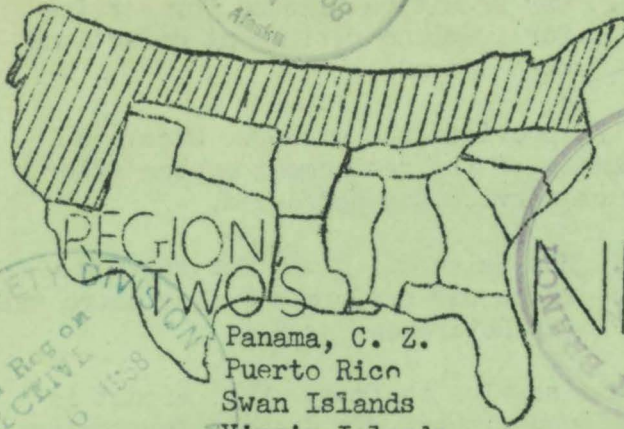


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DEPARTMENT OF COMMERCE
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NEWS & VIEWS

February 1958 No. 13

VACATION SCHEDULES

As a reminder to Supervisors and employees, leave schedules should be prepared for the 1958 calendar year by March 1st. Supervisors have the dual responsibility of seeing that the work for which they are responsible is carried on and that the reasonable needs and desires of their employees are satisfied insofar as possible in approving their requests for leave. Since many employees will be on military leave during the year, it should be given consideration in the development of the schedules. It is the policy of the Department of Commerce that each employee take a paid vacation involving at least 10 work days of consecutive leave; however, this is not an absolute requirement for those who have little or no leave accrual.

SUBSTITUTION OF SICK LEAVE FOR ANNUAL LEAVE

Standard Practice 3633.3 provides for the substitution of sick leave for annual leave when sickness occurs within a period of annual leave. Requests for such leave should be forwarded to the Chief of the Personnel Division, FW-90, through the immediate supervisor and appropriate division. An employee who requests substitution of sick leave for annual leave should

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submit a medical certificate or a statement giving the reasons why he did not have a physician. Application for substitution must be made within two work days after return to duty.

SUGGESTIONS FOR JUSTIFYING OUTSTANDING PERFORMANCE RATING

- What is expected of the employee?
 - What are the requirements of the job?
 - What are the most important aspects of the job?
- What is the best performance normally expected of the "Satisfactory" employee?
 - In respect to each of the most important aspects of the job and how rapidly must it be done for best performance?
 - How accurately must it be done?
 - How well must he understand his job?
 - How much Volume must be produced?
 - Supervision is normally required?
 - Responsibility has he?
 - Does it involve dealing with other people, other branches, the public?
- How, When and Where has he exceeded "Satisfactory" Performance?
 - Be specific, cite examples - avoid generalities.
 - In what way has he done each important aspect of his job in a manner not only over and above that expected of him, but deserving special commendation?
 - In what respect is he thoroughly dependable in those parts of his job

requiring greater than average dependability?

Is he continuously doing, or striving to do, the job better than is expected? - Cite examples.

Is he demonstrating initiative beyond that expected? How? Cite examples.

Does he have a high sense of his responsibilities and carry them out in an outstanding manner? - cite examples.

Comments

Is he exceptionally well qualified for the job?

Does he possess and utilize special skills and abilities not required nor expected? - cite examples.

Has he won the confidence and trust of his fellow workers, his subordinates and his supervisors?

* * * * *

QUESTIONS AND ANSWERS CONCERNING CREDITING OF CIVILIAN SERVICE FOR RETIREMENT PURPOSES

This is a continuation of the article in News and Views concerning Civil Service Retirement published last month.

1. What classes of civilian service may be credited for retirement purposes?

Credit is given for all service performed as an employee of the Federal Government or the District of Columbia Government.

2. Must the service involved be consecutive, or may separate periods of service be counted?

All service is creditable, regardless of breaks in employment.

3. May periods of separation from service be counted?

No, except that any separation which is 3 calendar days or less is counted. Such a separation is not considered a break in service.

4. May credit be allowed for service for which no retirement deductions were taken?

Yes, provided the employee became a member of the retirement system after such service was performed.

5. How is credit given for service which was performed before there was any Retirement Act?

This service is free. Full credit is allowed without any deposit for service performed before August 1, 1920 (the date deductions were first taken as provided by the original Retirement Act)

6. Is there any other period of free service?

Yes, Service performed for the Panama Railroad Co. (now known as Panama Canal CO.) before January 1, 1924, is creditable in full without any deposit.

7. Is deposit required to obtain credit for periods of service for which no retirement deductions were taken?

Deposit is required in order to receive the maximum annuity, but not to receive time credit. Full credit in counting total service is allowed for all civilian service with or without deposit

8. How is the annuity affected if the deposit is not made?

The annuity is reduced by one-tenth of the amount due as deposit. For example, if a retiring employee has an unpaid deposit which amounts to \$500, his annuity would be reduced by one-tenth of \$500 or \$50.

9. How is the amount of the deposit determined?

The deposit is made up of the regular deductions (2½ percent from August 1, 1920, to June 30, 1926; 3½ percent from July 1, 1926, to June 30, 1942; 5 percent from July 1, 1942, to June 30, 1948; 6 percent from July 1, 1948, to October 31, 1956; and 6½ percent thereafter)

plus interest at the rate of 4 percent
to December 31, 1947, and 3 percent
thereafter, compounded annually,

* * * * *

PREACHIN'

I'd rather see a sermon
Than hear one any day;
I'd rather one should walk with me
Than merely show the way;
For the eye's a better pupil
And more willing than the ear;
Good counsel is confusing,
But examples always clear.

And best of all the preachers
Are the men who live their creeds;
For to see good put in action
Is what everybody needs.
I can soon learn how to do it,
If you let me see it done;
I can watch your hands in action
But your tongue too fast may run;
And the lectures you deliver
May be very fine and true,
But I'd rather get my lesson
By observing what you do;
For I may misunderstand you
And the high advice you give,
But there's no misunderstanding
How you act and how you live.

Poem by an unknown author published in
the July, 1956, Memo Handbook of the
Safety Department of the Baltimore &
Ohio Railroad.

