

# INTERCOM

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

66-1 January 4, 1966

*W. Lloyd Lane*  
Director, Aeronautical Center

ADMINISTRATOR WISHES ALL A SUCCESSFUL NEW YEAR. Administrator William F. McKee has addressed the following message to all employees of the FAA: "I want to wish all of you in FAA a successful New Year. I appreciate the support you have given me since becoming Administrator and I want to commend all of you for a very fine job. I should point out, however, that the task confronting us in 1966 will be considerable more difficult than it was in 1965. All of you are aware that the war in Vietnam has escalated significantly with a consequent increase drain on the national budget. Simply stated, this will require those of us in FAA to do more with less. I am convinced that enthusiastic team effort can accomplish this objective. We have the support of the President and I believe the support of the Congress and I know we have the support of other Government agencies. If we don't get the job done we can only blame ourselves. From my many visits to date to various field installations and having met many of you I have no doubt whatsoever of FAA's ability to accomplish its mission in an outstanding manner. Again, a successful New Year to all of you. William F. McKee, Administrator."

CLAUDE E. GARDNER RETIRES. Claude E. Gardner, longtime Chief of the Academy's Technical Services Branch retired December 30 after 39 years of federal service, 36 of them in the FAA and predecessor agencies. He began his civil service in May 1926 as a radio operator in the old Bureau of Lighthouses in Cleveland, Ohio. Many assignments later he reported to the fledgling Aeronautical Center in July 1946 as an Airways Engineer trainee. A reception to honor him will be held Friday, January 7, in the Academy Headquarters Room 209 between 3:00 and 4:00 p.m.

COMMENTS NEEDED ON MERIT PROMOTION PROGRAM CHANGES. Two major changes in the Agency's Merit Promotion Program are under consideration. One concerns supervisory promotion evaluation and the other changes rules on mandatory extensions of the normal areas of consideration for Washington and field promotions. All interested parties are asked to submit comments to the Placement Branch, AC-14, to be received no later than January 14. These offices will forward all employee comments to the Employment Branch, PT-24, in Washington Headquarters. Both the present and the proposed procedures are described for comparison.

Supervisory Promotion Evaluation: Present - Promotion potential is evaluated at two levels of supervision on Agency Form 2060, Personnel Data Summary (PDS). The combined judgment of two supervisors is used to rate an employee as outstanding, well qualified, qualified or not ready for promotion. This determines an employee's relative standing on a promotion list. The rating must be discussed with the employee. Proposed - The Employee Appraisal Record (EAR), described below, will replace the Personnel Data Summary. The EAR, which consolidates all formal employee appraisals into one form, will be prepared on the anniversary of the employee's most recent pay action (appointment, promotion or step increase) in place of the evaluations now made. Like

the PDS, the EAR must be discussed with the person rated. EAR's will be used in establishing promotion rosters by rank. "Not Ready" will be dropped as a rating category. Eligibles will be ranked 1, 2, 3, order or placed in the categories, "Outstanding," "Well qualified," and "Qualified."

Areas of Consideration: Present - Qualified employees in AL, PC, AC, and NAFEC are considered in filling vacancies at grades GS-12, 13, and 14 in other locations. Also, employees at AC are considered when filling vacancies in grades GS-10 and 11 which require flight service specialist background. This requirement was included in the promotion plan with the understanding that it would be deleted when the handbook on Re-employment, Restoration and Return Rights was issued. The handbook OA P 3330.6, was issued effective November 1, 1964. Proposed = This requirement will be cancelled.

SINGLE APPRAISAL RECORD IS NEAR. The Employee Appraisal Record (EAR) will be adopted in February after being tested on thousands of Agency employees. Each employee will be able to see on one form, how he has been evaluated by his supervisor over a one year period. Several types of appraisals will be recorded once a year. The concept was developed with the help of employees at 25 facilities of every type throughout the country. Their ideas and suggestions were incorporated into a test EAR which was field-tested in two regions and the Aeronautical Center (Wage Board Employees only). After the six-month test period ended last July, the two regions involved requested and received permission to continue using the test form until the consolidated appraisal concept was adopted Agencywide. The single record will now include the employee's annual performance rating, a determination of acceptable level of competence, career planning information, employee training requirements, and evaluations to be used in merit promotion. The EAR replaces all other forms used for appraisal under the merit promotion program, leaving no room for guessing as to which forms are being used for what purposes. Each employee will be evaluated once a year by his supervisor for eleven characteristics considered important to success on any job. This eliminates the need for additional appraisals each time he is considered for a different job. When a promotion opportunity occurs, the selecting official will be asked to identify characteristics essential to the job to be filled. Procedures for ranking or grouping candidates on promotions will be determined by the employing jurisdiction. The selecting official will have access to the entire appraisal record of each candidate on the roster to help in making his final selection.

INTERCOM HAS OFFSPRING. Federal Executive Boards throughout the country have needed a news letter, in the opinion of Western Region Director Joseph H. Tippets, so he has started one for the Los Angeles Board for which he is chairman. Borrowing a page from FAA, he patterned the new publication after Intercom and named it FEBCOM. The new publication is being sent to all Federal executives in the Los Angeles area as well as to all FEBS and Federal executives in Washington who are concerned with FEB operations.

