FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE January 9, 1961

ac-2

AERONAUTICAL CENTER Bulletin

SUBJECT Aeronautical Center Parking

At the outset of the winter season, I would like to mention the matter of parking at the Center in order that each employee will be aware of our current limitations and thus accept the minor inconveniences that may be encountered.

Some 2,950 employees and 1,300 students report to the Center daily for a total population of 4,250 persons. Our regular employees have approximately 2,700 vehicles registered and our students have registered 800 vehicles for a total of 3,500 registered vehicles.

To accommodate these vehicles, we have a total of 1,920 marked hard surfaced parking spaces. On the average, due to ride clubs, these spaces are adequate to accommodate almost all of our vehicles. There are however, some 150 vehicles that regularly park along the streets West of McArthur because of lack of space in the regular parking areas.

We must consider the streets West of McArthur as the only area available for parking when the regular parking lots are filled. An estimated 700 vehicles can be accommodated by parallel parking along these streets. Generally, you will be able to determine by your time of arrival whether or not parking space in the lot closest to your working area will be available. In those instances when you know that your arrival will be somewhat later than usual, you should consider going directly to the parking area along the streets West of McArthur.

The overall parking situation here at the Center was the subject of a recent study. Based upon this study, recommendations have been forwarded to the Washington Office for the provision of additional parking facilities incidental to the new building program. It is to be anticipated that the situation may become worse as building construction gets under way, before it becomes better. However, I feel that adequate parking space does exist within a reasonable walking distance of all work areas. I request your understanding and acceptance of the situation with the knowledge that improvement is in prospect.

Lewis N. Bayne

Lewis N. Bayne, AC-1

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE January 9, 1961

AERONAUTICAL CENTER **Bulletin**

SUBJECT Approval of Military Leave

Section 7 of Public Law 85-559, approved June 30, 1960, provides for the granting of military leave on a fiscal-year basis, rather than on a calendar-year basis as in the past.

All military leave granted since June 30, 1960, will be charged against the 15 days allowed for fiscal year 1961 (July 1, 1960, to June 30, 1961). When the Agency Practice on military leave is released, it will incorporate this new provision.

Questions concerning the approval of military leave should be submitted to the appropriate Personnel Service Branch, Personnel and Training Division.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

ac - A

DATE January 13, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Change of Pay Day - Aeronautical Center

Effective January 19, 1961, pay checks for Aeronautical Center employees will be issued and dated on Thursday instead of Friday. The purpose of the change is to prevent shift employees from having to come out Friday during the day for their checks.

Checks will be ready for issue by the Designated Agent, AC-81.1, at 2:00 P. M. on Thursdays. Personnel authorized to pick up checks for distribution are requested not to call for them earlier.

Until further notice, requests for special disposition of checks will be forwarded so as to reach the Designated Agent, AC-81.1, no later than 12:00 noon on Tuesday preceding pay day.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE January 31, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Bachelor of Liberal Studies Degree Program

The purpose of this Bulletin is to announce a special meeting for employees interested in the new Bachelor of Liberal Studies Degree program to be offered soon by the University of Oklahoma.

In the January, 1961 issue of the Beacon an article described the new Bachelor of Liberal Studies Degree in general terms and stated that Dr. Hal McGee from the University of Oklahoma would visit the Aeronautical Center soon to further explain the program to employees who are interested.

The meeting is scheduled for Monday, February 6, 1961, from 12:00 to 12:30 p.m. in the Auditorium. Dr. McGee will be available for questioning throughout the afternoon.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 1, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Incentive Awards Committee

Conforming to the practice of periodically rotating the membership of the Local Incentive Awards Program Committee, the following are appointed as members of this Committee effective February 1, 1961:

Arthur W. Schmitt - Chairman
Selmer R. Holte
Jay H. Moody
Marada Decker
Loren C. Helm
Elwyn E. Carpenter - Secretary

This Committee will perform the functions of a Local Incentive Awards Committee, as set forth in Standard Practice 3521.5, for organizations receiving personnel services from the Office of the Manager, Aeronautical Center.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 7, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Federal Employees Health Benefits Program

Recently several questions have been asked concerning the health benefits coverage under the parent's family enrollment when a child becomes 19 years of age, or marries.

Reproduced on the reverse of this Bulletin is an excellent article which recently appeared in the Commission's Employee Bulletin. It explains the child's eligibility to convert to an individual policy and the procedure to be followed.

Distribution "C"

WILL ONE OF YOUR CHILDREN SOON BE 19?

All parents of children who will become 19 years of age within the next few months, take heed! If you want your child to continue to have health insurance protection after his or her 19th birthday, you must take action. Here is the situation in such cases:

While unmarried children under 19 years of age are "members of the family" for purposes of health insurance coverage under the Federal programs, when a child reaches age 19 (or marries before 19), his insurance as a member of your family stops. However, he does have the right to obtain separate insurance for himself-an-individual "conversion" contract, without a physical examination. After his insurance stops under the Federal program he has 31 days, during which his old coverage continues, in which to apply for this individual contract.

It is important to keep this in mind because most of the plans will not remind you that your child's insurance will stop. And also, since the Personnel Office does not keep any up-to-date records on the age of your children it will not be able to remind you. So, if you want your 19-year-old to have health benefits protection, it's up to you to see that he takes advantage of this opportunity.

What does he do if he wants to get an individual contract? He applies to the local office of the carrier of your Federal plan, either by mail or by telephone, some time during the 31 days and arranges for the contract. Normally, he will have to fill out an application form and pay the first three months' premium in advance.

What kind of health benefits will he get and how much will it cost? This depends on the terms of the individual contract as set by the respective carriers. No carrier can refuse to provide an individual contract of this kind because of ill-health of the person, nor can it later cancel the contract as long as the premium is paid unless there is evidence of fraud or over-insurance.

Of course, if your child is incapable of self-support because of some serious disability, his coverage as a member of your family continues even after he reaches the age of 19. However, in such cases, be sure that a medical certificate is filed with the Personnel Office before his 19th birthday.

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE 2/14/61

OFFICE OF THE MANAGER Instructions

Number 1

SUBJECT Establishment of Issuance System, Office of the Manager

1. Aeronautical Center Practice 8-1 dated 2/10/61, establishes an issuance system for all matters of common application throughout the Aeronautical Center. Elements of the Office of the Manager will, during the months of February and March, review all existing issuances pertaining to their respective spheres of interest, revise those necessary and prepare them in the format of the prescribed issuance system.

2. Since Aeronautical Center Order 1-1, dated 4/1/60 is rescinded by Aeronautical Center Practice 8-1, it is necessary to prescribe the issuance system for the Office of the Manager as follows:

a. Office of the Manager Instruction - This medium will be used for delegation of authority and to convey organizational, policy or procedural matters for application within the Office of the Manager only:

(1) The office of primary interest will originate and coordinate the proposed Instruction. Form AC-423, Staff Summary Sheet, will be used for coordination purposes.

(2) After coordination is completed, the proposed issuance will be forwarded to the Management Analysis Officer to be reviewed for compliance with the directives pertaining to the issuance system and submission to Administrative Services Division.

(3) Instructions will be prepared in the format of Attachment A, and will be numbered consecutively.

(4) The Administrative Services Division will control the numbering and dating.

(5) Distribution Code B (Aeronautical Center Practice 8-1) will be used.

b. Office of the Manager Bulletin - The bulletin will be used when the subject matter is purely informational and of a temporary nature:

(1) The standard bulletin format will be used.

