Commission's legislative proposal.

MORE MONEY IN YOUR POCKET. Federal income tax withholding is being reduced from 18% to 14%. As of this writing, the action on the Bill has been completed. When finally passed, the new withholding rates will become effective seven days later. It will mean more take-home pay and here's how to estimate your increase. Using your last earnings statement, take your gross biweekly pay, subtract the product of \$26 times the number of exemptions, and multiply the result by 14%. This is your new tax withholding. The difference between this and the withholding shown on your earnings statement is your increase in pocket money. Here's an example, suppose you gross \$276 biweekly and have a wife and one child.

Gross biweekly pay	\$276.00
Less: (\$26 x 3)	<u>78.00</u>
	<u>\$198.00</u>
Withholding - at old rate (\$198 x 18%) =	\$ 35.64
Withholding - at new rate (\$198 x 14%) =	<u>27.72</u>
Increase in take-home pay	\$ 7.92

Investing less than half of the amount --\$3.75 per pay period--in U. S. Savings Bonds via the payroll plan, would total \$125.00 in less than one year; \$650 in five years. On the subject of Bonds, the Agency report to the Treasury on December 31, 1963, showed that 24,224 FAA employees, or 53% of our total, were already participating and in the 4th quarter of the calendar year saved \$2.2 million, or an average of \$93 each. At maturity these savings will be worth \$2.95 million.

BUY THE LARGE ECONOMY SIZE AND SAVE. Holders of all forms of GI insurance -- WW I, WW II, or Korean War -- can save a tidy sum (and prevent accidental lapse) by paying their premiums on a yearly, rather than a monthly or quarterly basis. Procedure: notify the VA office to which you send your insurance premiums of your intentions.

70 SSTs ALREADY ASKED FOR. Latest to sign up for the U. S. Supersonic Transport is Canadian Pacific Airlines which last week put down an advance royalty payment of \$300,000 to reserve three delivery positions. This brings total reserved positions to 70, and the number of airlines holding positions to 12. Seven million dollars in advance royalty payments have now been paid in by eight foreign flag and four U. S. flag airlines, plus one aircraft leasing company.

EXERCISE YOUR VOTING PRIVILEGE. Personnel are reminded of the Agency policy established to assist Federal employees with their voting privileges. All personnel are encouraged to plan their time to take part in registering and voting during the year. As a general rule, where the polls are not open for three hours before or after working hours, an employee may be granted an amount of excused absence which will permit him to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. Exceptional circumstances are outlined in the FAA Handbook PT P 3600.2, Paragraph 78.

NEW SYSTEMS MAINTENANCE SERVICE DEPUTY NAMED. Glenn E. Goudie, who entered government service as a radio engineer in Alaska in 1937, has been picked to be Deputy Director, Systems Maintenance Service. He has distinguished himself in previous high posts: in 1951 he was made Chief of the International Civil Air Organization (ICAO) Technical Assistance Mission to Iceland; in 1953 Chief of ICAO Technical Mission to Lebanon. Mr. Goudie is a pilot, holds single and multi-engine and instrument ratings.

AIR TRAFFIC REVISING CONTROLLERS "BIBLE." Issuance of the third edition of ATC Procedures Manual---the controller's "Bible"---has been delayed. To offset this delay, Changes 27 and 28 will be issued to the existing Manual, (AT P 7110.1A). Air Traffic Service plans to publish the new edition (AT P 7110.1B) about September 1 of this year and then to revise it on a quarterly basis. The new manual will be written in plain language, with style and format designed to simplify and clarify its contents. Although no major procedural changes are to be included, it will be extensively modified to reduce verbiage, eliminate surplus material, clarify intent and improve over-all effectiveness.

NEW MANAGEMENT COURSE DEVELOPED. A new five-day course in management problem analysis and decision making has been developed by Kepner-Tregoe Associates, Inc., of Princeton, N. J. Offered to FAA management officials, the first course is now underway at the Hotel Moraine, Highland Park, Ill., and will again be given the week of April 5-10. For further information or reservations, offices, services, and regions should contact Victor Onachilla, PT-37, before March 13.

SUMMIT MEETING OF TOP U.S., U.K. AVIATION CHIEFS. Delegates to the annual, week-long, United States, United Kingdom aviation parley will get down to business Mar. 3 at a luncheon at Dulles Airport when the Administrator greets his British counterpart, Julian Amery, Minister of Aviation for the United Kingdom, and his 15-man delegation. The agenda calls for a two-hour plenary session setting the stage to explore three continuing areas of mutual interest; North Atlantic air traffic and operations questions; exchange of information gathered over the year by U. S. and U. K. technical teams and discussions relating to the supersonic transport development. Other top FAA officials will participate.

