

# INTERCOM

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

*W. Lloyd Lane*  
Manager, Aeronautical Center

64-44 November 4, 1964

AERONAUTICAL CENTER A WINNER IN UNITED APPEAL. Employees of the Aeronautical Center have every right to be proud of their participation in the 1964 United Appeal Campaign. Excluding a small number of sealed contributions which had not been opened at INTERCOM press time, the total figures showed the Center achieved a heretofore unattainable goal of 99% participation. The total amount pledged by 4075 employees was \$55,956.30. The excellent showing was due in no small measure to the 1587 individuals who contributed their Fair Share. However, each employee is to be congratulated for his unselfish generosity in support of the 1964 Appeal.

NONCOMPETITIVE WRITTEN TEST FOR ELECTRONIC TECHNICIAN GS-8 AND 9 POSITIONS. Interested employees are reminded of the noncompetitive written test for Electronic Technician GS-8 and 9 positions to be given on November 10, 1964 at 8:30 a.m. in Room 128, ANF Building No. 2. Employees who are otherwise qualified and desire to take the test should notify their supervisor or AC-14, Extension 4507, immediately if they have not already done so. Employees desiring to take the test must report at the time and place specified above. No "make up" test will be scheduled.

PROGRAM FOR DETECTION OF DIABETES. The Aeronautical Center Medical Clinic is arranging for all employees, including students and Southwest Region employees, to participate in the National Program for the detection of diabetes. The detection program will begin Monday, November 16 and end Friday, November 20. Participation will be on a voluntary basis. Next week's INTERCOM will furnish details to employees who wish to participate.

SUGGEST. IT PAYS AND SAVES. Employee suggestions saved the FAA \$203,848 in hard cash during Fiscal Year 1964. Remember, when a suggestion is adopted it pays double because both the employee and the Government win. Forms may be obtained from your supervisor, and suggestions may be submitted directly to the Recognition and Awards Coordinator for your organization or to your supervisor who will forward it to the Coordinator.

ATTENTION TRANSFEREES. If you moved your household goods on change-of-station orders on or after August 25, 1964, you may have some money coming to you from the Government because GSA has increased its allowances to bring them in line with higher carrier tariffs. The new rates are contained in a change to MS P 1520.1, which will be distributed shortly. Check this directive; it may have good news for you.

GENERAL GRANT WILL REMAIN WITH FAA. Lieut. Gen. Harold W. Grant, the Deputy Administrator, is slated to retire from the Air Force on November 30, after 35 years active service, but will be recalled to active duty on December 1 to serve indefinitely in the same job. Military officers are required by law to retire after 35 years service, but a selected few are occasionally recalled for special duties by the Service Secretary. General Grant's continued service with the FAA was recommended by the Administrator and approved by the President, who asked Air Force Secretary Eugene Zuckert to recall General Grant for this purpose.

AEROSPACE EXPOSITION AT DULLES CONSIDERED. Administrator Halaby chaired an inter-agency task force to discuss the possibility of holding an international science and aerospace exposition at Dulles in 1966. Effect of such an exposition on U. S. exports is a major point of consideration for the task force. Cross sectional viewpoints will be sought from those who might participate and support the exposition. Other government agencies represented were the CAB, NASA, and the Departments of Defense, State and Commerce.

FREQUENCY MANAGEMENT AND ENGINEERING CONFERENCE. The Eighth National Conference of the Frequency Management Division, SRDS, convenes tomorrow at Washington Headquarters. William B. Hawthorne, RD-500, will chair the three-day meeting. On the agenda are discussions on current national and international developments related to use of the radio frequency spectrum and the probable impact on Agency frequency management, plans for future developments associated with the efficient use of the radio frequency spectrum, field organizational structures and general management problems. About 30 conferees, all from the FAA, are expected to attend.

PAINLESS AUDITING IS THE GOAL. Audit personnel gained new insights into the contribution they can make to Agency management during a five-day conference which began October 26. Seymour E. Blum, Director, Audit Staff, conducted a seminar on "Satisfying Management's Audit Needs" following opening remarks by Mr. Halaby. Other speakers, including Associate Administrator Alan L. Dean, covered a wide range of topics, including "International Audit--Management Expectations" and "GAO/FAA Audit Relationships."

FAA TO COOPERATE IN EUROPEAN AIR SAFETY. An agreement providing increased cooperation between FAA and the six-member European Organization for the Safety of Air Navigation (EUROCONTROL) was signed last week by Administrator Halaby and Rene Bulin, EUROCONTROL official, who arrived from France last Friday. EUROCONTROL was formed March 1963 to provide air traffic service in the upper airspace above member nations. Headquartered in Brussels, membership includes West Germany, Belgium, France, Great Britain, Luxembourg and the Netherlands.

HAWKS NOMINATED FOR SAFETY AWARD. Charles R. Hawks Jr., Chief, Aircraft Engineering Division, WE, is the Agency's nominee for the 1964 Laura Taber Barbour Air Safety Award. Hawks spearheaded new safety regulations for transport aircraft.

MOBILE LOUNGES LAUDED. An Agency survey of more than 6,000 air travelers at Dulles International Airport indicated that the mobile lounge is the passenger's choice as the most comfortable and convenient way to board an airplane. Passengers also appreciated the more accurate scheduling of arrivals and departures at Dulles made possible by use of the lounges. Analysis of the survey also indicated general approval for other airport facilities, including baggage handling, ground transportation, restaurants and shops.

