

# 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

65-2 January 13, 1964

A REMINDER: FTS CALLS ARE NOT FREE. FAA must share the cost of the Federal Telecommunications System along with other government agencies and offices. Actual usage by Agency personnel determines FAA's share of the national cost. Therefore, the same prudence should be exercised in the use of FTS as in any other type of official-use telephone equipment. Employees should keep in mind that the only calls authorized for completion on the FTS circuits are Official FAA business. The system is not to be used for personal calls.

TRAFFIC NOTE. On December 30, 1964, the traffic signal at S. W. 29th and Meridian was converted from "Semi-actuated" to a "Fully-actuated" signal system. Jimmie Robinson, Director, Oklahoma City Traffic Commission, advises that this will allow a greater length of time for east-west traffic on S. W. 59th and should reduce the delays experienced in the past with the old system.

"SICK PAY". In past years the Payroll Office has received many requests for sick leave during the year to be used for Income Tax purposes. The 1964 sick pay exclusion law has been changed and, according to information from Internal Revenue Service, in most cases a government employee will not be eligible for any sick pay exclusion unless there is an extended illness of more than 30 days. To determine your own eligibility refer to Publication #17, 1965 Edition, "Individual Income Tax Returns", Chapter 43, Page 140, which may be obtained for fifty cents at any bookstore or newsstand.

If your period of absence from work began before January 1, 1964, contact any Internal Revenue Service office for information on how to claim this exclusion.

It is suggested that you read the laws very carefully and be sure you qualify for sick pay exclusion before requesting sick leave usage from the Payroll Office. Additional information on sick leave exclusion may be obtained by calling CE 5-1781.

W-2 Forms are expected to be in the hands of all employees within the week.

100 MILLION TO ONE SAFETY RECORD. The Civil Aeronautics Board announced recently that for the 13th consecutive year, the passenger fatality rate per 100 million passenger-miles flown by the U. S. Certificated Route Air Carriers in scheduled passenger service in 1964, was less than one. In fact the actual 1964 rate was 0.27. An estimated 81,000,000 passengers were carried representing an increase of some 9,000,000 over the 1963 number.

AEROSPACE EXPOSITION AT DULLES PLANNED. The President has authorized a proposal to industry for an International Aerospace and Science Exposition -- which would spotlight the progress of American industry in the aviation, space and electronics field -- according to Administrator Halaby after a recent visit to the "ranch." Dulles International Airport, would be the site of the proposed 10-day exposition to be held in June, 1966. Purpose of the exposition would be to stimulate exports of American-made aviation products, Halaby said. "We intend to show the world that this nation is still the leader in aviation and aerospace science and technology," he added. "Our intention," Halaby continued, "is to make the exposition a permanent event like the Farnborough and Paris air shows. These expositions have proved highly successful, and it's about time America's aerospace industry had a similar showcase for its products." Industry's response is awaited.

ATLANTA ANTICIPATES TRAFFIC PROBLEM. Atlanta tower requests that FAA personnel interested in seeing the ARTS computer radar tracking and alpha-numeric display system now being tested there on a non-operational basis make arrangements for their visit at least one week in advance. Those not directly concerned with the ARTS project are asked to postpone their visits until after March 15, 1965, because of the limited space in the checkout area. All visits should be planned for weekdays during the hours 0900 to 1600 EST insofar as possible. The contact for visitors is Les Shipp, Chief, Atlanta Control Tower.

INTERURBAN V-STOL STUDIED. Interurban air transportation and the possible role of Vertical/Short Takeoff and Landing (V-STOL) aircraft in the national transportation system will be discussed by a government task force to be convened by the Administrator Thursday, January 14, at Agency Headquarters. Panel members are expected to identify military V/STOL aircraft under development which show promise of civil use, and will discuss development needs, priorities and timing. The feasibility of operating an STOL type aircraft from the heliport at Dulles was successfully demonstrated recently by an FAA test group headed by Robert B. Meyersburg, Chief, Aircraft Division, Aircraft Development Service.

HOLIDAY BONUS IN '65. Four long weekends are in store for government employees during 1965 because four of the eight national holidays fall on either Saturday or Sunday. Employees are given Fridays off when holidays fall on Saturdays and Mondays off to make up for Sunday holidays. Washington employees get one additional holiday in 1965 -- Inauguration Day, January 20.

