FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE

AERONAUTICAL CENTER Bulletin

SUBJECT Annual Employee Performance Ratings

1. The regular annual employee performance rating on all employees who have had three months or more of service during the rating period and who are on the rolls on the rating date is due January 31, 1962. Agency Practice 3-430 prescribes the procedures to follow in rating employees.

2. The rating period begins the day following the end of the last rating period or the date of assignment to the current position, whichever is later.

3. The following schedule is established as a guide to assure completion of all steps in the rating process within the established deadline. However, rating officials should complete all phases of the rating process as soon as possible and not necessarily wait for the completion date of any one step before commencing the next step:

January 31st - - February 15th	Rating official (immediate supervisor) rates his employees.
February 16th - March 1st	Rating official discusses assigned ratings with reviewing official (next highest supervisor).
March 2nd - - - March 15th	Forward all recommendations for outstanding ratings to the appropriate Approval Authority.
March 16th - - - March 31st	Rating official notifies employee of his approved rating and discusses evaluation with him.
By March 31st	Rating official certifies through channels to the Head of his Organization that he has completed the rating process on all of his employees.

4. All supervisors are encouraged to review Agency Practice 3-430 as soon as possible and give particular attention to the rating process for "outstanding ratings", "unsatisfactory ratings", and the provisions for postponement of ratings when a warning for unsatisfactory service has been issued.

(over)

5. A supply of Form FAA-2801, Justification for Performance Rating may be obtained from the Personnel Records Office, AC-116B. Completion of this form is required for all proposed "outstanding" and "unsatisfactory" ratings.

6. Any questions concerning the Performance Rating process should be referred to the appropriate Personnel Service Branch.

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE January 16, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT DISTRIBUTION OF DEPARTMENT OF DEFENSE HANDBOOK "FALLOUT PROTECTION"

1. As a result of the President's recent emphasis toward orienting the total population regarding a nuclear attack, the Department of Defense has completed a handbook for distribution to each family in the United States.

2. Plans for distributing the booklet nationally are to establish a supply at each United States Post Office and citizens may then ask for and receive the booklet upon request. There will be no automatic distribution of the booklet through the mails.

3. In order to assist Center employees in obtaining copies of this booklet, a supply has been received at the Aeronautical Center and may be picked up now at the Aeronautical Center Post Office, Room 133 in the Headquarters Building. The initial supply is inadequate for distribution to all employees and those now on hand will be distributed on a first come -- first served basis. Additional copies will be received in the near future sufficient for all employees.

4. All employees are encouraged to obtain a copy of this handbook and use it in preparing personal family plans for survival during a nuclear attack.

Distribution "C"

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE January 17, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Employee Suggestion Program

1. The Civil Service Commission has recently published statistics concerning the operation of employee suggestion programs in the Federal Service in fiscal year 1961.

2. These statistics show that the measurable benefits of suggestions adopted by the Federal Aviation Agency amounted to only $148.00 per suggestion on the average. The Civil Service Commission and all government agencies alike have become concerned with the need to improve the quality of suggestions as opposed to the quantity.

3. Changes in Civil Service Commission policy now provide a cash award may be made for an employee contribution that results in tangible benefits having a value of $50.00 or more with a minimum award of $15.00. A cash award may be made when an employee contribution does not lend itself to appraisal on the basis of monetary benefits, and the amount of the award in such cases will be determined on its value or benefit to the government after full consideration of such factors as extent and scope of application, significance of the contribution, and importance of programs affected. However, the minimum cash award of $15.00 will not be granted unless the contribution compares favorably with those receiving the minimum cash award for tangible benefits. An employee contribution which does not meet the standard for a cash award may be recognized by a letter of appreciation.

4. There is no desire to discount contributions which result in intangible benefits only. Nevertheless, we, as an Agency, and the government and taxpayers alike profit increasingly when definite, out-of-pocket expenses are reduced.

5. In an effort to improve our program locally and to increase the quality of suggestions, the following approach is recommended:

   a. Be concise in describing the proposal, what it is intended to do, how it could be applied, its costs, and benefits to be derived from its adoption.

   b. Remember, that by means of the suggestion you have something to sell and that can be accomplished only if you make your presentation clearly and concisely so that the buyer can see the advantages and want to buy.

   c. After preparing the presentation, study it from the viewpoint of the recipient. Ask yourself the question, "Would I approve this

(over)

suggestion?" Unless you can honestly say yes, based on what you have written, you should revise the suggestion so that you can answer that question with an unqualified yes.

d. Discuss it with your supervisors and get their reaction. They may know that it has been previously tried and found deficient or they may be able to suggest improvements in the presentation that will make it more acceptable.

6. Supervisors can contribute greatly to the improvement of the program by:

   a. Stopping the suggestion which is within the suggester's normal job responsibilities, and

   b. Assisting employees in really developing and describing the coverage and usefulness of potentially good ideas.

7. REMEMBER THE PURPOSE OF THE GOVERNMENT EMPLOYEES' INCENTIVE AWARDS PROGRAM IS TO IMPROVE GOVERNMENT OPERATIONS AND RECOGNIZE EMPLOYEES THROUGH THE MEDIUM OF AWARDS FOR ACCEPTABLE SUGGESTIONS AND CONTRIBUTIONS. LET'S IMPROVE THE QUALITY OF OUR SUGGESTIONS.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE January 19, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Specifying Sex on Requests for Lists of Eligibles

1. As a result of a new Civil Service Commission requirement which is effective immediately, all requests to the Civil Service Commission or Boards of Civil Service Examiners which specify one sex must be fully supported as to the reason why one sex is preferred to the other. The Civil Service Commission will pass on the adequacy of such reasons. We have been informed that these reasons will ultimately be reviewed by a new commission which is to be set up in the Executive Office of the President to prevent discrimination against women.

2. Effective immediately, the Board of U.S. Civil Service Examiners Branch, AC-114, will co-ordinate with the official signing the SF-52, all requests for a list of eligibles to the Civil Service Commission or Boards of Civil Service Examiners. The purpose of the co-ordination will be to determine whether or not one sex is preferred. In those cases where a list of eligibles is to be requested and the operating official prefers one sex over the other, he must submit a memorandum to AC-114 fully supporting the reason why one sex is requested in preference to the other. No action will be necessary on the part of the requesting official unless so advised by AC-114. This procedure will continue until procedural instructions are received from the Civil Service Commission. We have been advised that such procedural instructions will be received within approximately thirty days.

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE January 19, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT: Utilization of Wide Area Telephone Service Lines (WATS)

The Aeronautical Center switchboard is now equipped with two Wide Area Telephone Service (WATS) lines. These lines permit placing long distance calls over facilities similar to leased lines at a substantial savings in cost. However, these savings are lost when the WATS lines are occupied by lengthy calls. Most persons know that the highest cost in connection with long distance calls is related to the first three minutes and that the cost for additional time on a call is charged at a much lower rate. For this reason, we get the most savings from using the WATS lines when they are used for a high number of calls of short duration.

When the WATS lines are tied up with lengthy calls, the operators must then place other long distance calls over regular toll call circuits which means that the most costly calls are being placed in the most expensive rather than the cheapest way.

We want to ask your cooperation in an effort to get the most savings from the WATS lines. When you or members of your staff place a long distance call that is likely to be of more than 15 minutes duration, tell the operator when the call is placed. She will then place the call on regular toll circuits, leaving the WATS lines free for the "short call" traffic.

