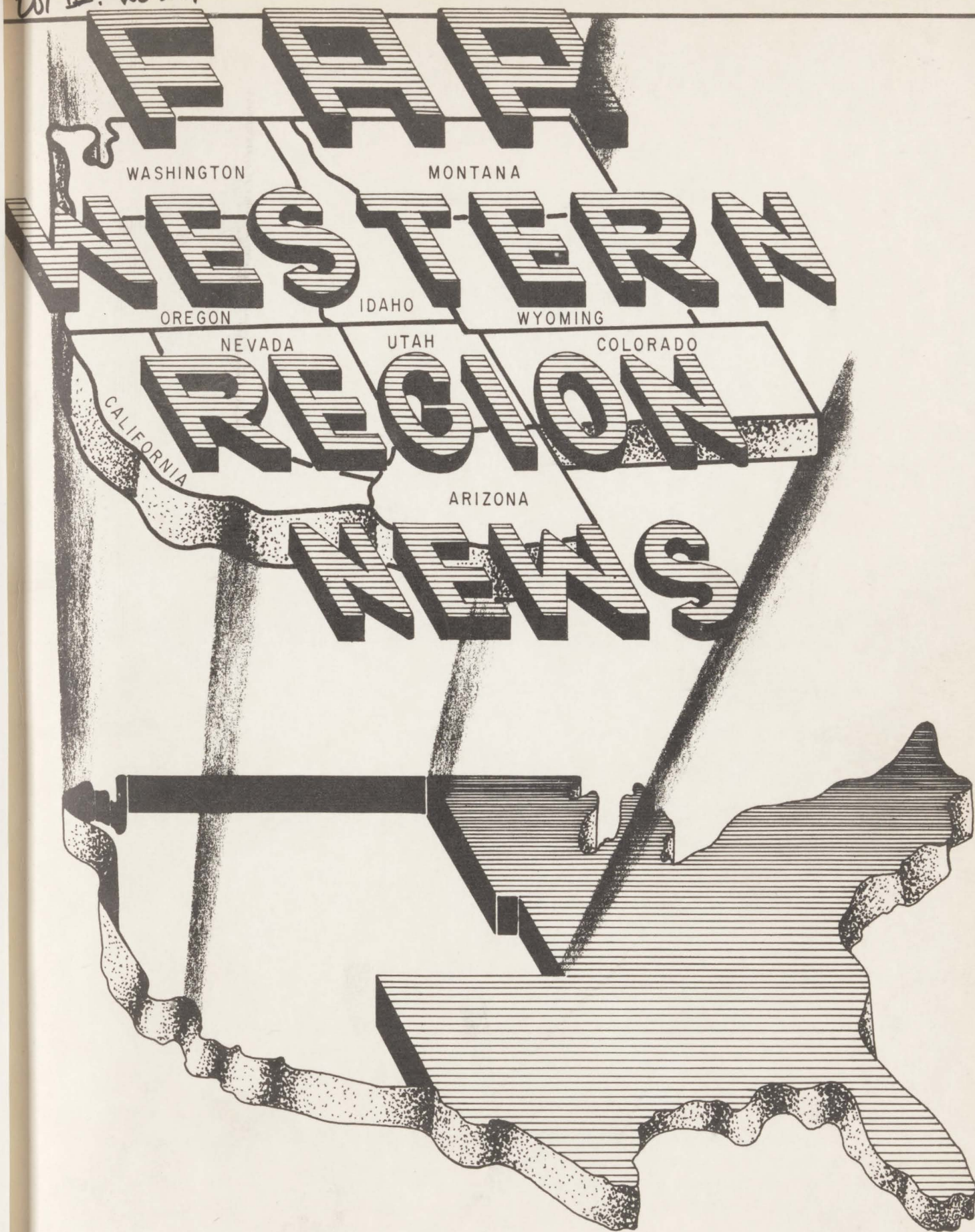


Vol. IV. No 2.



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FAA WESTERN REGION NEWS

Volume IV

Number 2

PUBLISHED MONTHLY BY THE EMPLOYEE-MANAGEMENT RELATIONS BRANCH
FOR THE PERSONNEL OF THE
FEDERAL AVIATION AGENCY
WESTERN REGION

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Editor's Note - With the publication of this issue we now become known as the FAA Western Region News - changing times lead naturally enough to changing titles - So long Omnivoice - Hello Western Region News



From The Desk Of The Assistant Administrator

Guest Columnist, EDWARD C. MARSH

Deputy Assistant Administrator

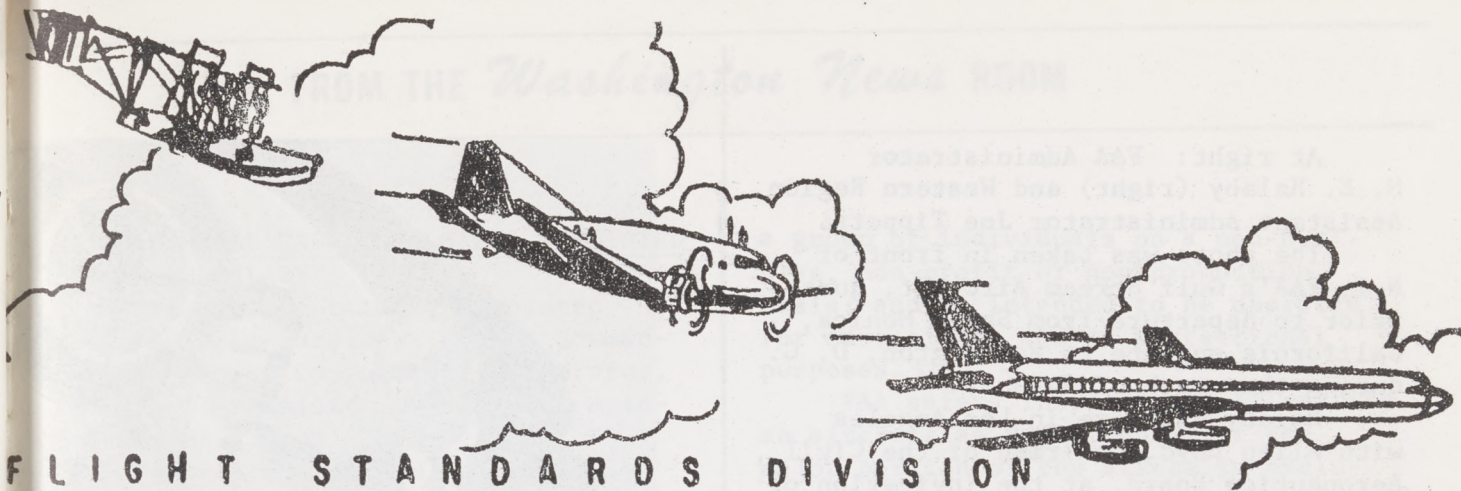
Mr. Tippetts has consented to yield his space every other month to a "guest columnist", and I am honored to be the first "guest". In subsequent months the various Division Chiefs will also be so honored. (I might add that this is their first notice of this oncoming honor.) In yielding his space, Mr. Tippetts asked me to discuss the Area Coordinators and their committees.

On numerous occasions and most recently in last week's meeting with the Assistant Administrators, Mr. Halaby has expressed himself regarding his interest in the Area Coordinators. As you know, Mr. Halaby is decentralizing the operations of the FAA and he is determined that under the decentralization concept the FAA will be operated as a unified entity. All of our programs are to be coordinated and cooperative effort is expected at all levels. At all times the FAA is to present a single face to the public. The Area Coordinator concept is an important part of our plans to establish this image. It is not unlikely that individual coordinators will hear directly from Mr. Halaby in the event of major occurrences in their area. I am sure that many of you will hear directly from Mr. Tippetts.

The local coordinator concept is important and many benefits can be realized if it is properly used. Perhaps the single most important function will be a mutual appreciation and understanding of the programs and problems of the colleagues in the committee. The committee can and should: (a) identify, report, and make recommendations concerning local problems affecting more than one function; (b) afford a means for the Regional Office to obtain locally coordinated recommendations and comments; (c) recommend regarding future programs, and; (d) present a coordinated image of the FAA in the local area.

By the time you read this there will have been a one day meeting in Los Angeles of all the Western Region coordinators. The coordinators will be briefed on recent developments in the Agency, our plans for the future, and similar matters. They will be asked to return and brief their committee on this same material. Within the near future, Mr. Tippetts and I plan to visit with each of the local coordinating groups and in the future the Division Chiefs will join us in accomplishing these visits on a regular basis. At these meetings we hope to have a mutual discussion of the local problems, the impact of our policies on our people and seek your advice on future plans. I might add that this does not mean that we will not visit the individual facilities, and in addition we will make a real effort to get those more isolated facilities which are not included in a coordination group.

Edward C. Marsh



FLIGHT STANDARDS DIVISION

OPERATIONS BRANCH

Operations Branch personnel are looking forward to the return of "Clancy" L. Schmid to the Western Region - Clancy is returning as Chief of the Air Carrier Operations Section approximately March 1.

Scheduled for Operations "Supor-train", which provides Supervising Inspectors, General Aviation District Offices, with an opportunity to become familiar with Regional Office procedures and problems and review the district office accomplishments from the Regional Office level, are Inspectors B. A. Geier, J. J. Princen, A. E. Romaine and E. S. Gull during the months of February and March.

Also at the Regional Office on special detail is Inspector C. J. Christenson who will assist the Business Operations Section in Accident and Enforcement Review.

The next regular Air Carrier District Office Supervising Inspectors 90-Day Operations Meeting is scheduled for February 27-28 at San Francisco, California. Similar meets are scheduled for General Operations Supervising Inspectors at Salt Lake City, Utah on March 20 and 21, and Millbrae, California on March 26 and 27.