(2) Bulletins will not be numbered.

(3) Distribution Code AC-C will control the distribution to the elements of the Office of the Manager. This code will be interpreted to mean the same distribution as Aeronautical Center Bulletins, but only to offices with routing symbol preceded by AC.

(4) Processing for bulletins will follow the same sequence as that for instructions.

3. When it is necessary to revise the contents of an instruction, it will be re-issued in its entirety and the old one rescinded. All Office of the Director Instructions and Office of the Manager Instructions issued prior to the date of this instruction are hereby rescinded.

/s/ Lewis N. Bayne
Manager, Aeronautical Center

Attachment A

Distribution "B"

OFFICE OF THE MANAGER INSTRUCTIONS, No. 1

ATTACHMENT A

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE

OFFICE OF THE MANAGER

Number

Instructions

SUBJECT As Applicable to Content

1. Leave sufficient margin on the left for three (3) hole punch for binding purposes.

a.

(1)

a

1

b. Subsequent paragraphing as required.

Distribution "B"

2/14/61

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE 2/14/61

OFFICE OF THE MANAGER

Instructions

Number 2

SUBJECT Project Designation and Control

1. This Instruction establishes a simple and positive control over projects which are assigned to Division Chiefs and Staff Members by the Manager.

2. Form No. AC-753, copy attached, will be used to define and assign the project. A project is defined as a non-routine activity which will require an estimated 10 manhours of effort or more. Long range projects requiring in excess of 30 days to accomplish will be broken down into steps or phases for project assignment. The system will operate as follows:

   a. The Office of the Manager will number all projects and maintain a record of all projects assigned and a file of those completed.

   b. Form No. AC-753 will be prepared (original and 1 copy) either by the Manager's Office or by the Staff or Division Office involved. The copy will be retained by the Manager's Office with the original going to the office involved.

   c. Status Reports will be made on those projects which have not been completed within 30 days after they were begun. Subsequent reports at 30 day intervals will be submitted until the project is completed.

   d. Upon completion of the project, the original of Form No. AC-753 will be completed with appropriate remarks and forwarded to the Manager's Office.

for Lewis N. Bayne
Manager, Aeronautical Center

Attachment A

Distribution "B"

FEDERAL AVIATION AGENCY

PROJECT ASSIGNMENT AND STATUS

Project No.	Title:	Date Assigned:
		Date to Commence:
Assigned To:	Approved: Manager, Aeronautical Center	Target Date for Completion:
Description:		
Status:		
Project Completed _____ (Date)		_____ Signature

Form AC-753 (1-61)

2/14/61

OFFICE OF THE MANAGER INSTRUCTIONS, No. 2

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 14, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT GSA Vehicle Dispatching and Transportation Arrangements

1. Effective February 15, 1961, the Center Motor Pool located in Room 342, Headquarters Building, will be moved to Room Y (Northwest corner) of Building "L". Building "L" is across the parking lot East of the cafeteria. Entrance to the Motor Pool office will be from the North side of Building "L".

2. The Motor Pool will be under the supervision of the Plant Protection Branch which will also move to Room Y in Building "L".

3. Telephone service for Plant Protection Branch will remain on Extension 631. Telephone service for GSA vehicle dispatch and transportation arrangements will be on Extension 266.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 20, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Okahoma City-Full Scale Test of Their Air Raid Warning System

1. The City of Oklahoma City has advised that they will conduct a full scale test of its recently expanded air raid warning system to evaluate its effectiveness and plan for further expansion.

2. The test will begin at 2:00 P. M., Tuesday, February 21, 1961, with a two (2) minute wailing tone followed by a five (5) minute shutdown and finally, a two (2) minute solid tone.

3. Each Center employee is encouraged to comply with the public participation requirements of the attached information sheet. Families residing in the Oklahoma City area should be advised of the test in order that they may respond as indicated in the information sheet.

4. There will be no special preparations or exercises at the Aeronautical Center in conjunction with this test.

Attachment

Distribution "C"

INFORMATION SHEET
for
OKLAHOMA CITY CIVIL DEFENSE
WARNING SYSTEM TEST, FEBRUARY 21, 1961
2:00 P.M.

City Council expands warning system

In June of 1960 the City Council authorized the purchase of eight (8) new sirens, thereby expanding Oklahoma City's air raid system to a total of fourteen (14).

This expansion is designed to provide coverage for much of Oklahoma City in accordance with a study made by the Office of Civil and Defense Mobilization.

City wide test of sirens Tuesday, February 21, 1961, 2:00 P.M.

All fourteen (14) sirens are in place and have been calibrated for a test to be conducted Tuesday, February 21, 1961.

The test will begin at 2:00 P.M. with a wailing tone to last two minutes; after a five minute shutdown the test will continue with a two minute solid tone.

Test Goals

By testing the warning system we hope to attain two goals:

1. Evaluate results of test to plan future siren expansion and placement.

2. Familiarizing citizens with warning signals and what they mean.

Public Participation

The City of Oklahoma City asks all citizens hearing the sirens to write a card to Room 302, City Hall, containing the following information: 1. Name. 2. Location during test. 3. How well they heard the signals.

A wallet size card describing warning signals plus important disaster information will be mailed to all citizens who participate.

About the Sirens

Each siren is designed to be heard one and one-half miles from origin. They were purchased from the Federal Siren Company at a cost of $3,000 per unit. The sirens are installed on Fire Stations where practicable, however a few are mounted on Public Schools.

Siren Locations are:

1.	Fire Station No. 12	2145 N. Eastern
2.	Crooked Oak School	15th and S. Eastern
3.	Fire Station No. 16	3416 S. Robinson
4.	Jackson Jr. High	S.W. 26th St. and Villa
5.	Fire Station No. 10	2039 N.W. 16th St.
6.	Fire Station No. 11	1236 N.W. 36th St.
7.	Fire Station No. 22	1105 N.W. Britton Road
8.	Fire Station No. 17	2716 N.W. 50th St.
9.	Fire Station. No. 20	3801 N.W. 10th St.
10.	Fire Station No. 24	4529 N.W. 36th St.
11.	Fire Station No. 25	2642 S.W. 59th St.
12.	Fire Station No. 18	700 N.E. 36th St.
13.	County Building	Park Avenue and Hudson
14.	McKinley School	S.W. 53rd and McKinley

KNOW WHAT SIGNALS MEAN!!!!!!

A steady blast of three to five minutes means attack alert, take action as directed by City Government. Tune your radio to 640 or 1240. Wailing tone or short blasts for three minutes means attack - take cover immediately.

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 24, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Agency Practice 6-2 (Security)

Your attention is invited to Agency Practice 6-2 (Security) dated 12-20-60, pertinent sections of which are set forth herewith for your information and guidance.

"3. POLICY: On July 31, 1959, the Administrator established the following security policy with respect to the Personnel Security Program in the Agency:

> It shall be the policy of the Agency to employ and to retain in employment in sensitive positions only those persons whose employment or retention in employment is found to be clearly consistent with the interests of the national security.

4. SECURITY STANDARDS: The Security Standards in Executive Order 10450 for employment or retention in employment relate to the following:

a. Behavior, activities, or associations which tend to show that the individual is not reliable or trustworthy.

b. Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of intoxicants to excess, drug addiction, or sexual perversion.

c. Illness, including mental condition, of a nature which in the opinion of competent medical authority may cause significant defect in the judgment or reliability of the employee, with due regard to the transient or continuing effect of the illness and the medical findings in such case.

d. Information bringing into question the loyalty of an individual to the Government of the United States. This would include intentional, unauthorized disclosure to any person of security information or of other information disclosure of which is prohibited by law, or willful violation or disregard of security regulations. It would also include performing or attempting to perform his duties, or otherwise acting, so as to serve the interest of another government in preference to the interest of the United States."

