

INTERCOM

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

66-27 July 5, 1966

W. Lloyd Lane
Director, Aeronautical Center

AERONAUTICAL CENTER TO FLY ASTRONAUTS TO OKLAHOMA CITY. The Center's Electra, N-111, will be used to fly astronauts Thomas Stafford and his Gemini co-pilot, Eugene Cernan, to Oklahoma City Friday morning. The astronauts will be feted by the Oklahoma City Chamber of Commerce. The two space men will land at the Aeronautical Center about 10:30 a.m. where they will take part in a brief ceremony before departing for town and a parade. Stafford, a native of Weatherford, is making his first public appearance in the state since the flight of Gemini 9. Employees will have a chance to see the famed space pilots on the ramp between Hangars 9 and 8. A special area will be roped off for Aeronautical Center personnel.

TRANSPORTATION DEPARTMENT CLEARS HOUSE GOVERNMENT OPERATIONS COMMITTEE. On June 29 the full House Committee on Government Operations approved the Department of Transportation legislation with amendments. This clears the way for consideration of the Bill by the House. Important amendments include designation of a Federal Aviation Administration by law and provision for the appointment of the Federal Aviation Administrator by the President subject to Senate confirmation. The Bill also provides that the heads of the aviation, rail, maritime and highway administrations and the Commandant of the Coast Guard will report directly to the Secretary. An Office of Accident Investigation under the Secretary of Transportation would be established to perform functions now carried out by the CAB's Bureau of Safety. In the meantime, the Senate Committee on Government Operations concluded its hearings on June 29 and is expected to complete action on the Bill within the next few weeks.

FLIGHT INSPECTION C-135 TRANSFERRED TO PACIFIC REGION. The following telegram was received from Pacific Region Director Philip A. Swatek upon arrival of one of the Agency's C-135 aircraft at Honolulu. "RESPLENDENT N-98 RECEIVED IN WARM AND BEFITTING HAWAIIAN STYLE. ALL OF US EXTREMELY PROUD OF AIRPLANE. RESULTS OF WORK DONE IN OKLAHOMA SPECTACULAR. AIR FORCE ASSOCIATES GREATLY IMPRESSED AS WELL. WE IN THE PACIFIC REGION GRATEFUL TO ALL OF YOU AT THE CENTER AND WILL REMAIN GRATEFUL FOR YOUR SKILL AND CARE IN OUR NEW JET TRAVEL ACROSS THE GREAT OCEAN." Personnel of the Aircraft Services Base had completely refurbished the aircraft prior to its assignment to the Pacific Region for Flight Inspection purposes.

C-8 Special Distribution AC-5

FIRST NEGRO COMPLETES AIR CARRIER JET TRANSITION COURSE. John R. Briggs, Chicago ACDO, has become the first Negro to become jet qualified in his position as an Air Carrier Operations Inspector. Briggs completed a six weeks course last week in the Convair 880. He joined the FAA in 1963 after retiring from the Air Force where he logged 5000 hours of flying time including 2000 hours flying B-47's for the Strategic Air Command.

OKLAHOMA CITY CHAPTER AIIE WINS AWARD FOR EXCELLENCE. The Oklahoma City Chapter of the American Institute of Industrial Engineers won the Award of Excellence and 1st place in this Region for Chapter Development for the past year. Bill Erwin, Chief Staffing Validation Team, AC-60, was president of the Chapter during the year for which the award was made. Dave Barger and Bill Bonnell, both of AC-60, served as Vice-President and Chairman in Charge of Chapter Development, respectively. The award is based upon such factors as quality of programs, growth in membership and projects sponsored by the Chapter during the year. It is granted by the National Office of AIIE after evaluation of the ten Chapters in the Southwest Region comprised of the States of Texas, Oklahoma, New Mexico and Colorado. The local Chapter has 80 members representing every major industry in Oklahoma City.

HAPPY NEW YEAR! FISCAL YEAR, THAT IS. At midnight June 30 the 1966 fiscal year quietly slipped away and July 1 ushered in fiscal 1967. Since the Congress has not completed action of the Independent Offices Appropriation Bill which includes funds for the FAA, the Agency will function for the next few weeks under a "continuing resolution." This means that program levels must be held to those of 1966. Because of the relatively few increases in the Agency budget no particular difficulty is expected to result from the delay in the availability of 1967 appropriations.

UNNEEDED FORMS GET THE AX. A review of over 2,100 Washington Headquarters-originated forms has resulted in the elimination of 560 Agency standard forms. Another 350 will be improved and simplified. As a result of this review, 44 percent of all headquarters-prescribed forms will disappear or be made more useful. Annual savings to the Agency are expected to exceed \$160,000.

ACCOUNTING CONCEPTS ESTABLISHED. A key milestone in the Agency's comprehensive Financial Management Improvement Program was reached on June 30 when informal approval of the Agency's handbook on Accounting Principles, Concepts and Standards was received from GAO staff and the handbook was formally transmitted by the Administrator to the Comptroller General. The principles set forth in the handbook provide the basic guidelines for improving the remaining accounting projects in the Agency's Financial Management Improvement Program and will help equip Agency managers with the information needed to effectively manage funds and control costs.

AGENCY MEDICS SHIFT. Dr. Harry L. Gibbons, Regional Flight Surgeon in the Southwest Region, was named chief of the Research Branch of the Civil Aeromedical Institute at Oklahoma City. Named to succeed Gibbons in Fort Worth was Dr. Clyde A. Lynn, Assistant Regional Flight Surgeon in the Southern Region, Atlanta. The Assistant Regional Flight Surgeon in Fort Worth, Dr. John W. Ellis, Jr., goes to Atlanta to replace Dr. Lynn. Both Gibbons and Lynn hold commercial pilot licenses and Ellis is a private pilot. Lynn also holds a flight instructor rating. At CAMI, Gibbons will be responsible for aeromedical research in such areas as crash injury prevention, passenger and crew escape from downed aircraft, assessment of performance among pilots and air traffic personnel who serve in demanding environments, and studies of the effects of aging and disease on airman performance.