Distribution "S"

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE January 29, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT: Mailing Addresses

The Denver General Aviation District Office has been relocated, effective 1-4-62:

New Address: Federal Aviation Agency
WE-GADO-5
P. O. Box 326
Broomfield, Colorado

Telephone: GEnessee 3-7104 (WE-40)

The Fresno General Aviation District Office has been relocated, effective 1-9-62:

New Address: Federal Aviation Agency
WE-GADO-15
Government Agency Building
Suite 1-B
Fresno 27, California

Telephone: CLinton 1-6056, CLinton 1-6057, CLinton 1-6058. (WE-40)

The following FAA office has been abolished, and the address should be deleted from all mailing lists:

Federal Aviation Agency
Air Traffic Supervisor
P. O. Box 59-2015
AMF Branch
Miami 59, Florida

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE January 30, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT 79th Anniversary of the Civil Service Act

1. The 79th anniversary of the signing of the Civil Service Act is observed during the month of January, 1962.

2. Seventy-nine years have passed since President Arthur signed the Civil Service Act into law in 1883. As the anniversary is observed, we can well take stock -- Federal employees and private citizens alike -- of what the merit system means in terms of its contribution to our Nation.

3. In these 79 years we have grown from a nation of fifty-four million people to one of one hundred and eighty million.

4. From the relatively simple tasks performed by Government serving a small, in the main agricultural, economy, Government has moved to large and complex operations that call for the productive work of specialists in hundreds of different occupations. Government programs, and thus Government employment, have grown too, to meet the demands for service from the people as expressed through their elected representatives in Congress.

5. Government work being done today could not have been done under the spoils system that existed prior to 1883. Only a highly competent scientist could design a rocket for the space program. Only a top-notch trained accountant could operate a social security accounting system. These examples could be miltiplied a thousandfold.

6. The Federal employee can take satisfaction in knowing that he is one of a corps that have been picked for their competence, that continue in employment because they continue to demonstrate that competence in their work. He can also take satisfaction in the fact that Government has developed an up-to-date personnel system, complete with employee benefits and privileges, that compares favorably with the practices of progressive private industry. And he can take pride in serving a Government that is the leader of the Free World.

7. The private citizen, too, can look with satisfaction at the Civil Service and its operations with the knowledge that the men and women who comprise it are working for him with their hands and minds.

8. We, as employees of the Federal Aviation Agency, can take great pride in our work and in our organization. We have the knowledge that we are serving the public in an extremely important endeavor and in the most efficient manner possible.

Distribution "C"

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE January 31, 1962

AC-1

AERONAUTICAL CENTER Bulletin

SUBJECT Form AC-955, Request for Delivery of Salary Check

Form AC-955 (See sample below) has been officially adopted for use by Aeronautical Center employees in requesting special disposition of their salary checks when they are to be absent from duty on a pay day. The form is now available from the regular supply source and mandatory use, in lieu of the memorandum request, becomes effective with the February 15th pay day. Aeronautical Center Practice 11-6 (3/17/61) is being revised to include use of this form.

Complete Form AC-955 in type or plain print, giving special attention to the following items:

Item 3: This is a 4-digit accounting code number which identifies the organization shown in Item 2 and may be obtained from your division secretary or the person authorized to distribute pay checks for your unit.

Item 5: Check whichever one of the first six items states your reason for submitting the request and whichever one of the last three items indicates the disposition you wish made of your check.

Item 8: If salary check is to be mailed for bank deposit, give the name and address of the bank desired and, in the space to the right of the address block, give the exact title of your bank account if it differs from Item 1.

Items 6, 7 & 11: Leave blank.

After you have completed the form, detach and retain the bottom copy. Forward the original and first carbon copy, with carbon intact, so as to reach the Designated Agent, AC-123.2, by 12:00 o'clock noon on Tuesday preceding the pay day concerned.

1. NAME OF EMPLOYEE

2. DIVISION AND/OR SECTION

3. ORGANIZATIONAL CODE

4. PLEASE DELIVER SALARY CHECK FOR

_____ (DATE)

5. REASON FOR REQUEST AND DISPOSITION DESIRED:

☐ TRAVEL ☐ AN. LV._____DAYS ☐ MAIL CHECK

☐ RESIGNATION ☐ SK. LV._____DAYS ☐ RELEASE CHECK TO:

☐ TRANSFER ☐ OTHER LEAVE ☐ CANCEL PREV. REQ.

FOR USE OF ACCTG. OFC. ONLY

6. _____ DATE OF CHECK

_____ DATE MAILED

8. NAME & ADDRESS FOR MAILING OR RELEASE OF CHECK:

9. _____ DATE OF REQUEST

10. SIGNATURE OF PAYEE

11. SIGNATURE OF RECEIVER OTHER THAN PAYEE

FORM AC-955 11-61 – FAA – REQUEST FOR DELIVERY OF SALARY CHECK

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 2, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Visit of Polarad's Road Show

1. The Industrial Associated Electronics, Incorporated, will have a mobile demonstration van showing transistorized test instruments and advanced microwave electronics test equipment.

2. The demonstration van will be in the parking area adjacent to the front entrance of Building ANF No. 2. Demonstration will be Friday, February 9, 1962, between the hours of 8:00 a.m. and 4:30 p.m.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice O-6.

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 6, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Designation of Campaign Chairman for Fund Raising Campaigns

1. Mr. Ronald W. Pulling, Depot Manager, Aviation Facilities Service, has volunteered to serve as Campaign Chairman, and Mr. Elwyn E. Carpenter, Personnel Division, will serve as Co-Chairman for all approved fund raising campaigns to be conducted at the Aeronautical Center and adjacent facilities during 1962.

2. The President has endorsed and approved the 1962 Federal Service Joint Crusade Campaign and the National Health Agencies Campaign as authorized campaigns to be conducted nationally between January 1 and April 30, 1962.

3. The Aeronautical Center will conduct concurrent campaigns at a date to be announced in the near future for Federal Service Joint Crusade and National Health Agencies.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 6, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Establishing New Minimum Pay Rates for Professional Engineers and Certain Scientists from Grade 9 through Grade 11.

1. Federal Personnel Manual Letter 531-12 provides for new minimum pay rates for Professional Engineers and certain Scientists in Grades GS-9, GS-10, and GS-11. Pay adjustments will be processed for all employees affected. All new employees in the specified occupational classes will be hired at the new minimum rate.

2. Increased minimum rates are as follows:

   GS-9: to $7,095.(Step 5); GS-10: to $7,655.(Step 5); GS-11: to $8,340.(Step 4)

3. Effective date for the new minimum pay rates is February 4, 1962.

4. Professional Engineering Series affected are:

GS-801 General
GS-803 Safety
GS-804 Fire Prevention
GS-805 Maintenance
GS-806 Materials
GS-808 Architectural
GS-810 Civil
GS-811 Construction
GS-812 Structural
GS-813 Hydraulic
GS-819 Sanitary
GS-820 Highway
GS-824 Bridge
GS-830 Mechanical
GS-832 Automotive
GS-840 Nuclear
GS-850 Electrical
GS-855 Electronic
GS-861 Aerospace
GS-862 Airways
GS-870 Marine
GS-871 Naval Architecture
GS-880 Mining
GS-881 Petroleum Production and Natural Gas
GS-890 Agricultural
GS-892 Ceramic
GS-893 Chemical
GS-894 Welding
GS-896 Industrial
GS-897 Valuation

5. Science Series and specializations affected are:

GS-015 Operations Research
GS-1040 Architecture
GS-1041 Landscape Architecture
GS-1221 Patent Adviser
GS-1224 Patent Examining
GS-1306 Health Physics
GS-1301 Physical Science Subseries
GS-1310 Physics
GS-1313 Geophysics (Seismology)
GS-1313 Geophysics (Geomagnetics)
GS-1313 Geophysics (Earth Physics)
GS-1320 Chemistry
GS-1321 Metallurgy
GS-1330 Astronomy and Space Science
GS-1340 Meteorology
GS-1360 Oceanography (Physical)
GS-1372 Geodesy
GS-1380 Forest Products Technology
GS-1390 Technology, in the following specializations:
Rubber, Plastics
Rubber and Plastics
Aviation Survival Equipment
Industrial Radiography
Packaging and Preservation
Photographic Equipment
GS-1510 Actuary
GS-1520 Mathematics
GS-1529 Mathematical Statistics

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 12, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT CHORAL-AIRS

The Aeronautical Center Choral-Airs will be featured on television Wednesday, February 14, 1962. The program is "At Home with Ida 'B'" at 10:00 a.m. on KOCO Channel 5.