INSTALLATION AND MATERIEL SERVICE REVAMPED. Reorganization of IM, approved last week by the Administrator, abolishes the Procurement and the Materiel Management Divisions and establishes four new division, Procurement and Policy Standards, Procurement Operations, Logistic Policy and Standards and Facilities Establishment. The Program Management Division and the International Programs Staff will be abolished on or before March 31. Acting chiefs are: John E. Pernice, Procurement and Policy Standards, room 405A, ext. 26121, Samuel Rabilowitz, Procurement Operations, room 335A, ext. 26288 and W. B. Brown, Program Management, room 401B, ext. 26133. Other assignments are being worked out. The evaluation staff has moved to room 440C, ext. 26107.

NEW HIGHS REPORTED FOR CIVIL AVIATION. Civil aviation activities soared to new heights last year, according to the 1965 edition of the "FAA Statistical Handbook of Civil Aviation" released last week. Aircraft production valued at \$1.1 billion was 66 per cent higher in 1964 than the \$642 billion for 1963. A record 10,064 aircraft of all types were produced. The increase is due to stepped-up manufacture of general aviation (non-airline) fixed-wing aircraft which numbered 9,449, as compared with 7,628 in 1963. The production of 165 transport-type aircraft in 1964 more than doubled the number of transports shipped in 1963. Rotorcraft production rose from 413 in 1963 to 450 in 1964. Airline revenue passengers totaled 88.5 million in 1964, a 14 per cent increase over the 77.4 million in 1963. The airlines flew 58.5 billion revenue passenger miles (one paying passenger flown one mile) in 1964, a 16 per cent increase over the 50.4 billion passenger miles flown in 1963. Nearly 1.1 million tons of air cargo were flown 1,379.8 million ton-miles (one ton flown one mile) in 1964, as compared to the 908.8 thousand tons flown 1,097.4 million ton miles in 1963.

WAYNE M. CANNEY TO HEAD ACADEMY'S FLIGHT STANDARDS TRAINING. Wayne M. Canney, currently at the Central Region in the Flight Standards Division Operations and Maintenance Branch will replace Warren Smith as Chief of the Flight Standards Training Branch. Canney will report for duty on January 16. He began his FAA duties in the Air Carrier District Office in Nashville, Tennessee in October 1956, later moving to Kansas City, Missouri where he was assigned as FAA representative to TWA. He later moved into the Regional Office.

INTERNATIONAL AVIATION AFFAIRS REALIGNED. New emphasis on international aviation policy and program development was signaled by the establishment of a new International Programs and Policy Division in the Office of International Aviation Affairs. It replaces the Field Services Staff and the International Organizations Division. The new division, headed by Howard Helfert, will develop FAA's international aviation objectives in coordination with overall U.S. foreign policy and will serve as the focal point for Agency representation at international meetings not involving foreign assistance. The division also will advise other officials on international activities having political or national security implications. Also added to IA was a North Atlantic Systems Planning Staff and a Policy and Planning Staff.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 1-12-66. 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.

Applications are also solicited from employees on a Center-Wide basis who wish to be considered for REASSIGNMENT to announced positions.

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	AREA OF CONSIDERATION	KEY NUMBER
Position Location: ACPP-1725	FAA Depot Warehouseman-Forklift Operator, WB-6908-06	Storage Mgmt. Br.	274
Position Location: ACPP-1726	FAA Depot Parts Expediter, WB-6958-07	Storage Mgmt. Br.	298
Position Location ACPP-1727	FAA Depot Crater, WB-4621-07	Storage Mgmt. Br.	303

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 and/or the same area of consideration at the Aeronautical Center.

\*\*\*\*\* 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

66-2 January 11, 1966

*W Lloyd Lane*  
Director, Aeronautical Center

STREAMLINING PROPOSED FOR GRIEVANCE AND APPEALS SYSTEMS. Comments are invited from all employees on changes which are proposed for both the appeal system and the grievance system. The changes being considered are incorporated into two draft handbooks, Adverse Actions and Appeals and Grievances, which are available to employees on request. Comments should be made through supervisory channels no later than January 30. The changes are in the direction of providing a flexible, informal system which will prevent problems. Those that do occur would be resolved equitably and promptly through informal discussions between the employee and his first and second level supervisor. When informal settlement is not possible, grievances inquiries would be conducted by Agency officials appointed by the appropriate regional or center director or the manager of Headquarters Operations. At the option of the appointer, inquiries will be conducted either through individual interviews or a hearing, or a combination of both. The employee and his representative, if any, will have the opportunity to make a personal presentation to the grievance examiner prior to the final Agency decision. The final Agency decision would be made by the responsible regional or center director or head of office or service. Copies of the written decision and the findings and recommendations of the grievance examiner will be furnished the employee or his representative. Suspensions of 30 days or less would be handled as grievances instead of appeals.

AERONAUTICAL CENTER BLOOD BAND SEEKING DONORS. The Aeronautical Center Blood Bank, which dispensed 189 units of blood to employees during 1965, is again seeking blood donors to build up the supply for the coming year. The mobile unit will be parked near the CAMI building on Wednesday, January 26 from 9:00 a.m. until 1:00 p.m. Anyone meeting the medical requirements who desires to contribute may donate regardless of blood type. A donor must not have a past history of jaundice, diabetes, or heart disease. Also, blood will not be taken from anyone who has a sore throat or a common cold. In addition, a person must not have donated blood within the past six weeks. These medical precautions are maintained for the protection of the donor as well as the patient who will be given the blood. Donors should not eat a fatty or heavy meal before donating blood, but it is suggested some liquids such as coffee, tea or soft drink and a light snack be taken. Interested persons may schedule an appointment with Marie Davis, x-4141, or Kay Renner, x-4774. Administrative leave may be utilized for the purpose of donating blood in accordance with Paragraph 78h, PT P 3600.2.