BRITISH NAVIGATION SYSTEM SHOWN. A British air navigation system which displays aircraft position to the pilot on a map was viewed recently by Agency officials in Washington. The HARCO system, manufactured by the DECCA Navigator Company, is compatible with the basic DECCA system now in use in several European countries. FAA observers feel that the DECCA/HARCO system does not offer the extraordinary advantages necessary to justify changing the agreed international system -- the U. S. developed VOR/DME -- in which extensive investment has been made for ground and airborne equipment.

SECURITY EDUCATION PROGRAM ESTABLISHED. Each employee shall be given a security orientation lecture "as soon as practicable after entry on duty..." under the provisions of OA 1600.7. The new order, which established an Agency-wide security education program, places specific responsibilities on Compliance and Security and supervisory personnel for insuring that employees are properly indoctrinated on security procedures. For the granting of cryptographic access authorization, a detailed orientation is required covering responsibilities of the specific position. The order also requires a termination interview for employees who have had access to classified information.

GASCOIGNE FROM USAF/FAA TO ATCA. The new executive director of the Air Traffic Control Association, Lieut. Col. Joseph A. Gascoigne (INTERCOM 10/20/64), retired from the Air Force effective Oct. 31 after almost 23 years active service. Gascoigne served with the Air Traffic Control Development Division, SRDS, for the 14 months preceding his retirement. Lieut. Gen. Harold W. Grant presided at the retirement ceremony.

SAUNDERS NAMED DEPUTY DIRECTOR OF BNCA. C. Ward Hobbs, Director, Bureau of National Capital Airports, announced the appointment of Arven H. Saunders as Deputy Director, BNCA. Saunders moves into Headquarters from Dulles International Airport where he had been Assistant Director for Operations of DIA and Washington National Airport since joining the Agency in March, 1963. Previous to that he was general manager of Greater Cincinnati Airport.

OKLAHOMA CITY HOSTS FAA/USAF FLIGHT INSPECTION CLINIC. A joint FAA/USAF Flight Inspection conference is being held at the Skirvin Hotel in Oklahoma City, Oklahoma. It began with a "get acquainted" dinner on November 3. The conference will terminate on Friday, November 6. FAA personnel from Washington, Oklahoma City and each region are attending. USAF personnel from Headquarters USAF, Washington and Headquarters AFCS, Scott Air Force Base, as well as all communications regions within the United States are also attending. Mr. George Moore, FS-1, will attend the meeting on Thursday, November 5.

SO LAUNCHES SAFETY EDUCATION PROGRAM. In an effort to improve safety, the Southern Region plans to provide monthly direct mail reminders of known safety facts to all SO general aviation pilots. If the program reduces SO's general aviation accident rate, the plan will be considered for national use.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 11-11-64. 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 2026) must be initiated the first time an employee requests consideration for a vacancy. A new PDS should not be submitted for future requests unless the employee's supervisor or the Placement Branch determines that a new rating is needed.

ACPP Number	Position Title, Series & Grade	Area of Consideration	Key Number
ACPP-1560	Budget Clerk, GS-501-05	FAA Academy	262
*FPP-AC-64-1561	Flight Test Pilot, GS-2181-13	Agency Wide	**
ACPP-1562	Aircraft Mechanic, WB-8852-11	ASB	**
ACPP-1563	Airways Engineer, GS-862-11	Quality Assurance Division	292
ACPP-1564	Electronic Engr. (E/M), GS-855-11	" "	292
ACPP-1508	Publications Clerk, GS-2090-04	CANCELLED	

(\*) Closing Date: 11-18-64.

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

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

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

# INTERCOM

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

*W Lloyd Lane*  
 Manager, Aeronautical Center

SPECIAL INTERCOM

November 6, 1964

AERONAUTICAL CENTER'S 134% OF UNITED APPEAL QUOTA TOPS FEDERAL AGENCIES

The finish of the 1964 UNITED APPEAL campaign found the FAA Aeronautical Center resting proudly atop the "givers heap." The percentage of quota pledged was 134%, \$48,532.34 -- \$12,314 dollars above the quota of \$36,218. Actually, the total amount given far exceeded that figure. \$9,230.07 dollars in UNITED APPEAL pledges went to nine other counties surrounding the Aeronautical Center. These counties are Canadian, Cleveland, Lincoln, Logan, Pottawattomie, McClain, Grady, Stephens and Garfield. This puts the grand total at \$57,762.41 for the 4,100 employees.

This year's successful campaign represents an increase in average giving of \$4.19 cents -- or an average per employee of \$13.80 cents.

It is to be noted that all Aeronautical Center organizations, Office of the Manager and all tenant organizations achieved 100% or more of quota -- varying from 101% up to 217%. The percentage of participation in the UNITED APPEAL drive averaged 99.5% for the entire Center.