POSITION IS THE THING - NOT THE POSITION DESCRIPTION. Personnel Management studies have revealed that in the minds of many, the position description was the thing to be classified, not the position itself. The position description is only a record of management's assignments of duties and responsibilities to employees. The purpose of position classification is to classify real, operating positions, not position descriptions. To be sure that position descriptions are complete and accurate statements of duties actually being performed, an intensive position audit program at the Aeronautical Center is underway. More than 400 audits have been conducted since September 1, 1963, and another 400 are scheduled by June 30, 1964. The Civil Service Commission feels that the position audit is the only way to be positive that positions are properly classified and the Aeronautical Center Compensation Branch has an extensive audit program planned for the next two or three years.

PRESIDENT AND CIVIL SERVICE COMMISSION ALARMED OVER INCREASES AT HIGHER GRADES. A recent Civil Service Commission survey shows an exceptional increase in the number of employees occupying grades GS-14 through GS-18. There were 6,207 more employees at these grade levels in the Federal Service during Fiscal Year 1963. Civil Service Commission officials say upgradings must be slowed down if the Federal Service expects Congress to follow through on the comparability principle established in the Pay Reform Act of 1962.

The President is expected to take the following steps: (1) Order CSC to effect more vigorous policing of higher grade levels and job classification actions, (2) A curb on two-grade promotions, (3) Require an employee to span longer periods of time in one grade, and (4) Order Agencies to re-examine executive positions with a mind to reducing the total number of executive positions.

DEPOT CONDUCTS FIELD INVENTORY MANAGEMENT SEMINAR. The Installation and Materiel Depot conducted an indoctrination seminar for 57 representatives from the seven regions, NAFEC and Washington area recently on the Agency's revised materiel management replenishment system. Training aids have been provided to the seminar representatives for their training of field personnel prior to implementation of the new system April 1. The new system is one phase of the Agency's system improvement program.

MORE STARS FOR FAA. The President has nominated Dr. M. Samuel White, Federal Air Surgeon, for promotion to the permanent grade of Major General, USAF. Dr. White presently holds the temporary grade of Major General. Col. Martin Menter, Judge Advocate Advisor to the General Counsel, and Col. Ralph G. Taylor, Deputy Director of the Alaskan Region, were among 27 Air Force officers nominated for promotion to temporary Brigadier General. General White's and Colonel Menter's promotions will be effective when confirmed by the Senate. Colonel Taylor will put on his star as soon as a vacancy is available in the Air Force.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 3-4-64. 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	Aera of Consideration	Key Number
ACPP-16	Electronic Technician (Gen) GS-856-8	Aero. Center	295
ACPP-17	Electronic Technician (Gen) GS-856-9	Aero. Center	295
ACPP-18	Electronic Technician (Gen) GS-856-10	Aero. Center	295
ACPP-19	Electronic Technician (Gen) GS-856-11	Aero. Center	295

PLEASE NOTE - The above announcements are "Roster" positions. Promotion list from all organizations under the payroll jurisdiction of the Aeronautical Center will be prepared from the rosters established as a result of these announcements for a period of 90 days from the closing date. All employees who believe they are eligible or will become eligible within the next 90 days should apply.

Position Location: Installation & Materiel Depot

ACPP-1228	Supply Distribution Officer, GS-2010-7	I & M Depot	95
ACPP-1229	Digital Computer Sys Analyst, GS-334-11	I & M Depot	286
ACPP-1230	EAM Project Planner, GS-362-9	I & M Depot	272
*FPP-AC-64-1231	Digital Computer Sys Analyst, GS-334-12	AC,PC,AL & NAFEC	286

Position Location: Office of the Manager, Aero. Center

*FPP-AC-64-1232	Employee-Mgmnt Relations Spec. GS-230-13	Agency-Wide	***
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Position Location: FAA Academy

ACPP-1233	Safety Officer, GS-018-9	FAA Academy	261
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Position Location: National Field Headquarters

*FPP-AC-64-1234	Facilities Flt Check Pilot, GS-1681-12	Agency-Wide	283
(POD: Los Angeles, Gravelly Pt., Va. or Okla. City)			

Position Location: Office of the Manager, Aero. Center

ACPP-1235	Mechanical Engr. (Utilities), GS-830-11	Aero. Center	292
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(*) Closing date on FPP announcements is 3-11-64

(***) See requirements on file Room 103, Headquarters Building

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 organization.

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