ENGINEERING & MANUFACTURING BRANCH

Recently Dick Sliff and Bill von Brockdorff returned from Frankfurt, Germany, where they spent approximately one week. They assisted the German Government in the accident investigation of a Lufthansa Boeing 720B that crashed December 4, 1961 south of Frankfurt. We hear that they also visited Hamburg as

well as Frankfurt. Bill claims that he met a distant cousin in the Frankfurt Flughafen just as he was leaving Germany. (Better luck next time!) We haven't received word from Dick Sliff, but we are certain that his trip was most interesting. Apparently the boys had some time to do a little shopping, because it's rumored that Dick likes cut glass creamers.

Newcomers are: Gail Daniel in Airframe & Equipment Section, and Kathleen Fisher in Flight Test Section.

* * * *

LEGAL DIVISION

We wish to welcome back John Harrison as a member of our staff. Mr. Harrison was assigned to this office on a temporary thirty-day appointment in the latter part of 1961 from the General Counsel's Enforcement office in Washington. Mr. Harrison has had approximately seven years of private law practice in Detroit, Michigan, before joining the Federal Aviation Agency. We are happy to have him with us.

The Emergency Order issued by this office revoking Stewart Air Service's operating certificate was sustained by CAB Hearing Examiner Caldwell after an eight-day trial. There was no appeal filed. Stewart Air Service was a supplemental air carrier based at Hawthorne.

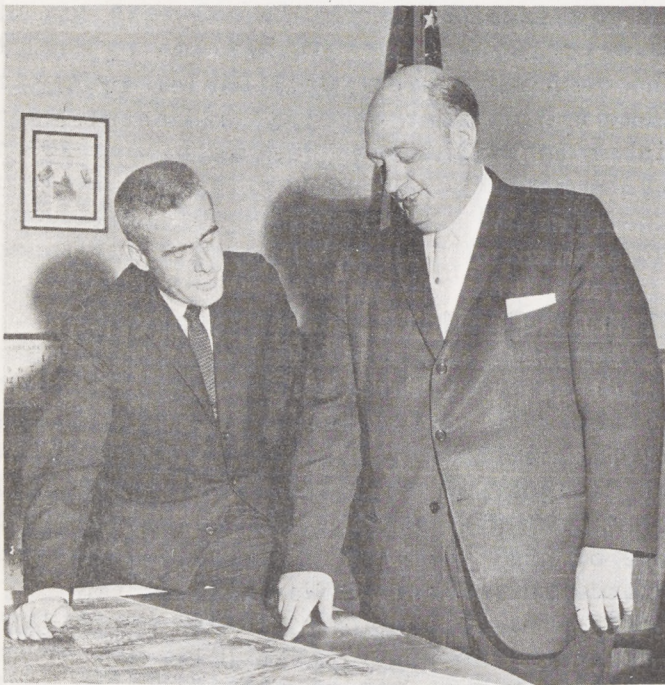
Congratulations to Pennie Ronnie for bowling a 211 game in the FAA Bowling League.

At right: FAA Administrator N. E. Halaby (right) and Western Region Assistant Administrator Joe Tippets.

The photo was taken in front of N-1, FAA's Gulf Stream Aircraft, just prior to departure from Santa Monica, California enroute to Washington, D. C. during the month of January.

Halaby was here in Los Angeles with Allen Boyd, Chairman of the Civil Aeronautics Board, at the invitation of the Regional Airport Study Committee to hear a proposed 9-County study for future airport development.

Prior to this Halaby also participated in a press conference which was very well attended and was also very well covered by newspaper and TV media.



Cole H. Morrow, Director of Airports Service, Washington, D. C. (right) and Joe Tippets. Morrow also accompanied Halaby to discuss Western Regional Airport Programs with Charles J. Winger, Chief, Airports Division. While here Morrow also had the opportunity to meet many of the Western Region personnel.



FROM THE *Washington News* ROOM

MAJOR GENERAL HAROLD W. GRANT APPOINTED DEPUTY TO HALABY

The President today appointed Major General Harold W. Grant, Commander, Air Force Communications Service, as Deputy Administrator, Federal Aviation Agency.

General Grant, who is currently assigned at Scott Air Force Base, Illinois, will assume his new duties in Washington as Deputy to N. E. Halaby, FAA Administrator, February 19.

"The Agency is extremely fortunate in having the services of General Grant," Halaby said. "He is an outstanding administrator and a leader in technical areas critical to the job ahead of building a national aviation system."

General Grant will remain on active military duty, as outlined in the Federal Aviation Act. The Act stipulates that if either the Administrator or the Deputy is a military man, the other must be a civilian, but does not require inactive or retired status. His appointment requires Senate approval.

General Grant and his wife, Dorothy Silvis Grant, have three children. His eldest son, Michael, 21, a senior at Stanford University, and his daughter, Lois, 20, a senior at the University of Maryland, are both student pilots. Bruce, the youngest child is 10.

FAA ISSUES AIDS FOR AMATEUR AIRCRAFT BUILDERS

Rules for the certification and operation of amateur-built aircraft have been compiled by the Federal Aviation Agency into a single publication, Flight Standards Service Release No. 456, available free at any FAA District or Regional Office.

The new publication is designed to help prevent any unintentional violation of the Civil Air Regulations by amateur builders.

The FAA describes an amateur-built aircraft as "one which has been fabricated and assembled by an individual or

a group of individuals on a non-business, non-profit or non-production basis, and is intended to be operated for educational and/or recreational purposes."

FAA safety inspectors will certify an aircraft as Experimental if the major portion of the aircraft, exclusive of certain major elements such as propeller and engine, were fabricated and assembled as required and the aircraft is airworthy.

The publication suggests seven major steps to the amateur builder, all designed to avoid disappointment in completing his aircraft and finding that it cannot be certificated for flight. It also goes into detail on pilot certificates required, areas where flying is permitted, and how to obtain waivers for flight. A section on safety precautions for operations is included. The numbers and prices of FAA manuals useful to the amateur builder are also included.

"With careful attention to this publication, the amateur builder can save much time and disappointment," George C. Prill, Director of the FAA's Flight Standards Service, said. "We want to encourage the craftsman who builds his own plane, whether he designs it or buys it in kit form."

* * * * *

FAA CONTRACTS WITH UNITED AIR LINES FOR PILOT TRAINING

Thirty-four Federal Aviation Agency safety inspectors will receive specialist pilot training in three types of turbine-powered transports under a \$592,124 contract with United Airlines.

The training, to be performed at United's training base at Denver, Colorado, will include instructions in the operation of DC-8's, Caravelles, and Viscounts.

The training by United is part of an overall program by FAA to insure

that its inspectors have the same skill in each aircraft as the airline pilots whose operations they monitor. Training in other types of aircraft is conducted by FAA at its Aeronautical Center in Oklahoma City in its own planes.

AIRLINE AND FAA TO STUDY ENGINE OVERHAUL PERIOD

Better methods of establishing overhaul and inspection times for an airline using aircraft on which it has had no previous experience will be studied by the Federal Aviation Agency in cooperation with Mackey Airlines, Fort Lauderdale, Florida.

As a part of its new program of studying aircraft and component reliability in cooperation with six major carriers, the FAA will apply industry experience to Mackey maintenance operations of the DC-6 and DC-4 planes which the airline has purchased from other carriers.

The study, to be conducted during the first four months of 1962, will apply only to the propulsion system.

FAA Air Carrier Safety Inspectors in the new Southern region will conduct the Mackey study.

FAA AWARDS \$2,700,000 CONTRACT TO MITRE CORP. TO TEST RECOMMENDATIONS OF BEACON TASK FORCE

The Federal Aviation Agency has awarded a \$2,700,000 contract to the Mitre Corporation of Bedford, Massachusetts to test and evaluate new methods of controlling air traffic which were recommended in the Project Beacon Task Force report.

The Mitre Corporation, a non-profit scientific organization, will conduct the tests over a 12-month period at its experimental facility in Lexington, Mass.

In its report, the Task Force pointed out that the relative inefficiency of the present enroute air traffic control system "stems from sepa-

ration standards necessitated by a greater dependence on calculated position and pilot reports rather than on radar control". It emphasizes that the type of pictorial display to be used as the primary tool for future air traffic control as opposed to today's "pencil and paper" flight strip must contain both additional actual radar and computer-generated information.

The report recommends the use of radar beacon transponders in aircraft to provide controllers with the identification and altitude of aircraft under their control, and suggests that this information appear identified by appropriate letters and numbers on the pictorial display.

FAA INSTITUTES FORMAL HEARINGS FOR CERTIFICATE CASES

The Federal Aviation Agency now offers a trial type hearing to airmen facing suspension or revocation of their certificates. Regional hearing officers have been appointed to implement the new enforcement procedure.

The hearing officer system has been established to further safeguard the rights of airmen facing enforcement action involving their certificates. It follows in principle one of two major recommendations made under Project Tightrope, an independent survey of FAA enforcement and rule making procedures. The other was implemented in November with the establishment of an Agency Regulatory Council to serve as a central forum and expediter for the Agency's rule making process.

"The Federal Aviation Act gives us the right to suspend or revoke a certificate after following informal procedures," FAA Administrator said in announcing the new system. "We feel, however, that an airman should have an opportunity to plead his case in a formal proceeding before an independent hearing officer. This adds another safeguard to our procedures and

to his continuing right to appeal an FAA decision to the Civil Aeronautics Board."

Glen Woodmansee, a member of the FAA's Board of General Advisors, will hear cases in the Western Region.

For administrative purposes, reports will go to the Administrator through W. Lloyd Lane, Executive Director of the Agency Regulatory Council.