Here is a breakdown of the amount pledged:

<u>Organization</u>	<u>Total Pledged</u>	<u>Oklahoma County Pledged</u>	<u>Quota</u>
Office of the Manager	\$12,038.29	\$10,081.75	\$5,942.65
FAA Academy	13,665.58	12,393.02	9,138.53
I & M Depot	13,183.25	10,803.73	7,038.25
Aircraft Services Base	10,426.30	8,724.09	8,373.60
Flight Insp. & Proc.	3,239.38	2,678.28	1,962.65
Operations Airman Exam.	487.56	374.98	233.97
Eng. & Mfg. Division	609.17	488.38	296.63
Maint. Tech. Stds.	144.32	104.46	103.94
CARI	1,535.71	796.66	684.88
Medical Cert. Division	576.66	401.86	315.10
Aero. Center Medical Clinic	140.72	140.72	64.83
NAAIS	166.00	125.00	60.12
Data Systems Division	40.86	40.86	18.83
International Liaison Off.	56.00	56.00	30.42
<b>TOTALS</b>	<b>\$57,762.41</b>	<b>\$48,532.34</b>	<b>\$36,218.00</b>

The greatest amount of pride in a job well done can be seen in the 134 percent of quota. That puts the Federal Aviation Agency Aeronautical Center far out in front of the other federal agencies in the percentage column.

And it is further evidence of the prestige in which the Center is viewed by our Oklahoma neighbors.

It is indeed a time of pride in a job well done by all of you.

# INTERCOM

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

*W. Lloyd Lane*  
Manager, Aeronautical Center

64-45 November 12, 1964

NEW CLAIMS ACT APPROVED. Public Law 88-558 now permits civilian agencies to approve employee claims arising after August 31, 1964 for personal property damaged or lost incident to official service, provided the employee is free of negligence.

GOT YOUR JOB SHEET? The duties and responsibilities every employee is assigned is documented in a position description. Every employee is supposed to have a copy of his position description. There are good reasons why you should have one. It is your only means of reviewing what major duties and responsibilities are assigned to your position. It is a helpful tool when you are working with your supervisor in developing performance standards for your position. It is also valuable for you to review prior to performance rating discussions you have annually with your supervisor.

Your supervisor is responsible for seeing that you have a copy of your position description. If you don't have one--better get one. Ask your supervisor and he will see that you receive one.

DIABETES DETECTION PROGRAM. During the week beginning Monday, November 16, 1964, and ending November 20, 1964, employees may participate in the National Diabetes Detection Program. As a general rule, anyone having sugar in his urine is considered to have diabetes until proven otherwise. To have a test run, a specimen of urine should be collected one hour after the last meal eaten before reporting to work. The specimen should be placed in a clean one or two ounce bottle and turned in to the Aeronautical Center Medical Clinic, CARI Building, Room 100. The bottle must be labeled with your name and telephone extension number.

You will be notified only if there is a finding of sugar in your specimen. It is not necessary to call the Aeronautical Center Medical Clinic for results of the test.

Employees, students, and Southwest Region employees who want a sugar test run should follow this schedule:

First Letter of Last Name

Date to Bring in Specimen

A, B, C, D  
E, F, G, H  
I, J, K, L, M  
N, O, P, Q, R, S  
T, U, V, W, XYZ

Monday, November 16, 1964  
Tuesday, November 17, 1964  
Wednesday, November 18, 1964  
Thursday, November 19, 1964  
Friday, November 20, 1964

ACADEMY OFFERS LOGISTICS COURSE. The Logistics Management Training Program starts December 7 at the FAA Academy with the first course being Provisioning, Cataloguing, and Standardization. Other courses are National Inventory Control and Distribution, Procurement Management and Procurement for Technical Personnel.

ADMINISTRATOR HALABY ON PACIFIC INSPECTION TOUR. Mr. Halaby left Washington November 4, 1964 for Honolulu to review regional operations and dedicate the new Pacific Region Headquarters building. He then goes to Wake and Guam for further inspections before proceeding to Seoul and Saigon for a series of conferences with civil aviation assistance groups. Tokyo will be the last stop on the Pacific tour. Mr. Halaby will meet there with civil aviation directors from countries in Asia and the South Pacific.

SST SECOND ROUND DESIGN PROPOSALS RECEIVED. Two airframe and two engine manufacturers participating in the United States SST program have submitted their second-round design proposals for Government and airline evaluation. The airframe companies are Boeing and Lockheed. The engine companies are General Electric Company and Pratt & Whitney Division of United Aircraft. All four companies have been conducting design studies under six-month contracts awarded by FAA on June 1. Each airframe contract totals \$6 million and each engine contract \$5 million. In each case, the Government is providing 75 per cent of contract cost and the contractor 25 per cent. Government evaluation will be conducted over a 30-day period by a 120-member panel made up of specialists drawn from FAA, NASA, CAB, Air Force and Navy.

PART TIME FACILITY SITES ANNOUNCED. Five flight service stations (FSS) will become flight service facilities (FSF) in tests beginning January 1, 1965. The new facilities, one in each of the domestic regions, will operate 12 hours a day, seven days a week, with a two-man staff. The five FSF test sites -- with the parent FSS indicated in parenthesis -- are: Delta, Utah (Salt Lake City); Junction, Texas (San Antonio); Myrtle Beach, S. C. (Florence); Manhattan, Kansas (Salina); and Watertown, N. Y. (Massena). The program is part of a 6-month test to establish the validity of a proposed FAA program for reorganizing, modernizing and expanding its FSS network. The action involves reassignment of approximately 25 flight service specialists.