WEEKENDS ARE BIG IN '66. Six three-day weekends are in store for most Agency employees this year. Of the eight legal holidays, six will extend the weekend by another day. Memorial Day, Independence Day and Labor Day fall on Monday; Veterans Day is a Friday, and Christmas and New Year's are on Sunday, which means Monday will be a day off.

FAA'S MEDICAL ADVISORY BOARD MEETS FOR FIRST TIME. A newly organized Medical Advisory Board, a 16-member advisory committee to the Federal Air Surgeon, met for the first time Monday at the Civil Aeromedical Institute. The group represents pilot organizations, airlines, NASA, aircraft manufacturers, National Institute of Health schools, the Navy, Air Force, and consists of pilots, engineers and doctors with varying specialities. Following the stay in Oklahoma City the group was scheduled for a day and a half in Georgetown and Washington. Federal Air Surgeon Peter Siegel was host to the group. Dr. Charles I. Barron, medical director for Lockheed of California conducted the meeting.

FLIGHT STANDARDS TECHNICAL DIVISION MAN WINS \$1000 AWARD. Ralph Hare, Engineering and Manufacturing Branch, Flight Standards Technical Division, this week was presented with a Special Service Award Certificate and \$1000 cash for his efforts in the study of a recent air crash that had brought a one million dollar claim against the Agency. Hare's study, including the finding of a part not properly designed for the particular aircraft, has given the Agency grounds to disallow the more than one million dollar claim.

CSC BARS MEDICAL EXPENSE PROFITS. The Civil Service Commission has barred any combination of Federal employee health insurance benefits and Medicare which would pay Government workers more than their actual medical expenses. By virtue of private industry service, it is estimated that more than 40 per cent of Government workers have or will have accumulated enough social security credits to qualify them for Medicare (90 days hospital care) at age 65. All Government employees at age 65 are eligible for the supplemental medical coverage which will cost them \$3 a month. Medicare coverage is free. The commission said that all Federal employee health plans would apply provisions to bar an individual from collecting from Medicare and his employee plan more than his medical expenses. This means that when Medicare becomes effective, all plans will adjust their benefits so that, in effect, they supplement rather than duplicate the benefits provided by Medicare. The CSC left to the employee the decision on whether he or she upon reaching age 65 should drop their Federal health plan and instead take a combination Medicare-supplemental benefits coverage -- this will depend on an employee's particular set of circumstances.

EDUCATIONAL OPPORTUNITIES KNOCKING AGAIN. Alert employees who recognize the need for continued education for employment growth again have the opportunity to consider night and weekend courses offered by the College of Continuing Education, University of Oklahoma, and the Oklahoma City Branch of Oklahoma State University Technical Institute. Courses offered will begin within shortly. The courses are given within the commuting area and are a convenient and economical way for the adult to further an education. For more detailed information contact the Training Branch, AC-11, or the Director of Admissions at the school of your choice. Copies of catalogs and brochures are available at either office.

PASS THE WORD, MARK YOUR BIRD. Owners and operators of fixed-wing aircraft are being reminded by the Agency that as of January 1, 1966, they must comply with the rule (FAR 45.25 and 45.29) requiring that fixed-wing aircraft display nationality and registration marks in letters 12 inches high on vertical tail surfaces or the sides of the fuselage. Although this rule was adopted some six years ago, for the last four years only newly built, rebuilt, repainted, or refinished aircraft have been required to comply with the 12-inch marking. Owners of older aircraft were given until January 1, 1966, to comply.

TEXAS EDUCATORS VISIT FAA ACADEMY. Seven representatives of the Texas Educational Agency and the James Connolly Technical Institute visited the FAA Academy on January 11 during a visit to Oklahoma City. They were addressed by Dr. C. Dale Rea, Academy Superintendent. The trip was made to visit other technical institutes in the Oklahoma City area.

WEBER APPOINTED RD DEPUTY. The Administrator announced last week the appointment of John A. Weber to Deputy Director, System Research and Development Service. Weber, the former chief of the ATC Development Division, has been acting deputy director. He joined FAA in 1958 as chief of the Data Acquisition Branch after 15 years of engineering assignments with the Department of the Navy. Weber earned a BSEE degree at Cooper Union Institute of Technology in 1936 and worked four years as an electrical design and operating engineer for the Niagara-Hudson Power Company before entering civil service with the Navy's Bureau of Ships in 1943. He received the Navy's Meritorious Civilian Service Award in 1956.

SWEARINGEN HONORED FOR STUDY. John J. Swearingen, chief, Protection and Survival Laboratory, CAMI, receives the Metropolitan Life Award of Honor Thursday night at the S.A.E. meeting in Detroit. Swearingen won the award for his study "Tolerances of the Human Face to Crash Impact".