The Choral-Airs will appear in another program on Friday, February 23, 1962, at 7:30 p.m. This program will be presented in the Veterans Administration Auditorium, 913 Northeast 13.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 12, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Power Outage - 8:00 a.m. to 12:00 Midnight, Saturday, February 17th (Bldgs: ATM, ANF #1, Flight Operations & Airworthiness, Hq) 3:00 p.m. to 5:00 p.m.) Hangar #9

In order that we may make permanent repairs to the primary electrical distribution system necessitated by the recent unscheduled outages, it is necessary that we schedule a power outage, beginning at 8:00 a.m., Saturday, February 17th, and continuing until 12:00 Midnight.

This work will be performed on schedule, weather permitting. If the weather does not permit, a bulletin will be issued to that effect and the outage will be rescheduled.

The buildings affected will be the ATM, ANF-1, Flight Operations and Airworthiness, and Headquarters for the full period; Hangar #9 will be out from 3:00 p.m. until 5:00 p.m.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 14, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Office Machine Inventory

1. Prior to conducting a Center-wide inventory of accountable property as outlined in Aeronautical Center Practice 18-3, the Property Management Branch, AC-143, will conduct a physical inventory of all typewriters, calculators, adding machines and photo-copying machines including Thermofax machines, Apeco, etc.

2. This action is necessary to insure that machines under maintenance contract can be readily located by the vendors performing preventative maintenance inspections.

3. Subject inventory will begin Monday, February 19, 1962. To facilitate the inventory, it is requested that:

   a. Subject equipment not be moved during the inventory period (February 19 through March 1, 1962).

   b. If equipment must be moved, notify the Property Management Branch, extension 633, of the new location and property tag number if applicable. If a property tag is not affixed, furnish the make and serial number of the machine.

4. The cooperation of all concerned in this endeavor will be appreciated.

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 15, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Application for Homestead Tax Exemption

1. As a convenience to Aeronautical Center employees, the Personnel Division has arranged for a representative of the Oklahoma County Assessor's Office to be available in Room 108, Headquarters Building, from 9:00 a.m. to 5:00 p.m. on February 26, 1962, to receive applications for Homestead Tax Exemptions from either employees who may have received the application form through the mail, or who wish to make new application.

2. Employees making application for the first time on their present residence will need to bring either their deed or the legal description of their property, including Lot Number, Block Number, and name of addition.

3. In order to eliminate waiting time, please call extension 501 for specific appointment.

Distribution "C"

FAA AC 62-1853

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 15, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Demonstration By The Underwood Corporation

1. A representative of the Underwood Corporation will have on display several of their new electric typewriters -- The SCRIPTOR, The FORUM, The RAPHAEL. On display, in addition to these machines, will be their new standard typewriter and several adding and calculating machines.

2. This display can be seen in Room 305, Headquarters Building between 8:00 a.m. and 4:30 p.m., Tuesday, February 20, 1962.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice O-6.

Distribution "S"

FAA AC 62-1854

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 23, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Film Presentation - "Rescue Breathing"

1. As an employee welfare service, a twenty-five minute sound, color, first aid film on Rescue Breathing will be shown in the Aeronautical Center Headquarters Building Auditorium on the dates and times indicated below:

Tuesday, February 27	11:00 a.m., 1:00 p.m., 3:30 p.m.
Wednesday, February 28	11:00 a.m., 1:00 p.m., 3:30 p.m.

2. The film presents a technical demonstration of the amount of air a person requires. It vividly shows temporary visible effects on a person due to lack of sufficient oxygen, and demonstrates effective recovery methods that can be performed by laymen.

Distribution "C"
FAA AC 62-2020

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE February 27, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Deletions to Mailing Lists

The Federal Aviation Agency, Eastern Region, New York International Airport, Jamaica, L. I. 30, New York, has requested deletion of the following routing symbols and services, effective February 5, 1962:

Airports Branch	EA-490
Assistant Chief	EA-491
Administrative Assistant	EA-492
Airport Engineering Section	EA-493
Airport Planning Section	EA-496
Airport Operations Section	EA-498

Distribution "S"
FAA AC 62-2057

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 27, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Arrival of the Micro Switch Display Van

1. The Micro Switch Display Van, a Division of Minneapolis-Honeywell Regulator Company, Freeport, Illinois, will arrive at the Aeronautical Center facilities on Thursday, March 1, 1962. Factory trained personnel will be available for demonstration and consultation on the hundreds of Micro precision switches displayed.

2. The van will be in the parking lot immediately south of Building ANF No. 2 between the hours of 8:30 a.m. and 3:30 p.m.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice 0-6.

Distribution "S"

FAA AC 62-2046

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 27, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Admittance to Construction Sites

As we enter the mild season and CARI and Academy Headquarters Buildings begin to near completion, we realize there is a great temptation to our employees to visit the construction sites.

We would like to remind that building construction is, by nature, hazardous, and that the presence of unauthorized personnel at these sites becomes an insurance liability to the contractor and the owner. The Agency does not have right of occupancy to these structures until the construction is completed and the building survives the final inspection and acceptance.

Official admittance to these construction sites may be obtained by contacting Mr. Fred Seals, GSA Resident Engineer. Mr. Seals is located at the corner of 64th & Denning Avenue.

Distribution "C"
FAA AC 62-2047

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE February 28, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT 16 mm. Film to Be Shown by Remington Rand Corporation

1. Representatives of the Remington Rand Corporation will show a short 16 mm. sound film on a new concept of filing and finding -- the LEKTRAFILE.

2. This film will be shown in Room 236, Headquarters Building on Monday, March 5, 1962. The film along with a short discussion period afterward is scheduled for the following periods:

9:30 a.m.	to	10:15 a.m.
10:30 a.m.	to	11:15 a.m.
11:30 a.m.	to	12:15 p.m.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice 0-6.

Distribution "S"

FAA AC 62-2105

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 7, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT CHORAL-AIRS

The Choral-Airs will appear in a program on Thursday, March 8, 1962, at 12:00 noon. This program will be presented in the Headquarters Auditorium. You are invited to attend.

Another important up-coming event is scheduled for Wednesday, March 14, 1962, at 1:00 p.m. The Choral-Airs will appear on the "Galen Stacey Show" on KWTV Channel 9. There will be a television in the Auditorium of the Headquarters Building during this program. If your work shcedule will permit, you will enjoy watching and hearing our Choral-Airs perform over television.

Distribution "C"

FAA AC 62-2206

FEDERAL AVIATION AGENCY

Aeronautical Center — Oklahoma City, Oklahoma

DATE March 12, 1962

AERONAUTICAL CENTER Bulletin

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

1. The annual fund-raising campaigns for National Health Agencies and Federal Service Joint Crusade will be conducted concurrently at the Aeronautical Center and adjacent FAA Facilities during the week ending March 17, 1962.

2. These campaigns together with the United Appeal Campaign in the Fall are the only "on-the-job" fund-raising solicitations conducted annually at the Aeronautical Center.

