

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

64-9 March 4, 1964

HOUSE COMMITTEE HEARS FAA FUND REQUEST. Congressional consideration of the Agency's 1965 budget began last week when the House Committee on Independent Offices, chaired by Representative Albert Thomas, held three days of hearings. It will be several weeks before the Committee reports its recommendations on FAA and other independent agencies. No Senate hearings have as yet been scheduled for FAA.

SENATE OKAYS AIRPORT AID EXTENSION. The Senate last week (Feb. 26) gave the go-ahead to a 3-year extension of the Federal Airport Aid Act authorizing another \$225 million in matching funds; the House must still act on the conference report since changes were made by the conferees before the Senate okay for final Congressional action. Sen. A. S. (Mike) Monroney (D. Okla.), who guided the legislation through the Senate, said the extension beyond June 30 would authorize \$75 million in each of the next 3 years, with state and local governments matching Federal funds granted for major construction. This includes \$7 million in Federal money each year for general aviation or smaller airports.

SIMONS NAMED FAA REPRESENTATIVE TO NCS. Farrar A. Simons, FAA communications engineer for the past 26 years has been named full time senior FAA representative to the National Communications System Staff (NCS), Defense Communications Agency, Department of Defense. Other agencies included in the NCS are Department of State, NASA and GSA.

IRISH WRITE ORDER FOR TWO U. S. SSTs. Irish International Airlines has submitted advance royalty payments of \$200,000 for two U. S. Supersonic Transports, bringing the total of royalty payments advanced to \$7.2 million, and the number of reserved positions to 72. To date, nine foreign flag, and four U. S. flag airlines have put up money for assigned delivery positions.

NEW RECEIVERS ORDERED. Contracts totalling \$1.2 million for VHF radio receivers to be used in modernizing air/ground communications recently were awarded two Long Island firms--ERCO Radio Laboratories, Inc., Garden City, 2881 receivers and spare parts--\$956,901; Kahn Research Laboratories, Inc., Freeport, 452 receivers and spare parts--\$260,994. This equipment will increase the channels available for air traffic control communications between pilots and ground stations.

GOOD NEWS FOR NEW EMPLOYEES. Under the new tax law, money paid to a new employee for travel and transportation for himself, family, and household goods to a first duty station is no longer subject to withholding tax on or after March 4. On his 1964 income tax return (next year, not this year!) the new employee may claim his moving expenses as a deduction provided he includes his reimbursement as income.

THEY CAN DO WELL. Personnel and Training is working with the Civil Service Commission to enable the Agency to hire mentally retarded persons. Only those trained and certified by Vocational Rehabilitation Agencies will be eligible for employment. Agency personnel offices have identified certain jobs involving short-cycle repetitive tasks where these persons can be utilized. Participating offices must request such a trained retarded person from a rehabilitation organization; the furnishing organization will give placement counseling and advice prior to employment and will continue counseling throughout employment both with the supervisor and the employee.

GOTCHA KOCH CHART? At the request of the Safety Education Section, Flight Standards Service, the present Koch Chart was changed and simplified to permit reproduction in a pocket-size edition for public distribution. The Koch Chart provides airmen with a ready means to determine the effect of temperature and altitude on landing and take-off performance.

RED/GREEN TRAFFIC LIGHTS FOR AIRCRAFT AT WNA. Workers are hooking up the final components in an adaptation of road traffic "stop-go" lights at Washington National Airport for closer control of taxiing aircraft and vehicles. The lights are being installed at critical intersections and at the ends of each runway--and the lights will always be red, except when the controller wishes to clear a vehicle to cross a runway or taxiway, or to clear an aircraft for takeoff. In the case of the latter, all crossing lights on the active runway are automatically turned red. This is a back-up system at present, used to confirm the controller's radio instruction. The experimental system will be evaluated jointly by ATS and SRDS to see if the lights have value as an additional safety measure in the control of airport ground traffic.

ANCIENT AIRCRAFT AT YAKUTAT. A three-year search finally paid off for the Connecticut Aeronautical Historical Association in its effort to preserve the genius of Igor Sikorsky. The last S-39 Sikorsky amphibian known to exist was discovered in a damaged condition at Yakutat, Alaska. The aircraft had been used to supplement the monthly supply boat visits to the small fishing village. It has been returned to Connecticut for restoration by the Association.

SOMETHING FOR THE MISSUS. Agency members who served in the Armed Forces and are concerned about their family's continued welfare in the event of their demise can do a lot to put their affairs in ship-shape order by getting a copy of the 1964 edition of the Veterans Administration Fact Sheet IS-1. Titled: "Federal Benefits for Veterans and Dependents," the fact-filled booklet is available at 15¢ a copy from the U. S. Government Printing Office, Washington, D. C. This is something to read, underscore, and file with the mortgage, will and insurance policies.

INTERNATIONAL AVIATION OFFICER ANNUAL SEMINAR. The first four-day seminar of Regional International Aviation Affairs Officers will be held at Washington headquarters beginning March 30.

FACTS ABOUT 10TH ANNIVERSARY OF AWARDS ACT. The year 1964 will be observed as a decade of progress toward increasing efficiency and economy in Federal operations through the Government Employees' Incentive Awards Program. It will be climaxed by a presentation of special national awards to a number of Federal employees next November 30 - the 10th Anniversary of the Government Employees' Incentive Awards.

President Johnson recently made clear his great interest in an intensified effort to reduce costs, increase productivity, and conserve manhours in Government. To help achieve this objective, the President has given his full endorsement to the plan to use this 10th Anniversary year of the Government Employees' Incentive Awards Act, as a base to mobilize federal employee effort in the search for cost reduction and increased productivity.

In his memorandum to the Heads of Executive Departments and Agencies, President Johnson said: "There must be a new spirit of cost consciousness and improvement in every supervisor and employee. I call on you and those who supervise the work force of your agency to intensify and accelerate efforts aimed at encouraging ideas for cutting costs this year. The Federal employee is in an excellent position to seek out and find ways to transact the public business more economically. I call on all Federal employees to find these ways and make their suggestions known to their agencies. It is my intention that when better, less costly ways are found they be promptly implemented and their authors suitably recognized."