In another action which decentralizes Agency activities, responsibility for processing airline, manufacturing and military violations of the Civil Air Regulations has been shifted from Washington to the regional offices. Penalties to be sought will be determined by the Regional Counsel and the Flight Standards Field Division Chief. If they fail to agree, the Regional Assistant Administrator will act after conferring with the General Counsel in Washington. All present rights of appeal will continue in force.

LOTT NAMED FAA DIRECTOR OF TRAINING

Oscar C. Lott has been named Director of Training in the Federal Aviation Agency's Office of Personnel and Training.

Lott will be responsible for directing the FAA's training program, which provides highly specialized aviation courses for the Agency's technical personnel. This training program is mainly carried out at the FAA Academy at Oklahoma City, where approximately 12,000 students a year receive training in such areas as air traffic control, maintenance, flight inspection or other specialized fields.

FAA PLANS NEW, FASTER METHOD OF RECORDING MALFUNCTIONS

A summary of mechanical malfunctions in the operation or maintenance of airline aircraft will be available to all carriers within 24 hours after the receipt of reports under a new Federal

Aviation Agency system for gathering, analyzing and distributing Daily Mechanical Reliability Reports.

By using fast teletypewriter communications with 14 field offices, the FAA can quickly alert all carriers to significant incidents and malfunctions which have occurred in the entire airline industry for the period covered by the report. Using electronic computers to analyze and summarize the data, the FAA will be able to produce appropriate and reliable statistics on which to base preventive action or needed amendment of the Civil Air Regulations. The new procedure will go into effect March 12.



In a mock ceremony, Ken Wall, (right) Regional Personnel Officer, presented a college diploma to Martin Bazik, Chief, Placement Section No. 1, on the occasion of his graduation from San Diego State College. Martin received a B.A. Degree. He majored in Political Science with a minor in Business Management. All of his college work was done in evening courses and took 10 years to complete. Here is an example of real perseverance !
Congratulations, Martin !



L P O N T O N de A R C E

C h i e f A i r T r a f f i c D i v i s i o n

L. Ponton de Arce, as Chief of the Air Traffic Division, administers the Western Region Air Traffic Service program. His responsibilities include: planning, and evaluation of all air traffic field facilities and services; establishing air traffic regulations, criteria and procedures; airspace allocation and utilization; developing policies, programs, and standards for establishing or discontinuing air traffic services and associated air navigation facilities; investigating air traffic accidents and incidents occurring in the air traffic system; collecting and analyzing air traffic facts and figures to develop an accurate basis for operational planning.

Ponton de Arce has served in this capacity since July 1958. Prior to that time, he was the Deputy Chief of the Airways Operations Division, having been appointed to this position in 1951.

His career with the Federal Government started in January 1937, when he introduced air traffic control to the San Francisco Bay area, established the Oakland Air Traffic Control Center, and became its first Chief. In 1939 he was appointed Air Traffic Control Coordinator of both the 6th and 7th Regions, and in 1946 was named as Chief of the Air Traffic Control Division in the 6th Region.

Ponton de Arce's connection with aviation began initially when he enlisted as a buck private in the Aviation Section of the Signal Corps on June 6, 1917. He attended ground school at the University of California and made his first solo flight at Wilbur Wright Field the same year. He won his wings and was commissioned a Second Lieutenant at Ellington Field, Houston, Texas.

He served with the AEF in France from September 1918 until April 1919 and was attached to the 100th Day Bombardment Group.

Upon returning to the United States, he resigned his commission and returned to civilian life. He was associated with the Friesley Aircraft Corporation of San Francisco and the Syd Chaplin Aircraft Corporation of Los Angeles. The call of Army aviation was too strong, however, and he regained his commission through competitive examination in 1921 and remained in the Army until April 3, 1923. On this date, he again resigned to enter commercial aviation, but he continued as a member of the Officers Reserve Corps and was recalled to active duty June 7, 1941.

A native Californian, Mr. de Arce was the pilot of the first combination passenger-air mail night flight ever made in the United States -- a flight from Boston to New York for the old Colonial Air Lines CAM-1, flying a Fokker Tri-Motor. This flight is now celebrated as the anniversary of the founding of the present American Airlines Corporation. As Chief of Operations for New England Air Terminals, Inc., he supervised the management of a chain of airports along the Eastern Seaboard. He operated his own flying school and aircraft agency in Boston and also served as test pilot and demonstrator for the Bellanca Aircraft Corp.

Upon being recalled to active duty during World War II, Colonel de Arce was stationed at Long Beach with the Sixth Ferrying Group as Deputy Commander and Operations Officer. He was ordered to Seattle, where he assumed the duties of Commanding Officer of the Northwest Sector, Ferrying Command, and then transferred to Great Falls, Montana, where he organized and commanded the Seventh Ferrying Group. He assumed command of the Third Ferrying Group at Romulus, Michigan, on May 27, 1943, and later served overseas in the India, China, Burma Theatre.

Probably one of his most outstanding achievements was his work in militarizing and supervising the Northwest Route from Great Falls, through Canada and the Yukon to Alaska, which was commonly called the "Pipe Line to Russia" and over which flowed a constant stream of airplanes and supplies. The route later became the Alaskan Wing of the Air Transport Command.

His greatest contribution to civilian aviation came when, as a partner of the late Earl F. Ward, they formed the Air Traffic Control Corporation, which was sponsored and supported by the four major airlines. Mr. de Arce and his partner founded and developed the airways traffic control system, through which the Federal Aviation Agency now charts, guides, and controls the flight of civilian and military aircraft over the air trails of the world.

In November 1961, Mr. de Arce was honored by the Air Traffic Control Association, at special ceremonies in Miami, Florida, for being one of the first participants in air traffic control and for the services he had rendered in the development of the Air Traffic Control System of the United States. Earlier in the same year, he was awarded a scroll by the same association in recognition of his efforts and accomplishments as a Councilor of the Association.

In December 1943, Mr. de Arce was made an active member of the Order of Daedalians in recognition of his having been an airplane pilot in the Armed Forces of the United States prior to the Armistice in 1918.

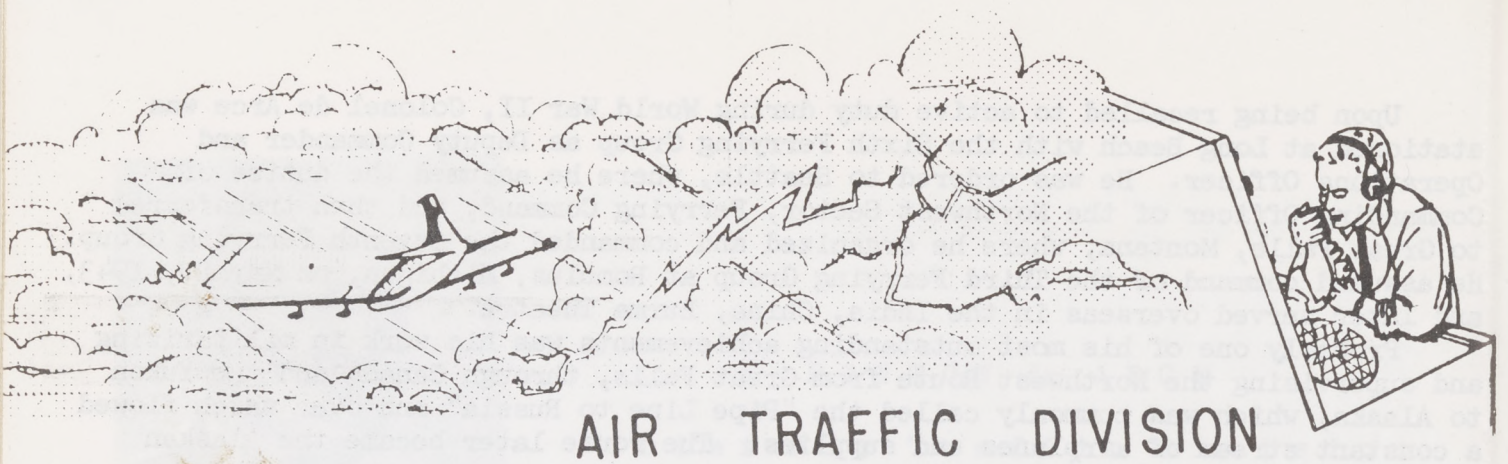
Ponton de Arce is also a member of the Air Force Historical Society and the Quiet Birdmen and is a retired Colonel of the Air Force.

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TOASTMASTERS & GUESTS

At head table, L to R:
Len Williams, Toastmaster
Timer; George Warren,
Toastmaster, Admin. V.P.;
Ed Marsh, Dep. Assistant
Admin.; Joe Tippets,
Assistant Administrator;
Parke Potter, Pres. FAA
Toastmasters #1004; Wade
Ashley, Jr., Chief, Admin-
istrative Services Div.;
Wm. Reichel, Governor,
Toastmasters Area 50;
Joe Earnest, Assist. Gov.
Toastmasters Area 50.
Along side table with
backs to camera - L to R:
Harold Korell, Bill
Sullivan, Chet Stalker.



AIR TRAFFIC DIVISION

LIVINGSTON FSS CHIEF RELATES RIGORS OF MONTANA WINTER

The following excerpts from a letter by G. E. Atkins, Chief, Livingston FSS, graphically relates some of the conditions which our field personnel encounter, particularly in northern climes. It is suggested that this article be saved and reread next summer for cooling-off purposes! "I have enjoyed twenty-three Montana winters and this one will be the twenty-fourth. Weatherwise, 1962 will put a kink in any old cat's tail. We have had temperatures to -32 with mountain breezes (50-85 mph). The access road to the airport has been closed (2 to 6 foot drifts) more than it has been open.

The following is related as an example of the general conditions to which the five journeymen at this facility have been subjected repeatedly.

