

INTERCOM

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

October 6, 1964

W. Lloyd Lane
Manager, Aeronautical Center

SPECIAL EDITION

UNITED APPEAL CAMPAIGN - 1964

The annual United Appeal Campaign has begun. October 5, yesterday, marked the start of the 1964 drive at the Federal Aviation Agency Aeronautical Center which runs through Friday, October 23, 1964.

The quota set for the Aeronautical Center this year is \$35,125.00, a small percentage of the \$251,506 that must be raised by all federal employees in the metropolitan Oklahoma City area. The overall goal for Oklahoma City is above two million dollars for the current appeal - \$2,050,000.

As you know the United Appeal is one of three fund raising drives approved for official conduct by Federal Agencies. The thirty-eight local participating charitable and service organizations receive greater benefits from your dollars because of the combined drive due to significant savings in campaign expenses over the old individual campaigns. And contributors are contacted only once instead of thirty-eight times.

The participating agencies in this year's drive include 9 Family Service, 10 Health Service, 7 Community Services, 6 Children's Welfare and Health, and 7 Youth Service Agencies.

Last year the Aeronautical Center did not reach the goal set for it which was emphasized as a Fair Share plan calling for one-half a day's pay. This year, with increased requirements the increased Fair Share goal for each employee is six hours pay rather than four. Should each employee contribute his fair share the Aeronautical Center would easily top its quota. It can be done. It SHOULD be done.

One Gift Works Many Wonders



THROUGH YOUR **UNITED** APPEAL

To assist you in determining your fair share a table indicating six hours pay at the first step of the different classifications is printed on the reverse side of this page.

G I V E Y O U R F A I R S H A R E

| <u>GENERAL SCHEDULE</u> | | <u>REGULAR</u> <u>WAGE SCHEDULE</u> | | <u>LEADER</u> <u>WAGE SCHEDULE</u> | | <u>SUPERVISORY</u> <u>WAGE SCHEDULE</u> | |
|-------------------------|------------------|--|------------------|---------------------------------------|------------------|--|------------------|
| <u>Grade</u> | <u>6 Hrs Pay</u> | <u>Grade</u> | <u>6 Hrs Pay</u> | <u>Grade</u> | <u>6 Hrs Pay</u> | <u>Grade</u> | <u>6 Hrs Pay</u> |
| 1 | \$ 9.78 | 1 | \$10.98 | 1 | \$12.06 | 1 | \$14.82 |
| 2 | 10.62 | 2 | 11.40 | 2 | 12.54 | 2 | 15.60 |
| 3 | 11.58 | 3 | 11.82 | 3 | 13.02 | 3 | 16.20 |
| 4 | 12.90 | 4 | 12.06 | 4 | 13.26 | 4 | 16.74 |
| 5 | 14.40 | 5 | 12.36 | 5 | 13.62 | 5 | 17.28 |
| 6 | 15.90 | 6 | 12.96 | 6 | 14.28 | 6 | 17.82 |
| 7 | 17.46 | 7 | 13.44 | 7 | 14.82 | 7 | 18.42 |
| 8 | 19.14 | 8 | 14.04 | 8 | 15.42 | 8 | 18.96 |
| 9 | 20.82 | 9 | 14.58 | 9 | 16.08 | 9 | 19.62 |
| 10 | 22.80 | 10 | 15.18 | 10 | 16.68 | 10 | 20.76 |
| 11 | 24.96 | 11 | 15.66 | 11 | 17.28 | 11 | 21.96 |
| 12 | 29.58 | 12 | 16.26 | 12 | 17.88 | 12 | 23.16 |
| 13 | 34.86 | 13 | 16.80 | 13 | 18.54 | 13 | 24.30 |
| 14 | 40.86 | 14 | 17.70 | 14 | 19.44 | 14 | 25.86 |
| 15 | 47.46 | 15 | 18.78 | 15 | 20.64 | 15 | 27.42 |
| 16 | 54.60 | | | | | 16 | 29.40 |
| 17 | 61.86 | | | | | 17 | 31.38 |
| 18 | 70.68 | | | | | | |

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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

W. Lloyd Lane
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64-40 October 8, 1964

A LOOK IN THE OTHER GUY'S COCKPIT. One hundred and fifty of the nation's leaders in aviation, representing union presidents, corporate chief executives, Government officials, trade associations, Women's Advisory Committee, individual advisors and personal pilots, participated with Mr. Halaby in what he described as a "community of interest discussion." The two-day meeting of the National Aviation System Symposium took place at the Agency's Washington headquarters Sept. 30 and Oct. 1. Mr. Halaby and his staff, together with Regional Directors, gave the visiting "Shareholders" a look at the current airspace system with the help of a three dimensional model which was displayed for the first time. Each participant represented a group which "holds a share" in the National Aviation System. Briefings covered FAA policies, regulatory actions and enforcement procedures; airport challenges including congestion and terminal delays, scheduling, noise abatement, general aviation facilities and Federal aid to airports; the present status and the future of the air traffic control system; and briefings on technological developments such as the SST, short haul transport, V/Stol, aircraft safety program, all-weather landing system, and aviation weather reporting system. Audience discussion followed each briefing period. "We also are going to use this to enlighten our own people about how you think and feel and what your criticism and attitude toward the FAA is," Mr. Halaby told his guests.

ROUND TABLE DISCUSSION. Regional Directors and Managers and the top Agency staff spent last week in discussions of plans related to Project FOCUS and long range policies and goals. Two days of discussion covered the definition of Agency objectives which are being developed to provide stability and direction for both the Agency and its users. This is a continuation of work begun by the Goals Task Force appointed by Mr. Halaby last Feb. under the co-direction of A. C. Brown, RD-1 and M. Cecil Mackey, PO-1. One day was devoted to regional progress reports on Project FOCUS, a plan of field organization which would decentralize decision making to the lowest possible level, yet provide the communications and controls necessary to insure a coordinated Agency program. One day was spent in sessions with the National Aviation System Symposium.