EFFECTIVE DATE POSTPONED FOR NEW PROCEDURES ON WRITTEN TESTS. A new Agency policy under which applicants for airman certificates would have been permitted, after June 26, to take the written portion of the tests without first meeting the aeronautical experience requirements will not become effective until August 15. The new procedures, published as amendments to Parts 61, 63 and 65 of the Federal Aviation Regulations, made no changes in the basic requirements for any airman certificate. Their intent was to provide more flexibility in the order in which certain parts of the airman tests could be taken. The postponement was ordered by the Administrator to avoid any possible misunderstanding of the intent of the changes and to allow more time for receiving any specific examples of possible adverse effect of the amendments on the quality of airman certificates.

FLIGHT TESTS IN GYROPLANES CLARIFIED. An applicant for a private pilot flight test in a single-place gyroplane may have his piloting competency determined by an inspector who observes the flight test from the surface. The spreading popularity of gyroplanes makes it important that FAA personnel who deal with applicants for ratings be familiar with the procedures for awarding gyroplane ratings. The Agency Pilot and Flight Instructor Handbook, 8420.1 (4/1/66), covers this subject in Par. 71, Chap.4, on page 36. An applicant who demonstrates satisfactory competency in all aspects of the three-phase test should be issued a private pilot certificate with a rotorcraft/gyroplane rating, limited to solo flight operations.

FAA/DOD AGREE ON COMMON ATC PROCEDURES. Air traffic control procedures and phraseologies used at all facilities which provide air traffic service will be incorporated into one manual. Special ATC procedures used by the military services will be incorporated into the ATC Procedures Manual (AT P 7110.1B) as change number 8. The change becomes effective August 18, 1966.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: July 13, 1966. 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.

Employees who want to be considered for any of these positions must submit request on AC Form 3330-12 (formerly AC Form 135-1 (2-64). Request must be accompanied by an Employees Appraisal Record, FAA Form 3693 or 3693-1, as appropriate, if one has not been previously submitted. Write "PARTIAL" at top of the form. This copy will be used by AC-14 for all Promotion Plan purposes until the regular annual EAR is received. FAILURE TO FOLLOW THE ABOVE PROCEDURES IS LIKELY TO ELIMINATE THE EMPLOYEE FROM CONSIDERATION.

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	AREA OF CONSIDERATION	KEY NUMBER
Position Location:	FAA Academy		
FPP-AC-66-1905	Supv. Air Carrier Oper. Spec., GS-1825-14	Agency Wide	*
FPP-AC-66-1906	Air Carrier Maintenance Spec., GS-1825-13	Agency Wide	*
FPP-AC-66-1907	Aviation Maintenance Spec., GS-1825-12	Agency Wide	*
FPP-AC-66-1908	Gen. Aviation Electr. Spec., GS-1825-12	Agency Wide	*
Position Location:	FAA Depot		
ACPP-1909	Supply Clerk (Typing), GS-2040-4	FAA Depot	*
ACPP-1910	Supply Clerk, GS-2040-3	Center Wide	*
ACPP-1892	Fork Lift Operator, WB-5704-5	Center Wide	116
Position Location:	Data Services Division		
ACPP-1911	Card Punch Operator, GS-356-4	¹ See Below	*
Position Location:	Flight Standards Technical Division		
ACPP-1912	Aviation Safety Specialist (Operations and Maintenance), GS-1825-13	Center Wide	**
Position Location:	Plant Engineering Division (2 positions)		
ACPP-1913	Electrician Helper, WB-2805-5	Center Wide	167
Position Location:	Administrative Services Division		
ACPP-1914	Mail Clerk, GS-305-3	² See Below	*
Position Location:	Management Analysis Division		
ACPP-1915	Management Technician, GS-344-7/9	Center Wide	271

* See requirements on file Room 103, Headquarters Bldg.

** See Requirements on file Room 103, Headquarters Bldg. Applications on this position will be accepted for reassignment or down grade only.

1 Areas of Consideration: CAMI, Data Services Division, National Flight Inspection Division.

2 Areas of Consideration: Staff offices, Staff Division, Office of Director, and International Liaison Office.

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 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

JUL 14 1966

AC922 *W. Lloyd Lane*
Director, Aeronautical Center

66-28 July 12, 1966

CARI-LIBRARY

PRESIDENT JOHNSON LAUDS AGENCY FOR ECONOMIES. President Lyndon B. Johnson in a letter to Administrator McKee July 6 lauded the Federal Aviation Agency "for reducing costs and manpower while absorbing additional workload and improving service to the public." The President also said, "The Agency has succeeded in combining economy in administration with a safety program which has helped the commercial air carriers of the United States achieve the best safety record in the world and the best record for any 5-year period in the history of American aviation." The letter was published in the July 11 issue of the Weekly Compilation of Presidential Documents.

PAY BILL SCHEDULED FOR SENATE-HOUSE COMMITTEE. The Senate passed Monday, July 11, 1966, the Federal employee pay raise, HR 14122, retroactive to July 1, 1966. The Senate variation offered some amendments to the House-passed bill, therefore, the bill must return to a House-Senate Committee for settlement of the differences. The bill then will go to the White House for signature.

PRIDE MAKES US MINUTEMEN. The support given the 1966 Savings Bond Campaign by FAA employees is a direct indication of their pride, loyalty and support for the top-flight organization they comprise. This is the gist of what Associate Administrator for Programs Arvin O. Basnight told key workers in the drive in letters acknowledging their support in this year's successful campaign. Overall participation in the Agency reached the 86.4 per cent mark with all regions and centers topping the 75 per cent goal. A Minuteman Flag, awarded by the Treasury Department on the basis of 97.9 per cent participation in the Washington Office, will fly from the flag pole in front of Agency headquarters. The final rate of participation at the Aeronautical Center totaled 94.3%, the highest ever attained. Another star will be added to the Center's Minuteman Flag, indicating the ninth consecutive year we have attained 90% or better participation. All who contributed to the success of the drive are to be congratulated.

DIALING MADE IT EASY. On July 5, Helen K. Hart became the first Aeronautical Center employee to make use of the Dial-A-Suggestion system. Mrs. Hart, employed as a Clerk-Stenographer in the Flight Standards Training Branch of the Academy, had an idea on how Aeronautical Center facilities could be more efficiently utilized. After reading the Special Intercom pertaining to Dial-A-Suggestion, Mrs. Hart picked up the phone and submitted her suggestion. Don't delay, act now and be the first person in your organization to submit a beneficial suggestion via telephone extension 4680.