QUICK THINKING FAAer SAVES PILOT'S LIFE. Floyd K. Schoolcraft, general aviation operations inspector of the San Antonio GADO, demonstrated sound judgment that helped save the life of an aerial applicator pilot suffering from parathion poisoning. Schoolcraft received a call from a local hospital saying that they had an aerial applicator pilot in extremely critical condition apparently suffering from chemical poisoning. No doctor was there and no one knew what to do. Schoolcraft immediately contacted a local FAA medical examiner who prescribed emergency treatment. The pilot responded to treatment and was dismissed from the hospital in a few days. Schoolcraft's quick action resulted in preventing possible death.

BID FAREWELL TO OLSON. Nearly 300 friends and associates at the Academy and the Aeronautical Center attended a coffee hour in honor of E. B. Olson last Friday. A camera and a piece of luggage were presented to him in recognition of the friendship he has enjoyed while at the Aeronautical Center. He leaves the post of Academy Director to assume new duties as Executive Officer of the Southwest Region.

FAA SAFE PLACE TO WORK. The Fourth Annual FAA Occupational Safety Officer's meeting was held in Chicago, October 29-30. Fifteen safety officers and engineers from all regions, AC, NAFEC and Washington headquarters met to evaluate the Agency's safety program progress and to plan for the coming year. The goal is to make every FAA employee more safety conscious both on and off the job and to assist management in providing safer working conditions for employees.

FAA RESCUE DESCRIBED IN ARGOSY. In its December issue, Argosy magazine is saluting the rescue operation carried out last January in Morgan Valley, Utah, by Art Romaine, supervising inspector, WE, GADO-13, Salt Lake City, and his staff. Two fliers crashed in an inaccessible mountain area, Francis Peak, and rescue operations were carried out in the face of an oncoming blizzard.

UK FLYING LABORATORY VISITS NAFEC. Feasibility of a world-wide very low frequency (VLF) navigation system was explored during a week-long series of discussions at NAFEC with a team of UK navigation experts led by D. E. Hampton of the Royal Aircraft Establishment, Ministry of Navigation. The group arrived at NAFEC November 3, in a specially equipped Comet II research aircraft. The U. S. Navy had been experimenting with VLF for both surface and aerial navigation with a system known as OMEGA. Navy's C-54 research aircraft was made available to the conferees.

ROUGH LANDINGS SPARK PAMPHLET. Safety Education Series No. 5, Do You Know 58% .... is off the press. It points out that 58 per cent of all general aviation accidents in the last five years occurred during landing. It recommends refresher training for all pilots to improve their landing technique. Some 15,000 of the free pamphlets are distributed quarterly. They are available from GADO's throughout the United States and FAA's International Aviation Offices in other parts of the world.

NEW DEFENSE READINESS PLAN. A basic document for the preparation and conduct of Agency defense readiness duties and training needs has been completed. The document inventories defense readiness tasks and duties of various categories of employees on an Agencywide basis. Believed to be the first project of its type in Government, the inventory was developed by John R. Park and Ronald Dashby of the FAA Academy. Homer C. Rose, PT-36, was responsible for the approach used in developing the document.

NEW APPROACHES TO COORDINATING FEDERAL R&D. FAA engineers were among representatives of several Federal agencies conducting R&D programs who met last week at the Brookings Institution Auditorium to discuss better coordination among Government research and development programs. Walter N. Pike, RD-400, co-chaired the Washington Section, Institute of Electrical and Electronics Engineers, and moderated a panel discussing "New Approaches to Interagency Coordination of Federal Research and Development Programs."

CENTER PILOT WINS SOARING AWARD. Marshall Claybourn, PT-975.1, an aerospace engineer and pilot in the Flight Test Section was recently awarded the Soaring Pilot of the Year Award by the Kansas Soaring Association. Claybourn has been flying for some 20 years and owns his own sailplane. He has made numerous record flights in his Schweitzer 1-26 and is on the board of directors for the Soaring Society of America. He joined the FAA in August this year following five years as an engineering test pilot with Cessna Aircraft of Wichita.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 11-18-64. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

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

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

ACPP Number	Position Title, Series & Grade	Area of Consideration	Key Number
Position Location: Aircraft Services Base			
ACPP-1565	Aircraft Mechanic, WB-8852-10	ASB	**
Position Location: Office of the Manager, Aero. Center			
ACPP-1566	Parts Expediter, WB-6958-07	Off. of Mgr.	298
ACPP-1567	Voucher Examiner, GS-540-05 -	Off. of Mgr.	262
*FPP-AC-64-1576	Supvy. Industrial Engr., GS-896-13	AC, PC, AL & NAFEC	292
*FPP-AC-64-1577	Industrial Engr., GS-896-12	AC, PC, AL & NAFEC	292
ACPP-1578	Industrial Engr., GS-896-11	Center Wide	292
*FPP-AC-64-1579	Management Analyst, GS-343-12	AC, PC, AL & NAFEC	270
ACPP-1580	Management Analyst, GS-343-11	Center Wide	270
*FPP-AC-64-1581	Mathematical Statistician, GS-1529-12	AC, PC, AL & NAFEC	**
Position Location: FAA Academy			
ACPP-1568	Statistical Assistant, GS-1531-07	FAA Academy	**
Position Location: Installation and Materiel Depot			
*FPP-AC-64-1569	Supvry. Gen. Engr., GS-801-15	Agency Wide	**
*FPP-AC-64-1570	Gen. Supply Officer, GS-2001-15	Agency Wide	**
*FPP-AC-64-1571	Supvry. Airways Engr., GS-862-14	Quality Assurance Division	292
*FPP-AC-64-1572	Supvry. Elec. Engr. (E/M), GS-855-13	" " "	292
*FPP-AC-64-1573	Supvry. Mech. Engr. (Gen), GS-830-13	Agency Wide	292
*FPP-AC-64-1574	Supvry. Elec. Engr. (Gen), GS-850-13	Agency Wide	292
*FPP-AC-64-1575	Preservation-Packing Spec., GS-2032-12	Storage Mgmt. Div.	**
FPP-AC-64-1392	Inventory Management Spec., GS-2010-12	CANCELLED	
ACPP-1559	Preservation Packing Spec., GS-2032-11	CANCELLED	