FLIGHT RECORDERS TO TAKE BACK SEAT. In a new ruling effective February 5, 1966, flight recorders now required on all large turbine aircraft are to be located as far toward the rear of the aircraft as possible to minimize the possibility of damage in case of a crash. The new rule also increases minimum performance standards of recorders to better withstand atmospheric elements as well as effects of water, fire and impact forces. Compliance with the rule, which specifies location for the first time, is set at December 15, 1967. Flight recorders provide data on aircraft heading, altitude, airspeed, vertical acceleration (G-forces) and time, all of which may be pertinent information for accident investigation.

DULLES MEMORIAL POOL DOING BRISK BUSINESS. Coins tossed into the Memorial Pool in the lower lobby at Dulles International Airport since its dedication in November 1962 now total \$7,869.87. All the money retrieved from the pool is turned over to Travelers Aid.

TRADING STAMP PROBLEM LICKED. Trading stamps acquired through official Government purchases should be accepted, according to Agency Order 2722.2, and donated to worthwhile welfare organizations.

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Closing Date: 1-19-66. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

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ACPP NUMBER	POSITION TITLE, SERIES & GRADE	AREA OF CONSIDERATION	KEY NUMBER
Position Location: ACPP-1728	Data Services Division Mathematician, GS-1520-12	Center Wide	*
ACPP-1729	Digital Computer Programmer GS-331-12 (2 positions)	" "	165
ACPP-1730	Digital Computer Systems Analyst GS-334-12 (3 positions)	" "	286
Position Location: **FPP-AC-66-1731	FAA Academy Gen. Aviation Oper. Specialist GS-1825-13	Agency Wide	***

- \*Requirements on file in X-118, Room 104, Hq. Bldg.
- \*\*Closing Date 1-27-66
- \*\*\*Qualifications on file Room 103, Hq. Bldg.

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# INTERCOM

FEDERAL AVIATION AGENCY

66-3 January 18, 1966

*W Lloyd Lane*  
Director, Aeronautical Center

JET SET FOR WASHINGTON NATIONAL. On April 24, 1966, Washington National Airport will be opened for scheduled airline service in two and three-engine short haul jets, thus significantly reducing the flight time to certain major cities in the eastern half of the United States. Airlines have agreed to limit non-stop jet operations from WNA to a radius of approximately 650 miles, except for non-stop service up to 1,000 miles which was available from the airport in 1965. The readjustment of landing fees at both Washington National and Dulles has been completed. The landing fees at both airports will be 32¢ per 1,000 lbs. for jets. The Agency estimates that net revenues from landing fees during the first year of jet operations will increase approximately \$550,000. During fiscal year 1965, landing fees at Washington National returned about \$1.1 million to the U. S. Treasury.

462 EMPLOYEES RETIRE UNDER BONUS PLAN. Final tally shows that 462 FAAers, or nearly half of those eligible under the bonus feature of the retirement bill, elected to retire before the deadline date of December 30. Of the group, 181 received certificates for Government service of thirty years or more. By regions and centers, the totals were: Eastern, 46; Southern, 48; Southwest 46; Western, 92; Central, 62; Pacific, 7; Alaskan, 6; Headquarters (includes EU), 112; Aeronautical Center, 34; and NAFEC, 9.

MANAGEMENT SERVICES EVALUATIONS BEGIN. The first comprehensive evaluation by the Office of Management Services is being conducted now in the Southern Region. Similar evaluations, conducted by representatives from each division of MS, are scheduled for the Eastern and Central Regions and the Office of Headquarters Operations during this fiscal year. The remaining regions will be covered during a 21-month evaluation cycle.

FIVE-YEAR AVIATION FORECASTS CLIMB. Significant increases in aviation activity are forecast by the FAA for the next five years, according to the Agency's publication "Aviation Forecasts, Fiscal Years 1966-71" released last week. The forecast, which is used by the Agency in planning FAA's Five-Year Program, includes figures on numbers of passengers in airline operations, numbers of aircraft in general aviation, gallons of aviation fuel to be used, and other operational figures. U.S. domestic and international scheduled airlines will annually carry nearly 160 million passengers and fly almost 113 billion revenue passenger-miles by fiscal year 1971, which is almost twice that of FY '65 when U.S. carriers flew 95 million passengers and 63 billion revenue passenger-miles. In general aviation, the aircraft fleet will increase from 88,742 as of January 1965 to 123,400 by 1971 with most of the increase in large single-engine aircraft. General Aviation will log 22.8 million flight hours in FY '71 in contrast to the 16.2 million logged in 1965.

BLOOD BANK SEEKING DONORS. Donors desiring to contribute to the Aeronautical Center Blood Bank on January 26 should contact Marie Davis, x=4141 or Kay Renner, x=4774 to make an appointment. The facilities of the Employee Health Center in the Civil Aeromedical Institute will be utilized from 9:00 a.m. until 1:00 p.m. on the day indicated and not a mobile unit as indicated in last week's INTERCOM. Persons with any type blood are requested to donate to help build up the supply. Last year 189 units were made available to employees of the FAA in the Oklahoma City area.