FIELD TO SELECT 40 JR INTERNS. Agency Order OA 3300.2 (December 2, 1964) establishes a continuing intern program for field offices. It supplements and extends the headquarters Junior Administrative Management program, active since 1961, in attracting quality trainees. Field offices will hire 40 interns from the Federal Service Entrance Examination (FSEE) register by June 30 for administrative positions in the personnel, management, budget and supply fields.

GOBBLEDYGOOK GOES. Only 55 Federal Aviation Regulations remain out of the original 125 as a result of a three-year program to simplify and recodify the rules governing the nation's pilots, airlines, manufacturers and other users. Completed in December, 1964, the FAA program reorganized, streamlined and combined the multiple regulatory systems inherited by the FAA from the Civil Aeronautics Board, and the Civil Aeronautics Administration. Substance and legal meaning of the new Federal Air Regulations (FARs) generally remain unchanged from the Civil Air Regulations (CARs) and Civil Aeronautics Manuals (CAMs) which they replaced.

REGIONAL DIRECTORS TO ASSEMBLE. The semi-annual conference of FAA Regional Directors is scheduled for the week of January 18, 1965, at the Washington Headquarters. Meetings will be held each day except Wednesday the 20th, Inauguration Day, which is a legal holiday in the Washington area. Main topics on the agenda are the Regional Organization (Project FOCUS), Cost Reduction and equality of employment opportunity.

NOTICE TO AETNA SUBSCRIBERS. Employees who subscribe to the AETNA Life Insurance Company's Indemnity Benefit Plan must now submit their claims for applicable deductibles no later than December 31 of the calendar year following the one in which the expense was incurred. Exceptions will be made only if the enrollee was legally incapable of carrying out the provisions of this new ruling. Previously, AETNA subscribers could submit claims at any time.

TOTAL NAVAIDS 1964. At year's end, the Installation and Materiel Service reports a total of 3295 major NAVAIDS in operation throughout the 50 states. Figures show 85 Terminal VORs (TVOR); 380 VORTACs; 377 VORs; 244 Instrument Landing Systems (ILS); 198 Airport Lighting Systems (ALS); 208 Sequenced Flashing Lights (SFL); 41 Visual Approach Systems Indicators (VASI); 54 Runway End Identifications Lights (REIL); 80 Long Range Radars (LRR); 80 Air Traffic Control Radar Beacon Systems, Long Range (ATCRBS/LRR); 74 Airport Surveillance Radars (ASR); 32 Air Traffic Control Radar Beacon Systems/Airport Surveillance Radars (ATCRBS/ASR); 28 Precision Approach Radars (PAR); 211 Air Traffic Control Towers (ATCT); 67 Combined Stations Towers (C/ST); 333 Flight Service Stations (FSS); 2 International Flight Service Stations (IFSS); 29 Air Route Traffic Control Centers (ARTCC); 11 Airport Surface Detection Equipment (ASDE); 323 Remote Communications Air/Ground (RCAG); 30 Radar Approach Control Facilities (RAPCONS), Air Force; 9 Radar Air Traffic Control Centers (RATCC), Navy; 321 Airways Beacons; 77 Transcribed Weather Broadcast (TWEB); 1 Distance Measuring Equipment/Instrument Landing System (DME/ILS), the first of its kind under evaluation at the John F. Kennedy International Airport.'

COMMERCIAL PILOT TEST REFRESHER. A revised Commercial Pilot-Airplane Flight Test Guide (AC 61.117-1A) now is available from the Superintendent of Documents, Government Printing Office, Washington, D. C. The 10 cent guide gives current information helpful in preparing the commercial pilot flight test.

