

# 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*

66-10 March 8, 1966

PRESIDENT CALLS FOR TRANSPORTATION DEPARTMENT. President Johnson, in a message sent to Congress Wednesday, called for the creation of a Cabinet level Department of Transportation which would bring together almost 100,000 Federal Government civilian and military personnel and over \$6 billion of Federal funds now devoted to transportation

The Department of Transportation will include as elements the Federal Aviation Agency, the U. S. Coast Guard, the Office of the Under Secretary of Commerce for Transportation, the Bureau of Public Roads, the Maritime Administration, the St. Lawrence Seaway Corporation, the Alaskan Railway, the safety functions of the Civil Aeronautics Board and Interstate Commerce Commission and other related transportation elements and functions.

The President said the Department will:

- coordinate the principal existing programs that promote transportation in America.
- bring new technology to a total transportation system, by promoting research and development in cooperation with private industry.
- improve safety in every means of transportation.
- encourage private enterprise to take full and prompt advantage of new technological opportunities.
- encourage high quality, low cost service to the public.
- conduct systems analyses and planning, to strengthen the weakest parts of today's system.
- develop investment criteria and standards, and analytical techniques to assist all levels of Government and industry in their transportation investments.

It is expected that the new Department will be organized with major operating administrations or agencies, each one of which will be responsible for programs relating to a major form of transportation such as aviation.

### FAA Functions Unchanged

The establishment of the Department will have no immediate impact upon the operation of the FAA. The bill establishing the Department directs the Secretary of Transportation to give full consideration to the need for operational continuity of the functions transferred, to the need for effectiveness and safety in transportation and to the needs of national defense.

A White House spokesman explained that this provision clearly directs the Secretary to maintain the integrity of the agencies such as the FAA which will come under the Department.

The vast majority of FAA employees will not be affected by the change. They will continue to perform their important functions so vital to our transportation system as they have in the past. As a practical matter, it is expected that employees will find the jobs to be done for the Department as rewarding and challenging as in the separately operating entities. In addition the legislation establishing the Department provides that there will be no reduction in classification and compensation of employees within one year of the effective date of the transfers.

(MORE)

The President's transportation message makes it clear that the Administration will be placing great emphasis upon transportation in the years to come, and that aviation as well as other forms of transportation, will be given high priority under the leadership of an official of Cabinet rank.

#### SST Program Spurred

In his message to Congress the President reemphasized the Administration's support of the supersonic transport development program.

He announced that he was requesting \$200 million in fiscal 1967 appropriations to initiate the prototype phase of the SST, in addition to the \$80 million previously appropriated for that period. This money is to finance completion of design work and continue economic and sonic boom studies and begin the prototype construction. Through fiscal '66 \$231 million have been appropriated for SST work.

The President added that the Administration hopes to conduct first flight tests for the SST by 1970 and to introduce it into commercial service by 1974.

#### Aircraft Noise to be Attacked

The President also announced that he was directing the Administrators of the Federal Aviation Agency and National Aeronautics and Space Administration, and the Secretaries of Commerce, and of Housing and Urban Development, to work with the President's Science Advisor in developing a program to alleviate problems arising from aircraft noise.

The Task Force appointed by the President is charged with recommending legislative or administrative actions designed to bring relief to people who have suffered from aircraft noise.

#### Safety is Stressed

The President emphasized that no function of the new Department and no responsibility of its Secretary will be more important than safety. "We must insure the safety of our citizens as they travel on our land, in our sky, and over our waters," he stated. The Transportation Bill recommends the creation, under the Secretary of Transportation, of a National Safety Transportation Board independent of operating units of the Department. The primary functions of the Board will be to determine the causes, or probable causes, of accidents occurring in all forms of transportation, and to hear appeals of denials, suspensions or revocations of certificates.

#### Emphasis Given to International Aviation

Under the Bill, the Secretary of Transportation will provide leadership within the Executive Branch in formulating long-range policy for international aviation. The Secretary of Transportation will have the responsibility of insuring that international aviation policies are consistent with overall national transportation policy.

PROUD PROGRAM INTRODUCED TO QUALITY GROUP. A recent Officer's Training Session of the American Society of Quality Control was briefed on the Aeronautical Center's PROUD Program. The Midwest Conference of Quality Engineers from 5 states were introduced to the philosophy of the Center's program for improving quality of workmanship. The promotion of personal pride and craftsmanship to PREVENT mistakes before they happen through individual effort evoked keen interest among the group. The entire assembly signed the PROUD Pledge to strive for improved performance in their particular activity.