AERONAUTICAL CENTER PROMOTION PLAN. The Personnel and Training Division is planning significant procedural changes in the Aeronautical Center Promotion Plan. The changes will reduce the time lag in referring promotional candidates to supervisors. It also will enable the Placement Branch to furnish to supervisors candidates' Forms SF-57. This will establish more promotion rosters in advance of actual vacancies so an employee will not have to apply for each vacancy as it occurs. Instead, the employee will only have to indicate his interest in being considered for a class of job. Thereafter he will be given consideration automatically for each vacancy in the appropriate area. When an employee makes application, he will have to submit a Form SF-57 with his bid. A Form SF-57 will have to be submitted for each type of job for which the employees wish to be considered. The forms will then be made a part of the record furnished to supervisors making selections when specific positions are to be filled.

The Chief of the Personnel and Training Division recognizes that a few employees will dislike having to submit a SF-57 each time they apply for a job. "On the other hand", he reports, "most people only apply for one or two types of jobs, so they will not be unduly burdened by this requirement. The minor inconvenience involved will be more than offset by the benefit of assuring eligible employees that the supervisor making a selection for promotion will have an opportunity to review their applications. In addition, the greater speed possible in handling promotion plan cases may well result in our being able to effect a promotion as much as one or two pay periods earlier than now possible." A notice establishing the new procedures will be issued shortly.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 3-11-64. 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
ACPP-20	Secretary (Stenography) GS-318-6	Aero. Center	300
ACPP-21	Equipment Specialist, GS-1670-9	Aero. Center	171
ACPP-22	Equipment Specialist, GS-1670-11	Aero. Center	171

PLEASE 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 become eligible within the next 90 days should apply.

Position Location: Aircraft Services Base

ACPP-1236	Tool, Stock & Parts Keeper, WB-6904-6	ASB	275
ACPP-1237	Industrial Engineer, GS-896-11	ASB	292
ACPP-1238	Machinist, WB-3414-11	ASB	207

Position Location: FAA Academy

ACPP-1239	Secretary (Typing) GS-318-4	FAA Academy	300
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Position Location: Office of the Manager, Aero. Center

ACPP-1240	Industrial Engineer, GS-896-9	Aero. Center	292
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Position Location: National Field Headquarters

ACPP-1241	*Clerk-Stenographer, GS-312-4	Aero. Center &	235
(*) Post of Duty: Gravelly Point, Virginia		Washington Office	

Position Location: Installation & Materiel Depot

#FPP-AC-64-1242	Procurement Analyst, GS-1102-13	AC,AL,PC & NAFEC	267
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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 organization

(#) Closing Date is 3-18-64

* * * * * 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

64-10 March 11, 1964

U. S., U. K. AVIATION EXPERTS MEET. The 13-man delegation of British aviation experts, headed by the Right Honorable Julian Amery, Minister of Aviation for the United Kingdom, arrived in Washington last week to hold a work session with their American counterparts. The British and Americans got down to work March 3 at a luncheon meeting at Dulles International Airport where they were welcomed by Administrator Halaby. High on the list of topics discussed were air traffic over the North Atlantic and supersonic transport development. Other subjects: exchange of information on aviation research development in Britain and the U. S.; aircraft noise suppression; V/STOL and helicopter aircraft; safety; and related problems. The meeting is one of a series of technical policy discussions between the aviation administrations of the two countries held alternately in the U. S. and the U. K.

GERMANS CLIMB ABOARD U. S. SST PROGRAM. Lufthansa-German Airlines has reserved 3 delivery positions for the U.S. Supersonic Transport Plane, bringing the total of reserved positions to 75 and the number of airlines holding positions to 14; Lufthansa deposited advance royalty payment of \$300,000 to bring the total advance payments to \$7.5 million. Ten foreign flag and 4 U. S. flag airlines, plus one aircraft leasing company, have signed up for the U. S. SST.

THANKS FROM THE FLICKERTAIL STATE. The Audit Division OMS was recently consulted by the State of North Dakota on several matters relating to valuation of aircraft and aviation facilities. In acknowledging the assistance, the State Tax Commissioner, Lloyd Omdahl, wrote that the information furnished by MS-200 had been of tremendous assistance to him in revising the State's system for assessing public utilities for ad valorem taxes, adding: "I am greatly impressed with the calibre of employees in our Federal Government. I only wish that all citizens of the country could realize the excellent, conscientious work that you are doing."

WNA's NAVY ADDS TO ITS FLEET. Washington National Capital Airport, bordered on two sides by the Potomac, recently added two amphibious trucks to its fleet. The 2½ ton, six-wheel vehicles, equally at home on land or water, were acquired by the Agency at no cost through a surplus property arrangement with the Army. With the trucks, WNA's fleet now includes one 32-foot "Bahama Sea Skiff" powered by two 125 h.p. engines which push it along at 28 knots; and two fiberglass boats capable of 28 knots. Airport officials say the "DUKWs" (which GIs promptly renamed "Ducks") have the ability to cruise over, or crunch through ice that would immobilize ordinary boats. Additional water safety support is available to WNA from Bolling AFB, Anacostia Naval Air Station, and the Navy Yard Annex; helicopter support is provided by agreement with Bolling and Andrews AFBs.

SICK LEAVE. A study of sick leave usage at the Aeronautical Center during 1963 has been completed and tenant heads have been supplied with information on usage by organizations and individual employees. The Aeronautical Center average was 5.73 days used per employee. The last average available for the Federal Aviation Agency was for 1962 when the average was 5.7 days used per employee.

Some of the more interesting facts on the Aeronautical Center sick leave show that 337 employees, or 8.2%, used no sick leave during 1963. The national average is 13.5% using no sick leave. There are 453 employees, or 11.4%, who have accumulations of over 1000 hours of sick leave. No one has 2000 hours accumulated, but there are several employees getting close.

In 1963 Aeronautical Center employees earned 391,760 hours of sick leave. They used 215,062 hours. In other words, they used 54.9% of the total amount they earned. Converted to days these figures would be 48,970 days earned and 26,883 days taken.