Time 0745M, bogged down in snow drift at base of hill one half mile from station, temperature -6, wind 40-60 mph, visibility on road zero due to blowing snow. Decided to walk the shortest route, which was a climb of 250 feet up an 80 degree hill, thence one third mile across the bench land. Reached top of hill nicely due to stiff tail wind; tail side numb from air blast. Visibility zero on top. Started walking toward station guided by sunball visible through blowing snow. Stumbling through snow drifts 2 feet deep, unable to see; visibility zero below waistline. Unable to breath with face out of parka hood. Arrive within twenty-five feet of ceiling light projector; off the beam by 90 degrees.

Correct course and start moving again. 500 feet from building see antenna tops above blowing snow; see outline of building when within 300 feet. Arrive at station with back and right side numb from snow and wind blast. Exertion knocked me out for most of day. At 53 I ain't what I usta be.

The above example is not the worst condition thus far this winter, which our journeymen have subjected themselves to in meeting their watch schedules. Conditions have been such that some have had to remain at the station as much as two days. The airport manager has been kind enough to provide them with meals as he lives at the airport and has adequate cooking facilities.

In all of this I have heard not one single word of complaint, in the sense of the word. Much to the contrary, they have deliberately made a big joke of their discomfort. I am glad that they can do this. This is the worst weather I have ever experienced and I've cussed lesser weather conditions plenty. It is hard on a young man and murder to an older man.

I wish to commend to you FSS Cecil O. Hoeme, Darrell L. Lamm, Merlin C. Olsen, Francis J. Schlect and Harlan A. Smith for their devotion to duty in the face of such adverse weather conditions.

* * * * *

"PETE" HILL COMMENDS IDAHO FALLS FACILITIES

In a recent letter to Cliff Wheeler and Ed Ray, FSS and Tower Chiefs respectively at Idaho Falls, Mr. H. P.

"Pete" Hill, Airport Manager at Fanning Field, commended the facilities for the friendly and courteous manner in which radio contacts are being handled. He expressed the following thought which is unique, and equally applicable to each of our facilities:

"As you may know, either or both of your facilities are first contacts that the itinerant airman has with this City. His first impressions of our community are formed during conversations with our personnel. Thus, when these pilots are handled with dispatch, thoroughness, and in a pleasant manner, your personnel are automatically creating a favorable impression for our City."

* * * * *

VAN NUYS TOWER CONTROLLER
HITS THE SILK

Jim Zonlick, VNY controller, hit the silk near Taft, Cal., from a height of 3500 feet on Sunday, January 7th. Jim, a Commercial Pilot, Instructor rated, has flown for Sky Drivers for about a year. He had ample time to think it over, and finally decided to jump. In fact, he made two jumps the same day. Now it's out of his system.

He suffered nary a bruise nor bump, having been well coached by the Rumble Seat Sky Drivers of Hollywood. Jim will continue to fly for other jumpers, but jump again himself --- NAY.

* * * * *

One of these service-sampling post-cards received recently from a pilot contained the following comment: "I think the FAA personnel at Tucson are living dolls."

* * * * *

R - A - I - N COMES
TO THE REGIONAL OFFICE

In case the mail didn't get through to the field, this is to let one and all

know that it rained recently in good old Smogland. As a matter of fact, the old timers in L. A. (those who have been here over 6 months) couldn't recall a storm like went through the first part of February for many a moon.

* * * * *

LOS ANGELES CENTER,
ONTARIO CS/T TEAM UP IN SAVE

At approximately 0340Z, on January 20, Phoenix Center advised Los Angeles Center that Air Force 03490, a T-39, en route from Tinker Air Force Base, Oklahoma to Los Angeles, California via J-78 Victor, was unreported since Prescott, Arizona, and was considered a possible radio failure. Appropriate sectors within Los Angeles Center were alerted and provision made to protect the airspace between Ontario VOR and Los Angeles Airport that would be occupied by the aircraft if he made an approach in accordance with radio failure procedures.

At approximately 0355Z, the Los Angeles Center radar controller observed what he believed to be a very weak "emergency" beacon return in the vicinity of Ontario VOR. By close observation he determined the aircraft was in a holding pattern east of Ontario. Calls on various Los Angeles Center frequencies failed to establish radio contact. Los Angeles Center requested Ontario CS/T to initiate a "blind" broadcast to Air Force 03490 advising him that if in the vicinity of Ontario VOR to change his transponder to code 02. This was done and Los Angeles Center radar controller observed the "emergency" code change to 02.

Thereafter, by means of beacon code changes in response to specific statements, such as "if you are at or below two zero thousand change transponder to code 62", and observing the subsequent code changes, the position and altitude of Air Force 03490 was determined. At approximately 0407Z

Air Force 03490 was cleared for an approach to Los Angeles International Airport. All transmissions to the aircraft were "blind" broadcasts by Ontario CS/T as initiated by Los Angeles Center. Weather at Los Angeles International Airport was reported one thousand seven hundred broken and two thousand eight hundred overcast with visibility six miles.

At approximately 0420Z Air Force 03490 arrived Los Angeles International Airport. After arrival, the pilot of Air Force 03490 called Los Angeles Tower by telephone and expressed his gratitude to all concerned for the assistance rendered.

Don Mahon and James Neal of the L.A. Center and Don Millward and A. R. Dunn of the Ontario CS/T did a nice job on this one.

* * * * *

SAVE AND ASSIST DEPARTMENT

Another bunch of them this past month - we wish that space would permit a complete accounting of each, but here are the names of the specialists who participated in some of them:

Nona C. Murphy, Seattle FSS; E. F. Whitney, R. A. Marshall, B. W. Hickert, Los Angeles ARTCC; John R. Childress and Virginia Kramer, Long Beach Tower; Francis L. Klueber and Herbert B. Dennie, Phoenix, FSS; D'Wayne S. Felton and Norman W. Beal, Ventura Tower.

Jerry Stidham and Jay Olson, Bellingham FSS; Stanley Watt and Norman Johnson, Long Beach Tower; Reuben F. Jones, Joe Fowler, Raymond P. Gumbert, Burbank Tower; Ellen E. Cummings, Imperial FSS; Specialists Mishak, Bruno, Peterson, Knauer, Hudman, March RAPCON; Nellie M. O'Connor and Francis Klueber, Phoenix, FSS.

Anthony LeSage, Lemoore RATCC; John Condon, James Baumann, Edward McCarthy, El Toro RATCC; Everett Ackley, Francis Dean, Ralph Fisk, Mather RAPCON; Frank Paulissen and Dean Shipley,

Red Bluff FSS; Charles Ricketts and Howard Pohl, Phoenix, ARTCC.

Allen L. Kortkamp and Archie Lott, Tucson FSS; Harry Bell, Tonopah FSS; Joseph W. Turner, Pueblo CS/T; James R. Nelson, SLC FSS; and Peter Marcusen, SLC Tower; Charles Hunter, Douglas FSS; Robert McKay and Charles Hackbarth, El Toro RATCC; Louis Boldt, James Dickson, Joseph Lach, S/Sgt. Thomas Leen, March RAPCON.



L to R: Major Gen. Perry B. Griffith, Sr. Roberto Yoder, Col. Carlos J. Cochrane, Col. Robert L. Wright -- Morton AFB, California

ARGENTINE ACCIDENT INVESTIGATION CHIEF STUDIES U. S. METHODS

Sr. Roberto Yoder, Deputy Chief of Junta de Investigaciones de Accidentes de Aviacion in Buenos Aires, Argentina, is completing a four-month study in the United States of methods employed in aeronautical accident investigation procedures. Sr. Yoder's organization in Argentina is similar to the Civil Aeronautical Board.

Appointments and transportation in this area were arranged by the FAA International Liaison Office at Los Angeles.



The above picture shows the Regional Office group which recently completed the Effective Writing Course. Certificates were presented by Deputy Assistant Administrator Ed Marsh. Also attending the presentation ceremonies was Ken Wall, Regional Personnel Officer.

The course advocates a modern style of writing. It attacks outworn, illogical, and peculiar ways of expressing ourselves. According to Chet Stalker, the instructor, "we don't need an artificial personality (frozen, stiff, and unnatural), or a special vocabulary (Governmentese, Officialese), to communicate in writing."

The course is apparently making a solid contribution to the improvement of Regional operations. A typical reaction was -- "Writing has always been difficult for me. If I can successfully apply what I learned in this course, I'll have it made."

Shown in the picture from left to right are:

Ken Wall, Grover Palmer, Frank Reed, Gerald Wilson, Bill Bush, Dick Schmeltzer, George Todd, Ezra Titzel, Howard Shrode, Chet Stalker, Jerry Hopkins, Lonnie McAdoo, Ed Marsh, Fred Potter, John Renfroe, Art Fielder, Glen Hall, Ray Schunter, Dwight Peterson, Wes Martyn, Harvey Kattelman, Don Watt.



The above group completed the Management Course for Supervisors during February. Certificates were presented by Assistant Administrator, Joe Tippets. L. to R.: Instructor, Ross Burnett, Monte Porter, Frank Reed, Art Loomis, Joe Duncan, Agnes Brunner, Joe Tippets, Arnold Seifert, Paul McAfee, Ervin Schulz, Allen Carter.



ALLAN E HORNING

Chief

Aviation Facilities Division

Allan E. Horning, Chief, Aviation Facilities Division, is a well known figure to many employees of the Western Region having served with the Agency since 1940 in many positions in the Alaska and Western Region, as well as the Aeronautical Center.

Mr. Horning, 55, is a native of Alaska although born in Redondo, Washington near Seattle. His family moved to Nome in 1900 to enter the mining industry which they followed until retirement in 1940. Mr. Horning attended high school in Anchorage, Alaska, when it was a mere village so he is well versed on the growth of the Territory and its largest city. Following his graduation from high school, he commuted "Outside" and attended the University of Washington, graduating in 1928 with a B. S. in Mechanical Engineering.