FAA SCHOLARS HIT THE BOOKS. Hard work is on the schedule for 20 FAA executives who began studies at Syracuse University on Sept. 21. This phase of the Administrative Management Development Program will keep the men at their books until the end of January. During this part of the training program they will have an opportunity to earn as many as 15 hours of graduate credit.

OPPORTUNITY KNOCKS AGAIN. Another in the series of courses comprising the FAA Advanced Executive Development Program has been arranged with the Massachusetts Institute of Technology. The five-day course is called NEW TOOLS OF MANAGEMENT. Two prototype sessions will be held at Cambridge, Mass., Jan. 24-29, and June 13-18, 1965. In addition to the regular course content several presentations will be made by M.I.T.'s Department of Aeronautics and Astronautics on points of interest to the Agency. Full details about the course and enrollment will be covered in an upcoming Agency notice.

OPPORTUNITY FOR TECHNICIANS. The Office of Personnel and Training is conducting its third annual program to train FAA technicians in personnel management. The program, which begins late this year or early 1965, will include three to six status GS-8 or GS-9 employees in such technical jobs as air traffic control specialists, electronic technicians, etc. It will cover an 18-month period. Subject to CSC approval, GS-8 trainees will be considered for promotion to GS-9 after six months in the program, and to GS-11 after the full 18 months. GS-9 trainees will be considered for promotion to GS-11 after completing one year of the training program. Those who successfully complete the program will be assigned as GS-11 personnel management specialists in Washington headquarters or in a field personnel office. Further information regarding eligibility requirements and deadline date is contained in Agency Notice PT 3410.4 dated September 14, 1964.

DALLAS-FORT WORTH AIRPORT. The Civil Aeronautics Board last Thursday issued an order in the Dallas-Fort Worth Regional Airport Case. In its order, the CAB stated: "While we have not yet completed our deliberations in this case, the Board is now of the unanimous opinion that service to Dallas and Fort Worth should be required through a single airport which meets, without limitation, the present and future requirements for transcontinental cargo and passenger services." The CAB has given the two cities and Chambers of Commerce 180 days to submit a voluntary agreement as to the airport to be designated to serve the communities. The agreement to be filed is to include the plans and program for implementing it.

C&S CONFERENCE. Compliance and Security chiefs, representing all regions, Aeronautical Center, NAFEC and the Office of Headquarters Operations, are in Washington for their annual conference October 5-9. Also participating in the conference are representatives from Regulatory Council, Office of Aviation Medicine and Office of the General Counsel.

ELECTRONICS EXPERTS HEAR SRDS PAPERS. Donald S. Schlots, Chief of the NAFEC Simulation Section, RD-710, and Nicholas J. Proferes, Chief of the Ground Based Guidance System Section, RD-320, presented technical papers to delegates at the annual meeting of the Radio Technical Commission for Aeronautics meeting in Washington Sept. 30-Oct. 1. Mr. Schlots spoke on Examination of SST Handling in the Air Traffic Control System, a progress report on the NASA/FAA joint simulation study now in progress. Mr. Proferes reported on Activities of RTCA SC 98 on International Standards, which is concerned primarily with all-weather air operations. This report was also the subject of another meeting on Oct. 1 with representatives of EUROCAE (European Civil Aviation, Electronics).

PAY OR COMPENSATORY TIME FOR OVERTIME. An article under the above caption appeared in the September 30 issue of INTERCOM. We want to emphasize that the option to grant compensatory time for overtime worked is limited to classification act employees. Compensatory time may not be allowed for wage board employees.

MEDICAL ADVISORY COUNCIL MEETS HERE. Dr. P. V. Siegel, Chief, Aeromedical Certification Division and Dr. S. R. Mohler, Director, Civil Aeromedical Research Institute, were hosts to the Federal Air Surgeon's Medical Advisory Council which met here at the Medical Center on October 5 and 6. The Council conducted an over-view of the National Aeromedical Certification System and the Aeromedical Research Programs conducted by the Agency.

LOWER MINIMUMS FOR THE BIG ONES. Administrator Halaby, addressing some 150 aviation leaders attending the first annual National Aviation System Symposium at FAA headquarters last week, released criteria which will allow the nation's airlines to land in weather of lower visibility. The new standards apply to all large air carrier propeller and turbojet transports conducting Category II operations which authorize landing minimums down to a decision height of 100 feet and 1,200 RVR (Runway Visual Range). The lowest landing minimums now authorized are RVR limits of 1,800 feet with a decision height of 200 feet. Approval to operate to RVR minimums of 1,200 feet is contingent upon meeting FAA standards applying to airport landing facilities, airborne equipment and pilot proficiency.

TRILATERAL NORTH ATLANTIC MEETING. Following a decision made in March, representatives of Canada's Department of Transport and the U. K.'s Ministry of Aviation met with FAA for a four-day series of discussions, Sept. 29- Oct. 2. Purpose of the meeting was to update traffic forecasts for the ICAO North Atlantic Region in preparation for the special ICAO North Atlantic meeting in Montreal in February, 1965, and to discuss views on the technical items on the agenda. The FAA representatives were headed by Edmond V. Shores, Chief of the International Organizations Division, IA-100.

FORGER CONVICTED. The alertness of a Flight Standards inspector in Anchorage, teamed with Compliance and Security and the FBI, resulted in the conviction of an individual who had obtained duplicate certificates of another airman and had forged a blank aircraft registration certificate. Maximum penalties for this offense, under the Federal Aviation Act, range from a \$1,000 fine, up to three years' imprisonment, or both. All Agency employees should promptly notify the appropriate Compliance and Security Division of any information concerning spurious certificates.