Protect your sick leave - it is the best insurance you can have.

AERONAUTICAL CENTER MANAGEMENT INSTITUTE. The second Aeronautical Center Management Institute is being conducted at the Hall of Advanced Studies of the Center of Continuing Education in Norman, Oklahoma. Aeronautical Center personnel in attendance are: Roy L. Taylor, Ernest G. Murdock, Francis R. Keen, Richard Cox, Jack E. Hamm, Robert P. Miller, J. W. Jones, Robert G. Carson, Sumner E. Thomas, Harold C. Scott, Lester G. Robinson and Allen R. Dyson. Russell A. Myers of the Training Branch is directing the Institute and Neal A. Vick of the Installation and Materiel Depot is serving as a Staff Member.

VISIT OF UNITED KINGDOM AVIATION OFFICIALS. At the express invitation of the Administrator, the following United Kingdom Aviation Officials visited the Aeronautical Center on March 9 and 10: Sir Lawrence Sinclair, Controller of National Air Traffic Service; R. R. Goodison, Under Secretary of Air Safety; Mr. Stallibrass, Director of Flight Safety; M. H. Vivian, Deputy Director of Flight Safety, and Robert Hardingham, Secretary of Air Registration Board. The visitors were accompanied by George C. Prill, Assistant Administrator for Europe-Africa-Middle East Region.

AIRPORT AID BILL AWAITS PRESIDENT'S SIGNATURE. As expected, the House by a voice vote March 4th accepted the Senate's revised version of the Federal Aid to Airports Act which continues in force the airport development program for another three years and authorized \$225 million to pay for it. This action moved the Bill to the President's desk for signature. The legislation provides \$75 million in each of the next three years, with state and local governments matching Federal funds granted for major construction. Included in the Bill is \$7 million in Federal money each year for general aviation and smaller airports. Also provided for the first time is authority to make grants of up to 50% of the costs of airport planning.

AES EXHIBIT USED IN BUDGET HEARINGS. During recent budget hearings, Administrator Halaby used a scale model of Systems Facilities to highlight the relationship and purpose of the various systems used in air traffic control and navigation. The model was supplied by the Miami Chapter of the Airways Engineering Society.

FAA TRAINS TROOPS IN AIR TRAFFIC. Members of the 72nd Air Traffic Control Company, 10th Air Transport Brigade, 11th Air Assault Division, Fort Benning, Ga., are taking Basic Air Traffic courses at the FAA Academy. This unique Army company is developing ATC techniques and procedures that will be effective in the air assault concept. Thirty-two controllers and 48 pilots are undergoing training in five courses.

NEW QUALITY CONTROL DIVISION CHIEF. James E. Purcell, Chief, Headquarters Aircraft Management Branch at WNA (Hangar 6), has been promoted to Chief, Quality Control Division, Aircraft Services Base, Oklahoma City, effective March 15, 1964.

IM SAVES AGENCY MONEY. Taking advantage of a current joint contract with the USAF, has cancelled its ASR-2 radar modernization program and is procuring new and vastly improved transmitter-receiver equipment instead. Eliminating the need for funds earmarked to be spent on 13-year old radars has saved the Agency approximately \$625,000.

NEW HELICOPTER PILOT EXAMINATION GUIDE. This new guide is now available to the public through FS field offices and HQ-438. It is the first edition of the FAA Study Guide in the helicopter area applicable to the private pilot, commercial pilot and flight instructor. All phases of aeronautical knowledge requirements are covered for each certificate and sources for additional information also are furnished. Because of the rapid growth and interest in rotary wing flight and the availability of lightweight helicopters, this publication meets a timely need.

FS PUBLISHES BEST SELLER. The Private Pilot's Handbook of Aeronautical knowledge published by FS Operations Division is currently selling at the rate of 1000 copies per week. The Handbook is an excellent single source of aeronautical knowledge for the private pilot, however it does not include pertinent flying regulations. Copies may be obtained by writing the Superintendent of Documents, Government Printing Office, Washington 25, D. C. The cost is \$2.50 per copy.

WILD LIFE, WHIRLYBIRDS AND DEER. The helicopter proved to be a "natural" when the Louisiana Wild Life and Fisheries Commission was recently confronted with the problem of capturing and moving 104 deer to new locations in a restocking program. Each chopper carried four deer in crates attached to the floats at a new low cost of \$10 per head.

REPORT ON PAY RAISE. Last week the House Rules Committee voted 8 to 3 to release the current Federal employee's pay raise bill after the Committee was assured of certain amendments. These were that its cost be reduced from \$688 million to \$545 million as recommended by President Johnson and that the raises become effective July 1. House action is scheduled for the week of March 9.

SYSTEMS MAINTENANCE SERVICE TOPS LIST. The FAA Academy reports that 22,722 lessons and examinations were submitted during the first half of FY 1964. SMS employees led the list of correspondence school participants with 5099 enrollments. Courses are offered in NavAids, Radar, Management-Supervision, Communications, Applied Mathematics, Transistors, Electrical, Computers, and Flight Inspection. Interested persons should apply through their supervisors.

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ACPP Number	Position Title, Grade & Series	Area of Consideration	Key Number
ACPP-23	Tool, Stock & Parts Keeper, WB-6904-6	Aero. Center	275
ACPP-24	Elect. Acctg. Machine Operator, GS-359-4	Aero. Center	299
ACPP-25	Supply Commodity Mgmt Officer, GS-2010-7	Aero. Center	95
ACPP-26	Supply Commodity Mgmt Officer, GS-2010-9	Aero. Center	95

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Position Location: Aircraft Services Base

ACPP-1265	Aircraft Mechanic Leader, WL-8852-11	ASB	91
ACPP-1266	Acrft Brake Repairer Lead Foreman WS-8260-6	ASB	**
*FPP-AC-64-1267	Supv. Equipment & Reliability Spec. GS-301-13	AC,AL,PC & NAFEC	**