Shortly after receiving his degree, he attended the Hancock School of Aeronautics, Santa Maria, California, where he obtained his flight training and subsequently was an instructor for three years.

Returning to Alaska, Mr. Horning was a bush pilot for several of the air lines which were eventually formed into the present corporation known as Alaskan Air Lines. Serving in this capacity during the years 1933 to 1940, he traveled all over the Territory, and became well known to residents and tourists.

It was during this period that he married Mrs. Horning who was, at the time, also a resident of Alaska. In 1940, Al and Louise became the proud parents of Susan Horning who now resides with her parents at their home in Malibu, California. Susan is attending the Santa Monica City College in preparation for a career as a Dental Hygienist. The other members of their household include Susan's pets, Snoopy, the dog, and Sooner Lady, the quarter mare.

Al Horning joined the Civil Aeronautics Administration as an Airways Flight Inspector with the Alaskan Region in 1940, apparently, being a bush pilot was not in the best interests of being a family man. He remained in the Alaskan Region until 1947 when it became necessary for him to move to California because of his family's health. During this period he held progressively responsible positions culminating in his appointment in 1946 as Chief, Air Navigation Facilities Planning and Control Staff, Alaskan Region. When transferred to the Los Angeles office of the Agency, he continued his progressive rise in the organization, becoming Deputy Chief and subsequently Chief of the Facilities Division. During this period, because of his extensive experience and knowledge, he was detailed for service with the CAA in London, England, where, for a period of 4 months, he assisted in the planning and development of a program for world-wide standardization of Air Navigation Facilities throughout free Europe. As part of this assignment, he,

with Harry Doyle, ferried the first CAA DC-3, N-17, from Oklahoma City to London and subsequently flight checked most of the en route and terminal aids in all principal Western European terminals.

During the period 1954 to 1956, Mr. Horning was away from the then 4th Region serving as Deputy Director of the Aeronautical Center at Oklahoma City where he took an active part in the planning and development for what is now one of the outstanding Government facilities in the world.

In 1956, Mr. Horning was selected to be the Assistant Regional Administrator for the 4th Region, and he and his family joyfully returned to their old haunts in Southern California. He continued in the position until May 29, 1960 when he was selected for his present position as Chief of the newly formed Aviation Facilities Division.

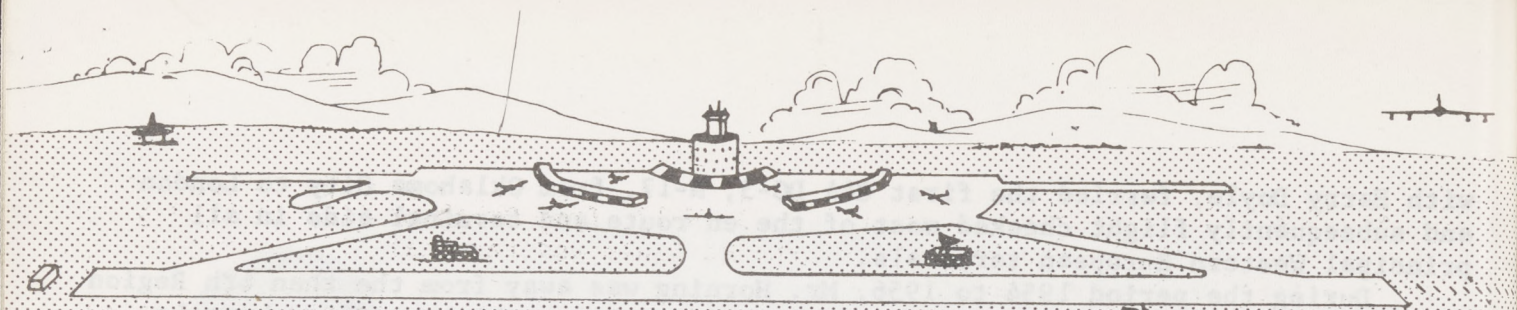
His duties presently find him responsible for the direction and supervision of all Regional programs of the Aviation Facilities Service, which include, among others; the management of Radio Frequencies required throughout the Region; and all actions necessary in the establishment, modernization, and maintenance of air navigation and air traffic control facilities and related services. Additionally, Mr. Horning is responsible for the Materiel program which services the materiel needs of all elements of the Agency within the Region. This includes the procurement of all necessary supplies, the issuing and administration of construction contracts and the acquisition and disposal of necessary real estate and utilities. Prior to the recent establishment of the Airports Division, Mr. Horning was also responsible for the functions performed by that organization, and, as the Government's representative, his name appears on numerous Grant-In-Aid Agreements which have resulted in extensive improvements in Airports throughout the 11 Western States.

Mr. Horning, "Al" to his many friends throughout the FAA and in the various industries associated with Aviation, is perhaps as well known for his cheerful, friendly disposition as for his individual accomplishments throughout the years. The personnel of the Western Region can consider themselves very fortunate to have a man of Al's caliber as one of their working associates.

* * * * *



Freddie L. Orr of the Establishment Branch, receives congratulations from Assistant Administrator Joe Tippets on her nomination to represent the FAA Western Region in contest. In conjunction with Civil Service Week beginning January 14, 1962, the Federal Personnel Council of Southern California sponsored a Federal Woman of Southern California contest. All Federal Establishments having membership in the Federal Personnel Council of Southern California were invited to participate.



AVIATION FACILITIES DIVISION

DIVISION CHIEF'S COLUMN

As most of our field supervisors in the Aviation Facilities Division are aware, the Administrator's concept of management calls for a more far-reaching delegation of authority to the Regions than has heretofore been experienced in either FAA or CAA. An integral part of his philosophy, strongly subscribed to by our Regional Assistant Administrator holds that the Regional Office can and must put more authority and responsibility out in our FAA field offices in order that the bulk of the day-to-day operational decisions and actions can take place quickly and be based on personal knowledge of local conditions. As most of you are also keenly aware, reclassification machinery is in motion to recognize the increased stature of a great many of our field positions in this Division, particularly those of a supervisory nature.

It should be emphasized that the present reclassification program is strongly slanted toward belated recognition of the sizeable amount of management direction and leadership which has always been a large part of the daily work of our field supervisors who were doing a good job of running their Districts, Sectors or Field crews. So there will be no mistaking my meaning, I want to here make the point that any job which requires obtaining results through the work of others, requires in varying degrees, knowledge, skill, and the doing of management and leadership. Where we have outstanding field offices or field crew performance, we have, without exception, leaders of these activities who spend a lot of their time, and are good at, managing people and resources. Where we have operations that are below the desired level of excellence, we invariably have people in charge who neglect their management responsibilities.

The crux of this little discourse is that I want all of our field managers to recognize that the upcoming decentralization of more and more of the "doing" responsibilities and authorities to our Division offices in the field is unquestionably going to further increase the stature of those offices. But, it is also going to force my office and the Branch Chiefs to be real certain that the people we put in charge of these expanded offices are those who have demonstrated their desire and ability to handle people, solve their own daily problems, and run a really effective and economical operation.

If you will pardon my quoting old Tom Edison one more time, I'd like to leave you with this thought: "Everything comes to him who hustles while he waits."

FREQUENCY MANAGEMENT STAFF

The Frequency Management Staff wishes to express compliments to all Systems Maintenance and Air Traffic Division personnel involved in the UHF Re-deployment Project of January 11, 1962. It was a job well done.

Also, we wish to thank the "DFC's" (District Frequency Coordinators) for their efforts in promptly bringing to our attention radio interference and coordination problems of their areas. We wish to apologize to the DFC's for not getting the promised contacts and

informational guidelines to them, however these items will be forthcoming.

The Facility Frequency Authorization Program is now rolling and many authorizations have already been issued to the Systems Maintenance Branch for posting. We have great hopes in the Program, in that it will bring and keep all records up to date with less effort, it will reduce frequency record keeping in both the field and Regional Office, and it will give FAA's facilities more official status as eyed by the public, military, and will be comparable to FCC's license process. These authorizations should be posted at transmitter sites, in inexpensive black frames if available locally.

* * *

Evelyn Greenwood's many friends will be glad to know that Evelyn is now out of the hospital and convalescing at home. She is receiving special medication to which she appears to be responding favorably. Through the efforts of key FAA personnel this new drug, which is in short supply, was procured from Bethesda Naval Hospital.

She has received many cards and letters from her friends, which she appreciates so much, and we hope you will continue to send her a little note or card often.

* * *

Muriel O'Meara has been detailed to the Secretarial position of the Frequency Management Staff. She was formerly Secretary to Fred Wild who returned to the Airports Division. Welcome - Muriel.

* * *

ESTABLISHMENT BRANCH

Jim Cole just returned to the Regional Office from "doing time" with the FAA in Afghanistan. Talked Jim into giving us a few facts and figures and hope he will tell us of some of his personal experiences later.

The Civil Aviation Assistance Group, (CAAG), to Afghanistan is responsible for the Civil Aviation Program in the country. The purpose of the program is to provide a commercial aviation package which will supplement the country's transportation system, (camel trains and lorries). The various programs in the country, agriculture, education, etc., are administered by the International Cooperation Administration, now A.I.D., and the local government as a part of the U. S. policy of providing aid to under-developed countries.

Prior to the establishment of air service in Afghanistan, all travel and transportation was by donkey, camel trains, or lorries. Although the airplane has taken over much of the travel and transportation of commodities, the camel trains and lorries still transport the greater percentage of all commodities.

The local airlines, ARIANA Airlines, is owned by the Royal Government of Afghanistan, 51%, and Pan American Airlines, 49%. They operate a fleet of six aircraft, one DC-6B, one DC-4, and four DC-3's. Many passengers carried by the airlines actually had their first automobile ride in the taxi that took them to the airport. All their travel previously had been by donkey or camel.