FAA OKAYS CANADIAN PILOT MEDICAL EXAMINATION. Pilots holding both Canadian and United States pilot certificates can now arrange one medical examination to serve their needs for both pilot certificates. Pilot examinations given by physicians designated by Canada's Department of Transport may be issued an FAA medical certificate if satisfactory results of the examination are sent by the examiner to the Chief, Aeromedical Division, Oklahoma City.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 10-14-64. 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: FAA Academy | | | |
| *FPP-AC-64-1539 | Gen. Aviation Operations Spec., GS-1825-13 | Agency Wide | 283 |
| Position Location: Installation and Materiel Depot | | | |
| ACPP-1540 | Procurement Agent, GS-1102-11 | Procurement Div. | 267 |
| ACPP-1541 | Parts Expeditor, WB-6958-07 | I & M Depot | 298 |
| Position Location: National Field Headquarters | | | |
| ACPP-1542 | Statistician (Gen.), GS-1530-11 | Center Wide | ** |

(*) Closing Date: 10-21-64. In addition to duties at FAA Academy, the incumbent will serve as Flight Instructor in the Light Twin Operations training program conducted throughout the continental United States; requiring 30 to 50 percent travel. Preference will be given to applicants with field experience as General Aviation Operations Inspectors. Applications will be accepted from GS-12's with less than 1 year in grade for reassignment and promotion when eligible. Incumbent is required to operate government vehicle.

(**) On file Room 104, 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 organizations.

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

FOREIGN ASSIGNMENTS. Agency Order OA 3330.8 announces the new method of recruitment for foreign assignments. The term "foreign assignments" includes all permanent FAA employee assignments to positions in the office of Europe, Africa, Middle East. Brochures soliciting applications for foreign assignments in grade GS-12, its equivalent and above, and special "Foreign Assignment Applications", FAA Form 3639, have been forwarded to the Heads of Organizations located at the Aeronautical Center. If you are eligible for grade GS-12, its equivalent, or above and are interested in applying for a foreign assignment, you are invited to apply. Application on FAA Form 3639 should be forwarded to AC-14. Applicants desiring immediate consideration should file application by November 12, 1964. However, the announcement is open until further notice. Additional information may be obtained by contacting Mrs. Shirley Boswell, Room 102, Headquarters Building, Extension 4504.

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64-41 October 14, 1964

EMPLOYEES INVITED TO AVIATION RECORDS BUILDING DEDICATION. All employees of the Aeronautical Center are urged to bring their families to the Aeronautical Center this Sunday at 1:30 p.m. to witness the dedication of the new Aviation Records Building. Senator A. S. Mike Monroney will introduce Administrator Najeeb Halaby who will deliver the main address. Take advantage of this opportunity to hear your Administrator and to show your family around the Center. CARI, the new Aviation Records Building, ANF #2, Flight Line, Flight Operations and Airworthiness building and the ATC building will be having Open House. Make it a point to be there.

KEY EXECUTIVES SELECTED. Administrator Halaby approved the selection early this month of Enar B. Olson, as Executive Officer of the Southwest Region and Jack G. Webb as Chief, Flight Standards Division, Southern Region. Olson was Director of the FAA Academy and Webb was Special Assistant to the Associate Administrator for Programs. Executive personnel records are being screened to identify employees who have the necessary Agency background to be considered for the now vacant special assistant position. Potential candidates for the Academy Director are being sought within FAA, other Government agencies and the academic and industrial communities. Names of outstanding applicants from within FAA or elsewhere are welcomed.

CARI DIRECTOR ELECTED. Dr. Stanley R. Mohler, Norman, director of the Civil Aero-medical Research Institute of the Federal Aviation Agency, has been elected to a three-year term as director of the Flying Physicians Association. He was elected at a recent meeting in Palm Springs, Florida. Dr. Mohler is one of 37 members of the organization in Oklahoma.

NEW PUBLICATION AVAILABLE. The latest edition of FAA's publication, General Aviation Aircraft Radio Equipment, a summary report on general aviation aircraft equipped with radio communication and navigation aids covering the year 1962, is off the press.

JAX ARTCC TO BE SEMI-AUTOMATED. Installation of the first semi-automated air traffic control system will begin at Jacksonville, Florida, in 1965, and will be operational in mid-1967. Mr. Halaby stated that he expects experience gained at Jacksonville will help determine the best methods for "including automation of this magnitude into other operating facilities" as well as providing refinements in operating procedures. The IBM central computer -- IBM 9020 -- is the heart of the system. It will prepare and distribute flight plan information to control positions as well as calculate aircraft flight times over predetermined fixes or geographic locations. This hardware development is a follow-on to the Project Beacon study which recommended "the evolutionary construction of an air traffic control system capable of handling demands of the supersonic era." Burroughs Corporation will provide common civil-military digitizers and Raytheon will provide radar bright display equipment.

FAA HONORS ISRAELI COLLEAGUE. The Agency's highest award, the Decoration for Exceptional Service, was presented to Bar-Atid Arad, an official of Israel's Department of Civil Aviation, by Deputy Administrator Lieut. Gen. Harold W. Grant last Wednesday. "Bill" Arad, a rated pilot and mathematician of note, had just completed a 20-month tour with SRDS' Systems Design Team doing air traffic research. One of his outstanding accomplishments was development of a new theory of control load and sector design which has been adopted for evaluating and field implementation. The citation accompanying the award said, in part: "His original work ... led to basic advances in the state-of-the-art of system measurement and design. The results of his work define a path for the certain improvement in the safe and efficient flow of air traffic both nationally and internationally."

NEW APPOINTMENTS IN SRDS. The SRDS System Design Team recently acquired the services of Louis W. "Lou" Davis and Donald W. Kyle. Davis formerly served as a member of the Administrator's Aviation Human Resources Study Board which released its report during the recent "Shareholders" meeting. Kyle, who is completing studies for his Ph.D. in Electrical Engineering at Stanford University, is on a one year assignment as technical intern under the newly inaugurated Federal Internship Program. The intern system, sponsored by the Ford Foundation, was established through the initiative of the Department of Commerce's Office of Science and Technology.