PILOTS REMINDED TO FILE FLIGHT PLANS. Recent incidents make it desirable to remind pilots who fly Agency aircraft that it is necessary to file flight plans for each flight in an agency aircraft, and that includes rental aircraft, while on FAA business. Agency handbook FS P 4040.1 Ch3, Handbook for the Operation of FAA Aircraft states in para. 3.020, "All flights will be adequately covered by a suitable flight plan filed with a control tower, flight service station, or operations office, as applicable, whether the flight is cross country or local, visual flight rules or instrument flight rules."

LIBRARY ASSOCIATION MEETS AT AERONAUTICAL CENTER. The Oklahoma Chapter of the Special Libraries Association met recently at the Aeronautical Center Library to discuss the subject of library standards, statistics, performance evaluation, and the need for emphasis on special library courses in library schools. Attending were representatives of petroleum companies, public, university, state and government libraries. The group was also given a tour of Center library facilities and a demonstration of the Termatex and photocopying equipment. Vern Hutchison, librarian, U.S. Bureau of Mines, Bartlesville, presided. Aeronautical Center librarian, James E. Gourley, is a member of the association's Board of Directors.

AGENCY FLIES AIRCRAFT TO KENYA. Two men of the Aeronautical Center's Aircraft Services Base Flight Evaluation Section depart Oklahoma City January 19 in a C-47 aircraft bound for Kenya, Africa. The men, Roy L. Mount, Jr., and Frank P. Lawrence, Jr., will land at Washington first for ceremonies on Thursday and to pick up navigator William M. Molesworth of the Atlanta FIDO. The aircraft was modified and painted with the colors of Kenya under a project involving the FAA and the Agency for International Development.

YOUR SAFETY. A monthly safety publication "Your Safety News" will soon be distributed to all Aeronautical Center employees through normal channels. Those Center employees who have already been receiving this publication are familiar with its contents — interesting safety information as well as articles on other subjects. Each month as you receive your copy, first read it and then why not stick it in your pocket and take it home for other members of the family to read.

ZIP IS A MUST. To comply with the new postal regulations requiring zip codes in all addresses, the Agency has ordered a limited supply of the 1800 page Zip Code Directory. You will be advised as to the location of these directories when they arrive. In the meantime, if you have the zip code, use it.

MANAGEMENT STUDENTS GROUP COMPLETES SYRACUSE STUDY. The 20 FAAers in the second Administrative Management Development Program complete the Academic part of their year-long program at Syracuse University and return to Headquarters January 24. Next in their middle management training program will be three months study on the internal administrative structure of the Agency followed by two field projects before they complete the course. Aeronautical Center personnel enrolled in this program-are C. O. Thompson and Bob A. Smith.

AGENCY PUBLICATION TO BE COMPUTERIZED. The FAA will be one of the first Government agencies to convert to a computerized typesetting technique with the April issue of "List of Medical Examiners." In this process, material to be set in type is sent to the Government Printing Office on magnetic tape for typographical programming. When fully operational, GPO's system will produce complete pages, ready to print, direct from computer magnetic tape at 300 to 500 times the speed of the present linotype method. This new method will ultimately result in a 30 per cent cost saving plus time saved in copy preparation, greater accuracy and more timeliness of the contents.

GROUP PLAN FOR PAY. A change in a U. S. Treasury regulation will save money for the Government by permitting the issuance of a single check covering the total earnings of all employees' accounts to the same financial institution. Employees are urged to cooperate in this plan to be adopted by the Agency by having their pay checks sent to a financial institution rather than to their home.

CONDUCT STANDARDS. All employees are expected to conform to the Agency's standards of conduct and the Code of Ethics for Government Service. These are set forth in the Agency's Handbook on Conduct and Discipline, PT P 3750.1A. Copies of the handbook are available in the various division and branch offices throughout the Center and in the Personnel Office, Room 128, Headquarters Building.

AREA MANAGER BROCHURE AVAILABLE. A brochure designed to acquaint the public with the new FAA area office plan has been shipped to each of the five contiguous regional offices for distribution to the aviation public. Included is a map showing the location of the regional and area office headquarters, jurisdictional boundaries, and the names and office addresses of the 18 area managers.

DEVELOPMENT COSTS RECOVERED. A "recovery of developmental costs" clause in a contract awarded by Installation and Materiel Service to the Hazeltine Corporation in 1962 has resulted in a recent payment of \$8,672.96 to the FAA by the company. The contract for development of small light-weight altitude transmission equipment (SLATE) for use in light aircraft resulted in a commercially marketable ATC transponder. Depending upon the sales volume of these transponders, the FAA is eligible under the contract clause to recover up to \$85,741, which is the total cost of the original developmental contract.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 1-26-66. 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.

Applications are also solicited from employees on a Center-Wide basis who wish to be considered for REASSIGNMENT to announced positions.

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	AREA OF CONSIDERATION	KEY NUMBER
Position Location: ACPP-1709A	Plant Engineering Division Air Cond. & Htg. Equip. Oper. WB-5401-09	CANCELLED	
ACPP-1732	Air Cond. & Htg. Equip. Oper. WB-5401-09	Center Wide	*
ACPP-1733	Carpenter, WB-4607-09	" "	*
ACPP-1734	Electrician, WB-2805-08	" "	167
Position Location: ACPP-1735	Data Services Division Card Punch Supvr., GS-356-05	Center Wide	**
Position Location: ACPP-1736	Audit Division Auditor, GS-510-11	Center Wide	263
Position Location: ACPP-1737	Administrative Services Division Gen. Communications Equip. Oper. GS-392-05	Center Wide	*
ACPP-1738	Gen. Comm. Equip. Oper. Supvr. GS-392-06	" "	*
Position Location: ACPP-1697C	I & M Depot Supply Systems Analyst, GS-2003-09	CANCELLED	
ACPP-1739	Supply Systems Analyst, GS-2003-09	Supply Mgmt. Div.	**
Position Location: ACPP-1711A	Accounting Division Accts. Maint. Clerk, GS-520-05	CANCELLED	

\*Requirements on file Room 103, Hq. Bldg.