CENTER RADIO CLUB INSTALLS NEW EQUIPMENT. The Aeronautical Center Amateur Radio Club has recently installed at its own expense a complete communications system consisting of a Drake T4X transmitter and Drake 4R receiver which will operate on CW (code) AM (amplitude modulation) and SSB (single side-band) modes of transmission and reception. The new equipment replaces some which would operate on the CW and AM modes only. The addition of single side-band availability makes possible the full frequency coverage as well as all modes of transmission and reception at one operating position. The new equipment can be "on the air" in an emergency situation within 5 minutes of notification during working hours and within one hour at other times. The high power communications facilities are available for emergency use at no cost to the Agency. Stop in at the club station and have a look for yourself. Contact either C. C. Drumeller or W. O. Todd.

SICK LEAVE RATE RISES. The Agency-wide sick leave rate for the second quarter of FY 1966 (last Oct., Nov., Dec.) was 14 hours per employee, a 0.6 hours increase over the same period in FY 1965. This is also higher than the first quarter of FY 1966 when the rate was 10.9 hours per employee. If the present trend continues during the remainder of FY 1966, we will exceed our FY 1965 cost of almost \$11 million paid for sick leave taken. The following table shows the trend by regions, centers and headquarters. Note that eight of the ten areas show an increased rate over the first quarter this fiscal year and seven are ahead of last year's rates.

Average hours sick leave used per employee

FY 1965	FAA	WASH	AC	NA	EA	SO	SW	CE	WE	AL	PC
1st quarter	10.7	10.5	9.6	14.1	12.2	10.1	10.7	9.3	10.5	11.3	11.7
2nd quarter	13.4	14.4	15.8	16.3	14.5	12.2	11.0	13.0	12.5	13.0	13.9
3rd quarter	16.0	17.4	17.8	18.5	16.3	16.8	13.3	15.0	15.9	14.2	16.6
4th quarter	13.2	18.4	12.6	15.0	15.0	10.6	12.4	10.6	12.7	15.0	13.2
TOTAL	53.3	60.7	55.8	63.9	58.0	49.7	47.4	47.9	51.6	53.5	55.4
FY 1966											
1st quarter	10.9	20.5	10.5	15.8	10.2	10.5	7.8	10.6	12.7	8.1	14.0
2nd quarter	14.0	10.1	15.4	13.9	15.6	12.5	17.2	12.3	14.0	14.8	16.5
Cum. Total	24.9	30.6	25.9	29.7	25.8	23.0	25.0	22.9	26.7	22.9	30.5

(Above figures are average rates, rounded off for convenience of tabulation.)

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: 3/16/66. 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-66-1812	CAMI Aero. Research Br Animal Caretaker Leader WL-7706-05	CANCELLED	
ACPP-66-1821	Animal Caretaker Leader WB-7706-05	CENTER WIDE	*
Position Location: ACPP-66-1822	National Flight Inspection Div. Atlantic City, New Jersey (NAFEC) Clerk Stenographer, GS-312-04	CENTER WIDE	255
Position Location: ACPP-66-1823	Flight Standards Technical Div. Aviation Operations Specialist GS-1825-12	CENTER WIDE	**
Position Location: ACPP-66-1824	Audit Division Auditor, GS-510-13	CENTER WIDE	263

\* X-118 on file Room 102, Headquarters Building.

\*\* Requirements on file Room 104, Headquarters Building

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

66-11 March 15, 1966

*W. Lloyd Lane*  
Director, Aeronautical Center

CENTER BRIEFING TEAM TRAVELS WEST. The Aeronautical Center briefing team left Oklahoma City for Western Region headquarters yesterday where the facilities and services of the Aeronautical Center will be explained to Regional and Area office officials. Headed by Center Director W. Lloyd Lane the team includes J. Robert Dille, AC-100; Jay H. Moody, AC-300; Warren E. Nauman, AC-400; George J. Harlow, AC-800; C. Dale Rea, AC-900. The team will continue on to Pacific Region headquarters on Thursday to repeat the presentation. Accompanying the group to the West coast were Mark W. Weaver, AC-5; Donald S. Wolfe, AC-930; C. W. Mueller, AC-940; and Wayne M. Canney, AC-950.