(\*) Closing Date: 11-25-64.  
(\*\*) On file Room 104, Hq. Bldg.

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

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

# INTERCOM

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

*W. Lloyd Lane*  
Manager, Aeronautical Center

64-46 November 18, 1964

I & M DEPOT ASSEMBLES ACCIDENT INVESTIGATION KITS. The I & M Depot has assembled accident investigation flyaway kits which will be used by regional accident investigators at the scene of major air carrier accidents. This is a joint effort by FS, IM, AT, and AM to fill a need for specialized equipment. The first of the five kits left the I & M Depot on Monday, November 16 for Las Vegas to aid the Western Region in the investigation of the Bonanza Airlines crash. The kits going to each of the five domestic regions contain, among other items, distinctive coveralls, single side-band radio transceivers, portable tape recorders and even portable engine generators. On-the-spot availability of these standardized items will eliminate any possible confusion in the identification of authorized personnel at the scene and will provide an instant communications network among FAA/CAB investigators and state officials. The kits are packaged for easy storage at a designated regional location and for immediate shipment to the accident scene occurring within a region. Each kit is packaged into three separate units. One unit has equipment for use at the temporary field headquarters. The other two units are for use at the on-site wreckage location.

MANAGEMENT NEUTRALITY UNDER EMPLOYEE-MANAGEMENT COOPERATION PROGRAM. E. O. 10988 provides that employees shall have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join and assist any employee organization or to refrain from any such activity. OA 3710.2 provides that management and supervisory personnel shall maintain strict neutrality toward employees joining or not joining employee organizations regardless of the degree of recognition an organization may achieve. Employees are reminded that they have these rights and supervisors are reminded that neutrality must be strictly observed.

ADULT EDUCATION. The importance of adult education is clearly established. The ways and means of accomplishing educational needs and goals still remains a problem of considerable concern. It is interesting to note the views of some of the leaders in the field. For example in an article titled "The Newest Campus," John Macy, Chairman of the U. S. Civil Service Commission wrote:

"The practice of continuing education is becoming more widespread...The trend toward intensive study at mid-career in preparation for advanced assignment will continue to expand and flourish...for many adults will not remain content to study with 20 year-old college students, nor will they be satisfied with Ph.D. candidate instructors. Grades, degrees, the course sequences and prerequisites of the usual curriculum, may have little appeal to those with a background of several years of responsible Government assignment. Increasingly, they will seek out institutions that offer challenging programs for mature men and women."

PUTTING THE SHOW ON THE ROAD. Selected film clips, tapes, kinescopes and color slides covering the Administrator's first annual National Aviation System Symposium-- the Shareholders meeting-- have been assembled by the Office of Information Services into a presentation designed for field use. The material is arranged to allow regions to use the package in its entirety or in selected parts tailored to specific audiences. Regional Public Affairs Officers in Alaska, Europe and Hawaii got one kit each. PAO's in all other regions got two.

BIGGEST IFR YEAR. This year is expected to be the busiest on record at FAA's Air Route Traffic Control Centers, with an estimated 11.7 million IFR aircraft handled. This is a 10 per cent increase over the 1963 figure and includes all three segments of aviation--air carrier, general and military.

TRAINING PROGRAM RELATIONSHIPS CHANGED. OA 1100.84 (Nov. 2, 1964) sets up an FAA Training Council to advise the Administrator and Deputy Administrator on all aspects of Agency training programs. The Council will be composed of PT-1, Chairman; AS-1, AT-1, IM-1, FS-1, SM-1, RD-1 and two regional directors as members. Staff back up will be provided by PT-30 as Executive Secretary and the Director, FAA Academy, as Technical Adviser. The regional directors will serve two year staggered terms, and their membership will rotate in order among SO, WE, EA, CE and SW. Under a clarification of PT roles, the Academy now reports to PT-1 rather than to PT-30. This change will enable PT-30 to concentrate on its staff role of insuring the quality of all FAA training wherever and however conducted, and for training program development, standards, and evaluation.

NEW BOOM SERIES STARTS. The Agency resumes its scientific inquiry into the sonic boom phenomenon November 18 high over the wide open spaces surrounding the White Sands Proving Grounds in New Mexico. The first series will run through December 15, then will be resumed January 5 to February 5. This new go-around of sonic booming will examine its effect on buildings. The recently concluded tests here in Oklahoma City were to determine the effect of supersonic shock waves on people.