To implement Executive Order 10450 and the Administrator's policy at the Aeronautical Center, the Security Officer should be informed immediately and directly when any information of the kind indicated under "Security Standards" is received concerning an employee of the Agency. The Aeronautical Center Security Officer is located in Room 338 Headquarters Building, Ext 213.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 15, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Designation of Campaign Chairman for Fund-Raising Campaigns

1. Mr. Chester W. Wells, Assistant Manager, Aeronautical Center, has been designated Campaign Chairman for all approved fund-raising campaigns to be conducted at the Aeronautical Center and adjacent FAA facilities during 1961.

2. Mr. Elwyn E. Carpenter has been designated to serve as Co-Chairman until further notice.

3. Concurrent campaigns will be conducted in the near future for the National Health Agencies and the Federal Service Joint Crusade.

Lewis N. Bayne

Lewis N. Bayne
Manager, Aeronautical Center

Distribution "C"

AC-2
CW file

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE 3/20/61

OFFICE OF THE MANAGER Instructions

Number 3

SUBJECT Delegations of Authority

1. All Delegations of Authority from the Manager, Aeronautical Center to subordinate elements within the Office of the Manager will be issued as Attachments to this Instruction. Refer to Attachment A, Delegation of Authority - Employee Travel.

2. Delegations of Authority will reference the appropriate Agency Issuance and are subject to the conditions and limitations prescribed by the applicable Agency Directives.

3. Each attachment will be signed by the Manager or the individual acting in that capacity.

Lewis N. Bayne

Lewis N. Bayne
Manager, Aeronautical Center

ATTACHMENTS A, B, C

Distribution "B"

OFFICE OF THE MANAGER INSTRUCTIONS, NO. 3 ATTACHMENT A

DELEGATION OF AUTHORITY - EMPLOYEE TRAVEL

1. In accordance with the provisions of Agency Practice 2-200, Delegation of Travel Authority dated 6/23/60, the Heads of all Staff Offices and Divisions within the Office of the Manager are hereby delegated authority to authorize or approve official travel and related transportation for their subordinates. Exceptions to this Delegation of Authority are:

a. Travel Orders directing Change of Official Station.

b. Travel performed on an actual expense basis.

2. Travel Orders directing Change of Official Station for all Office of the Manager positions will be authorized by the Manager.

3. Travel on an actual expense basis must be authorized or approved by the Manager, Aeronautical Center. This authority cannot be re-delegated. Refer to Paragraph 4, Agency Practice 2-200, dated 6/23/60.

4. Travel for Heads of Staff Offices and Divisions will be authorized or approved by the Manager or the individual acting in that capacity.

Lewis N. Bayne
Manager, Aeronautical Center

Distribution "B"

3/20/61

OFFICE OF THE MANAGER INSTRUCTIONS, NO. 3 ATTACHMENT B

DELEGATION OF AUTHORITY TO SIGN CORRESPONDENCE

1. In accordance with the provisions of Agency Practice 1-1 dated 1/13/61, Heads of Staff Offices and Divisions are hereby delegated authority to sign correspondence, forms and form letters on matters for which they have primary responsibility. The intent of this Delegation of Authority is to facilitate and expedite the accomplishment of the normal recurrring responsibilities of each Office and Division without relinquishing necessary control. Exceptions to this delegation are matters of the following general nature, which will be prepared for the signature of the Manager:

a. Policy.

b. Organization.

c. Correspondence addressed to Members of the Congress, certain State and City Officials, e.g. the Governor or Mayor and Members of the Oklahoma City Airport Trust.

d. Communications addressed to the Offices of the Administrator, Bureau Chiefs and Regional Managers.

2. Communications prepared for signature by the Manager will normally be coordinated with the Division Chiefs, Staff Officers and Heads of Tenant Organizations whose operations are affected by the content, prior to submission to the Manager. The initials of these individuals in the grid provided on Form FAA-1868 will serve as evidence of such coordination.

3. This Delegation of Authority does not supersede requirements pertaining to special correspondence, such as security, classified matter, employee grievances, requests for Comptroller General Decisions, etc.

4. Staff Officers and Division Chiefs are urged to consider re-delegating this authority to the persons directly responsible for the subject matter involved. This is consistent with Agency Practice 1-1, Paragraph 10.

5. A reading file containing correspondence signed by the Division Chiefs or Staff Officers will be forwarded on Monday of each week to the Office of the Manager for information. Routine intra-office correspondence need not be included in this file.

Lewis N. Bayne
Manager, Aeronautical Center

Distribution "B"

3/20/61

OFFICE OF THE MANAGER INSTRUCTIONS, NO. 3 ATTACHMENT C

DELEGATION OF AUTHORITY - TELEPHONE TOLL CALLS

1. In accordance with the concept expressed in Agency Practice 1-1, Paragraph 10, authority is hereby delegated to Heads of Staff Offices and Divisions within the Office of the Manager to place telephone toll calls. This authority may be redelegated.

2. Toll calls will be made only when other means of communication will not suffice. Necessary controls will be established within each Division or Office to insure that toll calls are made only when in the best interest of the Government.

Lewis N. Bayne
Manager, Aeronautical Center

Distribution "B"

3/20/61

DELEGATION OF AUTHORITY

APPROVAL OF ACQUISITION OF COPY-PROCESSING MACHINES

Authority delegated to the Manager, Aeronautical Center, in Paragraph 9 of the Field Printing Manual, revised April 24, 1961, reproduced below, is redelegated to the Chief, Administrative Services Division and may not be redelegated. (See Aeronautical Center Practice 14-8).

Paragraph 9 - Purchase, Rental, Exchange, or Transfer of Equipment

Prior authority to purchase, rent, exchange, or transfer any duplicating, printing, binding, and related or auxiliary equipment shall be obtained from the Chief, Publishing and Graphics Branch, Washington. Requests for such authority shall be in the nature of a complete study of the problem, workload involved, possible alternate methods of accomplishment, etc., and shall include a complete description of the items in question. Exception - The following officials, or their designees, shall approve all requisitions for copy-processing machines (Verifax, Ozalid, Apeco, Thermofax, etc.) and machines utilizing spirit or gelatin processes (Ditto, Azograph, Standard, etc.) when they are to be used outside of authorized printing plants:

Approving Official	Area
Regional Manager, Regions 1-6	entire region
Manager, Aeronautical Center	all tenant organizations including Civil Aero-Medical Research Institute and Examinations & Records Division
Director, Bureau of Research and Development	NAFEC (Atlantic City, N.J.) and [illegible]se Integration Division

OFFICE OF THE MANAGER INSTRUCTIONS, NO. 3 ATTACHMENT E

DELEGATION OF AUTHORITY

CLEARANCE FOR PUBLICATION - AERONAUTICAL CENTER BULLETINS

1. The Aeronautical Center Bulletin is the approved medium for disseminating official informational material of interest or application throughout the Center. The distribution of a bulletin may be modified to fulfill the desired objective of the originator. Refer to Paragraph 3c, Aeronautical Center Practice 8-1.