Position Location: Control Systems Division

ACPP-1268	Acrft Accident Investigation Spec. GS-301-11	Cont.Sys.Div & Opr Armn Exam Sec.	**
ACPP-1269	Acrft Accdt Invest. Spec., GS-301-9	Aero. Center	**
*FPP-AC-64-1270	Digital Cmptr Sys. Analyst, GS-334-13	AL,AC,PC & NAFEC	286

Position Location: National Field Operations Headquarters

*FPP-AC-64-1271	Facilities Flt Check Pilot, GS-1681-14	Agency-Wide	283
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Position Location: FAA Academy

*FPP-AC-64-1272	Supv. Avia. Operns Spec., GS-1825-14	Agency-Wide	283
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(*) Closing Date: 3-25-64

(**) On file Room 104, Headquarters Building

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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

64-11 March 18, 1964

AS A MATTER OF FISCAL FACT... The President has passed on to Congress an amendment to the 1965 Budget containing a \$1.4 million reduction for FAA's 1965 "Operations" appropriation. The reduction reflects savings earned by lower Agency-wide year-end employment levels for 1964 and 1965: 300 spaces will be reduced by the end of FY '64, and 650 by end of FY '65. The lower levels will not require any forced separations but will be reached through attrition and adjustments in previously planned recruitment. The tightening up of manpower requirements resulted from the President's request that all Agencies reduce their operating levels below those spelled out in the 1965 Budget.

AIR TAXI OPERATORS GET NEW GUIDELINES. The nation's 3000 air taxi operators will fly under a substantially revised set of rules beginning Sept. 7, when new Part 135 of the Federal Aviation Regulations takes effect. The regulation also covers commercial operators of small aircraft (under 12,500 pounds). General dissatisfaction with the rules laid down in Part 42 of the Civil Air Regulations led to the development of separate rules for large and small commercial planes. Part 135 is the product of numerous rule-making efforts dating back to 1955. The last Notice of Proposed Rule Making was circulated for industry comment on Nov. 8, 1962.

WNA'S MAIN RUNWAY DUE FOR RESURFACING. Resurfacing of Washington National Airport's main runway, 6780-feet-long, and 200-feet wide, is scheduled to get under way April 27, a few hours after most of the nation moves into Daylight Saving Time. The major resurfacing job was timed to fit into the semi-annual timetable changes made by air carriers. FAA engineers anticipate that the contractor will probably use two 10-hour work shifts, seven days a week, to meet the 90-day completion date. Engineering studies indicate the need for only minor excavation and sub-grading work; the main effort will be to lay an asphalt "leveling" course, topped by an asphaltic "wearing" course at least three inches thick. Included in the job will be a center-line lighting system and touch-down zone lighting on the ILS end (south) of the runway. Available for traffic during construction will be a 5200-foot runway, and one of 4700 feet.

PAY RAISE SCUTTLED. The Federal employee-executive pay raise was killed in the House March 12 by a roll-call vote of 222 to 184. Immediately after the House vote, members of the Post Office and Civil Service Committee said they would try to get a new pay bill out of the Committee and limit it to the 1.7 million classified and postal employees.

LBJ EXTENDS AIRPORTS AID ACT. President Johnson last week signed a three year extension to the Federal Aid to Airports Act which makes available \$225 million for airport development. Present at the signing were Administrator Halaby; William J. Schulte, Assistant Administrator, Office of General Aviation Affairs; and Cole Morrow, Director of Airports Service. Included for the first time is authority to make grants up to 50% of the costs of airport planning and engineering prior to the actual grant of money for airport construction. The Act provides \$75 million in each of the next three years, with state and local governments matching Federal funds for major construction. The Act includes \$7 million in Federal money each year for general aviation and smaller airports. During the signing ceremony, President Johnson paid a tribute to Administrator Halaby, "for his knowledge and enlightened viewpoint in this field and for the outstanding leadership that he has not only provided this Nation in aviation but that he supplies to other nations throughout the world."

FREQUENCY MANAGERS TACKLE MAJOR AGENDA. Delegates to the 7th National Conference of Frequency Managers, some 15 in all, representing all Regions and NAFEC, sat down March 17 in Southern Region Headquarters, Atlanta, Ga., for a 3-day study of a 23-item agenda. The communications experts will delve into such matters as: Master Radio Frequency List; radar Microwave Link Frequency Conversion Program; Identifier Assignments; Broadcast Station Applications Coordination; In-Service Radar Improvements; and the Frequency Management Handbook. Conference Chairman is William B. Hawthorne, Frequency Management Division Chief, SRDS who, along with Charles A. Brooks (RD-530), recently returned from Geneva, Switzerland, where they participated in a 4-week International Telecommunications Union (ITU) Conference.

A CANDLE FOR INTERCOM. One year ago INTERCOM made its first appearance on the FAA stage. It has been successful in that it gives employees something they wanted -- information -- a look at the Agency from the inside. INTERCOM will continue to do this -- to publish news of importance about jobs, legislation, meetings, workshops, training programs, plans, projects, awards, appointments, promotions, retirements, and other matters of interest that affect personnel individually and generally.

FAA SAVES USWB \$1,000 PER WEEK. Recent arrangements by FAA to handle weather forecasts for inclusion in the continuous automatic transcribed broadcasts from certain Flight Service Stations will save the United States Weather Bureau about \$52,000 annually in communications costs. The forecast data, previously sent to the FSS on separate commercial circuits leased by the Bureau will now be carried directly to the FSS's on FAA's Service B teletypewriter system.

USAF TO USE FAA CERTIFICATED SCHOOLS. The Air Force plans to buy 170 off-the-shelf aircraft to provide economical training and screening of potential pilots. Eight contractors operating FAA certificated pilot schools will maintain the side-by-side trainers and also give an initial 30 hours of flight instruction. The new program is scheduled to be operational July 1, 1965.

DON'T BE IN THE DARK. "Night Flying," pamphlet No. 4 of the "Do You Know" Safety Education Series will be distributed to the regions this week.