NEW AGENCY HANDBOOK AIDS NEXT OF KIN. The FAA policy of giving all possible assistance to the next of kin of deceased or missing FAA personnel is covered in Agency Handbook 3800.1. Guidance on how to provide prompt assistance in such emergencies is covered in a ready reference form.

FULL PAY PROTECTION AVAILABLE WITHOUT COST. A form of insurance which pays your full salary while you are away from work because of illness is available free to all regular Civil Service employees in various amounts. Not everyone looks at sick leave that way, however. Long periods of serious illness are unpleasant to think about, and too few nurture their sick leave balance to take care of these emergencies. The more sick leave you have accumulated--and there is no limit to the hours you can amass--the longer you continue to draw full pay during illnesses. The new employee starts with a zero balance, so it is especially important that each hour accrued be viewed like an increase in the face value of your health policy. That's what it is!

NEW TRANSPONDER TESTED ON C-141. The radar beacon transponder on the Air Force's C-141 which transmits both identification and altitude was tested recently with "favorable preliminary results" using NAFEC laboratory ground environment. NAFEC has the only ground environment available for such tests.

DEPOT GROUP JOINS PROUD RANKS. The 12 members of the FAA Depot's Export Packing Unit were honored last week for their outstanding accomplishment in the movement of materials to the Far East. Following their development of tropical shipping techniques, the supply shipment was delivered to Viet Nam with a recorded defect rate of only .7%.... For their excellent contribution to Zero Defects, these Aeronautical Center employees are congratulated as PROUD Performers.

STRICKLER AND CRESWELL RECEIVE FELLOWSHIPS. Under a program designed to give promising Federal executives a better understanding of Congressional operations, Tom Creswell, OPT, and Mervin D. Strickler Jr. GA, have been awarded fellowships extending from November 1966 to September 1967. They will work full time in offices of Congressmen and Senators and with staff members of Congressional committees in a variety of planned activities.

SEMI-AUTOMATIC ATC UNITS UNDER CONTRACT. Jacksonville ARTCC and NAFEC are a step nearer to having semiautomatic air traffic control facilities with the award of two contracts totaling \$1.95 million. A \$967,500 contract with Philco calls for installation of computer updating equipment (CUE) at both sites. With CUE, controllers enter flight information directly into the control computer complex by using data keyboards at the control sectors. All personnel concerned with a particular flight may then have the computer-processed information displayed on their individual consoles. A contract of \$987,679 with IBM calls for their integrating electronic equipments into a semiautomatic ATC subsystem which will: generate luminous data tags for identifying radar targets on radarscopes, filter and select data going from the computer to the scope, convert radar echoes into digital messages acceptable to the computer, print and update flight progress strips at control sectors and receive and print flight information received from remote locations. The Jacksonville installation is now being assembled toward an operational date in 1968. The NAFEC installation is scheduled to begin operating in 1967. It will be used for simulating air traffic control situations and problems to help in planning the automated subsystems which will eventually be used in air traffic control facilities throughout the country. Equipment for automatically monitoring the operation of the two systems is being developed by Stelma, Inc., under a \$525,000 contract.

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GENE KROPF RECEIVES MERITORIOUS SERVICE AWARD. Gene Kropf, Public Affairs Officer for the Western Region, has received the FAA's second highest employee honor, the Meritorious Service Award, for his outstanding work with teachers and school administrators in the field of aviation education and also for his efforts to improve public understanding and support of the Agency's activities and objectives. The award was presented to Kropf in Los Angeles by Western Region Director Joseph H. Tippets on behalf of General McKee. Kropf has been with FAA since 1957 as his Region's public affairs officer.

OPEN SEASON SCHEDULED ON HEALTH BENEFIT CHANGES. Now is the time to study the various health benefit plans so that you can be sure of the option that best suits your needs. During the open season scheduled November 14-30, those eligible for health benefit enrollment may change plans, change options or enroll in a plan if not already covered. Open season must be held at least once every three years. The last was held in February 1965. Changes are made by submitting Health Benefits Registration Form SF-2809 to your personnel office. Watch for further announcements.

ADVISORY CIRCULARS REPLACE 'MECHANIC'S BIBLE'. Civil Aeronautics Manual 18, which was published originally in the 1930s, has been rewritten completely for the first time in the form of two new Advisory Circulars. CAM 18, known throughout the aviation industry as the "Mechanic's Bible," has been updated periodically to keep it abreast of methods and practices for making aircraft inspections, repairs and alterations which are acceptable to FAA. The new version, published as companion manuals for mechanics' convenience, will take effect immediately. "Aircraft Inspection and Repair," FAA AC No. 43.13-1, covers wood and metal aircraft structures, fabric coverings, control cables and terminals, aircraft hardware and equipment, systems, instruments and other topics. "Aircraft Alterations," FAA AC No. 43.13-2, contains structural data and information on installation of radios, antennas, anticollision lights, skis, oxygen systems and other details.

CON GAME CALLED HALL OF FAME. An organization calling itself "Executive and Professional Hall of Fame" is approaching prominent officials in both Government and industry with a scheme which, apparently, is fraudulent. Approach is by a letter which advises the target that he has been nominated for membership. The letter asks the "nominee" to complete an application and pay \$100 to cover the cost of a plaque, a book which lists members, and a lifetime membership. Agency personnel who receive this type of material are asked to refer it to the nearest Compliance and Security Office.

(CONTINUED FROM PAGE 4)

*** Requirements: Single Agency Qualifications Standards (Non-Competitive) on file Room 103, Hq. Bldg. Will serve as instructor/flight engineer, ground and flight, on the DC-6 and Lockheed Electra. Incumbent required to instruct on various systems of the Convair 340/440 type aircraft.

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 area of consideration at the Aeronautical Center.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: July 20, 1966. The best qualified applicant will be selected for these positions regardless of race, color, creed, sex or national origin.