3. The Agencies which are eligible to participate in the Health Agencies Campaign are:

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

   These Agencies 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. A CONTRIBUTION TO THIS CAMPAIGN IS AN INVESTMENT IN THE HEALTH OF YOUR FELLOW WORKERS, YOUR OWN HEALTH, AND THAT OF YOUR FAMILY.

4. The three international Agencies participating in the Federal Service Joint Crusade are:

   The American-Korean Foundation
   Radio Free Europe
   CARE, Inc.

   The American-Korean Foundation strengthens Free Korea. Radio Free Europe gives people in iron-curtain countries moral strength, purpose, and hope for future independence from Communist domination. It also helps to prevent the Soviets from claiming a complete victory in East Europe. CARE provides food to hungry people in many lands, and sends tools to help the needy grow their own food and earn a better living. Thus far, millions have been aided in over 50 countries.

   The Federal Service Joint Crusade Campaign is largely dependent upon the unselfish efforts of thousands of Federal employees and military personnel.

-Over-

5. One of your fellow workers will furnish you with a sealable envelope and an informative brochure for each campaign on Wednesday, March 14. Contributions will be picked up on Friday, March 16th. Contributors are urged to designate the Agency (ies) to which their contribution to each campaign is to be applied. None of these Agencies participate in the local United Appeal Campaign.

6. There are no Agency money goals or quotas, and no pledges. The goals of the campaigns this year are 100% participation - a generous voluntary contribution from everyone.

Distribution "C" and 150 cys to AC-116

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 12, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Equipto Engineering Seminar

1. Oklahoma City area sales engineer for the Equipto Electronics Corporation will hold an engineering seminar on enclosures for electronics and instrumentation. This seminar will be of particular interest to personnel in the engineering, industrial designing, and procurement category.

2. The seminar will be held in Room 119, Headquarters Building on Wednesday, March 14, 1962, between the hours of 9:30 a.m. and 12:30 p.m.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice 0-6.

Distribution "S"

FAA AC 62-2246

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 12, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Dulaney's to Hold RCA Seminar at the Center

1. Dulaney's Manufacturers Distributors will sponsor an RCA Seminar in Room 338, Headquarters Building. Mr. Julius Lempner, Field Engineer from RCA, will present a forty-five minute film entitled, "Four Hundred and Fifty Three Steps to Electrical Progress Through Transistor Quality".

2. This film will be shown on Thursday, March 15, 1962, beginning at 9:00.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice 0-6.

Distribution "S"

FAA AC 62-2324

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 13, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Vehicle Registration

1. Employee vehicles at the Aeronautical Center must be registered in Accordance with the provisions of Aeronautical Center Practice 0-3, as follows:

> "Each employee of the Aeronautical Center will complete Motor Vehicle Registration, Form AC-678 and send it to the Security Office, AC-115 immediately. The form should be completed for any motor vehicle that may be parked at the Center by an employee, whether or not the vehicle is owned by such employee."

2. Registration forms (AC-678) (Revised 10-61) are available from Office Service Section, AC-144.1. It is the responsibility of each supervisor to ascertain that vehicle registration forms are available for employee's use.

3. The Vehicle Registration Cards are the principal source of information used by the Security Office in the management of the parking and traffic programs at the Aeronautical Center. These cards are also being used as a basis for the issuance of decals for employee's vehicles in connection with a program to separate the employees and students parking areas to be implemented in the near future. Your cooperation in completing the above form and submitting it to the Security Office, AC-115 by March 25, 1962 will be appreciated.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 16, 1962 Jan-2

AERONAUTICAL CENTER Bulletin

SUBJECT Relocation of Aeronautical Center Library

The Aeronautical Center Library, AC-142, has moved from Room 135, Headquarters Building, to Room 11B, Flight Operations and Airworthiness Building.

With this additional space, the library can now encourage the use of its current collection of 680 books and 700 technical reports.

Listings of the library's holdings will be distributed soon to all interested parties. Subsequently, the library will issue a monthly Acquisitions List of all additional publications acquired and available for use.

Generally, books may be borrowed for three weeks and renewed indefinitely so long as there are no calls for them in the meantime. Technical reports may be borrowed indefinitely, and will be recalled only if the library cannot supply an additional copy to an interested user.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 23, 1962

JAC-2

AERONAUTICAL CENTER Bulletin

SUBJECT IBM to Display Dictating and Transcribing Equipment

1. Representatives of the IBM Corporation will have the new "IBM Executary" - a dictating and transcribing equipment system - on display Tuesday, March 27, 1962.

2. This machine will be in Room 119, Headquarters Building between the hours of 8:00 a.m. and 12:00 noon.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice 0-6.

Distribution "S"

FAA AC 62-2550

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE March 28, 1962

AC-1
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AERONAUTICAL CENTER Bulletin

SUBJECT Work Orders

In order for the Accounting Division to meet the requirements of Public Law 663, Section 1311, all organizations are urged to review active work orders with the view of bringing them to a close as soon as practicable to avoid last minute Fiscal Year closing deadlines.

Your attention is invited to Aeronautical Center Practice 11-10, Paragraph 4b, which states, in part: "Work orders incomplete on June 21 of each year must be reviewed by the organization performing the work. Those which cannot be completed before June 30 will be closed, bringing charges up to date . . . ."

Further inquiries concerning closing of work orders should be directed to the Accounting Division, AC-120.

Distribution "A"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 3, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Security

1. Each of us in Federal Service has the responsibility to diligently protect the property entrusted to us for the performance of our duties and to refrain from converting any part thereof to our own use or benefit. Violation of this trust is a serious offense.

2. Recent complaints concerning theft of government property have resulted in numerous investigations by the Security Office. The completion of a number of these investigations has resulted in loss of jobs for several employees and since theft of Government property is a Federal Offense they face possible criminal prosecution in Federal Courts.

3. Although the welfare of each employee is of greatest interest, management has no alternative but to initiate appropriate action when accepted standards of conduct have been violated. For this reason, we ask that you protect yourself and management by being especially careful to avoid even the appearance of misusing government property.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 5, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT FAA Economy Campaign

1. With the announcement by Administrator N. E. Halaby of the beginning of the FAA Economy Campaign on April 1, 1962, all employees at the Aeronautican Center have been invited to add their support, participation, and talents by submitting suggestions or ideas on how economy or improvements can be made.

2. All suggestions are to be routed directly to the Chief, Personnel Division, AC-110, who is the Incentive Awards Officer. In order to assist with the Economy Campaign, the following have been designated Coordinators:

   FAA Academy - J. B. Mitchell, PT-900
   Aviation Facilities Depot - Clark B. Affleck, AF-905
   Office of the Manager - John I. Willoughby, AC-106
   Aircraft Maintenance and Engineering Center - Ed Delahay, AF-914
   CARI - Loren Helm, AM-911
   Control Systems Division - Don Winfrey, FS-945
   Analysis and Applications Unit - Bill Martin, FS-925
   Operations Examination Branch - L. E. Brooking, FS-905
   Maintenance Technician Examination Branch - Arthur Elwell, FS-907

   These Coordinators will be responsible for assuring prompt evaluation of all suggestions referred to their respective organizations by the Incentive Awards Officer, and for making periodic reports of the status of Economy Campaign suggestions to the Incentive Awards Officer.

3. Employees may submit more than one suggestion, but each must be submitted separately on Form FAA-2333 (6-59). Adopted and approved suggestions are eligible for awards from $15 to $25,000.

4. During the Economy Campaign, we hope to give due recognition to employees' talents and the contributions they make through their suggestions.

5. All employees are encouraged to be among the first with their suggestions for the Economy Campaign, and in the words of Administrator Halaby, "Let's have the cleanest, leanest, and keenest outfit in this man's Government."