SAFETY BOARD MEETS. The Executive Board of the Federal Safety Council, Western District of Oklahoma, met recently at the FAA Aeronautical Center to formulate plans for 1965. Fifty-one Federal agencies in the Western half of Oklahoma have membership in the Council. Plans on how the Council can better achieve its goal of reducing accidents and injuries among Federal employees were made. During 1965 bi-monthly meetings will be held to exchange information and promote safety among the various agencies. The first meeting on February 2nd will be held at the Federal Reformatory in El Reno. Executive committee members present at the planning meeting were Fred Reynolds, Clinton-Sherman AFB; James A. Heath, FAA Aeronautical Center; J. D. Shonts, Oklahoma City Post Office; Harold Thomas, Federal Reformatory, El Reno; A. A. Fischback, Jr., U. S. Geological Survey; Ross Hall, Soil Conservation Service; Lewis King, Fort Sill; George Birkner, Vance AFB; and Jack Reed, Veterans Administration Hospital.

2nd FAUSST MEETING SLATED. Flight Standards Service Supersonic Transport (SST) Committee will hold its second meeting -- French/Anglo/United States/Supersonic Transport (FAUSST) -- with the British and French airworthiness authorities in the area of SST objectives and standards. The meeting will be held February 1-5 in Washington, D. C.

NAS COURSE SCHEDULED ANNOUNCED. The four-and-one-half day course which presented the concept of the National Aviation System to 400 key representatives of the aviation community during 1963 and 1964 will be repeated during 1965 on a schedule announced in Agency Order PT 3000.19, dated 12/29/64.

VOX POPULI. The Office of Personnel and Training's Notice PT 3330.16, recently distributed throughout the Agency, proposed changes to the FAA Merit Promotion Program and asked for comments, both pro and con, from all FAAers. If yours isn't in yet == send it to Washington, D. C., headquarters by January 20 for the attention of Personnel Programs Division (PT-24), Office of Personnel and Training.

PUERTO RICO CENTER AND FSS DEDICATED. Federal funds invested by FAA for civil/military aviation facilities in Puerto Rico will soon total more than \$13.5 million, Deputy Administrator Grant reported at the site of the new Air Route Traffic Control Center and International Flight Service Station in San Juan on Friday, January 8. General Grant and Southern Region Director Arvin O. Basnight participated in "time capsule" ceremonies for the \$3.1 million facility last week. A capsule containing predictions of aviation developments in Puerto Rico before the year 2000 was deposited at the site.

# INTERCOM

FEDERAL AVIATION AGENCY

*W. Lloyd Lane*  
Manager, Aeronautical Center

65-3 January 20, 1965

TOP CHANGES. Administrator N. E. Halaby last week announced major personnel changes that shifted seven top Agency executives to new responsibilities:

Philip M. Swatek, deputy director, Southwest Region since April 1964, becomes director of the Pacific Region, replacing Robert I. Gale.

Gale, Pacific Region director since January 1962, is reassigned to the Central Region, Kansas City, Missouri, to head the Air Traffic Division, filling the job vacated by George W. Kriske.

Kriske moves to Washington headquarters to take charge of the evaluation function in Air Traffic Service, vacated by Charles Carmody.

Charles Carmody, ATS, moves from chief, Evaluation Staff, to chief, Plans Division, a position recently vacated by James Dow.

Raymond B. Maloy, assistant administrator for International Aviation Affairs since September 1963, becomes assistant administrator Europe, Africa, Middle East, replacing George C. Prill, who resigns to enter private business.

Lee E. Warren, Air Traffic Service director since June 1963, becomes deputy director of the Western Region, moving into the vacancy created last September when Edward C. Marsh was appointed director of the Central Region following the retirement of John M. Beardslee.

Clifford P. Burton, deputy director of Air Traffic Service since July 1963, becomes acting director of ATS.

SWATEK entered Federal service in May 1961, when he was appointed director, Office of Information Services. He served in this post until April 1964, when he was named deputy director of the Southwest Region. Prior to joining the FAA he was Washington bureau chief of the Cincinnati Enquirer. He served as a Navy aviator in World War II from 1942 to 1946 and is a multi-engine, instrument-rated pilot with a current commercial license.

GALE, a career employee with over 19 years with the Agency, advanced through various air traffic controller assignments to become chief, Regulations and Procedures Division, Air Traffic Service, in Washington before assuming duties as director of the Pacific Region in 1962. He served in the U. S. Army in World War II.

KRISKE joined the Civil Aeronautics Administration in 1937 and served in varying capacities from chief of an Air Route Traffic Control Center to his most recent assignment, in 1957, to Central Region headquarters. Other key jobs held included Air Defense Liaison Officer at Grandview AFB, Missouri, and Strategic Air Command Liaison Officer, Offutt AFB, Nebraska.