ACADEMY COURSES MAY YIELD COLLEGE CREDITS. It is now possible to obtain college credit for many of the courses taken at the FAA Academy. A new "Academic" Catalog of FAA Academy courses has been distributed throughout the Agency and is being sent to all institutions of higher learning in the United States. This "college type" catalog contains current course descriptions with indicated units of semester hour credits, and will be used by registrars of academic institutions to identify and evaluate Academy courses for college credit. The Academy will confirm completion of Academy courses and provide an official transcript to the appropriate institution of higher learning upon request.

NASPO FUNCTIONS TO BE EXPANDED. The functions of the NAS Special Projects Office will be expanded from centralized programming, planning, and scheduling to include design, engineering, installation and procurement responsibility. This expansion in functions is in recognition of the successful operation of SPO to date. The new office will be known as the National Airspace System Program Office (NASPO) and will be placed under the executive direction of the Associate Administrator for Development. James H. Mollenauer, Acting Deputy Associate Administrator for Development, also will be assigned prime responsibility for directing the NASPO activities. James Dow, who has been nominated to be a Princeton Mid-Career Fellow next year, will be designated as Deputy Director of NASPO.

DEPARTMENT OF TRANSPORTATION BILL INTRODUCED. The bill calling for creation of a Cabinet level Department of Transportation has been introduced in the Senate by Senator Warren G. Magnuson as bill #S.3010 and in the House by Congressman Chet Holifield #H.R.13200. Early hearings are expected on both bills. INTERCOM will report the progress of the legislation through the Senate and the House.

PROMOTION PLAN APPLICATION FORM. In the future, employees requesting consideration for positions announced under the promotion plan must use AC Form 135-1 (2-64). Previous editions of this form are addressed to AC-110 (which is now the Aeromedical Research Branch) and delays their receipt in AC-14.

AGENCY SPONSORED ALL-HAZARD INSURANCE POLICY. The FAA has sponsored the North American Insurance Company program of special all-hazard insurance which offers much broader protection to meet living, working and political situations around the world. It is of special significance to those who serve overseas. It guarantees a stated indemnity for death, dismemberment, or disability from all but natural causes. This policy provides protection against accidents, war risks, riot, insurgency, guerrilla activity, disasters, endemic diseases, and environmental hazards. Annual cost ranges from \$50 a year for \$25,000 individual coverage to \$100 a year for family coverage. Coverage of \$50,000 costs double. The policy does not cover losses caused by or resulting from serving as a pilot or member of a crew of an aircraft, active armed conflict between any two or more major powers, serving on full-time active duty in the Armed Forces of any country or international authority, or intentionally self-inflicted injuries, suicide or attempt thereat. A limited number of brochures explaining the plan are available in the Personnel Relations Branch, Room 128, Headquarters Building.

SST FINAL DESIGN PROPOSAL DATE ADVANCED. The Agency plans to advance from October 15 to September 1 the date for submission of final design proposals by the two airframe and two engine manufacturers participating in the supersonic transport development program. The change in dates will enable FAA to complete its evaluation of the competing airframe and engine designs by December 31 and keep the SST program on schedule. The four contractors are Boeing and Lockheed in the airframe area and General Electric and Pratt & Whitney in the engine area.

CRASHWORTHINESS CONFERENCE COMING. A two-day conference will be held in Washington March 29 and 30 to review regulatory standards and research programs related to passenger emergency evacuation and the crashworthiness of transport aircraft. FAA will report on recent efforts to improve interior cabin materials, interior cabin arrangements concerned with emergency exits, emergency equipment and lighting, fire suppression techniques, airline demonstrations of simulated emergency evacuation, and human factors items. The general public, airlines, aircraft manufacturers, pilot groups and others are invited to present constructive suggestions for improving current applicable standards and regulations. Edward C. Hodson, chief, Flight Standards Regulations Staff, will preside at the conference.

DIRECTED STUDY TRAINING REVISED. The Agency's Directed Study Program, conducted primarily by correspondence, has been revised to reflect current Agency policy for this training. The program is designed to complement other Agency training by providing advance training on new systems, refresher training for updating employee knowledge, supplementary instruction for on-the-job training programs and prerequisite training for resident courses. Under the revised program, employees may be allowed up to ten hours per month of official duty time in the study of these courses, providing operational and staffing requirements permit. Details are in PT 3000.60.