ATCA CONVENTION NEWS. Richard W. Young of the Austin RAPCON/Tower received the "Controller of the Year" medallion from the Air Traffic Control Association at its Ninth National Meeting in Atlantic City last week. Second highest honor, the Scroll Award, went to Paul Lebert, Jr., of the Baltimore Friendship International Tower while Jack C. Fahy of the San Antonio Center received a Special Recognition Award. Named Honorable Mention Controllers of the Year were: Walton G. Reece, Watch Supervisor, and Grady C. Neal, Coordinator, Moisant Tower at New Orleans, E. Russell Love, Yakima CS/Tower, Staff Sgt. Vernon R. Burns, Tinker AFB, and Carroll Matthews, of the Spokane RAPCON.

The Medallion Award for the Facility of the Year was won by the New York (Islip) Center, a Scroll Award went to the Newark Control Tower, and the Portland, Ore., Tower was selected for third place in the facility category. Three facilities, the Miramar RATCC at San Diego, the Long Beach Tower, and the GCA unit at Ramstein Air Base in Germany were given awards of Honorable Mention.

For technical writing, Charles R. Porterfield, Facility Officer in the Seattle Center, received the 1964 Writing Medallion, Marvin T. Snoddy of the Allentown, Pa. Tower the secondary Scroll, Bar-Atid Arad, Operations Chief of Israel's Department of Aviation, who was on temporary FAA assignment in Washington, was also selected a winner. Joel C. Bostian, Supervisor, Atlanta Center is ATCA's new President, and John R. Flaherty, Watch Supervisor, Washington National Airport Tower, the Association's new Vice President. Both were elected for two-year terms.

OUTSTANDING PERFORMANCE NOT BASIS FOR UPGRADING. There has been in existence for years a classification concept commonly called "impact of the man on the job". This concept permits, in very rare cases a higher allocation than would normally be the case when the capabilities of an individual are so outstanding that his performance materially changes the position he holds. Two things must occur before this is possible. First, the individual's talents must be so exceptional that the duties and responsibilities of the position are expanded to a significant degree over that which the normally fully satisfactory employee would be expected to perform. Second, there must be a management need for the individual to perform the higher level duties. Even though an individual might be able to add extra dimensions to his job, there must also be a management requirement for additional services to be performed.

For example, if Albert Einstein were hired as a GS-2 file clerk, his exceptional intellect probably would not change his grade in that management probably would have no requirement for him to perform duties other than those classifiable at GS-2. When "impact of the man" is proper, the key to reclassification is that the position has changed - not that outstanding performance by an individual is being rewarded by a higher grade.

The Incentive Awards Program permits recognition of superior performance by allowing individuals to be granted Sustained Superior Performance Awards, Outstanding Performance Awards, or Quality Step Increases. Even though an individual does more work or better work than other individuals holding similar positions, this alone is not a basis for upgrading. Instead, it may be a basis for granting an incentive award.

The only basis for upgrading positions is when the major duties and responsibilities of a position have increased considerably.

REGIONAL AF REPS BRIEFED. Air Force representatives assigned to the FAA Regional Offices met last week at the Pentagon for their annual assembly called by the Deputy Chief of Staff, Operations, Hq. USAF. A briefing on FAA plans and programs was presented by Lieut. Col. William M. Beaven, Liaison Officer with RD-50 on detail from the Air Force Communications Service.

MANAGEMENT TRAINING COMMITTEE NAMED. Homer C. Rose, PT-36, was selected to chair a committee to review field projects suggested for the 20 participants in the Administrative Management Development Program. The work projects are intended to amplify certain basic management concepts that are now being taught to the participants at Syracuse University. Dr. Bertram M. Gross of Syracuse will be faculty consultant to the committee consisting of John di Stefano, AD-2; J. Meisel, AP-1; and Richard W. Slocum, BU-10.

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| ACPP Number | Position Title, Grade & Series | Area of Consideration | Key Number |
|--|--|-----------------------|------------|
| Position Location: Aircraft Services Base | | | |
| *FPP-AC-64-1543 | Supv. Gen. Aviation Maint. Spec., GS-1825-12 | AC, PC, AL & NAFEC | 206 |
| Position Location: Installation and Materiel Depot | | | |
| ACPP-1544 | Warehouseman, WB-6907-06 | Storage Mgmt. Div. | 129 |
| Position Location: FAA Academy | | | |
| *FPP-AC-64-1545 | **Supv. Electronic Engineer (Gen.), GS-855-13 | Agency Wide | 292 |

(*) Closing Date: 10-28-64.

(**) Special Requirements: Must have at least one year of specialized experience involving Civil Radar Beacon Interrogation Equipment.

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 * * * * *

PHYSICAL FITNESS PROGRAM. Much emphasis has been placed on the Physical Fitness Program by Administrator Halaby and our local management. As a result, over 1000 Aeronautical Center employees have purchased (and, hopefully, are using) the home exercise booklet entitled "Adult Physical Fitness".

Exercise plans are published in two popular booklets. One is the "Royal Canadian Air Force Exercise Plans for Physical Fitness". The other is the "Adult Physical Fitness" booklet prepared by the President's Council on Physical Fitness. Either booklet may be purchased at the Headquarters Building Concession stand or at most any book store.

It is fundamental that physical fitness contributes to successful job performance. Regular exercise can also help overcome chronic fatigue, improve the functioning of the heart and lungs, aid in weight control and possibly prolong your active years.

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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

W. Lloyd Lane
Manager, Aeronautical Center

October 16, 1964

SPECIAL EDITION

EMPLOYEES INVITED TO ATTEND DEDICATION
OF AVIATION RECORDS BUILDING AND OPEN HOUSE THIS SUNDAY

All employees of the Aeronautical Center are invited to attend the dedication of the new three-and-one-half million dollar Aviation Records Building this Sunday beginning at 1:30 p.m. Administrator Halaby will give the dedication address.