\*\*Requirements on file Room 104, Hq. Bldg.

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

AERONAUTICAL CENTER  
VACANCY ANNOUNCEMENT  
JANUARY 21, 1966

New positions required to perform the budget analysis, management analysis, industrial engineering, program analysis, and administrative functions authorized in the regrouping of these activities have been established, and selections will be made from lists of eligibles established through this announcement.

Each employee presently serving in one of these types of positions or comparable position is encouraged to request consideration for any position for which he feels he is qualified and would be willing to accept if he were selected. Interested in-grade candidates are especially encouraged to apply since it is anticipated that most positions will be filled by reassignment.

The following announcements will be closed on 1-28-66. Applications should be received not later than 4:30 p.m. on the closing date. Employees must submit their requests on AC-135-1. You may use one set of form AC-135.1 to apply for more than one position by listing each ACPP number, position, title, series and grade in which you are interested. Request must be accompanied by a current Personnel Data Summary, FAA Form 2062. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

ACPP NO.	POS. TITLE, SERIES & GRADE ORGANIZATION	AREA OF CONSIDERATION	KEY NO.
	<u>Administrative Services Division:</u>		
ACPP-1740	Administrative Asst., GS-341-9	Center Wide	X-118
	<u>Data Services Division:</u>		
ACPP-1741	Administrative Asst., GS-341-9	Center Wide	X-118
	<u>Flight Standards Tech. Division:</u>		
ACPP-1742	Administrative Officer, GS-341-11	Center Wide	X-118
	<u>Budget Division:</u>		
ACPP-1743	Budget Analyst, GS-560-13	Center Wide	X-118
ACPP-1744	Program Analyst, GS-345-12	" "	"
ACPP-1745	Program Analyst, GS-345-11	" "	"
ACPP-1746	Supervisory Budget Analyst, GS-560-13	" "	"
ACPP-1747	Budget Analyst, GS-560-12 (4 positions)	" "	"
ACPP-1748	Budget Analyst, GS-560-11 (6 " )	" "	"
ACPP-1749	Clerk-Typist, GS-322-2	" "	"
ACPP-1750	Clerk-Steno., GS-312-3	" "	"
	<u>Management Analysis Division:</u>		
ACPP-1751	Supervisory Industrial Engineer, GS-896-13	Center Wide	X-118
ACPP-1752	Industrial Engineer, GS-896-12(2 pos.)	" "	"
ACPP-1753	Industrial Engineer, GS-896-11(2 pos.)	" "	"
ACPP-1754	Supervisory Management Analyst, GS-343-13	" "	"

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ACPP NO.	POS. TITLE, SERIES & GRADE ORGANIZATION	AREA OF CONSIDERATION	KEY NO.
<u>Management Analysis Division (cont'd)</u>			
ACPP-1755	Management Analyst, GS-343-12 (2 positions)	Center Wide	X-118
ACPP-1756	Management Analyst, GS-343-11 (2 positions)	" "	"
ACPP-1757	Management Analyst, GS-343-9	" "	"
ACPP-1758	Clerk-Steno., GS-312-4	" "	"
<u>FAA Academy:</u>			
ACPP-1759	Administrative Officer, GS-341-14	Center Wide	X-118
ACPP-1760	Administrative Asst., GS-341-9 (2 positions)	" "	"
ACPP-1761	Administrative Asst., GS-341-7 (2 positions)	" "	"
ACPP-1762	Program Analyst, GS-345-12	" "	"
ACPP-1763	Program Analyst, GS-345-11	" "	"
ACPP-1764	Program Analyst, GS-345-9	" "	"
ACPP-1765	Records Clerk, GS-301-4 (2 positions)	" "	"
ACPP-1766	Electronic Engineer (General), GS-855-13	" "	"
ACPP-1767	Safety and Defense Readiness Officer, GS-301-9	" "	"
<u>Civil Aeromedical Institute</u>			
ACPP-1768	Administrative Officer, GS-341-14	Center Wide	X-118
ACPP-1769	Program Analyst, GS-345-11	" "	"
ACPP-1770	Administrative Asst., GS-341-7	" "	"
ACPP-1771	Secretary (Steno), GS-318-5	" "	"
ACPP-1772	Clerk-Steno, GS-312-4	" "	"
ACPP-1773	Clerk-Typist, GS-322-3	" "	"
<u>Aircraft Services Base</u>			
ACPP-1774	Administrative Officer, GS-341-14	Center Wide	X-118
ACPP-1775	Administrative Asst., GS-341-9	" "	"
ACPP-1776	Administrative Asst., GS-341-7 (5 positions)	" "	"
ACPP-1777	Management Analyst, GS-343-11	" "	"
ACPP-1778	Management Analyst, GS-343-9	" "	"
ACPP-1779	Program Analyst, GS-345-12	" "	"
ACPP-1780	Program Analyst, GS-345-11 (2 positions)	" "	"
ACPP-1781	Program Analyst, GS-345-9	" "	"
ACPP-1782	Clerk-Steno, GS-312-4	" "	"
ACPP-1783	Clerk-Steno, GS-312-3	" "	"