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Employees who want to be considered for any of these positions must submit request on AC Form 3330-12 (formerly AC Form 135-1 (2-64)). Request must be accompanied by an Employees Appraisal Record, FAA Form 3693 or 3693-1, as appropriate, if one has not been previously submitted. Write "PARTIAL" at top of the form. This copy will be used by AC-14 for all Promotion Plan purposes until the regular annual EAR is received. FAILURE TO FOLLOW THE ABOVE PROCEDURES IS LIKELY TO ELIMINATE THE EMPLOYEE FROM CONSIDERATION.

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	AREA OF CONSIDERATION	KEY NUMBER
Position Location: ACPP-1916	National Flight Inspection Div, FIFO-3, Los Angeles Electronic Technician (Gen), GS-856-12	Natl. Flt. Insp.	*
Position Location: ACPP-1917	Aircraft Services Base Aerospace Engineer, GS-861-12	Center Wide	*
Position Location: ACPP-1918	CAMI Electronic Development Tech.(Instrumentation.), GS-856-11	Center Wide	**
Position Location: ACPP-1919	Operations Staff Chief, Operations Staff, GS-301-14	Center Wide	*
Position Location: ACPP-1920	Personnel and Training Division Employee Development Officer, GS-235-11	Center Wide	155
Position Location: ACPP-1921	FAA Depot Crater, WB-4621-7	FAA Depot	303
ACPP-1922	Clerk-Typist, GS-322-3	Center Wide	*
ACPP-1923	Teletypewriter Repairer, WB-2509-10 (3 positions)	Center Wide	158
Position Location: ACPP-1924	Flight Standards Technical Div. Clerk, GS-301-4	Center Wide	*
Position Location: ACPP-1925	Plant Engineering Division Carpenter, WB-4607-9	Center Wide	*
ACPP-1926	Electrician, WB-2805-10	Center Wide	*
ACPP-1927	Mobile Equip. Body & Fender Rep., WB-3809-8	Center Wide	*
Position Location: FPP-AC-66-1928	FAA Academy Aircraft Systems Operations Spec., GS-1825-12	Agency Wide	***
Position Location: ACPP-1929	Aeronautical Center Counsel Clerk-Steno, GS-312-4	Center Wide	*

* Requirements on file Room 103, Hq. Bldg.

** Requirements on file Room 103, Hq. Bldg. Applications for this position will be accepted from ingrade and downgrade candidates only.

(CONTINUED ON PAGE 3)

INTERCOM

FEDERAL AVIATION AGENCY

W. Lloyd Lane
 Director, Aeronautical Center

66-29 July 19, 1966

PRESIDENT SIGNS FEDERAL PAY BILL. President Johnson Monday signed the Federal Pay Bill thus setting in motion the machinery to give raises of 2.85 per cent to 1,800,000 classified and postal workers and new fringe benefits sufficient to bring the total package to 3.35 per cent in new gross compensation. Aeronautical Center employees will see the basic raise on next week's paycheck, according to Accounting Division Chief, John Hall. (SEE NEW PAY SCALE BELOW.) Another measure which authorizes variations of workweek for educational purposes (INTERCOM 66-23) has received the Presidential signature. Guidance on this bill will be issued by the CSC.

Grade	Per annum rates and steps									
	1	2	3	4	5	6	7	8	9	10
GS-1.....	\$3,609	\$3,731	\$3,853	\$3,975	\$4,097	\$4,219	\$4,341	\$4,463	\$4,585	\$4,707
GS-2.....	3,925	4,058	4,191	4,324	4,457	4,590	4,723	4,856	4,989	5,122
GS-3.....	4,269	4,413	4,557	4,701	4,845	4,989	5,133	5,277	5,421	5,565
GS-4.....	4,776	4,936	5,096	5,256	5,416	5,576	5,736	5,896	6,056	6,216
GS-5.....	5,331	5,507	5,683	5,859	6,035	6,211	6,387	6,563	6,739	6,915
GS-6.....	5,867	6,065	6,263	6,461	6,659	6,857	7,055	7,253	7,451	7,649
GS-7.....	6,451	6,664	6,877	7,090	7,303	7,516	7,729	7,942	8,155	8,368
GS-8.....	7,068	7,303	7,538	7,773	8,008	8,243	8,478	8,713	8,948	9,183
GS-9.....	7,696	7,957	8,218	8,479	8,740	9,001	9,262	9,523	9,784	10,045
GS-10.....	8,421	8,709	8,997	9,285	9,573	9,861	10,149	10,437	10,725	11,013
GS-11.....	9,221	9,536	9,851	10,166	10,481	10,796	11,111	11,426	11,741	12,056
GS-12.....	10,027	11,306	11,685	12,064	12,443	12,822	13,201	13,580	13,959	14,338
GS-13.....	12,873	13,321	13,769	14,217	14,665	15,113	15,561	16,009	16,457	16,905
GS-14.....	15,106	15,629	16,152	16,675	17,198	17,721	18,244	18,767	19,290	19,813
GS-15.....	17,550	18,157	18,764	19,371	19,978	20,585	21,192	21,799	22,406	23,013
GS-16.....	20,075	20,745	21,415	22,085	22,755	23,425	24,095	24,765	25,435	-----
GS-17.....	22,760	23,520	24,280	25,040	25,800	-----	-----	-----	-----	-----
GS-18.....	25,890	-----	-----	-----	-----	-----	-----	-----	-----	-----

EMPLOYEE TRANSFER BILL AWAITS SIGNATURE. A bill for liberalizing change of station moving, travel and transportation expenses for government employees and their families, is awaiting the President's signature. It becomes effective the day the bill is signed. Regulations under the new bill will be prescribed by the Bureau of the Budget within 90 days following the date of signature. Among many things, the bill provides for increased weight limitation, one paid round trip for employee and spouse to new location to find suitable home, payment for storage of household goods at new location if housing is in short supply, certain real estate costs related to the purchase, sale, or leasing of quarters, and allows cash payment to cover miscellaneous expenses. Upon receipt of regulations from Bureau of the Budget, Agency policies and procedures will be amended. Until FAA policies and procedures are amended employees are cautioned to exercise prudence in incurring expenses and to retain evidence of payment for all costs relating to change of station moves. Claims for allowable expenses will be paid subsequent to issuance of changes to Agency directives.