The Open House to follow will afford an excellent opportunity for you to acquaint yourself and your family with many areas around the Center as well as the chance to view a number of the latest private and corporate type aircraft which will be on display on the flight line. Areas to be open for public inspection will be the Civil Aeromedical Research Institute, the Air Navigation Facilities Building #2, the Air Traffic Control Building, Flight Operations and Airworthiness Building and the Flight Line, in addition to the new Records building.

Exciting exhibits and displays will be on view in each area with employee "hosts" to explain each one and answer whatever question you or your family might have.

You'll be able to see computers in action in the basement of the new Records building, radar in operation at ANF #2, exhibits of flight stress recording and ditching demonstrations at CARI, FAA Flight Inspection and late model civil aircraft on the flight line, a jet engine simulator at FLOPAIR, and mementos from International students from around the world in the lobby of the Air Traffic Control building. These are only a few of the things to view during the open house.

Sunday will be a big day for FAA at the Aeronautical Center. Plan now to bring your family and participate. The dedication ceremony will begin with a band concert by the Putnam City High School Band starting at 1:15 p.m.

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W Lloyd Lane
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64-42 October 21, 1964

UNITED NATIONS DAY. President Johnson has proclaimed Saturday, Oct. 24, United Nations Day. The President urges Americans everywhere to take part in programs marking the accomplishments of the U.N. toward peace and progress during the 19 years of its existence. The Administrator encourages FAA employees to participate in the observation of United Nations Day in their communities.

THREE INTO ONE. Three flight information publications, the Airman's Guide, the Directory of Airports and Seaplane Bases and the Flight Information Manual will be replaced December 10 with a single streamlined volume -- the Airman's Information Manual (AIM).

The new publication is designed to serve as a convenient preflight and inflight reference source for pilots. It will provide all the information needed to plan and conduct a safe flight in the National Airspace System.

Only information of operational value to pilots will be published in the AIM. Administrative and legal notices and other non operational information will be eliminated.

The AIM will be divided into five separate sections for inclusion in a looseleaf binder. Sections will be revised either monthly, quarterly or semiannually. There also will be a bi-weekly summary of NOTAMS (Notices to Airmen).

POSITIVE CONTROL FOR ENTIRE COUNTRY. On Oct. 15, the Boston Air Route Traffic Control Center (Nashua, N.H.) began area positive control separation for aircraft flying between 24,000 and 60,000 feet. On Nov. 12, when the service is added by the Great Falls (Mont.) ARTCC, virtually all airspace in the continental United States between these altitudes will be under APC. The date will also mark the completion of the positive control program which was begun in June 1958 on three transcontinental airways.

MEDAL FOR DR. ETHRIDGE. The Administrator last week presented the Agency's Meritorious Service Award to Dr. Clayton B. Ethridge, one of the country's foremost cardiologists, who resigned as chairman of FAA's Medical Advisory Panel. The citation accompanying the silver medal read, in part: "The accomplishments of the Panel under your leadership are lasting tributes to your dedication and the personal sacrifices you have made." Dr. Ethridge has chaired the Panel since it was created in 1961. The Panel was established to provide the Administrator with the advice of 11 independent specialists on the status of airmen who had been denied medical certificates.

INSTANT AIR TRAFFIC CONTROL. A training package covering important control procedures in the new two-layer airway/route structure has been sent to ATC facilities by the FAA Academy Air Traffic Control Training Division. ATS has recommended that a similar approach be used on future major revisions of the air traffic control procedures manual.

NEW IAAO AT WESTERN. Western Region's Public Affairs Officer, Eugene S. Kropf, has been appointed part time International Aviation Affairs Officer.

DRISCOLL, CAB, ADDRESSES GRADUATING NAAIS CLASS. Edward J. Driscoll, Executive Director, Civil Aeronautics Board, addressed the members of Class Five of the National Aircraft Accident Investigation School at graduation exercises on October 20, 1964. Fourteen persons completed the course including eight FAA employees, four CAB employees and two international students. The two were Mr. I. M. Leslie, Senior Investigator, Air Safety Investigation Branch, Department of Aviation, Melbourne, Australia and Mr. D. A. McLellan, Regional Supervisor, Accident Investigation, Department of Transport, Montreal, Canada. The NAAIS was established jointly by the CAB/FAA to improve methods and techniques of aircraft accident investigation.

EDUCATIONAL OPPORTUNITIES AIRE. A report by the Committee on Improved Educational Opportunities for Federal Employees was attended last week by William Jackson, AC-2 and Russell Myers, AC-11, at the Center for Continuing Education at the University of Oklahoma. The meeting was co-sponsored locally by the Air Force, Civil Service Commission, and the University of Oklahoma. Highlights of the report were: (1) the sponsoring of a Newsletter which is intended to serve as a communications link between Government agencies and universities concerning educational programs and opportunities; (2) an educational TV series which is intended to tell the story of Federal agencies to the community which we serve, and (3) a new degree program which departs markedly from the traditional University approach. The new program is being designed as a series of one week courses which will allow the working adult to select courses and times that he can meet without jeopardizing his job.

The committee consists of representatives from several government agencies and the University of Oklahoma. It plans to continue looking for new methods and expanded programs to help improve educational opportunities for Federal employees. New opportunities will be announced as they are made available in the hope that one of the plans will fit the particular needs for self education of each individual.

IMPROVEMENTS YIELD CASH AWARDS. Forty Aeronautical Center employees were paid a total of \$4,310.00 in cash awards under the Agency's Recognition and Awards Program during July, August and September of this year. The Personnel and Training Division reports that these cash awards were given for adopted suggestions, sustained superior performance, and special acts or services. Estimated first year savings from beneficial suggestions amounted to \$119,190.14.