The American aviation program in the country is the construction of one major airport at Kandahar complete with terminal buildings, hospital, hotels and hangars, four minor airports and a complete navigational aids and communication system.

The Afghan Air Authority Training Center was established at Kandahar in 1959 (1338) to train air traffic control and electronics personnel. The school is a part of the CAAG program and is staffed and directed by FAA personnel. The training program is highly accelerated in an effort to produce sufficient personnel to man

facilities as they are established. This has been, and will continue to be for some time, the major problem faced by FAA personnel in Afghanistan.

SYSTEMS MAINTENANCE BRANCH

Mr. L. P. Hughey returned to the Region February 1, 1962 after completing more than a one year assignment on Project Searchlight in Washington, DC. Mr. Hughey will serve as Acting Chief of the Maintenance Operations Section.



Occasionally on a winter or spring day when the sun is shining brightly in Phoenix, the SMS receives a phone call from an unfamiliar voice which asks, "How is the weather at Pinal Peak?". A quick response from our Center Watchstanders who are on a long line to Globe, gives the answer. The owner of the voice came in and introduced himself today as Mr. Woody Bynum, owner of Arizona Tool Products, Phoenix. His cabin is located within 200 yards of our Globe RCAG 7,850 foot mountain-top site, some 90 miles from Phoenix. For the past four years he has become to depend upon the FAA personnel to advise him of weather and road conditions before he makes the trip to his cabin. He used to telephone Frankie Stith at his residence

in Globe, but after Frankie moved to Phoenix, he didn't know whom to call in that area - now he's been supplied with the home phone number of Chuck Horlacher who is in charge at Globe.

During the December snow storm in that area, he was able to get to his cabin only after the roads were opened by the FAA and Telephone Company. The snow banks were so high (see photo) his dog played tag on the roof top of his cabin. He found out a couple of weeks later that when going to the cabin he would have to use a 4-wheel drive -- no more passenger car tries.

* * * *

EUROPEAN JET HOLIDAY

Civilair is sponsoring a 22-day holiday to England, Holland, Germany, Switzerland, Italy, Monaco and France (open to all employees, their families and their friends), and departing August 23, 1962.

Those from the Agency who went last year had such a wonderful time that we have again engaged the services of Lanseair, Inc. to plan our 1962 European Vacation, which will include historic London, the majestic Rhine Valley, gay glittering Paris and eternal Rome.

Price will include Jet transportation, hotels, 2 meals each day, sightseeing courier service, tips and taxes, and transfers.

For more information and brochures (which will be available shortly), contact Bill Sullivan, Employee-Management Relations Branch, WE-13.

* * * *

We hope soon to announce a package tour to the Seattle World's Fair. Notices will be distributed just as soon as we "cost it out" and complete the itineraries.

process, but with the recent announcement of the 1962 Federal-aid Program, the asphalt and concrete for new runways and taxiways should soon be flowing.

Of the 96 requests for aid received for the Western Region, for \$24,970,136, 73 are being programmed for a total cost of \$15,032,488. Over half of this amount, or \$7,821,996, is allocated to California to satisfy 30 requests for aid. This is the largest sum to be allocated to any state in the Nation. The largest single aid request to be programmed in this Region is \$2,374,742 for Stapleton Field in Denver, Colorado. On a National basis, only Chicago's O'Hare International Airport and New York's LaGuardia Airport have been given larger allocations.

The 1962 Program continues the FAA policy of giving priority to projects contributing to safety. The largest segment of the allocation is devoted to the construction of runways and taxiways. The second largest category is for land acquisition for clear zones and airport development.

Those deserving projects without sufficient priority to be programmed in 1962 will have the opportunity of being reconsidered in the 1963 Program. March 16, 1962 is the deadline for submitting requests for aid under the 1963 Program.



In the highlight of the annual meeting of our Credit Union on January 30 Frank A. (Tony) De Andrea of AFS was awarded a plaque to recognize 13 years

of faithful service to the organization. In the presentation to De Andrea, Credit Union President Glyndon Riley commented: "It is the unselfish cooperation extended by employees such as you that has made it possible for the Credit Union to serve your fellow employees in so many ways."

For personal reasons, DeAndrea declined to seek renomination on the Credit Union Board of Directors, simply stating that "after 13 years, it's about time to stop."

In other business transacted, two new Board Directors were elected -- William Brix, Administrative Officer in Aviation Facilities Division, and A. J. Vergilio, Power Plant Engineer in Flight Standards. Riley was also re-elected to the Board of Directors and was selected to head the Board for the fourth time. Other officials named include: Louise Anselmo, Air Traffic Division, Vice President; and Virginia Dolim, Air Traffic Division, Secretary. Brix was named to serve as Treasurer.

The Credit Union's operations have been phenomenal during its 13 year history.

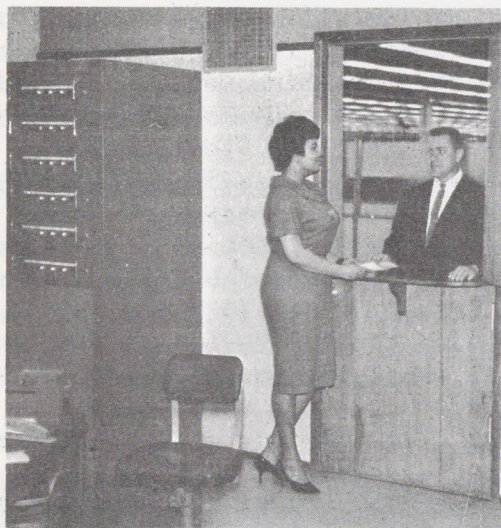
Currently the organization's assets are \$6,720,222.30 and the average growth during the past two years has been nearly one million dollars. During 1961 the organization established a 5% dividend rate, the sixth such time that this rate of dividend has been declared.

* * * *

Don't forget to mail articles and pictures about field facilities to your representative right away! They should receive them by March 9 to make the April issue.

In the May issue we hope to emphasize the earlier days of our organization. Any picture or story that shows a comparison of what we have today - we will leave to your judgment how far back that should be. We will return all pictures to your collection.

ADMINISTRATIVE SERVICES DIVISION



ADMINISTRATIVE SERVICES DIVISION

This is a modern age and we are working towards having a modern agency. The proof is illustrated above with Mr. Robert Faul receiving from Mrs. Patricia Jones of the Message Center, the first validated airline ticket issued through the newly installed Teletype Ticket Receiver.

This teleticketing represents another advance by FAA. The Western Region is streamlining air travel reservations for its employees. The Western Region Headquarters is the first and only Federal Agency in California to have this new teleticketing service. All indications are that this procedure has proven most convenient to all headquarters offices.

FAA's teleticketing provides fast service by enabling the travelers to get airline tickets automatically by teletype. When you call the airlines for a reservation, the clerk transmits the prepared ticket data to a teletype receiver that prints in our Message Center. This service provides prompt, accurate delivery of tickets, with no employee's time taken for picking up tickets at the airport or waiting for delivery of tickets through the mail, nor time lost on the job and tie-up of government cars.



PROPERTY AND SERVICES BRANCH

Mr. Wade H. Ashley, Jr., representing employees of his division, is shown presenting a gift of silverware to Frank Wiltz of the Property Unit on the occasion of his marriage. Cake and coffee were served and the group spent a few moments wishing Frank a life of happiness, and offering the usual good advice.

* * *

Chief of Motor Fleet Management wishes to remind everyone that in case of vehicle accident a completed Standard Form 91 should be forwarded through supervisory channels to WE-41 no later than 48 hours after the accident occurred.

* * *

While chatting with Frederick R. Raleigh in our mail Department it was discovered he has had a most exciting life, sprinkled with many colorful events, for he is a retired US Navy Lcdr, having served thirty-two years in the U. S. Navy. Mr. Raleigh earned sixteen ribbons (looks like a salad bowl) for various medals and decorations awarded him during his long service. He saw action in World Wars I and II, the Korean War and several revolutions, two of which were in Nicaragua and China. He served in the occupation of Japan following World War II.

Following military retirement in 1956, Mr. Raleigh enrolled at Long Beach

Property & Services Branch (Cont'd)

City College and earned an AA Degree, then matriculated at Long Beach State College where he earned a BA Degree in June 1961. He has a desire to work as a draftsman for FAA when the opportunity presents itself, as he has had considerable academic background in this field. Mr. Raleigh and his wife, Lillian, have teenage sons and reside in Long Beach.

* * *

Gloria Hoffman is a new employee and is working in our Message Center. She transferred in from the Los Angeles Center.

* * *

Mary Agnifili enjoyed a weekend trip to Lake Arrowhead and reports there was plenty of snow off the roads. The roads were well cleared and this made travel easy.

PUBLISHING AND GRAPHICS BRANCH

We welcome our new employee, Virginia Dalton. She comes to us from the Los Angeles Army Ordnance District, Pasadena. Prior to her employment at Pasadena she worked for the San Francisco Army Ordnance District as foreman of the Reproduction Department. Virginia will be driving from Monterey Park each day.