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 6, 1962

AC-2

AERONAUTICAL CENTER Bulletin

SUBJECT Joint Fund-Raising Campaign

1. The individual contributions received during our recent joint fund-raising campaign for the National Health Agencies and the Federal Service Joint Crusade have been delivered to the respective agencies.

2. A total of 2,420 employees contributed to the National Health Agencies and 1,840 to the Federal Service Joint Crusade. The agencies will tabulate the contributions and notify us of the amount received. When this information is received, it will be announced.

3. I want to express my sincere appreciation to all employees who participated in this campaign, and to especially thank the many employees in all organizations who worked so diligently to make it a success. I feel certain that when the results are known, they will be highly gratifying.

R. W. Pulling

R. W. Pulling
Chairman, Fund-Raising Campaigns

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE March 22, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Elimination of Potential Health Hazards

1. We need the cooperation of all employees in avoiding a potential health hazard, as well as helping our custodians avoid a rather nasty and disagreeable job.

2. Several of us have fallen into a habit of putting partly filled paper cups in wastebaskets or other trash containers. When the custodians empty the basket these partly filled cups spill over the basket, the floor, and frequently the custodians' hands and clothing. Most of us quickly appreciate how disagreeable the results are to the man involved - cleaning up the mess, himself, and his clothes.

3. Just as important to all of us is the fact that these partly filled cups and soiled wastebaskets attract bugs and other vermin, as well as providing a breeding ground for germs we'd rather not have among us.

4. Won't you help by emptying the ice and any unfinished drinks in the nearby janitor closet or rest room sinks before putting the empty cups in the wastebaskets?

5. Do one other thing, too -- and the custodians will appreciate it -- if you bring a lunch or take food to your desk, workbench, or lunchroom, wrap the remains or put them in a sack so they won't spill before you put them in a wastebasket or trash can.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 13, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Evaluating Employee Suggestions

ATTENTION! ALL EVALUATORS OF SUGGESTIONS

1. The Agency-wide Economy Campaign is getting into full swing. Special emphasis is being placed on processing all suggestions submitted to final evaluation within two weeks after receipt.

2. Aeronautical Center Practice 3-20 contains procedures and instructions for evaluating employee suggestions. The Incentive Awards Committee urges all supervisors and other employees who evaluate suggestions to familiarize themselves with the contents of this Practice--particularly Sections 3 and 5.

3. Suggestions which are improperly evaluated cannot be acted upon by the committee and must be returned for additional information. This not only causes delay in the final processing of the suggestion, but also creates additional work for the evaluator. A little time spent in reading and studying Aeronautical Center Practice 3-20 will eliminate most of the causes for returning suggestions to evaluators. All evaluators are requested to be certain that their evaluation is made on Form FAA 2333-1 (6-59) and contains the following information:

   a. Enter suggestion number and date it was received for evaluation.

   b. Show action taken or recommended. Only the official with the authority to adopt a suggestion can show "Adopted." All others must show "Adoption Recommended" or "Recommend Nonadoption." When an official with the authority to adopt shows "Recommend Nonadoption," this will constitute rejection of the suggestion.

   c. Campaign coordinators are responsible for returning suggestions to the Incentive Awards Officer for referral to Washington when the suggestion is not within their functional responsibility and cannot be adopted locally.

   d. Give reasons for adoption or recommendations. Remarks in this space should be general in nature. Examples: cash savings, savings in manhours, increased safety conditions, etc.

   e. Estimated First Year's Tangible Savings--This space is to be completed only when there is an actual tangible savings. Show previous cost and estimated cost if suggestion is adopted. Any indicated savings will be the estimated tangible benefit. If an actual saving in money does not result, it is not a tangible savings. A savings in manhours is not a tangible savings unless it eliminates an authorized and budgeted position. Show only those savings accruing within your functional responsibility.

-Over-

f. Intangible Benefits--These are benefits which do not result in an actual cash savings. Examples: savings in manhours, increased production, better working conditions, etc. When intangible benefits exist, list them specifically in detail (show number of manhours saved, to what extent production was increased, how working conditions were made better, etc.) and then determine the value and extent of application. Guides for making these determinations are contained in Section 5b of Aeronautical Center Practice 3-20. Show only those benefits accruing within your functional responsibility.

g. When benefits (tangible and/or intangible) accrue to one or more operations within an adopting official's jurisdiction, he shall summarize the benefits and determine the overall value and extent of application within his organization.

h. The next space is to be used to indicate other organizations located at the Aeronautical Center that might benefit from the suggestion.

i. Show offices or facilities not located at the Aeronautical Center which might also use the idea.

j. The amount of cash award recommended must be in accordance with the cash award scales contained in Aeronautical Center Practice 3-20 (Section 5a for Tangible Benefits and Section 5b for Intangible Benefits).

4. A correctly evaluated suggestion saves time and effort and thus contributes additionally to the ECONOMY CAMPAIGN.

5. Questions concerning evaluation should be directed to the Secretary, Incentive Awards Committee, Ext. 503.

Distribution "S" and 200 copies to AC-116C

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE April 13, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Reminder of Tax Obligations

The following is quoted from the April, 1962, Federal News Clip Sheet for the information of all employees:

> "Federal employees who willfully neglect to pay their Federal, state, county, and city taxes are jeopardizing their continued Government employment, Civil Service Commission Chairman John W. Macy, Jr., made clear in a recent letter to department and agency heads.
>
> He asked that all employees be reminded that 'taxes due to the Federal, state, and local governments are an obligation of the highest priority and that willful neglect is incompatible with continued employment in the service.' He said that only a few employees were lax in paying their taxes and other just debts, adding: 'I am certain that the record of Federal personnel as a whole compares favorably in this respect with that of any other segment of the population.'
>
> He cited a White House memorandum to agency heads, dated July 20, 1961, which provided that 'employees are expected to meet all just financial obligations.' Payment of taxes is certainly intended as a primary obligation of every employee, he added.
>
> The CSC Chairman pointed out that this letter was not intended as a 'policy of harshness,' especially for employees with special problems, hardships, and extenuating circumstances. He also said that employees should understand that this is not a 'one-time drive but a statement of a firm and continuing policy.'"

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 13, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Economy Campaign

As we move into the third week of the Economy Campaign, we find that many employees are willing, but are not sure of just how, to originate a suggestion. Perhaps a look at the definition of a suggestion will assist us in getting started with that idea.

A suggestion is an idea which, when implemented, will result in more efficient or more economical operations or other improvement in government operations.

YOU WILL WANT TO LOOK AT:

Your own job.....List all the things you do, and the reasons for doing them. Can any of the steps be eliminated? Can any operations be combined? Is there a way to do the job in less time, or to obtain better results?

The tools you use, such as forms, office machines, filing equipment, and miscellaneous supplies.....Are they suitable for the job? Can they be improved? Are there better or less expensive substitutes?

The area in which you work.....Are there any accident hazards? Are workers properly located so they can do their work with a minimum amount of walking from place to place?

YOU WILL WANT TO LOOK FOR:

Bottlenecks, delays, wasted time, and wasted motion.

YOU WILL WANT TO IMPROVE BY:

Eliminating, combining, changing sequence, simplifying, and substituting.

If you need help, call upon your supervisor. Show him that you are interested in the suggestion program and he will be glad to lend you a hand.

DON'T PUT THAT IDEA AWAY, SUBMIT IT TODAY.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 16, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Vehicle Registration

1. Employees will soon be receiving vehicle decals through the mail distribution system along with instructions for placing them on the vehicle. This is in conjunction with a program for separation of employee/student parking areas.