ICAO DELEGATION SHORED UP. Administrator Halaby approved the nomination of Edmond V. Shores, chief, International Organizations Division, IA, as chairman of the U. S. delegation to the International Civil Aviation Organization's (ICAO) special meeting on systems planning approach for the North Atlantic. The group will convene for four weeks in Montreal, February 23, 1965.

PERSONNEL FILES LINKED TO PROMOTION. New duties, scholastic achievement or additional training are among the things which should be kept up-to-date in each employee's personnel file, and it is the employee's own responsibility to see that this is done. Merit Promotion Plan handbook (PT P 3330.1A) specifies this in paragraph 203.

DOPPLER OKAYED FOR NWA. On November 1 Northwest Airlines received Agency authorization for the use of doppler radar navigation equipment in their aircraft flying the North Pacific route. NWA thus becomes the second airline to get FAA approval to use doppler -- Trans World Airlines has been using the system for the past two years on its North Atlantic route. Pan Am has commenced study and evaluation of doppler for possible use on its North Atlantic service. Outlook: Doppler cockpit navigation is expected to be used on continental U. S. routes in the very near future.

DEAN ROSCOE MOVES UP. Marion Roscoe, Dean of the National Aviation Accident Investigation School at the Aeronautical Center has been named as the new deputy director of the Civil Aeronautics Board's Bureau of Safety. Roscoe, a CAB man, has been dean of the NAAIS since May 12, 1963, and helped formulate the school designed to teach procedures and techniques in aircraft accident investigations. The NAAIS is a joint effort of the FAA-CAB. Roscoe, who will assume his duties sometime in December, will succeed Bobbie R. Allen, recently named director of the Bureau of Safety. No successor has been named as yet for Roscoe's post at the Aeronautical Center.

PUBLIC AFFAIRS TALKS PILOT UP-GRADING. The Aeronautical Center Public Affairs Officer participated in a "Pilot Up-Grading" Panel at the District Officers' Session of the International Flying Farmers. The meeting was held in Wichita, Kansas on Saturday, November 14. The discussion held to the main topic of flight proficiency and safety in General Aviation flying.

WEATHER BY LIEURANCE. N. A. Lieurance, Director of the Office of Aviation Weather Affairs in the U. S. Weather Bureau, has been assigned collateral duty as a staff advisor to the FAA Administrator. He will have office space in both FAA and the Weather Bureau and will serve as liaison between FAA and the Weather Bureau while assisting FAA in the development of short- and long-range plans to meet the needs of the National Aviation System's weather service. Lieurance was Chief of the Weather Division in FAA's Bureau of R&D from 1958 to 1959.

ILS STAFFING STANDARD CONFERENCE. Regional and headquarters representatives of the Systems Maintenance Service met recently in Washington to review the results of a manpower project known formally as the Instrument Landing System Staffing Standard Study. The study, a joint enterprise of SM and the Office of Management Services, establishes a systematic and more accurate method for determining the number of technicians needed to perform routine and corrective maintenance on the ILS. This type of information can be used for SM's day-to-day operations and for preparing budget estimates. The study was a pilot undertaking in which the latest scientific management and industrial engineering techniques were adapted to the complex and variable operations involved in ILS maintenance. It could serve as a forerunner for similar studies in a continuing effort to provide service at the least cost.

EIN PROSIT. For a few tantalizing days, the SRDS Experimentation Division, NAFEC, worked in an atmosphere dominated by a somewhat less than scientific piece of technical equipment -- a tavern-sized beer cooler delivered by mistake. NAFEC had ordered a Lenkhurt Modem, an electronic component used in transmitting digital data via telephone line from a radar site. A mixup in labeling the crates, which are of comparable size, delivered the beer cooler to NAFEC. Everything's okay now; NAFEC has its Lenkhurt Modem and its presumed saloon keeper is happily manning the throttles of his new beer dispenser.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 11-25-64. 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.

<u>ACPP Number</u>	<u>Position Title, Series &amp; Grade</u>	<u>Area of Consideration</u>	<u>Key Number</u>
Position Location: Office of the Manager			
*FPP-AC-64-1582***	Supvy. Management Analyst, GS-343-13	AC, PC, AL & NAFEC	270
Position Location: Aircraft Services Base			
ACPP-1583	A/C System Electrician, WB-2892-10	ASB	258
ACPP-1854	Editorial Clerk, GS-1087-05	ASB	**
FPP-AC-64-1576	Supvy. Industrial Engr., GS-896-13		CANCELLED
ACPP-1536	Applications Examiner, GS-963-04		CANCELLED
ACPP-1567	Voucher Examiner, GS-540-05		CANCELLED

- (\*) Closing Date: 12-2-64.
- (\*\*) On file Room 102, Hq. Bldg.
- (\*\*\*) Preference will be given to candidates with an Industrial Engineering background and experience.

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

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

# INTERCOM

FEDERAL AVIATION AGENCY

*W Lloyd Lane*  
Manager, Aeronautical Center

SPECIAL INTERCOM

November 24, 1964

## PHYSICAL FITNESS PROGRAM

Physical activity through the Physical Fitness Program is a good way to maintain health. To develop and maintain physical fitness, each individual needs to commit himself to regular, planned participation in vigorous activities consistent with his age, sex, and condition of health. Occasional exercise will not produce sufficient results. A simple exercise program can help you overcome chronic fatigue, improve functioning of heart, aid in weight control, and help you feel better, look better, and perform more efficiently. It is worth your serious consideration if you do not already have a program.