Thirteen Aeronautical Center employees were granted quality within-grade pay increase awards during the quarter ending September 30, 1964. This shows that the suggestion system and the Recognition and Awards Program is a good way to participate in improvement of Aeronautical Center operations and to get recognition and extra cash.

OVER, UNDER OR AROUND? Effects of the STOL on other traffic and possibilities of integrating short takeoff and landing civil aircraft into patterns at large airports are being studied by FAA policy makers. With the help of a Caribou on loan from the Department of Defense, the Aircraft Development Service demonstrated possible approach patterns to FAAers at Dulles International Airport Oct. 16 and 17. The demonstration was intended to provide first hand knowledge of STOL takeoff and landing performance for FAA personnel concerned with the development of future policies related to civil use of STOL type aircraft.

ATCA CHOOSES NEW CHIEF FROM SRDS. Lieut. Col. Joseph A. Gascoigne, USAF, has been appointed executive director of the Air Traffic Control Association. Colonel Gascoigne, a pilot and former controller, is presently assigned to the Air Traffic Control Development Division of SRDS. He is retiring soon from the Air Force, after 23 years service.

NEXT WEEK ISN'T TOO EARLY. Christmas gifts for Armed Forces personnel overseas should be mailed between Oct. 21 and Nov. 10 to assure delivery before Christmas Day. Air mail items should be mailed prior to December 10.

LEGAL DECISION GIVEN ON POOLS. A recent legal decision establishes that baseball and football "pools" should be interpreted as lotteries, in accordance with the Agency's recent "Conduct and Discipline" handbook (PT P 3750.1A), which reads in part:

"Gambling, betting, or participating in the sending of chain letters or in others lotteries while on duty on Government premises is prohibited..."

As a result of this decision, both promotion and participation in future "pools" at the Aeronautical Center will be considered forbidden activities.

FAA SAFETY AWARDS. The second Annual FAA Aviation Mechanic Safety Awards Program is nearing completion for 1964 with a tally of 31 state and 14 regional winners. The Flight Safety Foundation in New York will select general and air carrier national winners from the 14 regional representatives. Winners will be announced November 6. Administrator Halaby will make the presentations in Washington, D. C.

WANTED == TEN OUTSTANDING YOUNG MEN. Regions, centers and the Washington headquarters are being requested to submit nominations for the Arthur S. Flemming Award. This award is presented each year to the ten men in the Federal Government, under 40 years of age, who have made exceptional accomplishments in the scientific, technical, administrative or executive fields.

NATIONAL AIRSPACE SYSTEM SPECIAL PROJECTS OFFICE ESTABLISHED. A special projects office has been established to assure the effective implementation of the Air Traffic Control Subsystem of the National Airspace System. Under the executive direction of the Associate Administrator for Development, the Director of the NAS Special Projects Office, James E. Dow, will be the focal point for inter-Agency and public coordination, at the policy level, for ATC Subsystem implementation. Order OA 1100.81 provides additional information.

AGENCY TRAINS AIR NATIONAL GUARD. An on-the-job training program for Air National Guard traffic controllers at selected FAA terminal facilities was established by FAA/DOD agreement effective October 1. The program supports the U. S. Air Force Emergency Mission Support Program.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 10-28-64. 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=7 | Digital Computer Programmer, GS-331-09 | Center Wide | 165 |
| ACPP=10 | Digital Computer Programmer, GS-331-11 | Center Wide | 165 |

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

Position Location: Office of the Manager

| | | | |
|-----------|---|--------------|-----|
| ACPP=1546 | Supvry. Conveyances Examiner, GS-963-09 | Off. of Mgr. | 264 |
| ACPP=1547 | Conveyances Examiner, GS-963-08 | Off. of Mgr. | 264 |

Position Location: Aircraft Services Base

| | | | |
|-----------|--|-----|----|
| ACPP=1548 | A/C Brake Repairer Ld. Frmn., WS-8260-06 | ASB | ** |
|-----------|--|-----|----|

Position Location: Installation and Materiel Depot

| | | | |
|-----------|---|------------------|-----|
| ACPP=1549 | Data Processing Requirements Spec., GS-301-11 | Center Wide | ** |
| ACPP=1550 | Data Processing Requirements Officer, GS-301-12 | Center Wide | ** |
| ACPP=1551 | Procurement Assistant, GS-1102-07 | Procurement Div. | 267 |

(**) 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

64-43 October 28, 1964

ACADEMY LOSES TO SM EVALUATION STAFF. The Evaluation Staff, SM, recently added two men to its roster including a former FAA Academy instructor. Fred A. Johnson, who had been Principal Section Chief for VOR Training was one of the men named. He had been with the Agency since 1951 serving in the Eastern Region before joining the Academy. Also selected to the staff position was Ralph E. Nelson who transferred from the Alaskan Region where he had served since 1946.

DEPOT EMPLOYEES RECEIVE AWARDS. Six employees of the Installation and Materiel Depot have received Agency awards in recent presentations. Among them is Edward Downey, of the Depot's Supply Management Division, who was given an \$815 Suggestion Program award. The award was based on his suggestion for modification and repair of aircraft engine cylinders, and will save the Agency \$94,600 the first year and \$16,555 per year for the next four years. Others receiving Suggestion Awards were Marvin Mannon, Earl McDow and Anthony Mannarino. Mary Drury and Edwin Long received Sustained Superior Performance Awards.

CENTER HAS ACTIVE AMATEUR RADIO CLUB. The Aeronautical Center Amateur Radio Club, W5PAA, was recently granted membership in the Military Affiliate Radio System (MARS) under the call sign AF5PAA, according to a communication from MARS Director Lt. Col. John W. Hoover of the Air Force Communications Service. The station also received the Florida Skip Award for its participation in handling message traffic during last spring's earthquake emergency in Alaska.