AWARD TIME IN DEPOT. Ten employees of the Installation and Materiel Depot were on hand for awards recently when presentations were made by Warren E. Nauman, Depot Manager. Receiving Sustained Superior Performance Awards were Robert E. Scheulen, Marie Davis, Orville D. Harlow and Rachel S. Attebery. Suggestion awards were presented to Clyde A. Johnson, Erling O. Barkost, Orlin W. Smith, Clyde M. McDaniel, Norman F. Sparks and Ellard W. Foster.

PROMOTION PROGRAM - INELIGIBLE RATINGS. A large number of employees who receive a notice that they are ineligible for a position announced under the Merit Promotion Plan are visiting the Personnel Office. To avoid overcrowding, and in many cases, waiting a considerable time to see a placement technician, employees should discuss their qualifications with their immediate supervisor. If the supervisor cannot resolve the employee's questions, he should contact a technician in the Placement Branch for assistance.

FLIGHT TEST CONFERENCE SCHEDULED. An agenda is in the mill for a Regional Flight Test Section Chief's five-day conference at the FAA Academy beginning June 8. Purpose is to resolve inter-regional flight test administrative problems and review program guidelines for FY '65. Separate invitations will be sent to other interested divisions. Send proposed agenda items to Chief, Flight Test Branch, FS-160, before May 1.

LEARN BY MAIL. The FAA Academy reports 22,722 lesson-examinations mailed in during the first half of FY '64. Systems Maintenance Service employees top the list with 5099 enrolled. Courses are offered in NavAids, Radar, Management-Supervision, Communications, Applied Mathematics, Transistors, Electrical, Computers, and Flight Inspection. Apply through your Supervisor.

KNOW "NEED-TO-KNOW." A security clearance by itself is not a license to have access to classified defense data. Any knowledge or possession of classified information must be denied to persons who do not have a bona fide need-to-know, regardless of position or rank. Ignoring security rules such as these, which are designed to prevent the compromise of national security, could jeopardize one's security clearance and lead to disciplinary action.

PHYSICAL FITNESS IS NEWS. The Physical Fitness program launched (In Washington only) last week is getting wide publicity in the local press. Under a headline "Flab Is Going to Fly in FAA...." the Washington POST of March 12 detailed the project and the fact that to date about 1000 persons, or 37 per cent of the total employees at 800 Independence Avenue who saw the movie (which we produced ourselves) and heard Dr. White's persuasive commentary, had signed up to take part in it. The whole project is being conducted in cooperation with the President's Council on Physical Fitness and there is a possibility that the program might be introduced Agency-wide.

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ACPP Number	Position Title, Grade & Series	Area of Consideration	Key Number
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Position Location: National Field Headquarters

FPP-AC-64-1273	Supv. Aviation Operns Spec, GS-1825-14	AC,AL,PC,&NAFEC	283
ACPP-1274	Flt Insp Schedule Coordinator, GS-301-11	Nat'l Fld Hdq	**

Position Location: FAA Academy

ACPP-1275	Electronic Engr (Gen), GS-855-12	Aero. Center	292
ACPP-1276	Budget Clerk, GS-501-5	FAA Academy	262

Position Location: Office of the Manager, Aero. Center

ACPP-1277	Office Supplies & Services Supv, GS-301-6	Aero. Center	236
*FPP-AC-64-1278	Communications Spec, GS-393-7	Agency Wide	**

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ACPP-27	Digital Computer Systems Analyst, GS-334-11	Aero. Center	286
ACPP-28	Digital Computer Systems Operator, GS-332-9	Aero. Center	186

(*) Closing Date: 4-1-64

(**) On file Room 102, Headquarters Building

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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

64-12 March 25, 1964

WHICH WAY FOCUS? Project FOCUS, the Agency's full field test of subregional organizations, is in the home stretch. Tests end officially on March 31. At present EA, SO, CE, SW, and PC are trying out four different configurations to see how they fit local needs. Meanwhile, Washington is analyzing the projected configurations and will analyze the regional reports when they are received. It is too soon to forecast the way FOCUS might go. Could be any one of the four patterns might be adopted, or a combination of several; could even be that the Agency will stick with what it has. The FOCUS team's report is due June 1; the Administrator's decision around July 1.

FAA NOMINATED FOR 1963 PRESIDENT'S SAFETY AWARD. The Secretary of Labor has informed the Agency of its nomination for the President's Safety Award based upon the 1963 occupational safety record. FAA qualifies in the category of agencies with 10-75,000 employees. The Office of Personnel and Training is preparing a safety program report for submission to the Secretary of Labor. The winner will probably be announced in June. Other nominees are the D. C. Government, USIA, TVA, NASA and HHFA.

EASTERN REGION UNDER APPRAISAL. The Office of Appraisal began its first review of a total FAA regional operation March 23. Representatives of the Office of Appraisal, supplemented by Washington headquarters personnel from Air Traffic, Flight Standards and Airport Services, will visit some 150 manned facilities in the Eastern Region. They will discuss current programs with supervisors and other employees. Major emphasis is being placed on the effectiveness of operations rather than technical programs. Subsequent to the field visits, detailed interviews will be held with all levels of supervisory personnel at regional headquarters. Similar appraisals are planned for other regions.

LONG DISTANCE CALLS/TRAVEL STATUS. If you make official long distance calls while away from headquarters be sure your FTS card is updated to show the new billing code. You do this yourself by blocking out the last three digits of the Agency identification number and inserting the last three digits of your own organization number. These are listed on the reverse sides of two recent orders--OA 1770.5 and HQ 1770.2.

VITAL CHANGES IN HEALTH BENEFITS LAW. Public Law 88-284, approved March 17, made important changes in the Federal Employees Health Benefits law. The CSC has declared a limited opportunity between now and June 30 for employees to change their health benefits registrations. If you were eligible, and not enrolled on March 17, you may register during this open period. If you were enrolled on March 17 for self only, you may change to a family enrollment in the same plan and option. Other changes concern definition of family members, equal government contribution for women and continuation of enrollment after retirement. Contact your personnel officer for more information.

A QUICK AND HARD LOOK. An Agency-wide three phase safety inspection program has been started. It involves commercial operators, scheduled air taxi operators and air taxi operators using large aircraft. Phase one, already in progress, asked for the submission of background information from the field to determine the scope of the problem. Operation "Quicklook," phase two, which began last week consists of broad inspectional coverage. Scheduled after April 30, phase three, tagged "Hardlook," are Blue Ribbon inspections of operators needing closer examination as determined by phases one and two.