2. In order to insure prompt and timely release of informational material, responsibility for final clearance of Aeronautical Center Bulletins is hereby delegated to the Management Analysis Officer, AC-106. Exceptions to this delegation are:

a. Bulletins containing instructional matter which will require a coordinated action by other than elements of the Office of the Manager.

b. Bulletins which may contain material of a semi-permanent or permanent nature. Such matters normally should not be published in a bulletin.

c. Others which in the judgment of the Management Analysis Officer, should be referred to the Manager or Assistant Manager.

Lewis N. Bayne
Manager, Aeronautical Center

Distribution "B"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 29, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Annual Fund-Raising Campaigns for National Health Agencies and Federal Service Joint Crusade

1. Approval has been received to conduct concurrently fund-raising campaigns for the National Health Agencies and the Federal Service Joint Crusade. These organizations do not participate in the annual United Fund Campaign. These Campaigns will begin Monday, April 3, and continue through Friday, April 7.

2. The three private international agencies which are combined in the Federal Service Joint Crusade are:

   The American-Korean Foundation
   Crusade for Freedom (Radio Free Europe)
   CARE, Inc.

   The American-Korean Foundation strengthens Free Korea. The Crusade for Freedom supports Radio Free Europe and Free Europe Press, which give people in iron-curtain countries moral strength, purpose, and hope for future independence from Communist domination. CARE provides food to hungry people in many lands to hearten and strengthen men, women, and children both in body and spirit, as a means of broadening and deepening our friendly relations with all peoples of the free world.

3. The agencies which are combined in the National Health Agencies Campaign are:

   National Society for Crippled Children and Adults, Inc.
   National Society for the Prevention of Blindness
   United Cerebral Palsy Associations, Inc.
   American Cancer Society, Inc.
   Muscular Dystrophy Associations of America, Inc.
   National Multiple Sclerosis Society

   These organizations engage in scientific research for methods of possible prevention of these tragic disorders and more effective methods of treatment. They also provide money for treatment through clinics, centers, and existing community facilities, and for education and rehabilitation of persons who are afflicted. Additional information concerning objectives and accomplishments of these organizations will be furnished you at the beginning of the campaign on April 3.

4. You will be personally handed two envelopes containing literature and a card for designating the organizations you desire to support. This card should be returned to the co-worker who delivered it to you, not later than Friday, April 7, if you desire to share in the work of these worthwhile organizations.

(Over)

5. You can designate the amount you want to give to any of the organizations at the time you make your contribution. Every year the need for their services becomes increasingly apparent. There may be a new wonder-drug just around the corner which will prevent or cure one of these dread disorders. Your contribution will help in turning that corner. Send it promptly to your representative, so the campaign can be completed by Friday, April 7.

6. FAA employees have readily contributed to these campaigns in the past. It is hoped that each of you will seriously consider these worthy programs and contribute generously.

Distribution "C"

AC-2
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FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 26, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT OPERATIONS ALERT - 1961 (W-Th-F-S) April 26 - 27 - 28 - 29, 1961

The annual Federal Government Emergency Exercise OPAL-61, conducted by the Office of Civil and Defense Mobilization (OCDM), will begin Wednesday, April 26, 1961 and will be concluded Saturday, April 29, 1961. This period will be characterized by simulated increases in international tensions on Wednesday and Thursday, and on Friday will be climaxed by a simulated attack upon our nation.

Benefits from this exercise derive from the various types of participation carried on by National, State and Local Government agencies. This participation is not controlled by OCDM. Rather, each participant is expected to evaluate his current state of readiness and take such actions during the exercise as are appropriate for survival and continuity of operations.

At the conclusion of the exercise, participants will be able to determine the effectiveness of their actions by noting the locations of the simulated nuclear bomb detonations. In many cases the complete capability of the participant will have been destroyed. In other cases emergency actions will have been taken which assure the capability to resume operations. In all cases participants will be able to estimate the degree to which they remain effective.

Perhaps most important of all is the individual's participation in OPAL-61. You will be afforded an opportunity to review your plans for the safety of your family. Those of us who live in the Oklahoma City area have a particularly personal responsibility in view of probability that this will be a target area. You should also interest yourself in the plans of your community and the Aeronautical Center.

There will be an interesting OPAL-61 display in the Headquarters building lobby. Newspaper, radio and television coverage will be given the exercise. There will also be a CONELRAD (640-1240 KC) radio test between the hours of 3:00 and 3:30 Friday, at which time the President will address the nation. Supervisors are encouraged to arrange for employees to hear this address.

Management at the Center will be considering various emergency actions and emergency teams will be conducting exercises. You are encouraged to make OPAL-61 a complete success by giving thought to the implications of a nuclear attack upon our nation in terms of your survival.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 20, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Polio Immunization

1. Necessary arrangements have been completed for the immunization against poliomyelitis of all employees located at the Aeronautical Center and adjacent FAA Facilities who desire to participate in the polio immunization program.

2. The vaccinations will be administered by the Employee Health Branch, Room 126, Headquarters Building, in accordance with the following schedule: (The first letter of employee's surname will be the basis for the reporting date.)

A thru F	Tuesday, April 25	1:00 to 3:30 p.m.
G thru L	Wednesday, April 26	1:00 to 3:30 p.m.
M thru S	Thursday, April 27	1:00 to 3:30 p.m.
T thru Z	Friday, April 28	1:00 to 3:30 p.m.

3. The heavy schedule does not permit employees to receive the serum other than scheduled above.

Distribution "C" and 25 copies to AC-110B

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 20, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Bus Transportation Facilities

1. Effective May 1, 1961, bus transportation facilities will be available for visitors from Washington and Regional offices as well as Bureau of Flight Standards trainees and other students enrolled in short courses of two weeks duration or less.

2. This service will be provided by the government on a contract basis at no cost to the riders, to reduce use of government-owned vehicles and related expense, now required for these purposes.

3. Students residing within a six-block radius of the established stops are expected to use this bus service rather than checking out government vehicles.

4. Visitors from Washington and the Regions are also expected to use this bus service.

5. The bus will be identified as the "FAA Special" and will depart from downtown Oklahoma City's Y.M.C.A., 125 Northwest Fifth Street, at 7:40 a.m., with stops at the Sheraton-Oklahoma Hotel (Biltmore) at 7:50 a.m. and the Huckins Hotel at 8:00 a.m. enroute to the Aeronautical Center.

6. It will depart from the front of Headquarters building at 4:45 p.m., stopping at the Sheraton-Oklahoma Hotel (Biltmore) and the Huckins Hotel on the return trip to the Y.M.C.A.

Distribution "A" and 100 copies to PT-902

AT-1	1
FS-1	1
RM-140	2
RM-240	2
RM-340	2
RM-440	2
RM-540	2
RM-640	2

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 2, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT INTERNATIONAL FRIENDSHIP FESTIVAL - MAY 6 and 7, 1961

Your attention is called to the International Friendship Festival to be held in the Arts and Sciences Museum of the Art Center, Oklahoma City Fairgrounds, Saturday and Sunday, May 6 and 7, 1961.

This Festival is sponsored by the Women's Civic Clubs Council of Oklahoma City, in cooperation with the Oklahoma City Chamber of Commerce Committee on International Visitors and the State schools, institutions and agencies who are hosting foreign students and visitors, including the FAA Aeronautical Center.

International Students at the Aeronautical Center have been working with the Women's Civic Clubs Council preparing for the Festival and will be manning a great many of the booths representing the 22 participating countries.