FLIGHT OPERATIONS INCREASED IN 1965. Flight operations through the national airspace system in 1965 surpassed all previous years. The 292 FAA control towers, 14 more than in 1964, reported a record 37.9 million takeoffs and landings during the year--an 11 per cent increase over 1964. IFR aircraft handled climbed 10 per cent with 12.9 million IFR flight plans handled by the ARTCCs. The largest increase--nearly 34 per cent--was in general aviation flying with airline activity increasing by 14 per cent. In total operations the five busiest airports were: Chicago O'Hare; Van Nuys (Calif.); Opa Locka (Fla.); Long Beach (Calif.); and J. F. Kennedy. All this and more is contained in the Air Traffic Activity report for 1965 available for \$1.25 from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C.

MILESTONE REACHED IN COST ACCOUNTING SYSTEM. The Southwest and Central Regions have both concluded the first run of the cost reports produced by the new Facilities Establishment Cost Accounting System. The system, being installed in all regions as an integral part of the Agency's Financial Management Improvement Program, will bring under improved financial management control a major program activity of the Agency involving expenditures of from \$75-100 million annually.

FAA FILM AVAILABLE. A new Agency film, "The Other Passenger," is now available for public showing. The 16mm color film depicts the duties of an FAA Flight Operations Inspector as he observes the flight crew of a civil jet airliner en route from Dulles International Airport to Mexico City. The 30 minute film, which features rare in-the-cockpit scenes of a jet during take-off and landing, is available through the FAA film library, Aeronautical Center, Oklahoma City.

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PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY CONTINUED

ACPP NUMBER	POSITION TITLE, SERIES & GRADE	AREA OF CONSIDERATION	KEY NUMBER
Position Location: ACPP-66-1833	Data Services Division Digital Computer Programmer GS-331-07	Center Wide	*
Position Location: ACPP-66-1834	Accounting Division. Payroll Clerk, GS-544-05	Center Wide	#

\* Qualification standards on file, Room 104, Headquarters Building.

\*\* This is a rotation shift position.

\*\*\* Qualification standards on file Room 104, Headquarters Building. Applications on this position will be accepted for reassignment or downgrade only.

# X-118 on file Room 103.

Promotion lists established as 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 \* \* \* \* \*

## PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

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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-66-1722	FAA Depot Supvy. Supply Systems Analyst, GS-2003-11	CANCELLED	
Position Location: ACPP-66-1802	Personnel & Training Division Supv. Position Classification Spec., GS-221-13	CANCELLED	
Position Location: ACPP-66-1805	Administrative Services Div. Management Technician, GS-344-5	CANCELLED	
Position Location: ACPP-66-1825	FAA Depot Warehouseman Lead Foreman, WS-6907-02	FAA Depot	274
ACPP-66-1826	Crane Operator, WB-5710-07	FAA Depot	128
ACPP-66-1827	Electrical-Mechanical Accessory Repairer, WB-2864-10	FAA Depot	*
ACPP-66-1828	Teletypewriter Repairer Leader WL-2509-10	FAA Depot	*
ACPP-66-1829	Parts Expediter Lead Foreman WS-6958-03	FAA Depot	298**
ACPP-66-1830	Inventory Management Assistant GS-2010-07 (6 POSITIONS)	FAA Depot	*
ACPP-66-1831	Equipment Specialist (General) GS-1670-09	Center Wide	***
Position Location: FPP-AC-66-1832	Flight Standards Tech. Div. (2 POSITIONS) Engineer and Pilot, GS-0801-09	Agency Wide	*

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

66-12 March 22, 1966

*W Lloyd Lane*  
Director, Aeronautical Center

CENTER DIRECTOR ATTENDS IBM SCHOOL. Aeronautical Center Director W. Lloyd Lane returning from the Pacific Region last weekend stopped in California to attend an eight day Executive Computer Concepts course at the IBM headquarters in San Jose. He will return to Oklahoma City this weekend.

COMMITTEE HEARINGS SET ON TRANSPORTATION BILL. The Department of Transportation bill is scheduled for hearings in the Senate on March 29 before the Government Operations Committee chaired by Senator McClellan. Hearings in the House begin on April 5 before the Government Operations Committee chaired by Congressman Dawson.

PACIFIC REGION DIRECTOR HERE FOR JET COURSE. Phillip M. Swatek, Director, Pacific Region is in Oklahoma City attending the Boeing 720 Familiarization Course at the Aeronautical Center. The ten day class ends March 31. Also attending are Kenneth W. Gordon, Chief, Aircraft Management Branch, Central Region; Maurice J. Ahearn, Principal, Air Carrier Operations Inspector, Eastern Region; Thomas D. Fydell, Principal, Air Carrier Operations Inspector, Western Region.