CARMODY entered the air traffic control field in September 1936, with the U. S. Army Air Corps and later joined the CAA in 1938. In January 1964, he was one of four top FAA employees awarded the Meritorious Service silver medal by Administrator Halaby for his accomplishments as chief, Airspace Utilization Division.

MALOY started his Government career in 1939 as an aeronautical engineer with the Civil Aeronautics Administration in Kansas City, Missouri. From 1945 to 1955 he served as chief of the Engineering Flight Test Branch. In 1955 he was assigned to Paris as chief of Aircraft Engineering in the former CAA International Office. He was appointed assistant administrator of International Aviation Affairs in May 1959.

WARREN was one of a small group of men who established the first two air traffic control centers -- at Newark, N. J. and Chicago -- in 1935-36. These were sponsored by the airlines until the Federal Government took over the air traffic control function in July 1936. He had World War II service as a pilot and currently holds an airline transport rating. From 1952 to 1957 he headed two overseas Civil Air Missions, the first in Honduras, the second in Spain. He was named deputy director of Air Traffic Service in June 1961, and director in June 1963.

BURTON entered Government service in October 1938, and worked in air traffic control and air navigation facilities planning until 1942 when he was called to active duty as a pilot in the Army Air Corps. He returned to the Agency in 1946.

MORE ON SOLICITATIONS. Effective July 1, 1965 solicitation privileges for fund raising in the Federal Service will be limited to those voluntary health, welfare and other humanitarian agencies which follow a policy and practice of non-discrimination not only with respect to persons served by the agencies but also to the staffs of the agencies and to membership on their governing boards. The requirements apply to both on-the-job and off-the-job solicitations.

Off-the-job solicitations are those which are permitted from time to time at entrances or in concourses or lobbies of Federal buildings and installations. They are conducted by worthy voluntary agencies which engage in limited or specialized methods of solicitation - for example, the use of "poppies" or other similar tokens by veterans' organizations.

All requests for permission to conduct on-the-job or off-the-job solicitations must be referred to the Personnel Relations Branch, AC-13, to assure compliance with the policy stated.

MANAGER IN WASHINGTON. Center Manager W. Lloyd Lane is in Washington this week, along with Regional Directors, attending the Administrator's annual Director's and Manager's conference. The first part of the meeting will be concerned with Project FOCUS. Remaining sessions will be devoted to the Cost Reduction Program.

EMPLOYEE HANDBOOKS GUIDE FOR EMPLOYEES. The Aeronautical Center's Employee Handbook distributed recently contains valuable information for each employee concerning pay, leave, retirement, and other benefits. Anyone with a question concerning his employment should first seek the answer in the Handbook. For more specific information on any of the areas covered, consult your immediate supervisor. The Handbook was prepared by the Center's Personnel and Training Division.

SMS ENGINEERS MEET AT AERONAUTICAL CENTER. Twenty-two representatives of the Agency's Systems Maintenance Service from Washington and the several regions are meeting at the Aeronautical Center this week to discuss standardization and modification of the FAA's teletypewriter system. The standards determined at this meeting will be the basis for future procurement and for present operating modifications. The need for standardization was brought about by the variety of teletypewriter equipment now serving the Agency.

FLY-AWAY KITS TRIED OUT. The value of the Investigator's (Fly-Away) Kits in accident investigation was shown recently in a Southern Region simulation study. The kits were designed and distributed at the Aeronautical Center by personnel of the I & M Depot. Personnel at the Fulton County Airport (Atlanta) where the kits were stored were altered to proceed immediately to the Atlanta Air Route Traffic Control Center at Hampton, Ga. Upon arrival at the scene of the simulated accident, three flight service aircraft accident investigators donned coveralls and went to work. Within 19 minutes they had the SSB transceiver set up, the 30-foot whip antenna mounted, ground radials and guy lines secured, power, and RF cables connected, the engine-generator operating and the equipment on the air. Radio contact was made with the hangar at Fulton, approximately 40 miles away, and with the Centers at Memphis and Jacksonville, both more than 300 miles distant.