The Festival will begin at 10 a.m., Saturday, May 6, with a parade starting from the Municipal Auditorium and ending at the Arts and Sciences Museum, State Fairgrounds. There will be an opening ceremony in this building at 11:00 a.m., after which booths will be open for the remainder of the day. Foreign students will present music and dance numbers in the Courtyard of the Art Center at intervals during the day, and colored movies of countries represented will be shown continuously in the Museum auditorium.

Booths will open again at 12:00 noon, Sunday, May 7 and will remain open until the Festival closes at 6:30 p.m. that day with an Inter-faith service presented by representatives of Christian, Jewish, Buddhist, Hindu and Greek Orthodox faiths.

Watch the local newspapers for more information about the International Friendship Festival and plan to attend with your family during either, or both days. There will be no charge for admission.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 4, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT United States Savings Bond Drive

1. Monday marks the beginning of our annual United States Savings Bond Drive.

2. In a memo dated March 9, 1961, to the Heads of Departments and Agencies, President Kennedy stated, "It is important to the welfare of our Country that this support of the national debt management function be maintained and fostered to the greatest extent possible. Federal employees, officers and military personnel should be encouraged to show leadership in the purchase of Savings Bonds through the Payroll Savings Plan and thus by example continue to give impetus to the movement throughout the business and industrial structure of the Nation."

3. Our country's Defense Program must be carried on. Other governmental functions, such as those performed by our own Federal Aviation Agency, are vitally important to our national economy. Our regular purchase of U. S. Savings Bonds helps in these efforts to preserve our national security and defend the American way of life.

4. Savings Bonds represent one of the safest and best investments known today. They earn interest at the rate of 3 3/4 percent when held to maturity. The Payroll Savings Plan makes it possible for you to save something out of each pay check and build a more secure future for yourself. When you do this, you help yourself, your nation, and our economic soundness for the future.

5. Soon you will be contacted by a fellow employee; one who will explain the various methods of this painless savings plan. If you are not now buying Savings Bonds regularly, we suggest that you sign an authorization card right away. If you already are buying bonds, you should consider increasing the amount of your deduction. Remember, progress is made in saving, as in most things, one step at a time.

6. In submitting your request for Bond purchases, you may authorize payroll deductions according to the following deduction table:

Cost	Denomination	Amount of Deduction each Pay Period
18.75	25.00	1.25 - 3.75 - 6.25 - 9.38 - 18.75
37.50	50.00	1.25 - 3.75 - 6.25 - 9.38 - 12.50 - 18.75 - 37.50
75.00	100.00	1.25 - 3.75 - 6.25 - 7.50 - 9.38 - 12.50 - 18.75 - 37.50 - 75.00

(Over)

7. In order to be counted toward your organization's goal of 100 percent, your authorization must be turned in to your Keyman by May 17, 1961, and be effective no later than pay period ending June 24, 1961.

8. Last year's drive resulted in our obtaining participation by more than 90 percent of our employees. Let's beat that record this year. I know we can and I think we will.

Lewis N. Bayne
Manager, Aeronautical Center

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 11, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT United States Savings Bond Drive

1. For the past two years we have been authorized to fly the Minute-Man Flag in recognition of participation in the Savings Bond Payroll Savings Plan by at least 90% of our employees.

2. If we are to continue to fly this flag, each organization must increase its employee participation. Only 69% of the employees at the Aeronautical Center are purchasing Bonds through the Payroll Savings Plan at this time.

3. Percent of employee participation of each organization as of May 1, 1961, is as follows:

Office of the Manager, Aeronautical Center	65.6%
Facilities and Materiel Depot	71.7%
FAA Training Center	72.1%
Civil Aeromedical Research Institute	5.4%
Examination and Records Division	56.0%
Facilities Flight Check Data Processing Center	50.8%

4. If you are among those not participating, why not sign an authorization card today and help your organization go over the top.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 11, 1961

ACW file

AERONAUTICAL CENTER Bulletin

SUBJECT Polio Immunization

1. The second injection for immunization against poliomyelitis will be given to all employees located at the Aeronautical Center and adjacent FAA facilities who have not completed a series and desire to participate in the program.

2. A series normally consists of three injections; the first two given at intervals of two to six weeks and the third at least seven months later.

3. The vaccinations will be administered by the Employee Health Branch, Room 126, Headquarters Building, in accordance with the following schedule: (The first letter of employee's surname will be the basis for the reporting date.)

A thru F	Tuesday, May 16	1:00 to 3:00 p.m.
G thru L	Wednesday, May 17	1:00 to 3:00 p.m.
M thru S	Thursday, May 18	1:00 to 3:00 p.m.
T thru Z	Friday, May 19	1:00 to 3:00 p.m.

Distribution "C" and 25 copies to AC-110B

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 18, 1961

AC-2

AERONAUTICAL CENTER Bulletin

SUBJECT Incorrect Mailing Address

Advice has been received from Region Four that the ARTC Center, Great Falls, Montana, is receiving mail from Oklahoma City addressed incorrectly. The correct mailing address is:

Federal Aviation Agency
ARTC Center
P. O. Box 1588
Great Falls, Montana

Distribution "A" and 1 copy to RM-441

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 23, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT U. S. Savings Bond Drive

1. We are in danger of losing the privilege of flying our Minute-Man Flag. Participation in the Payroll Savings Plan of investing in U. S. Savings Bonds has reached 84.8%. To continue to fly the "flag" we must reach 90% which means at least 160 additional employees must join the plan.

2. Participation by organization is shown below:

U. S. SAVINGS BOND CAMPAIGN PROGRESS TO DATE 5-22-61

ORGANIZATION	Percent of Participation Beginning of Drive	As of 5-22-61
Office of the Manager, Aero. Cntr.	75.0%	93.8%
Personnel and Training Division	87.8%	100.0%
Accounting Division	75.4%	95.0%
Budget Division	87.5%	100.0%
Administrative Services Division	57.0%	91.4%
Plant Engineering Division	59.7%	90.9%
TOTAL	65.6%	93.0%
Facilities and Materiel Depot		
Manager's Office, Plans & Administration Div.	87.0%	96.8%
Aircraft Inspection Division	80.0%	95.0%
Aircraft Division	73.6%	81.1%
Materiel Division	68.8%	83.1%
TOTAL	71.7%	82.6%
Civil Aeromedical Research Institute	5.4%	51.9%
Examination and Records Division	56.0%	78.0%
Facilities Flight Check Data Processing Cntr.	50.8%	93.0%
FAA Training Center		
Director's Office and Staff	75.0%	100.0%
Technical Services Division	93.9%	100.0%
Training Development Division	87.5%	87.5%
Facilities & Materiel Training Division	67.5%	92.0%
Air Traffic Management Training Division	78.0%	84.7%

- Over -

ORGANIZATION	Percent of Participation Beginning of Drive	As of 5-22-61
Flight Standards Training Division	59.0%	81.0%
Publications & Non-Resident Instruction Div.	72.1%	85.7%
Management & General Training Division	71.0%	85.7%
TOTAL	72.1%	90.8%
TOTAL FOR AERONAUTICAL CENTER	69.0%	84.8%

3. The Bond Drive has been extended through Friday, May 26. If you are not participating, won't you reconsider and sign an authorization card today? Forward it immediately to Personnel and Training Division, AC-110B.

Chester W. Wells, AC-2

Distribution "C"

5/23/61

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE 5-23-61

AERONAUTICAL CENTER Bulletin

SUBJECT **Form FAA-215, Procurement Request**

1. Form FAA-215 will no longer be printed on the same type of paper as it has been in the past. Future orders will be printed in green ink on NCR (no carbon required) paper.