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ACPP NO.	POS. TITLE, SERIES & GRADE ORGANIZATION	AREA OF CONSIDERATION	KEY NO.
	<u>FAA Depot</u>		
ACPP-1784	Program Evaluation Officer, GS-301-15	Center Wide	X-118
ACPP-1785	Supv. Supply Systems Analyst, GS-2003-13	" "	"
ACPP-1786	Supply Systems Analyst, GS-2003-12	" "	"
ACPP-1787	Data Processing Requirements Spec., GS-301-11	" "	Spec Qual Rm 104
ACPP-1788	Management Analyst, GS-343-11	" "	"
ACPP-1789	Program Analysis Officer, GS-345-13	" "	"
ACPP-1790	Program Analyst, GS-345-12	" "	"
ACPP-1791	Program Analyst, GS-345-11	" "	"
ACPP-1792	Administrative Officer, GS-341-11	" "	"
ACPP-1793	Administrative Asst., GS-341-9 (4 positions)	" "	"
ACPP-1794	Administrative Asst., GS-341-7 (3 positions)	" "	"
ACPP-1795	Clerk-Steno, GS-312-4	" "	"
ACPP-1796	Clerk-Typist, GS-322-3 (2 positions)	" "	"

# INTERCOM

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

66-4 January 25, 1966

*W. Lloyd Lane*  
Director, Aeronautical Center

ADMINISTRATOR PRAISES AC EMPLOYEES' "CUSTOMER SERVICE." FAA Administrator William F. McKee has commended the FAA Academy and Data Services Division in letters to Center Director W. Lloyd Lane. Specifically, James W. Campbell, Carl Edmison and Jim Shelly, General Aviation Specialists in the Flight Standards Training Branch were praised for their efforts in a recent Flight Seminar held in Pierre, South Dakota. A letter to the Administrator from the South Dakota Director of Aeronautics prompted the commendation from Administrator McKee. The other letter of commendation mentioned Airmen Certification for "efforts above and beyond the normal" in satisfying customers. The Administrator, in both letters, said "I receive letters like these with a special sense of pride. As you know, I consider customer service as one of our most valuable duties."

FLIGHT SAFETY FOUNDATION TO MEET HERE SATURDAY. The Flight Safety Foundation of New York City will hold a rally for all area pilots in the Aeronautical Center Auditorium Saturday, January 29 beginning at 9:30 a.m. The meeting will consider such topics as weather, accidents, high-altitude operations, aircraft fuel systems and others. All pilots are invited to attend. Luncheon will be available in the cafeteria at noon.

RESERVE PARTICIPATION. Employees who are reservists in any of the Armed Forces are reminded of the requirement to report any change in their reserve status by completion of a new FAA Form 2580 to be submitted to AC-14.C. Special importance is attached to changes from "Ready" to "Standby" or "Standby" to "Ready". Employees who become reservist from a non-reserve status should also submit FAA Form 2580. Direct any inquiries for information to Lowell Bracher, ext. 2663.

AES ELECTS CHAPTER OFFICERS. The Aeronautical Center Chapter of the Airways Engineering Society recently elected Chapter Officers for 1966 as follows: George R. McKinnis, AC-947.2, Chairman; Ralph K. O'Neal, AC-946.1, Vice-Chairman; William H. Gix, AC-975.2, Secretary; F. William Le Fevre, AC-945.2, Treasurer; Charles L. Makey, AC-947.4, Membership Director; Ellard W. Foster, AC-471.2, Program Director. Ralph O'Neal also serves on the AES National Board of Directors. The Airways Engineering Society is officially recognized as a professional organization by the FAA. Members have dedicated themselves to excellence in the installation and maintenance of the complicated electronic devices which contribute so much to the safety of the flying public.

EMPLOYEE VEHICLE REGISTRATION CHANGE. Employees are reminded that current Order AC 1600.18 no longer requires vehicle owners to report changes in state auto license numbers. Reports should only be made when obtaining a different vehicle.

COLLEGE CREDITS OFFERED ON TV. Area residents who qualify for admission to the University of Oklahoma may gain three college credit hours by enrolling in a beginning "Elements of Psychology" course to be offered by TV Channel 13 starting soon. Registration for the course extends from January 28 through February 1. Final day for enrollment is February 10. The course continues through May 19. Greater Oklahoma City area residents should enroll at the Adult Institute, Oklahoma City Public Schools, 817 North Robinson, CE 2-5273. Others may enroll by mail or in person at the Department of School and Community Services, University of Oklahoma, 1600 Asp, Norman. Enrollment cost is \$37.50. Other details may be obtained at the place of registration.