MECHANICS SAFETY PROGRAM NATIONAL WINNERS ANNOUNCED. The two national winners of the FAA third annual Aviation Mechanics Safety Awards Program are Alfred L. James in the General Aviation category and Harold Priest in the Air Carrier category. James, with Alaska Helicopters, Inc., Anchorage, was recognized for his ideas on winterizing and improving the Bell helicopter for use along the Arctic Coast. Priest, of West Coast Airlines, Seattle, who submitted seven safety ideas, won with a device to prevent moisture from freezing inside an aircraft engine. Awards sponsored by American Aviation Publications will be presented to the two winners in a ceremony at FAA Headquarters.

BROCHURE HI-LITES AGENCY COST REDUCTION PROGRAM. The success of FAA efforts to date in carrying out President Johnson's cost reduction and management improvement program is told in a "money-colored" brochure being released throughout the Agency. While focusing on outstanding past accomplishments, it is expected that the brochure will stimulate Agency personnel to even greater future cost reduction achievements.

FACILITIES MAINTENANCE MANAGEMENT PLANNED. A new management system, correlating financial with operational data, is moving toward Agency-wide installation by July 1. Being tested in SW, the system is expected to provide management information which will lead to significant improvements in sector, area, and regional planning, administration, and evaluation of an Agency program costing about \$135 million annually. Regional, Aeronautical Center, and headquarters representatives of facilities maintenance, materiel, accounting, and data processing functions meet in Fort Worth March 23-25 for indoctrination on the new concepts and procedures preparatory to a formal handoff to all regions in May.

NEW STYLE LENGTH OF SERVICE EMBLEMS. New career service emblems with a distinctive FAA look are going to be introduced at the Aeronautical Center. They will identify the wearer as one who is engaged in promoting aviation safety and proud of his association with the FAA. The new emblems consist of four different types, in contrast to the nine different series of the previous emblems. The new length of service awards feature four important milestones in an employee's career and will be awarded as follows: an all bronze emblem upon completion of the one-year probationary period; a sterling silver emblem upon attainment of career status (3 years of substantially continuous creditable service); a gold emblem with white and red enamel upon completion of 15 years of service; and a gold emblem with white and blue enamel upon completing 25 years of service. Each Aeronautical Center employee will receive the emblem to which he is entitled as of the period ending March 31, 1966. Initial distribution of the new emblems will be made to Aeronautical Center organizations during the latter part of April.

AGENCY TO HOLD HEARING ON NORTH ATLANTIC SEPARATION. A public hearing will be held at Agency Headquarters April 4 to receive views of interested parties concerned with the Agency's ruling narrowing the flight corridors over the North Atlantic. Recently, the 120 mile lateral separation was reduced to 90 miles for flights at or above 29,000 feet.

CONTROLLER ROTATION CLARIFIED. The principle of rotation provided under Order 7210.1A was established to assure maximum safety and effectiveness of ATC operations by providing the controllers relief from fatigue, monotony, and constant work at any pressure position. Further, it provides for a fully qualified, competent controller workforce in the facility which is adaptable and has maximum flexibility within the facility to meet constantly changing traffic demands. Rotation as used in this Order applies only to controller positions GS-10, GS-11 and GS-12 and does not apply to the assistant controllers, GS-8. The rotation principle has no effect on the total number of controller positions. It is not the intention of the Order to convert GS-8 assistant positions to GS-10 controller positions. There is not sufficient GS-8 level work in our system to permit employees to remain indefinitely as assistant controllers; there is enough work of this nature to fully occupy GS-8's when it is coupled with training for control work. Promotions from GS-8 to GS-10 are made only when a position in the controller complement becomes vacant or when it is necessary to establish additional controller positions to meet operational control requirements.

NEW AREA MANAGER AT SAN JUAN. Mack R. Wood, Southern Region Appraisal Officer, has been named Area Manager of the San Juan, Puerto Rico, Area Office. He has been with the FAA/CAA for 21 years and in addition to being Appraisal Officer for the past year, has had numerous assignments in Flight Standards and Air Traffic both in Washington and in the field. Wood replaces Jamie D. Serra who resigned recently to take a position in private industry.