2. NCR paper makes use of the reaction between two different chemical coatings. The back of a sheet is coated with one chemical and the face with another. When two or more sheets are placed together and an impression by typewriter or handwriting is made, the reaction of the chemicals reproduces the impression on the second and subsequent sheets.

3. Because of this chemical reaction, ordinary paper cannot be used with NCR paper. Thus, FAA-215 printed in brown ink cannot be intermingled with those printed in green ink.

4. The use of NCR paper eliminates the need for carbon paper.

5. Erasures can be made on NCR paper, but not without detection. In attempting to erase, care should be taken not to remove coating on paper. If error is made, it is suggested that error be "Xed" out.

6. The new forms have been received by the Facilities and Materiel Depot, but the present FAA-215 printed in brown ink should be used until the supply is exhausted.

Distribution "S" and 3 copies to MS-53

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 2, 1961

ac - 2w file

AERONAUTICAL CENTER Bulletin

SUBJECT U. S. Savings Bond Drive

1. We have so far been unsuccessful in achieving our goal of at least 90% of the employees at the Aeronautical Center participating in the Payroll Savings Plan of investing in U. S. Savings Bonds. We are short less than 2%, or approximately 75 employees.

2. Percent of participation as of May 31, 1961, by organization is shown below:

ORGANIZATION	
Office of the Manager, Aero. Cntr.	93.8%
Personnel and Training Division	100.0%
Accounting Division	95.0%
Budget Division	100.0%
Administrative Services Division	89.2%
Plant Engineering Division	91.5%
TOTAL	92.6%
Facilities and Materiel Depot	
Manager's Office, Plans & Administration Div.	100.0%
Aircraft Inspection Division	95.0%
Aircraft Division	84.8%
Materiel Division	90.8%
TOTAL	88.0%
Civil Aeromedical Research Institute	30.8%
Examination and Records Division	71.4%
Facilities Flight Check Data Processing Center	93.0%
FAA Training Center	
Director's Office and Staff	100.0%
Technical Services Division	100.0%
Training Development Division	100.0%
Facilities and Materiel Training Division	93.8%
Air Traffic Management Training Division	91.8%
Flight Standards Training Division	90.0%
Publications & Non-Resident Instruction Div.	100.0%
Management & General Training Division	100.0%
TOTAL	94.4%
TOTAL FOR AERONAUTICAL CENTER	88.1%

(Over)

3. The Treasury Department has authorized us to continue our Drive for another week to enable us to make one last effort to reach 90% participation and thus continue to fly our Minute-Man Flag.

4. I wish to commend those organizations that have reached 90% participation and hope that by June 9 we will achieve our goal of at least 90% participation for the entire Aeronautical Center.

5. Forward authorization cards to the Personnel and Training Division, AC-110B.

Chester W. Wells, AC-2

Distribution "C"

6/2/61

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 12, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Three Lane Traffic

Approval by Oklahoma City Traffic Control has been received to continue reversible three lane traffic on MacArthur Boulevard, mornings and evenings.

In the mornings, markers will indicate two lane traffic south from State Highway 152 to fifty-ninth street then three lane traffic to the Aeronautical Center.

Evening traffic will adhere to the following pattern:

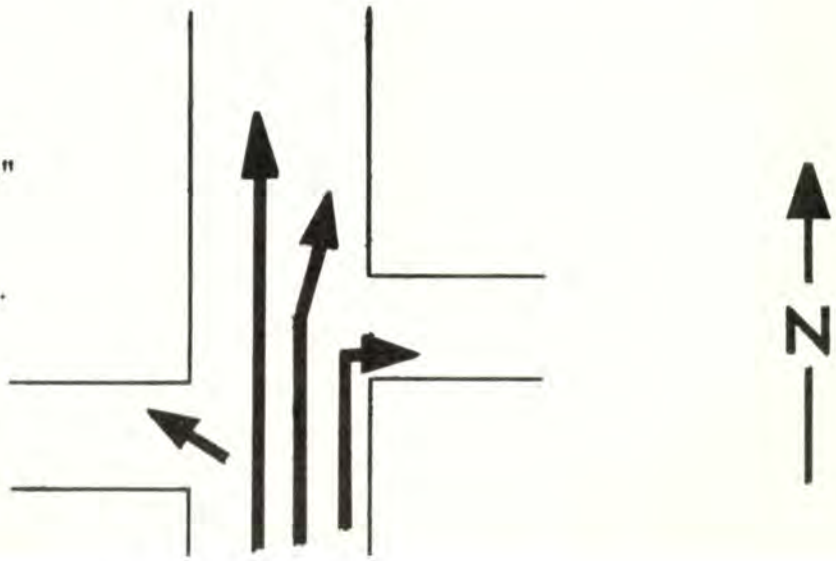
Traffic expecting to turn right (east) on fifty-ninth street, use the extreme right lane.

Traffic expecting to continue on north past fifty-ninth street to State Highway 152 before turning right, use the middle lane of the three north bound lanes to fifty-ninth street, then use the extreme right lane, leaving the middle lane clear.

Traffic expecting to turn left (west) at fifty-ninth street and traffic expecting to continue north on MacArthur past State Highway 152, use the third (left) lane all the way to State Highway 152.

Appropriate lanes should be utilized and extreme caution should be exerted when changing lanes. Patrolmen will monitor traffic and issue citations to persons violating these established procedures.

Distribution "C"



FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 16, 1961

ac-tw file

AERONAUTICAL CENTER Bulletin

SUBJECT Parking in Hangar and Flight Line Area

In order to maintain flight line safety, facilitate unimpeded movement and provide necessary aircraft parking, the parking and driving of privately owned and government vehicles on the ramp or flight line areas assigned to the FAA Aeronautical Center is prohibited. An exception is made only for privately owned or government vehicles used to transport persons to and from the Operations Office in Hangar No. 8 or for escorting official visitors.

Visitor spaces and parking spaces for government vehicles are available along Duke Avenue, for persons transacting official business in the Operations Office and the flight line area.

The patrolmen assigned to the Center will monitor these areas and issue citations on all automobiles that violate the above instructions.

Distribution "C"

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE June 19, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT: Aeronautical Center Parking

Now that construction has started on the CARI Building, I would like to outline the current parking problems and limitations so that you will be aware of and accept any inconveniences that may develop.

Construction employees will add to the traffic and parking problem. Heavy construction equipment will be using the roads and streets. Employees are cautioned to drive slowly and keep especially alert. Additional notices will be issued as the construction schedule progresses. Please read these notices carefully as they will indicate road crossings, power outages, additional construction areas. alternate parking facilities, etc.

Approximately 2900 vehicles report to the Center daily and a recent traffic survey revealed our hard surface parking facilities are usually full by 7:50 AM. Until such time as the overall parking problem is adequately remedied by the completion of the current building program, it will be necessary to utilize the unmarked areas west of MacArthur. This is not desirable, but it is our only alternative.