ASSISTANCE IN FILING FOR HOMESTEAD EXEMPTION. A representative of the Oklahoma County Assessor's Office will be at the Aeronautical Center on February 1 and 2, 1966, 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 126 of the Headquarters Building. This assistance is available ONLY to employees who live in Oklahoma County. Others may receive assistance at the County Assessor's Office in the county where they reside. Employees filing for Homestead Exemption for the first time must bring either their deed, or the complete legal description of the property. Those who desire other assistance should bring the forms they recently received from the Oklahoma County Assessor's Office. Normally it takes about 10 minutes per person. However, to avoid waiting in line, please call ext. 2638 prior to February 1, and arrange for an appointment.

AES MEMBERS TO CO-HOST MEET IN TULSA. Aeronautical Center members of the Airways Engineering Society will join the Southwest Region members of the AES in hosting the 1966 National Convention of the Airways Engineering Society. The 1966 convention will be held in Tulsa, June 30th, July 1st and 2nd. It is planned to present a program of significance by prominent speakers from the FAA and the Aviation and Aerospace Industries.

TRADING STAMPS AND GOVERNMENT VEHICLES. Operators of government vehicles are reminded to accept trading stamps from vendors in all cases in which the government is entitled to such stamps. All such stamps shall be turned in to the Motor Fleet Section, AC-44.1, for distribution in accordance with Agency Order 2722.2.

BLANCHE W. NOYES HONORED BY BRAZILIAN GOVERNMENT. Blanche W. Noyes, FAA air marking specialist and veteran aviatrix, was honored last week by the Republic of the United States of Brazil for outstanding and meritorious services given to the Aeronautic of Brazil. In a ceremony held at the Brazilian Chancery in Washington last Thursday, Mrs. Noyes was tendered the silver medal of "Merit of Santos Dumont" by the Brazilian Charge d'Affaires. Mrs. Noyes is the first U. S. woman pilot to be so honored. The medal is presented to Brazilians and foreign nationals in recognition of outstanding services rendered the Aeronautic of Brazil. Mrs. Noyes has been with the FAA and its predecessor agencies for the past 30 years in charge of air marking for the United States and its territories. She has assisted many foreign countries in establishing air marking systems of their own.

NEW OBLIGATIONAL AUTHORITY IN AGENCY'S FY'67 BUDGET. The FAA request for fiscal year 1967 appropriations, as included in the President's 1967 Budget will provide obligational authority of \$757,986,000. This amount reflects a decrease of \$110,374,500 from the fiscal year 1966 appropriations as adjusted for necessary pay increase supplementals. This will be an austere budget, but will provide funds for all essential operating programs of the Agency. The 1967 estimate includes a proposal to rescind \$21 million of obligational authority previously appropriated under Grants-in-aid for Airports. Also included is an estimate for \$80,000,000 to complete the design phase of the program development of the civil supersonic aircraft. The President will make further proposals later concerning the development and testing of a prototype SST. The following summary compares the proposed 1967 budget with appropriations for fiscal year 1966. (Figures in thousands.)

<u>Appropriation</u>	<u>New Obligational Authority</u>		
	<u>1966 a/</u>	<u>1967</u>	<u>Difference</u>
Operations	\$556,489	\$561,500	\$+ 5,011
Facilities and Equipment	49,800	28,000	- 21,800
Grants-in-aid for Airports	75,000	50,000 <u>b/</u>	- 25,000
Research and Development	37,500	30,000	- 7,500
Operation and Maintenance, Washington National Airport	3,731.5	3,779	+ 47.5
Operation and Maintenance, Dulles International Airport	4,590	4,707	+ 117
Construction, Washington National Airport	1,050	--	- 1,050
Construction, Dulles International Airport	200	--	- 200
Civil Supersonic Aircraft Development	140,000	80,000	- 60,000
<b>Total New Obligational Authority</b>	<b>\$868,360.5</b>	<b>\$757,986</b>	<b>\$-110,374.5</b>

a/ Includes \$9,616 (thousands) pay increase supplemental proposed for separate transmittal.

b/ \$71 million appropriated in 1966 for 1967. Legislation proposed in the 1967 budget would rescind \$21 million of the new obligational authority.

GENERAL TAYLOR NOMINATED FOR PERMANENT STAR. Ralph G. Taylor, Jr., Deputy Director of the Alaskan Region, who has held the temporary rank of brigadier general, USAF, since July 10, 1964, was notified last week of his nomination to the Senate for appointment to the permanent rank in that grade. General Taylor has served as Deputy Director of the Alaskan Region since September 19, 1963.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 2-2-66. 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.

Applications are also solicited from employees on a Center-Wide basis who wish to be considered for REASSIGNMENT to announced positions.

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	AREA OF CONSIDERATION	KEY NUMBER
Position Location: ACPP-1783	Aircraft Services Base (Spec. Ann.) Clerk-Steno, GS-312-3	CANCELLED	
ACPP-1797	Clerk-Dictating Machine Transcriber, GS-316-04	Center Wide	*
Position Location: ACPP-1798	FAA Depot (Equip. Services Br.) Powered Ground Equip. Repairer, WB-5857-10	Center Wide	159
Position Location: ACPP-1799	Data Services Division Digital Computer Programmer, GS-331-5 (6 positions)	Center Wide	**

\*Requirements on file Room 104, Hqs. Bldg.

\*\*See requirements on file in Room 104, Hqs. Bldg. Additional qualification requirements: FSEE; X-118 plus 100 to 124 college hours with 20 to 24 hours of mathematics.

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 and/or the same area of consideration at the Aeronautical Center.

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