OCEANIC AIR BUSINESS BOOMS IN OAKLAND. Oceanic Air Activity Reports for January from the Oakland ARTCC reflect a 34 per cent increase over the previous January period and a 55 per cent increase over January 1964. Most of it is attributable to airlift support of Southeast Asia, the San Francisco Area Office reports. The calendar year figure for oceanic traffic handled by the Center was up 19 per cent to 54,521 from 45,978 for 1964. The increase has had an impact on all air traffic control facilities as well as on Flight Standards surveillance of the many Oakland based civil aircraft involved in these movements.

SAVE MONEY IN MAILING. Up to 50 per cent higher fees for certified and registered mail go into effect March 26, 1966. Use certified and registered mail only when essential. Return receipts are an added expense that should be used only when necessary. See Order 1770.11, Mail Standards and Procedures, for details.

BROOKINGS FELLOW ON DUTY WITH AGENCY. James Cooksey of the Illinois Bell Telephone Company, Chicago, has begun a 15-week assignment with the FAA as a Fellow in a Brookings Institution program to acquaint industry officials with Government activities. In his tour with FAA, Cooksey will participate in the Agency's financial management improvement program. He is a certified public accountant, a lawyer, and is experienced in the use of ADP equipment. Cooksey will study the FAA's need for and uses of financial information in the different aspects of Agency management. In this assignment he will have an opportunity to observe a large Governmental organization in action and to contribute toward its increased efficiency. Following a similar assignment last year, Joseph Meisenbach from Westinghouse Electric Corporation received the Agency's Certificate of Commendation for his service in laying the ground work for the integrated Facilities Maintenance Management System which is to be installed in all regions July 1, 1966.

I & M FOCAL POINT FOR CRITICAL MATERIAL PRIORITY ASSISTANCE. The impact of Department of Defense requirements for critical materials for use in Southeast Asia is resulting in the Agency receiving an increased number of requests for priorities assistance from various manufacturers and aviation interests. The Defense Materials System focal point for the Agency is the Installation and Materiel Service. This program is being administered by Patrick Clark, Defense Requirements Officer, IM-520.

HELP AVAILABLE FOR NOVICE INSTRUMENT PILOTS. Special pre-flight and in-flight services for instrument pilots who want to gain instrument experience is being offered in the Southern Region. Called Instrument Flight Rules-Systems Indoctrination Program (IFR-SIP), the program is designed to acquaint general aviation pilots with the benefits of the national airspace system. Pilots need only request SIP handling when they file flight plans. Each participating pilot is given an especially detailed weather briefing prior to take off and clearances are reviewed to insure understanding of assigned altitudes, routes and radio frequencies. Radar service is provided SIP pilots to the maximum extent possible.

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

Employees wanting consideration for any of these positions must submit request on AC Form - 135-1 (2-64). Request must be accompanied by a current SF-57 and an Employee Appraisal Record, FAA Form 3693 or 3693-1, as appropriate, if one has not previously been submitted. Write "PARTIAL" at the 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.

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: FPP-AC-66-1731	National Aircraft Accident Investigation School General Aviation Operations Spec., GS-1825-13	Center Wide	*
Position Location: ACPP-66-1833	Administrative Services Division Bindery Worker, WB-4402-9	Center Wide	243
Position Location: ACPP-66-1834	Accounting Division Payroll Supervisor, GS-544-8	Center Wide	**
Position Location: ACPP-66-1835	Plant Engineering Division Light Vehicle Operator, WB-5753-4	Center Wide	**
Position Location: ACPP-66-1836	FAA Depot Equipment Specialist (Electronic) GS-1670-11	FAA Depot	***

\* Single Agency Qualification Standards on file in Room 103, Hq. Bldg. Experience in one or more of the following options will be considered as qualifying: Under Aviation Safety Officer Series: Air Carrier or General Aviation Operations Inspector/Specialist; or Air Safety Investigator (Operations) for CAB. One year at GS-12.

\*\* X-118 on file Room 103 Hq. Bldg.

\*\*\* Requirements on file Room 104 Hq. Bldg. Applications on this position will be accepted for reassignment or down grade only.