AES INSTALLS CHAPTER OFFICERS. The Aeronautical Center Chapter of the Airways Engineering Society recently installed Chapter Officers for 1965 as follows: Ralph K. O'Neal, PT-946.1, Chairman; James L. Bates, PT-944.7, Vice-Chairman; Donald E. Lake, PT-947, Secretary; Ellard W. Foster, IM-971.2, Treasurer; George R. McKinnis, PT-947.2, Membership Director; W. L. Paul Goforth, PT-944.2, Program Director; James C. Gibson, PT-946.1, Publicity Director.

The Airways Engineering Society is officially recognized as a professional organization by the Federal Aviation Agency. Interested persons may obtain information concerning the objectives and functions of the Society and activities of the Aeronautical Center Chapter by contacting any of the officers listed above.

SUPERSONIC TRAFFIC CONTROL STUDIED. Improved air traffic control procedures for supersonic transport aircraft of today and the future was the subject of a three-day conference at NAFEC January 12-14. Representatives from Air Force Headquarters and six major Air Force commands participated. A conference is scheduled for May 11-12 in which air traffic control representatives from government and industry will be invited to participate in simulation laboratory exercises designed to indoctrinate them on the facilities and capabilities available at NAFEC.

GOVERNMENT HISTORY THROUGH PHOTOGRAPHY. Three photographs of Federal Aviation Agency activities will be submitted to the White House each month as part of a program to illustrate how government meets the challenges of today. The President has asked all government agencies to submit their first three pictures by January 20th and three each on the first of each month thereafter. The photographs will be screened by a group of outstanding photographers and from the photographs they recommended the President will select one each month which will be released as "The President's Choice." Information Services will monitor the program within the FAA.

Closing Date: 1-27-65. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

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

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

The area of consideration is extended Center Wide for employees who desire REASSIGNMENT. Employees may request REASSIGNMENT to the following positions by submitting form AC-135-1 to AC-14.

ACPP Number	Position Title, Series & Grade	Area of Consideration	Key Number
Position Location: Office of the Manager, Aero. Center			
*FPP-AC-65-1605	Supvy. Auditor, GS-510-14	Agency Wide	263
ACPP-1606	Card Punch Supervisor, GS-356-05	Off. of Mgr.	197
Position Location: National Field Headquarters			
ACPP-1607	Fac. Flt. Ck. Pilot, GS-2181-13 (2 positions - DCA and LAX)	Nat'l. Fld. Hq.	283
Position Location: Aeromedical Certification Division			
ACPP-1608	Coding Clerk, GS-357-04	Avia. Med. Serv. Div's	**
FPP-AC-64-1575	Preservation-Packing Spec., GS-2032-12		CANCELLED

(\*) Closing Date: 2-3-65.

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

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

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

PROMOTION PLAN SELECTION LIST NO. 14 - Selections for January, 1965  
DO NOT APPLY ON THESE POSITIONS

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	SELECTED
PP Bulletin #2	General Supply Series, GS-2040-05	Brewer, Raymond F.
ACPP-7	Digital Computer Programmer, GS-331-09	Ball, William H.
		Brindley, Richard W.
		Courcier, Don L.
		Davis, Coy L.
		Foster, Joan Carol
		Hanlin, Robert C.
		McCormick, Woodrow L.
		Perry, James
		Pierce, Kenneth L.
		Richardson, Douglas R.
		Sample, Lewis W.
FPP-AC-64-1441	Digital Computer Programmer, GS-331-12	No Selection Made
FPP-AC-64-1561	Flight Test Pilot, GS-2181-13	Keen, Francis R.
ACPP-1562	Aircraft Mechanic, WB-8852-11	White, Buster E.
FPP-AC-64-1577	Industrial Engineer, GS-896-12	Janzen, Jerry Lee

(Cont'd next week)

# INTERCOM

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

*W Lloyd Lane*  
Manager, Aeronautical Center

65-4    January 27, 1965

REGIONAL ORGANIZATION. Based on the results of the Project FOCUS tests of alternative ways of managing facilities and districts away from the regional headquarters, the Administrator has established guidelines for an evolutionary improvement of the Agency's field organization. During 1965 the regions within the 48 contiguous states are expected to strengthen field management by (1) proceeding with the co-location of facilities and districts in each aviation center containing two or more Agency activities; (2) establishing area supervisors over each major field program and co-locating those supervisors in area offices; (3) delegating authority to the various area supervisors to the extent necessary to facilitate field operations; (4) providing at the area level for those supporting services which can be most economically and effectively administered in the areas; and (5) strengthening the role of the Agency's area coordinators and giving them a direct line to their regional directors on matters cutting across programs.