MORROW SUMMONS AIRPORTS DIVISION CHIEFS TO D. C. Cole Morrow, Director of Airports Service, met with the seven Regional Airports Division chiefs this week (March 23-24) to discuss "substantial changes" in the Federal Aid to Airports Act which the President ordered extended for another three years. Changes in the \$75-million-a-year program include: authority to make grants up to 50% of the costs of airport planning and engineering prior to the actual grant of money for airport construction; development of airports to be reasonably consistent with geographical area development; compatibility of airport planning to area plans; inclusion of Guam in the Act.

DAUGHERTY IS STRICTLY 'GRADE A.' Leon C. Daugherty (RD-512) was recently awarded an advanced Certificate of Accomplishment in Management with Honors by the Graduate School, U. S. Department of Agriculture. To win the award with honors, Daugherty completed all courses with a grade A and passed an oral examination by the Departmental Committee on Public Administration. Mr. Daugherty, an electronic engineer in the Frequency Management Division, SRDS, joined the CAA in 1947 as an electronics technician, later became an instructor in the ILS/VOR School at the FAA Academy, and came to Washington in 1959.

TURBULENCE. AM's Accident Investigation Branch, in cooperation with various airlines, is investigating the effects of severe turbulence on a pilot's ability to keep his aircraft under control. Continuing studies took another step forward at the Naval Aeromedical Acceleration Laboratory, Johnsville, Pa., when volunteer airline pilots were tested on the human centrifuge.

SIGHTED SAVINGS SUGGESTED SAME. During the last half of 1963 Agency employees submitted 1568 suggestions in the Recognition and Awards Program. Of these, 322 were adopted netting the FAA over \$57,000 in savings. Employees cashed in on \$4,000 for their foresight. Why not get your suggestion in?

AVIATION MECHANIC PREMIERE SLATED. "Aviation Mechanic," a 17-minute, 16-mm sound color movie showing the aviation mechanic in action with air carrier and general aviation has been completed. It will be released simultaneously to all regions on the mid-April kick-off of the 1964 annual aviation mechanics awards programs.

GLIDER GUIDES SOARING. Last year's increased glider interest sparked publication of the first FAA Glider Pilot Examination Study Guide. Applicable to private commercial and flight instructor pilots, it outlines knowledge requirements for each certificate and suggests informational sources. The Guide is available through FS Field Offices or HQ-436.

WHY? YES, WHY HIRE THE HANDICAPPED? Because it is morally right, socially just and economically sensible if they meet the Civil Service Commission competitive standards. The Oklahoma Rehabilitation Division had nearly 8500 handicapped people on their rolls actively engaged in some type of training at the close of 1963. These individuals have each and everyone been medically examined and skill evaluated to positively determine their employability before acceptance for training. After they complete their training, their only hope is that employers will be willing to consider them for the job they have been trained to do. Bear in mind that these individuals must be fully qualified before they will be referred to you for consideration. When you as a supervisor have the opportunity to employ a handicapped person in a job he can do, he is no longer a handicap to society or himself. A piano player is handicapped if he happens to lose an arm for he no longer can play the piano; however, perhaps he could be a writer or be trained for other occupations for which he would no longer be handicapped.

POSITIONS CAN'T BE CLASSIFIED BY COMPARISON. Aeronautical Center employees in positions subject to the Classification Act of 1949 (GS) have the right to appeal the title, series, or grade of their position to the Civil Service Commission. The procedure in appealing is described fully in the FAA Handbook on Position Classification and Job Evaluation for Supervisors, Order PT P 3510.2, which any employee can review.

The Civil Service Commission has advised that it is not proper to classify a position by comparison to another position (i.e. a GS-5 level employee appeals the grade of his position because he thinks his job is equivalent to another position which has been classified as a GS-6). In recent appeal decisions, one of which pertained to the Aeronautical Center, the Commission has said that a job is classified based on its duties responsibilities by reference to published Commission Classification Standards. There is no other legal basis to classify a position. It is difficult, if not impossible, to compare one position with another. Therefore, a job may not be classified on the contention that a grade of a position should be raised because either an employee or a supervisor feels the position is equivalent to another position at a higher grade.

ACCIDENT INVESTIGATION CLASSES UNDERWAY. The second class of the National Aircraft Accident Investigation School at the Aeronautical Center is now underway. Sixteen students, nine from FAA, seven from CAB, are taking the six-week course. It is designed to give field investigators and inspectors the latest investigation techniques. Current enrollment is limited to one from each region and one from headquarters FS. Two more classes are scheduled for April 29 and June 24. For further information, Contact PT=48.

SUPERVISORY GUIDES BEING ISSUED. Aeronautical Center Notice 3110.1 transmits to all supervisors the first issuance of Supervisory Guides. Their purpose is to provide information of interest to supervisors concerning personnel management and training matters. The first guides contain descriptive and alphabetical indexes to Agency and Center personnel directives. Personnel and Training Division hopes that these and future guides will be of benefit and assistance to the Personnel Manager - the supervisor.