2. To reiterate the Bulletin of March 13, 1962 on this subject, it is urged that particular attention be exerted by all employees to submit Vehicle Registration forms (AC-678) (Revised 10-61) to the Security Officer, AC-115, as these forms are the primary source of information used to issue decals, manage parking and traffic. Revised AC-678,10-61 lists make, model, type and color of vehicle, plus space for a decal number, and in addition a portion of the card is to be used for a cross reference file thereby giving more flexibility in maintaining current vehicle records. In the event employees submitted registration information for 1962 on the obsolete version (AC-678, 10-60) it is requested that such employees re-submit their vehicle registration on the current form (AC-678, 10-61) as soon as possible. Vehicle Registration forms for 1961 are being destroyed effective this date.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 16, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT CHORAL-AIRS

The Choral-Airs will present their annual Easter Cantata, "The Atonement", Thursday, April 19, 1962. Two 50-minute programs will be presented in the Headquarters Auditorium, one at 11:30 a.m. and an evening presentation at 8:00 p.m. You are encouraged to come anytime during the program and stay as long as your work schedule will permit. Your family and friends are invited to the 8:00 program.

Another important event is scheduled for Tuesday, April 17, 1962, at 12:25 p.m. The Choral-Airs will appear on the "Tom Paxton Show" on WKY TV, Channel 4. You will enjoy watching and hearing our Choral-Airs perform.

Distribution "C"

FAA AC 62-2969

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 16, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Safety Film Presentation

1. A 27 minute color movie film entitled "Knowing's Not Enough" will be presented in the Headquarters Building auditorium Wednesday, April 18, 1962, at the following times:

   9:00, 10:00 a.m.
   2:00, 3:00, 4:00 p.m.

2. Striking "home plate" on the cause of most accidental injuries, this film delivers a worthwhile message to all employees not immune from accidents. Supervisors, being responsible for the safety of their people, might well benefit by encouraging attendance.

Distribution "C"

A AC 62-2970

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 20, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Organizational Meeting for OSU Technical Training Program

1. The Aeronautical Center Educational Society has made arrangements with the Oklahoma City branch of the Oklahoma State University to provide an integrated technical training program leading to a two-year Associate Degree in electronics and other technologies or a BS Degree in Technical Education. Since this represents the first time that a university has indicated a willingness to engage in a complete contract-type program, this meeting should be of considerable interest to many Aeronautical Center employees.

2. Details of this program, including plans for advanced standing examinations, will be explained at a meeting in the Headquarters Building auditorium from 11:30 to 12:30 p.m., Wednesday, April 25, 1962. Plan to attend if you desire this training.

Distribution "C"

AA AC 62-3074

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 20, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Economy Campaign Suggestions

1. The Washington Economy Campaign Board has voted to include all suggestions currently pending evaluation as part of the Economy Campaign regardless of date of original submission.

2. Accordingly, all suggestions on which evaluation was not completed at the beginning of the current campaign will be counted as part of the Economy Campaign and will be eligible for up to $1,000 bonus.

3. DON'T PUT THAT IDEA AWAY, SUBMIT IT TODAY!

Distribution "C"

FAA AC 62-3069

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

9AC-2

DATE April 23, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Information Regarding Parking

1. Effective immediately construction will begin on Maintenance Buildings North of Hangar 8, therefore all parking will be eliminated in the area North of Hangar 8.

2. The new parking lot at the extreme North of ANF #1 has been accepted and is now open for parking.

Distribution "C"
FAA AC 62-3083

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE April 23, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Display of Remington Rand Office Machines

1. Representatives of the Remington Rand Corporation will present a display of their latest electric and standard typewriters, as well as adding-calculating machines.

2. This display will be in Room 119, Headquarters Building on Wednesday, April 25, 1962, between 9:00 a.m. and 12:00 noon.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice O-6.

Distribution "S"

FAA AC 62-3084

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE April 27, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Acceptance of Applications for Employment at the Aeronautical Center

1. We are prompted in this release by recent information of a few applications having been accepted and held by operating officials. The Aeronautical Center activities in recruitment and appointment are subject to the Civil Service Commission's inspection to insure that the principles and instructions outlined in the Federal Personnel Manual have been carried out and that the requirements of the Veterans Preference Act and regulations of the Commission have been met.

2. For this reason, applications for employment in any position at the Aeronautical Center must be accepted only by the Board of U.S. Civil Service Examiners. No other office at the Aeronautical Center is authorized to accept applications. Any applications received by any other office will be forwarded immediately to the Board of U.S. Civil Service Examiners, AC-114. The application will be officially accepted or returned to the applicant in accordance with the Civil Service Commission's regulations and the needs of the Aeronautical Center. The Civil Service Commission requires that applications be accepted on a systematic basis. When we are actively recruiting for a position, applications must be accepted from all qualified applicants for that position. We must reject all applications for a position for which we are not actively recruiting.

3. Those applications which are accepted shall be promptly evaluated in accordance with standards authorized by the Civil Service Commission and qualified and available applications shall be considered for appointment in established priority order. Those applications which cannot be accepted will be promptly returned to the applicant.

4. Inquiries are frequently received concerning the status of applications from persons applying for employment at the Aeronautical Center. Such inquiries can be correctly answered only when applications are filed in the proper office. Occasionally we state in our reply that the application has not been received and later find that it had been accepted by some person not authorized to accept applications. Any applications being held should be forwarded to AC-114 immediately.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 1, 1962

ac-2

AERONAUTICAL CENTER Bulletin

SUBJECT Program Evaluation Review Technique - A film showing the Programming of Components of the Polaris Missile

1. A film developed around the programming techniques used by the Weapon's Project Office responsible for management control of the Polaris Missile Project is available. This film demonstrates the use of the "critical path" scheduling technique to a highly complex programming job involving the assembly of over 250,000 different component parts of the Polaris Missile on a very demanding time-table. Although it is unlikely that a job of this complexity is apt to occur at the Aeronautical Center, this technique has potential application to less complex undertakings.

2. The film will be shown in the Auditorium of the Headquarters Building on Thursday, May 3, 1962, starting at 11:45 a.m. It is approximately 35 minutes long. All employees would enjoy seeing the film, but it has potential application primarily to key personnel, branch chiefs and above, or perhaps section chiefs in some elements. Personnel directly engaged in production control and scheduling work or programming should find the film especially applicable to their job situation.

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 3, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Employees' Statement of Earnings and Deductions

A Statement of Earnings and Deductions Card, Form FAA-2605, is furnished along with your check. This Statement provides each of you with information as to Gross Salary, Deductions, and Net Pay.

It is suggested that you maintain your own file of these statements which will afford a ready reference as to the amount of deductions; i.e., Federal Tax, State Tax, Retirement or Social Security, Life Insurance, Bonds and Health Insurance, withheld from your pay.

By maintaining this file, we will decrease the number of phone calls and office memorandums directed to the Payroll Branch, thereby assisting this branch and allowing more time for them to process your pay.

Distribution "C"

FAA AC 62-3219

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 4, 1962

file

AERONAUTICAL CENTER Bulletin

SUBJECT Results of 1962 Joint Fund-Raising Campaign

A tabulation of the contributions received during our 1962 joint fund-raising campaign for the National Health Agencies and the Federal Service Joint Crusade has been received.

I am very pleased to announce that the number of employees contributing to these worthy programs increased substantially over 1961, and this increased participation resulted in almost doubling the amount contributed in 1961.