In developing and submitting their specific plans to apply the Administrator's guidelines, the regional directors are to give particular attention to the economies and improvements in service to be realized. Each regional plan for 1965 calendar year will be reviewed by the Administrator, who has reserved the authority to require changes in regional proposals in the interest of consistency or economy.

Although the Administrator's guidelines do not now provide for the establishment of managers with line authority over program activities within the areas, he affirmed his conviction that ultimately each area should be supervised by a general manager reporting immediately to the regional director. All actions taken under the 1965 guidelines are to be consistent with this objective.

ASSISTANCE IN FILING FOR HOMESTEAD EXEMPTION. A representative of the Oklahoma County Assessor's Office will be at the Aeronautical Center on February 2 and 3, to assist employees in filing for Homestead Tax Exemption. The representative will be here from 8:30 a.m. to 4:00 p.m. in Room 155 of Headquarters Building. This assistance applies ONLY to employees who live in Oklahoma County.

Employees making application for the first time must bring either their deed, or the complete legal description of the property. Other employees who want assistance should bring with them the forms they recently received from the County Assessor's Office. Normally it takes about 10 minutes to complete the application. However, to avoid waiting in line, please call Ext. 2503 prior to February 2, and arrange for an appointment.

NEW OBLIGATIONAL AUTHORITY IN AGENCY'S FY'66 BUDGET. FAA's budget for fiscal year 1966, as included in the President's Budget Message, would provide new obligational authority of \$729,250,000. The 1965 total includes \$12,618,000 for a pay cost supplemental appropriation to be transmitted later this year. The new obligational authority includes \$75 million for grants in aid to airports which was enacted in last year's appropriation bill. The 1966 budget provides \$62.5 million for grants in aid for fiscal year 1967. The 1966 estimates do not provide additional appropriations for development of civil supersonic transport. Recommendations will be made to Congress with respect to this program after the completion of current studies on feasibility and costs. The following summary compares appropriations for fiscal years 1965 and 1966; figures in thousands:

Summary of Budget Estimates - Fiscal Year 1966

<u>Appropriation</u>	<u>New Obligational Authority</u>		<u>Difference</u>
	<u>1965 a/</u>	<u>1966</u>	
Operations	\$555,100	\$553,500	\$-1,600
Facilities and Equipment	50,000	51,000	+1,000
Grants-in-aid for Airports	75,000	75,000 <u>b/</u>	-
Research and Development	40,000	40,000 "	--
Operation and Maintenance, Washington National Airport	3,623	3,730	+ 107
Operation and Maintenance, Dulles International Airport	4,379	4,720	+ 341
Construction, Washington National Airport	1,710	1,100	- 610
Construction, Dulles International Airport	180	200	+ 20
Total New Obligational Authority	\$729,992	\$729,250	\$- 742

a/ Includes \$12,618 thousand pay increase supplemental proposed for separate transmittal.

b/ \$75 million appropriated in 1965 for 1966. The 1966 budget contains a \$62.5 million request for the appropriation for fiscal year 1967.

BOND ISSUES UP FOR VOTE AGAIN. Three county bond issues, one of particular interest to Aeronautical Center employees, will be voted upon Tuesday, February 9. Of prime interest to employees is the Roads and Expressways issue which includes a provision for a West By-Pass south from the Crosstown Expressway to the 74th Street Expressway which will serve Will Rogers World Airport and the Aeronautical Center.

Other bond issues concern a new County Courthouse and a modern County Hospital.

Employees who reside in Oklahoma County should consider the opportunity to vote both a privilege and an obligation, and each one should urge his neighbor to vote on Tuesday, February 9. A SPECIAL INTERCOM will be published prior to the election describing the

facts of the bond issues, including a map of the area showing the proposed By-Pass, so that voters may have the facts at hand before making their choice at the polls.