WATCH THE PENNIES, ETC. A week-long workshop was conducted recently in Washington by IM-200 to acquaint procurement personnel with the techniques of pricing in order to assure the Agency's getting the most for its money. A handbook, "Contract Price and Cost Analysis," developed by Division personnel, was used in the workshop.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 4-1-64. 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: Aircraft Services Base			
*FPP-AC-64-1279	Aerospace Engineer, GS-861-12	AC,PC,AL & NAFEC	292
*FPP-AC-64-1280	Supv Electronic Engr (Gen), GS-855-12	AC,PC,AL & NAFEC	292
ACPP-1281	A/C Propeller Mech Ld. Frmn, WS-8554-7	ASB	93
Position Location: Office of the Manager, Aero. Center			
ACPP-1282	Librarian (Cataloging), GS-1410-9	Aero. Center	**
Position Location: Control Systems Division			
ACPP-1283	Applications Examiner, GS-963-7	Cont. Sys. Div.	264
ACPP-1284	Applications Examiner, GS-963-5	Cont. Sys. Div.	264
ACPP-1285	Correspondence Clerk (Typing), GS-309-5	Cont. Sys. Div.	269
ACPP-1286	Coding Clerk, GS-357-4	Cont. Sys. Div.	269
ACPP-1287	Mail and File Clerk, GS-305-3	Cont. Sys. Div.	269
Position Location: Installation & Materiel Depot			
ACPP-1288	Supv. Procurement Agent, GS-1102-12	I & M Depot	267
*FPP-AC-64-1289	Airways Engineer, GS-862-12	AC,PC,AL,NAFEC	292
ACPP-21	Equipment Specialist, GS-1670-9	CANCELLED	
ACPP-22	Equipment Specialist, GS-1670-11	CANCELLED	
ACPP-1236	Tool, Stock, & Parts Keeper, WB-6904-6	CANCELLED	

(*) Closing Date: 4-8-64

(**) On file Room 102, 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.

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

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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

APR 6 1964

FAA Aeronautical Center

64-13 March 31, 1964

NUMBERS GAME. FAA has reached no decision on consolidation of additional Flight Service Stations beyond the 42 announced on February 4, despite a rumor carried in a current trade letter. In fact, the Administrator is actively considering a comprehensive and flexible plan of improved FAA service to local communities.

SWATEK TO SW -- WARNICK ASSUMES POST. Phillip M. Swatek, Director of the Office of Information Services since May, 1961, has been appointed Deputy Director of the Southwest Region effective immediately. Charles G. Warnick, Swatek's Deputy, replaces him in the Director's job. The Administrator noted his "high dedication to the new FAA and superior managerial ability" and cited this assignment as an example of two important policies: Rotation between Field and Headquarters and crossover between FAA functions and professions.

TWO LAYER AIRWAY SYSTEM, LOWER CONTROL FLOOR PROPOSED. Establishment of a two-layer airway route structure and a limited lowering of the floor of area positive control (APC) airspace have been proposed by FAA. The existing three-layer route structure was established in April, 1961. It consists of low altitude airways extending from generally 1000 feet above the surface to 14,500 feet; an intermediate layer of airways extending from 14,500 feet to 24,000 feet; and high altitude jet routes extending upward from 24,000 feet. Under the proposal, a two-layer airway route structure would replace the existing complex three-layer structure. The present intermediate layer would be eliminated and the limits of the lower and higher airway structure would be revised. The new structure would set the levels from generally 1000 feet above the surface to 18,000 feet for federal airways in the lower layer. The upper layer would encompass altitudes from 18,000 feet to 45,000 feet, commonly referred to as flight levels 180 and 450, for jet routes. Above flight level 450, operations are conducted on a random routing basis. The airway structure in Alaska and Hawaii would not be affected by the proposed action. FAA also proposes to lower the floor of the area positive control airspace from 24,000 to 18,000 feet, providing APC from that flight level upwards to 60,000 feet.

GOOD HOUSEKEEPING AND SAFETY. Good housekeeping is essential for a successful safety program. Spring is here and so are Spring Clean-Up Campaigns. Periodic Health and Safety Inspections will be made by Center supervisory personnel during the month of April. However, good housekeeping should be a year-long campaign for all employees at the Center. Because we spend a good part of our wakeful hours at our jobs, we should all be interested in doing our part so that we have a neat, orderly and safe place to work.

FAA ACADEMY PRESENTS AWARDS. Five employees of the FAA Academy received awards on March 24, 1964. Mr. Enar B. Olson, Director of the Academy, presented the following awards: For Sustained Superior Performance, Ida B. Guidry, Non-Resident Training Division and John W. Finney, Training Development Division; for Quality Within-Grade Pay Increase, Mildred C. Hawk, Air Navigation Facilities Training Division and Iola McElderry, Flight Standards Training Division; for a Beneficial Suggestion, Calvert E. Dukes, Technical Services Division.

SPANAT LOOKS INTO THE FUTURE. Deputy Administrator Lt. Gen. Harold W. Grant, and other key Agency officials were given a peek into the future pattern of international air traffic across the North Atlantic by Cdr. Curtis J. Kelly, SRDS, Chairman of the Systems Planning Approach for the North Atlantic (SPANAT). Commander Kelly spoke on the status of the Phase II program covering the period 1967 through 1970. Members of the SPANAT team include representatives of ATS, I&M, FSS, IA, and SRDS. Details outlined related to airspace and air traffic control, communications, radar surveillance, navigation facilities, search and rescue, and aviation weather, as well as the all-important item -- the cost of the system. The team is continuing work in integrating Phase I (before 1967) and Phase II time periods into a single plan.

BRIGADIER HEADS GENERAL LEGAL SERVICES. Administrator Halaby on March 18 appointed Brigadier General Martin Menter to be Associate General Counsel and head the General Legal Services Division of the Office of The General Counsel. General Menter has been heading the Division in an acting capacity. Oscar Shienbrood was appointed Chief of the General and International Law Branch vice General Menter. New on The General Counsel's staff is Joseph G. Nott, Executive Officer, formerly with the Office of the Secretary of the Air Force.

ENGINEERS USE INGENUITY TO TEST FUEL CELLS. In preparation for more elaborate scientific crash tests later this year near Phoenix, Ariz., engineering firms under contract to the Agency have carried out ingenious tests to determine crash "resistance" of two different kinds of fuel cells. In tests completed by Convair at San Diego, an "integral" fuel cell, especially constructed for the experiments was swung, pendulum-fashion against a pole representing a tree. The cell continued to retain fuel after repeated impacts up to 35 Gs. Under test right now in Georgetown, Del., by All American Engineering is a "bladder-type" cell installed in a center wing section of a DC-7. This unit is mounted on a dolly running along a track, pushed by a jet "car" which can develop speeds up to 60 knots. Deceleration tubes and arresting gear halt the car and simulate loads from two to 25 Gs.