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66-13 March 29, 1966

*W. Lloyd Lane*  
Director, Aeronautical Center

AC HONORED FOR PARTICIPATION IN HIRE THE HANDICAPPED. The Chairman of the Governor's Committee on Hiring the Handicapped, Doctor Waldo Stephens, presented a resolution to W. Lloyd Lane, Aeronautical Center Director, commending the Aeronautical Center in its hiring of the physically handicapped and the mentally retarded. On behalf of Governor Henry Bellmon and the Executive Secretary for the Hiring the Handicapped Program, Don Davis, Doctor Stephens pointed out the "step forward made by the Aeronautical Center in placing these people in areas of greater technological skills than normally were considered as job bases." Doctor Stephens further stated that copies of the resolution would be furnished to the Oklahoma Congressional Delegation, the President's Committee on Employment of the Handicapped, and the Administrator of the Federal Aviation Agency. Aeronautical Center Hire the Handicapped Committee members also received copies of the resolution. That committee is composed of Dean S. Anderson, AC-490.1, the Chairman; Harold E. Webster, AC-471.2; Lewis Chestnut, AC-480.3; Jane Fanning, AC-410; Donald L. Price, AC-409; Charles P. Head, AC-811; William L. Shelton, AC-14; and Margo Tuller, AC-14B. They were praised for their efforts in providing work on a negotiated basis to the handicapped workshop.

ANGLO-U.S. AVIATION AFFAIRS DISCUSSED. The Administrator met last week with the United Kingdom Deputy Secretary of Aviation Frank Wood at the start of a five-day program of informal discussion of the technical aspects of civil aviation. This is the sixth in a series of informal discussions between senior United States and United Kingdom officials for the periodic reviews of aviation policies. The talks are designed to insure the effective and compatible development of air traffic control, navigational aids and air safety in the two countries. Assistant Administrator Raymond B. Maloy, EU, accompanied the UK group to Washington and will participate in the discussions.

SMALLER CHECKS DUE UNLESS YOU CHECK DEDUCTIONS. Larger deductions for income tax will commence with May 4 checks (May 13 for Pacific) for most everyone who does not file a new withholding exemption certificate (IRS Form W-4) prior to April 8. Tax withholding will be computed by a new formula established by the Tax Adjustment Act of 1966 effective with the pay period April 10 to 23. The new formula brings deductions closer to actual taxes. Under the old formula, most people had to pay more tax than was withheld from their pay unless they claimed less than their real number of dependents. The new formula provides for a higher percentage of deductions for those in higher income brackets so that the amount withheld will more nearly approximate their tax obligation when the real number of dependents is claimed. Unless you file a new form W-4, deductions will be made from your May 4 check as if you were an unmarried person with dependents as listed in your current W-4. Payroll offices will not be able to handle individual inquiries because everyone is affected. New deduction tables and W-4 forms are being distributed to all Aeronautical Center T & A Clerks Wednesday of this week so that everyone can compute the number of deductions he wants to claim under the new formula.

FAA ACADEMY GOES COLLEGIATE WITH CATALOG. College level academic credit can be earned with certain courses at the FAA Academy when students make appropriate arrangements with the college or university in which they seek credit. A catalog of Academy courses, which includes a description of each course and an estimate of the semester hour equivalency of each, has recently been published as a general guide for educational institutions that may want to participate in the program. In each case, the amount of academic credit will be determined by the college concerned.

EMPLOYEE APPRAISAL CONSOLIDATION BRIEFING. Several offices have requested the the briefing on the new Employee Appraisal be rescheduled to permit attendance by those supervisors who were unable to attend the initial presentations. A briefing has been scheduled in the auditorium of the Headquarters Building on March 31, 1966, at 3 p.m. The purpose of the Employee Appraisal Consolidation will be reviewed, and a discussion will be conducted on each individual part of the consolidated form. Each supervisor who has not attended a briefing on the new Employee Appraisal form is encouraged to attend this briefing.

CENTER LIBRARIAN NAMED TO COMMITTEE. James E. Gourley, Chief, Library Branch, was recently named to the local committee on arrangements for National Library Week. The appointment was made by State Senator Bryce Baggett. National Library Week will be observed this year during the week of April 17-23. Others named to the committee include representatives from Oklahoma County Libraries, the American Institute of Discussion, and the OSU Technical School Library. The Aeronautical Center Library plans an Open House during the week.

TAKE THE GUESSWORK OUT OF PERFORMANCE RATING. Afraid of appraisals? Do they turn into discussions about personalities instead of performance? Performance standards can help you. Standards make it easier to discuss performance during appraisal sessions. Standards tell what conditions will exist when a job is satisfactorily done. They enable supervisors to measure real performance and to base salary increases or awards on something more objective than personality traits and surface impressions. They also help build morale by: (1) Clarifying the objectives of a job so that the supervisor and employee can agree on tangible improvement goals; (2) Having specific standards so the employee can judge for himself how well he is doing. Then he can rate his own job effectiveness and initiate improvement.