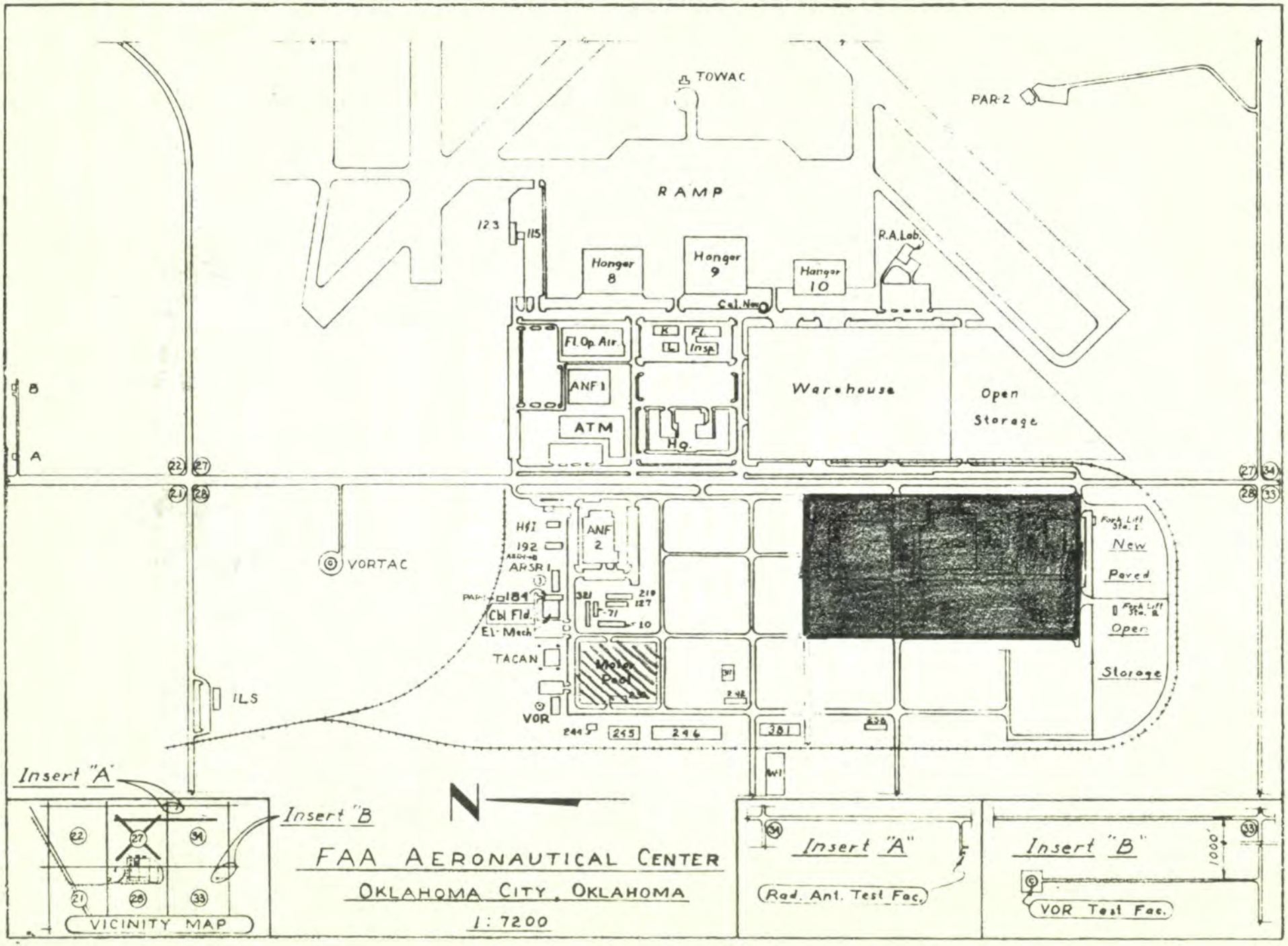
The contractor has been allotted an area in which to store materials and for his employees to park their automobiles. This area is shaded on the map on the reverse side of this Bulletin. Employees are requested not to park in this area.

A temporary overflow parking lot directly west of ANF #2 (also shaded on map on reverse) will be re-surfaced within the next 2 or 3 weeks. The first phase of the CARI project will be the construction of a 236 vehicle parking lot on the west side of MacArthur across from the northwest corner of the warehouse.

The critical nature of the current parking situation is recognized, and we will do everything possible during the period of construction to minimize the resulting inconvenience.

(Over)

Distribution "C"


TOWAC
PAR-2
RAMP
123
115
Hanger 8
Hanger 9
Hanger 10
R.A.Lab.
Cbl. Nest
Fl. Op. Air
Fl. Insp.
ANF 1
ATM
Hq.
Warehouse
Open Storage
B
A
VORTAC
ILS
HFI
192
ANF 2
ARSR 1
189
Cbl Fld.
El. Mech
TACAN
VOR
Storage Pool
245
246
381
New Paved
Fork Lift Sta. I
Fork Lift Sta. II
Open Storage
Insert "A"
Insert "B"
N
FAA AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA
1:7200
VICINITY MAP
Insert "A"
Rad. Ant. Test Fac.
Insert "B"
1000'
VOR Test Fac.

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE June 20, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Conversion of Old Objective Classification Codes to New Objective Classification Codes

The following listing of old and new objective classification codes and minor definitions are being furnished to assist program offices in the development of their programs for Fiscal Year 1962. The new objective classification codes are effective July 1, 1961. It should be noted that in some instances an old minor objective classification code may relate to two or more minor objective classifications. Objective classification codes for stock and stores and special maintenance projects were not prescribed since special accounts within an organizational series will be established to cover such charges at a future date.

Release of Aeronautical Center Practice 11-2 will be forthcoming and will contain more precise definitions, organizational codes and appropriation codes.

Personal Services	Old Code	New Code
Base Pay	0011	1111
Payments of terminal leave	0041	1112
Temporary employment		1121
Part time employment		1122
Night differential	0121	1133
Overtime pay	0122	1131
Holiday pay	0123	1132
Not otherwise classified or reimbursable		1191

(over)

Travel	Old Code	New Code
Regular	0210	
Hdqtrs. planning, supervision & inspection (Office of Manager Personnel - "AC")		2111
Field Facility Maintenance, operation & job performance (Other offices - "PT", "FM", "AM", "FS", etc.)		2112
Training Programs		
Training programs conducted by FAA offices		2121
Training programs conducted by other Federal offices		2122
Training programs conducted by non-Federal organizations - transportation expenses	0223	2123
Training programs conducted by non-Federal organizations - per diem expenses	0224	2124
Transfer of official station	0230	2113
Travel expenses of appointees to certain technical positions	0235	2111** 2112**
Travel expenses of consultants	0240	2191*
Not otherwise classified or reimbursable	0290	2191
Initial travel costs - Military assignments	0291	2112**
Transportation of Things		
Transportation of Govt. property	0310	2211
Transportation of employee household and personal effects	0320	2221
Transfer of household effects - Technical positions	0325	2221**
Not otherwise classified or reimbursable	0390	2291
Household goods - Military assignments	0391	2221**

Communications Service	Old Code	New Code
Post Office Box Rentals		2311
Telephone - Toll calls	0430	2361
Other telephone & telegraph	0440	
Local telephone & switchboard services		2362
Telegraph services		2363
Not otherwise classified or reimbursable (labs)	0490	2391**
Rents and Utility Services		
Rental of buildings and land	0510	2312
Utilities	0520	2373
Rental of ADP equipment	0530	2313
Other than ADP equipment rental		2392
Not otherwise classified or reimbursable	0590	2391
Printing and Reproduction		
Publications	0610	
Publications, manuals, orders, instructions, memoranda, etc. (internal use)		2411
Forms		2421
Public releases		2431
Not otherwise classified or reimbursable	0690	2491
Other Contractual Services		
Automotive maintenance & repairs	0710	2511
Motor pool services:		
Rental of passenger motor vehicles	0711	2131
Rental of motor trucks	0712	2231