GOVERNMENT, AIRLINE OFFICIALS IN SST ROUNDTABLE. Government and airline officials met last week (March 25-26) in Washington to review findings of their independent evaluations of designs proposed for the U. S. supersonic transport. The proposals, submitted last January by three airframe and three engine makers, have been under study by technical teams of 10 airlines and the government's 210-member Supersonic Transport Evaluation Group. The SST program schedule established by the Request For Proposal (RFP), Aug. 15, '63, calls for one of the following decisions to be reached by May 1, '64: (1) selection of a single airframe and single engine proposal for development; (2) selection of two airframe and two engine proposals to undergo a year-long detailed design competition or: (3) determination that the program should be terminated or redirected because none of the proposals meet technical and economic criteria established for a safe, comfortable, efficient, economical U. S. SST.

AT-600 TO MOVE SOON. Air Traffic's Flight Information Division, presently housed at Bailey's Crossroads, will begin operating at 800 Independence Ave. on Monday, April 13. CARF (Central Altitude Reservations Facility) and the National Flight Data Center, AT-650, will be located on the 6th floor; AT-600, 610, 620, and 630 on the 4th floor.

MANAGEMENT INSTITUTES SPREAD OUT. Regions, the Aeronautical Center, NAFEC and Headquarters Operations have conducted nine Management Institutes attended by 275 participants since July 1963. This training will be given to 485 employees in 16 institutes planned for FY 1964; seven additional sessions will be conducted before the end of FY 1965. Decentralization permits more employees to be trained in a shorter period of time.

PERFORMANCE AWARDS HIGH THIS FY. During the first half of FY 1964 the Agency granted 254 Quality Pay Within-Grade Increases, 311 Sustained Superior Performance Awards, and 65 Special Acts and Services Awards. The Office of Personnel and Training advises that supervisors need not wait until Performance Rating time to recommend employees for awards.

LABOR-MANAGEMENT SEMINAR ON DOCKET. The Director of the University of Michigan's Labor Relations Institute, Dr. Charles Rehmus, will conduct another in a series of Agency Labor-Management relations seminars at the FAA Academy on April 6 and 7. Attendance is limited to management officials who have responsibilities under the Agency's Labor-Management Cooperation Program in Headquarters, Regions or Centers.

GOONEY BIRDS TO GO. The FAA is promoting development of a reliable and economic short-haul transport as a replacement for the aged DC-3. To stimulate the program, the Agency issued a Request for Proposals in December 1963 inviting U. S. airframe manufacturers to bid on design contracts; three will be picked to produce aircraft specifications under contracts of \$100-thousand each. An interim report last week to the Agency from the Systems Analysis and Research Corporation (SARC) stated that a modern 20-passenger, twin-engine aircraft would meet many of the U. S. short-haul passenger requirements forecast for the 1970's. On April 9 airframe and engine manufacturers will meet with the Agency. Conferences also are slated to be held within the next several weeks with representatives of Local Transport Airlines, SARC, airframe manufacturers and other interested groups to discuss the report and program.

RAF VIP'S HONORED AT LUNCHEON. Deputy Administrator Lt. Gen. Harold W. Grant, last week hosted a luncheon at the Madison Hotel in honor of visiting UK Air Chief Marshal Sir Charles Elworthy, Chief of Air Staff, RAF. Others attending were Air Vice Marshal Ian Esplin, Air Attache, British Embassy; Col. Robert E. Gotchey, USAF, Escort Officer; Associate Administrator for Programs, David D. Thomas, and Assistant Administrator, Office of International Aviation Affairs, Raymond B. Maloy.

MILITARY PILOTS GET NEW EXAM GUIDE. A new written examination study guide is now available from HQ-438 for military trained pilots seeking private or commercial certificates. Developed because of an increase in military applicants, it offers improved guidance for new military pilot written examinations now in the field. The guide contains basic information on FAA/CAB Regulations and includes a list of study material. Also it offers sample exam questions with answers and a resume of CAB's Safety Investigation Regulations.

WOLLE FOR CONGRESS. C. Packard Wolle, for the past two years Chief, Management Analysis Division, OMS, has resigned from the Agency to run for the U. S. House of Representatives from Iowa's Sixth District which includes his home town, Sioux City.

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<u>ACPP Number</u>	<u>Position Title, Grade & Series</u>	<u>Area of Consideration</u>	<u>Key Number</u>
Position Location: Installation and Materiel Depot			
ACPP-1291	Supervisory Chemist (Gen), GS-1320-11	Aero. Center	**
ACPP-1292	Industrial Engineer, GS-896-11	Aero. Center	292
*FPP-AC-64-1293	Supv. Prod. Controller (Gen), GS-1152-12	AC,PC,AL & NAFEC	250
Position Location: Office of the Manager, Aero. Center			
ACPP-1294	Mail Clerk, GS-305-3	Aero. Center	269
ACPP-1295	Accounts Maintenance Clerk, GS-520-5	Aero. Center	262
ACPP-1296	Supv. Accountant, GS-510-11	Aero. Center	263
ACPP-1297	Mail Clerk, GS-305-4	Off. of Mgr.	269
FPP-AC-64-1279	Aerospace Engineer, GS-861-12	CANCELLED	
ACPP-1285	Correspondence Clerk (Typing), GS-309-5	CANCELLED	
ACPP-1287	Mail and File Clerk, GS-305-3	CANCELLED	

(*) Closing Date: 4-15-64

(**) On file Room 102, Headquarters Building

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FSJC-NHA CAMPAIGN. The 1964 campaign for the FSJC-NHA is now underway at the Aeronautical Center. The campaign closes April 10, and some organizations have already reported 100% participation. As in past years, it is a sealed envelope campaign. Employees may determine their own gift and apportion it among the participating organizations as they may desire. The small Supersonic Transport Development (SS-1) Control Center office was the first Aeronautical Center organization to report 100% participation on the first day of the campaign.

LENGTH OF SERVICE AWARDS. Employees who completed 10, 15, 20, 25, 30, 35, 40 or 45 years of creditable civilian and military service during 1963 are eligible for length of service awards this year. Emblems have been ordered and as soon as they are received, appropriate award ceremonies will be scheduled.