Many of you have pledged to participate by completing a Physical Fitness Program registration card. So that we will know the extent of participation, we are asking each of you who now have a physical exercise program or who have discontinued a previous program, to complete the section below and return it by December 1st to your Physical Fitness Coordinator. The organization served and the name of routing symbol of Coordinators are as follows:

<u>Name &amp; Routing Symbol</u>	<u>Orgn. Serv'id</u>	<u>Name &amp; Routing Symbol</u>	<u>Orgn. Serv'id.</u>
Forrest Haley, AC-13B	AC-1, IA-253, MS-933	Bill Ice, FS-811	FS-800
Dr. Stanley Mohler, AM-110	AM-110	Robert Clark, FS-905.2	FS-905
H.A. Holbrook, AM-302	AM-300	Neil Davis, FS-909	FS-909
Dr. Charles M. Brake, AM-420	AM-600	Durrell Treadway, AC-319	AC-300
Lee A. Kelly, FS-192	FS-190	Neal Vick, IM-906	IM-900
Felix E. Sanduski, FS-360	FS-360	Irving Smith, PT-900.2	PT-900
		Alfred A. Dessert, SI-1	SI-1

TO: \_\_\_\_\_  
Physical Fitness Coordinator's Name and Routing Symbol

CHECK APPROPRIATE BLOCK:

- I have signed a pledge card and have a regular program of physical exercise.
- I have signed a pledge card but have discontinued an exercise program.
- I have not signed a pledge card but have a program of physical exercise and would like to be identified with the Physical Fitness Program.

NAME: \_\_\_\_\_ ROUTING SYMBOL \_\_\_\_\_ DATE: \_\_\_\_\_

# INTERCOM

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

*W Lloyd Lane*  
Manager, Aeronautical Center

64-47 November 25, 1964

EQUAL EMPLOYMENT OPPORTUNITY. Agency Order PT P 3300.6 states the Agency's policy on the President's equal employment opportunity program, which is set forth in Executive Order 10925, dated March 6, 1961.

The policy of the Aeronautical Center is to assure that the highest possible standards of democracy are to be maintained in all official acts with equality of treatment and employment opportunity for all without regard of race, creed, color, or national origin. Another important facet of the equal opportunity program as described in PTP 3300.3 relates to employment and advancement of women. Supervisors at all levels are expected to participate in the program by hiring and considering for advancement, qualified women at all grade levels on an equal basis with men.

Every official, supervisor, representative, and employee of the Aeronautical Center is responsible for complying with this policy and for observing the spirit and intent of the program. Management, however, is especially responsible for the continued active maintenance of the program.

CARI CONDUCTS SHOCK SYMPOSIUM. 45 investigators from various universities, medical schools, and research laboratories in the United States and Canada, carried out experiments in Shock in the CARI Physiology Laboratories. The Tour and Symposium were conceived and organized by Dr. L. B. Hinshaw, Physiology Laboratories.

CARI and the University of Oklahoma Medical Center jointly sponsored the meeting which began Monday, November 16th. Addresses were given by Dr. P. F. Iampietro, Chief of the Physiology Laboratories at CARI; Dr. James Dennis, Dean of the University of Oklahoma Medical School and Dr. Maurice B. Visscher, University of Minnesota Medical School.

It is hoped these experiments will shed new light on the many unsolved problems of Shock and will establish a milestone in this new type of experimental venture carried out by the University of Oklahoma Medical School, the Federal Aviation Agency and the various International leaders in medical research.

CHRISTMAS IS COMING. With the approach of the Christmas season, many fine projects will be undertaken by various organizations to provide food and clothing for needy, less fortunate families. It need not be said that these are worthy and commendable projects. However, extreme care should be taken to avoid any situations which might affect, or might reasonably be interpreted as affecting, the impartiality of the employees involved; or be construed by the general public as FAA endorsement of any particular product or service; or which may appear to involve unethical use of official position, official titles, and similar matters. The Conduct and Discipline Handbook, PT P 3750.1A, contains the Agency's Conflict of Interest policies. All plans which involve contacting commercial establishments for assistance with projects for the needy must be coordinated with the Personnel Relations Branch, AC-13A.

WATCH THAT GUN. When you go a-hunting this year, double check your guns and make sure they are not loaded, then carry them and the ammunition in separate places. Last year over 2,000 persons lost their lives and even more were injured or permanently disabled as a result of careless handling of firearms. Many of the casualties were suffered on hunting expeditions; many others were caused by "unloaded" guns. Be alert; be safe.

MILITARY LOOKS US OVER. Two groups of Pentagon-based Air Force, Army, Navy and Marine Corps officers connected with military aviation were welcomed by the SRDS Military Coordination Staff at two FAA field facilities. On Tuesday, November 17, a group of ten received an all-day briefing and tour of NAFEC and the following day a second group toured the Washington ARTCC. Edwin L. Shoop, NA-33, earned a "well-done" for his handling of the NAFEC tour. Equally impressive was the performance of Chester C. Watson, Washington ARTCC chief, who escorted the visitors through his facility. After-action summation: the military was impressed.