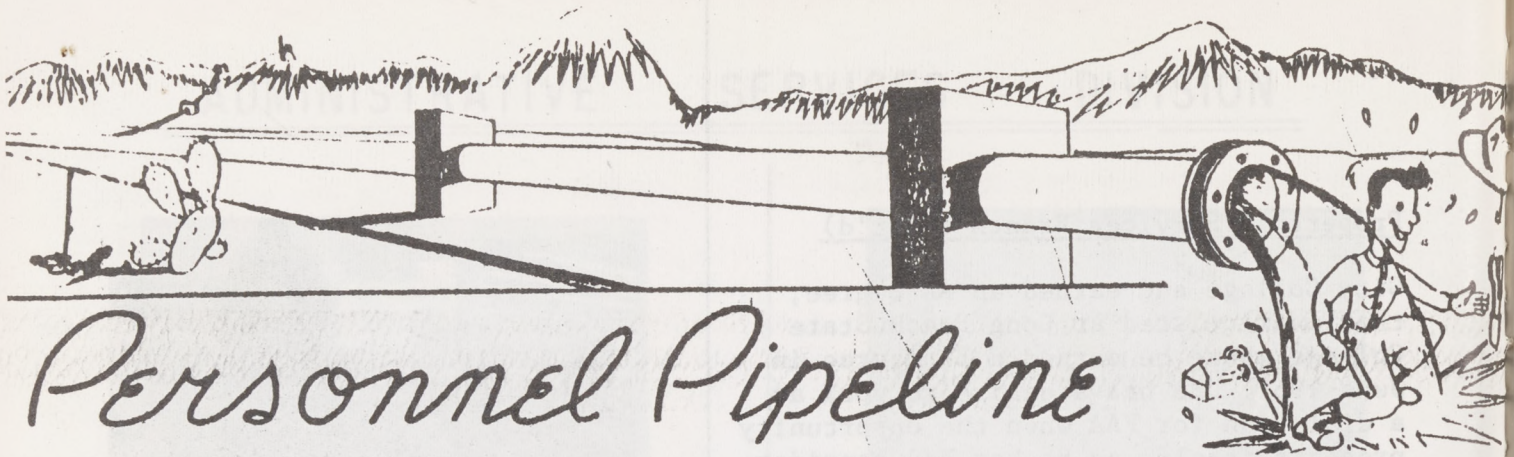
INDOMITABLE SNOWMAN

On January 4, 1962 we began our move from Stapleton Airfield to our new office at Jefferson County Airport. The weather was fine and the temperature was in the 50's. We got everything moved and on the 5th we were attempting to get everything in order for business as usual on January 8.

Monday morning, January 8, 1962 we received the worst blizzard that Colorado has had in a long time. We received 20 inches of snow with the wind blowing and piling it up in drifts. That night the temperature went to -24° . Along with this our heating system in the new building did not function properly and we had a pretty chilly staff in GADO-5, Broomfield, Colorado. The government cars had to be dug out and then wouldn't start. By use of ether poured in the carburetor we were able to get one started. Then by use of jump cables we got the other two started. All in all, we opened the new office not with a bang but with a deep freeze.

Eight Regional Office officials have been selected to attend a special course in management conducted by the University of Southern California. The course begins on February 15 and lasts through April 20, and is the Fifth Annual Middle Management Institute conducted by the School of Public Administration at USC. Those attending will have the opportunity of listening to some of the foremost lecturers and instructors in management practices.

Those selected to attend are Parke Potter, David Honeycutt, Parker Negus, Robert D'Urso, Donald Sullivan, Leo McElroy, Theodore Anselmo and Heber Holbrook.



Personnel Pipeline

On January 17, 1962, President Kennedy signed two important Executive Orders affecting Federal employees - E. O. 10987 on Agency Systems for Appeals From Adverse Actions and E. O. 10988 on Employee Management Cooperation in the Federal Service. The Chairman of the U. S. Civil Service Commission referred to them as signaling a new era in personnel management in Federal Government.

These two Executive Orders will be referred to more and more in our personnel releases. New procedures to implement them will soon be forthcoming. Regulations concerning E. O. 10987 will be issued by the Commission not later than April 1, 1962, and implementing regulations on E. O. 10988 has a July 1, 1962 deadline.

The basic principle behind both Executive Orders is to recognize the rights of employees as having a voice in developing employee policies and procedures. At all rungs of Government, the Executive Order is geared to improve practices dealing with problems between labor and management.

* * * *

This session of Congress is full of proposals to hike Federal employees' pay. The basic reasoning behind this particular pay raise is intended to bring salaries "more in line with comparable positions in private industry". Apparently the Congress is not leaning toward a straight percentage raise. Instead, an upward adjustment in the present rates for each grade is contemplated.

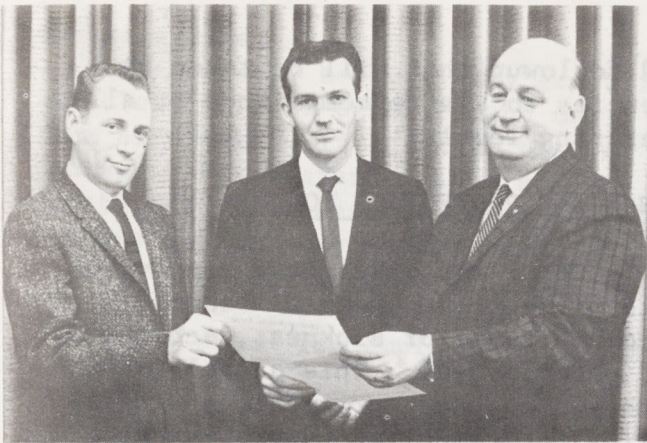
The Civil Service Commission recently announced a change in the leave regulation on recrediting sick leave. Under the change, an employee's sick leave can now be recredited upon re-employment in the Federal Service providing there is a break of service not in excess of 3 years. The former regulation restricted the recredit to a one year period. Don't misunderstand us, we're not suggesting that anyone make use of the more liberal benefits. Our intent is merely to bring you up-to-date on the change in the regulation. The above change applies only to re-employments on or after January 9, 1962.

* * * *



HAROLD E BABCOCK EARNS
AWARD OF \$50.00

Harold E Babcock (left) of Seattle Center, is shown being congratulated by W F Zauche for his suggestion on Data Calculator for Holding Airspace Criteria.



JOHN R SWANSON AND JOHN E CROW
EACH EARN AWARD OF \$25.00

The awards were presented by Assistant Administrator Joe Tippets.

At the conclusion of the presentation Tippets thoroughly discussed details of the suggestion and asked Swanson and Crow to bring a model back to his office.

* * * * *

Jerry Melville, Chief of the Systems Maintenance Branch, states that suggestions involving equipment modification should be presented to the Regional office in EEM format as experience has shown this is almost always necessary for a thorough evaluation at this level.

To assist the suggester, however, a suggestion may be presented in rough basic format up to the District office level, as Sector and District Chiefs can often give excellent assistance on whether or not the suggestion may be useful, already in use, etc.

This will often save unnecessary preparation of EEM's.

The suggester should understand however, that he always has the option of preparing his suggestion in EEM format for processing to the Branch for evaluation, even though preliminary discussions may not have been encouraging.



ANDREW L MCGUIRE JR EARNS
AWARD OF \$25.00

Andrew L. McGuire, Jr., (right) of Lemoore RATCC, is shown being congratulated by A. E. Andrews for his suggestion on Portable Units of Flight Progress Strip Boards.



Osage River

During dry seasons, the river bed is used as a street in front of Regional Office Osage Building.

Personnel were ferried to the cafeteria during lunch period by Frank Wiltz of the Property & Services Branch. Early morning arrivals were assisted across by Assistant Administrator Joe Tippets.

EQUALITY DRIVE FOR WOMEN WORKERS
LAUNCHED BY CSC

CSC Chairman John W. Macy, Jr., has called on Federal agencies to review their personnel policies and operations to assure that initial employment and advancement of women employees are handled strictly on merit principles and without discrimination.

His letter to agencies followed immediately the President's action in establishing "The President's Commission on the Status of Women," and declaring his intention of maintaining the Federal career service free of any discrimination.

To provide a check on employment practices, Mr. Macy told agencies in a letter that they should, in the future, include a statement of specific reasons when they request a civil service eligible list on the basis of "men only" or "women only".

A summary of these reasons, assembled over a period of time, will be analyzed to help determine whether nondiscriminatory practices are in effect, Mr. Macy said.

He indicated that the longtime CSC practice of limiting to one sex the referral of candidates from its eligible lists, when agencies so request, has been subjected recently to review and analysis. Results showed little apparent basis, in relation to duties to be performed, for most such requests. For example, over 94 percent of the requests for eligibles to fill higher level, management type positions specified men.

Mr. Macy asked that agency review of their policies and practices be completed by March 1, 1962, and that copies be furnished him of any internal personnel policy statements developed or revised by the agencies to reflect the President's policy and intent.

He also asked for brief statements of any steps of internal inspection

and followup that will be taken by agencies to assure compliance at all operating levels.

FINANCIAL PROTECTION FOR
FEDERAL EMPLOYEES

Federal employees have many valuable protections against loss of income because of sickness, accidents, and unemployment. This article deals with two of these protections - disability retirement and unemployment insurance.

DISABILITY RETIREMENT

A member of the civil service retirement system who becomes disabled while a Federal employee - on the job or off - may retire on disability provided he has at least 5 years of civilian service. The decision as to whether the disability is "total" is made in relation to the job held. The loss of a leg, for example, would be totally disabling for a letter carrier but not necessarily so for an employee with a desk job.

A disability annuity is figured on the basis of length of service and the highest average basic salary earned during any 5 consecutive years of service, according to the formula described in Civil Service Retirement System regulations. This is the earned annuity. If it is lower than either 40 percent of the employee's "high 5" average salary or the amount of an annuity figured after increasing his service by the period from the date of separation to age 60, his annuity will be increased to the lesser of these amounts. The lesser of the two is the guaranteed minimum annuity.

If disability is caused by job-connected injury, the employee may be eligible for disability retirement or employees' compensation benefits and receive the one that is to his advantage. He cannot receive both at

the same time.

The worker, however, may establish his claim to both benefits and use them alternately if it is to his advantage. For instance, a person on disability retirement who requires hospitalization may suspend his retirement annuity in order to receive the free hospitalization provided under his claim for employees' compensation.