RECEIVED

JUL 22 1966

"PARTIAL" EAR'S NOT BEING SUBMITTED ON TIME. A partial Employee Appraisal Record, FAA Form 3693 or 3693-1, is required by Order AC 3430.3 when an employee requests consideration under the promotion plan prior to his official rating date. The EAR's are not being received in the Placement Branch, AC-14, by the closing date of promotion plan announcements. It is the responsibility of all supervisors to expedite "partial" EAR's on their employees when necessary. This will prevent delays in submitting promotion plan lists of eligibles to supervisors.

EXTENSION 4680 ON THE GO. Operation of the Dial-A-Suggestion System was announced in Special Intercom dated June 30 (copies are available in Room 128 Headquarters Building). During the inaugural week of the Dial-A-Suggestion System, employees in six different Aeronautical Center organizations took advantage of the easy way to submit their beneficial suggestions. You are encouraged to join others who participate in the Cost Reduction Campaign by dialing Extension 4680 and sharing your money-saving ideas.

DIRECT ROUTING SPEEDS MAIL. Regional and area activities should use direct mailing to area offices, where authorized, for both inter and intra regional mail. Many of the delays on area office mail now being reported result from unnecessary routing through parent regional offices.

DEPOT CONDUCTS STUDY. The FAA Depot recently conducted extensive engineering studies and field tests to determine the feasibility of substituting solid state rectifier devices for vacuum tube rectifiers. As a result an estimated cost reduction of \$336,699 annually will be realized from the substitution of a solid state rectifier device for several types of vacuum tubes and the substitution of a new type Thyatron tube for an older model.

STAFF ROLES CLARIFIED FOR ENGINEERING AND LOGISTICS. Regions will soon receive material which will clarify the new functional responsibilities for Installation and Materiel Service and Systems Research and Development Service which resulted from the recent transfer of all engineering functions from IM to RD. Guidance material on this subject was distributed recently to affected personnel in Washington Headquarters in a meeting chaired jointly by John A. Weber, Director, RD and Donald S. King, Director, IM. The spirit of cooperation and understanding which resulted from the meeting sparked the preparation of similar material for the field.

AGENCY TO ASSIST KOREA WITH AIR NAVIGATION AIDS. Air navigation aids for airways and airports costing an estimated \$2.6 million will be supplied to the Republic of Korea by the Federal Aviation Agency under a \$4.2 million loan from the Agency for International Development (AID). Another \$1.3 million will be spent by the Republic of Korea for additional U. S. equipment such as airport lights, emergency crash and rescue equipment, and heavy duty machinery and trucks. FAA will assist the Korean government by providing technical guidance and by installing the equipment through its Civil Aviation Assistance Group (CAAG) office in Seoul. It also will assist Korea's Civil Aviation Bureau in training Korean personnel to operate and maintain the equipment.

\$400,000 SAVINGS. The FAA Depot has developed a modification to convert dual cavity AN/GRN-9A filters to single cavity orthogonal made with the same desirable characteristics as the RTA-2 transponder filter. Recent field evaluations of prototype filters confirm that the filter has an improved spectrum, excellent frequency stability, and eliminates the heaters and controls. By modification of all type AN/GRN-9A invar filters, the FAA Depot will be able to provide a single-cavity filter for all three models of military transponders. This modification represents an estimated \$400,000 savings over the cost to procure replacement filter assemblies.

UCR UNCOVERS DEFECTIVE MATERIAL. Thomas E. Stubenhofer of AFS-234, Jefferson, Ohio, noticed that electron tubes manufactured for TUO-1 transmitters were slightly larger at the base than specified and would not fit properly in the tube socket. Slight vibrations will loosen the tube and this condition could cause an equipment outage. He promptly filed a UCR to advise management of this defect. The problem was brought to the attention of the manufacturer and corrective action taken. Your UCR can be successful too. Participate today.

ATLANTA LAUNCHES FIRST 'ONE STOP' INFORMATION CENTER. A milestone in the President's program of better public service was reached in Atlanta July 11 when the doors were opened at a new Federal Information Center which will answer citizens' inquiries about any Government department. Establishment of the Center, the first in the Nation, was spearheaded by the Atlanta Federal Executive Board's public relations committee which is chaired by Southern Region Director James Rogers. Experience from the pilot project in Atlanta will serve as a guide in the later establishment of similar centers in most metropolitan areas.

TELEPHONE BILL SLASHED. A savings of \$35,900 in telephone costs for FY'66 resulted from a cost reduction project in the Office of Headquarters Operations. The savings came from eliminating unnecessary telephone lines, intercoms, and associated equipment after more realistic guidelines helped determine what was needed to meet essential operations.

SHARP SELECTED AS AIRWAY FACILITIES CHIEF, CE. Warren G. Sharp, Assistant Area Manager in Kansas City, will succeed Nelson F. Barritt who is retiring as Chief, Airway Facilities Division, Central Region. Sharp's previous positions include Assistant Chief of the Systems Maintenance Division, CE, and chief of an SM district office in WE. He holds an engineering degree from Kansas State and he has been with the Agency 19 years.

LIMIT IMPOSED ON TALL TOWER CONSTRUCTION. A new Agency rule was announced last week which states that "any structure proposed in excess of 2,000 feet above the ground will be considered to be, inherently, a hazard to air navigation and an inefficient utilization of the airspace." The party proposing the construction can overcome this technical assumption only by demonstrating to the Agency that it should not apply. The rule amends Part 77 of the FARs which requires builders to notify FAA of proposed construction that may constitute a hazard to safe air navigation.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: July 27, 1966. 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: Administrative Services Division			
ACPP-1931	Supply Clerk, GS-2040-5	Center Wide	*
Position Location: FAA Academy			
FPP-AC-66-1932	Aviation Safety Specialist, GS-301-13	Agency Wide	*
ACPP-1933	Electronic Technician, GS-856-11	FAA Academy	295
ACPP-1934	Supv. Electronic Technician, GS-856-12	FAA Academy	295
Position Location: FAA Depot			
ACPP-1903	Tool, Stock, and Parts Keeper, WB-6904-6	Center Wide	275
ACPP-1935	Sheet Metal Fabricator, WB-3881-11	Center Wide	175
ACPP-1936	Electrical-Mechanical Accessory Repairer, WB-2864-10, (2 positions)	Center Wide	*
ACPP-1937	Warehouseman, WB-6907-6, (3 positions)	Center Wide	274
Position Location: Data Services Division			
ACPP-1938	Mail and File Clerk, GS-305-3	¹ See below	*
Position Location: FAA Academy			
FPP-AC-66-1905	Supv. Air Carrier Oper. Spec., GS-1825-13/14	Agency Wide	*

* Requirements on file Room 103, Hq. Bldg.