SEIN' THE USA THE EASY WAY. This past summer two groups of French, German, Swiss, Spanish and Dutch businessmen flew themselves and their families on a 6,700 mile, 18-state tour of the United States in four-place Piper Cherokee aircraft, an experience that laid the groundwork for an encore next summer. Three 23-day tours are already scheduled, the first to begin in May, the second on July 1, and the third, July 29. Reaction of the first groups upon their return to Europe was reported by the Air Attache at the American Embassy in Paris in September: "The French are the first to acknowledge United States superiority in light and business aircraft. But nothing has had quite the impact in this area as the two recent light plane tours of the U. S. by groups of European, mainly French, pilots." Singled out for special praise was the FAA "...the kindness, the patience of the flight controllers was beyond praise."

SUGGEST. IT PAYS OFF. HERE'S PROOF. The number of employee suggestions submitted in the first quarter FY-65 nearly doubled the total submitted in the same period the previous year--1,302 against 766; the rate of adoption did double--145 to 291, but hold your hats--the dollar benefits went from \$10,280 to \$137,089. The gold was found mostly in the employees' own back yards as witness the \$250 check (less tax) that Mrs. Fay Brannon of the Aeromedical Certification Division at the Aeronautical Center took home recently. Her suggestion, dealing with coding of medical information taken from airman records, identified certain factors which made a major contribution to the collection system.

RADIO INTERFERENCE CAN BE PINNED DOWN. Airborne equipment designed to identify radio interference and locate its source is currently being evaluated by the Federal Aviation Agency. A one-day seminar will be held at NAFEC in January for approximately 20 pilots, panel operators, engineers and training specialists by the manufacturer of the equipment, H.R.B. Singer Company. The equipment is designed to permit ground RFI equipment operators to pinpoint the specific origin of radio interference.

GI INSURANCE AGAIN AVAILABLE. If you are one of the more than 3,000,000 war veterans with service-connected disabilities you may be eligible to buy up to \$10,000 in permanent GI life insurance. This is an unprecedented opportunity for uninsurable, qualified veterans to provide for their families. Details, too lengthy for this limited space, are available from any VA regional office. The VA reminds veterans, however, that no application can be made for the insurance until May 1, 1965, the re-opening date set by the law.

BOOMS SHATTER DESERT SILENCE. Sonic boom study is an essential element of the national supersonic transport development program, Gordon M. Bain, Deputy Administrator for SST Development, told a Washington, D. C., press conference November 18, as the second stage of the Agency's sonic boom tests got underway at the White Sands Proving Grounds in New Mexico. Current tests will continue through December 17. During the period, typical structures ranging from old and new residential types to greenhouses will be subjected to sonic boom overpressures varying upward from two pounds per square foot in carefully calibrated increments. A maximum of 30 pounds overpressure per square foot will be reached during the two-phase program. Tests will be resumed January 5 to continue through February 4. As many as 30 runs per day will be made by Air Force F-104s and B-58s operating out of Holloman Air Force Base. Booms will not be generated over population centers in this structural study.

DEAR FELLOW AIRMAN. ".....Aircraft don't get caught in weather, they are flown into it. The aircraft doesn't crash into a mountain, it is flown into a mountain....." These are excerpts from a letter sent to almost 370,000 active licensed pilots last week by Administrator N. E. Halaby. Signing the letter "Jeeb Halaby," he expressed his personal concern, both as a pilot and as FAA Administrator, over the toll of general aviation accidents. He made a personal appeal to pilots to take "positive action" to reduce the number of accidents which he predicts will take the lives of 480 pilots and 400 of their friends and members of their families during the next year unless individual pilots do something about it. The letter advises that 68 per cent of the 473 fatal accidents which occurred during the most recent one-year period were attributable, in part, to faulty flying techniques. Careless or reckless operation was involved in approximately 31 per cent. "In some cases," he observed, "this very letter will arrive a day or two too late."

WORTH APPOINTED TO MS. Jerry Worth, formerly with I & M in the Eastern Region, has been appointed Chief, Building Design and Space Management Branch of the Office of Management Services (MS-120).

OVERTIME HANDBOOK. The FAA has issued a new Handbook on Overtime, Night and Holiday Pay, PT P 3550.11, 11/5/64. This handbook provides a very complete, authoritative, and handy reference which should go far toward better understanding and administration of these provisions of law. It is suggested that supervisors who may not yet have seen this issuance make a special note to obtain a copy for review and guidance. Questions may be referred to the Personnel Relations Branch, AC-13A.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 12-2-64. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

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

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

ACPP Number	Position Title, Series & Grade	Area of Consideration	Key Number
Position Location: Office of the Manager			
ACPP-1585	Accountant, GS-510-09	Off. of Mgr.	263
Position Location: Aircraft Services Base			
ACPP-1586	A/C Systems Electrician, WB-2892-11	ASB	258
ACPP-1587	A/C Systems Electr. Ld. Frmn., WS-2892-07	ASB	**
Position Location: CARI			
ACPP-1588	Electronic Development Tech. (Instrumentation), GS-856-07	CARI	295
ACPP-1589	Biological Laboratory Tech., GS-404-09	CARI	***
Position Location: Installation and Materiel Depot			
*FPP-AC-64-1590	Supvy. Supply Systems Analyst, GS-2003-12	Supply Mgmt. Div.	***

(\*) Closing Date: 12-9-64.

(\*\*) Key 258 - S-8 less 6 mo. supv. experience requirement.

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

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

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