UNEMPLOYMENT INSURANCE

If he is separated from the Federal service because of reduction in force, or if his appointment terminates, an employee may be entitled to unemployment compensation while looking for another job. If the worker is discharged for misconduct, quits voluntarily without good cause, or refuses a suitable job without good cause, there is a period of disqualification during which unemployment compensation cannot be paid. This period varies from State to State.

Unemployment compensation is usually payable by the State in which the Federal employee had his last duty station. However, a claim for benefits may be filed in any local office of a State employment service. The employee should file his claim in the local office nearest his residence. The amount of the payments varies from State to State, but they are usually about one-half normal earnings, ranging up to \$55 a week in some States. The length of time they are payable varies also - from 16 to 39 weeks. Some States supplement these payments by allowances to dependents.

When leaving the Federal service, an employee is entitled to a lump-sum payment for the amount of annual leave he has earned but has not used. Some employees save annual leave up to the legal maximum (30 days in most cases) so that they can use the lump-sum

payment as a sort of cushion in the event they leave the service.

Because of variations in unemployment insurance benefits among the States and the District of Columbia, it is important that when leaving the Federal service an employee promptly visit his local State employment service office. There he will learn all the details on unemployment insurance as they apply to his particular case.

CIVIL SERVICE BRIEFS

In his State of the Union Message, President Kennedy told the Congress that he will seek Federal pay-reform action at this session. "We will submit a Federal pay-reform bill aimed at giving our classified, postal, and other employees new pay scales more comparable to those of private industry," the President said. A new poster being displayed in Government agencies presents "a personal challenge" to Federal workers from President Kennedy to help bring about greater efficiency and economy in Government. "To get the most from every program dollar, I ask that each of you in the public service accept a personal challenge to strive toward maximum efficiency and to carry out your duties with increased cost-awareness," the Chief Executive urges. Federal Executive Boards will soon be in operation in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, St. Louis, Denver, Seattle, and San Francisco. President Kennedy called for establishment of the Boards, made up of heads of Federal field installations, to strengthen Government operations, facilitate coordination of certain agency activities, and improve service to the public in the field. CSC regional offices are being set up the Bureau in their headquarters cities.

PROMOTION AND SELECTION BULLETINS

For purposes of clarity, we are making a minor change in announcing position vacancies and selections.

To illustrate, when a position can be filled by either a professional (engineer) or a nonprofessional (technician) bidder, the announcement will read:

"FPP WE-000

Electronic Engineer, GS-855-11 or
Electronic Maintenance Technician,
GS-856-11."

If the position is filled by a professional bidder, the selection announcement will show that the successful bidder is "John Doe, Electronic Engineer, GS-855-11." If it is filled by a nonprofessional bidder, the selection will be shown as "John Doe, Electronic Maintenance Technician, GS-856-11."

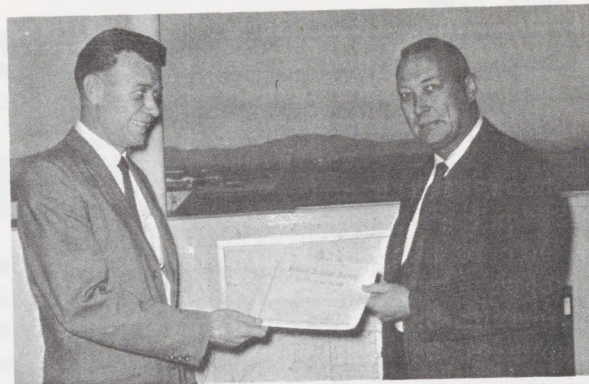
The above examples are simply illustrative of a specific job category. When a position cannot be filled in the classification series announced, the Selection Bulletin will carry a cancellation of the announcement.

We believe this will improve the procedure.



WILLIS F MAVIS EARNS AWARD OF \$25.00

Willis F. Mavis (left), of Malmstrom RAPCON, is shown being congratulated by G. A. Mickelson for his suggestion on Telephone Communications Between Associated Operating Positions.



PAUL A DAVIS WINS AWARD OF \$25.00

Paul A. Davis (right) of Reno CS/T, is being congratulated by A. J. Munsenreder on award for Lost Aircraft Orientation and Plotting Board.

FEDERAL PERSONNEL COUNCIL

The Federal Personnel Council of Southern California is a professional body of personnel people that has now come "of age". The second annual meeting will be held from March 14 to March 16 at the luxurious Catamaran Hotel in San Diego and will have as its central theme "New Frontiers in Personnel Management".

The Council has now organized four operating divisions covering the areas of Employment, Training, Classification, and Employee Management Relations.

Regional Personnel Officer Ken Wall has served on the Council Board of Directors and is the principal representative of FAA. His Assistant, Glyndon Riley, is the first alternate and doubles in brass as the Editor of the Council Newsletter. Robert Gunn, Chief of Placement Branch, has been active in getting the Employment Division off the ground, as well as George Budke for the Classification Division.

The Council makes its greatest contribution through the medium of workshops and research. By exchanging ideas and problems, the personnel body can make adaptations to bolster their own personnel programs.

ACCOUNTING DIVISION

PAYROLL BRANCH STATISTICS

The W-2's for the calendar year 1961 were issued by punch card equipment. This is the first year we have utilized this technique, and it saved us many hours of typing and balancing. 9,042 W-2's were issued this year. Additional information that may be of interest to all Western Region employees (and "eye-openers" for the old timers who remember way back when we were a little Region of 4 states):

GROSS WAGES PAID: Gross wages paid directly to employees amounted to 53 3/4 million dollars; wages paid indirectly to employees in the form of Government contributions for Health Benefits Plan, Government Life Insurance, CSC Retirement, and FICA, amounted to 4 million dollars. Grand Total: 57 3/4 million dollars. (This is approximately 7 million dollar increase over last year.)

FEDERAL INCOME TAX: 7 1/4 million dollars was deducted for Federal Income Tax this year, against 6 1/4 million last year.

STATE INCOME TAX: 6 of our present 10 states have State Income Tax deductions which amount to \$190,044.

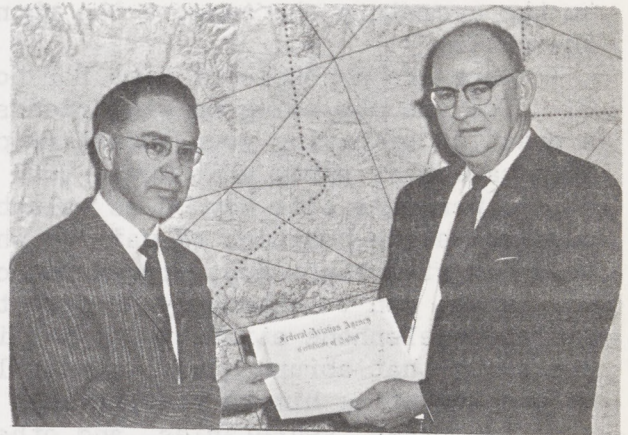
CSC RETIREMENT FUND: \$3,298,750 was deducted this year for CSC Retirement. This increased the balance to the credit of our employees in this Region, to \$15,443,555.

U.S. SAVINGS BONDS: A total of \$730,064 was deducted this year for Savings Bonds issued to employees.

HEALTH BENEFITS PLAN: Total cost of the Health Benefits Plan this year was \$1,267,225, for which employees paid \$792,344, and the Government contributed \$474,881.

GOVERNMENT LIFE INSURANCE: Total cost of Government Life Insurance was \$518,206, of which employees paid

\$345,471, and the Government contributed \$172,735.



GORDON E. PRALL EARNS AWARD OF \$75.00

Gordon E. Prall (left) of Denver Center, being congratulated by P. H. Goedert on his suggestion Design and Construction of a Flight Progress Board for Use at the Raytheon Consoles.

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QUIZ CORNER

1. Name one of the responsibilities of the Area Coordinator?
2. Can you name the Deputy to N. E. Halaby, the Civil Air Surgeon and Director of Airports Service?
3. What is the new Teletype Ticket Receiver?
4. Can Federal employees be eligible for unemployment compensation?
5. How were the W-2's processed this year?

YOUR TELEPHONE MANNERS ARE SHOWING

Using the telephone is like opening the door to your office. The impression you make influences the caller and his opinion of the organization you represent - either for good or bad. His telephone conversation with you may be his first or only contact with FAA. Be sure it is favorable. This applies not only to the secretary who answers the phone, but to the boss who is making or taking the call.

Here are a couple of tips for bosses:

You are not going to win friends and influence people favorably if you make a practice of having your secretary place a call, get the other party on the line, then have that party wait while your secretary gets you on the line. Remember the called person's time may be as valuable as yours. Don't put him in the inferior and irritating position of waiting while you, the big executive, make up your mind to speak with him. You, placed the call; be ready to talk when he is.

Also, don't instruct your secretary to demand, 'Who's calling'. He may have violated telephone etiquette by not identifying himself, but don't compound the breach by that abrupt query. It is like asking a person to show his credentials before admitting him to your office.

To bosses, secretaries, and other office workers:

Be careful of background conversation. While waiting on an open telephone line recently, we heard unrelated conversation that included profanity from a female voice in the background.

Identify yourself and your organization.

Answer the telephone promptly.

Your voice reflects your personality and that of the Agency.

Make it courteous and friendly.

Ask questions in a pleasant manner. If it is necessary to find out the identity of the caller, say, 'May I ask who is calling, please?'

Arrange to have someone else answer your telephone while you are away from your desk.

Don't keep people waiting long while you search for information. Offer to call back.

Keep office noise to a minimum when a call - - particularly a long distance call - - is being made.

Be sure when referring a call to another office. Callers do not like to be transferred from office to office until by a process of elimination, they reach the right one.

Replace the receiver gently or you may bang the ear of the other party.

Your telephone technique goes far toward forming the picture the public has of the Federal Aviation Agency; be sure that picture is favorable.

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