1 Areas of Consideration: CAMI, Data Services Division, National Flight Inspection Division, and Flight Standards Technical Division.

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

PROMOTION PLAN SELECTION LIST - Selections for June, 1966.

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	SELECTED
FPP-AC-66-1801	Systems Accountant, GS-510-12	Samuel L. Dallas
ACPP-1817	Dig. Computer Systems Oper., GS-322-7	Edwin W. Knisely Jim D. Womack Mike J. Zink
ACPP-1836	Equipment Spec. (Elec.), GS-1670-11	Perry A. Jackson
ACPP-1839	Supv. Operating Accountant, GS-510-11	J. W. Means

INTERCOM

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

66-30 July 26, 1966

W. Lloyd Lane
Manager, Aeronautical Center

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Increased Government contributions to health insurance premiums.

Raising the age limit to 22 for children covered by health insurance and for children eligible for survivorship benefits provided they are attending school.

Increasing survivors' annuities by 10 per cent for survivors of employees who died before October 11, 1962.

Liberalization of overtime pay to authorize overtime payment for all work in excess of eight hours a day (for most categories of workers), a 25 per cent Sunday pay differential for both classified and Wage Board employees and fixing the maximum dollar rate of overtime pay on the first step of grade 10 instead of grade 9 as now provided.

Most fringe benefits will be effective beginning pay period #17, July 31 through August 13, and will appear in the August 24 check.

SOUTH MacARTHUR BETWEEN RENO AND S. W. 29TH WILL BE CLOSED EFFECTIVE AUGUST 1, 1966 FOR CONSTRUCTION. It is suggested that alternate routes of Meridian, Council Road or Portland be taken. It is anticipated that MacArthur will be closed for several weeks. Employees will be notified when it is re-opened.

GUIDE PUBLISHED FOR 'INFORMAL' SQUARE DEALS. Agency Handbook 3770.2, "Adverse Actions, Appeals and Grievances," which stresses that employee problems should be resolved informally and at the lowest possible level, has been distributed to the field with an effective date of July 15.

AGENCY EXCEEDS GOAL IN EMPLOYMENT OF EXTRA SUMMER HIRES. As of 6/30/66, a total of 857 youths were on Agency rolls. This exceeds the goal set by the President and the target established by General McKee. It is expected that over 900 extra summer hires will be employed by the Agency by the end of the program.

ROLLING ALONG. Employee suggestions ranging from ideas on cost reduction to safety precautions are rolling along via Dial-A-Suggestion. Don't say management ought to do it -- suggest it yourself by dialing 4680, or submitting on FAA Form 2333 your idea for improvement.

DISTRIBUTION: CAC-8

ADMINISTRATIVE-MANAGEMENT TRAINING SELECTEES NAMED. Agency employees selected for the 1966 Administrative-Management Development Program are: AL--William T. Mullaly, technical program coordinator; Walter B. Parker, evaluations officer. CE--Robert J. Baldwin, ATC coordinator, Minneapolis; William M. Morehouse, operations program specialist, Chicago; Richard R. Nevill, procedures specialist, Chicago. EA--Harry L. Burton, ATC coordinator, Leesburg; Frank A. Krasinski, chief, AFS #409, Binghamton. SO--Charles C. Carson, ATC crew chief, Atlanta; Dexter P. Davis, ATC crew chief, Memphis; John A. Sekman, ATC watch supervisor, San Juan; Marion C. Strickland, chief, Installation Engineering Unit, Memphis. SW--Ansel M. Winham, aviation operations specialist, Fort Worth. WE--Arlen M. Clement, assistant sector chief, Salt Lake; Martin C. Elliot, chief, Communications and Data Systems Unit, Seattle. AC--Ralph K. O'Neal, FAA Academy. NAFEC--James C. Dziuk, ATC supervisor; Russel H. Larson, ATC specialist. Washington Headquarters--Kenneth J. Cohen, electronic engineer, RD; Michael Deliman, systems analyst, NASPO; Gordon E. Jenkins, chief, Operational Systems Branch, AT.

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AVIATION MECHANICS SCHOOL LAUNCHED BY ALASKAN 'EXTRA EFFORT.' A team effort by Alaskan Region Flight Standards inspectors and Alaska's Department of Labor promises a solution to a problem which has plagued air carrier and general aviation activities in the 49th State since flying started there. Wallace E. Bell, supervising inspector of the Fairbanks Flight Standards District Office, recognized a year ago that a shortage of qualified aviation mechanics threatened to hamstring the further development of aviation in Alaska. Through their efforts, Alaska now has its first FAA certified aviation mechanics school to meet the expanding need for "homegrown" qualified mechanics. The North Star Borough School of Aviation in Fairbanks will train native Alaskans to take the place of the "outside" mechanics who come to Alaska only to leave after a short while when the howling winds and the minus 40 degree temperatures become too much for them. The State's Department of Labor has made funds available to train the better acclimated native Alaskans who have the educational aptitudes. Bell and his staff helped set up the school, and the first class has been in session since February 28.

20 MILLION MINUTES = \$63.6 MILLION. Delays at major U. S. airports amounting to 20 million minutes cost aircraft operators an estimated \$63.6 million in 1965, a study published by FAA reveals. Airlines were delayed 38.9 per cent of the total delay time and incurred 64.7 per cent (\$41,172,491) of the cost. Frequency and cost of delays were highest at large metropolitan airports. Average delay cost per operation (takeoff and landing) ranged from a high of \$17.50 at John F. Kennedy International Airport to a low of \$.75 at Medford, Ore., Municipal Airport.