EXCUSED ABSENCE FOR VOTING. During the day of the forthcoming election on November 3, polling places will generally be open from 7:00 a.m. until 7:00 p.m. Most employees will be able to vote either before or after working hours. However, the Personnel and Training Division calls to the attention of each employee the fact that where the polls are not open for three hours before or after working hours an employee, if necessary, who makes an advance request, may be granted an amount of excused absence which will permit him to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. This policy may be found in the Absence and Leave Handbook, dated 8/23/63, Chapter 9, Paragraph 78 (1). Exceptional cases may be discussed with Jim Ryan, Personnel Relations Branch, Ext. 4525.

BENEFICIARIES. Employees who have designated beneficiaries for their unpaid salary and Federal Employees Group Life Unsurance are reminded that such designations are cancelled when the employee transfers from one Government agency to another. If a new designation is not made, the order of beneficiary reverts to that stated in the Federal Personnel Manual. For information and assistance contact the placement team in Room 103/4 supporting your organization.

INFORMATION ABOUT HEALTH BENEFITS CHANGE. By now you have received a copy of the pamphlet BRI 41-117 entitled Information about Plan Changes Effective November 1964. Check the information in it regarding your plan to see if it has changed and if so in what respect. Your present brochure plus BRI 41-117 constitutes an up-to-date statement of the benefits and rates of your plan. Keep the BRI 41-117 with your brochure. You will not receive a revised brochure for your plan. If the rates of your plan are being increased, the effective date for the increased deductions from your salary will be November 8, 1964.

You have also received a revised edition of pamphlet Standard Form 2809A, The Federal Employees Health Benefit Program. This pamphlet is normally given to new employees only; however, it is has been revised to reflect the recent changes in the health benefit law and regulations. Keep the SF-2809A, your brochure, and the BRI 41-117 with your important papers.

The Civil Service Commission has scheduled an open season for changing plans, options, and type of enrolment for February 1964.

TWO FROM CENTER TO ATTEND MANAGEMENT COURSE. The first Employee-Management Cooperation Course in the Advanced Executive Development Program will be held at the Hotel Morain, Highland Park, Illinois October 27-30. FAAers attending are: William M. Matthews and Warren E. Nauman, Aeronautical Center; Nelson F. Barritt, Kirby L. Brannon, and Robert O. Ziegler, Central Region; Kurt H. Shilling, NAFEC; Louis Gettman, Hugh K. Laing, and Arthur Marcus, Pacific Region; Henry S. Chandler, Jefferson W. Cochran, and Chester W. Wells, Southern Region; Mary E. Healy, HQ; Paul F. Steiner, DIA; Hervey E. Aldridge, Merton W. Claar, and William R. Krieger, Western Region. Those presenting the course are: Robert H. Willey, PT-1; Dr. Charles H. Rehms, consultant; and William W. Heimbock and Kenneth H. Chandler, both of PT-60.

WNA SEEKS 2d FBO. The Agency extended to November 9 the deadline for bids for a second fixed base operator at Washington National Airport. Currently, Page Airways, Inc., is the sole fixed base operator granted the right to completely service general aviation aircraft at WNA. The latest invitation to bid seeks to establish a second fixed base operator at WNA "to provide for offering parallel support services to the competitive benefit of general aviation users."

VETERANS DAY. President Johnson has proclaimed November 11 Veterans Day. In doing so, the President requested officials of the Federal Government throughout the nation to associate themselves with the Veterans Day National Committee and to participate in public ceremonies and exercises "in memory of events that are past and men who have departed." FAAers are encouraged to participate in local observances in their own areas.

AIRPORT PROGRAMS MUST CONSIDER GENERAL AVIATION. FAA concern for the nation's general aviation was evident in conditions the Agency attached to the release of funds tentatively allocated to the Port of New York Authority under the Federal-aid Airport Program for 1965. Of the \$72,609,337 in Federal matching funds for construction and improvement of 413 civil airports in Fiscal 1965, \$6,530,452 was earmarked for the Port of N. Y. Authority for improvements at LaGuardia, Kennedy and Newark Airports. Upon hearing of the Port's plan to close the general aviation airport at Teterboro, N. J., the Eastern Region advised the Port Authority that, "Any loss of the presently available airport facilities would endanger the program for the safe and efficient utilization of the airspace in your district and would defeat the purpose of the tentative allocations that the Government of the United States proposes to make available to the Port of N. Y. Authority in that it would deprive the N. Y. Metropolitan area of adequate airport facilities at a time when all these facilities are needed and there is every indication that air traffic will increase."

It was added that the tentative allocation was made subject to the condition that the Port of N. Y. Authority submit a plan, acceptable to FAA, which is "adequate to anticipate and meet the needs of all categories of civil aeronautics."

The four airports currently operated by the Port of N. Y. Authority now handle annually approximately 600,000 air carrier operations and 400,000 general aviation operations.

SHADOW FLYING PROHIBITED. A new safety rule prohibiting pilots from flying radar vectors issued to aircraft other than their own, unless specifically authorized to do so, became effective Oct. 14. FAA took the action after ATC personnel had reported several instances of two aircraft executing turns and vectors issued to but one. This is potentially hazardous in that it seriously impairs a controller's efforts to establish radar identification and could even result in misidentification. The "shadow" pilots subsequently explained that they had been practicing instrument flying and were not aware of the difficulties they were causing the air traffic control system.

JAPAN'S AVIATION PRESS ON U. S. VISIT. Assistant managing editor Kinsaku Endo of Wing Press, Japan's foremost aviation newspaper, visited the headquarters last week. Endo will tour U. S. aerospace industries through Nov. 26 to observe operations. The Office of International Aviation Affairs has extended to him an invitation to visit regional IA offices.

ID NOW IS. Code letters for the Office of Information Services, formerly ID, have been changed to IS, which brings it into line with the established Agency practice of using initials which are easier to associate with the officially designated office and service names.