A tabulation by organization is shown below:

	NHA	FSJC
Office of the Manager, Aeronautical Center	412.15	240.57
Federal Aviation Agency Academy	1,058.68	579.34
Aircraft Maintenance & Engineering Center	809.28	420.50
Aviation Facilities Depot	1,138.58	553.71
Civil Aeromedical Research Institute	132.25	67.30
Control Systems Division	246.18	126.05
Analysis & Application Section	31.35	17.75
Operations Airman Examination Staff & Maintenance Airman Examination Staff	46.00	30.00
Washington Employees	101.67	37.02
Southwest Region Employees	51.38	31.00
Totals	$4,027.52	$2,103.24

We can all be proud of the fine showing made during this campaign. The amount contributed indicates a willingness by FAA employees in the Oklahoma City area to accept their fair share of the charitable responsibilities of this community.

R. W. Pulling

R. W. Pulling, Chairman
Fund-Raising Campaigns

Distribution "C"
25 Copies to AC-116C

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 7, 1962

file

AERONAUTICAL CENTER Bulletin

SUBJECT Parking

A suggestion has been made recently to appeal to the drivers of the small compact and foreign cars to park in such a manner where their cars will be visible to other drivers seeking to locate a parking space. If the drivers of these small cars will park with their front or rear bumper, as the case may be, even with the bumpers of the standard make and size automobile it may help to solve this problem. Your fellow employees will appreciate your courtesy and cooperation in this respect.

Distribution "C"

FAA AC 62-3260

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 10, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT The "Freedom Bond Drive" of 1962

1. The annual drive to encourage employees at the Aeronautical Center to purchase U. S. Savings Bonds through the Payroll Savings Plan will be conducted May 14 through May 25, 1962. Our minimum goal, as in the past, will be participation by at least 90% of the employees at the Aeronautical Center.

2. We have reached this goal for the past three years. However, since the close of our 1961 campaign our percent of participation has dropped from 90.2% to 77.4%.

3. For the first time since the Korean War, a nation-wide Savings Bond Campaign is being undertaken. It was inaugurated personally by President Kennedy on January 19th when he met for that specific purpose with 800 of the heads of the largest companies, banks and businesses in the United States. They have agreed to put their weight behind the program.

   In his address, President Kennedy stated, "Today we need a nation of Minute Men - citizens who regard the preservation of freedom as a basic purpose of their daily life. It is important that individual savings help provide our country's economy with resources for its further expansion and growth. Moreover, savings help to keep America strong and free. U. S. Savings Bonds serve this purpose directly. They are one of the most convenient, as well as one of the safest, investments savers can make. The volunteer spirit has made the U. S. Savings Bonds program a shining success through these years of defense, war, cold war, and uneasy peace."

5. I'm certain that our employees will continue to set the pace for others to follow. All employees not presently participating in the Payroll Savings Plan will be contacted by a fellow employee and urged to enroll. You may authorize payroll deductions in accordance with the following schedule:

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 - 1875 - 37.50
75.00	100.00	1.25 - 3.75 - 6.25 - 7.50 - 9.38 - 12.50 - 18.75 37.50 - 75.00

6. If you are already enrolled, you are encouraged to increase the amount of your deduction. Change in Authorization Cards are available from Bond workers in your area.

(Over)

7. The following goals for enrolling non-participants, based on present employee strength and participation, have been assigned to organizational elements as indicated:

Office of the Manager, Aeronautical Center	55
Federal Aviation Agency Academy	65
Aviation Facilities Depot	120
Aviation Maintenance and Engineering Center	115
Civil Aeromedical Research Institute	65
Control Systems Division	45
Analysis and Application Section	10
Operations Airman Examination Staff	3

8. In order to count towards your organization's goal, your authorization card must be returned to the worker who contacts you by May 25, 1962 and be effective no later than June 23, 1962. DO YOUR PART - SIGN UP NOW!

R. W. Pulling
Chairman, Freedom Bond Drive

Distribution "C"

UNDERWRITE YOUR COUNTRY'S MIGHT. BUY U. S. SAVINGS BONDS

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 22, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Safety Film Presentation

1. Two short safety films will be shown in the Headquarters Building auditorium on the following dates and times:

   May 23 9:00 and 10:00 a.m.
   May 24 9:00 and 10:00 a.m.

2. "Then There Were Four" is a 27 minute film narrated by Jimmy Stewart concerning to and from work traffic accidents. Following this will be a 13 minute film entitled "Boats-Motors-and People."

3. These films are being substituted for the Trooper Dan Combs safety demonstration canceled due to complications arising from a recent operation on his "shootin' arm."

FAA AC 62-3471

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 10, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Inventory of Aeronautical Center Radiological Defense Equipment

A special inventory of items of radiological defense (RADEF) equipment will be conducted during the week 21 May 1962. All persons or organizations who possess any of the following items, exclusive of Aviation Facilities Depot stocks, are requested to turn them in immediately to Mr. W. H. Bond, AC-160, Room 338 of the Headquarters Building. Items to be inventoried are:

a. CDV-700 Geiger Counter 0-50 Mr/hr
b. CDV-710 Ion Chamber Instrument 0-50 R/hr
c. CDV-720 Ion Chamber Instrument 0-500 R/hr
d. CDV-138 Dosimeter 0-200 Mr
e. CDV-740 Dosimeter 0-100 R
f. CDV-750 Dosimeter Charger
g. Dose Rate Calculators (Circular Slide Rule)

If you are aware of any of the above items that may not be turned in due to the absence of the person who has possession of them, please call Ext. 258 and advise of the items.

Following the inventory items will be reissued to RADEF personnel and/or organizations having a need in accordance with standard property issue procedures.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 24, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Economy Campaign

1. The excellent participation in the Economy Campaign by Aeronautical Center employees has been recognized by both Washington and Aeronautical Center personnel. Many worthy suggestions are being favorably received by management. In many cases, non-adopted suggestions result in better communications between supervisors and employees. All participating employees can be proud that they have had a part in a successful campaign.

2. As we approach the end of this campaign, we are again reminded of the words of Administrator N. E. Halaby, "Let's have the cleanest, leanest, and keenest outfit in this man's government." By our continued participation we have shown Mr. Halaby that we at the Aeronautical Center are striving for more efficient economical operations which will result in greater employee satisfaction and higher prestige for the Federal Aviation Agency.

3. Since May 31, 1962, is the final day for receipt of eligible Economy Campaign suggestions, all employees are encouraged to submit their latest ideas immediately for consideration. All suggestions received on or before May 31, 1962, will be eligible to win up to $1,000.00 as a bonus under the Economy Campaign.

DON'T PUT THAT IDEA AWAY, SUBMIT IT TODAY.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE: May 24, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Appropriation Accounting Codes on SF-52, Request for Personnel Action

It is important that appropriation, organizational and object class codes be shown on all Standard Forms 52, Request for Personnel Action, so that charges will be made against the correct funds. It is essential that care be taken to indicate the correct appropriation and other coding information to indicate the proper appropriated fund accounts to be charged.

For instance, if the Accounting Division prepared an SF-52 for a temporary position, the APPROPRIATION (Block 27 on the Request for Personnel Action) would read: 6921301.001/1530/1121. If the Flight Standards Training Division prepared an SF-52 for a permanent position, Block 27 on the SF-52 would read: 6921301.001/1960/1111. If the Biodynamics Branch of CARI prepared an SF-52 for a part-time position, Block 27 on the SF-52 would read: 69X1300.019/1179/1122.

This item must be shown on all SF-52's as the Program Office is responsible for citing the appropriate funds and this information is reflected on the SF-50, Notification of Personnel Action, which is recorded on Personnel and Accounting records.

Your attention is directed to Aeronautical Center Practice 11-2, Appropriation Accounting Codes, which contains coding instructions and information and Paragraph 4b(1)(p) of Aeronautical Center Order 3290.1, Subject: Request for Personnel Action and Payroll Change Slip.

Distribution "A"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE May 28, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Memorial Week End Safety

1. Memorial Day, Wednesday, May 30, will begin one of the major holiday week ends. You are reminded to again participate in the pilot project, "LIGHTS ON FOR SAFETY."