PILOTS' HELP SOUGHT IN REDUCING FLIGHT CHECK COSTS. Pilots are being asked to participate in an Agency test to determine whether ground radar monitoring of their flights can cut the cost of the Agency's worldwide flight program which checks the accuracy of air navigation aids. The test will be conducted in an area between New York City and Atlantic City from July 24 to August 12. Object of the three-week FAA test is to determine if aircraft regularly flying the airways can provide enough statistical information on VORTAC performance to reliably determine its accuracy. During the tests, pilots of transponder-equipped aircraft may be asked by controllers at the New York Center to "verify your course selection and fly the centerline of the airway as accurately as possible."

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ACPP-1943	Equipment Specialist, GS-1670-9	Center Wide	**
ACPP-1944	Clerk Typist, GS-322-4	Center Wide	254
Position Location: Administrative Services Division			
ACPP-1945	Linotype Operator, WB-4407-12	Center Wide	239
ACPP-1946	Supv. Publications Supply Clerk, GS-2090-5	1See Below	277
Position Location: Data Services Division			
ACPP-1947	Card Punch Operator, GS-356-3	2See Below	**
ACPP-1948	Dig. Computer Programmer, GS-331-5	2See Below	**
ACPP-1949	Dig. Computer Programmer, GS-331-7	2See Below	**
ACPP-1950	Dig. Computer Programmer, GS-331-9	2See Below	**
ACPP-1951	Dig. Computer Programmer, GS-331-11	2See Below	**
Position Location: Budget Division			
FPP-AC-66-1952	Asst. Budget Officer, GS-560-14	Agency Wide	**

* Aptitude tests for computer programmers will be administered to qualified applicants at a later date. Qualified applicants will receive further information as to where and when examination will be administered, and final selections will be made from those who have satisfactorily completed the examinations.

** Requirements on file Room 103, Headquarters Building.

1 Office of the Director, Staff Offices, Staff Divisions, and International Liaison Office. Ingrade and downgrade surplus candidates outside area of consideration may request consideration, and will be given first consideration.

2 CAMI, Data Services Division, National Flight Inspection Division, and Flight Standards Technical Division.

NOTE: Additional Qualification Requirement: Digital Computer Programmer, GS-5 and GS-7, Announcement Numbers ACPP-1948 and ACPP-1949: FSEE.

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 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

AC922 *W Lloyd Lane*
Director, Aeronautical Center

SPECIAL INTERCOM

U. S. SAVINGS BOND CAMPAIGN

The final results of the recent Savings Bond Campaign are most gratifying. All Aeronautical Center employees may take justifiable pride in our achievement in this important program and in addition to extending my sincere appreciation to all who made this success possible I would like to share with you a letter received from Administrator McKee:

"Thank you for helping the FAA more than meet the challenge recently before us in the Savings Bond Campaign. Such performance makes it loud and clear that the people of FAA earn our reputation as a 'status' Agency in the Federal Service in the finest sense of the word.

"Accomplishing a 94.3 per cent participation means:

....that 3,634 Aeronautical Center employees are now participating in this regular savings plan, and

....that the Aeronautical Center not only far exceeded the participating goal of 75 per cent established by the President, but has achieved a percentage higher than any reporting unit except Headquarters.

"Efforts such as this are sincerely appreciated, and it is with pride that I commend you."

Sincerely,

/s/William F. McKee
Administrator

The Treasury Department's Minuteman Flag will be flown in front of the Headquarters Building as soon as the ninth star has been added. Final standings by organization are listed on the reverse side.

C-8 Special Distribution AC-5

RECEIVED

JUL 22 1966

CARI-LIBRARY

<u>ORGANIZATION</u>	<u>Empl: on Payroll</u>	<u>No. Parti- cipating</u>	<u>Per Cent of Participation</u>
Director & Staff	8	8	100.0
Defense Readiness	2	2	100.0
Counsel	4	4	100.0
Public Affairs	4	4	100.0
International Liason	2	2	100.0
Audit	8	8	100.0
Compliance & Security	7	7	100.0
Plant Engineering	196	183	93.4
Accounting	82	82	100.0
Management Analysis	21	21	100.0
Administrative Services	113	113	100.0
Budget	22	21	95.5
Personnel & Training	49	47	96.0
Data Services	299	287	96.0
SST	2	2	100.0
<hr/>			
Total Dir & Staff Off., Divs.	819	791	96.6
Civil Aeromedical	147	103	70.1
Flt Stds Tech Div	75	69	92.0
Natl Flt Insp Div	166	166	100.0
Aircraft Svs Base	871	802	92.1
Depot	963	933	96.9
Academy	519	492	94.8
NAAIS	5	5	100.0
<hr/>			
Aeronautical Center Totals	3,565	3,361	94.3

INTERCOM

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

66-30 July 26, 1966

Ac920

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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
Director, Aeronautical Center

SPECIAL INTERCOM

MERIT PROMOTION QUESTIONS & ANSWERS

Merit promotion program administration is probably one of the most censured and one of the least understood of any of the personnel management program areas - not only here at the Center, but elsewhere in the Agency and in other federal agencies. The primary reason for this, we believe, is a lack of knowledge of the purpose, scope, and operating procedures of the program. The recent Civil Service inspection of the Center pointed out that a significant percentage of employees surveyed lacked confidence in local promotion program administration or had questions concerning the program.

To improve understanding and acceptance of the program, some of the questions most frequently asked are answered below. If you have other questions about the program, forward them to Personnel & Training Division, AC-10, and they will be answered in future issuances of INTERCOM.

NOTE: These questions and answers pertain to the filling of positions through promotion plan operations and should not be confused with other personnel management areas, such as in the adjustment of manpower imbalances.

Why shouldn't seniority be the primary factor considered in selecting an individual for promotion?

Seniority denotes length of experience, and this is only one factor which must be considered in selecting an individual for promotion. The Civil Service Commission says: "Qualifications standards and ranking methods used in promotion should take into account both the requirements of the position and the long range needs of the organization. There should be adequate emphasis on those qualifications which indicate a candidate's potential for future advancement." The Commission further states: "The merit promotion requires selection from among the best qualified rather than selection of any qualified candidate." The Agency's merit promotion plan says that factors which should be considered in making the selection are capacity for progressive development and general suitability for the position, experience, training, and work performance. This shows that experience (and thus, seniority) is but one factor for consideration. It is a well known fact that the best journeyman employee or technical employee in an organization may not possess the personal qualities and traits that will make him a good supervisor or manager. The Agency is obligated to work out a means of determining which candidate among those who are qualified on the basis of long experience really possesses the qualities required by the vacant position and for further advancement in the Agency.