NEW ATC "BIBLE" AIRBORNE. A new third edition of the ATC Procedures Manual, AT P 7110, effective Nov. 12, 1964, has been published. Copies may be obtained through regular distribution channels. The manual, with revision service, is also available by subscription at \$4.00 a year (\$5.50 foreign) from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20001.

AIRCRAFT ARE COLOR CODED. FS-300 has developed a consolidated book, Air Carrier Equipment Locator, which has all operators' aircraft listings. A color code system speeds up locating operators using similar equipment.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 11-4-64. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

APPLICATIONS SHOULD BE SENT TO PLACEMENT BRANCH, AG-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: FAA Academy | | | |
| *FPP-AC-64-1552 | ATC Spec.(Gen), GS-2152-12 | AC, PC, AL & NAFEC | 280 |
| *FPP-AC-64-1553 | **Elec. Engr. (Gen), GS-855-11 | Agency Wide | 292 |
| ACPP-1554 | Materiel Mgt. Spec., GS-2001-11 | Center Wide | *** |
| Position Location: Installation and Materiel Depot | | | |
| ACPP-1557 | Gen. Supply Ass't., GS-2001-07 | Storage Mgt. Div. | *** |
| ACPP-1558 | Supvy. Gen. Supply Spec., GS-2001-09 | Storage Mgt. Div. | *** |
| ACPP-1559 | Preservation-Packing Spec., GS-2032-11 | Storage Mgt. Div. | *** |
| ACPP-1535 | Budget Clerk, GS-501-05 | CANCELLED | |

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

(**) Position located in Non-Resident Training Division (Directed Study).

(***) 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 organizations.

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

NEW WAGE BOARD PAY HANDBOOK. All Agencywide policies on wage board pay have been consolidated into one directive for the first time. The handbook, PT P 3550.9, shows modifications to some existing rules for setting pay and for determining pay of wage board employees who are moved to lower wage areas through Agency-initiated action. Also covered is the new recruitment for an acceptable level of competence certification for wage board step increases.

In order to be eligible for a step increase a wage board employee must: (1) Be considered to be performing at an "acceptable level of competence". (For this purpose the provisions of PT 3550.7 are applicable to wage board employees. FAA Form 3166 will be used for certification purposes). (2) Complete the prescribed waiting period.

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

October 28, 1964

SPECIAL EDITION

VOTING - GENERAL ELECTION NOVEMBER 3, 1964

This is to remind each Aeronautical Center Employee of his obligation as a citizen to acquaint himself with the facts and to vote in the general election November 3, 1964. This is a general election to elect Federal, State, and County officers, as well as Presidential Electors. In addition, seven (7) questions will be put to the voter as follows:

State Question No. 414

Shall a constitutional amendment amending Section 21 of Article V of the Constitution of the State of Oklahoma to provide for compensation of Legislators at the rate of One Hundred Dollars (\$100.00) per month except and in lieu thereof Twenty-five Dollars (\$25.00) per diem for not to exceed seventy-five (75) legislative days and Twenty-five Dollars (\$25.00) per diem for not to exceed forty (40) days for Legislative Council meetings during the time the Legislature is not in session and Ten Cents (10¢) per mile for mileage traveled from place of residence to place of Legislature or Legislative Council meeting be approved by the people?

State Question No. 415

Shall a constitutional amendment adding Article VII-A to Oklahoma Constitution; creating Court on the Judiciary with trial and appellate divisions having exclusive jurisdiction to remove or compel retirement of persons exercising constitutional judicial powers, for specified causes; court members selected by Supreme Court, Court of Criminal Appeals and Bar Association; prosecutions instituted by Supreme Court, Governor, Attorney General, Bar Association, or House of Representatives; Supreme Court to select prosecutor from Bar Association's list; court members to receive no compensation except expense allowance as for District Judges, prosecutor's compensation awarded by and in each Division of Court, be approved by the people?

State Question No. 420

Shall Senate Bill Number 56 of the Twenty-ninth Oklahoma Legislature, relating to appointments and elections, amending 26 O. S. 1961 Sec. 548, and 51 O. S. 1961 Secs. 10 and 12, repealing the authority of the Governor to fill vacancies in the offices of District Judge, Superior Judge and United States Senator by appointment, and providing for special elections to fill such vacancies, be approved by the people?

State Question No. 421

Shall a constitutional amendment amending Section 9, Article 10, Oklahoma Constitution; abolishing authorization for emergency levy for school districts, and authorizing a local support levy for benefit of schools of a school district of not to exceed 15 mills on dollar valuation of taxable property of district when approved by electors of district, be approved by the people?

State Question No. 422

Shall a Bill relating to the payment of State Aid to school districts; amending 70 O. S. 1961, paragraphs 18-4, as amended; increasing allowance in minimum program of school districts for certain items of expenditures; fixing basis for calculation for teachers' salaries in minimum program of school districts; providing for payment of State Aid to school districts for additional teaching units approved by the State Board of Education; and fixing effective date of Act, be approved by the people?

State Question No. 423

Shall a Bill relating to school districts; providing for disorganization of school districts not maintaining 12 years of accredited instruction and annexation of territory thereof to high school districts providing transportation within transportation areas in which territory is located; providing for continued employment of teachers of disorganized districts, and for use of funds appropriated for payment of State Aid to school districts for such purpose under certain circumstances; and making provisions of Act severable, be approved by the people?

State Question No. 424

Shall a Bill relating to county superintendents of schools; providing county superintendents shall conduct joint programs for school districts when requested to do so, and prescribing manner of payment of cost thereof; fixing total compensation of county superintendents of schools; and repealing conflicting laws, be approved by the people?

Persons residing in Oklahoma and duly registered may vote on all issues in this election. Persons under age 21 on date of election and those who have not resided in the State for 6 months, the County for 2 months, and the election precinct for 20 days, or who are not registered, are not eligible to vote.