2. Drivers of automobiles are asked to keep their headlights on at all times on the road. This serves to remind other drivers to concentrate on their driving in an effort to stop accidents.

3. As many of us will "head for the water," here's a tip on water rescue: An inflated spare tire, wheel rim and all, will keep as many as four people afloat. Your spare tire may literally be a lifesaver.

Distribution "C"

FAA AC 62-3568

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 1, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT The "Freedom Bond Drive" of 1962

1. Our Freedom Bond Drive of 1962 ended May 25 and I am very pleased to announce that we exceeded our announced goal of 90% participation by employees of organizations located at the Aeronautical Center.

2. Final results by organization are shown below:

ORGANIZATION	Percent Participating
FEDERAL AVIATION AGENCY ACADEMY	
Office of the Director and Staff	100.0
Technical Services Division	100.0
Training Development Division	100.0
Management and General Training Division	100.0
Flight Standards Training Division	100.0
Non-Resident Training Division	96.9
Aviation Facilities Training Division	93.5
Air Traffic Training Division	92.3
TOTAL	95.4
OFFICE OF THE MANAGER, AERONAUTICAL CENTER	
Office of the Manager and Staff	100.0
Personnel Division	100.0
Budget Division	100.0
Accounting Division	97.1
Administrative Services Division	95.5
Plant Engineering Division	90.1
TOTAL	95.0
AVIATION FACILITIES DEPOT	
Office of the Manager	100.0
Plans and Administration Division	100.0
Materiel Division	92.7
TOTAL	92.7

(Over)

ORGANIZATION	Percent Participating
AIRCRAFT SERVICES CENTER	
Office of the Chief	100.0
Aircraft Inspection Division	100.0
Aircraft Division	88.1
TOTAL	88.8
OPERATIONS AIRMAN EXAMINATION STAFF	100.0
MAINTENANCE AIRMAN EXAMINATION STAFF	100.0
DATA ANALYSIS AND APPLICATION SECTION	95.7
CONTROL SYSTEMS DIVISION	87.1
INTERNATIONAL LIAISON OFFICE	100.0
CIVIL AEROMEDICAL RESEARCH INSTITUTE	54.5
TOTAL FOR ALL ORGANIZATIONS	91.3

I wish to congratulate those organizations that reached 90% participation and especially those organizational elements that are 100%. I would also like to express my appreciation to the participating employees of all organizations who made it possible for the Aeronautical Center as a whole to exceed 90% participation. I'm hopeful that those employees who have not joined the Payroll Savings Plan for the purchase of U. S. Savings Bonds will do so as soon as their personal circumstances will permit. It is planned that in the future a review of our Savings Bond Program will be made at least once each quarter. Let's maintain our place among the leaders in this very beneficial program.

R. W. Pulling

R. W. Pulling
Chairman, Freedom Bond Drive

Distribution "C"

"KEEP FREEDOM IN YOUR FUTURE - WITH U. S. SAVINGS BONDS"

File

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 12, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Authorized Signatures on Time and Attendance Reports

The General Accounting Office recently completed their audit of the Payroll operation here at the Aeronautical Center. They have made an audit exception which must be corrected. In this regard, please take the following action:

In order for the Payroll Branch, Accounting Division, to maintain an active file on Forms AC-572, Authorized Signatures on FAA-2606, it is requested that all Divisions submit new authorizations at the beginning of each Fiscal Year.

The Payroll Branch should be advised by memorandum when an employee transfers or resigns and an authorized signature card becomes inactive.

Distribution "A"

A AC 62-3785

file

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 13, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Temporary Curtailment of Employee Health Services

During the week June 18 through June 22, 1962, a film will be made in the Employee Health Branch under the supervision of Mr. George Mathieu, Administrative Services Division, Washington, D. C.

During this time services will be strictly limited to first aid and there will be no clinical examinations or immunizations given. Personnel seeking medical attention will enter through the rear door, Room 127, near the east exit by the auditorium.

DISTRIBUTION "C"

FAA AC 62-3784

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE June 13, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Changes in Pay Plan Designations

1. The Civil Service Commission has recently adapted its personnel statistics program to automatic data processing.

2. Since the Commission's statistical data is derived from information furnished by the Agencies, it will be necessary for the Aeronautical Center to change some pay plan designations to conform to their practice. These designations are a part of the position title and are used to identify the pay plan covering the particular job involved (for example, "GS" for General Schedule, "W" for Wage Board, etc.).

3. The anticipated changes will primarily involve Wage Board positions as follows:

Old Designation	New Designation
W	WB
L	WL
S	WS

4. As an example of how this works, we are currently coding Wage Board positions as follows:

Carpenter	W-4607-10
Carpenter Leader	L-4607-10
Carpenter Foreman	S-4607-9

5. In the future, we will be coding them as follows:

Carpenter	WB-4607-10
Carpenter Leader	WL-4607-10
Carpenter Foreman	WS-4607-9

6. We will continue to use the "GS" designation for Class Act positions.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 18, 1962

FAA ACADEMY Bulletin

SUBJECT Change in Routing Symbol for Special Assistant to the Director, FAA Academy

This Bulletin changes information stated in FAA Academy Bulletin, dated June 14, 1962, regarding the Routing Symbol of Mr. Irving D. Smith. Routing Symbol for Mr. Smith will be PT-900.2 instead of PT-905.

Distribution "F"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 28, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Crediting and Paying for Overtime, Night Work, and Compensatory Time

This bulletin is calling your attention to FAA Order PT-3550.5 dated June 8, 1962. The order establishes a new unit of time for crediting and paying overtime and night work and for crediting, using, and/or paying compensatory time. It also establishes a new policy to control the accumulation and use of and payment for compensatory time.

Minimum periods of 30 minutes or multiples thereof for overtime, night work, or compensatory time should be reflected on Time and Attendance Card, Form FAA-2606, effective June 24, 1962, the beginning of Pay Period #1. The 30 minute periods will be recorded on the Time and Attendance as ½ hour. (Example - 8½) Payments of 30 minute periods as reflected on the Time and Attendance Card will not be paid to the employee until the EAM equipment has been reprogrammed. Records will be maintained in the Payroll Branch and all organizations notified as to the date payments will be accomplished.

Aeronautical Center Orders 11-7, 11-11, and 11-12 will be changed to reflect these changes as time permits.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE June 28, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Distribution of Revised Department of Defense (DOD) Office of Civil Defense Pamphlet on Family Shelters to Aeronautical Center Employees

The recent assignment to the Department of Defense of national responsibility for a civilian shelter program has been marked by several significant accomplishments. The DOD objective is to ultimately have 230,000,000 shelter spaces available for the civilian populance in case of an attack. This number exceeds our present population and provides for future growth.

Most important to be remembered is that the new Federal Government Shelter Program is still dependent upon the family shelter concept. It is estimated that over 60,000,000 shelter spaces must be provided by individual family shelters. Ideally the family shelter should be constructed now and become a part of the home environment. DOD has recognized, however, that many family shelters may not be completed at the time of an attack and heads of families will be faced with the need to improvise a shelter.

Shelters can be improvised on short notice at small expense and with a minimum of materials. Costs of these improvised shelters can be as little as $75 and they may be constructed in only a few hours.

If you do not have access to a community shelter and must consider a family shelter you should review the new DOD pamphlet "Family Shelter Design". It will assist you in your shelter planning and can provide you with simple plans for building or improvising a shelter when an attack occurs. This pamphlet will be distributed to you through the Aeronautical Center distribution system in the immediate future.

Remember - The first 48 hours following an attack is the critical period for protection against fallout radiation. Radiation will decrease 98% during this period.

Distribution "C"