ACCENT ON ACHIEVEMENT. During the first 6 months of this fiscal year, 126 Aeronautical Center employees were paid a total of \$10,931 in cash awards under the Agency's Recognition and Awards Program. The Personnel & Training Division reports these awards were given for adopted suggestions, sustained superior performance, and special acts or services. In addition, 28 Aeronautical Center employees were granted quality within-grade pay increase awards.

Adopted suggestions alone accounted for a total of \$6,171 in cash awards being paid to 100 employees. The suggestions from these employees resulted in estimated first year tangible benefits of \$169,188.95. The I & M Depot led all organizations in number of suggestions adopted with a total of 37. The Aircraft Services Base was close runner-up with a total of 36.

HONORS FOR TWO. Administrator Halaby presented national awards January 26 to the winners of the second annual Aviation Mechanic Safety Awards Program. The brief ceremonies honoring J.R. (Bob) Schneider of American Airlines and Harry A. Palmer of Champs Aviation was held in the Headquarters auditorium in the Washington FAA building. After the presentation, the group attended the Aero Club of Washington luncheon at the Washington Hotel where Senator A. S. Mike Monroney was the speaker.

NONDISCRIMINATION ENFORCED IN FAA ASSISTED PROGRAMS. Applicants for Federal financial assistance under programs administered by the FAA must provide assurances that the proposed program will be carried out in the spirit of the Civil Rights Act of 1964, and in strict compliance with rules on nondiscrimination set forth in Federal Aviation Regulations, Part 15, which becomes effective January 30. Part 15 applies to existing contracts under which funds have not been completely disbursed as well as to new contracts. Procedures for obtaining compliance information, conduct of investigations and for effecting compliance are covered in the new regulations.

TEST OF APPRAISAL FORM BEGINNING FEBRUARY 1, 1965. For the next six months, Aeronautical Center Wage Board employees will be taking part in the Agency test of a new consolidated appraisal form. The Employee Appraisal Record, FAA Form 3693 Test is designed to replace forms now used for performance ratings, performance appraisals, acceptable level of competence certifications, merit promotions and associated appraisals. As a test form, the Employee Appraisal Record will not be used for official record purposes and will not replace regular performance appraisals and forms. Instructions on how to complete the form are being issued to Wage Board supervisors.

AVIATION ACTIVITIES UP. Airplanes, pilots, air traffic and aeronautical exports all reached new heights in 1963, according to the 1964 edition of the FAA Statistical Handbook of Civil Aviation released last week. As of January 1, 1964, a total of 87,267 active civil aircraft were registered with the FAA. This number includes 85,088 general aviation civil aircraft and 2,179 airline aircraft. In 1963 the total was 86,287 active aircraft--84,121 general aviation and 2,166 airline. California led all other states in active aircraft in 1963 with 13 per cent of the total, followed by Texas with eight per cent.

Closing Date: 2-3-65. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

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

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

<u>ACPP Number</u>	<u>Position Title, Series &amp; Grade</u>	<u>Area of Consideration</u>	<u>Key Number</u>
ACPP-1609	Production Controller (Gen), GS-1152-7	ASB	250 & A & P License

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.

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OPEN SEASON FOR ENROLMENT IN THE FEDERAL EMPLOYEES HEALTH BENEFIT PROGRAM. All Aeronautical Center employees, enrolled, or not enrolled in plans under the Federal Employees Health Benefits Program, have an opportunity to enroll or change their enrollments between February 1-15, 1965. New enrollments and enrollment changes will become effective March 14, 1965.

Information on the plans offered, statement of benefits and cost of the plan, are to be found in the Federal Employees Health Benefits Program Pamphlet BRI 41-117 (Information About Plan Changes). Standard Form 2809A (The Federal Employees Health Benefits Program) summarizes general information about the program.

A leaflet will be distributed to each employee telling how to change health benefits registration, or how to enroll, if he wishes to do so. Any employee who is considering a change and is interested in seeing the brochure of a plan other than the one in which he is enrolled may review library copies of the plan and acquire copies of the SF 2809 at the following locations:

- Headquarters Building, Room 102
- CARI Building, Information Desk
- Staging Facilities Building, FS-192
- Hangar 8, Room 210 West
- Hangar 9, Room 218 East