Promotion to a higher grade should not be the device used for rewarding long and faithful service.

Does the Merit Promotion Plan permit a supervisor to "pass over" eligible candidates in his own organization and select someone from outside the organization, outside the Agency, or even outside the federal service?

Selecting officials are obligated to select the best qualified candidate available for the position. Agency policy, expressed in paragraph 5 of 3330.1, is to "promote from within when FAA employees are the best qualified candidates available to fill a vacant position. Promotions shall be made on the basis of merit, fitness, and qualifications. No discrimination shall be exercised because of race, color, creed, national origin, sex, physical handicap, age, marital status, political affiliation, or employee organization affiliation except as may be authorized or required by law. When candidates are available for appointment, reinstatement or transfer, it is the policy of the FAA to give them equal and concurrent consideration. Ordinarily, if the best qualified candidates are outside the Agency, they will be selected." This policy is in conformance with the Civil Service Commission requirement that "concurrent consideration should be given to qualified individuals outside the agency who are known to be available."

The Civil Service Commission also says, "It is entirely proper that many positions be filled by promotion from within the organization. However, agencies should guard against the dangers of inbreeding and open the way for new blood to enter above the entrance levels, thus providing fresh viewpoints and new ideas. To do this, agencies are urged to consider concurrently employees who have applied or are eligible for transfer, persons on reemployment lists, and persons who can qualify through examination or are eligible for reinstatement."

The basic fact and requirement is that selecting officials are obligated to select the best qualified individual for the position.

I was on a promotion list but did not receive consideration because the selecting official did not interview me for the job. Isn't the selecting official required to interview all candidates, under the Promotion Plan?

The Agency Merit Promotion Plan (3330.1) says that selecting officials shall review the qualifications of all candidates and select the one best qualified for the position. Personal interviews are encouraged, where appropriate, but are not mandatory. In many cases it is desirable for selecting officials to interview candidates. When the candidate is well known to the selecting official, an interview may probably be superfluous. Selecting officials are required to review qualifications of candidates and these qualifications are available to selecting officials in the form of personnel records. It is the employee's responsibility to assure that his personnel file reflects all of his experience and training. The Agency promotion plan defines employees' responsibility and states: "All employees have a responsibility for: keeping their supervisors informed with respect to newly acquired knowledges, skills, and training; furnishing current information to their Personnel and Training office for the updating of qualifications records." An employee whose name appears on a promotion list receives consideration for the job even though he may not be interviewed for the job.

Why isn't the merit promotion program administered like a competitive examination - on a strictly mechanical basis? By this method the promotion list would automatically identify a particular individual who should be selected for the promotion.

There is nothing mechanical about the process through which selecting officials are obligated to go in order to determine the best qualified individual for a particular position. Names of candidates have to be either grouped according to employee appraisal rating groups (outstanding, well-qualified, or qualified) or ranked in 1-2-3 order by means of appraisal rating groups, by other screening techniques such as tests or job element ratings, or by combination of various screening techniques. If the grouping system is used (grouped by appraisal ratings), then selection must be made from among those in outstanding and well-qualified group, unless there are fewer than five eligibles in these two groups. When the ranking system is used, selection must be made from the top five candidates or the top 10% of the entire list, whichever is greater. The employee appraisal record is far from a mechanical process. Supervisors must establish standards of performance and rate an employee against these standards. They must select elements which are important to the job to be filled and rank an employee on these selected elements. Much study and thought are required in the employee appraisal process.

Doesn't it circumvent Merit Promotion Program principles for a selecting official to have a specific individual already in mind (the old "name previously picked" idea) before the position is announced?

A selecting official may quite possibly have made tentative plans for selection of a particular individual for his vacant position. In most cases candidates for promotion are well known to selecting officials. Management may well have a particular individual in mind for a particular job, but must reserve final judgment until the operation of the promotion plan assures that there are no better qualified candidates available. This does not infringe on the integrity of the promotion plan. It is good management. This does not mean the selecting official always selects the original individual. He may be referred candidates whom he had not thought of as potential candidates. Selecting officials are prohibited by Civil Service and Agency regulations from making formal or informal commitments to candidates. The notification of selection, including arrangements for release, is the responsibility of the Personnel and Training office.

I know of cases where employees were promoted without announcing the job under the Merit Promotion Plan. Is this permissible?

Certain exceptions to the competitive provisions of the Merit Promotion Plan are authorized, such as in the upward reclassification of a position caused by a change in a classification standard or to correct an error in the original classification; promotions under training agreements and executive development plans approved by the Civil Service Commission; promotion of incumbents whose positions are reconstituted in a higher grade because of the accretion of additional duties and responsibilities; when an employee is exercising statutory or regulatory reemployment or restoration rights and his former position has been reclassified upward. These and other authorized exceptions are explained more fully in paragraphs 401-402, 3330.1.

Why are "areas of consideration" necessary?

The intent and purpose of an area of consideration are to identify a group of employees or positions within which management may reasonably expect to locate a sufficient number of suitably qualified candidates to fill a vacancy and provide employees with reasonable competitive opportunity for promotion. It is important that the normal area of consideration not serve to bar arbitrarily the consideration of persons who are highly qualified; nor should the area of consideration bring a disproportionately large number of candidates into the group from which selection must be made. The selecting official considers these factors in determining the area of consideration to be used in filling a specific vacancy.

Why isn't it possible to consider all employees who meet the qualification requirements for the position, regardless of Employee Appraisal Record ratings?

Civil Service Commission's merit promotion program guidelines require selection from among the best qualified candidates rather than selection of any qualified candidate. This requirement implies a ranking process more selective than the mere distinction between those eligible and those ineligible on the basis of qualification standards used.

The Aeronautical Center Promotion Plan provides for the ranking of eligible promotion candidates either by employee appraisal rating groups (Outstanding, Well-Qualified, or Qualified) or by scores attained through the application of other appropriate screening techniques, such as tests and job element ratings, or a combination of these factors.