(Over)

Other Contractual Services Cont'd.	Old Code	New Code
Aircraft maintenance & repairs		
Major modification & repairs	0721	2522
Routine inspection & repairs	0722	2521
Hire of aircraft	0723	2531
Overhaul of accessories & instruments	0724	2522**
Overhaul of engines	0725	2523
Engine buildups & changes	0726	2523**
Repairs & alterations of office furniture, space and machines	0730	
Repairs, alterations & maintenance of facilities, buildings & grounds		2541
Repairs & maintenance of office equipment & furniture		2542
Stock & Stores - Contractual services	0745	2591*
Fees & services	0750	2591*
Government's contribution for employees' life insurance	0751	1211
Government's contribution for health benefits	0752	1213
Special maintenance projects	0770	2591*
Immunization of employees	0780	2572
Services of other agencies	0785	2581
Not otherwise classified or reimbursable	0790	2591
Charges to Expense Program for AC-50 reimbursement		2592

Supplies and Materials	Old Code	New Code
Automotive maintenance & operation	0810	2611
Aircraft maintenance & operation:		
Routine inspection & repairs	0821	2621
Aircraft fuel and oil	0822	2623
Parts & supplies for major modification & repairs	0823	2622
Other supplies and materials:		
Warehouse supplies	0841	2633
Office supplies	0842	2632
Non-stock printed material		2634
Printing & reproduction supplies		2635
Tabulating & mail supplies		2636
Medical supplies		2638
Training supplies		2639
Reservation maintenance supplies	0843	2691*
Periodicals & newspapers	0849	2637
Administrative supplies - Stock and Stores, OMB	0851	2632**
Housekeeping supplies - Stock & Stores, OMB	0852	2691*
Tubes & semi-conductors	0853	2641
Operating & working supplies	0854	2630
Representation & official entertainment allowances		2661
Special maintenance projects	0870	2691*
Not otherwise classified or reimbursable	0890	2691

(Over)

6/20/61

Equipment	Old Code	New Code
Office furniture & machines	0910	3111
Operating & working equipment	0920	3121
Special purpose equipment:		
Test equipment		3131
Training equipment		3132
Medical equipment		3133
Off-road vehicles	0922	3143
Replacement of administrative equipment-Stock & Stores, OMB	0940	3111**
Replacement of other equipment - Stock & Stores, OMB	0942	3121**
Not otherwise classified or reimbursable	0990	3191
Lands and Structures	1000	3200
Grants, Subsidies and Contributions		
Government's contribution for Civil Service retirement fund	1110	1212
Tuition payments - training at non-Federal facilities	1130	2551
Other payments - (books & lab fees) Training at non-Federal facilities	1131	2552
Refunds, Awards and Indemnities		
Indemnities (Tort claims)	1300	4200
Employee awards	1300	1223
Taxes and Assessments		
Government's contribution for FICA taxes	1500	1214

* Combined with "not otherwise classified".

** Combined with similar classifications.

6/20/61

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE June 29, 1961

AC-2c
fil

OFFICE OF THE MANAGER Bulletin

SUBJECT Clean-Up Day

I understand that the Administrator has set aside June 30, 1961, as "Clean-Up Day" for FAA offices in the Washington area.

It seems appropriate that we do the same thing at the Aeronautical Center. This has been a busy year and I am sure that clean-up chores have been set aside to be done at a less pressing time.

"Clean-Up Day" will be Friday, June 30, from 10 AM to 3 PM. Each employee is requested to cooperate by cleaning the working area he is responsible for, such as Desk, File Cabinets, Closets, storage areas, etc. This is the time to get rid of junk. Turn in those old typewriters and other items catching dust on top of file cabinets and in closets.

for Lewis N. Bayne, AC-1

Distribution AC-C

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 29, 1961

ac to file

AERONAUTICAL CENTER Bulletin

SUBJECT Fourth of July Safety

The fact that the Fourth of July this year falls on a Tuesday, means a four-day holiday for many employees. Most of us who own cars will want to go somewhere over the July 4th holiday. Traffic accidents are still the nation's prime killer. Common courtesy in our driving, on the part of all of us, can stop that killer. The installation and use of seat belts for all driving, whether near home or on trips, will reduce injury and help save lives in case of accidents.

The National Safety Council advises last year's Fourth of July holiday traffic toll was 440 lives. Drowning and boating mishaps claimed 160 lives. Other accidents, including fireworks, firearms, heat exhaustion, and falls killed more than 100 persons.

Remember that - - safe driving and safe play means going by the rules for the protection of yourself, your family, and others.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 29, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Granting of Annual Leave on Monday, July 3, 1961

The following dispatch has just been received from our Washington Office:

> "President has directed following message to heads of all departments and agencies: 'It is my desire that all departments and agencies adopt a lenient policy regarding the granting of annual leave on Monday, July 3, and that leave be granted that day to all employees requesting it, except where their attendance at work is required in the interest of national security or other public reasons.' Please insure the implementation of this policy."

Distribution "C"

FEDERAL AVIATIC AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 30, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT Parking of Government Vehicles

It has been noted that government vehicles are frequently being parked for substantial periods of time in loading zones and visitors spaces.

Government vehicles should be parked in parking spaces marked "for government vehicles". There are a total of 44 parking spaces marked for government vehicles adjacent to buildings and in front of Building L, Motor Pool Headquarters. Visitors spaces may be utilized for parking government vehicles for short periods of time (not to exceed one hour) when regularly assigned government vehicle spaces are not available, or under unusual circumstances.

Government vehicles will be ticketed in accordance with the provisions of Aeronautical Center Practice 0-3, for "parking" in loading zones, fire lanes, driveways, assigned parking spaces and no-parking areas.

Distribution "C"

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE June 30, 1961

AERONAUTICAL CENTER Bulletin

SUBJECT U. S. Savings Bond Drive

1. We have achieved our goal of at least 90% of the employees at the Aeronautical Center participating in the Payroll Savings Plan of investing in U. S. Savings Bonds.

2. Final results by organization are shown below:

Organization	% Participating
Office of the Manager, Aeronautical Center	93.8
Personnel Division	100.0
Accounting Division	95.0
Budget Division	100.0
Administrative Services Division	92.5
Plant Engineering Division	93.0
TOTAL	94.0
Facilities and Materiel Depot	
Manager's Office, Plans & Administration Division	100.0
Aircraft Inspection Division	95.0
Aircraft Division	86.1
Materiel Division	92.5
TOTAL	90.0
Civil Aeromedical Research Institute	30.8
Examination and Records Division	79.8
Facilities Flight Check Data Processing Center	93.0
FAA Training Center	
Director's Office & Staff	100.0
Technical Services Division	100.0
Training Development Division	100.0
Facilities & Materiel Training Division	94.4
Air Traffic Management Training Division	91.8
Flight Standards Training Division	95.2
Publications and Non-Resident Instruction Division	100.0
Management and General Training Division	100.0
TOTAL	95.7
TOTAL FOR AERONAUTICAL CENTER	90.2

- over -

3. I want to commend those organizational elements that reached 90% participation and especially those who reached 100%. I hope all organizations will strive to maintain a high rate of participation throughout the remainder of the year.

4. I wish to express my appreciation to those employees who as an added duty worked so diligently during the drive to enroll non-participants. Without their efforts we could not have reached our goal.

Chester W. Wells, AC-2

Distribution "C"

6/30/61