CITY FACTORY BECOMES PROUD. The International Crystal Manufacturing Company of Oklahoma City, Oklahoma, has reported to the PROUD Program Administrator that, since implementation of an error-prevention program similar to Aeronautical Center's PROUD Program, their rework rate attributed to mistakes has been reduced by 50%. The Aeronautical Center's program guidelines were made available to the Company following a request for advice regarding methods for instituting a similar program. The Aeronautical Center is PROUD to have participated in the development of this successful program.

NEED SF-57's, 47A's, 58's, or CSC 5000-AB Cards? Employees having a need for SF-57's, 57A's, 58's, or CSC 5000-AB Cards may obtain them from the Aeronautical Center Receptionist, Harriet Newton, in the lobby of Headquarters Building.

TECHNICIANS OFFERED CAREER DEVELOPMENT OPPORTUNITY. Technical personnel at the GS-8 and 9 level have the opportunity to qualify as personnel management specialists under an 18-month program of on-the-job training and formal instruction operated by the Agency for the past three years. Up to six people are selected each year. Assignments are rotated during the training period to provide a breadth of experience in personnel, training and general administration. Advancement during training depends on individual performance. Assignments after training are in Washington or in a field personnel office of the Agency. Application may be made by sending an SF-57 with a covering letter which discusses career interests to Office of Personnel and Training, Washington Headquarters, Attn: Executive Officer, PT-5. This year's program will consider applications received on or before May 15, 1966. Agency Notice 3410.6, 2/9/66, carries full details. Those who have applied unsuccessfully in the past are encouraged to reapply. The large number of applications received versus the small number selected has caused some potentially well-qualified trainees to be passed over in previous years.

CONDUCT REGULATIONS ISSUED. Individual copies of Agency regulations, adopted this week, governing ethical conduct and conflicts of interests in Federal employment will be distributed to each Agency employee within the next few weeks. The new regulations, approved by the Civil Service Commission, implement the requirements of Executive Order 11222 and the Civil Service Commission's Federal Personnel Manual. The regulations provide for guidance and counselling service, when required, in the interpretation of Government regulations and policies on standards of conduct prescribed for Federal employees. FAA General Counsel, Nathaniel H. Goodrich, has been designated Agency Counselor. Provision is made for deputy counselors in regions, centers and in Washington Headquarters. The new regulations are largely a correlation and restatement of existing requirements and standards. One new requirement, imposed pursuant to Civil Service regulations, prescribes that supergrades and certain other limited categories of employees must file statements of outside employment and financial interests held by themselves or by their spouse, minor children, or other members of the immediate household. Careful reading of the regulations, when received, will aid employees to understand their responsibilities in conducting the Government's business.

WATCH OUT FOR THOSE PUBLIC SURVEYS. Agency employees are reminded that the Federal Reports Act of 1942 says "No Federal agency shall conduct or sponsor the collection of information, upon identical items, from ten or more persons other than Federal employees"...without prior approval of the Bureau of the Budget. Before launching an inquiry, consult OA P 1340.1 for steps to be taken before going to the public for information.

PROMOTION PLAN ANNOUNCEMENTS FOR AERONAUTICAL CENTER EMPLOYEES ONLY

Closing Date: April 6, 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 135-1 (2-64). Request must be accompanied by an Employee Appraisal Record, FAA Form 3693 or 3693-1, as appropriate, if one has not previously been 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.

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-1836	FAA Depot Equipment Specialist (Electronic) GS-1670-11	Center Wide	*
Position Location: ACPP-1837	Administrative Services Div. General Communications Equipment Operator, GS-392-5	Center Wide	**
Position Location: ACPP-1838	Audit Division Auditor, GS-510-11	Center Wide	263
Position Location: ACPP-1839	Accounting Division Supervisory Operating Accountant GS-510-11	Center Wide	263
Position Location: ACPP-1840	Plant Engineering Division Supervisory Industrial Engineer GS-896-12	Center Wide	292
Position Location: ACPP-1841 ACPP-1842	CAMI Industrial Hygienist, GS-690-13 Applications Examining Supv. GS-963-7	Center Wide CAMI	** 264
Position Location: ACPP-1843	FAA Depot Warehouseman, WB-6907-06	Center Wide	274

\* Requirements on file Room 103 Hq. Bldg. Applications on this position will be accepted for reassignment or downgrade only.

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

Promotion lists established as 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 \* \* \* \* \*